

DANGEROUS GOODS POLICY AND GUIDE – June 2015

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DANGEROUS GOOD POLICY

Freightways Limited (FRE) has devised the following policy to manage the handling and cartage of Dangerous Goods (DGs). The overriding objective is to ensure a commitment to legislative requirements with minimal disruption to customer's expectations.

- The policy is set to work within the legislative requirements of the Land Transport Rule - Dangerous Goods 2005, the current International Air Transport Association (IATA) regulations and the International Maritime Dangerous Goods (IMDG) regulations.
- All FRE brands and their management teams are committed to ensuring that all employees and contractors involved in processing and transporting DGs are competently trained in line with this policy.
- It is the responsibility of FRE employees and contractors to ensure that these requirements are met before any further handling or processing of DGs.
- This policy is to be applied in conjunction with FRE Health and Safety Policy and with the guidelines set by Air Freight NZ Limited and its operating standards.
- FRE retains the right to amend this policy without prior notification and will ensure that any changes are effectively communicated.

FRE group companies will endeavour to assist their customers wherever possible to ensure that service levels are maintained at all times, however due to the compliance requirements for Dangerous Goods it is possible they may not meet our advertised service standards.

CONDITIONS OF ACCEPTANCE:

FRE has restricted itself to certain classes or divisions of DGs that do not require segregation during transport. Refer to Tables A and B to identify which DGs we accept and for any additional limitations or pre-approval requirements.

- All DGs presented for transport must be properly identified, declared using Freightways Limited approved documents, clearly and correctly marked and labelled, and packed in approved packaging that is safe for transport. It is the shipper’s responsibility to meet these requirements.
- DG Declaration forms for each consignment must be provided in duplicate.
- DGs that have a subsidiary risk will only be accepted with prior approval. Once approved they can only travel as Dangerous Goods in Limited Quantities with inner packaging and outer packaging limitations reduced to the most restrictive class. Refer Table B. One approved, classes with a Subsidiary risk can only travel in the road network.
- The Shipper is responsible for ensuring all the legal requirements of the Land Transport Rule - Dangerous Goods 2005, the International Air Transport Association (IATA) regulations and the International Maritime Dangerous Goods (IMDG) regulations and conditions set out in the Freightways Dangerous Goods Policy and Guide have been met.

Customers should be aware that Dangerous Goods may be returned to them if criteria of this policy are not met.

ACCEPTED DANGEROUS GOODS - OTHER THAN DGLQ:

Except for items that fall under the Dangerous Goods in Limited Quantities (DGLQ) as described in TABLE B, FRE has elected to restrict ourselves to the following classes or divisions of Dangerous Goods as described in TABLE A:

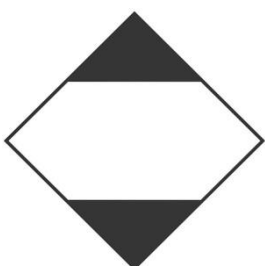
TABLE A: Accepted DGs – other than DGLQ. * Will only be transported by road

Class or Division	Class or Division Name	Packing Group	Weight/Volume Restriction per Package	Limitations
2.1	Flammable Gas	N/A	25 Kg Gross	UN 1950 Only, each individual Aerosol receptacle not exceeding 1 Litre
	AEROSOLS ONLY			
2.2	Non Flammable Gas	N/A	25 Kg Gross	
3.0*	Flammable	II	25 Litres	Maximum inner package 20 litres
	Liquid	III	25 Litres	Maximum inner package 20 litres
6.2	Infectious Substances	N/A	Refer Page 4.	Refer Special Notes Page 4
9.0	Miscellaneous	III	25kg Gross / 25 Litres	Provided no segregation from Food Items
9.0*	Miscellaneous	II	Battery content not to exceed 5 kgs per package,	Lithium Batteries: UN 3090, UN 3091, UN 3480, UN 3481 Pre Approval Required – Not Accepted for Air Freight

ACCEPTED DANGEROUS GOODS IN LIMITED QUANTITIES: DGLQ

- A FRE approved dangerous goods declaration form in duplicate must accompany all DGLQ packages/consignments with the letters DGLQ marked in the top right hand corner. There is no provision for Consumer Commodities and Small Packages.
- Each package must have the Dangerous Goods in Limited Quantities diamond/label on the package in accordance with the road /maritime mode (label 1.), or air freight mode (label 2).

Note: Label 2 will also cover road/maritime mode.



1. Standard DGLQ Label Road and Maritime.

2. Standard DGLQ Label for Air Transport

ACCEPTED DANGEROUS GOODS IN LIMITED QUANTITIES: DGLQ - continued

Freightways has elected to restrict carriage to the following classes or divisions of Dangerous Goods that may be declared as DGLQ for transport by road or air as described in TABLE B, provided they meet the inner packaging limitations:

TABLE B.

Class / Division	Class or Division Name	Packing Group	Physical State	Maximum Quantity per Inner Packaging	Maximum Quantity per Outer Package	Limitations
2.1	Flammable Gas Aerosols	N/A	Gas	1 Litre water capacity	25 Kg	UN 1950 Only
2.1	Flammable Gas Fuel Cell Cartridges	N/A	Gas	120 ml Road Only	5 kg	UN 3478 / UN 3479
2.1* Refer Note 1	Flammable Gas Gas Lighters	N/A	Gas	As authorised Road Only	5 kg	UN 1057 Only Pre Approval Required
2.2	Non flammable Gases	N/A	Gas	500 ml water capacity	25 Kg	Excludes gases that have an oxidising or corrosive risk
3.0*	Flammable Liquids	II	Liquid	1 Litre water capacity	25 Kg	As per DGLQ Schedule 2 Land Transport Rule.
		III	Liquid	5 Litres water capacity	25 Kg	As per DGLQ Schedule 2 Land Transport Rule.
4.1*	Flammable Solids	II	Solid	500 grams	1 Kg	Pre Approval Required
5.1	Oxidising Substances	III	Solid Liquid	1 Kg 1 Litre	10 Kg ** 1 Litre **	
5.2	Organic Peroxides	N/A	Solid Liquid	100 grams 25 ml	5 Kg 5 Litres	Of type B or C not requiring temperature control
			Solid Liquid	500 grams 125 ml	1 Kg 1 Litre	Of type D, E or F not requiring temperature control
6.1*	Toxic Substances	II	Solid Liquid	500 grams 100 ml	1 Kg 1 Litre	Pre Approval Required For Air Transport
		III	Solid Liquid	3 Kgs 1 Litre	10Kgs 2 Litres	Pre Approval Required For Air Transport
8*	Corrosive Substances	II	Solid Liquid	1 Kg 1 Litres	5 Kgs 5 Litres	Pre Approval Required
		III	Solid Liquid	5 Kgs 5 Litres	5 Kgs 5 Litres	Pre Approval Required

Note 1. Transported by road and within the island only

* Will only be transported by road

** For consignments destined within island the maximum quantity per package is 25 Kg.

*** Pre Approval Required: Refer Application Form Page 7.

SPECIAL NOTES:

Airfreight:

The following classes will not be accepted for airfreight due to company air transport policy. DGs of class or division 2.1 (with the exception of UN 1950 Aerosols), 3.0, 4.1, 8.0, Class 9 Lithium Batteries as per Table A, any DGs with a Sub Risk or Dangerous Goods in Excepted Quantities cannot be presented for air transport. These Dangerous Goods will be transported by road and may not meet expected service standards offered.

Training:

Regular Shippers and freight handlers dealing with airfreight cargo must be trained and certified as per NZCAA requirements – Refer Civil Aviation Rule 92.

Marine Pollutant:

The inner packaging limits for substances, materials or articles, which are identified as severe marine pollutants and which are permitted in limited quantities, shall not exceed 500ml for liquids or 500g for solids.

Carriage of Dry Ice Consignments:

- a) If Dry Ice is sent as a consignment on its own then all the criteria for this policy must be met.
- b) If the Dry Ice is used as a refrigerant for DGs that require Dangerous Goods documentation (DGD), the quantity of Dry Ice used must be shown on the DGD and all the criteria for this policy must be met.
- c) If the Dry Ice is used as a refrigerant of non-hazardous material, a DGD is not required, however all other requirements with respect to marking, labelling and packaging of this policy must be met.

Carriage of Infectious Substances Consignments:

- a) Infectious Substances are all now broken into Category A and Category B or Exempt patient specimens,
- b) FEL will only transport Category B substances and Exempt patient specimens. These items do not require any documentation. They must however be marked and labelled, and presented as per Packing Instruction 650.

Dangerous Goods in Excepted Quantities (DGE):

Excepted Quantities will require pre-approval to ensure packaging limits and packaging specifications comply with Schedule 4 Dangerous Goods in Excepted Quantities. DGE will only be considered where consignments arrive direct from an overseas destination to the receiver. Refer Application Form Page 7.

Pre-Approval Required (As Per Table A and Table B):

An Application for Pre-Approval or for an Exemption must be completed in full and submitted with substantiating documentation to the National Operations Manager of your brand for consideration. Refer Application Form Page 7.

Dean Bracewell

Managing Director - Freightways



Neil Wilson

General Manager – Post Haste Group Limited



Mark Troughear

General Manager – Freightways



Michael Claydon

General Manager – Castle Parcels Limited



Steve Wells

General Manager – New Zealand Couriers Limited



Aaron Stubbing

General Manager – Messenger Services Limited



Ben Pryor

General Manager – Online Security Services Limited



Ben Fitzpatrick

General Manager – New Zealand Document Exchange Limited (DX Mail)



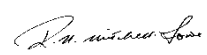
Charles Giliam

General Manager - Fieldair Holdings Limited/Air Freight NZ Limited & Fieldair Engineering Limited



Richard Mitchell-Lowe

General Manager - Freightways Information Services Limited



THE CHAIN OF RESPONSIBILITY GUIDE

Refer to the FRE Dangerous Goods Policy for a description of which class or division can be uplifted from customers.

This checklist is designed to assist all parties in the chain from our customer (shipper), pick up courier, freight sorting staff at sending and receiving branches, line haul operators, delivery courier and receiver - Chain of Responsibility:

<p>Documentation Check:</p>	<ol style="list-style-type: none"> 1. Must be a Freightways approved declaration form, (IATA Shippers Declaration form is mandatory for air transport), and 2. Contains the following information: <ul style="list-style-type: none"> – Proper Shipping Name in upper case – When the product is N.O.S. it must be accompanied by the Technical Name – Class or division including subsidiary risks (DGs with a sub risk must be pre-approved) – UN (United Nations) number – Packing Group – Additional handling information is completed – Number and type of packages – Total quantity of Dangerous Goods measured by volume or mass – Shipper/Consignors (Senders) details, including phone number – Consignee (Receiver) name and full delivery details – Shippers/Consignors statement, Full name and title, place and date, signature (an electronic signature is acceptable) – If the consignment is DGLQ, this must also be written on the top right hand corner of the DGD – Flashpoint and Marine pollutant information is required for all Class 3 consignments travelling between islands 3. The pick-up courier must ensure that the top copy of Dangerous Goods Declaration will remain with item for the entire duration of its journey. The second copy must travel in the required location in the driver's cab. Second copies must travel with the original document when DGs are transferred between drivers or freight handling employees. 4. Decline the pick up if the DG documentation is non-compliant. 5. Where freight containers are loaded with DG's they are accompanied with a fully completed and signed Container Packing Certificate (CPC)
<p>Packaging Check:</p>	<ol style="list-style-type: none"> 1. Check for defects in packaging. 2. Ensure packaging will handle the weight of the contents. 3. Request that the packaging is reinforced if required. 4. Decline to pick up if the package is damaged or deemed unsuitable for transport.
<p>Container Check</p>	<ol style="list-style-type: none"> 1. Ensure the freight container is clean, dry and fit to receive packages 2. Ensure the freight container has been assembled correctly with no faulty parts
<p>Labelling/ Marking Check:</p>	<ol style="list-style-type: none"> 1. Ensure correct labels have been used for the class or division declared. 2. Diamonds are 100mm x 100mm 3. DGLQ consignments have the new diamond as from 1/1/2012 4. Orientation labels are applied where required 5. Old labels must be removed from packages. 6. Ensure address labels are clearly visible and not covered by any other labels or markings. 7. Decline if marking and labelling is non-compliant 8. Ensure all freight containers have the required marking and labelling
<p>Segregation/Loading Check:</p>	<ol style="list-style-type: none"> 1. FRE have eliminated the need for drivers to segregate DGs by restricting classes and divisions transported as per FRE policy 2. Load vehicle so that movement is restricted while vehicle is in motion. 3. For general safety, separate Dangerous Goods items from foodstuffs by creating a barrier using general freight. 4. For Inter Island movements ensure any segregation requirements are adhered to when loading containers, or being loaded on a vehicle
<p>Placarding:</p>	<ol style="list-style-type: none"> 1. All operators must placard the vehicle as per legal requirements. 2. All operators transporting Dangerous Goods should have placards available in their vehicle. Placarding is required for all loads where the aggregated quantity exceeds 50 litres or 50 kilograms.

FREIGHTWAYS LIMITED – OPERATIONS GUIDE

The objective of this guide is to assist all contractors and staff of the FRE group companies to accept, handle and manage Dangerous Goods within the local and national network.

1. All DGs that do not meet the criteria of the FRE Dangerous Goods policy will not be carried. If asked for help by the customer, staff and contractors must clarify the policy with regard to what is accepted and re-iterate the responsibilities of the shipper (sender). Contractors must also ensure that they check any DGs that are presented to them for transportation with regard to correct packaging, marking, labelling and documentation. Any items that do not fully comply must not be uplifted. The shipper (sender) must be notified of the issue(s) and be asked to address them before acceptance.
2. Safety is of the highest consideration. No employee or contractor should attempt to move or handle any DGs that appear damaged or show signs of leakage. All efforts should be taken to ensure that protective safety equipment is available for use and other employees or contractors are made aware of the potential hazards that have been created. It is the employee's or contractor's responsibility to inform their immediate supervisor or manager of any hazards relating to DGs. It is the manager's responsibility to ensure that all employees and contractors are trained and are competent in handling and processing DGs. All Staff and contractors must consult with the personnel that are trained in Dangerous Goods procedures within their brand / branch if they are unsure of any of the Dangerous Goods procedures outlined in company policy.
3. Packages that do not meet the criteria of the FRE Dangerous Goods Policy must be placed in the designated DGs / Hazardous Substances area in the depot. The person assigned to manage these items must be informed of the presence of these items. Ensure these items are separated from DGs that have been processed and are readied for transportation. Non-compliant items may be returned to the shipper (sender), the contractor concerned and the customer will be reminded of the FRE Dangerous Goods Policy or legal compliance requirements.
4. Any DGs that appear to be damaged cannot be transported and must be dealt with in an appropriate manner. Ensure that the shipper (sender) is advised before any actions are taken.
5. All DGs that meet the criteria of the FRE – Dangerous Goods Policy must be presented as per Parceline Express Standard Operating Procedure available from Parceline Express Operations Manager.
6. All contractors and their relief drivers must have successfully completed a driver's course in Hazardous Substances and have a valid Dangerous Goods endorsement on their driver's licence. The endorsement must be current and is renewable every 5 years. All drivers must have in their vehicles a copy of the Operators Handbook for the Transport of Dangerous Goods by Road post November 2005, containing Emergency Response information. Refer to Branch / Operations / Fleet Manager as applicable. All contractors must have Dangerous Goods placards in their vehicles, which must not be displayed if there are no Dangerous Goods in the vehicle.
7. Container Packing Certificates (CPC). All freight containers transporting dangerous goods must be accompanied by a CPC, which must be completed by the loader of the container. The document must have a clearly printed name, authorised signature and date. The container ID number is the TCP label number used, and must have at least the last 4 digits. The fully completed CPC and DG documentation must be placed on the correct area of each freight container.
8. New DG Business Customers. With new business prospects where the quantity of the Dangerous Goods exceeds 10% of the freight mix, must be approved by the National Operations Manager of your brand. Conditions set out with any Pre Approved Dangerous Goods products must be adhered to.
9. Dangerous Goods In Excepted Quantities (DGE) - Procedure for sending branch.
DGE must be pre-approved. Each package must be labelled with the Excepted Quantities Mark with a minimum size of 100mm X 100mm. The label must declare the Class or Division of all the DGs in excepted quantities in the package. Consignor and Consignee details must be marked on the package.
10. Transportation of DGE:
The maximum number of DGE packages allowed in a vehicle is 1000 packages.
The maximum number of DGE packages allowed in a freight container is 20 packages. A freight container is classified as a STCP, DTCP, TTCP and cages for shuttle movements. DGE is not accepted for air transport.

APPLICATION FOR PRE-APPROVAL OR AN EXEMPTION TO TRANSPORT DANGEROUS GOODS WITHIN THE FREIGHTWAYS NETWORK

This application form is to be used for Dangerous Goods where restrictions are noted on Table B, where the Dangerous Goods product has a subsidiary risk, or where Excepted Quantities may be arriving from an overseas destination.

Brand Applying For Approval: _____

Sales Contact: _____ Contact Details: Ph: (____) _____ Cell: _____

Customer Name: _____

Customer Address: _____

Customer Contact Details:

Name: _____ Title: _____

Phone: _____ / _____ Email Address: _____

Annual Spend: \$ _____ Are they a current DG Customer? (tick) – Yes. No. Percentage of DG's: _____%

Reason for Application

Please tick: DG Sub Risk Application Restriction in Table B Excepted Quantities (DGE)

Dangerous Goods Class being applied for (Note: a separate application must be completed for each product)

Product Proper Shipping Name: _____

Product Common Name: _____

Class/Division: _____ Sub Risk: _____ UN Number: _____ Packing Group: _____

Material Safety Data Sheets must be supplied for each product. Attached

Copy supplied of proposed documentation to be used for this product. Attached

Please detail the inner packaging size: (ie 100ml plastic bottles) _____

Please detail the proposed outer packaging size: (How many inner packages per carton) _____

Branch Manager/Regional Manager Approved? Yes / No Name: _____ Designation _____

Authorisers Only:

Forward this application and all documentation to your National Operations Manager for consideration. If approval is granted the customer must agree to the terms and conditions of acceptance by signing this document.

Approval Granted: _____ Name: _____ Date: _____

Application Declined: _____ Name: _____ Date: _____

Conditions of Acceptance / or Reason for Declined:

Reference Number: _____

Customer Signature: _____ Name: _____ Date: _____