

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.

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"

DIAGRAM 7.2 How to Prepare a Dangerous Goods Declaration

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

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

Complete and sign to acknowledge the Packing Declaration

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

 Hazardous Substances/Dangerous Goods Declaration and Packing Declaration RFDG27									
Proper shipping name	(a) (b) (c)	Class	(a) (b) (c)	UN Number	(a) (b) (c)				
Common name	(a) (b) (c)	Subsidiary risk	(a) (b) (c)	Hazchem code	(a) (b) (c)				
Number & kind of packages	(a) (b) (c)	Packaging group	(a) (b) (c)	Flash point	(a) (b) (c)				
Gross weight (net weight for explosives)	(a) kg (b) kg (c) kg	Volume (cubic metres)	(a) m3 (b) m3 (c) m3	Marine pollutant If declared under an NOS or generic entry the reconstituted chemical of the Marine Pollutant is required (a) Yes <input type="checkbox"/> No <input type="checkbox"/> (b) Yes <input type="checkbox"/> No <input type="checkbox"/> (c) Yes <input type="checkbox"/> No <input type="checkbox"/>					
Additional information See note on writing shield									
Shipper/Consignor Name & Address									
Phone									
Fax									
Receiver/Consignee Name & Address									
Phone									
Fax									
After hours emergency									
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/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: / /									
The section below is to be completed by the person packing the transport unit and/or the carrier									
<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 <input type="checkbox"/> Open <input type="checkbox"/> Closed									
Wagon No If rail <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									
Packing Declaration 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 12.7.7 of the general introduction to the IMDG code.									
Name Title Company/Location Signature Date: / /									
See writing shield for notes and additional information For NZ Fire Brigade and Police Dial 111									
TL0006									

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

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

DIAGRAM 7.3 EXAMPLE CONTAINER CONSIGNMENT NOTE



FREIGHT CONSIGNMENT NOTE

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

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	CLASS	HAZ	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			

SHIP		VOYAGE		OVERSEAS DISCHARGE PORT		SHIPPING OPERATOR	
TOURVILLE		V133		LIHIR		SOFRANA	

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

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 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. 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.**

All dangerous goods consignments, regardless of weight or volume **must be placarded** on rail.
2. The multi-class orange and black label (commonly known as the bumblebee) **cannot be used** for rail or ferry movements.
3. Marine pollutant labels (if required for inter-island movement) should be positioned next to hazardous class diamonds.
4. It is the customers responsibility to placard wagons / containers conveying dangerous goods, and to remove all placards when the dangerous goods have been removed.
5. 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)**

Class 1 - Explosives



Class 2 - Gases



Class 3 - Flammable Liquids



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



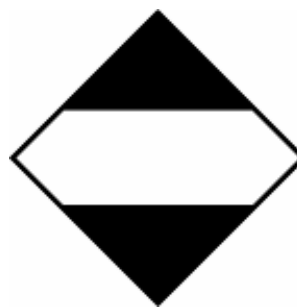
Class 9 - Miscellaneous Hazard



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

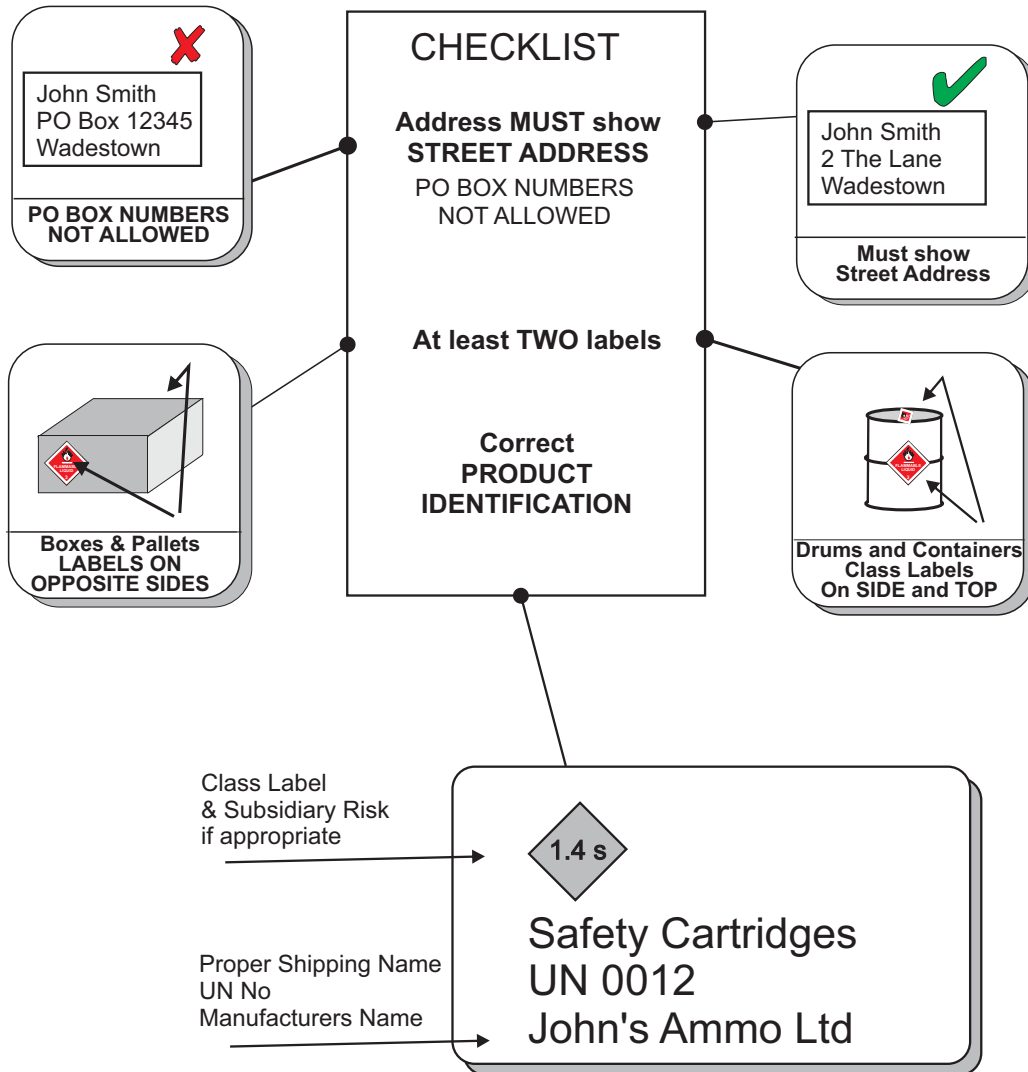
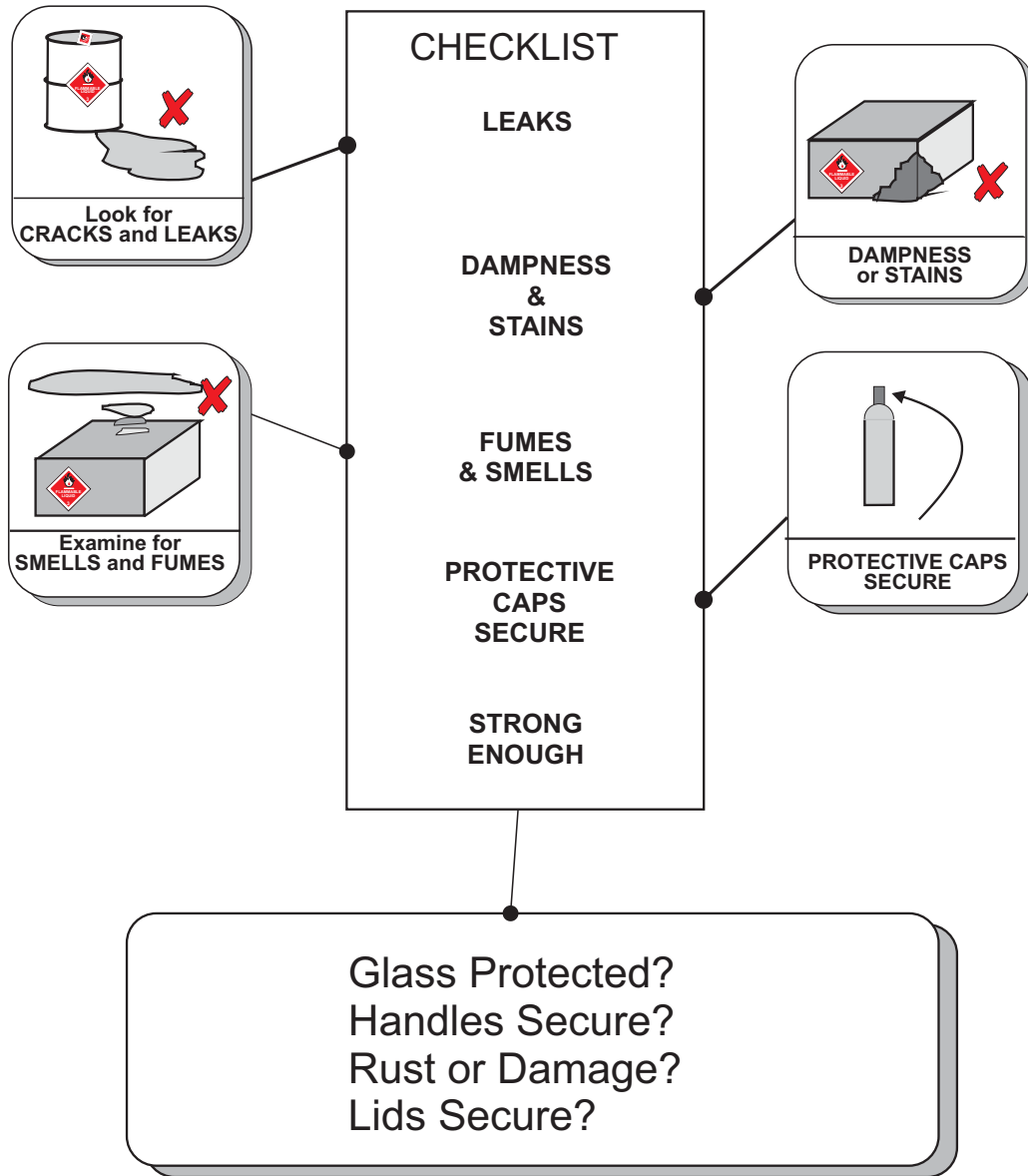


DIAGRAM 7.7 PACKAGING CHECKLIST



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.

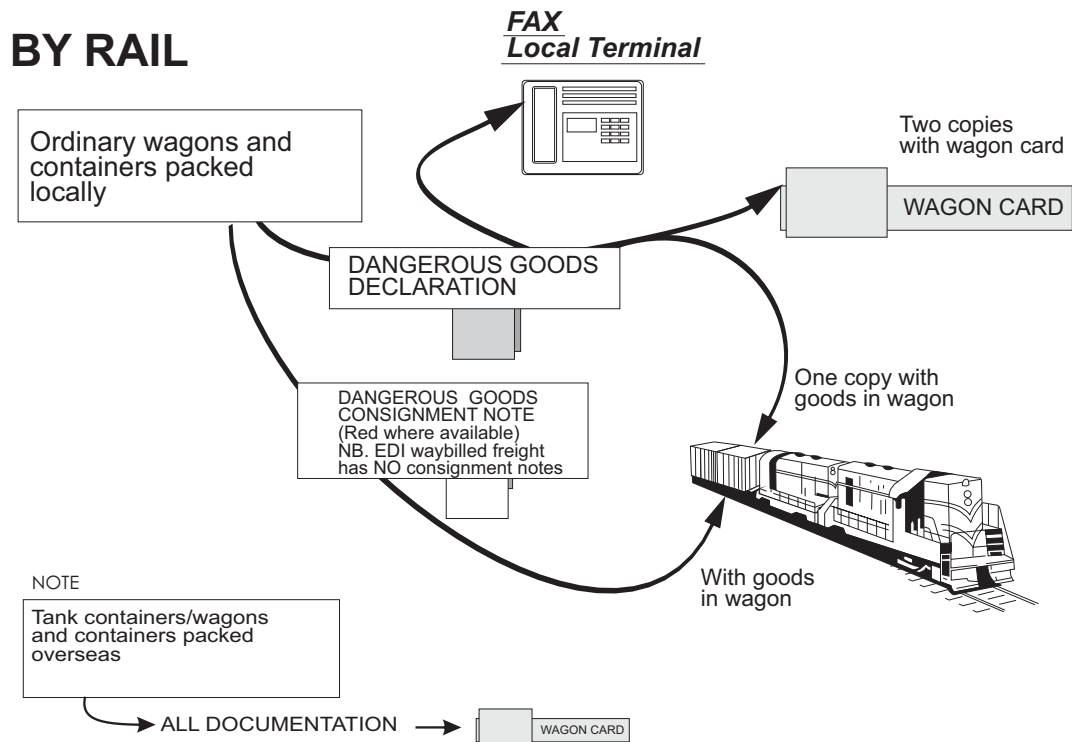
7.6 INTER-ISLAND DANGEROUS GOODS MOVEMENT

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



AND, IF INTER-ISLAND

As above, plus.....



If Packing Declaration is separate, place with Dangerous Goods Declaration