



EIGA TEMPLATE FOR DGSA ANNUAL REPORT

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Amendments to 156/17

| Section | Change |
|---------|-------------------------|
| | No changes - reaffirmed |

1 Introduction

The European Agreement concerning the Carriage of Dangerous Goods by Road, (ADR) and the Convention concerning International Carriage by Rail (COTIF) Appendix C Regulations; The International Carriage of Dangerous Goods by Rail, (RID) [1, 2]¹ requires that:

“Each undertaking, the activities of which include the carriage, or the related packing, loading, filling or unloading, of dangerous goods by road shall appoint one or more safety advisers for the carriage of dangerous goods, responsible for helping to prevent the risks inherent in such activities with regard to persons, property and the environment.”

The safety advisor is usually referred to as the Dangerous Goods Safety Advisor, (DGSA)

Clause 1.8.3.3 of ADR and RID [1, 2] states the duties of the safety adviser, and these include:

“preparing an annual report to the management of his undertaking or a local public authority, as appropriate, on the undertaking's activities in the carriage of dangerous goods. Such annual reports shall be preserved for five years and made available to the national authorities at their request.”

The content of this report is not clearly defined in ADR and RID.

2 Scope and Purpose

2.1 Scope

This publication is intended for the DGSA working in the gases industry to assist them in meeting their legal obligation in terms of their annual report.

2.2 Purpose

As there is sometimes a different interpretation by local authorities on what needs to be part of the yearly report, this publication provides a template for the report.

The purpose of this publication is to give the DGSA a template to use to prepare the yearly report, so that there is an industry standard for this report in order that there is a common interpretation for local authorities.

3 Definitions

3.1 Monitoring

To observe an activity or process to ascertain if it is carried out according to the requirements and to alert the corresponding responsible person if a gap is detected.

4 EIGA template for DGSA annual report

The EIGA template is shown in Appendix A and can be downloaded as a word document and completed with the applicable information by the DGSA.

5 References

Unless otherwise specified, the latest edition shall apply.

[1] Agreement concerning the Carriage of Dangerous Goods by road, (ADR), www.unece.org

¹ References are shown by bracketed numbers and are listed in order of appearance in the reference section

- [2] Convention concerning International Carriage by Rail (COTIF) Appendix C Regulations; The International Carriage of Dangerous Goods by Rail (RID) www.otif.org

Appendix 1 - EIGA Template for Annual DGSA Report

1. IDENTIFICATION OF THE COMPANY (companies) and THE SAFETY ADVISOR(s)

- 1.1. Information on the company (companies).
- 1.2. Personal information / validity of certificate(s).
- 1.3. Positioning of the DGSA in the business.

2. DESCRIPTION OF RELEVANT ACTIVITY AND OF THE MODES OF TRANSPORT

| | | | |
|---------------------|--------------------------|----------|--------------------------|
| Loading operation | <input type="checkbox"/> | Road | <input type="checkbox"/> |
| Unloading operation | <input type="checkbox"/> | Railway | <input type="checkbox"/> |
| Transport | <input type="checkbox"/> | Waterway | <input type="checkbox"/> |

3. INFORMATION ON THE RELEVANT GOODS AND OPERATIONS

- 3.1. Territorial range of the activities of the company
- 3.2. Transport mode used

| | | |
|-----------|--------------------------|---|
| Road | <input type="checkbox"/> | % |
| Railway | <input type="checkbox"/> | % |
| Waterways | <input type="checkbox"/> | % |
| Sea | <input type="checkbox"/> | % |
| Others | <input type="checkbox"/> | % |

3.3. Loading

| Class | Mode of transport | Type of containment (receptacle, tank, ...) | Quantity * | Amount of loads ** |
|-------|-------------------|---|------------|--------------------|
| | | | | |

*Quantity:

For gases in cylinders, give at least indication of the range of quantities, e.g.:

- less than 1000 cylinders / year
- 1000 < x < 100.000 cylinders / year
- More than 100.000 cylinders/year

For gases in tank vehicles, MEGC etc. give at least a range of transported quantities in tonnes or m³, e.g.:

- Less than 1000 tonnes/ year
- Between 1000 tonnes/year and 100.000 tonnes/year
- More than 100.000 tonnes/year

**Amount of loads

Give indication of the frequency of the loads on the sites:

- monthly
- weekly
- daily
- more than 10/day

3.4. Unloading (incoming goods)

| Class | Mode of transport | Type of containment (receptacle, tank, ...) | Quantity * | Amount of unloads ** |
|-------|-------------------|---|------------|----------------------|
| | | | | |

*Quantity:

For gases in cylinders, give at least indication of the range of quantities, e.g.:

- less than 1000 cylinders / year
- 1000 < x < 100.000 cylinders / year
- More than 100.000 cylinders/year

For gases in tank vehicles, MEGC etc. give at least a range of transported quantities in tons or m³, e.g.:

- Less than 1000 tonnes/ year
- Between 1000 tonnes/year and 100.000 tonnes/year
- More than 100.000 tonnes/year

**Amount of loads

Give indication of the frequency of the loads on the sites:

- monthly
- weekly
- daily
- more than 10/day

4. LIST OF NOTIFIED INCIDENTS OCCURRED DURING THE YEAR IN TRANSPORT, LOADING OR UNLOADING

| Date | Place of incident | Short description |
|------|-------------------|-------------------|
| | | |
| | | |
| | | |

5. GENERAL INFORMATION ON THE ACTIVITIES OF THE SAFETY ADVISER

Categories: 1 audit, 2 advice, 3 archiving, 4 indicators monitoring, 5 qualitative follow-up,
6 events investigation

| Duty of the DGSA | Applicable? | Categories |
|---|--------------------------|------------|
| 5.1. Internal audits to check compliance with the requirements governing the carriage of dangerous goods. Any audit done by non-DGSA but related to transport of dangerous goods should be mentioned. | <input type="checkbox"/> | <u>1</u> |
| Comments: | | |
| 5.2. Advising the undertaking on the carriage of dangerous goods. | <input type="checkbox"/> | <u>2</u> |
| Comments: | | |
| 5.3 Information about archiving of the previous and current annual report of the DGSA (needs to be available for the last 5 years). | <input type="checkbox"/> | <u>3</u> |
| Comments: | | |
| 5.4. Monitoring of the procedures for compliance with the requirements governing the identification of dangerous goods being transported. | <input type="checkbox"/> | <u>2</u> |
| Comments: | | |
| 5.5. Monitoring of the undertaking's practice in taking account, when purchasing means of transport, of any | <input type="checkbox"/> | <u>5</u> |

| | | |
|---|--------------------------|--------------|
| special requirements in connection with the dangerous goods being transported. | | |
| Comments: | | |
| 5.6. Monitoring of the procedures for checking the equipment used in connection with the carriage, loading or unloading of dangerous goods. | <input type="checkbox"/> | <u>5</u> |
| Comments: | | |
| 5.7. Monitoring of the proper training of the undertaking's employees and the maintenance of records of such training. | <input type="checkbox"/> | <u>2,3,4</u> |
| Comments: | | |
| 5.8. Monitoring of the implementation of proper emergency procedures in the event of any accident or incident that may affect safety during the carriage, loading or unloading of dangerous goods. | <input type="checkbox"/> | <u>5</u> |
| Comments: | | |
| 5.9. Investigating and, where appropriate, preparing reports on serious accidents, incidents or serious infringements recorded during the carriage, loading or unloading of dangerous goods. | <input type="checkbox"/> | <u>6</u> |
| Comments: | | |
| 5.10. Monitoring the implementation of appropriate measures to avoid the recurrence of accidents, incidents or serious infringements. | <input type="checkbox"/> | <u>4,5</u> |
| Comments: | | |
| 5.11. Monitoring the account taken of the legal prescriptions and special requirements associated with the carriage of dangerous goods in the choice and use of sub-contractors or third parties. | <input type="checkbox"/> | <u>1</u> |
| Comments: | | |
| 5.12. Verification that employees involved in the carriage, loading or unloading of dangerous goods have detailed operational procedures and instructions. | <input type="checkbox"/> | <u>1,5</u> |
| Comments: | | |
| 5.13. Monitoring the introduction of measures to increase awareness of the risks inherent in the carriage, loading and unloading of dangerous goods. | <input type="checkbox"/> | <u>2,5</u> |
| Comments: | | |
| 5.14. Monitoring the implementation of verification procedures to ensure the presence on board the means of transport of the documents and safety equipment which must accompany transport and the compliance of such documents and equipment with the regulations. | <input type="checkbox"/> | <u>1</u> |
| Comments: | | |
| 5.15. Monitoring the implementation of verification procedures to ensure compliance with the requirements governing loading and unloading. | <input type="checkbox"/> | <u>1</u> |
| Comments: | | |
| 5.16. Monitoring the existence of the security plan indicated in 1.10.3.2. | <input type="checkbox"/> | <u>1</u> |
| Comments: | | |

6. Other observations

Signed by DGSA.