



DG SOP (2026) (HK)

APPLIES TO
UDB Logistics Limited

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OWNER
Dangerous Goods (DG Manager)

GOVERNING LAW
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1. Introduction

This SOP describes UDB Logistics Limited procedures for accepting, coordinating, and handling Dangerous Goods (DG) shipments by air in compliance with applicable Hong Kong requirements, including Dangerous Goods (Consignment by Air) (Safety) Regulations (Cap. 384A), ICAO Technical Instructions, IATA Dangerous Goods Regulations (DGR), applicable CAD requirements, and carrier/operator procedures.

Non-compliance may result in refusal by operators, regulatory action, and/or safety incidents. All staff involved must follow this SOP and escalate uncertainty to the DG Manager or designated responsible person.

Note: As a standard service, UDB routinely coordinates:

- lithium-ion batteries excepted under Section II of PI 966 / PI 967 (ELI);
- lithium metal batteries excepted under Section II of PI 969 / PI 970 (ELM); and
- regulated fragrances/perfumes offered as DG (e.g., UN 1266 and/or ID 8000, as applicable).

Other DG classes/divisions are handled on request and may be arranged through CAD-accepted, appropriately trained, certified, or otherwise qualified DG partners/service providers, subject to carrier/operator and regulatory acceptance. UDB may coordinate shipments under its own account and/or agreed AWB arrangements where applicable and permitted.

2. Objective of this SOP

The objective of this SOP is to ensure UDB staff and/or appointed qualified service providers involved in DG functions perform operations correctly and consistently, in compliance with applicable national and international requirements.

3. Definition of Dangerous Goods

Dangerous Goods are articles or substances capable of posing a hazard to health, safety, property, or the environment, as defined under IATA DGR / ICAO Technical Instructions and applicable Hong Kong requirements.

4. Classification of Dangerous Goods (overview)

- Class 1 — Explosives
- Class 2 — Gases

- Class 3 — Flammable Liquids
- Class 4 — Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, in contact with water, emit flammable gases
- Class 5 — Oxidizing Substances and Organic Peroxides
- Class 6 — Toxic and Infectious Substances
- Class 7 — Radioactive Material
- Class 8 — Corrosives
- Class 9 — Miscellaneous Dangerous Substances and Articles

5. Acceptance procedures (general)

Only DG-CBTA trained/assessed personnel (or appointed qualified DG partners for outsourced functions) may perform DG acceptance functions appropriate to their assigned responsibilities.

- Collect shipment data (AWB/booking reference, shipper classification details, packaging, quantities, route, and operator cut-offs).
- Obtain invoice/packing list and required supporting documentation (SDS/MSDS where required; UN38.3 where applicable).
- Perform documentation and visible packaging gate checks as an operational acceptance control.
- Verify RA/RAR / SPX/UNK / security status where applicable.
- If documentation, DG compliance, or security status is unresolved, place shipment on hold and escalate under applicable RASP / RAR controls.
- Coordinate acceptance with airline/operator/GHA/terminal handler.
- Tender cargo only after DG compliance and required operator/security acceptance conditions are satisfied.

AWB handling statements shall be applied as per Section 11.

5A. Regulated fragrances/perfumes acceptance steps

- Confirm shipper/qualified-party classification details (UN/ID, proper shipping name, class/division, packing group where applicable).
- Obtain and review required documentation (including SDS/MSDS and DGD where required).
- Verify packaging, marking/labeling, and net quantity limits against applicable requirements.
- Confirm carrier/operator acceptance and save operator approval reference (email/booking confirmation ID) in shipment file.
- Do not tender cargo until DG compliance and RA/RAR/security acceptance gates are satisfied.

6. Handling of Dangerous Goods processed by UDB

UDB Logistics Limited will accept, handle, and process routine DG streams (ELI/ELM and regulated fragrances/perfumes) subject to CAD requirements, IATA DGR / ICAO TI, and carrier/operator acceptance.

Other DG classes/divisions are handled on request through CAD-accepted, appropriately trained/certified/qualified DG partners/service providers, subject to operational feasibility and required approvals.

7. Inspection of Dangerous Goods

Before handover to operator/GHA/terminal handler, responsible personnel verify:

- package is not damaged/leaking;
- markings/labels are present and consistent with declared classification;
- required documentation set is complete for the DG stream;
- RA/RAR/security status where applicable.

If unresolved tampering/suspicion/discrepancy is identified, cargo is escalated and treated as high-risk/UNK under applicable RASP/RAR controls until resolved.

If repacking is required, it must be performed only by competent personnel and in accordance with applicable rules.

8. Documentation requirement (ELI/ELM)

- Copy of AWB
- Invoice and packing list
- SDS/MSDS where required by operator/route/customer/regulation
- SLI / booking / handling instruction / terminal acceptance reference where applicable
- UN38.3 battery test summary where applicable
- DGD is generally not required for Section II excepted lithium battery shipments where not required by the operator.

8A. Documentation requirement (regulated fragrances/perfumes)

- Copy of AWB
- DGD where required by IATA DGR / operator
- SDS/MSDS where required
- Invoice and packing list
- Net quantity / packing instruction evidence where required
- Operator approvals / acceptance references where issued
- Security screening / SPX/UNK / RA/RAR references where applicable

9. Marking and labeling (ELI/ELM)

CBTA-trained/assessed staff (or qualified appointed partners) ensure:

- irrelevant marks/labels are removed/obliterated;
- required marks/labels are durable, legible, and correctly placed; and
- marking/labeling is complete before presentation to operator/GHA.

9A. Marking and labeling (regulated fragrances/perfumes)

Required DG marks/labels are verified in accordance with applicable IATA DGR / ICAO TI / operator requirements, including any ID 8000/consumer commodity indications where applicable.

10. DG packaging approach

DG packaging requirements depend on classification and applicable provisions:

- ELI/ELM: excepted lithium battery provisions apply; UN specification packaging is used where required by rule/operator.
- Regulated fragrances/perfumes: packaging depends on applicable classification (e.g., UN 1266 / ID 8000 / limited quantity where applicable), packing instruction, net quantity, and operator acceptance.
- Other DG classes: handled only through qualified partners under applicable requirements.

11. Airway Bill handling information statements

AWB handling information shall be completed in accordance with IATA DGR / ICAO TI and carrier/operator requirements.

ELI/ELM Section II statements (as applicable):

- 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 / CAO where applicable

Regulated fragrances/perfumes (as applicable):

- Dangerous goods as per associated Shipper's Declaration / DGD where required
- UN 1266 / ID 8000 as applicable
- CAO where applicable

12. Storage of Dangerous Goods (temporary holding)

UDB does not operate or represent that it operates a dedicated DG warehouse as a standard service. Standard flow is shipper to operator/GHA/terminal without storage where operationally possible.

Where temporary holding is operationally required, it is permitted only in controlled and compliant locations, subject to applicable CAD/RAR, operator/GHA, DG, and security requirements. Contracted warehouse arrangements may be used where permitted and appropriately controlled.

13. Documentation retention of records

DG consignment records (including rejected shipment documentation) are retained for at least 36 months, unless longer retention is required by law, contract, or internal control requirements.

Air cargo security / RAR records are retained in accordance with applicable CAD/RAR requirements.

14. Training and assessment requirements

DG functions are performed by DG-CBTA trained/assessed personnel according to assigned responsibilities and applicable Hong Kong/CAD/IATA/ICAO requirements. Recurrent training/assessment is maintained per applicable validity and internal controls.

Selected DG-CBTA records (as listed in Compliance & Licenses (HK)) include:

- Leung Tim Man — Air Freight Operations Coordinator — DG-CBTA (Role b & d) — Alliance Knowledge Management Ltd — valid until 31 Jan 2028
- Chui Chun Wah — Air Freight Operations Manager — DG-CBTA (Role b & d) — Alliance Knowledge Management Ltd — valid until 31 Jan 2028

For aviation security/RAR functions, designated security-trained personnel and nominated persons operate under RASP controls.

15. Hong Kong / operator variations and applicable requirements

For each DG consignment, staff must check current IATA DGR / ICAO TI provisions, applicable CAD requirements, operator variations, and route-specific restrictions. Where requirements conflict, the stricter applicable requirement applies.

16. Emergency response procedures / guidance

If DG leakage, damage, or hazard is suspected:

- isolate the area and keep non-essential personnel away;
- support affected persons and seek urgent medical response where needed;
- consult applicable emergency guidance (SDS/MSDS, operator instructions, DG emergency references);
- notify supervisor/PIC and operator/GHA immediately; and
- where suspect cargo/security threat exists, follow RASP high-risk controls, including evacuation/cordon and law-enforcement escalation where required.

17. Reporting procedure for DG incidents/occurrences

DG incidents/occurrences (including leakage, damage, undeclared/mis-declared DG, or safety/security concerns) must be escalated internally immediately and reported/communicated in accordance with applicable CAD, carrier/operator, terminal/GHA, and legal requirements.

For suspect cargo, explosive/incendiary concerns, or unresolved security threats, follow RASP escalation procedures and notify Hong Kong Police/CAD where required.

18. Hong Kong Dangerous Goods legal framework

- Dangerous Goods (Consignment by Air) (Safety) Regulations (Cap. 384A)
- Air Navigation (Hong Kong) Order 1995 and related DG provisions, where applicable
- ICAO Technical Instructions (current applicable edition)
- IATA Dangerous Goods Regulations (current edition)
- Applicable CAD notices/directions and operator/GHA procedures

19. Dangerous Goods responsible persons / trained staff

DG matters are handled by DG-CBTA trained/assessed staff and/or qualified DG partners according to assigned functions. Selected staff certificates are listed in Compliance & Licenses (HK). For air cargo security, RA/RAR responsibilities are managed under RASP by PIC and nominated personnel.



20. Relationship with Regulated Agent / RAR security controls

DG acceptance does not bypass RA/RAR air cargo security requirements. SPX/UNK/security status controls must be applied under RASP procedures, and suspect/tampered cargo must follow high-risk cargo processes before any further handling or tender.