



Guidelines for Preparing the DGSA Annual Report

Introduction

According to sub-sections 1.8.3.3 of the European Agreements ADR, RID and ADN, the Dangerous Goods Safety Adviser (hereinafter “DGSA”) has the duty to prepare an annual report to the management of his undertaking or to a local public authority, as appropriate, on the undertakings of their activities in the carriage of dangerous goods.

ADR, RID and ADN do not specify the content of the annual report; some parties who are contracted to ADR, RID and ADN have specifications in their national legislation.

EASA is of the opinion that it may be valuable for the DGSA to have a template for an annual report. In consequence EASA has created a template which respects and harmonises what is requested by the dangerous goods associations in the Czech Republic, France, Germany, Hungary, Ireland, Liechtenstein, the Netherlands, Poland, Spain, Switzerland and the United Kingdom. This template reflects the DGSA’s duties according to sub-sections 1.8.3.3 of the ADR, RID and ADN, and it contains what is considered by EASA to be the minimum content of a DGSA’s annual report.

The annual report is addressed to the management of the undertaking; as a consequence the DGSA’s annual report should enable management to determine whether the dangerous goods of their undertaking are being dealt with in a manner that is compliant with ADR, RID and ADN.

An annual report should cover a period of twelve months, although there is no necessity for this period to be identical to a calendar year, i.e. January to December. The boxes 1 to 9 of the template are self-explanatory and simple to use. Please feel free to submit any comment to EASA.



DANGEROUS GOODS SAFETY ADVISER'S ANNUAL REPORT

1. For the period:											
2. The report relates to activities within the scope of:		<input type="checkbox"/> ADR <input type="checkbox"/> RID <input type="checkbox"/> ADN									
3. Full identity of undertaking to which this report relates (contact details):											
4. Have non-compliances with the requirements governing the carriage of dangerous goods been identified by the DGSA?		<input type="checkbox"/> Yes (For details, see annex).					<input type="checkbox"/> No				
5. Method of carriage:		<input type="checkbox"/> in packages			<input type="checkbox"/> in tanks			<input type="checkbox"/> in bulk			
6. Information on the type of transport operations and quantities of dangerous goods											
Class	Type of transport operations						Quantity (t/annum)				
	Consigning	Carriage	Packing	Loading	Filling	Unloading	< 5	5-50	50-1000	>1000	
1											
2											
3											
4.1											
4.2											
4.3											
5.1											
5.2											
6.1											
6.2											
7											
8											
9											
7. Practices and procedures											
	Practices and procedures						Yes	No	N/A		
7.1	Do procedures for compliance with the requirements governing the identification of dangerous goods being transported exist?										
7.2	Does the undertaking's practice take into account, when purchasing means of transport, any special requirements in connection with the dangerous goods being transported?										
7.3	Do procedures for checking the equipment used in connection with the carriage, packing, filling, loading or unloading of dangerous goods exist?										
7.4	Are the undertaking's employees properly trained, and are records of such training maintained?										
7.5	Are proper emergency procedures for the event of any accident or incident that may affect safety during the carriage, packing, filling, loading or unloading of dangerous goods implemented?										
7.6	Are there investigations and, where appropriate, preparation of reports on serious accidents, incidents or serious infringements recorded during the carriage, packing, filling, loading or unloading of dangerous goods?										



7.7	Are appropriate measures to avoid the recurrence of accidents, incidents or serious infringements implemented?			
7.8	Is account taken of the legal prescriptions and special requirements associated with the carriage, packing, filling, loading or unloading of dangerous goods, in the choice and use of sub-contractors or third parties?			
7.9	Do employees involved in the carriage, packing, filling, loading or unloading of dangerous goods have detailed operational procedures and instructions?			
7.10	Have measures been introduced to increase awareness of the risks inherent in the carriage, packing, filling, loading and unloading of dangerous goods?			
7.11	Have procedures been implemented 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?			
7.12	Have procedures been implemented to ensure compliance with the requirements governing packing, filling, loading and unloading?			
7.13	Does a security plan as indicated in 1.10.3.2 ADR/RID/ADN exist?			
8. Comments:				
9. The report was prepared by:				
Adviser's name and surname	Adviser's certificate code	Adviser's signature	Date of preparation	
		Signature of responsible person of undertaking		