

DG AutoCheck Implementation Requirements



Preamble

Purpose of DG AutoCheck Implementation Requirements Document

This document lists and explains all the actions that a new DG AutoCheck customer needs to complete to ensure a successful implementation and use of this solution.

Please note: this is not for information only. Everything in this document must be read, understood and applied to your operations.

If those instructions are not followed, your use of DG AutoCheck will not be optimal and IATA will face difficulties to support you in an efficient way, leading to a poor adoption by your team and therefore a loss of the solution benefits.

If anything is unclear or if you need additional information, please contact the IATA Product Manager or dgautocheck@iata.org.



Change Management

Impact of the implementation on your processes

DG AutoCheck, by bringing digitization and automation to your dangerous goods handling management, will require a few changes in the way your operations workflow is currently organized.

Though there are not many changes, those are important and impacting. They need to be understood and accepted by your experienced personnel.

To gather these changes from IATA and to evangelize them to the operational teams, a DG AutoCheck Project Manager must be nominated on your side.

This person is the main point of contact for IATA and is owning the transformation actions required to implement DG AutoCheck.

Make sure this person receives full support from your company management team to achieve this task.



IT Requirements – 1/3

Hardware and Software to operate the solution

DG AutoCheck is a web-based solution, so no software installation is required on your desktop computer. All you need is a recent browser. It is strongly recommended that your screen is large enough to use DG AutoCheck in the best conditions. Full HD is suitable.

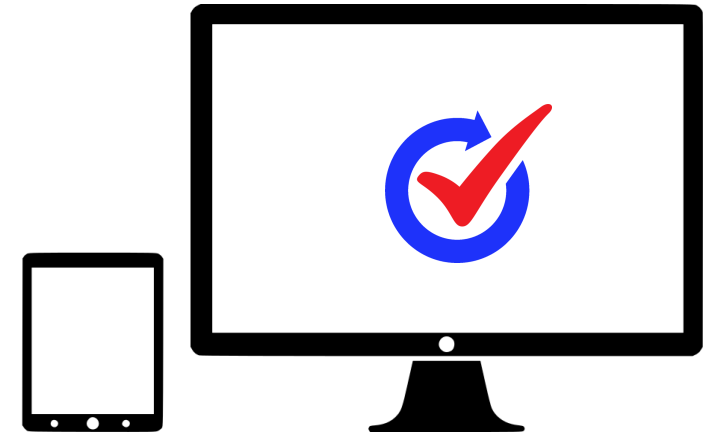
Optionally, you can use a tablet to work in your warehouse. Both iPad and Android devices are supported and apps available for free.

Note: Smartphones are not supported due to their limited screen size.

Unless you are receiving and sending e-DGDs (XML version of the DGDs), you will need a scanner to convert the paper DGDs into a file (PDF or image) that will be loaded in DG AutoCheck.

The scanner must produce 300 or 400dpi files to ensure that the system can read them and store them as data to be checked for compliance.

Please provide at least 5 real sample DGD to IATA (PDF) to spot potential issues during this project phase. **Only DGD in perfect condition, compliant and properly scanned are supported. Handwriting isn't supported.**



The detailed technical specifications are available on the [IATA website](#).

IT Requirements – 2/3

Initial set-up of the solution: Subscription and Offices

IATA will perform all the administrative tasks to get you started.

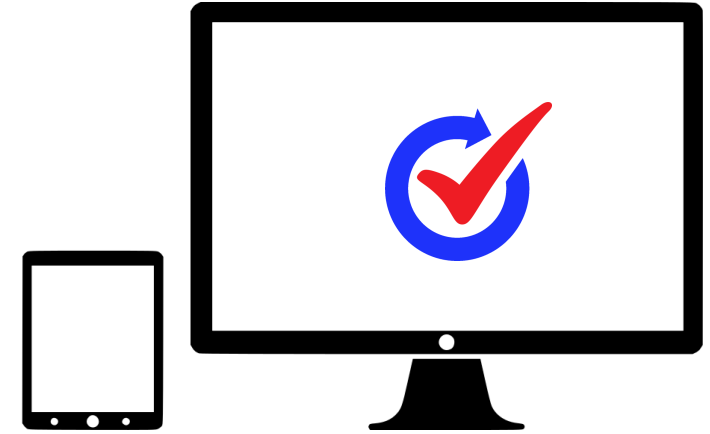
On a daily basis, users in your organization with “Super User” privilege will be in charge of the administration of the product.

IATA needs the following information from you ahead of the set-up for the training of your users:

- Your subscription exact name. This is normally your company name. e.g. “Example Airways Cargo”
- The names of the initial offices/stations that will use DG AutoCheck. e.g. “CDG, JFK, CAI”

It is recommended to start with one-two offices, and optionally add others later on as part of your roll-out plan. Statistics will be available at the company level as well at offices/stations level.

There is no limitation to the number of offices you can create.



Your Super Users set up your company including stations/offices in DG AutoCheck.

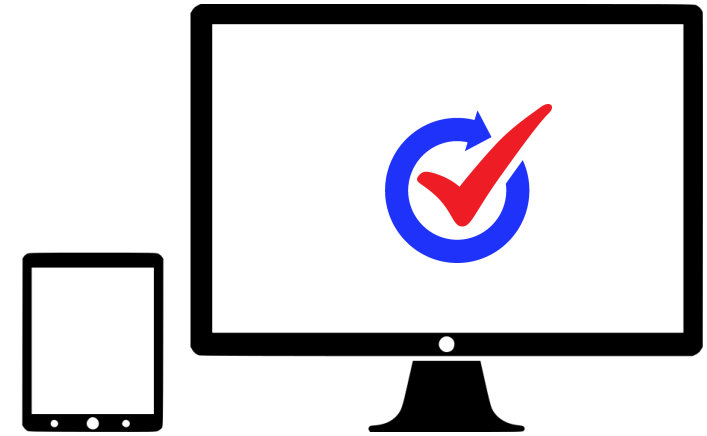
IT Requirements – 3/3

Initial set-up of the solution: Users

Every user must have their own email address to use the product. To get started, please provide:

- The list of emails of all users that will be initially granted access to the solution. For each user, you must specify if they are “Super User” (can administer), “Cat 6” (can perform DG acceptance), or “Regular” (can manage scans).
- Each user must login to DG AutoCheck with their personal credentials. A generic email address cannot be used, as the identity of the user will be linked to their actions (e.g. acceptance sign-off) and they will be accountable. Statistics will also be available at user’s level.

All of them will receive an email from dgautocheck@iata.org with the instructions to register. They must perform the registration prior to attend a training or using the product. If they haven’t received the invitation email, please advise your IATA contact.



Your users are either “Regular” users (performing scans and data verifications) or “Cat 6” users (performing the DG acceptance).

New Operational Process

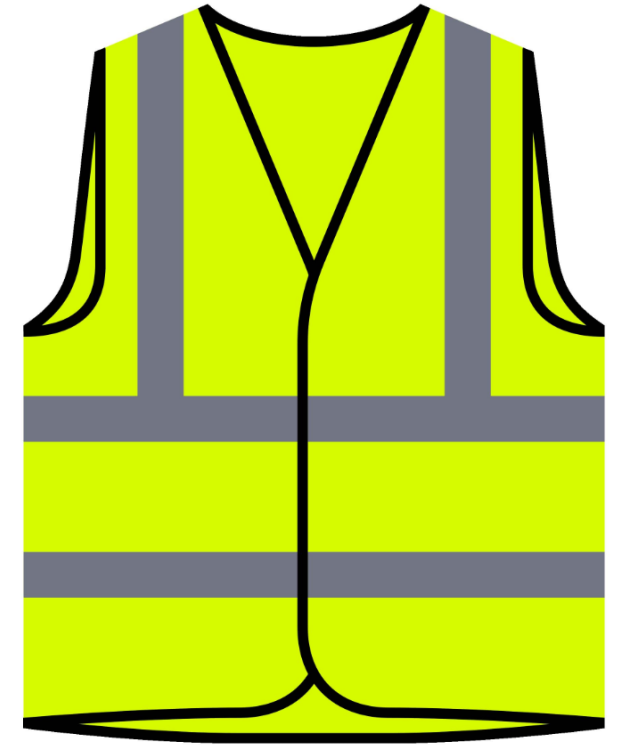
Operational workflow with DG AutoCheck

DG AutoCheck will make your operations paperless and will avoid to re-key dangerous goods information from shipper's declaration into your downstream systems. Moreover, all your data will be centralized.

For every DGD which is handled in the product these 4 steps are always performed, and in that sequence:

1. Scanning of the paper shipper's declaration and verification of the data (or import of the e-DGDs into the product)
2. Documentation check
3. Packaging visual inspection
4. Sign-off and export of data to external systems

The following pages describe the best practices for these 4 steps.



Operational Change 1/4

Scanning of the DGD and centralized data verification

This is a key change that needs to be implemented to ensure the perfect functioning of DG AutoCheck. It applies only if you are not receiving e-DGD.

To be loaded as data in the product, **the paper shipper's declaration needs to be scanned** and read by DG AutoCheck OCR feature.

This operation isn't 100% reliable (i.e. some characters might be mistaken for others) but the data that is in the product must be exactly the same as on the paper DGD to be automatically checked for compliance.

The output of the OCR must be verified and corrected in the product by a back-office user, not by Cat 6 certified personnel.

Ideally, the DGD should be scanned, then verified by a **dedicated back office team in a centralized documentation department**, and finally made available to the Cat 6 users for acceptance.



The OCR is the process which transforms the text from an image into computer data.

Scan locally and verify data centrally!

Operational Change 2/4

Documentation check - Centralized

Shipper's declarations loaded and verified in DG AutoCheck are available in the solution to all of the users that are granted access to the relevant offices/stations of your subscription.

To maximize the benefits of the solution if you deploy the product in multiple stations, you can dedicate **one single office for CAT6 staff to perform the Documentation check centrally.**

Once the documentation check is completed, the DGD will be available to the origin station to perform the Packaging visual inspection in the warehouse using the tablet.

We recommend to **perform the Documentation check on a desktop** computer as it gives a more convenient access to the DGD image and to the DGR references during this step.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper: ABC Chemicals, Route de l'Aéroport 33, CH-1215 Geneva, Switzerland

Consignee: CDE Chemicals, 418 Central Park West, New York, NY 10025, United States

Transport Details: Airport of Departure: Geneva, Airport of Destination: John F. Kennedy

Emergency contact 24-hr number: +4125951973

Signature: David Brennan, Date: 20 Feb 2018

| UN or ID No. | Proper Shipping Name | Class or Division (including subsidiary risk) | Packing Group | Quantity and Type of Packing | Packing Inst. | Authorization |
|--------------|----------------------|---|---------------|------------------------------|---------------|---------------|
| UN1669 | Pentachloroethane | 6.1 | II | 1 Plywood box x 4 L | 654 | |
| UN1263 | Paint | 3 | II | 1 Fibreboard box x 6 L | 353 | |

Document check should be done centrally in DG AutoCheck by CAT 6 staff on a desktop computer.



Operational Change 3/4

Packaging visual inspection – Locally in warehouses

Once the Documentation check has been completed, the Packaging check step can be performed by CAT6 staff de-centralized in the warehouse.

We recommend to **use a tablet** in landscape mode to complete the packaging checks in the warehouse.

DG AutoCheck provides [apps](#) that have been optimized for mobile use and are capable of working offline.

A portable computer is suitable only if you have a WiFi network which allows permanent access to the product website.



Local CAT6 staff shall use DG AutoCheck on tablets (iPad or Android) to complete packaging inspections in the warehouses.

Operational Change 4/4

Sign-off and export of data

Once the Documentation and the Packaging checks have been completed, the consignment can be either **rejected** or **accepted**. The decision is the **responsibility of the Cat 6 users**.

After the confirmation of the acceptance result, the check answers cannot be modified. The following actions can be performed:

- Send the report and documents by email to various parties including shippers
- Save the acceptance report as PDF
- Download the XSDG (IATA Cargo XML standard) version of the DGD to export it to an external system. (e.g. NOTOC)

Please note: the interface to adapt to an external system can require additional work which is not included in the standard agreement

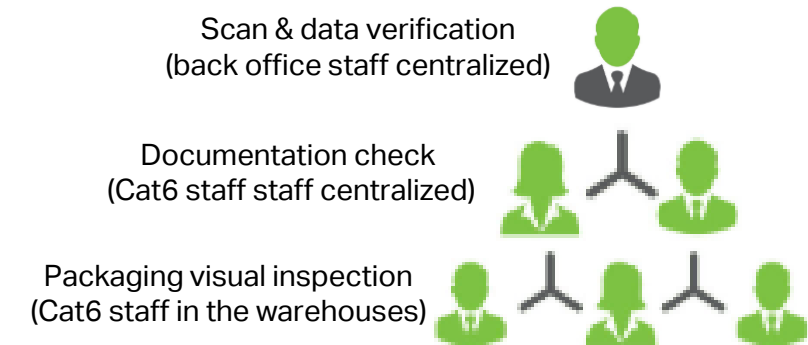
Note: all data and documents are kept in IATA servers for your future use



CAT6 staff shall accept or reject shipments in DG AutoCheck and communicate with various parties (Shippers) or systems (XSDG).

Recommended Structure

Staff Organization



Centralized activities in offices

- **Scanning and verification of the quality of the data** scanned to be performed by **back office staff centralized in an office** for multiple stations and/or warehouses.
- **Documentation checks** to be performed **by CAT6 staff centralized in an office** for multiple stations or warehouses.

One DG shipment acceptance can be performed by two Cat 6 staffs, one centralized focusing on documentation checks and another one in the warehouse focusing on packaging visual inspections and sign off.

Decentralized activities in warehouses

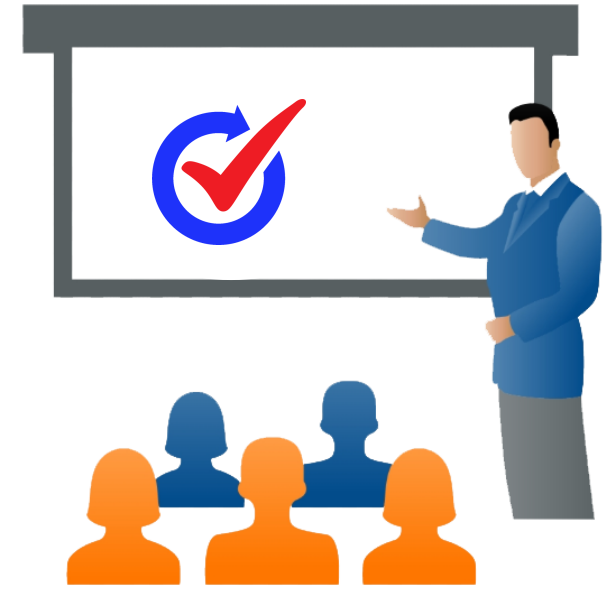
- **Packaging visual inspection** to be performed by **CAT6 staff located in the warehouses** of the stations.

Training

Final step of the implementation to be operational

Once your DG AutoCheck Project Manager has (1) communicated with all internal stakeholders in your company and made sure that the required process changes are accepted and planned, as well as (2) provided to IATA all requested information for the subscription set-up then you can schedule your initial staff training.

- Training is provided **online** by IATA using Microsoft Teams (free)
- A session of 3h30 is usually enough for users to be operational
- You should try to involve a **limited number of users** who will then be able to train and support their colleagues onsite
- **Sample DGDs (PDF) must be provided** to IATA to support the training with real cases from your company
- Training attendees will be requested to perform live exercises



IATA will “train the trainers” on-line on admin, back office and acceptance checks activities using live DG AutoCheck

Online video tutorials are available.

Thanks for trusting DG AutoCheck



DG AutoCheck

