

GTA GSM Ltd.	<b>Guideline – Shipper's Responsibilities</b>	Guideline No:	20210519 SHPRES
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## Preface

This guideline is to provide information of shipper's responsibilities to GTA GSM customers who are acting as a shipper. There are four sections below according to various scenarios:

1. Shippers responsibilities - Briefing
2. Shipper's responsibilities for perishable cargo
3. Shipper's responsibilities for dangerous goods
4. Shipper's responsibilities for temperature control cargo

Below IATA manuals are used as reference, however contents in IATA manuals are subject to change, and this guideline doesn't not overwhelm any IATA regulations. Moreover, it is shipper's responsibility to observe the latest edition of IATA manuals to acquire proper information for their transportation needs. This guideline quotes part of the contents from IATA manuals for information sharing only.



## Shipper's Responsibilities – Briefing

It's shipper's responsibility to prepare his or her cargo in the „ready-for-carry“ status. „Ready-for-carry“ means the cargo is prepared for goods acceptance procedure from the carrier or their GHA in two aspects:

1. All documents are prepared according to various regulations in proper formats and number of copies. „Documents“ here are including but not limited to:
  - Commercial Invoice
  - Packing List
  - Purchase Order & Agreement
  - Bill of Lading
  - Shipper's Declaration
  - Import / Export / Transportation Licenses and/or permits
  - Special Authorization from authorities
2. The cargo is packed, marked, and labelled in the manner of „ready-for-carry“. Basic packings, markings, and labelling requirements are briefed as below.

### Packing:

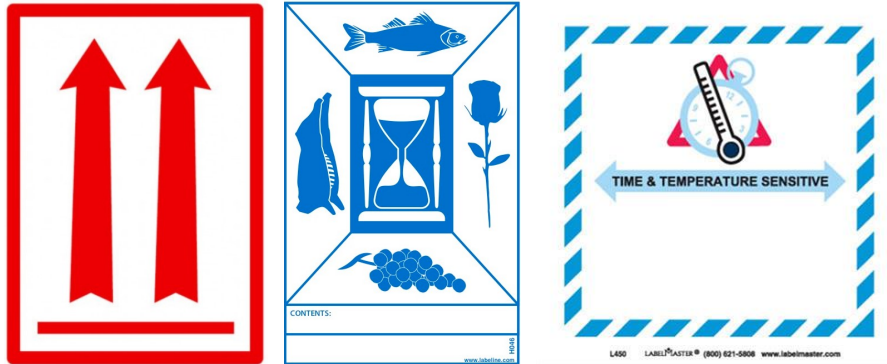
- Comply with the set of packing requirements appropriate to the type of packing to be used
- Assemble and secure all components of the packaging exactly in the manner intended
- Ensure that external surfaces of assembled packages are clean of contamination arising from the filling process itself or from contamination from the environment surrounding the filling/assembly area
- Use strong and intact outer package only, and check for damage before using
- Check and ensure the quality of a re-use package, and remove all previous labels and markings
- Observe the compatibility requirements of cargo, if there is any
- Observe the quantity limitation of a package
- Consult appropriate manual or qualified persons in case of uncertainty

### Labelling:

- Remove or obliterate any irrelevant labelling already on the package or overpack
- Use only labels of durable quality and correct specification
- Inscribe on each label, in a durable manner, any required additional information
- Affix the appropriate labels in the correct locations and in a secured manner
- Ensure that the responsibilities of labelling are completely fulfilled when the package is presented to the operator for shipment

Common used labels including but not limited to:

- Upright loading label, e.g. for shipment contain liquid
- Fragile / Handle with care label
- Perishable label
- Temperature range marking
- Hazard labels for dangerous goods

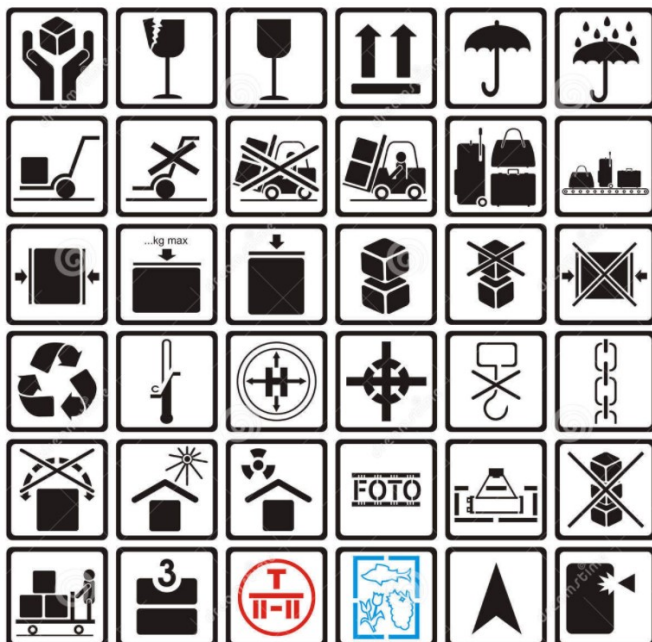
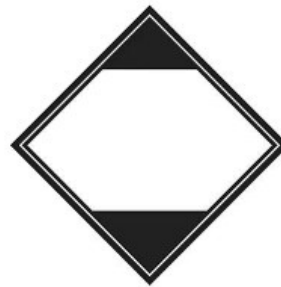


## Markings

- Check that any relevant mark on the package is in the correct location and meets the quality and specification requirement of regulations accordingly
- Remove or obliterate any irrelevant mark already on the package or overpack
- Apply any appropriate new mark in the correct location and ensure that it is of durable quality and correct specification
- Ensure that shipper's responsibilities for marking are completely fulfilled when the package or overpack is presented to the operator for shipment

Common used markings including but not limited to:

- Lithium battery mark
- Environmentally Hazardous substance mark
- Limited quantities mark
- Do not stack (or Max # of stack)
- Keep dry
- Keep away from direct sun
- Centre of gravity



In addition to above two aspects, Packing Accessories are highly recommended to further enhancement and protection for the „ready-for-carry“ status.

#### 1. Stuff the box with cushion materials

„Fill the gap“ to fill the gap with:

- Air cushion
- Bubble wrap
- Kraft paper
- Loose fill peanuts



#### 2. Protect from Wet

Using absorbing sheet for liquids or live animal packing. It protects not only „the box“ but prevents contaminating other boxes and cargo.



Note: for Dangerous Goods, use DG absorbing sheet instead of universal sorbent materials.



### 3. Sealing a bottle with liquid properly

Two ways can be considered to properly sealing a bottle with liquid:

- Using pressure sealed plastic caps, especially for air transportation
- Safety shrink bands provides further protection from drops



### 4. Protection from a skid level

Various packing accessories can provide protection to cargo on a skid level, and this is the shipper's responsibility to properly apply accordingly.

- Edge protectors
- Corner protectors
- Pallet cones
- Pallet straps
- Shrink-wrap the pallet



Note: shrink-wrap must include wrapping the skid and with multiple tiers wrapping



## 5. Cargo status monitoring devices

It is the shipper's responsibility to apply various devices if he or she wants to monitor cargo status or get a status notification after transportation.

- GPS trackers
- Temperature & humidity data loggers
- Tip-N-Tell indicators
- Shock indicators



## **Shipper's Responsibilities for perishable cargo** **—— Quoted from IATA PCR (Perishable Cargo Regulations)**

### *1.2 Shipper Responsibilities*

*The shipper or his authorized agent (importer or freight forwarder) must and is responsible for:*

- declaring all details relevant to the shipment, based on requirements at origin, transit and destination and as may be required by the operator, other competent authority and as further outlined in this manual;*
- establishing and providing any such agreed to details in writing in advance of booking, such as special handling needs or condition(s) or environment that may affect any cargo, including its own;*
- obtaining any permit or certificate in advance as regards to import, export, transit, quarantine or health requirements as applicable, including CITES species and make those available upon request;*
- tendering for shipment only such cargoes, that have been subject to inspection and packed in such a fashion as to never jeopardize packaging integrity, crew safety nor handling personnel under normal transport or handling conditions;*
- marking, labeling and documentation;*
- establishing and providing a primary contact whom is responsible for the shipment during the entire journey and whom can be reached by all parties at any given time or location for information;*
- establishing procedures and policies with those parties involved in case of emergency, delay, rerouting or any other incident as may be required for certain commodities and or from authorities;*
- informing and training staff for any such responsibilities endorsed under his obligations or duties, including conditions of carriage as established in modal transportation;*
- Establishing and communicating when ownership ceases or at which point it is being transferred and to which party.*



## Shipper's Responsibility for dangerous goods —— Quoted from IATA DGR (Dangerous Goods Regulations)

### 1.3.2 Specific Responsibilities

*(a) a shipper must provide such information to their employees as will enable them to carry out their responsibilities with regard to the transport of dangerous goods by air;*

*(b) the shipper must ensure that the articles or substances are not prohibited for transport by air (see Subsection 2.1 and Subsection 4.2);*

*(c) the articles or substances must be properly identified, classified, packed, marked, labelled, documented and be in the condition for transport in accordance with these Regulations;*

*(d) before a consignment of dangerous goods is offered for air transport, all relevant persons involved in its preparation must have received training to enable them to carry out their responsibilities, as detailed in Subsection 1.5. Where a shipper does not have trained staff, the "relevant persons may be interpreted as applying to those employed to act on the shipper's behalf and undertake the shipper's responsibilities in the preparation of the consignment. However, such persons must be trained as required by Subsection 1.5;*

*(e) the dangerous goods are packed in compliance with all applicable air transport requirements including:*

- *inner packaging and the maximum quantity per package limits;*
- *appropriate types of packaging according to the packing instructions;*
- *other applicable requirements indicated in the packing instructions including:*
  - *single packaging may be forbidden;*
  - *only inner and outer packaging indicated in the packing instructions are permitted;*
  - *inner packaging may need to be packed in intermediate packagings; and*
  - *certain dangerous goods must be transported in packagings meeting a higher performance level.*
- *appropriate closure procedures for inner and outer packagings (see 5.0.2.7);*
- *the compatibility requirements as specified in the applicable packing instructions and in 5.0.2;*
- *the absorbent materials requirements in the packing instructions when applicable; and*
- *the pressure differential requirement of 5.0.2.9.*

## **Shipper's Responsibilities for temperature control cargo —— Quoted from IATA TCR (Temperature Control Regulations)**

### *1.2 Shipper Responsibilities*

*The shipper or his authorized agent (importer or freight forwarder) must and is responsible for:*

- *declaring all details relevant to the shipment, based on requirements at origin, transit and destination and as may be required by the operator, other competent authority and as further outlined in this manual;*
- *establishing and providing any such agreed to details in writing in advance of booking, such as special handling needs or condition(s) or environment that may affect any cargo, including its own;*
- *obtaining any permit or certificate in advance as regards to import, export, transit, quarantine or health requirements as applicable, including CITES species and make those available upon request;*
- *tendering for shipment only such cargoes, that have been subject to inspection and packed in such a fashion as to never jeopardize packaging integrity, crew safety nor handling personnel under normal transport or handling conditions;*
- *marking, labeling and documentation;*
- *establishing and providing a primary contact whom is responsible for the shipment during the entire journey and whom can be reached by all parties at any given time or location for information;*
- *establishing procedures and policies with those parties involved in case of emergency, delay, rerouting or any other incident as may be required for certain commodities and or from authorities;*
- *informing and training staff for any such responsibilities endorsed under his obligations or duties, including conditions of carriage as established in modal transportation.*
- *Establishing and communicating when ownership ceases or at which point it is being transferred and to which party.*