

## SECTION 7 CONVEYANCING RESPONSIBILITIES

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### 7.1 SENDER'S RESPONSIBILITIES: DOCUMENTATION

#### GENERAL REQUIREMENTS

Unless arrangements have been made for the direct transmission of consignment note data by facsimile (fax) or computer link (Electronic Data Interchange or EDI), **all** freight must be presented with a covering **Consignment Note** which details all of the following information:

- ➔ Description of the freight.
- ➔ Weight and volume of the freight.
- ➔ Number of items, plus packaging and/or unitisation.
- ➔ Service required.
- ➔ Terms of carriage.
- ➔ Where it is to be conveyed **from** and **to**.
- ➔ Who will pay.
- ➔ Date.

It is the sender's responsibility to ensure that the documentation adequately fulfills all of these points, regardless of how the documentation is provided.

#### SPECIFIC ADDITIONAL REQUIREMENTS

##### (1) DANGEROUS GOODS

##### ALL DANGEROUS GOODS MOVEMENTS

Separate conditions apply to inter-island movement and more stringent IMDG rules. Refer to your KiwiRail Key Account Executive (KAE), or Customer Service Centre on 0800 351-351

Documents required for dangerous goods are:

- ➔ Consignment Note with dangerous goods details entered.
- ➔ Dangerous Goods Declaration Note (3 copies)
- ➔ Vehicle / container packing declaration (packer of container or wagon to complete).

For examples see Diagrams 7.1 and 7.2.

- ➔ All dangerous goods, regardless of quantity, require by law, to be accompanied by Dangerous Goods Declarations and if packed into a TU a Packing Certificate.

## **(2) MOTOR VEHICLE DOCUMENTATION**

Special consignment notes with the outline of a motor vehicle pre-printed into the form are used for all motor vehicle traffic. This provides the basis for transit quality assurance.

A completed example with explanatory notes is shown in Diagram 7.4.

## **(3) CONSIGNMENT NOTE**

### **STANDARD CONSIGNMENT NOTE**

The consignment note used for general freight is the same as used for dangerous goods, see Diagram 7.1

### **PERSONALISED (COMPANY) CONSIGNMENT NOTES**

KiwiRail Key Account Executive (KAE) can discuss this possibility with you.

## **(4) DOCUMENTATION FOR MULTIPLE CONTAINER LOADS**

Special consignment notes are available for the despatch of multiple containers, if the following conditions are met:

- ➔ Same sender, freightpayer and despatch date.
- ➔ Service is rail to rail.
- ➔ Liability is Owner's Risk or Declared Terms.

A completed example is shown in Diagram 7.3.

## **(5) BULK LIQUIDS**

Consignment note must have signed declaration stating that all caps and valves have been thoroughly inspected and found to be properly secured and sealed, refer Section 11.6.

**DIAGRAM 7.1 HOW TO PREPARE A KIWIRAIL DANGEROUS GOODS FREIGHT CONSIGNMENT NOTE**

The key elements that **MUST** be completed correctly on a **KiwiRail Consignment Note** are illustrated below.

NOTE : All consignors or shippers conveying dangerous goods must provide a fully completed Consignment Note with all shipments. This “note” MUST provide the following:

- Proper Shipping and Common Name
- UN Number and Class
- Full description of the inner and outer packaging

The above **is in addition** to the standard consignment details of :

- Sender and Receivers Name and Address
- Freightpayer details
- Quantity/Weight/Volume being consigned
- Service required (Door-to-door, Rail-to-door etc..)
- Liability
- Transport Unit (Wagon/Container) number (if known)

A full description of the inner and outer packaging

**KiwiRail FREIGHT CONSIGNMENT NOTE**

KIWIRAIL BOOKING NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

ORIGIN	DESTINATION	SERVICE REQUIRED (TICK ONE) Door to Door <input type="checkbox"/> Door to Rail <input type="checkbox"/> Rail to Door <input type="checkbox"/> Rail to Rail <input type="checkbox"/>	
SENDER NAME	RECEIVER NAME		
ADDRESS	ADDRESS		
NAME	PHONE	NAME	PHONE

FREIGHT PAYER CODE \_\_\_\_\_ COMMODITY CODE \_\_\_\_\_ SERVICE BRAND \_\_\_\_\_ CONTAINER DE-HIRE AT \_\_\_\_\_

SHIPPER REF	CUSTOMER ORDER	CONTAINER NUMBER	SIZE	WEIGHT	VOLUME	WAGON	TEMP	SEAL	FREIGHT DESCRIPTION	HAZ CLASS	UN

**EXPORT CARGO**

SHIP \_\_\_\_\_ VOYAGE \_\_\_\_\_ OVERSEAS DISCHARGE PORT \_\_\_\_\_ SHIPPING OPERATOR \_\_\_\_\_

**REEFER CARGO**

DISCONNECT DATE / TIME \_\_\_\_\_ DISCONNECT TEMP \_\_\_\_\_ MAX TIME OFF POWER (HRS) \_\_\_\_\_ CUSTOMS DEROGATION NO \_\_\_\_\_

I/We (the customer) acknowledge that:  
 a) the freight listed above will be carried subject to the Conditions of Contract; and  
 b) the Conditions of Contract include provisions which limit or exclude any liability of KiwiRail to us; and  
 c) this contract is with KiwiRail Ltd, a public limited liability company

IF YOU HAVE NO OTHER CONTRACT OR SERVICE PACKAGE RELATING TO THIS FREIGHT IT WILL BE CARRIED AT OWNERS RISK

For dangerous goods consignments, the description must include:

- Proper shipping name, and
- Common name

Enter hazard class from IMDG or NZS 5433. Placards should also show this number

The UN number must be shown

The name of the goods as described by the UN Committee of Transport on Dangerous Goods.

## DIAGRAM 7.2 How to Prepare a Dangerous Goods Declaration

Some Proper Shipping Names (PSN) have N.O.S at the end. Any N.O.S item must show the active or dangerous product, in brackets, after the PSN e.g. FLAMMABLE LIQUID N.O.S (contains Isopropanol)

For packing purposes all classes other than classes 1, 2, 5.2, 6.2, 7 and self reacting substances of 4.1 are assigned packing groups to show the degree of danger present. Shown in Roman Numerals.

United Nations (UN) Number. Can be obtained from either IMDG or NZS 5433

For empty packaging including tanks, name should be qualified by "EMPTY UNCLEANED" or "RESIDUE- LAST CONTAINED"

 <b>Hazardous Substances/Dangerous Goods Declaration and Packing Declaration RFDG27</b>										
Proper shipping name	(a)				Class	(a)	UN Number	(a)		
	(b)					(b)		(b)		
	(c)					(c)		(c)		
Common name	(a)				Subsidiary risk	(a)	Hazchem code	(a)		
	(b)					(b)		(b)		
	(c)					(c)		(c)		
Number & kind of packages	(a)				Packaging group	(a)	Flash point	(a)		
	(b)					(b)		(b)		
	(c)					(c)		(c)		
Gross weight (net weight for explosives)	(a)	kg	Volume (cubic metres)	(a)	m <sup>3</sup>	<b>Marine pollutant</b> If declared under an NOS or generic entry the recondensed chemical of the Marine Pollutant is required	(a) Yes	No		
	(b)	kg		(b)	m <sup>3</sup>		(b) Yes	No		
	(c)	kg		(c)	m <sup>3</sup>		(c) Yes	No		
Additional information See note on writing shield										
Shipper/Consignor Name & Address					Phone		Fax			
Receiver/Consignee Name & Address					Phone		Fax			
After hours emergency					Carrier					
<b>Dangerous Goods Declaration</b> I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to the applicable international and national government regulation and legislation.										
					Name		Title			
					Company/Location		Signature			
					Date: / /		Date: / /			
<b>The section below is to be completed by the person packing the transport unit and/or the carrier</b>										
<input type="checkbox"/> Rail	<input type="checkbox"/> Road	<input type="checkbox"/> Sea	Container/ Tank No	Sailing if sea	Date	Time				
Cargo Transport Unit Type of containment			Wagon No							
<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Container Special condition apply as contained in sec 12 the IMDG Code Railway wagon/container		<input type="checkbox"/> Tank Special condition apply as contained in sec 12 the IMDG Code Pantech/Artic/Truck and trailer		<input type="checkbox"/> IBC Special condition apply as contained in sec 12 the IMDG Code				
			Handbrake	Cab						
<b>Packing Declaration</b> I hereby declare that the goods have been loaded into the vehicle/container ID No										
In accordance with the provisions of section 12.3.7 or 17.7.7 of the general introduction to the IMDG code.					Signature		Date: / /			
See writing shield for notes and additional information For NZ Fire Brigade and Police Dial 111										
TL0006										

Trade Name of the goods

Full description of the inner and outer packaging

A New Zealand based 24 hour Response Number that should be monitored at all times

Must be shown for Class 3 Flammable Liquids.

Information found in the IMDG or NZS5433

Complete to acknowledge the Dangerous Goods Declaration

For Road: Enter date and time of sailing booked

For rail: leave blank. KiwiRail will complete

Enter the wagon/container no or registration number of road vehicle

Indicate with "X" where the goods are stowed and class

Complete and sign to acknowledge the Packing Declaration

**DIAGRAM 7.3 EXAMPLE CONTAINER CONSIGNMENT NOTE**



**FREIGHT CONSIGNMENT NOTE**

KIWI RAIL BOOKING NUMBER		000ABC1234	DATE	1/09/2009
ORIGIN	OTOROHANGA			
SENDER NAME	JOHN SMITH LIME			
ADDRESS	MAIN ROAD			
NAME	JOHN SMITH	PHONE	09 123-4567	
DESTINATION	MT MAUNGANUI			
RECEIVER NAME	SHED 4, MT MAUNGANUI WHARF			
ADDRESS				
NAME	JOHN SMITH	PHONE	09 123-4567	

FREIGHT PAYER CODE	12AB34	COMMODITY CODE	2512	SERVICE BRAND		CONTAINER DE-HIRE AT	
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SHIPPER REF	CUSTOMER ORDER	CONTAINER NUMBER	SIZE	WEIGHT	VOLUME	WAGON	TEMP	SEAL	FREIGHT DESCRIPTION	HAZ	
										CLASS	UN
43333		TOLU3416396	20	24		IB168			LIME		
43333		SOFU9204989	20	24		IB168			LIME		
43333		SOFU9201439	20	24		IB548			LIME		
43333		TRLU3415224	20	24		IB548			LIME		

<b>EXPORT CARO</b>	
SHIP	OVERSEAS DISCHARGE PORT
TOURVILLE	LIHIR
VOYAGE	SHIPPING OPERATOR
V133	SOFRANA

<b>REEFER CARGO</b>	
DISCONNECT DATE / TIME	CUSTOMS DEROGATION NO
DISCONNECT TEMP	
MAX TIME OFF POWER (HRS)	

**I/We (the customer) acknowledge that:**

- a) the freight listed above will be carried subject to the Conditions of Contract; and
- b) the Conditions of Contract include provisions which limit or exclude any liability of KiwiRail to us; and
- c) this contract is with KiwiRail Ltd, a public limited liability company

IF YOU HAVE NO OTHER CONTRACT OR SERVICE PACKAGE RELATING TO THIS FREIGHT IT WILL BE CARRIED AT OWNERS RISK

## 7.2 SENDER'S RESPONSIBILITIES: PACKAGING, LABELLING & PLACARDING

### PACKAGING: GENERAL

All freight, other than loose bulk freight, **must** be packaged, constrained or unitised in some way.

The packaging material must be 'fit for purpose', 'fit for travel' and in all other respects provide a sound and useful restraint for the goods to be contained.

KiwiRail's 'General Conditions of Carriage' (see Section 4 of this Manual) gives KiwiRail the right to decline inadequately packed goods.

### PACKAGING: DANGEROUS GOODS

All dangerous goods have special packaging requirements. Refer to NZS5433 and IMDG Regulations for full details.

### LABELLING: GENERAL

- ➔ All packages **must** be clearly labelled and durably addressed.
- ➔ Tie-on labels **must** be of a strong material and fixed in a permanent manner.
- ➔ If open carriage is appropriate, the labelling **must** be weather resistant and waterproof.

### PLACARDING

Dangerous Goods must carry external placards as follows:

#### ON RAIL

- ➔ A Dangerous Goods Wagon Card.
- ➔ Dangerous Goods Class Diamonds on both sides of each wagon.
- ➔ Dangerous Goods Class Diamonds on both sides of each container.
- ➔ Dangerous Goods Class Diamonds on all 4 sides of container if travelling inter-island

400 mm size placards are required on bulk tank wagons.  
250 mm size required on all other wagons and containers.

## IMPORTANT

1. All dangerous goods consignments, regardless of weight or volume **must have the appropriate class placards** on rail.
2. Empty containers (tanks, drums) that have been used for carrying dangerous goods, and do not have a certificate of cleanliness, are **still classed as dangerous. They MUST continue to carry the appropriate labels, and MUST be documented as dangerous.**
3. **Freight wagons or containers which display the black and white Limited Quantities label are also required to display class placards identifying the primary risk of the dangerous goods.**
4. The multi-class orange and black label (commonly known as the bumblebee) **cannot be used** for rail or ferry movements.
5. Marine pollutant labels (if required for inter-island movement) should be positioned next to hazardous class diamonds.
6. It is the customers responsibility to placard wagons / containers conveying dangerous goods, and to remove all placards when the dangerous goods have been removed.
7. Where possible, placards should be placed no higher than 1.2 metres from rail level, and as close as possible to the wagon / container corners (within reach from rail level, to assist in removal)

Diagram 7.5 show the placards for each class of hazardous goods.

**DIAGRAM 7.5 DANGEROUS GOODS PLACARDS  
(Classes 1–3)**



Colours shown are only representative of the approved colours.  
For accurate colours, refer to NZS 5417: Specification for Transportation Labels for Hazardous Substances



**DIAGRAM 7.5 DANGEROUS GOODS PLACARDS  
(Classes 4 - 6)**

**Class 4 - Flammable Solids**



**Class 5 - Oxidizing and Organic Peroxides**



**Class 6 - Toxic and Infectious Substances**



Colours shown are only representative of the approved colours.  
For accurate colours, refer to NZS 5417: Specification for Transportation Labels for Hazardous Substances

**DIAGRAM 7.5 DANGEROUS GOODS PLACARDS  
(Classes 7 - 9)**

**Class 7 - Radioactive Substances**



**Class 8 - Corrosives**



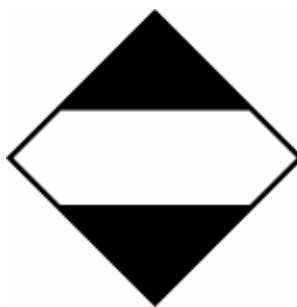
**Class 9 - Miscellaneous Hazard**



**Dangerous Goods Label  
(often called “the bumblebee”)  
DO NOT USE**



**Marine Pollutant Placard**



**Limited Quantities Placard**

Colours shown are only representative of the approved colours.  
For accurate colours, refer to NZS5417: Specification for Transportation Labels for hazardous Substances

## **7.3 SENDER'S RESPONSIBILITIES: ORDERING**

### **ORDER CONFIRMATION**

The placement of forward orders with KiwiRail for the carriage of goods in the future allows for better planning of resources.

For larger consignments (multiple or single wagon or container lots) the earlier orders are placed, the greater the certainty of transport that can be given. Sometimes, resources and equipment may be limited, and advance warning allows wider consultation, and a greater range of options for consideration.

At KiwiRail, our systems can handle regular and routine orders as well as one-off and specialised orders. We can also create individualised standing orders which may be repeated on a regular or irregular basis.

Your KiwiRail Key Account Executive (KAE) will make all the necessary arrangements.

### **CHANGING ESTABLISHED (STANDING) ORDERS**

Standing orders may be changed at any time through your KiwiRail Key Account Executive (KAE), or KiwiRail Customer Service Centre.

## **7.4 LOADING RESPONSIBILITIES**

### **LOADING, STOWAGE & HANDLING**

Refer to Sections 4, 5 & 6 of this Manual, and see also the appropriate section detailing specific product conditions.

### **SEGREGATION OF DANGEROUS GOODS**

Refer to NZS 5433 or IMDG Regulations as appropriate.

### **CHECKLIST: What to look for when loading**

Check documentation. See Diagram 7.8

Check labelling. See Diagram 7.6

Check packaging. See Diagram 7.7

DIAGRAM 7.6 LABELLING CHECKLIST

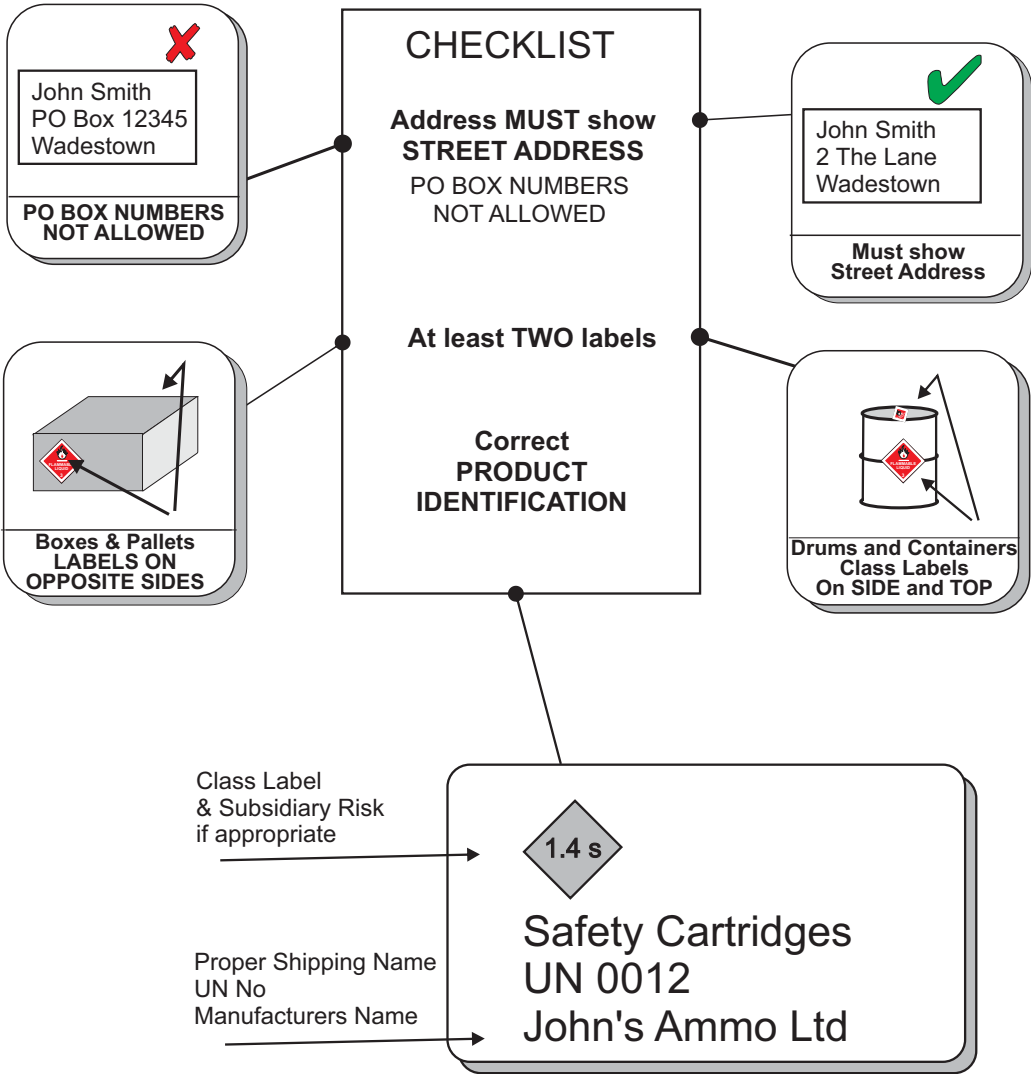
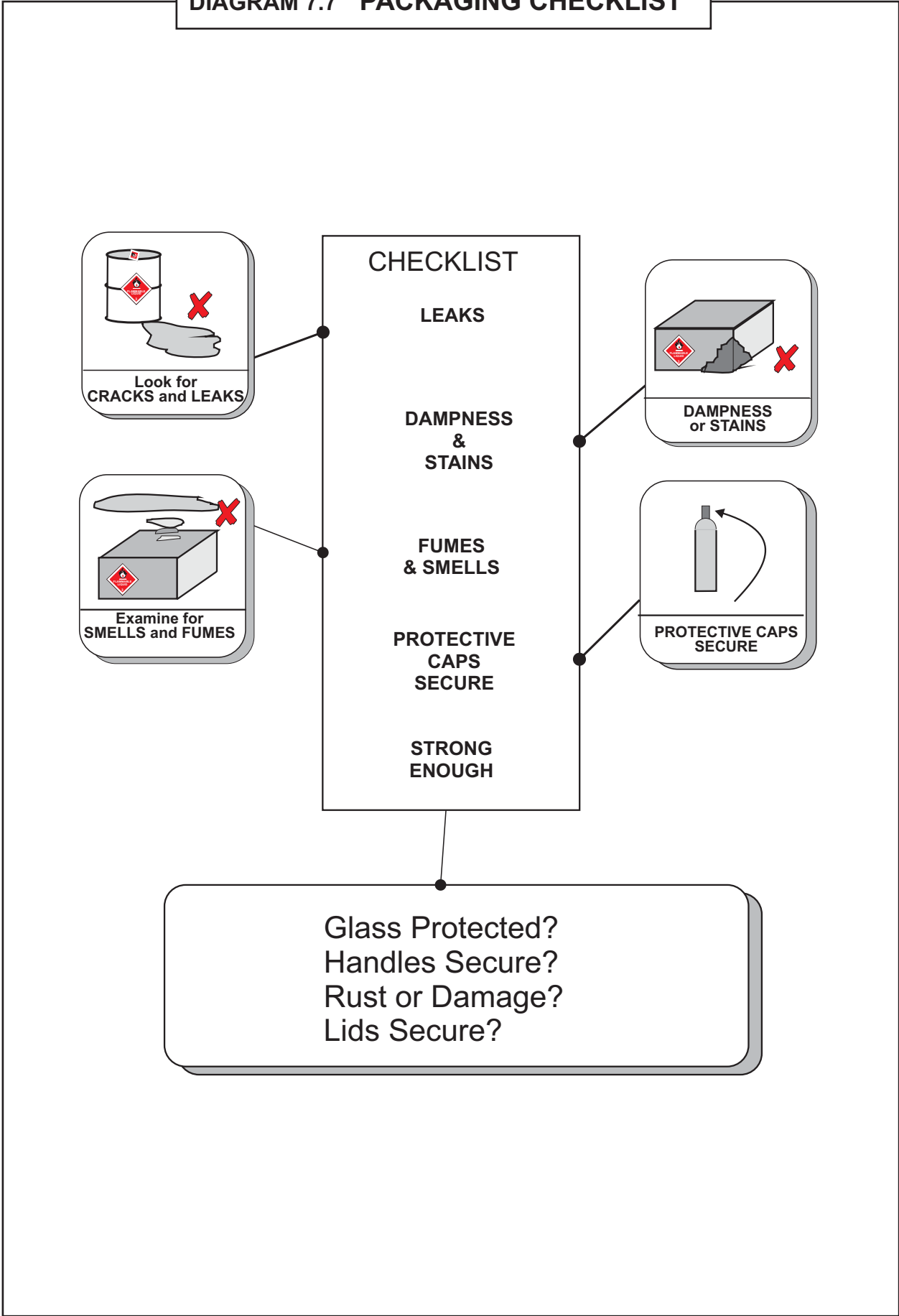


DIAGRAM 7.7 PACKAGING CHECKLIST



## **7.5 DISTRIBUTION OF DANGEROUS GOODS DOCUMENTATION**

It is important that Dangerous Goods Documentation is passed on to the next person involved in the transport chain, failure to do so can result in a fine. See Diagram 7.8 for documentation distribution.

## **7.6 INTER-ISLAND DANGEROUS GOODS MOVEMENT**

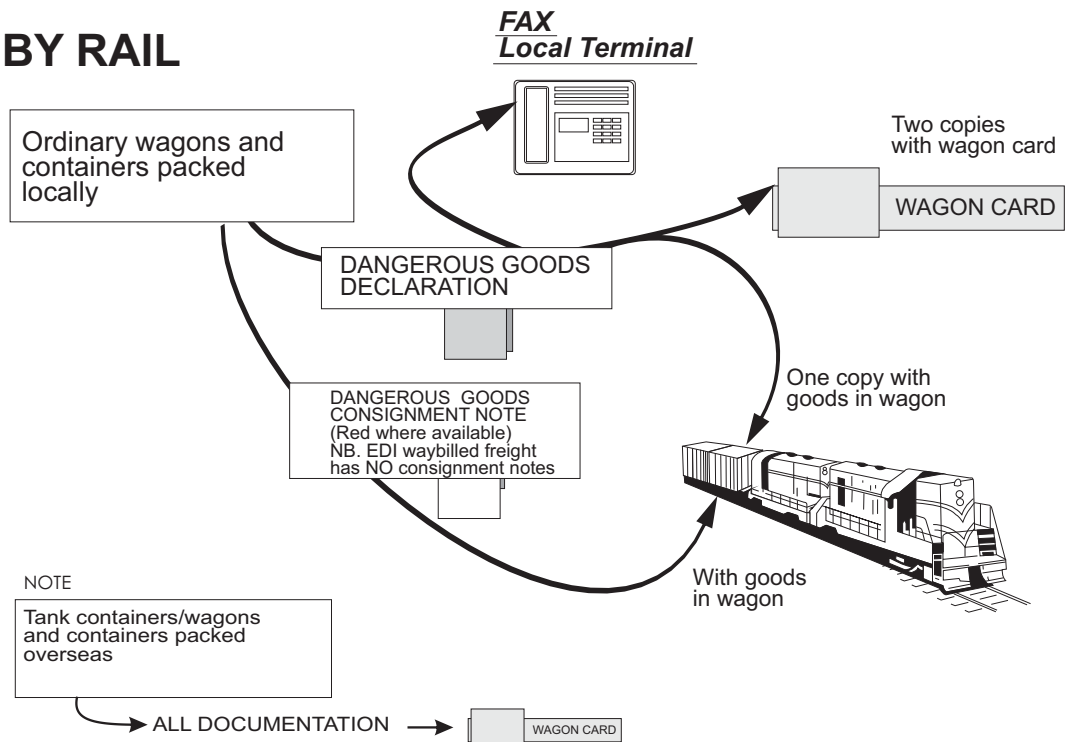
Booking of ferry space is required, with a minimum of 12 (twelve) hours notice. See Diagram 7.8 for fax numbers.

For queries phone as follows:

KiwiRail Customer Service Centre - 0800 351-351

**DIAGRAM 7.8 DISTRIBUTION OF DANGEROUS GOODS DOCUMENTATION**

**BY RAIL**



**AND, IF INTER-ISLAND**

As above, plus.....



**EMAIL**  
Dangerous Goods and Packing Declaration(s)



[ferry-hazdocs@kiwirail.co.nz](mailto:ferry-hazdocs@kiwirail.co.nz)

If Packing Declaration is separate, place with Dangerous Goods Declaration