

# Freight Handling Code

## SECTION 7 – CONVEYANCING RESPONSIBILITIES

Issue Date: 9 December 2025

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# Section 7 Conveyancing Responsibilities

## 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 fulfils all of these points, regardless of how the documentation is provided.

### Specific Additional Requirements

#### 1. 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 (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.
- ➔ The sender must provide 2 copies of the Dangerous Goods Declarations in a G32 DG envelope, or equivalent. See examples on following page.

G32 DG envelope examples:

Print Station name:  
To: **INVERCARGILL**

G32  
TOLL

Consignee: **Mainfreight INGL**

**Dangerous Goods**

Wagon # **1H11770** Container # **MDN1069**

From **WHANGAREI**

Consignor **Mainfreight WREI**

Date **15-02-19**

**Contents**

Class	UN #	Weight
<b>3</b>	<b>1180</b>	<b>2,542</b>
<b>3</b>	<b>1292</b>	<b>4,561</b>
<b>9</b>	<b>3820</b>	<b>7,422</b>

Total Net Weight: **14,525**

↑ *Pre-printed G32 plastic envelope available through [Bluestar](#).*

**KiwiRail**

G32

To  
(Station)

Consignee  
(Receiver)

**Dangerous Goods**

Container

Wagon

Date

From  
(Station)

Consignor  
(Sender)

Class	UN Number	Weight (kg)

Total Net Weight (kg)

0

↑ *[Spreadsheet template](#) which may be printed and inserted into a clear, resealable, plastic bag.*

## **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 Note**

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, freight payer and dispatch 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 a signed declaration stating that all caps and valves have been thoroughly inspected and found to be properly secured and sealed, refer FHC Section 11.6: Bulk Liquids and Gases.

## 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.


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
- Freight payer 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**

Orange indicates a required field

KIWIRAIL BOOKING NUMBER				DATE			
ORIGIN SENDER NAME ADDRESS		DESTINATION RECEIVER NAME ADDRESS		<b>SERVICE REQUIRED (TICK ONE)</b> Door to Door <input type="radio"/> Door to Rail <input checked="" type="radio"/> Rail to Door <input type="radio"/> Rail to Rail <input type="radio"/>			
NAME		NAME					
PHONE		PHONE					
FREIGHT PAYER CODE		COMMODITY CODE		SERVICE BRAND		CONTAINER DE-HIRE AT	

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

EXPORT CARGO				
SHIP	VOYAGE	OVERSEAS DISCHARGE PORT	SHIPPING OPERATOR	CUSTOMS DEROGATION NO
REFRIGERATED CARGO				
DISCONNECT DATE / TIME	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

ADDITIONAL INFORMATION:

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

NAME

SIGNATURE

For Dangerous Goods consignments, the description must include:

- Proper shipping name
- Common name

Enter DG class from IMDG or NZS5433. Placards must also show this number

The UN number must be shown



## DIAGRAM 7.2 – HOW TO PREPARE A DANGEROUS GOODS DECLARATION

The name of the goods as described by the UN Committee of Transport on Dangerous Goods. 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 empty packaging including tanks, name should be qualified by "EMPTY UNCLEARED" or "RESIDUE- LAST CONTAINED"

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

Information found in the IMDG or NZS5433

Full description of the inner and outer packaging

A NZ based 24 hours response number

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.

Must be shown for Class 3 Flammable Liquids.

Complete to acknowledge the Dangerous Goods Declaration

For Road: Enter date and time of sailing booked.

For Rail: Leave blank – KiwiRail will complete

DANGEROUS GOODS DECLARATION AND PACKING DECLARATION									
UN number	(a)		Proper shipping name	(a)		Acid/Base			
	(b)			(b)		Acid/Base			
	(c)			(c)		Acid/Base			
Class	(a)		Subsidiary risk	(a)		Packing group	(a)		
	(b)			(b)			(b)		
	(c)			(c)			(c)		
Marine pollutant (Optional for land transport)	(a)	Yes	No	Flash point	(a)	°C	Hazchem code (optional)	(a)	
	(b)	Yes	No		(b)	°C		(b)	
	(c)	Yes	No		(c)	°C		(c)	
Number and type of packages	(a)		Gross weight	(a)		kg	Volume	(a)	m <sup>3</sup>
	(b)			(b)		kg		(b)	m <sup>3</sup>
	(c)			(c)		kg		(c)	m <sup>3</sup>
Additional information									
Shipper/Consignor Name and address									
Phone									
Fax									
Receiver/Consignee Name and address									
Phone									
Fax									
24 hour EMERGENCY Telephone no.									
Carrier									
Dangerous goods declaration									
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, and are in proper condition for transport according to the applicable international and national rules, and legislation.									
Name									
Title									
Company/Location									
Signature									
Date / /									
Container or vehicle packing certificate and load plan									
<input type="checkbox"/> Rail	<input type="checkbox"/> Road	<input type="checkbox"/> Sea	Container/Tank no.	Sailing (if sea)	Date				
			Wagon no. (if rail)		Time				
Cargo transport unit	<input type="checkbox"/> Container	<input type="checkbox"/> Tank	<input type="checkbox"/> IBC						
Type of containment	<input type="checkbox"/> Open	<input type="checkbox"/> Closed							
Load plan. Write the class number of the dangerous goods in the position they are loaded in the container or vehicle.									
<div style="display: flex; justify-content: space-around;"> <div> <input type="text"/> Railway wagon/container         </div> <div> <input type="text"/> Truck / Semi / B train / Truck and trailer         </div> </div>									
Packing declaration									
I hereby declare that the goods have been loaded into the vehicle/container ID no. _____									
In accordance with the provisions of:									
* Section 5 of Land Transport Rule: Dangerous Goods 2006; or									
* Chapter 5.4 of the IMDG Code.									
The segregation of dangerous goods complies with land/sea/land and sea*.									
[*Delete whichever is not applicable]									
Name									
Title									
Company/Location									
Signature									
Date / /									
In an emergency dial 111 – Fire or Police									

Enter the wagon/container number or registration number of road vehicle

Indicate with "X" where each class of goods are stowed

Complete and sign to acknowledge the Packing Declaration

DIAGRAM 7.3 EXAMPLE OF COMPLETED CONTAINER CONSIGNMENT NOTE



# FREIGHT CONSIGNMENT NOTE

Orange indicates a required field

KIWIRAIL BOOKING NUMBER	000ABC1234	DATE	8/07/2025
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ORIGIN	OTOROHANGA	DESTINATION	MT MAUNGANUI	SERVICE REQUIRED (TICK ONE) Door to Door <input type="radio"/> Door to Rail <input type="radio"/> Rail to Door <input type="radio"/> Rail to Rail <input checked="" type="radio"/>
SENDER NAME	JOHN SMITH LIME	RECEIVER NAME	LIME EXPORTERS INC	
ADDRESS	4 MAIN ROAD, OTOROHANGA	ADDRESS	SHED 4, MT MAUNGANUI WHARF	
NAME	JOHN SMITH	PHONE	07 123 4567	
NAME	JULIAN BAKER	PHONE	07 987 654	

FREIGHT PAYER CODE	12AB34	COMMODITY CODE	2512	SERVICE BRAND		CONTAINER DE-HIRE AT	
--------------------	--------	----------------	------	---------------	--	----------------------	--

SHIPPER REF	CUSTOMER ORDER	CONTAINER NUMBER	SIZE	NET WEIGHT	VOLUME	WAGON	TEMP	SEAL	FREIGHT DESCRIPTION	HAZARDOUS	
										CLASS	UN
43333		TOLU3416396	20	24,000		IL1459			CALCIUM OXIDE	8	1910
43333		SOFU9204989	20	24,000		IL1459			CALCIUM OXIDE	8	1910
43333		SOFU9201439	20	22,000		IK2509			CALCIUM OXIDE	8	1910
43333		TRLU3415224	20	22,000		IK2509			CALCIUM OXIDE	8	1910

EXPORT CARGO				
SHIP	VOYAGE	OVERSEAS DISCHARGE PORT	SHIPPING OPERATOR	CUSTOMS DEROGATION NO
TOURVILLE	V133	LIHIR	SOFRANA	363989

REFRIGERATED CARGO		
DISCONNECT DATE / TIME	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

ADDITIONAL INFORMATION:

IF YOU HAVE NO OTHER CONTRACT OR SERVICE PACKAGE RELATING TO THIS FREIGHT IT WILL BE CARRIED AT OWNERS RISK	
NAME	John Smith
SIGNATURE	<i>John Smith</i>



## 7.2 Sender's Responsibilities: Packaging, Labelling and 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 Code) 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 7.4 shows the placards for each class of Dangerous Goods.

## DIAGRAM 7.4 DANGEROUS GOODS PLACARDS (Classes 1 – 3)

### Class 1 – Explosives

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*KiwiRail does not accept Dangerous Goods Class 1 (Explosives) for carriage or storage.*



### Class 1.4 – Explosives

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*KiwiRail will accept Dangerous Goods Classes 1.4G and 1.4S provided that fully completed Hazardous Declarations are completed for each consignment.*



### Class 2 – Gases

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#### 2.1 Flammable Gas

#### 2.2 Non-Flammable, Non-Toxic Gas

#### 2.3 Toxic Gas



### Class 3 – Flammable Liquids

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## DIAGRAM 7.4 (Cont.) DANGEROUS GOODS PLACARDS (Classes 4 – 7)

### Class 4 – Flammable Solids

4.1 Flammable Solid

4.2 Spontaneously  
Combustible

4.3 Dangerous when  
Wet



### Class 5 – Oxidising Substances

5.1 Oxidising Agent

5.2 Organic Peroxide



### Class 6 – Toxic and Infectious Substances

6.1 Toxic Substance

6.2 Infectious  
Substance



### Class 7 – Radioactive Material

7 Package Category I

7 Package Category II

7 Package Category III



## DIAGRAM 7.4 (Cont.) DANGEROUS GOODS PLACARDS (Classes 8 – 9 and Others)

### Class 8 – Corrosive

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### Class 9 – Miscellaneous Dangerous Substance

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9 Miscellaneous  
Dangerous Substance



9 Lithium Battery

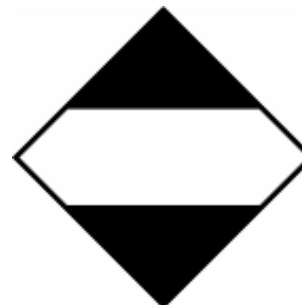


### Other Placards

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Marine Pollutant

Mixed Class Placard  
(Bumblebee)  
*Not permitted on Rail*



Limited Quantities



## 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.

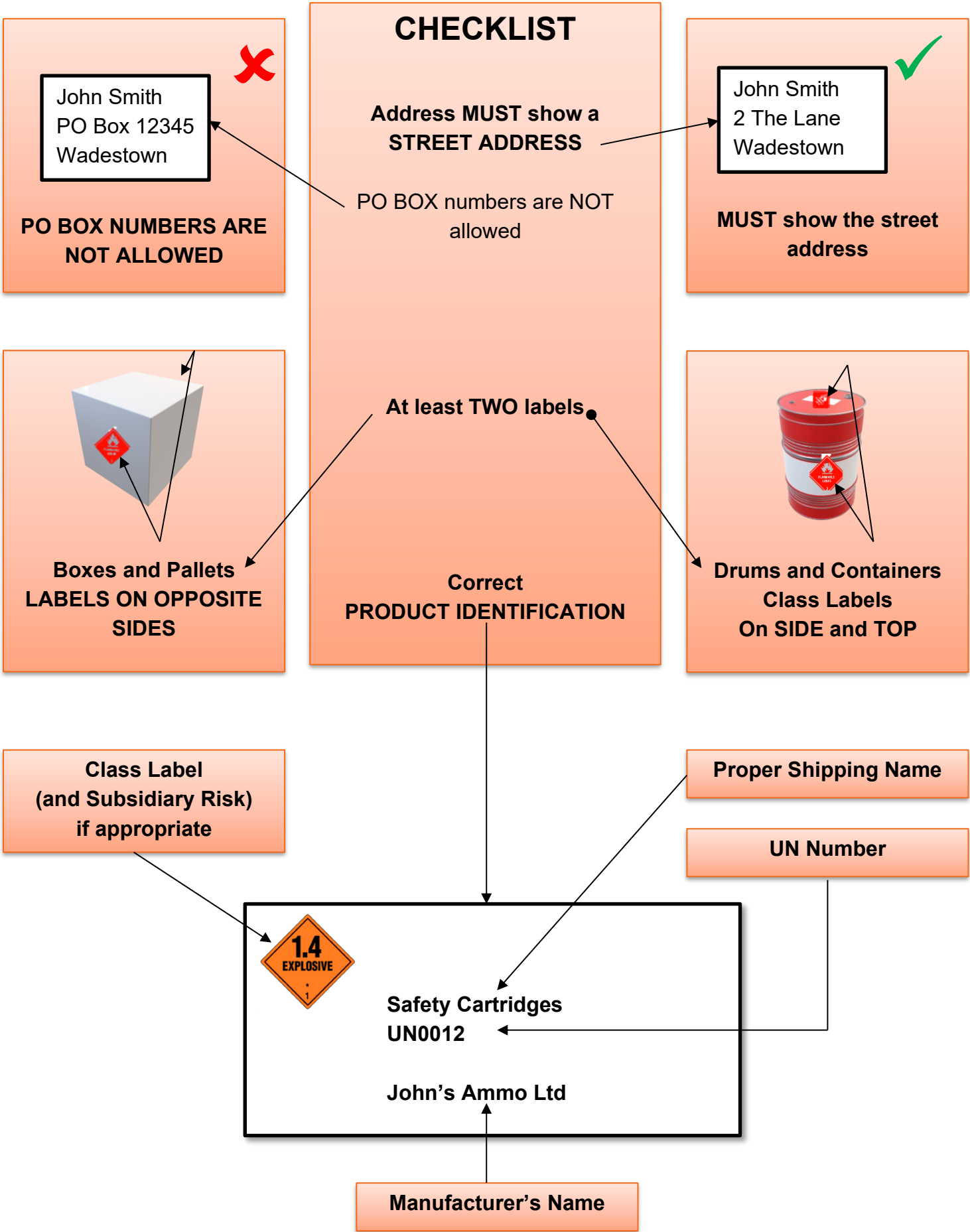
### CHECKLIST: What To Look For When Loading

Check documentation. See Diagrams 7.1, 7.2 and 7.3

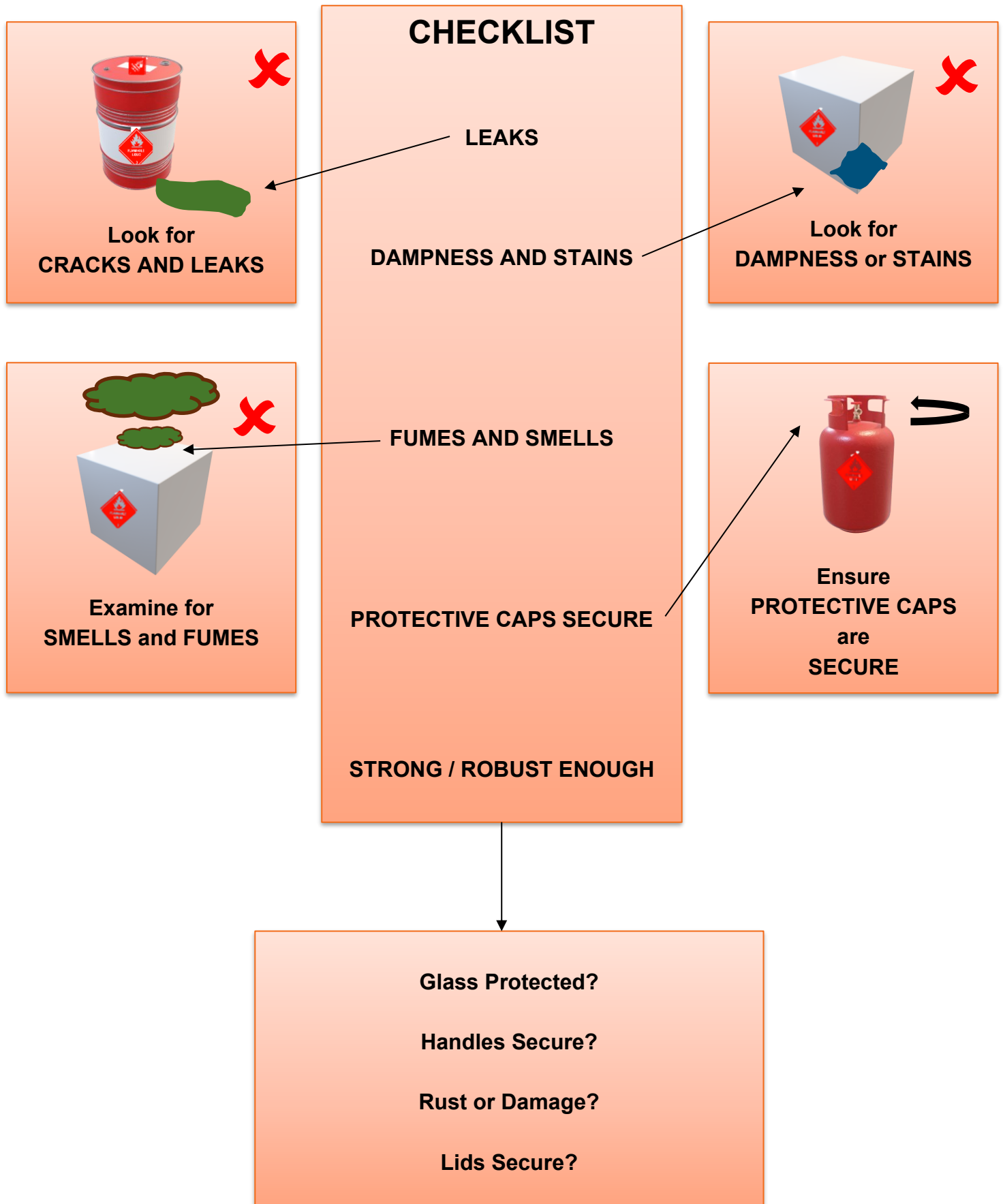
Check labelling. See Diagram 7.5

Check packaging. See Diagram 7.6

DIAGRAM 7.5 LABELLING CHECKLIST



## DIAGRAM 7.6 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 7.7 for documentation distribution.

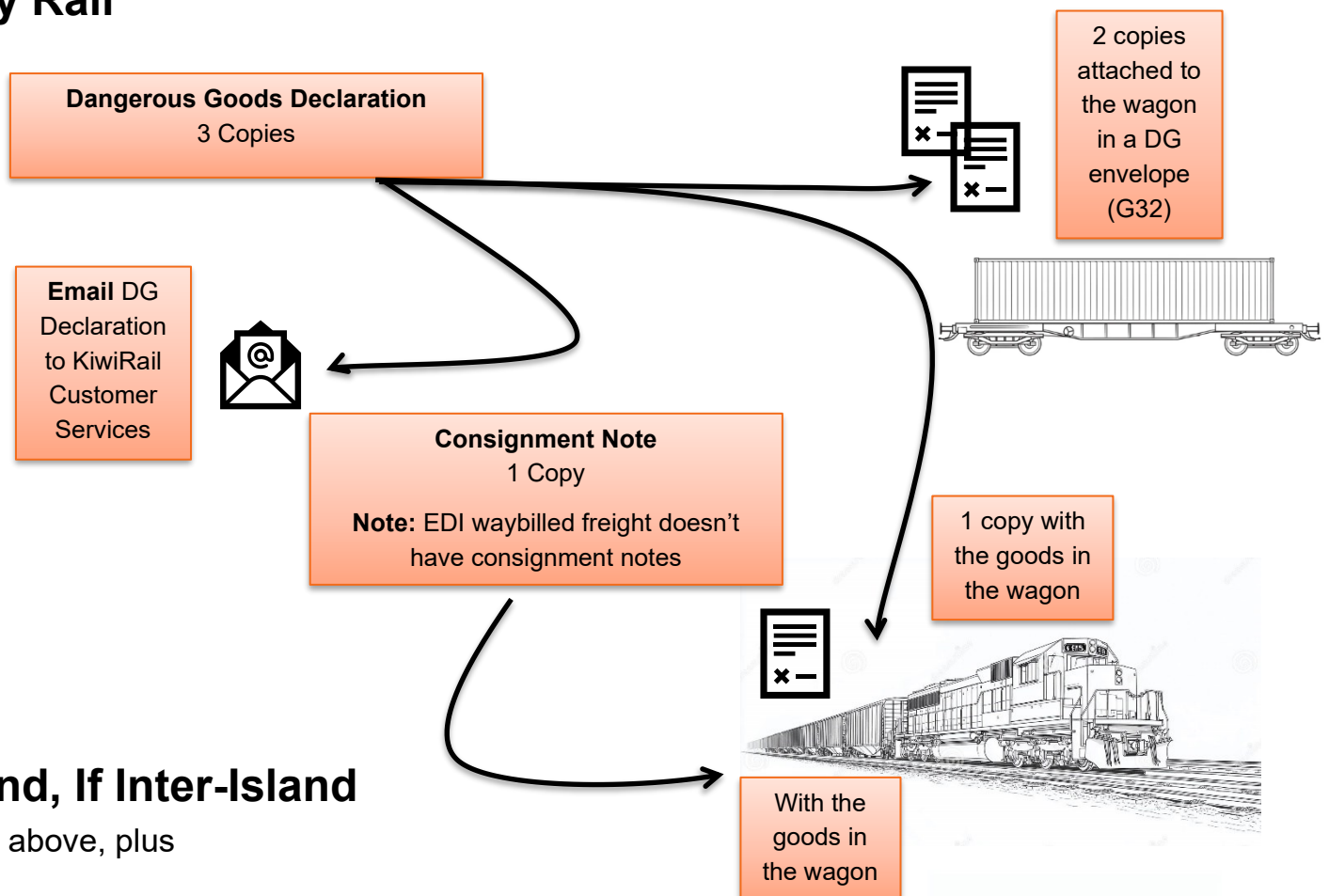
## 7.6 Inter-Island Dangerous Goods Movement

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

For queries phone: KiwiRail Customer Service Centre - 0800 351-351

**DIAGRAM 7.7 DISTRIBUTION OF DANGEROUS GOODS DOCUMENTATION**

### By Rail



### And, If Inter-Island

As above, plus

**Email DG Declaration and Packing Declaration to**  
[ferry-hazdocs@kiwirail.co.nz](mailto:ferry-hazdocs@kiwirail.co.nz)

