



Radioactive Material Transport Users Committee	
GUIDANCE NOTE	RAMTUC(13)GN06 – Issue 2
DANGEROUS GOODS ANNUAL DGSA REPORT	April 2014

1. INTRODUCTION

1.1 Concerns have been raised with regards to the content of the Dangerous Goods Safety Advisors Annual Report (DGSA). ADR 1.8.3.3 requires the production of an annual report of the companies undertaking's activities in the carriage of dangerous goods to be completed by a DGSA, but does not go into any detail of the extent of information required. This guidance document describes the content requirements of a DGSA annual report as agreed by the RAMTUC Consignment Issues Working Group at the 3rd WG Meeting 21st August 2012.

2. PROCEDURE

2.1 DGSA reports from a number of RAMTUC members were used as the basis for the overall agreed contents list as shown below:

Recommended Contents list:

1. A Summary of the Company's Business i.e. what departments within the organisation are involved in the consignment of Dangerous Goods.

2. An Executive Summary to give an overview of what went well and areas of identified for improvement. Key details to be covered in this section should include:

- No of packages shipped and received
- Any significant investigation or issues
- What went well and best practice
- Regulatory and Internal Audits
- Recommendations and Improvements

3. All Dangerous Goods Transport information to cover package type, quantity, un classification and number of consignments for:

- Transport off site (Class 7)
- Transport on to site (Class 7) – if required under individual organisation requirements
- Transport off site of Non Class 7 DG (ie classes 1-6, 8 and 9)

The information embodied in this document has been compiled and agreed by RAMTUC. Neither RAMTUC members nor their parent organisations shall be liable for any detrimental consequences resulting from following the recommendations in the document.

*Comments and suggestions relating to the improvement of this **Guidance Note** should be addressed to the current RAMTUC Secretariat.*

4. Summary of Audits: to include:

- External Audits (e.g. ONR)
- Internal Audits
- Duty of Care audits (contractors, service providers)

5. All Event Reporting, ie those considered Reportables to Regulator (ONR), any internal events and audit findings / near misses

6. Emergency Exercises undertaken in the past 12 months

7. Training details of those with roles / responsibilities with regards to the transport of dangerous goods - to include who has been trained, training received and type of training.

8. Appendices for other information such as current regulations, more consignment detail, corrective actions from audits and anything else the DGSA wishes to add to the report.

This document is for guidance only and not an exhaustive list of what is required, it is down to the individual organisation to decide the contents and format of their company DGSA Annual Report.

Approved via committee at:	November 2013
Review required:	2 years

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