

Dangerous Goods Occurrence Reporting System Guide

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Definitions

1. Master Air Waybill (MAWB)

- A Master Air Waybill is the air waybill issued by an air carrier (or their agent) to the freight forwarder, evidencing the contract of carriage between the shipper and the operator for one or more consolidated shipments. It is pre-printed with the operator's name and prefix code, signed by the operator or their agent, and is subject to the Warsaw/Montreal Conventions and IATA rules.
- It provides a summary of all House Air Waybills (HAWBs) under that consolidation, listing the number of pieces, weights and nature of goods for the flight. It serves both as a receipt of goods and the contract of carriage from airport to airport.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper		Air Waybill No.				
Consignee		Page of Pages Shipper's Reference Number <i>(optional)</i>				
Two completed and signed copies of this Declaration must be handed to the operator.		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.				
TRANSPORT DETAILS This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>		Airport of Departure:				
<input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT <input type="checkbox"/> CARGO AIRCRAFT ONLY		Shipment type: <i>(delete non-applicable)</i> <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE				
Airport of Destination:						
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and type of packing	Packing Inst.	Authorization
Additional Handling Information						
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 applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.						
Name/Title of Signatory						
Place and Date						
Signature <i>(see warning above)</i>						

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2. House Air Waybill (HAWB)

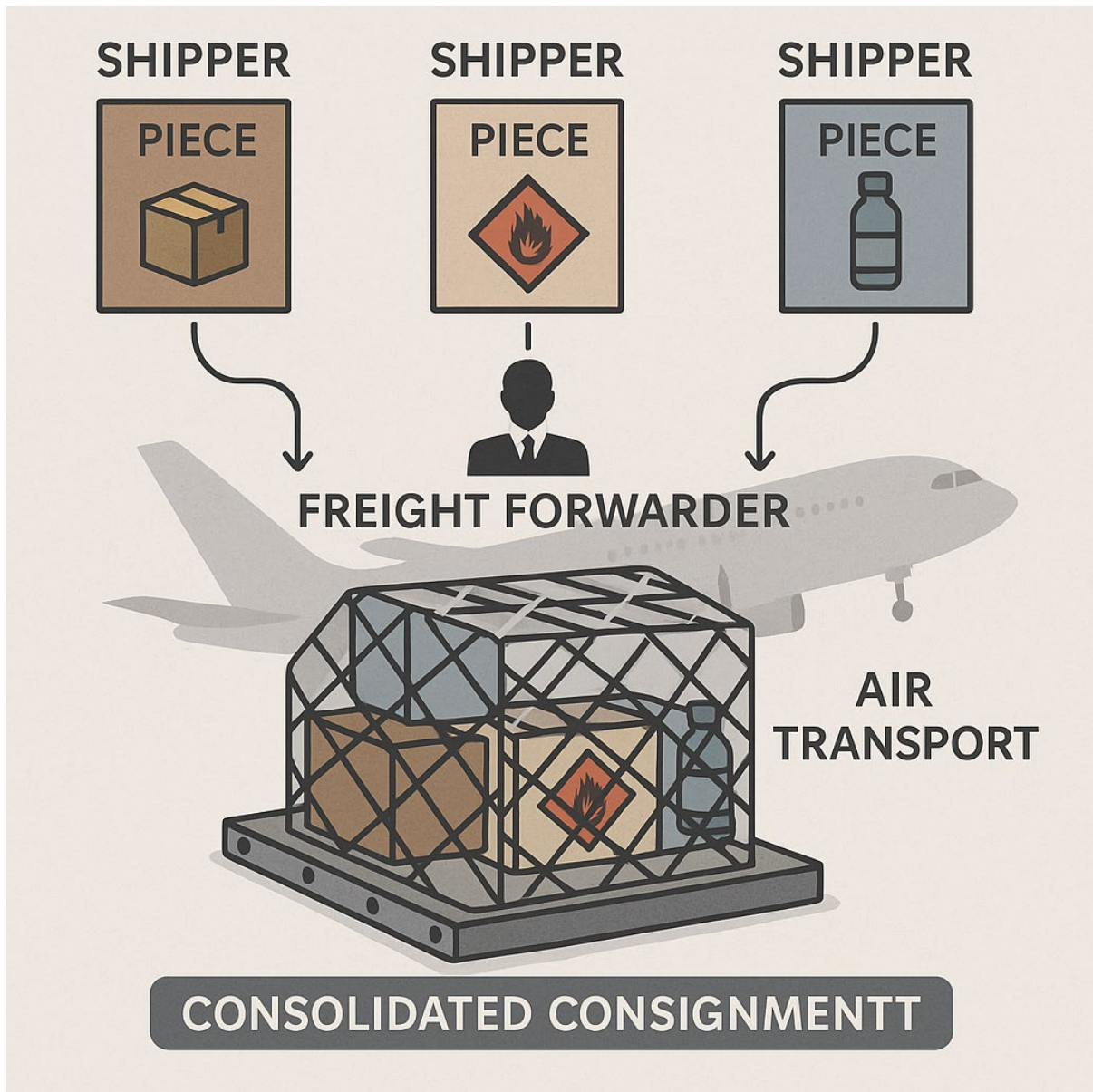
- A House Air Waybill is issued by a freight forwarder (or consolidator) to its shipper, evidencing the contract of carriage between those two parties only. It is typically prepared on a neutral Air Waybill form and signed by the forwarder in its own name, not that of the carrier.
- Unlike the Master Air Waybill (MAWB), the House Air Waybill (HAWB) does not establish a direct contractual relationship with the carrier; it details the individual shipper's consignment within a larger master shipment and reflects the forwarder's own conditions of carriage.

3. Dangerous Goods Transport Document

- The Dangerous Goods Transport Document (DGTD) is required by ICAO TI Part 5.4.1 for any consignment containing dangerous goods. It accompanies the air waybill and provides a separate, detailed description of each DG package, including proper shipping name, UN number, class/division, packing group, quantity and packing instruction references.
- Its purpose is to ensure that, in the event screening, handling or emergency response is needed, the contents of DG packages can be unambiguously identified without referring back to the Air Waybill itself.
- The Dangerous Goods transport Document may also be referred to as the Dangerous Goods declaration (DGD), Dangerous Goods Note (DGN) or Shippers Declaration for Dangerous Goods.

Consignment Details Page

Composition of a Consignment



When a freight forwarder consolidates shipments for air transport, they gather individual consignments from multiple shippers—each with its own set of goods, paperwork and handling requirements—and load them together into a single unit load device (ULD) or pallet. In practice, this means:

Collection of Pieces

Shipper A, Shipper B and Shipper C each deliver boxes to the forwarding warehouse. Some contain non-regulated items, while others carry regulated—or even dangerous—goods, clearly labeled with the appropriate hazard placards (e.g., flammable, environmentally hazardous).

Segregation & Compatibility Checks

Before loading, the forwarder reviews each shipper's Dangerous Goods Declarations to confirm classification, packing groups and any special handling or segregation requirements mandated by the ICAO Technical Instructions and IATA DGR.

Compatible DG are grouped together, while incompatible goods (for example, oxidizers and flammables) are separated or placed in distinct compartments or on different pallets.

Unit Load Formation

The forwarder arranges all approved pieces—dangerous and non-dangerous—within the ULD so that each is accessible for inspection yet tightly secured to minimize movement.

Cargo nets or straps are applied over the assembled pallet or container floor, ensuring the entire consolidated consignment remains intact through handling, transport and transfer.

Documentation & Handover

A Master Air Waybill is issued by the airline for the complete consolidated consignment, referencing all sub-shipments.

The forwarder retains all individual House Air Waybills and Shipper's Declarations for dangerous goods, providing them on request to the carrier's DG operations team and retention for audit.

Occurrence Details

Description of the Occurrence

What should I mention in the description of the occurrence?

Try to follow the following template:

1. How the incident occurred
2. How it was found (example: during x ray screening, freight checks, upon unloading, etc.)
3. The reason for the occurrence (missing label, improper packaging, etc.)
4. Any action taken as a result of the occurrence (consignment held, disposed, shipper contacted, etc.)

Use the check boxes on the Occurrence Details page to highlight common Product, Handling, and Packaging related issues. You may choose any and all that apply. If none of them apply, you are not required to select any.

Dangerous Goods

Add New DG Item

Please refer to our [guidance page](#) for more information on how to fill this section

Proper Shipping Name *
Click the magnifying glass to search for the Proper Shipping Name.

Q

Shipping Name Information

Supplementary Name

Outer packaging details

Number of outer packages *

Outer packaging details

Number of outer packages *

Type of outer packaging *

Type and material of the packaging, e.g. cardboard box, plastic box, etc.

Inner packaging details

If you think there was no inner packaging and/or this field does not apply, please leave blank

Number of inner packages

Type of inner packaging

Type and material of the packaging, e.g. cardboard box, plastic box, etc.

UN / Specification marks

Please put N/A if there was no UN specification marks on the package.

Dangerous Goods marks or labels

Please put N/A if there was no Dangerous Good marks or labels.

Submit

Supplementary Name

Definition: Proper Shipping Names assigned with an asterisk (*) in the Dangerous Goods List (Table 3 -1) must be supplemented with the technical (chemical) name.

Please use the Supplementary Name text box to fill in the relevant technical (chemical) name.

Examples: Flammable Liquid N.O.S. (Xylene) or Corrosive Liquid, Flammable, N.O.S (Sodium Hydroxide, Toluene)

Number of Outer Packages

Definition: The Number of UN Standard packages that the individual inner receptacles are packed into.

Please refer to ICAO Technical Instructions Part 6, Chapter 1.3, Table 6-2 for an Index of Packages other than Inner Packagings (Edition 2025-2026)

Examples: 10 x Fibreboard Boxes



Types of Inner Packaging

Definition: Glass Bottles, Metal cans etc that are packed into the Outer packing (eg 1 x Fibreboard Box containing 10 metal cans)

Please refer to ICAO Technical Instructions Part 6, Chapter 1.3, Table 6-3 for an Index of Inner Packagings (Edition 2025-2026)

Example text: Outer packing = 10 x Fibreboard box containing 40 plastic bottles (Use total number of inners)



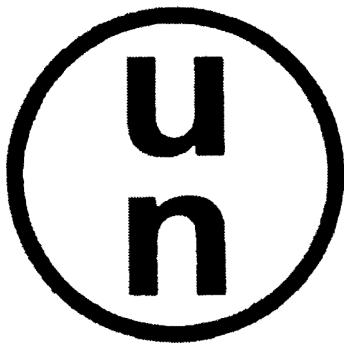
UN / Specification Marks

Definition: Part 6, Chapter 2.1

Example: The marks must show: The UN symbol, the packing type and Material code. Refer to ICAO Technical Instructions Part 6, Chapter 1.3, Table 6-2 for an Index of Packages other than Inner Packagings (Edition 2025-2026) for more information. The following is just an example for your reference.

You only need to know how to identify UN / Specification Marks on packaging.

In the picture below,



Packing type = 4 (for the box)

Permitted packing group: XYOZ

The rest of the markings are specific to the type of material contained inside the packaging

