

SAMPLE Shipper's Checklist for a Lithium Battery Shipment

The recommended checklist appearing on the following pages is intended to assist shippers verify shipments prior to tendering the consignment.

Is the following information correct for each entry?

SHIPPERS DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A
1. Three copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.1.2.1] ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper and Consignee [8.2.1, 8.3.1 (1) and (2)]	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Air Waybill number (may be entered by the airline, their agent, or freight forwarder). [8.2.1, 8.3.1 (3)]	<input type="checkbox"/>		
4. Enter the page of pages. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.2.1, 8.3.1 (4)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Delete or remove the not-applicable aircraft type [8.2.1, 8.3.1 (5)]	<input type="checkbox"/>	<input type="checkbox"/>	
6. Enter full name of Airport or City of Departure or Destination. [8.2.1, 8.3.1 (6) and (7)] Information is optional.....	<input type="checkbox"/>		<input type="checkbox"/>
7. Delete or remove the word "Radioactive" [8.2.1, 8.3.1 (8)].....	<input type="checkbox"/>	<input type="checkbox"/>	
Identification			
8. UN number(s), preceded by prefix [8.2.1, 8.3.1 (9a)]	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name [8.2.1, 8.3.1 (9b)]	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class [8.2.1, 8.3.1 (9c)].....	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity and Type of Packing			
11. Number and Type of Packages [8.2.1, 8.3.1 (10)].....	<input type="checkbox"/>	<input type="checkbox"/>	
12. Quantity and unit of measure within per package limit [8.2.1, 8.3.1 (10)].....	<input type="checkbox"/>	<input type="checkbox"/>	
13. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
– The goods will not react dangerously together [5.1.2.7(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Flammable dangerous goods must not be packed with UN 3090 or UN 3480 [5.1.2.7(b)].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Wording "All packed in one (type of packaging)" [8.2.1, 8.3.1 (10)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Calculation of "Q" value must not exceed 1 [5.1.2.7(e) 8.2.1, 8.3.1 (10)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Overpack			
– UN3480 and UN3090 not placed in an overpack with packages containing dangerous goods classified in Class 1 other than Division 1.4S, Division 2.1, Class 3, Division 4.1 or Division 5.1.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Wording "Overpack Used" [8.2.1, 8.3.1 (10)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– If more than one overpack is used, identification marks shown and total quantity of dangerous goods [8.2.1, 8.3.1 (10)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
15. Packing Instruction Number [8.2.1, 8.3.1 (11)]	<input type="checkbox"/>	<input type="checkbox"/>	
16. For lithium batteries in compliance with Section IB, "IB" follows the packing instruction [8.3.1 (11)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
17. The Special Provision Number if A88, A99, A201 or A331 [8.2.1, 8.3.1 (12)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Handling Information			
18. Name of Signatory and Date indicated and Signature of Shipper [8.2.1, 8.3.1 (15), (16), (17)]	<input type="checkbox"/>	<input type="checkbox"/>	
19. Amendment or alteration signed by Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AIR WAYBILL–HANDLING INFORMATION			
20. The statement: "Dangerous goods as per associated Shipper's Declaration" or "Dangerous Goods as per associated DGD" [8.2.2, 8.3.2 (a)]	<input type="checkbox"/>	<input type="checkbox"/>	
21. "Cargo Aircraft Only" or "CAO", if applicable [8.2.2, 8.3.2 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2, 8.3.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
23. Packaging conforms with packing instruction and is free from damage or leakage [The relevant PI]	<input type="checkbox"/>	<input type="checkbox"/>	
24. Same number and type of packagings and overpacks delivered as shown on DGD.....	<input type="checkbox"/>	<input type="checkbox"/>	

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	YES	NO*	N/A
Marks			
25. UN Specification Packaging, marked according to 5.4:			
– Symbol and Specification Code.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– X or Y meets or exceeds Packing Group/Packing Instruction requirements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Gross Weight within limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. UN number(s), preceded by prefix [7.3.1 or 7.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	
27. The Proper Shipping Name(s) [7.3.1 or 7.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	
28. The full name and address of Shipper and Consignee [7.3.1 or 7.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	
29. Lithium Battery mark [7.2.4, 7.4.1(d)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. For consignments of more than one package the net quantity, or gross weight followed by "G", as applicable, unless contents are identical, marked on the packages 7.3.1 or 7.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
31. The Class 9 Lithium battery hazard label [7.3.2, 7.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Cargo Aircraft Only label [7.3.3, 7.4.3.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. All labels correctly located, affixed [7.7.1] and irrelevant marks and labels removed or obliterated [7.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Overpacks			
34. Packaging use marks and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.3.4, 7.4.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.3.4, 7.4.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.3.4, 7.4.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
37. State and Operator variations complied with [2.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Checked by: _____

Place: _____ Signature: _____

Date: _____ Time: _____

*** IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**