

# Dangerous Goods Working Group

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## Watch List Program

### 1. Objectives of the Watch List Program

- to enhance the awareness of Hidden DG
- to rectify the deficiency of Dangerous Goods Handling

### 2. What should report

- **Accident:** An occurrence associated with related to the transport of dangerous goods by air, which results in fatal or serious injury to a person or major property damage.
- **Incident:** An occurrence other than a DG accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute dangerous goods incidents.
- **Hidden DG:** Cargo declared under a general description may contain hazard articles that are not apparent. An occurrence relating to: Leakage causing injury or discomfort to personnel, consignments detained by overseas Civil Aviation Authority or wrong or suspicious labeling marking or packaging for consignments.

### 3. How to report

- To retrieve the DGWG Occurrence Report from CLG Internal web site\* (<http://www.clg.org.hk>).
- The affected carrier to fill-in and submits the report to DGWG Chairman by e-mail [simon\\_leung@cathaypacific.com](mailto:simon_leung@cathaypacific.com) and copy to the affected agent.
- DGWG Chairman would confirm the case and post on the CLG Internal web site\* within 3 working days after received the case.

### 4. How to remove

- The affected agent shall establish a QA program to rectify the deficiency of Dangerous Goods Handling.
- The QA program must comply with the requirements in accordance with QA Program check sheet (see attachment 2).
- The affected agent to submit QA program, QA check sheet together with relevant documents to the affected carrier for comments and endorsement.
- Affected carrier would give comments or endorsement to the affected agent within 7 working days after received the documents.
- The affected carrier will then notify DGWG Chairman to remove the case from the CLG web site.
- DGWG Chairman would remove the case from the CLG Internal web site\* within 3 working days after notified by the affected carrier.
- In case of no response from the affected carrier.
  - For Non-HAFFA agent should contact DGWG Chairman
  - For HAFFA agent should contact the HAFFA Secretariat (Tel: 2796 3121).
- In case of any disagreement.
  - For Non-HAFFA agent should contact DGWG Chairman
  - For HAFFA agent should contact the HAFFA Secretariat (Tel: 2796 3121).HAFFA representative, DGWG Chairman and affected carrier would form an individual group to review case.

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### 5. Forms Available

- DGWG Occurrence Report (Attachment 1)
- QA Program Check sheet (Attachment 2)

Copy of document could be downloading from CLG web base (<http://www.clg.org.hk>).

### 6. A warning wording as states below should be incorporate in all documents to prevent the Information from being misuse and disclosed to other parties.

*“NOTICE: the document contains confidential information is intended only for use of CLG member sharing purpose. No part of document may be released or disclosed to persons without related to. If you are not the named addressee you should not disseminate, copy or take any action in reliance on it. If you have received this message in error, please delete this message and attachments accompanying it immediately. .*

**\* CLG Internal web site: CLG Airline Members Access only**

## DANGEROUS GOODS WORKING GROUP OCCURRENCE REPORT

**To : Dangerous Goods Working Group Chairman by e-mail : [simon\\_leung@cathaypacific.com](mailto:simon_leung@cathaypacific.com) and copy to the affected agent by e-mail or facsimile.**

1. Types of Occurrence:

**Accident:** An occurrence associated with related to the transport of dangerous goods by air, which results in fatal or serious injury to a person or major property damage.

**Incident:** An occurrence other than a DG accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute dangerous goods incidents.

**Hidden DG:** Cargo declared under a general description may contain hazard articles that are not apparent. An occurrence relating to: Leakage causing injury or discomfort to personnel, consignments detained by overseas Civil Aviation Authority or wrong or suspicious labeling marking or packaging for consignments.

2. Occurrence Date :  e.g. 11May05

3. Reference no.   
(Note: Affected Carrier Code + Date + Month + Year e.g. CX010505)

4. Air waybill No.  e.g. 160-55199745

5. No. of Affected Package(s) and weight :  
 e.g. 1/10kg (one piece, ten kilos)

6. Origin & Destination:  e.g. HKG/NRT (From HKG to Tokyo,Narita)

7. Description of the item(s) :

8. Full Name and address of Shipper on the Master Air waybill :

9. Full Name and address of Shipper on the House Air waybill :

10. Description of the incident or accident : (with supporting document e.g. Shipper's Declaration if applicable )

11. Incorrect/insufficient packing condition, (if applicable) :

12. Reported by

13. Reported Date

14 Company Name

## CLG Dangerous Goods Working Group

### *Quality Assurance Program - Checklist*

**Objectives:**

**The Quality Assurance Program is:**

- to enhance the awareness of Hidden DG
- to rectify the deficiency of Dangerous Goods Handling

**The following check points must be complied by the agent after the incident/accident:**

- |  |     |
|--|-----|
| <b>1. Investigation Team with full report should be in place</b>                             |     |
| -Team must be leaded by managerial staff   | Y/N |
| -Investigation should be kick-off within seven days after case reported                      | Y/N |
| <br><b>2. Staff Issue</b>  |     |
| Disciplinary measure was taken with staff concerned  | Y/N |
| <br><b>3. Procedures Changes</b>   |     |
| Causes of deficiency have been defined and adjustment to current procedures has done         | Y/N |
| <br><b>4. Training</b>   |     |
| The DG information has been incorporated into the training program to draw staff alertness   | Y/N |
| <br><b>5. Staff directives</b>   |     |
| A clear workflow, roles and responsibilities for different departments have properly defined | Y/N |
| <br><b>6. Periodical review</b>  |     |
| Regular reviewed and monitoring mechanism has been established inside the company            | Y/N |

**Note 1: If any point is "NO" the agent has to repeat the whole Quality Assurance Program.**

**Note 2: If there is any supporting document to the above, please specify name of the documents.**

Report prepared by:

Name of company:

Name of QAP Representative:

Title:

Note: Responsible person must in managerial

Program audited by:

Carrier:  e.g. CX

Carrier's Representative:

Signature: \_\_\_\_\_

Date:

e.g. 01may05

COMMENTS :