



DG SOP (2026)

APPLIES TO
UDB Logistics FZCO (DIEZ)

VERSION
v1.0

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19 Feb 2026

OWNER
Dangerous Goods (DG Manager)

GOVERNING LAW
UAE / Dubai Courts

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1. Introduction

A standard operating procedure is being created to assist UDB LOGISTICS FZCO cargo operations staff to perform any function related to the transport of dangerous goods by air in compliance with the national and international Dangerous Goods Regulations, as outlined in the UAE Civil Aviation Regulations (CAR Part VI – Transport of Dangerous Goods by Air, and the IATA Dangerous Goods Regulations (DGR).

Non-compliance with the said Regulations may result in legal adverse consequences to UDB LOGISTICS FZCO. Therefore, all concerned staff must approach this matter with utmost care and responsibility.

Note: Though UDB LOGISTICS FZCO is approved to handle/process all classes and divisions of dangerous goods, physically we will only handle and process the following DG streams as a standard service:

- i) lithium-ion batteries excepted as per Section II of PI 966 and 967 (ELI).
- ii) lithium metal batteries excepted as per Section II of PI 969 and 970 (ELM).
- iii) regulated fragrances/perfumes offered for air transport as DG, subject to shipper or approved-entity classification (e.g., UN 1266 (Class 3) or ID 8000 (Class 9) where applicable), and to applicable IATA DGR requirements and operator acceptance.

Other than the above, the rest of the classes and divisions of dangerous goods will be outsourced to other entities that are approved/certified by the GCAA, based on the most updated “UAE GCAA Dangerous Goods Certified Entities’ List” that the GCAA send to the industry. UDB LOGISTICS FZCO will appoint these approved entities to classify, identify, pack, mark, label and document the DG but will use its own Airwaybill account for the consignment.

2. Objective of this SOPs

The objective of this SOP is to ensure that employees perform operations correctly and consistently to achieve the desired outcome on the correct way to handle and process dangerous goods, in compliance with all applicable national and international requirements.

3. Definition of Dangerous Goods (IATA DGR - Section 1.0)

Dangerous Goods are articles or substances which are capable of posing a hazard to health, safety, property, or the environment and which are shown in the list of dangerous goods in these (IATA DGR) regulations or which are classified according to these regulations (IATA DGR).

4. Classification of Dangerous Goods

- Class 1 - Explosives
 - Division 1.1- Articles and substances having a mass explosion hazard.
 - Division 1.2- Articles and substances having a projection hazard but not a mass explosion hazard.
 - Division 1.3- Articles and substances having a fire hazard, a minor blast hazard and/ or a minor projection hazard but not a mass explosion hazard.
 - Division 1.4 - Articles and substances presenting no significant hazard.
 - Division 1.5 - Very insensitive substances having a mass explosion hazard.
 - Division 1.6 – Extremely insensitive articles which do not have mass explosion hazard.
- Class 2 - Gases
 - Division 2.1 – Flammable gas.
 - Division 2.2 – Non-flammable, non-toxic gas.
 - Division 2.3 – Toxic gas.
- Class 3 - Flammable Liquids. This class has no sub-divisions.
- Class 4 - Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, in contact with Water, emit Flammable Gases.
 - Division 4.1 – Flammable solids, self-reactive substances and solid desensitized explosives.
 - Division 4.2 – Substances liable to spontaneous combustion.
 - Division 4.3 – Substances which, in contact with water, emit flammable gases.
- Class 5 - Oxidizing Substances and Organic Peroxides
 - Division 5.1 – Oxidizer
 - Division 5.2 – Organic Peroxides
- Class 6 - Toxic and Infectious Substances
 - Division 6.1 – Toxic Substances
 - Division 6.2 – Infectious Substances
- Class 7 - Radioactive Material (no sub-divisions).
- Class 8 - Corrosive (no sub-divisions).
- Class 9 – Miscellaneous Dangerous Substances and Articles Including Environmentally Hazardous Substances. (no sub-divisions).

5. Acceptance Procedures

UDB LOGISTICS FZCO, GCAA Course Code FIT 4.1.D trained employees shall follow below procedures when accepting ELI/ELM for air transport.

- Collect shipment details from shipper.
- Quoting to the shipper. If shipper agree with quotation:
- Book shipment with airline.

- Collect invoice, packing list and any other relevant document from the shipper.
- Check all paperwork and description of item provided by the shipper to confirm if item meets the definition and classification criteria for the air transport of dangerous goods.
- When required or necessary, shipment may be repacked to meet IATA DG Regulations packaging requirements.
- GCAA Course Code FIT 4.1.D trained staff will cross check the shipment again to confirm if all markings, labellings and Packaging free from damage and leakage have been complied with the IATA DG regulations requirements.
- Upon confirmation by the GCAA Course Code FIT 4.1.D trained staff that the shipment is ready for carriage, will hand over the ELI/ELM shipment to the airline/ground handling agent (GHA) for acceptance.
- As per IATA DGR 8.2.1, air waybill accompany dangerous goods consignment shall have the following statements, as applicable in the “Handling Information” box:
 - “Dangerous goods as per associated Shipper’s Declaration” or “Dangerous goods as per associated DGD”
 - “Cargo Aircraft only” or “CAO”

5A. Regulated fragrances/perfumes (UN 1266 / ID 8000) acceptance steps:

- Confirm with shipper the DG classification (UN number / proper shipping name, class, packing group if applicable) and intended transport category (e.g., ID 8000 Consumer commodity where applicable).
- Obtain and review required DG documentation as per IATA DGR and operator requirements (including SDS/MSDS where required).
- Verify packaging, marking and labelling compliance and net quantity limits per package, as applicable.
- Coordinate operator acceptance and any special handling restrictions prior to tender.
- Operator approval reference (email/booking confirmation ID) must be saved in the shipment file.
- Handover to airline/GHA upon confirmation by GCAA Course Code FIT 4.1.D trained staff that the shipment is ready for carriage.

Perfume/Fragrance consignments must not be tendered to the operator/GHA until classification, required documentation (incl. SDS/MSDS and DGD where applicable), packaging/marketing/labeling compliance, and operator acceptance are confirmed.

6. Handling of Dangerous Goods processed by UDB (ELI/ELM and regulated fragrances/perfumes)

UDB LOGISTICS FZCO will accept, handle and process: (a) lithium-ion batteries excepted as per Section II of PI 966 and 967 (ELI); (b) lithium metal batteries excepted as per Section II of PI 969 and 970 (ELM); and (c) regulated fragrances/perfumes shipped as DG, subject to shipper or approved-entity classification (e.g., UN 1266 (Class 3) or ID 8000 (Class 9) where applicable), and to IATA DGR requirements and operator acceptance.

Other than the above, the rest of the classes of dangerous goods will be outsourced to other entities that are approved/certified by the GCAA, based on the most updated “UAE GCAA Dangerous Goods Certified Entities’ List” that the GCAA send to the industry. UDB LOGISTICS FZCO will appoint these approved entities to classify, identify, pack, mark, label and document the DG but will use its own Air waybill account for the consignment.

7. Inspection of Dangerous Goods

- verify package is not damaged/leaking
- verify markings/labels are present and consistent with the shipper-declared classification
- verify required documentation set is complete for the DG stream
- if repacking is required, it must be done only by competent personnel and per applicable rules

8. Documentation Requirement (ELI/ELM)

- Copy of Air Waybill
- Copy of Safety Data Sheet or any relevant as required
- Copy of IDG or SLI
- Packing list and Invoice.
- There is no DGD or UN package certificate as shipment of ELI/ELM do not require DGD

8A. Documentation Requirement (Regulated fragrances/perfumes — UN 1266 / ID 8000)

- Copy of Air Waybill
- DG Declaration / Shipper's Declaration (where required by IATA DGR / operator)
- Safety Data Sheet (SDS/MSDS) where required
- Copy of IDG or SLI (where applicable)
- Packing list and Invoice
- Any operator-specific approvals / acceptance references (where issued)

9. Marking and Labelling (ELI/ELM)

The trained GCAA Course Code FIT 4.1.D staff will do the following for markings and labelling of all ELI and ELM.

Marking

- Check that any relevant mark on the package or overpack already on the package is in the correct location and meets the quality and specification requirements of the Regulations;
- Remove or obliterate any irrelevant mark already on the package or overpack;
- Ensure that all required markings are completely fulfilled when the package or overpack is presented to the operator/ground handling agent for acceptance.

Labelling

- Remove or obliterate any irrelevant labelling already on the package or overpack;
- Use only labels of durable quality and correct specification;
- Affix the appropriate label(s) in the correct location(s) and in a secure manner;
- Ensure that all required labelling are completely fulfilled when the package or overpack is presented to the operator for acceptance.

9A. Marking and Labelling (Regulated fragrances/perfumes — UN 1266 / ID 8000)

The trained staff will verify that all required DG marks/labels for the applicable classification are present, durable, correctly positioned, and compliant with IATA DGR and operator requirements, including any Limited Quantity / Consumer commodity (ID 8000) markings where applicable.

10. Three types of Dangerous Goods Packaging

There are three types of packaging namely UN Specification Packaging, Limited Quantity Packaging and Other Packaging. UDB LOGISTICS FZCO is handling lithium batteries under the excepted ELI/ELM only. Other packaging will be used as the ELI/ELM do not require the UN specification packaging and the Limited Quantity packaging is forbidden for all lithium batteries.

11. Airway Bill Handling Information Statement (IATA DGR 8.2.1- CAR 5.3.6)

Handling information box on the Airway Bill shall include one or more of the following applicable statements:

ELI/ELM Section II (Excepted)

- UDB LOGISTICS FZCO Dangerous Goods Certification Number “GCAA DGCERT #460” (CAR 5.3.6)
- Lithium-ion batteries in compliance with Section II of PI 966
- Lithium-ion batteries in compliance with Section II of PI 967
- Lithium metal batteries in compliance with Section II of PI 969
- Lithium metal batteries in compliance with Section II of PI 970
- Cargo Aircraft Only or “CAO” (if applicable)

Regulated fragrances/perfumes (DG)

- UDB LOGISTICS FZCO Dangerous Goods Certification Number “GCAA DGCERT #460” (CAR 5.3.6)
- Dangerous goods as per associated Shipper’s Declaration (DGD) (where required) — UN 1266 / ID 8000 as applicable
- Cargo Aircraft Only or “CAO” (if applicable)

12. Storage of Dangerous Goods (temporary holding)

UDB does not operate or represent that it operates a dedicated Dangerous Goods warehouse as a standard service. As a standard workflow, DG consignments are collected from shipper premises and tendered to the operator/GHA without storage.

Where temporary holding is operationally required (e.g., airline acceptance windows, cut-offs, documentation correction), any holding is permitted only in accordance with applicable regulations, operator/GHA rules, and at controlled locations such as (i) shipper premises (preferred), (ii) operator/GHA controlled areas, or (iii) certified third-party facilities appointed for DG holding/processing where required.

Non-DG warehousing and high-value handling controls (if offered) are governed by the relevant Security/Quality SOPs and do not imply DG storage capability.

13. Documentation Retention of Records

At least one copy of the documents relevant to the dangerous goods consignment, including rejected shipment documentation, shall be filed for a minimum period of thirty-six (36) months.

Retention applies to all DG consignments, including regulated fragrances/perfumes, with documentation as applicable to the DG stream.

- Copy of Air Waybill.

- Copy of Safety Data Sheet or any relevant supporting document.
- Copy of IDG or SLI.
- Note: There is no DGD or UN package certificate as shipment of ELI/ELM do not require DGD or the use on UN packaging.

14. Training & Assessment requirement

All operations employees are dangerous goods trained by an approved GCAA training provider and the type of training were based on their job function.

UDB LOGISTICS FZCO will ensure strict compliance with the Dangerous Goods Training & Assessment requirements as defined in Section 4 of the UAE Civil Aviation Regulations “CAR PART VI – Transport of Dangerous Goods by Air”.

Assessment will be done for each employee on a yearly basis and this assessment shall be based on the Knowledge, Skills and Attitude of the employees. Assessment may be in the form of ‘test questions” and/or witnessing the employees while they processing the DG to ensure they follow the correct procedures.

SI No.	Employee Name	Designation	GCAA Course CODE	Attended/ Planning Date	Training Institute	Validity
1	Andrei Krivopalov	Executive Director	Course Code FIT 4.1. D	8 - 11 Dec - 25	DGR Aviation Training Services L.L.C	31-Dec-27
2	Ahsan Nazakat	Cargo officer	Course Code FIT 4.1. D	27 – 30 Oct - 25	DGR Aviation Training Services L.L.C	31-Oct-27

15. UAE State Variations

Currently, UAE has nine State variations and these variations (AEG-01 to AEG-09) are also in the IATA DGR. All GCAA Course Code FIT 4.1.D trained employees will check variation applicability for every consignment of dangerous goods. Our organization acknowledges, understands, and strictly complies with UAE state variations.

16. Emergency Response Procedures/ Guidance

If a package of dangerous goods is damaged, the situation must be handled promptly and correctly. Regardless of the nature of hazard everyone not immediately required in the vicinity must be kept well away. Anyone who may have been affected (harmed or contaminated) must be taken care of and their names and addresses noted.

The person supervising the situation must consult a suitable Dangerous Goods Emergency Chart to see what immediate remedial action may be required. The wrong action may make the situation worse. As soon as possible expert help must be acquired.

There are seldom any established official channels for this; the local telephone directory is usually the best way of getting expert help. In the case of leaking toxins, for instance one could simply call the nearest hospital and get help from their toxicologists.

All handling agents should have an emergency chart in the warehouse, readily available together with types of procedures and kits to handle this type of emergencies.

17. Reporting procedure for Dangerous Goods Accident/ Incident (RODGO)

Any Dangerous Goods occurrence must be reported to GCAA using the GCAA RODGO System.

An initial report must be dispatched within 72 hours of the occurrence. The initial report may be made by any means but a written report must be sent as soon as possible, even if all the information is not available.

Completed reports must be sent to GCAA team e-mail: dangerousgoodsteam@gcaa.gov.ae

Copies of all relevant documents and photographs if any should be attached to the report. This also includes reporting of any mis-declared or undeclared dangerous goods found in cargo while conducting a check or screening.

18. Civil Aviation Regulations (CARs)–Transport of Dangerous Goods by Air, Part VI

Besides the IATA DG Regulations, the air transport of dangerous goods must also be in compliant with the UAE GCAA CAR Part VI. UDB LOGISTICS FZCO GCAA Course Code FIT 4.1.D trained employees have access to the CAR, understand its requirements and will comply with it.

Link to CAR at <https://www.gcaa.gov.ae/en/epublication/pages/cars.aspx?CertID=CARs>

19. Dangerous Goods Post Holder (DGPH)

As per Section 3.4.1 of GCAA CAR Part VI, below is the DGPH representing UDB LOGISTICS FZCO for all matters pertaining the dangerous goods.

Andrei Krivopalov

COVAL – Initial Certification Course: August Monday 12th to 14th August Wednesday, 2024

Certificate Valid till 31st August 2026