**Instruction**

1. The form once completed should be returned to the Authority.
2. Failure to complete this form in full may result in a delay in processing the application.
3. The issuing of this form does not in itself constitute a certification to carry dangerous goods

**References:**

1. CAR 92;
2. ICAO Technical Instruction DOC 9284/AN 905;
3. Supplement to DOC 9284.

**REASON FOR APPLICATION**

[ ]  Initial Issue (first application) [ ]  Variation / Amendment [ ]  Renewal

**DESIRED DANGEROUS DOODS CERTIFICATE FOR**

[ ]  SHIPPER [ ]  FREIGHT FORWARDER

[ ]  CARGO/GROUND HANDLING AGENT [ ]  AIR OPERATOR

[ ]  PACKAGING SUPPLIER [ ]  Training Provider

[ ]  Designated Postal Operator

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Full legal name of the undertaking: |  |
| Business address: |  |
| Operating / Trading name (if different from above): |  |
| Name of the person within undertaking with overall responsibility for the transport of dangerous goods by air: |  |
| Telephone: |  |
| E-mail address: |  |
| Fax : |  |
| Name of the person (Dangerous Goods Post Holder) with delegated responsibility for the transport of dangerous goods by air in the Sultanate of Oman |  |
| Address: |  |
| Telephone: |  |
| E-mail address: |  |
| Fax: |  |

**APPENDICES**

|  |
| --- |
| **DETAILS OF ATTACHMENTS AS REQUIRED**  |
| All attachments to this submission shall be recorded in the table below. Failure to declare attachments will result in a submission being returned. Incorrect number of declared attachments being attached will result in submission being returned. |
| Add more rows or continue on another sheet if necessary; |

|  |  |  |
| --- | --- | --- |
| **Attachment Number** | **Brief Description of Attachment** | **Initials Confirming Attachment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Number of Attachments: |  |

1. **DETAILS OF THE DANGEROUS GOODS PROGRAMME**

|  |
| --- |
| General Information |
| 1 | Type of Application | Initial | [ ]  |
| Renewal | [ ]  |
| Amendment | [ ]  |
| Dangerous Goods Operations |
| 2 | Classes of Dangerous Goods |
|  | [ ]  | Class 1 | [ ]  | Class 4 | [ ]  | Division 6.2 | [ ]  | Class 9 |
| [ ]  | Class 2 | [ ]  | Class 5 | [ ]  | Class 7 | [ ]  | Mail (DPO) |
| [ ]  | Class 3 | [ ]  | Class 6.1 | [ ]  | Class 8 |  |
| 3 | Types of Operations |
|  | [ ]  | Domestic Operations | [ ]  | International Operations |
| [ ]  | Year-round Operation | [ ]  | Seasonal Operation |
| [ ]  | Aircraft | [ ]  | Helicopter |
| [ ]  | Land Base | [ ]  | Water-base |
| [ ]  | Passenger and Cargo | [ ]  | Cargo Aircraft Only |
| [ ]  | Combi-Operation | [ ]  | Medical Evacuation Operation |
| [ ]  | Scheduled Pax and Cargo | [ ]  | Charter Operations |
| 4 | Provision of Information on Transport of Dangerous Goods to Employees |
|  | [ ]  | Operations Manual | [ ]  | Dangerous Goods Manual |
| [ ]  | Ground Operations Manual | [ ]  | Cabin Safety Manual |
| [ ]  | Cargo Services Manual | [ ]  | Standard Operation Procedure  |
|  |
| 5 | Dangerous Goods Training Programmes |
|  | Dully completed– Application for Approval of Dangerous Goods Training Programme is attached | [ ]  |

1. **COMPLIANCE CHECKLIST FOR OPERATIONS MANUAL’S/SOP DANGEROUS GOODS SEGMENT (Air Operators)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Legal Ref.** | **Information to employees** | **Air Operator’s Ref:** | **For CAA****Use Only** |
| **U/S** |
| General Restrictions 92.135 ; Subpart E, |
| 1 | ICAO TI 7;4.2/1;1.1 | 1. States the types of dangerous goods operations the air operator is engaged in.
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. States which dangerous goods the operator do not accept for transport for all destinations (Operator’s variations)
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. There is a list of all locations where the various operations manuals are kept
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. List all State’s exemptions or approvals affecting the air operator
 |  |  |
| Dangerous Goods Post Holder CAR 92.515 |
| 2 | CAR 92.515S-7 Ch 8 Att 2  | 1. Contact information and nomination letter for the Air operator Dangerous Goods post holder (s), and role(s) with respect to the administration of the company’s dangerous goods program.
 |  |  |
| 1. The list of all third parties acting on their behalf of the Air operator for training, handling, offering for transport or transporting dangerous goods.
 |  |  |
| Applicable Regulations |
| 3 |  | 1. The Air operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed
 |  |  |
| Aircraft Specific Subpart E ,Restrictions |
| 4 | ICAO TI 7;4.2/7;2.4 | 1. Details of the location and the numbering system of cargo compartments for each aircraft type
 |  |  |
| 1. Instructions on the loading restrictions by aircraft type
 |  |  |
| 1. Maximum quantity of dry ice permitted in each compartment
 |  |  |
| 1. Maximum sum of transport indexes for radioactive material permitted in each compartment
 |  |  |
| Training CAR 92.595 |
| 5 | CAR 92.600ICAO TI 1;4.2.5 | 1. States who is responsible for the operator’s Training Program and Training Records
 |  |  |
| ICAO TI 7;4.10 CAR 92.595 | 1. States which company employees require training, type of training and frequency of recurrent training;
 |  |  |
| ICAO TI 1;4.1.2CAR 92.595 CAR 92.205-215Appendix A and B | 1. States that the Air operator training programs must be approved by the State of authority
2. States the road map to comply with the CBTA concept
 |  |  |
| Passenger Handling CAR 92.135 ; 400 |
| 6 | ICAO TI 7;5.2 / 8;1 | 1. Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person
 |  |  |
| ICAO TI 7;5.2 / 8;1.1.4 | 1. Describe the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage
 |  |  |
| ICAO TI 7;5.1 | 1. Describes the procedures for and the form of promulgating information to passengers
 |  |  |
| ICAO TI 7;5.2 | 1. States what the acceptance procedures are for passengers and baggage.
 |  |  |
|  | ICAO TI 7;5.1.1 | 1. Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase
 |  |  |
|  | ICAO TI 7;5.1.1 | 1. Describe how information provided via the internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, had indicated that they have understood the restriction on dangerous goods in baggage
 |  |  |
|  | ICAO TI 7;5.1.2 | 1. Describe how the air operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at a airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft
 |  |  |
|  | ICAO TI 7;5.1.3 | 1. Describe how an air operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information
 |  |  |
|  | ICAO TI 7;5.1.4 | 1. Describe if provision is made for the check-in process to be completed remotely (via the internet) the operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information may be in text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage
 |  |  |
| **No** | **Legal Ref.** | **Information to employees** | **Operator’s Ref:** | **For CAA Use Only** |
| **U/S** |
|  | ICAO TI 7;5.1.5 | 1. Describe when provision is made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility), the operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information must be in pictorial form and should be such that the check-in process cannot be completed until the passenger has indicated that they have understood the restrictions on dangerous goods in baggage
 |  |  |
| COMAT Shipment  |
| 7 | ICAO TI 1;2.2/7;4.2 | 1. If the operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect.
 |  |  |
| 1. State who is responsible/qualified to prepare dangerous goods COMAT for transport
 |  |  |
| 1. Describes how dangerous goods COMAT are prepared for transport
 |  |  |
| 1. Explains how dangerous goods COMAT are to be processed once prepared
 |  |  |
| Acceptance Procedures Subpart C 92.405 |
|  | CAR 92. ICAO 7;1.3 | 1. Describe the procedures and information regarding acceptance of dangerous goods
 |  |  |
| 8 | ICAO 7;1.2 | 1. Describes how dangerous goods are prevented from entering the system without appropriate preparation
 |  |  |
| ICAO TI 7;6 | 1. States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted
 |   |  |
| ICAO TI 7;1 | 1. State the procedures for accepting dangerous goods cargo and use of an acceptance checklist
 |  |  |
| ICAO TI 7;4.5 | 1. States the procedures for handling rejected dangerous goods in cargo
 |  |  |
| ICAO TI 7;4.8 | 1. Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport.
 |  |  |
| Retention of Documents 92.170 - 92.360  |
| 9 | TI 7;4.11 | 1. Describes what documents must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. States the length of time each type of document must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. Describes who is responsible for retaining the document
 |  |  |
| ICAO TI 7;4.11 | 1. States the location where each is to be kept, including with third party
 |  |  |
| Ground Handling CAR 92.135 ; 92.175  |
| 10 |  | 1. Describes the duties of all personnel involved , especially with relevance to ground handling and aircraft handling
 |  |  |
| ICAO 7;2 | 1. Describes procedures and information regarding storage, prior to transport
 |  |  |
| ICAO 7;2 | 1. Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft
 |  |  |
| ICAO TI 7;2.7 | 1. Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices
 |  |  |
| ICAO 7;4.2 | 1. Describe procedures sufficient to assist persons in identifying packages that are marked or labelled as dangerous goods
 |  |  |
| ICAO 7;2.4/7;3.1 | 1. Describes the procedures for loading/unloading dangerous goods onto or from and aircraft.
 |  |  |
|  | ICAO 7;2.4/7;3.1 | 1. Describes the procedures for inspection for damage, leakage or contamination or removal of any possible contamination
 |  |  |
| Cargo Aircraft 92.135 |
| 11 | CAR 92.135 | 1. States the instructions on the carriage of the Air Operator’s personnel on cargo aircraft when dangerous goods are being carried
 |  |  |
| Load Planning : 92.415 |
| 12 | ICAO TI 7;4.1 | 1. Describes the procedures for load planning (including preparation of NOTOC where applicable).
 |  |  |
| ICAO TI 7;4.1 | 1. Describes the requirements for information to the PIC
 |  |  |
| CAR 92.415 | 1. Describes procedures that a copy of the NOTOC is retained on the ground and it or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers
 |  |  |
| Dangerous goods transport documents Subpart D Documentation |  |
| 13 | ICAO T.I 7;1.1; 7,1.2CAR 92.320- 340 | 1. Describes procedures to ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form;
 |  |  |
| ICAO T.I 7;1.1; 7,1.2CAR 92.320- 340 | 1. Describes procedures to ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination
 |  |  |
| CAR 92.335 | 1. Non dangerous goods declaration document
 |  |  |
| Emergency Procedures CAR 92.420 ,92.425 |
| 14 | ICAO TI 7;4.9 | 1. States emergency response information is available and where the pilot-in-command/other crew members can find it
 |  |  |
| ICAO TI 7;4.9 | 1. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried.
 |  |  |
| ICAO TI 7;4.3 | 1. States how the pilot-in-command is to report emergencies involving dangerous goods.
 |  |  |
| ICAO TI 7;4.1.8 | 1. Describes how the NOTOC is accessed during an emergency.
 |  |  |
| ICAO TI 7;3 ICAO Doc.9481 Sec.3 | 1. Describes the procedures for managing a dangerous goods incident/accident on the ground/on board.
 |  |  |
| ICAO TI 7;5, 7;6 | 1. Describes the procedures for managing mis-declared or undeclared dangerous goods.
 |  |  |
| ICAO TI 7;4.5 | 1. Describes the procedures to follow when reporting undeclared or mis-declared dangerous goods as cargo or mail
 |  |  |
| ICAO TI 7;4.5 | 1. Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage
 |  |  |
| ICAO TI 7;4.4/7;4.6 | 1. Describes procedures to follow when reporting dangerous goods occurrences incidents/accidents
 |  |  |
| ICAO TI 7;4.6 a | 1. Describe the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in accordance with the TI
 |  |  |
| ICAO TI 7;4.6 a | 1. Describes the procedures to follow when reporting dangerous goods are discovered to have been carried without information having been provided to the pilot-in-command
 |  |  |
| ICAO TI 7;4.7 | 1. In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board
 |  |  |
| Procedures for weapons, munitions of war and sporting weapons |  |
| 15 | LAW 72CAR ops CAR 92.350 | 1. States conditions under which weapons, munitions of war and sporting weapons may be carried.
 |  |  |
| 16 | Risk AssessmentCAR 92.460 5) | 1. The air operator shall describe the risk assessment for the carriage of cargo in compartment including dangerous Goods
 |  |  |

1. **COMPLIANCE CHECKLIST FOR DESIGNATED POSTAL OPERATORS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Legal Ref.** | **Items** | **Reference from the SOP/Manual** | **For CAA Use Only U/S** |
| **1** |  | Scope of operation |  |  |
| **2** |  | Restrictions.. |  |  |
| **3** |  | Designated Dangerous Goods Post Holder and nomination letter |  |  |
| 4 | CAR 92.475ICAO TI 1;4.1 and 4.2.8; And Supplement to ICAO TI 1;3 | Training of staff in accordance with Part 1;4 of the ICAO TI (i.e. system to ensure the timely scheduling and delivery of initial and recurrent dangerous goods training, production and retention of records, etc.) |  |  |
| Adequacy of dangerous goods training programme (procedure, presentations, instructor’s notes, handouts, visuals aids, etc.) |  |  |
| tests to verify understanding |  |  |
| Procedures to ensure the appropriate qualification of instructors |  |  |
| 5 | Supplement to ICAO TI 1;3CAR 92.475 | Reporting of Dangerous Goods accidents and incidents to Civil Aviation Authorities |  |  |
| 6 | CAR 92.475Supplement to ICAO TI 1;3 | Reporting of hidden and undeclared Dangerous Goods to Civil Aviation Authorities |  |  |
| 7 | Supplement to ICAO TI 1;3CAR 92.475 | Provision of information to customers at acceptance points(street post boxes, post offices, agencies and websites) |  |  |
| 8 | Supplement to ICAO TI 1;3CAR 92.475 | Provision of information to account customers regarding dangerous goods |  |  |
| 9 | Supplement to ICAO TI 1;3CAR 92.475 | Inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail |  |  |
| 10 | Supplement to ICAO TI 1;3CAR 92.475 | Emergency procedures(e.g. for leaks and spills from dangerous goods on aircraft or within ULDs); |  |  |
| 11 | Supplement to ICAO TI 1;3CAR 92.475 | Retention of documents (e.g. Dry ice acceptance checklist) |  |  |
| 12 | ICAO TI Part 1;2.3Supplement to ICAO TI 1;3CAR 92.475 | Documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1;2.3 of the TI |  |   |
| 13 | Supplement to ICAO TI 1;3CAR CAR 92.475 | Procedures for requiring the sender’s name, address and signature on packages containing dangerous goods |  |  |
| 14 | Supplement to ICAO TI 1;3CAR 92.475 | Procedures for ensuring that any State or Operator variations in attachment 3 of ICAO TI are complied with |  |  |
| 15 | Supplement to ICAO TI 1;3CAR 92.475 | Procedures for ensuring that any changes to ICAO TI are incorporated into existing procedures |  |  |
| 16 | Supplement to ICAO TI 1;3CAR 92.475 | Procedures for the handling of packages rejected from transport |  |  |
| **Acceptance of lithium ion/metal batteries contained in equipment** |
| 17 | Supplement to ICAO TI 1;3CAR 92.475 | Inclusion of procedures for the acceptance of lithium batteries within dangerous goods training and testing materials; |  |  |
| 18 | Supplement to ICAO TI 1;3CAR 92.475 | provision of information to customers regarding the requirements for lithium batteries at acceptance points (e.g. street post boxes, post offices, agencies, websites); |  |  |
| 19 | Supplement to ICAO TI 1;3CAR 92.475 | provision of information to account customers regarding the requirements for lithium batteries; |  |  |
| 20 | Supplement to ICAO TI 1;3CAR 92.475 | inclusion of clauses in contracts with account customers regarding the requirements for lithium batteries; |  |  |
| 21 | Supplement to ICAO TI 1;3CAR 92.475 | documented lithium battery acceptance procedures (including requiring the senders name, address and signature on packages in international air mail); |  |  |
| 22 | Supplement to ICAO TI 1;3CAR 92.475 | Emergency procedures for lithium batteries in air transport (e.g. heat, smoke or flames noted from a mailbag). |  |  |

1. **COMPLIANCE CHECKLIST FOR OPERATIONS MANUAL’S/SOP DANGEROUS GOODS SEGMENT (FREIGHT FORWARDER/CARGO AGENT/GROUND HANDLING AGENT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Legal Ref.** | **Information to employees** | **Entity’s Ref:** | **For CAA****Use Only** |
| **U/S** |
| General Restrictions 92.135 ; Subpart E, |
| 1 | ICAO TI 7;4.2/1;1.1 | 1. States the types of dangerous goods operations the entity is engaged in.
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. States which dangerous goods the entity do not accept for transport for all destinations (Operator’s variations)
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. There is a list of all locations where the various operations manuals are kept
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. List all State’s exemptions or approvals affecting the entity
 |  |  |
| Dangerous Goods Post Holder CAR 92.515 |
| 2 | CAR 92.515S-7 Ch 8 Att 2  | 1. Contact information and nomination letter for the entity Dangerous Goods post holder (s), and role(s) with respect to the administration of the company’s dangerous goods program.
 |  |  |
| 1. The list of all third parties acting on their behalf of the entity for training, handling, offering for transport dangerous goods.
 |  |  |
| Applicable Regulations |
| 3 |  | 1. The entity identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed
 |  |  |
| Training CAR 92.595 |
| 5 | CAR 92.600ICAO TI 1;4.2.5 | 1. States who is responsible for the entity’s Training Program and Training Records
 |  |  |
| ICAO TI 7;4.10 CAR 92.595 | 1. States which entity employees require training, type of training and frequency of recurrent training;
 |  |  |
| ICAO TI 1;4.1.2CAR 92.595 CAR 92.205-210Appendix A | 1. States that the entity training programs must be approved by the State of authority
2. States the road map to comply with the CBTA concept
 |  |  |
| Passenger Handling CAR 92.135 ; 400 |
| 6 | ICAO TI 7;5.2 / 8;1 | 1. Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person
 |  |  |
| ICAO TI 7;5.2 / 8;1.1.4 | 1. Describe the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage
 |  |  |
| ICAO TI 7;5.1 | 1. Describes the procedures for and the form of promulgating information to passengers
 |  |  |
| ICAO TI 7;5.2 | 1. States what the acceptance procedures are for passengers and baggage.
 |  |  |
| ICAO TI 7;5.1.1 | 1. Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase
 |  |  |
| ICAO TI 7;5.1.1 | 1. Describe how information provided via the internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, had indicated that they have understood the restriction on dangerous goods in baggage
 |  |  |
| ICAO TI 7;5.1.2 | 1. Describe how the entity will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at a airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft
 |  |  |
| 6 | ICAO TI 7;5.1.3 | 1. Describe how an entity, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information
 |  |  |
| ICAO TI 7;5.1.4 | 1. Describe if provision is made for the check-in process to be completed remotely (via the internet) the operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information may be in text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage
 |  |  |
| **No** | **Legal Ref.** | **Information to employees** | **Entity’s SOP Ref:** | **For CAA Use Only** |
| **U/S** |
|  | ICAO TI 7;5.1.5 | 1. Describe when provision is made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility), the entity or the airport operator or the Ground Handler must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information must be in pictorial form and should be such that the check-in process cannot be completed until the passenger has indicated that they have understood the restrictions on dangerous goods in baggage
 |  |  |
| COMAT Shipment  |
| 7 | ICAO TI 1;2.2/7;4.2 | 1. If the entity does not perform the responsibilities of a shipper of COMAT, then the entity will include a statement to this effect.
 |  |  |
| 1. State who is responsible/qualified to prepare dangerous goods COMAT for transport in case the entity performs these responsibilities
 |  |  |
| 1. Describes how dangerous goods COMAT are prepared for transport (wherever applicable)
 |  |  |
| 1. Explains how dangerous goods COMAT are to be processed once prepared (whenever applicable)
 |  |  |
| Acceptance Procedures Subpart C 92.405 |
|  | CAR 92. ICAO 7;1.3 | 1. Describe the procedures and information regarding acceptance of dangerous goods
 |  |  |
| 8 | ICAO 7;1.2 | 1. Describes how dangerous goods are prevented from entering the system without appropriate preparation
 |  |  |
| ICAO TI 7;6 | 1. States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted
 |   |  |
| ICAO TI 7;1 | 1. State the procedures for accepting dangerous goods cargo and use of an acceptance checklist
 |  |  |
| ICAO TI 7;4.5 | 1. States the procedures for handling rejected dangerous goods in cargo
 |  |  |
| ICAO TI 7;4.8 | 1. Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport.
 |  |  |
| Retention of Documents 92.170 - 92.360  |
| 9 | TI 7;4.11 | 1. Describes what documents must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. States the length of time each type of document must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. Describes who is responsible for retaining the document
 |  |  |
| ICAO TI 7;4.11 | 1. States the location where each is to be kept, including with third party
 |  |  |
| Ground Handling CAR 92.135 ; 92.175  |
| 10 |  | 1. Describes the duties of all personnel involved , especially with relevance to ground handling and aircraft handling
 |  |  |
| ICAO 7;2 | 1. Describes procedures and information regarding storage, prior to transport
 |  |  |
| ICAO 7;2 | 1. Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft
 |  |  |
| ICAO TI 7;2.7 | 1. Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices
 |  |  |
| ICAO 7;4.2 | 1. Describe procedures sufficient to assist persons in identifying packages that are marked or labelled as dangerous goods
 |  |  |
| ICAO 7;2.4/7;3.1 | 1. Describes the procedures for loading/unloading dangerous goods onto or from and aircraft.
 |  |  |
|  | ICAO 7;2.4/7;3.1 | 1. Describes the procedures for inspection for damage, leakage or contamination or removal of any possible contamination
 |  |  |
| Cargo Aircraft 92.135 |
| 11 | CAR 92.135 | 1. States the instructions on the carriage of the dangerous goods on cargo
 |  |  |
| Load Planning : 92.415 |
| 12 | ICAO TI 7;4.1 | 1. Describes the procedures for load planning (including preparation of NOTOC where applicable).
 |  |  |
| ICAO TI 7;4.1 | 1. Describes the requirements for information to the PIC.
 |  |  |
| CAR 92.415 | 1. Describes procedures that a copy of the NOTOC is retained on the ground and it or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers
 |  |  |
| Dangerous goods transport documents Subpart D Documentation 92.320-340 |  |
| 13 | ICAO T.I 7;1.1; 7,1.2CAR 92.320- 340 | 1. Describes procedures to ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form;
 |  |  |
| ICAO T.I 7;1.1; 7,1.2CAR 92.320- 340 | 1. Describes procedures to ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination
 |  |  |
| Emergency Procedures CAR 92.420 ,92.425 |
| 14 | ICAO TI 7;4.9 | 1. States emergency response information is available and where the staff can find it
 |  |  |
| ICAO TI 7;4.9 | 1. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried.
 |  |  |
| ICAO TI 7;4.3 | 1. States how the staff is to report emergencies involving dangerous goods.
 |  |  |
| ICAO TI 7;4.1.8 | 1. Describes how the NOTOC is accessed during an emergency.
 |  |  |
| ICAO TI 7;3 ICAO Doc.9481 Sec.3 | 1. Describes the procedures for managing a dangerous goods incident/accident on the ground.
 |  |  |
| ICAO TI 7;5, 7;6 | 1. Describes the procedures for managing mis-declared or undeclared dangerous goods.
 |  |  |
| ICAO TI 7;4.5 | 1. Describes the procedures to follow when reporting undeclared or mis-declared dangerous goods as cargo or mail
 |  |  |
| ICAO TI 7;4.5 | 1. Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage
 |  |  |
| ICAO TI 7;4.4/7;4.6 | 1. Describes procedures to follow when reporting dangerous goods occurrences incidents/accidents
 |  |  |
| ICAO TI 7;4.6 a | 1. Describe the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in accordance with the TI
 |  |  |
| ICAO TI 7;4.6 a | 1. Describes the procedures to follow when reporting dangerous goods are discovered to have been carried without information having been provided to the pilot-in-command
 |  |  |
| ICAO TI 7;4.7 | 1. In the event of an aircraft accident or serious incident, the entity must have a procedure to provide information without delay to emergency service responders about dangerous goods on board
 |  |  |
| Procedures for weapons, munitions of war and sporting weapons |  |
| 15 | LAW 72CAR ops CAR 92.350 | 1. States conditions under which weapons, munitions of war and sporting weapons may be handled.
 |  |  |

1. **COMPLIANCE CHECKLIST FOR PACKAGING SUPPLIER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Legal Ref.** | **Information to employees** | **Air Operator’s Ref:** | **For CAA****Use Only** |
| **U/S** |
| General Restrictions 92.135 ; Subpart E, |
| 1 | ICAO TI 7;4.2/1;1.1 | 1. States the types of dangerous goods operations the entity is engaged in.(Type of package )
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. States which dangerous goods the entity do not accept for transport for all destinations (Operator’s variations)
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. There is a list of all locations where the various operations manuals are kept
 |  |  |
| ICAO TI 7;4.2/1;1.1 | 1. List all State’s exemptions or approvals affecting the entity
 |  |  |
| Dangerous Goods Post Holder CAR 92.515 |
| 2 | CAR 92.515S-7 Ch 8 Att 2  | 1. Contact information and nomination letter for the entity Dangerous Goods post holder (s), and role(s) with respect to the administration of the company’s dangerous goods program.
 |  |  |
| 1. The list of all third parties acting on their behalf of the entity for training, handling, offering for transport dangerous goods.
 |  |  |
| Applicable Regulations |
| 3 |  | 1. The entity identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed
 |  |  |
| Training CAR 92.595 |
| 5 | CAR 92.600ICAO TI 1;4.2.5 | 1. States who is responsible for the entity’s Training Program and Training Records
 |  |  |
| ICAO TI 7;4.10 CAR 92.595 | 1. States which entity employees require training, type of training and frequency of recurrent training;
 |  |  |
| ICAO TI 1;4.1.2CAR 92.595 CAR 92.205-210Appendix A | 1. States that the entity training programs must be approved by the State of authority
2. States the road map to comply with the CBTA concept
 |  |  |
| CAR 92.205 | 1. Describe all the phases of the CBTA (phase per phase)

Compliance will be checked based on the Excel sheet |  |  |
| CAR 92.205 | 1. Compliance with the Master Excel sheet
 |  |  |
| COMAT Shipment  |
| 7 | ICAO TI 1;2.2/7;4.2 | 1. If the entity does not perform the responsibilities of a shipper of COMAT, then the entity will include a statement to this effect.
 |  |  |
| 1. State who is responsible/qualified to prepare dangerous goods COMAT for transport in case the entity performs these responsibilities
 |  |  |
| 1. Describes how dangerous goods COMAT are prepared for transport (wherever applicable)
 |  |  |
| 1. Explains how dangerous goods COMAT are to be processed once prepared (whenever applicable)
 |  |  |
| Packaging Subpart C 92.470 |
|  | CAR 92.470, 3).  | 1. Describe how All packaging shall be manufactured, reconditioned and tested under a quality assurance programme, which satisfies CAA in order to ensure that each packaging meets the requirements of these Regulations
 |  |  |
| 8 | CAR 92.470, 4).  | 1. Procedure to verify that each packaging type must be design type tested and certified. Their subsequent use must be specified in the applicable test report and conform in all respects with the design type which was tested. A copy of both test report and test certificate must be provided to the package purchaser
 |  |  |
| CAR 92.470, 5).  | 1. For each packaging type, provide information regarding procedures to be followed, including closure instructions for inner packaging’s and receptacles, a description of the types and dimensions of closures, including any other components to ensure the packages as presented for transport are capable of passing the applicable performance tests and pressure differential requirements of these Regulations as applicable
 |   |  |
| CAR 92.470, 6).  | 1. Ensure dedicated storage facilities are maintained to protect dangerous goods from any element which may result in potential physical damage. The segregation requirements must be met whilst in storage.
 |  |  |
| CAR 92.470 7) | 1. Procedure documented in the SOP to Maintain and provide to CAA, a complete and detailed inventory of all packaging transactions undertaken, which includes:
2. Packaging type (description of UN Specification Marking);
3. Date of transaction;
4. Name and contact of purchaser;
5. Quantity purchased
 |  |  |
| Retention of Documents 92.170 - 92.360  |
| 9 | TI 7;4.11 | 1. Describes what documents must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. States the length of time each type of document must be retained
 |  |  |
| ICAO TI 7;4.11 | 1. Describes who is responsible for retaining the document
 |  |  |
| ICAO TI 7;4.11 | 1. States the location where each is to be kept, including with third party
 |  |  |
| Emergency Procedures CAR 92.420 ,92.425 |
| 14 | ICAO TI 7;4.9 | 1. States emergency response information is available and where the staff can find it
 |  |  |
| ICAO TI 7;4.9 | 1. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried.
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| Procedures for weapons, munitions of war and sporting weapons |  |
| 15 | LAW 72CAR ops CAR 92.350 | 1. States conditions under which weapons, munitions of war and sporting weapons may be handled.
 |  |  |

1. **CONFIRMATION OF REPRESENTATION**

If the person named in paragraph 5 (Dangerous Goods Coordinator) is not employee of the undertaking applying for Dangerous Goods Certificate, please ensure that a letter accompanies this application from the undertaking which includes the following:

1. Confirmation that the undertaking agrees that the person named in 5 will be responsible for the approval (Dangerous Goods Certificate).
2. That the undertaking understands that if person referred to in 5 no longer represents the undertaking, the contact details of new responsible person will be sent to the CAA immediately.
3. **DECLARATION AND SIGNATURE**

I declare that information given in this application form is correct to the best of my knowledge and belief:

Name:

Position: **Dangerous Goods Post Holder**

Signature:

Date:

1. **CHECKLIST**

|  |  |
| --- | --- |
| **Items** | **CAA use only** |
| Application form completed in full. |  |
| All applicable attachments enclosed |  |
| Letter containing the details of the nominated post holder  |  |
| Risk Assessment |  |
| Master Excel Sheet  |  |
| Others Document (if requested ) |  |

1. **CAA Use Only**

|  |  |  |
| --- | --- | --- |
| **Inspector Signature** | **Name**  | **Date** |
| Assistant to the Dangerous Goods Inspector  |  |  |
| Dangerous goods Inspector  |  |  |

**Note 1: The application form shall be retrained in audit file.**

**Note 2: The comments/findings shall be documented as per the corrective action plan form.**