Appendix 1 - EIGA Template for Annual DGSA Report

**1. IDENTIFICATION OF THE COMPANY (companies) and THE SAFETY ADVISOR(s)**

* 1. Information on the company (companies).
	2. Personal information / validity of certificate(s).
	3. Positioning of the DGSA in the business.

**2. DESCRIPTION OF RELEVANT ACTIVITY AND OF THE MODES OF TRANSPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| Loading operation | 🞎 | Road | 🞎 |
| Unloading operation | 🞎 | Railway | 🞎 |
| Transport | 🞎 | Waterway | 🞎 |

**3. INFORMATION ON THE RELEVANT GOODS AND OPERATIONS**

3.1. Territorial range of the activities of the company

3.2. Transport mode used

|  |  |  |
| --- | --- | --- |
| Road | 🞎 | % |
| Railway | 🞎 | % |
| Waterways | 🞎 | % |
| Sea | 🞎 | % |
| Others | 🞎 | % |

3.3. Loading

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Mode of transport | Type of containment (receptacle, tank, … | Quantity \* | Amount of loads \*\*  |
|  |  |  |  |  |

\*Quantity:

For gases in cylinders, give at least indication of the range of quantities, e.g.:

* less than 1000 cylinders / year
* 1000 < x < 100.000 cylinders / year
* More then 100.000 cylinders/year

For gases in tank vehicles, MEGC etc. give at least a range of transported quantities in tonnes or m³, e.g.:

* Less than 1000 tonnes/ year
* Between 1000 tonnes/year and 100.000 tonnes/year
* More than 100.000 tonnes/year

\*\*Amount of loads

 Give indication of the frequency of the loads on the sites:

* monthly
* weekly
* daily
* more than 10/day

3.4. Unloading (incoming goods)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Mode of transport | Type of containment (receptacle, tank, … | Quantity \* | Amount of unloads \*\*  |
|  |  |  |  |  |

\*Quantity:

For gases in cylinders, give at least indication of the range of quantities, e.g.:

* less than 1000 cylinders / year
* 1000 < x < 100.000 cylinders / year
* More than 100.000 cylinders/year

For gases in tank vehicles, MEGC etc. give at least a range of transported quantities in tons or m³, e.g.:

* Less than 1000 tonnes/ year
* Between 1000 tonnes/year and 100.000 tonnes/year
* More than 100.000 tonnes/year

\*\*Amount of loads

 Give indication of the frequency of the loads on the sites:

* monthly
* weekly
* daily
* more than 10/day

**4. LIST OF NOTIFIED INCIDENTS OCCURRED DURING THE YEAR IN TRANSPORT, LOADING OR UNLOADING**

|  |  |  |
| --- | --- | --- |
| Date | Place of incident | Short description |
|  |  |  |
|  |  |  |
|  |  |  |

**5. GENERAL INFORMATION ON THE ACTIVITIES OF THE SAFETY ADVISER**

Categories: 1 audit, 2 advice, 3 archiving, 4 indicators monitoring, 5 qualitative follow-up,

6 events investigation

|  |  |  |
| --- | --- | --- |
| Duty of the DGSA | Applicable? | Categories |
| 5.1. Internal audits to check compliance with the requirements governing the carriage of dangerous goods. Any audit done by non-DGSA but related to transport of dangerous goods should be mentioned.  | 🞎 | 1 |
| Comments: |  |  |
| 5.2. Advising the undertaking on the carriage of dangerous goods. | 🞎 | 2 |
| Comments: |  |  |
| 5.3 Information about archiving of the previous and current annual report of the DGSA (needs to be available for the last 5 years). | 🞎 | 3 |
| Comments: |  |  |
| 5.4. Monitoring of the procedures for compliance with the requirements governing the identification of dangerous goods being transported. | 🞎 | 2 |
| Comments: |  |  |
| 5.5. Monitoring of the undertaking's practice in taking account, when purchasing means of transport, of any special requirements in connection with the dangerous goods being transported. | 🞎 | 5 |
| Comments: |  |  |
| 5.6. Monitoring of the procedures for checking the equipment used in connection with the carriage, loading or unloading of dangerous goods. | 🞎 | 5 |
| Comments: |  |  |
| 5.7. Monitoring of the proper training of the undertaking's employees and the maintenance of records of such training. | 🞎 | 2,3,4 |
| Comments: |  |  |
| 5.8. Monitoring of the implementation of proper emergency procedures in the event of any accident or incident that may affect safety during the carriage, loading or unloading of dangerous goods. | 🞎 | 5 |
| Comments: |  |  |
| 5.9. Investigating and, where appropriate, preparing reports on serious accidents, incidents or serious infringements recorded during the carriage, loading or unloading of dangerous goods. | 🞎 | 6 |
| Comments: |  |  |
| 5.10. Monitoring the implementation of appropriate measures to avoid the recurrence of accidents, incidents or serious infringements.  | 🞎 | 4,5 |
| Comments: |  |  |
| 5.11. Monitoring the account taken of the legal prescriptions and special requirements associated with the carriage of dangerous goods in the choice and use of sub-contractors or third parties. | 🞎 | 1 |
| Comments: |  |  |
| 5.12. Verification that employees involved in the carriage, loading or unloading of dangerous goods have detailed operational procedures and instructions. | 🞎 | 1,5 |
| Comments: |  |  |
| 5.13. Monitoring the introduction of measures to increase awareness of the risks inherent in the carriage, loading and unloading of dangerous goods. | 🞎 | 2,5 |
| Comments: |  |  |
| 5.14. Monitoring the implementation of verification procedures to ensure the presence on board the means of transport of the documents and safety equipment which must accompany transport and the compliance of such documents and equipment with the regulations. | 🞎 | 1 |
| Comments: |  |  |
| 5.15. Monitoring the implementation of verification procedures to ensure compliance with the requirements governing loading and unloading. | 🞎 | 1 |
| Comments: |  |  |
| 5.16. Monitoring the existence of the security plan indicated in 1.10.3.2. | 🞎 | 1 |
| Comments: |  |  |

**6. Other observations**

Signed by DGSA.