

GUIDE FOR COMPLETING DG DOCUMENTATION

1. **Is this consignment DGLQ?** (Dangerous Goods In Limited Quantities)
If "YES" and meets the criteria go to step 2
If "NO" clearly black out the DGLQ lettering on top right hand corner of this document
2. **Enter Shippers Reference**
This is optional
3. **Shipper name and full address completed**
PO Box numbers are not acceptable. Ensure Shipper contact phone number completed
4. **Consignee (receiver) name and full address completed**
PO Box numbers are not acceptable

DANGEROUS GOODS IDENTIFICATION

5. **Enter the 4 digit UN number preceded by the letter UN**
6. **Enter Proper Shipping Name**
If the Proper Shipper Name is "N.O.S. (Not Otherwise Specified)" then add Technical Name
7. **Class Number**
Enter the UN Class Number
8. **Packing Group**
Enter Packing Group (ie PG II or PG III) - PG I is not accepted
9. **Description**
Description of inner package ie Aerosols, Tins, Bottles
10. **Units**
Enter quantity of inner units
11. **Total quantity of DG product**
ie 400mls, 3 litres etc
12. **Flashpoint**
Enter for Class 3 Product. Other Classes = N/A
13. **Marine Pollutant** (Required for Maritime travel)
Enter "Yes" or "No"
14. **Quantity and Type of Packaging**
ie 4 Cartons, 2 x 20 litre drums
15. **Total kgs of consignment**
16. **Sign Off**
Ensure this section is fully completed

Only complete this document if you have Dangerous Goods Training.

Please refer to our Dangerous Goods Policy and Guide for any restrictions.

This document is not permitted for Air Transport.

If you are unable to complete the technical detail of the shipment please refer to the Material Safety Data Sheet.

Seek advice from the Dangerous Goods trained staff in your branch.