

SEA X-PRESS OPERATIONS DEPARTMENT

DG BOOKINGS:

Purpose and scope:

There is a clear procedure on the acceptance of dangerous goods which not only ensures that no banned substances are loaded but also provides for the safe loading and appropriate stowage of the allowable hazardous cargo and the surrounding containers.

Responsibilities:

The Agency in liaison with the Line DG desk will ensure no banned substances are booked. Operations Department will co-ordinate with Partners (if any) on the service and ensure that goods are loaded safely with due care.

DG Booking:

Step 1 - 2

Performed by: Agency

Step 3 - 4

Performed by: Operations Department (OD)

Step 1:

The customer will make a hazardous cargo booking with the local Agent who will then review if any such bookings have previously been made by the same customer

Step 2:

If it is the first time the customer has made DG bookings with us, then all the hazardous information will need to be procured from the customer, and the DG request form is duly filled.

Step 3:

The DG information must be validated next to ensure that the information matches that which has been provided by the agency.

Validation: means checking /validating by the dedicated person ensuring the data as to whether the weight, packing and the cargo details comply to IMDG rules, port of loading/ transit/ transshipment and discharge port rules, DG house rules and Partner DG where involved.

If it is not OK then the above steps must be repeated again until all the information is correct.

Step 4

OD will then review the DG request. Similar steps to be followed when DG cargo request is received from partner (if applicable)

Step 5:

The DG request must be checked against internal company restrictions, IMDG restrictions, against any Service restrictions and also vessel charter-party and documentation restrictions.

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Step 6:

If there are any restrictions, then the DG desk must advise the rejection of the DG booking to the Agency or to the Partner (if applicable)

Step 7:

If there are no such barriers to accepting the cargo, then OD can prepare prestow process. In case of partner vessel (where applicable), we must direct the DG request to the Partner for their review.

If they reject we must follow Step 6 above.

Step 8:

If the DG cargo is to be loaded on a vessel the OD will advise approval to the Agency.

Step 9:

The Agent will include the approved DG number on their Load list.

Step 10:

OD will use this number to verify the approval.

Step 11:

OD has to ensure that the approved DG cargo is stored onboard the vessel so as not to interfere with any non-DG cargo.

Step 12:

OD will then be able to begin the PRE-STOW process.

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DG CARGO RESTRICTION LIST

CLASS 1				
	SUB CLASS	UN NO	DETAILS	PROHIBITED/ RESTRICTED
	1.1to 1.6	All	EXPLOSIVE - DECK STOWAGE AWAY FROM E/R	P
	1.4S	All	EXPLOSIVE - ACCEPTED ON CASE TO CASE BASIS - DECK STOWAGE AWAY FROM E/R	P
CLASS 2	2.1	All	FLAMMABLE GASES - AWAY FROM E/R	R
	2.2	All	NON-FLAMMABLE GASES - DECK STOWAGE AWAY FROM E/R	R
	2.3	All	TOXIC GASES - DECK STOWAGE AWAY FROM E/R	R
CLASS 3		All	FLAMMABLE LIQUIDS - DECK OR HOLD STOWAGE AWAY FROM E/R	R
CLASS 4	4.1	All	FLAMMABLE SOLIDS - DECK STOWAGE AWAY FROM E/R	R
	4.2	All	SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION - DECK STOWAGE AWAY FROM E/R	R
	4.3	All	SUBSTANCES CONTACT WITH WATER EMIT FLAMMABLE GAS - DECK STOWAGE AWAY FROM E/R	R
CLASS 5	5.1	All	OXIDISING SUBSTANCES	R
	5.2	All	ORGANIC PEROXIDES - DECK STOWAGE AWAY FROM E/R	R
CLASS 6	6.1	All	TOXIC SUBSTANCES - DECK STOWAGE AWAY FROM E/R	R
	6.2		INFECTIOUS SUBSTANCES	P
CLASS 7			RADIO ACTIVE MATERIAL	P
CLASS 8			CORROSIVE SUBSTANCES - DECK STOWAGE AWAY FROM E/R	R
CLASS 9			OTHER THAN GOODS EVOLVING FLAMMABLE VAPOUR - DECK STOWAGE AWAY FROM E/R	R

DG RESTRICTION LIST

GENERAL EXCLUSION:

1. Any commodity containing Calcium Hypochlorite.
2. All Toxic Waste covered by the Basel Convention.
3. IMO regulated cargo in a Reefer container when there is a subsidiary explosive risk.
4. IMDG regulated cargo in Flexibag/Flexitank.
5. IMDG regulated cargo packaged in Bulk Packing
6. Shark Fin Products in any form are strictly prohibited

Apart from the above general exclusions, the following (as mentioned above) specific commodities are either Excluded/ Restricted for carriage.

ABBREVIATION

Prohibited : P - Excluded for general carriage.

Restricted: R - Acceptable for carriage provided specific requirements of Owners, POL/POD are fulfilled

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DG CARGO REQUEST FORM

1	DG APPLICATION-Along with MSDS(tanks along with tank certificate)	
2	REF NUMBER	
3	VESSEL NAME AND VOYAGE NUMBER	
4	NO / SIZE / TYPE OF CONTAINERS	
5	PORT OF LOADING	
6	PORT OF DISCHARGE	
7	DESTINATION	
8	NUMBER AND TYPE OF OUTER PACKING	
9	NUMBER AND TYPE OF INNER PACKING	
10	IS OUTER PACKING U.N TEST MARKED	
11	UN NUMBER	
12	PROPER SHIPPING NAME	
13	CLASS	
14	PACKING CODE	
15	PACKING GROUP	
16	If cargo packing is drums then is it NEW or OLD Drums	
17	CORRECT TECHNICAL NAME OF SUBSTANCE	
18	CHEMICALS GIVING RISE TO HAZARD	
19	GROSS & NETT WEIGHT	
20	FLASHPOINT	
21	ANY SUBSIDIARY RISK LABEL	
22	EMS NO	
23	MARINE POLLUTANT	
24	DISCHARGE PERMISSION GRANTED	
25	SHIPPER	
26	CONSIGNEE	
27	EMERGENCY CTC NO/NAME	
28	UN PACKING APPROVAL CODE	

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NON DG CARGO APPROVAL-Along with MSDS	
1. COMMODITY	
2. DG/NO-DG	
3. POL	
4. POD	
5. FINAL POD	
6. VESSEL/VOY	
7. NO./TYPE OF CONTAINERS	
8. GROSS WEIGHT	
9. PACKING CODE & NO.	
10. CUSTOMER TO GFS	

FLEXI APPLICATION -Along with MSDS/insurance copy/COA certificate	
1 – Booking Request reference	
2 - Service Name	
3 - Vessel Name / Voyage reference	
4 - POL (with ETA)	
5 - POD (with ETA)	
6 - Container type	
7 - Capacity of Flexi tank (liters)	
8 - Volume of cargo (liters)	
9 - Product name	
10 - quantity	
11 - Name of the flexi tank's manufacturer	
12 - C.O.A. impact test reference number	
13 - Loading requirements / handling	
14 - Flash point	

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FLEXIBAG APPLICATION REQUEST- with MSDS/insurance copy/COA certificate	
1) Booking or reference no. :	
2) 1 st Leg vsl/voy :	
3) PORT OF LOADING :	
5) PORT OF DESTINATION:	
6) CARGO DESCRIPTION :	
7) The maximum loading capacity of the flexi tank/flexi bag :	
8) Net/Gross weight :	
9) No of units/cntr size :	
10) Marine Pollutant	
11) Remarks : COA MEMBER SHIP, INSURANCE, RAIL IMPACT REPORT, MSDS	
NOTE:	
Loading ratio should be <u>97~100%</u> according to the COA practice.	
Flexitank Loadable Capacity : liter	
Actual Loading Volume : liter	
Loading Ratio : %	

