

## DANGEROUS GOODS BY SEA - CTU LOADING - CHECK LIST

DOCUMENT NUMBER: 

- The following check list is to assist the loading personnel of a Cargo Transport Unit (CTU) ensure all the IMDG Code requirements have been met. This is not a legal document.
- Answer Yes or No or N/A to all questions. If any question(s) are answered NO, the shipment must not travel until corrective action has taken place and a new check done of the shipment.

**PACKAGED DANGEROUS GOODS TO BE LOADED—PRIOR TO LOADING****YES NO N/A**

Have you checked each dangerous good to be loaded for:

1. A multi modal dangerous goods form correctly completed. (5.4.1)
2. Minimum marking and labelling requirements for:
- DG Packages = UN number, proper shipping name and hazard label for each risk. (5.2.1) or
  - Limited Quantities - Ltd Qty handling label and if applicable, orientation labels.
  - Excepted Quantities - The EQ handling label.

*Note: UN number, Proper shipping name, Hazard labels and Marine pollutant label are not required for LTD QTY or EQ (3.4.1)*

3. Good quality packaging, no damage, sign of leakage or excessive corrosion. (5.1.1.2 & 7.3.3.3)
4. Closures are tight and adequately secured. (7.3.3.3 & 7.3.3.9)

**SEGREGATION OF DANGEROUS GOODS**

Before packing the CTU have you checked the:

5. Multi Modal DG Form for any specific segregation requirements. (7.2.2 & MMDGF)
6. Dangerous Goods List for any specific segregation requirements. (3.2 Column 16b)
7. Do any segregation groups apply. (3.2 Column 16b, 7.2.8 & 3.1.4)
8. Segregation tables for any segregation requirements. (7.2.4 Segregation chart)

*Note: Packages of Limited and Excepted quantities have no segregation requirements. (3.4.4.2 & 3.5.8.2)*

9. Foodstuffs stowed 3 m away from, in the same CTU as:
- A) Class 8 PG II primary hazard only. (7.3.4.2.2.2)
  - B) Class 6.1 and 8 of PG III primary hazard (7.3.4.2.2.1)
  - C) Any other class of PG III with a subsidiary hazard of 6.1 III or 8 III (7.3.4.2.2.3)
  - D) Any Dangerous goods with a reference to 7.3.4.2.2 in column 16b of the DG list. (7.3.4.2.2.4)

*Note: Class 2.3, 6.1 PG I or II, 6.2, 7 (other than excepted packages) and 8 PG I cannot be loaded into the same CTU as foodstuffs. (7.3.4.2.1)***LOADING PACKAGED DANGEROUS GOODS**

Before loading DGs into the CTU, have you checked:

10. That there are no residue from previous shipments in the CTU. (7.3.3.1 & CTU code annex 5 & 6)
11. That the CTU is clean and dry. (7.3.3.1, 7.3.3.3 & CTU code annex 5 & 6)
12. That the CTU has no defects with the walls, floor, doors etc. (7.3.3.2)
13. That old irrelevant markings, labels or placards have been removed. (7.3.6.4)

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## WHEN LOADING DG's

	YES	NO	N/A
14. Are the DG's loaded towards the doors wherever possible. (7.3.3.10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are all DG labels facing the doors of the CTU.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are liquid DG's loaded on the floor wherever possible. (7.3.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have liquid dangerous goods not been loaded above other DG's or electrical items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are heavy items placed on the floor and lighter items on top. (CTU code annex 7 3.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Have precautions been taken to prevent movement/fallout of freight. (e.g. dunnage, cushioning, door nets, strapping/securing heavy items) (CTU code annex 7, 1.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Have any special loading requirements been complied with. (7.3.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ensure gases required to vent, the vent spaces are not covered and allow venting. (e.g. packages containing dry ice, cryogenic or refrigerated gasses. (7.3.3.12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CTU Placarding. In accordance with 5.3.1.

22. Hazard placards affixed indicating all hazards including sub hazards within the CTU on all 4 sides. <i>Not required for 1.4S explosives.</i> (5.3.1.1.2.1, 5.3.1.1.4. & 5.3.1.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Limited Quantity placards, only required when all DG in CTU are LTD QTY. (3.4.5.5 & 5.3.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Special Loads

24. Placard indicating any labelled marine pollutant within the CTU on all 4 sides (5.3.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Elevated temperature placard if applicable, adjacent to all sets of hazard placards. (5.3.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Risk of Asphyxiation placard if applicable, at all entry points to CTU. (5.5.3.6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Fumigation placard if applicable, at all entry points to CTU. (5.5.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Requirements of 7.3.7 complied with for transport of temperature controlled substances. <i>e.g. organic peroxides, polymerizing or self reactive substances. (7.3.7)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Container/Vehicle Packing Certificate

Has a fully trained person completed the container/vehicle certificate indicating the container information for each dangerous good loaded within. Ensure the following has been completed:

29. Name/status/place/date and signature of declarant. (5.4.2.2 & MMDGF box 20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Container loading Information: CTU ID, Seal number, Type, Tare, Gross (5.4.2.1. MMDGF box 15-19).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## General

31. Any required permissions and/or certificates are supplied or available. ( 5.4.1.1.1 & 5.4.1.1.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Have all applicable parties been notified of the dangerous goods? (AMSA Marine Orders part 41 Division 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are all CTU doors closed and secured for transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Signed:

Date: