# DGOffice.net

# Safety first

**Electronic tools and solutions for your Dangerous Goods and Hazardous Materials related activities**

DGOffice provides an overview of products, documents, labels and much more - all in one system. You can retrieve relevant information about handling of chemicals, including recommendations on storage and usage. This creates a vantage point and offers a structure that simplifies management of chemicals. Safety data sheets, workplace instructions, dangerous goods and chemicals management; with **DGOffice** you combine, present and distribute your documents in the easiest and most efficient way. In one system you get a powerful set of tools that makes it easy to adapt languages, regulations and the many inevitable updates. When information is edited in one place, the system automatically implements those changes at all relevant places.

In the management of dangerous goods and hazardous materials, a top priority is to reduce or minimize risk. **DGOffice** supports you in that, all the way. **DGOffice** in short:
- Allows you to concentrate on what you need or want to do with your dangerous goods;
- Provides insight in what is allowed and obligatory in trade, transportation, handling, storage and production;
- Fulfills all the required documentation and labeling needs;
- Let's you stay on top of what is happening;
- Ensures you stay compliant with legislation;
- Keeps the risk at a minimum against affordable costs.

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# DG Office .net

# Table of contents

*Information about integration of automated dangerous goods management solutions and maintenance of data can be found in our brochure named 'Services'.*

# Elements of the **DGOffice suite**

DGOffice offers a complete set of tools to support organizations in all aspects of the management of dangerous goods and hazardous materials. The modular design ensures that only the software modules required are used. When your needs change, expand at the mere click of a button. Apart from the basics covered in the core application, DG General, each module offers a comprehensive set of functions, developed for a specific business or industry segment. All of them share the same promise: provision of adequate, error-free and up-to-date information and documentation against the smallest time-investment imaginable.

## **DG** general

Provides basic information and includes all basic functions, enabling the implementation, use and maintenance of DGOffice.

## **DG** transport

Covers all requirements for transportation by air, sea, road, rail, inland waterways and Norwegian inland ferries.

## **DG** handling

Simplifies handling dangerous goods. There are separate modules for NOtification TO Captain (NOTOC) and acceptance of goods.

## **DG** storage

Presents the required information and documentation, including detailed instructions on how to store and handle dangerous goods.

## **DG** production

Tools needed in the production process of goods with a hazard risk, like SDS creation, workplace instructions and GHS labeling.

## **DG** support tools

A comprehensive set of tools for a variety of tasks; from creating and printing your own shipping labels to building and maintaining your own substance database.

## **DG** e-freight

Streamlines everything concerned with your shipping documents and airway bills.

# DG general

## The clear choice in Dangerous Goods Management

DG General; the core component that offers all the primary tools and functions to implement, run and manage our software solutions. With DGOffice you save time and thus money, because the system handles all the necessary paperwork, from required printed forms and documents to self-adhesive materials. Furthermore, DGOffice offers the latest regulatory information at the touch of a button. You do not have to find it out yourself, or maintain separate files to stay up-to-date.

DGOffice was fully developed as an online application, meaning you can access it anytime from anywhere in the world. Ultimately, it can be installed within your own network environment, such as Intranet or on stand-alone computers.

**DG General contains:**
- **Dangerous goods information:** Includes the databases with information on substances as well as regulatory information;
- **Administration of business relations:** This database contains all details of a. o. shippers, consignees, transport companies, customers, and suppliers, which can only be viewed and edited by authorized users;
- **Administration of clients/users:** Registration and maintenance of users, user IDs, passwords, modules and roles for your Company ID;
- **Ordering and license renewal:** Provides an overview of which modules you have ordered and how many licenses you have purchased and for whom. It allows you to add users and renew licenses, as well as to order new modules;
- **Company administration and information:** Your company details are maintained in this section. Here you can select your preferred support agent.
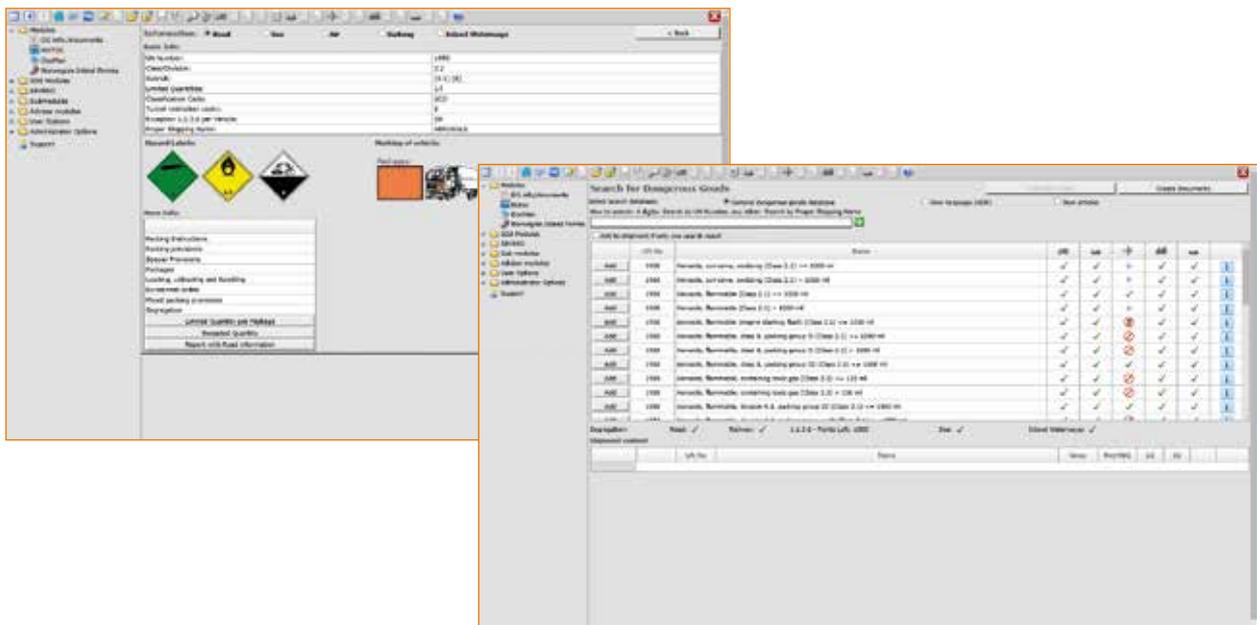
# DG transport

## Air | Care for safe flights

Since air transportation of dangerous goods involves many strict rules and regulations, the Air Module offers everything to comply with all applicable rules and regulations. It simply enables to transport the goods in the correct way accompanied by accurate and compliant documentation. Non-compliance with these rules and regulations means long delays and high fines!

### Regulatory information
DGOffice provides all necessary regulatory information to prepare your shipment. The packing instructions are formatted per UN number and information regarding special provisions, state & operator variations, excepted quantities, and labels & marks can be viewed on screen or can be printed for each individual substance. The printed document is formatted according to the IATA standard.

This module also supports the ESG-01 state variation, which requires the use of a Spanish/English document, and the Chinese IATA declaration.

### Documentation
Documentation is crucial for shipping dangerous goods by air. Therefore, preparation of the Shipper's Declaration and other information requirements, such as approvals and authorizations, are highly automated in DGOffice. This dramatically reduces the time and error rate to a minimum.

### Packing
Each UN number is listed per packing group to be able to determine the packing instruction and by that the allowed packaging types. DGOffice supports multiple substances in one package and has built-in segregation rules for each substance to determine if it can be packed together. Moreover, the Q-value is automatically calculated.

Radioactive materials and explosives have their own special requirements. DGOffice supports both by guiding you through different information requests.

# DG transport

## Sea | Full ahead



Transport of dangerous goods by sea has to take place according to the International Maritime Dangerous Goods (IMDG) Code. This extensive set of rules and regulations was developed as a uniform international code, covering packing, container traffic, stowage and segregation of incompatible substances.

The Sea Module of DGOffice enables to ship goods in the correct way accompanied by accurate and compliant documentation. Noncompliance with these rules and regulations may result in long delays and fines, not to mention the risks of incorrect separation or stowing aboard a vessel.

### Regulatory information

The IMDG Code provides detailed recommendations, such as advice on terminology, packing, labeling, stowage, segregation and handling, and emergency response action. DGOffice offers all necessary regulatory information to prepare your shipment. The information is displayed per UN number, which can be printed on a so called "Regulatory Information Sheet". Packing Instructions, Special Provisions, Stowage, EmS, and Limited and Excepted Quantities are all available.

### Documentation

Preparation of the Shipper's Declaration and the Verified Gross Mass Declaration document of dangerous goods in DGOffice is highly automated.

Printed documents comply with the Multimodal Dangerous Goods Form as shown in the IMDG Code, including the Container/Vehicle Packing Certificate. DGOffice also supports completing shipment details like container number, type and size, next to seal identification,

vehicle registrations, etc. The Sea Module supports different layouts like SITPRO, Australian AMSA and bi-lingual documents.

### Packing

DGOffice supports multiple substances in one package and has built-in segregation rules for each substance to determine if it can be packed together. Segregation of goods inside a container is checked automatically and the result is displayed on screen. This check takes place for every substance added to your transport. Some substances require the assignment of specific segregation groups, while others might need to be declared as marine pollutant. Radioactive materials and explosives have their own special requirements, which DGOffice supports.

# **DG** transport

## **Road** | **Stay on track**

Road transport of dangerous goods and hazardous materials is subject to many rules and regulations. The Road Module is a highly efficient and accurate tool that helps plan your transportation, optimizes mixed loading and calculates maximum permissible masses. It contains comprehensive information on European ADR, USA 49 CFR, Canadian TDG, and Australian ADG regulations. The software provides all information and documentation at the push of a button. It guarantees cost-effective planning and operation as well as safe and secure transportation.

If goods are not compatible for combined transport, the software warns the user and provides suggestions to solve this issue. DGOffice helps to be compliant and avoid expensive and time consuming errors and omissions.

DG Transport Road quickly produces the transport documents you need. This ensures accurate communication, avoids misunderstanding and reduces waiting time.

### Driver's check lists

The module gives you a complete and practical driver's check list. This list provides detailed information on how to carry out a particular transport of dangerous goods. It contains information about required equipment on board, instructions for loading and stowage, as well as handling directions and other helpful tips to stay compliant with the rules and regulations.

### ADR

Often, the ADR regulation requires documentation in different languages the moment a transport crosses borders. DGOffice takes care of this requirement automatically. The country settings of the shipper and consignee determine the languages used.

In case the transport vehicle used is not fully ADR equipped or if there is no ADR certified driver available, limits are set to carrying the goods. The Road Module facilitates to stay within these limits. Furthermore, the 1000 points check is calculated automatically.

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# DG transport

## Instructions in Writing

Emergency instructions to the driver, known as Instructions in Writing, contain all information needed in case of incidents and accidents involving dangerous goods. With this module, the instructions are available in at least 33 languages. It is fully compatible with the requirements specified in the ADR regulations.

## 49CFR and TDG

A bill of lading is quickly produced, can be personalized, and includes emergency response guides (ERG).
For Canada, the bill of lading is in English and French. The module guides you through specific information requirements, like the Reportable Quantities (RQ) in US 49CFR, or the Emergency Response Assistance Plan (ERAP) for TDG.

## ADG – Emergency procedure guide

Besides the declaration of dangerous goods, the system produces applicable emergency procedure guides (EPG) as well, while following the ADG regulations.

To determine if placardable load is transported, the module offers a calculation method which indicates if you are exceeding the limits or not.

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**INSTRUCTIONS IN WRITING ACCORDING TO ADR**

**Actions in the event of an accident or emergency**

In the event of an accident or emergency that may occur or arise during carriage, the members of the vehicle crew shall take the following actions where safe and practicable to do so:

- Apply the braking system, stop the engine and isolate the battery by activating the master switch where available;

- Avoid sources of ignition, in particular, do not smoke, use electronic cigarettes or similar devices or switch on any electrical equipment;

- Inform the appropriate emergency services, giving as much information about the incident or accident and substances involved as possible;

- Put on the warning vest and place the self-standing warning signs as appropriate;

- Keep the transport documents readily available for responders on arrival;

- Do not walk into or touch spilled substances and avoid inhalation of fumes, smoke, dusts and vapours by staying up wind;

- Where appropriate and safe to do so, use the fire extinguishers to put out small/initial fires in tyres, brakes and engine compartments;

- Fires in load compartments shall not be tackled by members of the vehicle crew;

# DG **t**ransport



## Rail | Rail Away

Based on the European RID regulation, this module contains the regulatory data like the dangerous goods list, the packing instructions, variations and provisions which allow you to manage your shipments via rail. The 'piggyback' option as well as connections to the multimodal options on road and sea transport are included.

## Inland waterways | Follow the stream

The ADN regulation is the basis for this module and it contains tables A and B from the list of dangerous goods, as well as table C, which is dedicated to transport in tank vessels. Like with the other transport modules in DGOffice, regulatory data is available for information to the user and to generate all the necessary paperwork for transporting dangerous goods on inland waterways in both packaging and bulk.

## Norwegian inland ferries | Stay afloat

Norway consists of many islands, which make ferries a valuable mode of transport. Since it involves not only the ferry as transport unit, but road transport units as well, both ADR and IMDG are involved. Other important factors are the type of ferry and the number of passengers allowed on the ferry. This module informs if it is allowed to transport dangerous goods while taking these influentials into consideration.

# DG handling

## NOTOC | NOtification TO Captain

Air-freight involves strict rules and regulations as well as severe safety precautions. In case of dangerous goods, the captain of the aircraft has to be notified of the placement of these shipments in the aircraft.

The NOTOC (NOtification TO Captain) module produces the proper notification to the pilot in command. With the import function for complete Shippers' Declarations the whole process does not take longer than just a few minutes. The entire Shipper's Declaration is made in e-freight XML standard or via manual entry with help of the wizard.

### The wizard

The wizard completes proper shipping names and other details by itself to ensure that the correct details are entered. Next to this, 'All Packed in Ones' and 'Overpacks' can be created in the NOTOC module. Needless to say that calculation of the Q-value is taken care of as well. This is a real time-saver, since the majority of data is loaded from the internal database. Even more time and efficiency is gained when sharing the NOTOCs directly online with your counterparts using DGOffice or by sending an exported copy in PDF or XML.

### Key features of the NOTOC Module:

- History of your NOTOCs can be kept in accordance with the regulatory requirements;
- Complete software program with ready solutions for adequate management and control of NOTOCs;
- Complete database of dangerous goods;
- Easy production of NOTOCs
- Create your own technical/chemical name database;
- Import option for Shippers' Declarations;
- Export to other DGOffice users and as PDF or XML;
- User friendly interface;
- Display your company logo on NOTOC;
- Additional information sheets and emergency procedures printed automatically.

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# DG handling

## Acceptance | Proper clearance of goods

An important part of the entire air transport process is the acceptance of shipments by the ground handling agent or airline.

### Collection list and checklist

The Acceptance Module is a great tool in filling in the required data and making sure the shipment is accompanied by all required documents. It adds significant options to the NOTOC Module. First of all, it allows you to activate the collection list. This is an overview of all incoming dangerous goods and other special loads shipments in your warehouse. You 'receive' all offered shipments in your warehouse without the need to immediately add them to a flight NOTOC.

Secondly, during the entry procedures of the shipments in the collection list, you can immediately check the content of the document. The wizard shows you the information to be reproduced on the Shipper's Declaration based on UN number, packing group and type of aircraft. It supports 'All Packed in Ones', 'Overpacks' and Q-value calculations.

Moreover, after the entry of the declaration lines you can activate and print a warehouse acceptance checklist to see if the delivered cargo matches the information given on the declaration. When correct, the lines can be marked as accepted in DGOffice. Finally, these lines are available to fill Unit Loading Devices (ULDs) by using the ULD wizard.

### ULD

In the ULD wizard you can select lines from the checked cargo list only and load them into a ULD. The whole line or just part of it can be loaded. After the ULDs have been created or loaded into DGOffice, they can be assigned to a flight by placing them on the flight NOTOC and assigning a position onboard the aircraft. Automatic checks will prevent loading multiple ULDs at one position.

Inside the module there are different options and settings, as well as reporting functions to tailor the module to your needs and to enhance the efficiency of your cargo warehouse procedures. The system prevents loading unchecked cargo in ULDs or assignment of tasks by unauthorized staff.

# DG storage

## SEVESO | Protect people and the environment

The Seveso Module has been added to DGOffice as the total documentation and information solution for warehousing and handling dangerous goods and chemicals. It simplifies implementation and helps to comply with the criteria stated in the Seveso III Directive. Required information and documentation is provided, based on CLP classifications, including detailed instructions on how to store and handle dangerous goods. Withal, the module confirms whether your products are considered dangerous according to the directive.

### Compliance is imminent

To ensure better protection to people and the environment, the directive applies to all types of business, not only to those in the chemical sector. Our Seveso software helps to become compliant within a few easy steps.

The Seveso Module is designed to provide the operator with basic reports a Seveso establishment may need, in order to demonstrate compliance to the directive's requirements.

### Seveso check

Based on the input of the substances' CAS, EC or index number, the system confirms if the entered substances in your chemical inventory are classified as dangerous or not according to the directive. Multiple items can be added manually or imported via a template at once, thus saving a lot of time, resources and costs.

### Seveso calculation

Here, CLP classification, quantities and the products' physical status (e.g. liquid or gas) have to be entered. In case you have the SDS modules activated in your account, you can select the information from the SDSs. The system will present the Seveso classification at that moment.

### Safety report

The module provides a report that follows the Seveso III Directive reporting guidelines. This report contains information about the products that fall under the scope of the Seveso Directive, if the quantity of any of the products is Upper-tier or Lower-tier, if the establishment is either an Upper-tier or Lower-tier establishment, and the applicable regulations.

## SEVESO

# DG production

## SDS | Safety Data Sheet

The Safety Data Sheets (SDS) Module is the indispensable tool that helps implement all information prerequisites and comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner. This module is seamlessly integrated with the Chemicals Labeling Module (CLM) as well as the Own Articles Module of the DGOffice suite. When generating an SDS in the Basic or Editor Module, all required information for the label is collected from CLM.

### Essential and industry broad functionality

For chemical production plants, third party warehouses, importers and (international) trading organizations this module is a must have. It comprises two key elements:

• **Basic Module:** enables users to connect SDSs provided by their suppliers to their product inventory, and offers the core SDS functionality. From this submodule you can distribute the chemical information inside your organization and grant users access based on their group rights. Optionally, substitute management can be added.
• **Editor Module:** allows users to create SDSs from scratch.

SDSs can be made in the regulation of choice, including CLP for European countries and HazCom for the USA. In one system you get a tool which makes it easy to adapt language, regulation and many necessary updates.

### Substance and information database

At the heart of the SDS Module is the substance database. It contains a large phrase library with standard phrases in all common languages. Besides that, standard phrases for editing purposes can be copied to suit individual needs or, alternatively, create your own phrases in the languages required.

### User and group management

Not all users are chemists and not all users should have access to all available data. For that purpose, the SDS Module comes with extensive administration tools. Group Management is one of them. Organizational user groups can be defined utilizing location management, functional limitations and tailored access rights for each individual. A user can be simply assigned to a group profile, resulting in instant propagation of all assigned rights and limitations to that user.

### Location tree

Countries, organizations and departments are easily created with exactly the user access required. Each individual only has access to information relevant to him/her, without compromising the advantages of a highly automated large-scale operation. The powerful search function makes it easy and fast to find exactly the information you are looking for.

### Work Place Instructions and Action Cards

Occupational Health and Safety (OHS) regulations are applicable to almost every activity where chemicals are involved. The OHS related modules in DGOffice enable to comply by creating different forms and reports based on your SDSs, like an Action Card or Work Place Instruction (WPI). By using clear symbols and location related

instructions, employees are equipped with effective information on how to handle chemicals and how to respond to accidents and incidents in their work environment. All of this should result in enhanced safety for everyone involved.

## Archive

In the archive, all earlier published versions of an SDS are saved. Archived documents cannot be reactivated or removed.

## Risk matrix

The risk matrix shows the risk of using a certain product whereby the user's exposure is considered. The module provides a standard advice for each single R and H phrase, but it can be overwritten manually. There are three types of risk displayed in the matrix: health, safety and environment.

## Calculation Module

The recipe functionality provides collections of substances and/or premixes, constituting a finished product, which can be transferred to SDSs. Recipes are primarily used to calculate an overall CLP for an SDS. Premixes are collections of one or more substances and/or premixes with additional information. Where a recipe is bound to the SDS, premixes can act like a 'new attached SDS' allowing reuse of the same collection of substances/premixes over many recipes.

With the SDS CLP Calculation Module you are able to make automatic CLP calculations based on the data you entered in the Recipe Module. It uses the percentage of each component in the recipe, together with the entered threshold values, physical state and other characteristics of each substance, to determine the calculated classification of the total mixture of components in the

product. Besides CLP, the module is able to calculate volatile organic content.

## Reporting options

DGOffice comes with the option to generate reports from existing SDSs. Reports are made exactly the way you want them, based on many filtering options. Pre-defined reports are available as well, e.g. REACH candidate lists, RNNP reports and exposure scenarios reports. All reports can be exported in a spreadsheet format.

## Order SDS

If there is no SDS available for a specific product, or if it is available but not in the language required, an internal order can be placed. The person responsible within the organization for SDS creation, has to take action once an order is placed. Orders can be placed and monitored via this tool, and status updates can be given, e.g. order is in progress or order is completed.

## SDS Editor

The SDS Editor is the tool that lets you create the 16 chapter SDS documents, translate them into other languages and publish them within the organization and to customers. SDSs can be made for mixtures and single substances, all in accordance with the regulations of choice. Step-by-step the user is guided through all the sections. Generated or selected data is automatically reused in other sections. Correct entries are selected with the help of wizards. For example, not every chemist will go through all SDSs to verify if something has changed for section 14 when a new regulation is published. This is where the real content power of the DGOffice system becomes visible when searching for the transport details.

# DG production

## Master SDS

Create a standardized/Master SDS for certain products, and link it to other SDSs of products that are almost exactly the same, e.g. paint in different colors. Use the Master SDS to create a new child SDS, and all details will be automatically copied from the Master SDS. If the Master SDS is changed, all linked child SDSs will be updated via the system as well.

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# DG production
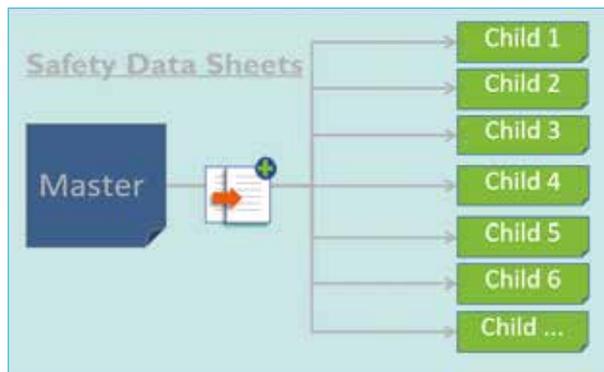
## CLM | Chemicals Labeling Module

### Implementing GHS made easy

It is prohibited to distribute chemicals without properly identified labels. The Chemicals Labeling Module (CLM) is the indispensable tool that helps to comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner. Standard label
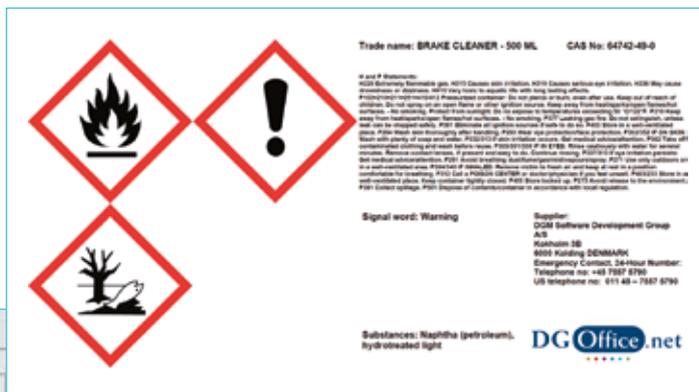




organizations. Functionality includes pictograms, signal words, hazard statements, precautionary statements and supplier identification.

Where needed, the software provides translations in all common languages. Labels are translated automatically when changing the country of distribution.

designs are available, or own layouts can be created via the design wizard. This module is seamlessly integrated with the Safety Datasheets Module (SDSM) as well as the Own Articles Module. For example, when used in combination with SDS Basic and SDS Editor, label details are taken directly from the SDSs.

### Fundamental component

CLM includes all features and data to generate the required labeling according the DPD, DSD, CLP, HazCom 2012 and GHS regulations. It is a must have for chemical production plants, third party warehouses, importers and (international) trading

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# DG support tools

## The easy way to stay compliant

DGOffice has several supporting modules available to tailor the software to your needs.



### Product shipping labels

The Product Labels Module connects to the shipping information from the declarations and prints the shipping labels required per packaging. This includes shipper and consignee details, UN number and proper shipping name. It also prints additional required information, such as net weight and gross weight, ID numbers and text like ''Overpack''.

### Own articles

The Own Articles Module creates a personalized database of substances. Classify your own products and use your own product names or article numbers to create documents or view regulatory information. Also, the specification of packaging and content can be given on article level if known. For radioactive materials, specification of radionuclides, category and activity is possible. If all required information is specified on article level, simply select the article and the number of packaging to complete a declaration.

### Document archive

Keep records of your shipments and documents, for instance, to comply with regulatory requirements, via the Document Archive Module. Also, templates for your regular shipments can be created. Move records to or

from your history archive, and view only your own documents or all company documents. Advanced search options make it easy to find the desired shipment.

### Document management

In combination with the DocMan Module, documents can be connected to your articles. It enables to link documents to your articles that are outside of your DGOffice environment. For each document you can set whether it is a version controlled document or if it is to be printed with each shipment. For example, this module ensures that your customers have the latest version of the belonging SDS or handling instructions.

### Transfer documents

Publish any created document in DGOffice, such as an SDS, on your website or anywhere else you want it to be visible. This module allows you to share your documents without the need to sign in to a system. For example, if you want to add an SDS, which you created in DGOffice, to the product information on your website, visitors can click on an embedded link published on your website, and view the SDS directly.

### Statistics and reports

The additional Statistics Module provides valuable insights in all your dangerous goods activities. It enables you to

# DG**s**upport tools
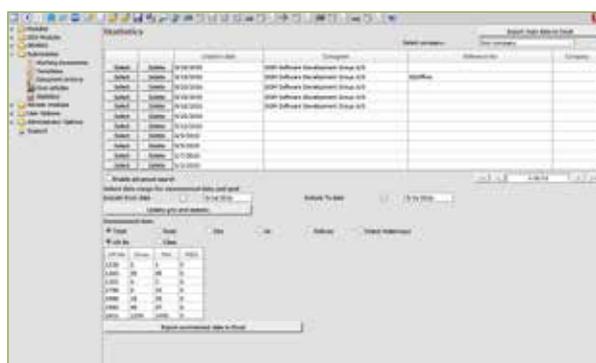
generate reports, for example to complete the yearly Dangerous Goods Safety Advisor (DGSA) report. Also management information can be extracted from the system and if desired, export your full shipment history details or just select a desired period.

## Communication

Certain documents created or saved in DGOffice have to be shared with external parties. Today, it is common to share the documents digitally instead of hard copy. This can be done via many different steps, which is very sensitive for failures. Namely, the document has to be exported from the system to a pdf file, saved, added to an email message and sent. Then the receiver has to open and download the file from the email, save it and upload it to its own software management system. The communication option simplifies this process if the receiver has a DGOffice account as well. The sender can directly send the documents via DGOffice to the account of the receiver. No need anymore to download, upload, attach, save, etc.

## Synchronization

DGOffice is accessible via internet, but internet is not always available or can be very slow. In that case, DGOffice can be installed locally, on a personal computer or another device, so that all work can be done and saved offline. Once internet can be accessed, the offline version will be synchronized with the online version.

## Safety and security courses

In this module, the training status of users can be monitored. Manage access to certain modules by connecting the training status to module access. Course schemas and training moments can be defined, system modules can be attached to a course and users can be connected to the training moments.

# DG *e*-freight

## Electronic streamlining

Electronic messaging and e-freight replace hard copy documents by electronic versions of documentation, from the creation point to the receiving point in a logistics chain. To accomplish this, a message has to be generated, which contains all document details structured in a standard way so it can be reused in other computer systems. The content of the message must follow the requirements of many national and international regulations for the transport of dangerous goods, all providing detailed instructions on how to classify, handle, document etc. these goods. In general, all information has to be entered manually into different systems, but the use of e-freight reduces this to a minimum. To conclude, e-freight saves time and reduces the chance of errors and costs.

### Message standard
Regulations change regularly and ad-hoc amendments occur periodically. Therefore, a flexible messaging standard is developed in DGOffice. It only incorporates the basic dangerous goods information and detailed packaging and marking information for each shipment. This standard serves as basis for DGOffice, capable of converting the content of the message to comply with different dangerous goods transportation regulations involved in a specific shipment.
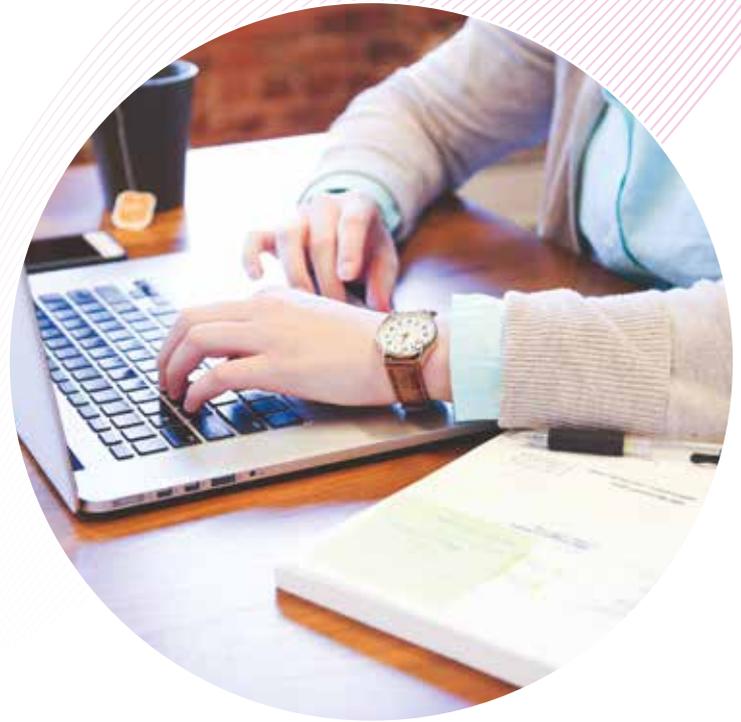
This specialized software system can be used by shippers to enter all shipment details and generate required electronic transport documents. Based on that information, the system generates the standard message which can be used again in the same or another similar system on e.g. the airport to generate a Shipper's Declaration, checklist and NOTOC. This procedure continues on the receiving side, where the receiver can use the content of the electronic standard message, for example, to create a bill of lading.

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**DGM|SDG**

DGOffice.net is the online software solution that contains everything to manage all your dangerous goods related activities. It saves time, money and reduces failure because it takes care of all the necessary paperwork. Its modular design allows you to pick just the software modules you require. When your needs change, expand at the mere click of a button. DGOffice is designed to operate together with the most common administrative computer systems and can be integrated within your own network environment. To continuously comply with the applicable rules and regulations, DGOffice is updated constantly.

DGM Software Development Group is the electronic solutions provider of the International Dangerous Goods Management Support Group. Its development offices are located in the Netherlands, Denmark and Norway, while sales and support offices and representatives can be found throughout the world. All activities are performed in accordance with the global quality and safety standards. Across the globe thousands of users benefit from DGOffice, supporting their transportation, handling, storage, production and trading of dangerous goods and hazardous materials.

**DGOffice.net**

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