



CIVIL AVIATION AUTHORITY OF SRI LANKA

# **MANUAL ON TRANSPORT OF DANGEROUS GOODS**

**Fourth Edition - 2018**



CIVIL AVIATION AUTHORITY OF SRI LANKA

# **MANUAL ON TRANSPORT OF DANGEROUS GOODS**

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## Foreword

The SLCAP 4400 – Dangerous Goods Manual explains in detail the conditions and requirements that an operator who wishes to transport/handle Dangerous Goods into, out of, over or within Sri Lanka shall satisfy in order to obtain required authorization from the Director-General of Civil Aviation in terms of the Air Navigation Regulations 129 for the handling and/or carriage of Dangerous Goods by air. The contents of this manual is presented in four chapters specifying the following requirements.

01. The minimum requirements that an operator shall satisfy in order to obtain approval from the Director General of Civil Aviation for handling and/ or transport Dangerous Goods by air.
02. The format of a Dangerous Goods Manual, which an air operator is required to prepare as a prerequisite for obtaining approval of DGCA. Applicants for a DG permit are encouraged to follow the same format in the preparation of Dangerous Goods Manual giving adequate information on its procedures and arrangements which are in place, under each item described therein. Dangerous Goods Manual of an Operator and its subsequent amendments shall receive prior approval from the Director-General of Civil Aviation. In essence, it is the Dangerous Goods Manual which, after approval, explains in detail the procedures / arrangements agreed between the Director General of Civil Aviation of Sri Lanka and the operator with regard to the latter's activities relating to handling/transporting of Dangerous Goods.
03. Minimum requirements to comply with regard to initial and recurrent training that an operator should organize for operational personnel as categorized under Annex 18 to the Convention on International Civil Aviation. Training Programmes of an Operator shall receive prior approval from the Director-General of Civil Aviation.

The Dangerous Goods Manual shall form part of the Operations Manual, whether or not it is issued as a separate volume or incorporated directly into the Operations Manual.

No operator shall handle or transport Dangerous Goods by air without the explicit approval from the Director-General of Civil Aviation in writing. In order to obtain such approval, an operator shall submit, an application on a prescribed format as explained in this Manual. Such application shall accompany the operator's Dangerous Goods Manual and the Dangerous Goods Training Manual along with the applicable fee. Should the Operator consider it convenient, he may submit both Manuals in one document as presented in this Document or opt to produce two separate Manuals. In either case, the Manual shall address as many items relating to the subject as possible but at least the items described in this Document.

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The approval granted by the Director-General of Civil Aviation for an operator to handle or transport Dangerous Goods, would be valid only for a period of one year from the date of issue. The renewal of such approval will be in effect only after detailed inspections/assessment of the actual operations.

H.M.C. Nimalsiri  
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Chief Executive Officer  
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15 March 2018

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## ABBREVIATIONS

CAA	-	Civil Aviation Authority of Sri Lanka
CAO	-	Cargo Aircraft Only
COMAT	-	Company Material
DG	-	Dangerous Goods
DGC	-	Dangerous Goods Co-ordinator
DGCA	-	Director General of Civil Aviation of Sri Lanka
Doc.	-	Document
FDG	-	Finding
IATA	-	International Air Transport Association
ICAO	-	International Civil Aviation Organization
TI	-	Technical Instructions
NOTOC	-	Notification to Captain



## DEFINITIONS

**Absorbent Material** is the material used to absorb the liquid should it leak from the inner packaging and that when used will not react dangerously with the liquid.

**Cargo Aircraft** means any aircraft, other than a passenger aircraft, which is carrying goods or property.

**Combi Aircraft** means an aircraft in which both cargo and passengers are carried on the main deck.

**Combination Packaging** is a combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging in accordance with the relevant provisions. (The "inners" in combination packaging are termed as inner packaging and not as inner receptacles)

**Composite Packaging** is packaging consisting of an outer packaging and an inner receptacle so constructed that the inner receptacle and the outer packaging form an integral packaging. Once assembled it remains thereafter an integrated single unit; it is filled, stored, transported and emptied as such. (The "inners" in composite packaging are termed as inner receptacles and not as inner packaging)

**Crew Member** means a person assigned by an operator to duty on an aircraft during flight time.

**Cushioning Material** is the material used to safeguard inner packaging from breakage and movement within the outer packaging during normal conditions of transport and that will not react dangerously with the contents of the inner packaging or be substantially impaired by any leakage of the contents of the inner packaging.

**Dangerous Goods** means articles, substances which are capable of posing a risk to health, safety, property or the environment which are classified according to Technical Instructions (ICAO Doc. 9284).

**Dangerous Goods Accident** is an occurrence associated with and related to the transport of Dangerous Goods by air, which results in fatal or serious injury to a person or major property damage.

**Dangerous Goods Incident** is an occurrence other than a Dangerous Goods accident associated with and related to the transportation of Dangerous Goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of Dangerous Goods, which seriously jeopardizes an aircraft or its occupants is also deemed to be a Dangerous Goods incident.



**Dangerous Occurrence** in the Transportation of Dangerous Goods Regulations and for immediate reporting where an aircraft, an aerodrome or an air cargo handling facility adjacent to an aerodrome is involved means the same as "Dangerous Goods Accident" or "Dangerous Goods Incident".

**Exception** means a provision in the ICAO TIs, which excludes a specific item of Dangerous Goods or procedure from the requirements normally applicable to that item or procedure.

**Exemption** means an authorization issued by an appropriate national authority providing relief from the provisions of the ICAO TIs.

**Flash Point** is the lowest temperature of a liquid at which flammable vapor is given off in a test vessel in sufficient concentration to be ignited in air when exposed momentarily to sources of ignition.

**Flight crewmember** means a licensed crewmember charged with duties essential to the operation of an aircraft during flight time.

**Gross Mass** means the total mass of the package.

**Handling** means loading, unloading, packing or unpacking Dangerous Goods in a means of containment or transport for the purposes of, in the course of or following transportation and includes storing them in the course of transportation.

**Inner Packaging** is packaging for which an outer packaging is required for transport.

**Means of Containment** means a container or packaging, or any part of a means of transport that is or may be used to contain goods.

**Means of Transport** means a road or railway vehicle, aircraft, ship, pipeline or any other contrivance that is or may be used to transport persons or goods.

**Net Quantity** means the mass or volume of the Dangerous Goods contained in a package excluding the mass or volume of any packaging material, except in the case of explosive articles and of matches where the net mass is the mass of the finished article excluding packaging.

**Operator** is a person, organization or enterprise engaged in or offering to engage in an aircraft operation.

**Outer Packaging** is the outer protection of a composite or combination packaging together with any absorbent materials, cushioning and any other components necessary to contain and protect inner receptacles or inner packaging.

**Overpack** is an enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and storage. (A unit load device is not included in this definition)



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**Package** is the complete product of the packing operation consisting of the packaging (single, inner, outer, composite as applicable) and its contents prepared for transport. (An overpack is not included in this definition)

**Passenger Aircraft** means an aircraft that carries any person other than a crewmember, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

**Pilot-in-Command** the pilot designated by the operator as being in command and charged with the safe conduct of a flight.

**Single Packaging** is packaging which does not require any inner packaging to perform the containment function during transport.

**Unit Load Device** means any type of freight container, aircraft container, and aircraft pallet with a net or aircraft pallet with a net over an igloo. (An overpack, or a freight container for radioactive materials is not included in this definition).



## Chapter 1 Civil Aviation Requirements

### 1.1 Legal Provisions

- 1.1.1 According to Annex 18 – “Safe Transport of Dangerous Goods by Air” and Annex 6 – Chapter 14 – Dangerous Goods” to the Convention on International Civil Aviation, Sri Lanka has an obligation to take necessary measures to ensure compliance with the detailed provisions contained in the Annex 18, Annex 6 – Part 14 and the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc. 9284) as implemented by Implementing Standards 009 (Compliance to Annex 18 – The Safe Transport of Dangerous Goods by Air and Annex 6 - Part I – Chapter 14 - Dangerous Goods).
- 1.2.1 Section 78 of the Civil Aviation Act No 14 of 2010 and the 129 of Air Navigation Regulations of 1955 stipulate provisions for the Director-General of Civil Aviation to regulate air operators/handlers and other entities engaged in transport of dangerous goods by air or any other, prior to granting approval for carriage of Dangerous Goods by air.
- 1.3.1 This manual stipulates the minimum conditions that an Operator is required to satisfy, in order to obtain approval from the Director - General of Civil Aviation for handling and/or transport of Dangerous Goods by Air.
- 1.4.1 The permit from the Director - General of Civil Aviation, for Operators to handle/transport Dangerous Goods is issued only for a period of one year. It will be renewed annually depending on the operator’s past performance and continued capability to maintain its Dangerous Goods Programme to the satisfaction of the Director General of Civil Aviation of Sri Lanka as mentioned in the chapter 2 of this manual. A prototype of the permit issued to operators to carry Dangerous Goods is given in [Appendix A](#) of this manual.

### 1.2 Appointment of the Dangerous Goods Co-ordinator (DGC)

- 1.2.1 An Operator shall designate a **suitable person to act as the “Dangerous Goods Co-ordinator” (DGC)** who shall be responsible directly to the Director General of Civil Aviation of Sri Lanka in respect of all matters relating to, and/or arising out of Dangerous Goods handled and/or transported by the operator.
- 1.2.2 The DGC should have a thorough knowledge and understanding in the subject of Dangerous Goods in accordance with the Standards & Recommended Practices stipulated by International Civil Aviation Organisation (ICAO) in Annex 18 (Safe Transport of Dangerous Goods by Air), Annex 6 – Chapter 14 – Dangerous Goods and Doc 9284 (Technical Instructions for the Safe Transport of Dangerous Goods by Air), locally implemented through Implementing Standards 009, and all emergencies arising out of Dangerous Goods as specified in ICAO Doc. 9481 (Emergency Response Guidance for Aircraft incidents involving Dangerous Goods).



- 1.2.3 The DGC should be senior enough in the hierarchy of the Operator's organisational set-up, to make timely and independent decisions on the subject matter on behalf of the Operator. The DGC shall have the authority to communicate with the Director General of Civil Aviation of Sri Lanka directly, in connection with any matter coming under the purview of the DGC, notwithstanding the channel of communication established within the Operator. The operator shall be bound on such communications of the DGC whether written or oral, with the Director General of Civil Aviation of Sri Lanka.
- 1.2.4 At the time of nomination of the DGC for approval, the Operator shall forward to the Director General of Civil Aviation of Sri Lanka a Resume with the experience and training of the nominee. The training documents submitted by the operator shall essentially include the certificate of training completion of nominated person on CAT 6 along with a copy of the mark sheet. The DGC once appointed shall maintain the currency of the CAT 6 certificate of training completion at all times.
- 1.2.5 The DGC, once nominated by the Operator and approved by the Director General of Civil Aviation of Sri Lanka, shall not be removed from his/her post without an alternative person, who shall be acceptable and approved by the Director General of Civil Aviation, is found for replacement.
- 1.2.6 The duties and responsibilities of the DGC as requires by the Director General of Civil Aviation of Sri Lanka are given at [Appendix B](#) of this manual. The Operator may add additional responsibilities if the operator so wishes.

### 1.3 Compliance with ICAO Technical Instructions

- 1.1.1 An operator who is granted an approval for handling and/or transporting Dangerous Goods by air shall act in strict accordance with the latest edition of the ICAO Technical Instructions (ICAO Doc. 9284).

### 1.4 Responsibility of a Handling Agent

- 1.4.1 When authorised for handling, the Handling Agent shall ensure that goods coming under the classification of Dangerous Goods are not loaded to any aircraft unless they in all respect conformance to the ICAO Technical Instructions for carriage by air. **This requirement shall not be wavered or relaxed at the behest of the operator concerned.**
- 1.4.2 The Handling Agent shall not undertake to handle or to transport Dangerous Goods by an operator who is not holding a valid permit issued by the Director-General of Civil Aviation of Sri Lanka to transport Dangerous Goods by air. In the event that the handling agent receive a consignment of DGR from an operator not holding a valid DG permit issued by DGCA, the handling agent shall inform to Director – Aircraft Operations through an email communique of such information.



## 1.5 Dangerous Goods Manual

- 1.5.1.1 An Operator shall prepare a Dangerous Goods Manual containing information on its responsibilities, procedures and practices with regard to the transport of Dangerous Goods for reference and guidance of all Company personnel concerned, including the Shippers and the Freight Forwarding Agencies. It shall also provide instructions as to the action to be taken in the event of an emergency involving Dangerous Goods and accident/incident.
- 1.5.1.2 The Dangerous Goods Manual and any of its subsequent amendments shall receive prior approval from the Director – General of Civil Aviation of Sri Lanka.
- 1.5.1.3 A prototype of a Dangerous Goods Manual is given under Chapter 3, so that an operator can develop its own Manual in close association with the format. The manual shall be prepared conforming to the Standards for Manuals and Documents (SLCAP 5300) published by the DGCA.
- 1.5.1.4 Where an operator does not intend to carry dangerous goods, the following requirements shall apply;
  - 1.5.1.4.1. The operator shall provide information with regard to the company's policy on transport on Dangerous Goods in its Operations Manual.
  - 1.5.1.4.2. Operator shall provide information in his operations manual about the policy on transporting Company Material (COMAT). The operator shall give specific written instructions/ guidance to its technical and operational staff in this regard and copy thereof shall be filed with the CAA.
  - 1.5.1.4.3. Operator is required to provide applicable dangerous goods training for crew members, security staff and personnel involved in the handling of passengers and cargo, in order to prevent the inadvertent carriage of Dangerous goods either in the cabin or cargo hold of aircraft operated by the operator. The training requirements shall be in compliance with the Chapter 4; 4.5 of this manual. Once the training is completed for all the categories of the personnel the certificate of training completion and the mark sheets shall be filed with the CAA.

## 1.6 Transport of Company Material (COMAT)

All Operators shall ensure that they strictly adhere to the ICAO Technical Instructions (Doc 9284) when transporting Company materials (COMAT). The Operator shall give specific written instructions / guidance to its technical staff in this regard.

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## 1.7 Training

- 1.7.1.1 An Operator shall organise and offer initial and recurrent training for all personnel who are involved / employed in handling and/or transport of Dangerous Goods. The recurrent training shall be conducted once every two years. The validity of the training shall expire on the 1<sup>st</sup> day of the 25<sup>th</sup> month.
- 1.7.1.2 Recurrent training for Cabin Crew Members shall be conducted annually as per the requirement contained in Implementing Standards 21 and Implementing Standards 009.
- 1.7.1.3 The Training Programme shall receive prior approval from the Director General of Civil Aviation.
- 1.7.1.4 All instructors conducting Dangerous Goods Training Programmes shall receive prior approval from the Director – General of Civil Aviation. As per the requirements specified in IS 090 Section 3, they should have knowledge in Category 6 training and experience in the subject matter and have successfully completed a course on Instructional Techniques. They shall also undergo recurrent training once every two years or have conducted such a programme in the past 24 months period.
- 1.7.1.5 All personnel who are required to be trained on Dangerous Goods in accordance with the Technical Instructions (Doc 9284) shall be given an approved training (classroom training). Their level of knowledge should be evaluated at a written examination conducted at the end of such training programme. Pass marks of such an examination shall not be less than 90%.
- 1.7.1.6 Civil Aviation requirements with regard to training are specified in detail in the Chapter 4 of this manual.

## 1.8 Dangerous Goods forbidden for transport by air

- 1.8.1 Any aircraft under any circumstance, shall not transport articles and substances that are specifically identified by name or by generic description in the ICAO Technical Instructions (Doc 9284) as being forbidden, for transport by air.
- 1.8.2 The Dangerous Goods described hereunder shall be forbidden on aircraft unless exempted by the States concerned under the Part 1 Chapter 2.2.1 of ICAO Doc. 9284 or unless the provisions of the Technical Instructions indicate that they may be transported under an approval issued by the State of Origin.
  - 1.8.2.1 Articles and substances that are identified in the Technical Instructions as being forbidden for transport in normal circumstances and
  - 1.8.2.2 Infected live animals.



## 1.9 Labelling and Marking

- 1.9.1 Unless otherwise provided for in the Technical Instructions, each package of Dangerous Goods shall be labelled with the appropriate labels in accordance with the provisions set forth in those Instructions.
- 1.9.2 All markings related to Dangerous Goods shall be made in English in addition to any other language used for such marking.
- 1.9.3 Each package shall contain the address and the 24- hour contact telephone number of a person who has all information of the contents of the package.

## 1.10 Shipper's Responsibilities

- 1.10.1 Any person performing duties as a Shipper or Freight Forwarder shall ensure that the staff engaging in handling Dangerous Goods have undergone training programme as specified in Chapter 4 of this manual.
- 1.10.2 Before a person offers any package or over-pack of Dangerous Goods for transport by air, that person shall ensure that the Dangerous Goods are not forbidden for transport by air and are properly classified, packed, marked, labeled and accompanied by a properly executed Dangerous Goods transport document as specified in the Technical Instructions Doc 9284. English should be used for the completion of Dangerous Goods Transport Document.

## 1.11 Operator's Responsibilities

- 1.11.1 An Operator shall not accept Dangerous Goods for transport by air unless the Dangerous Goods are accompanied by a completed Dangerous Goods Transport Document and until the package, over-pack or freight container containing such goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions Doc 9284.
- 1.11.2 An Operator shall ensure that its Check-in and Security Staff are adequately trained to identify and detect whether passengers carry Dangerous Goods in their hand luggage, other than that, what are permitted under ICAO Technical Instructions Doc 9284.
- 1.11.3 Persons trained in accordance with an approved Training Programme shall only undertake checking and acceptance of Dangerous Goods handled and/or transported by an operator.
- 1.11.4 Only a person who holds a valid permit issued by the Director General of Civil Aviation for handling of Dangerous Goods shall accept Dangerous Goods for transport by air.
- 1.11.5 A person who has undergone a course of training in Dangerous Goods but has no recent experience in handling within the preceding one year **shall not** engage in handling / transporting Dangerous Goods unless he has undergone a refresher course of training in the subject matter.

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- 1.11.6 The Director General of Civil Aviation may give necessary authority to the DGC to issue appropriate certificates to such persons who are qualified to handle such functions. In such an event a sample of the certificate that will be issued to qualified personnel shall be enclosed in the Operator's Dangerous Goods Manual.
- 1.11.7 The DGC shall furnish to the Director General of Sri Lanka periodically on behalf of the Operator a list of such persons who have been so authorized to handle such functions.
- 1.11.8 An Operator shall develop and use an acceptance checklist for the use of Acceptance staff. It should be published in the Dangerous Goods Manual of the operator. A specimen of the acceptance checklist is published in Appendix H.
- 1.11.9 Leaking or damaged Packages, over packs or freight containers containing Dangerous Goods shall not be loaded to an aircraft.
- 1.11.10 Where any package of Dangerous Goods loaded to an aircraft appears to be damaged or leaking, the Operator shall take immediate action to remove such packages from the aircraft.
- 1.11.11 If there is a sign of damage or leaking upon loading a package containing radioactive materials to an aircraft, it should be removed and the area where the package was stowed shall be inspected for damage or contamination.
- 1.11.12 An Operator shall produce to the Director General of Civil Aviation a certificate obtained from the Sri Lanka Atomic Energy Authority confirming that the arrangements made by the Operator are adequate for safe handling of Radioactive substances.
- 1.11.13 A methodology for disposal of Radioactive substances, which have not been cleared within 3 days of arrival at the airport, shall be worked out in consultation with Atomic Energy Authorities. A similar certificate is required in respect of Operator's procedure for handling of emergencies involving Radioactive materials as well.
- 1.11.14 A methodology for disposal of infectious substances, which have not cleared within 14 days of arrival at the airport, should also be worked out in consultation with the Health Authorities.
- 1.11.15 Dangerous Goods shall not be carried in an aircraft cabin occupied by passengers or in the flight deck of an aircraft unless provisions the provisions 1; 2.2.1 and 8; 1 for radioactive material in the Technical Instructions permit it.
- 1.11.16 An Operator shall ensure that it has obtained the required approval from the authorities concerned, prior to commencement of flights, carrying Dangerous Goods to another State. The Operator shall abide by all requirements and instructions issued by the State with regard to such operations.



- 1.11.17 An Operator shall obtain prior specific written approval, of the Director – General of Civil Aviation for the carriage of all categories of firearms and ammunition for each such carriage, whether it may be into, out of, over or within Sri Lanka in accordance with the National Civil Aviation Security Programme of Sri Lanka as mentioned in the state variations of ICAO TI 9284.
- 1.11.17.1 Applications for this purpose can be downloaded through the [www.caa.lk](http://www.caa.lk) website and duly filled applications must be forwarded to Director General of Civil Aviation Authority of Sri Lanka.
- 1.11.17.2 The Applications must be received by the Civil Aviation Authority of Sri Lanka, three working days before the actual flight and incomplete applications and applications without proper supporting documents will be rejected.
- 1.11.18 An Operator shall abide by all implementing standards, instructions/ directives issued from time to time by the Director General of Civil Aviation with regard to carriage of Dangerous Goods by Air.
- 1.11.19 An Operator shall have in its library in Sri Lanka a copy of Implementing Standards or/and instructions/directives issued by DGCA from time to time in relation to transport of Dangerous Goods by air, the current edition of the Manual on Transport of Dangerous Goods (SLCAP 4400) issued by the Director General of Civil Aviation, Annex 18 – Safe Transport of Dangerous Goods By Air, ICAO Doc – 9284 –Technical Instructions for The Safe Transport of Dangerous Goods by Air and/or the current edition of the IATA Manual on Dangerous Goods Regulations, ICAO Doc. 9481- Emergency Response Guidance involving Dangerous Goods.
- 1.11.20 An Operator shall not accept from a Shipper or freight forwarder any package containing Dangerous Goods for carriage by air unless the package is packed, labelled and documented in accordance with the Technical Instructions.
- 1.11.21 An Operator shall take appropriate measures in consultation with the authorities concerned to ensure that any substance categorized under Dangerous Goods are not introduced to an aircraft under mail of any nature.
- 1.11.22 An Operator shall ensure that employees of the operator who are involved in the transport of dangerous goods are trained to consider security requirements for the dangerous goods in commensuration with their responsibilities.

## 1.12 Provisions of information

- 1.12.1 The Operator of an aircraft in which Dangerous Goods are to be carried shall provide the pilot-in-command as early as practicable before departure, of the aircraft with accurate and legible written or printed information concerning dangerous goods as specified in the Technical Instructions Doc 9284. A sample of this notification method should be included in the Dangerous Goods Manual of the operator.
- 1.12.2 The Company shall devise a scheme for retaining the said notification (NOTOC) on the ground and readily accessible to the aerodromes of last departure and next scheduled arrival for each of its flights on which dangerous goods are carried.

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- 1.12.3 An Operator shall ensure that the information is disseminated in such a manner that passengers are warned as to the types of goods, which they are forbidden from transporting aboard an aircraft as checked or carry-on baggage. This information must be provided to the passenger at the time of purchasing the ticket. Notices should be prominently displayed at each place where tickets are issued, passengers are checked in, aircraft boarding areas and baggage claim areas.
- 1.12.4 When undeclared or misdeclared dangerous goods are discovered in cargo, a report shall be made immediately to the Director General of Civil Aviation and to the respective National Authority of the operator who is in charge of transport of Dangerous Goods.
- 1.12.5 When Dangerous Goods not permitted for carriage under Part 8;1.1.1 in technical instruction (Doc 9284) are discovered in passenger and/or crew carry-on- baggage a report shall be submitted to the Director General of Civil Aviation and to the respective National Authority of the country who is in charge of transport of Dangerous Goods.
- 1.12.6 When any part of Dangerous Goods consignment containing an explosive, infectious substance or radioactive substance is discovered as being lost, stolen or misplaced, the discovery shall be immediately reported to the local police with a copy to the Director General of Civil Aviation. Where an infectious substance is involved, it shall also be reported to the Ministry in charge of the subject of Health.
- 1.12.7 If an in-flight emergency occurs, the Pilot-in-Command shall inform the appropriate air traffic service unit, for the information of the aerodrome authorities, of any Dangerous Goods carried on board. Such information should include the proper shipping name, UN number, class, subsidiary risks, compatibility group for Class 1 and the quantity and location on board the aircraft.
- 1.12.8 An Operator of an unscheduled flight into, out of or over Sri Lanka airspace, which carry Dangerous Goods, shall provide all such information as specified in 1.12.7 with regard to the Dangerous Goods carried, to the Director General of Civil Aviation, when applying for permission of such flights.
- 1.12.9 An aircraft (which is registered in Sri Lanka) carrying Dangerous Goods is involved in an accident or an incident, the operator of that aircraft should inform as soon as possible to the National Authority where the accident or incident occurred and to the Director General of Civil Aviation-Sri Lanka as well.

### 1.13 Surveillance, Compliance & Enforcement Mechanism

- 1.13.1 If the Handling Agent observes, during handling, that any Shipper, Freight Forwarder, Operator or any of its employees has not complied with the applicable provisions either in the ICAO Technical Instructions Doc 9284 or IATA Dangerous Goods Regulations, such matters shall be reported in writing with sufficient details to the Director General of Civil Aviation- Sri Lanka forthwith.



- 1.13.2 Inspectors attached to the Civil Aviation Authority of Sri Lanka shall have unrestricted access to operator's facilities for matters relating to inspection, surveillance and enforcement.
- 1.13.3 Inspectors will follow the SLCAP 4410 – Dangerous Goods Inspectors Guidance Manual and SLCAP 5350 – Aviation Enforcement policy and procedures manual published by the Civil Aviation Authority of Sri Lanka for matters relating to Dangerous Goods inspections, surveillance and enforcement.
- 1.13.4 Inspectors may examine any document, cargo and DG consignment and Operator's procedures and practices during their inspections.
- 1.13.5 In case of doubt, Inspectors may require the operators' staff to open packages containing Dangerous Goods to ensure that they have been packed as per the specifications in the Doc 9284.
- 1.13.6 Non-compliance with the instructions in this document and those in the Technical Instructions Doc 9284 will result in the withdrawal of the permit for carriage of Dangerous Goods issued by the Director General of Civil Aviation in addition to the penalties applicable.

#### **1.14 Dangerous Goods Accident and Incident Reporting**

- 1.14.1 Emergency Handling Procedures should be prepared for the reference & guidance of staff handling Dangerous Goods for any emergency involving Dangerous Goods and shall obtain approval from the Director General of Civil Aviation. These procedures should be prepared in close association with the DGCA approved Emergency Response Plan of the Operator. Procedures for reporting Dangerous Goods Accidents and Incidents to the Director General of Sri Lanka shall be explained in the Operator's Dangerous Goods Manual and in Operations Manual. Furthermore it shall receive prior approval of the Director General of Civil Aviation.
- 1.14.2 Dangerous Goods Co-ordinator shall report to the Director General of Civil Aviation as early as possible of any incident or accident involving Dangerous Goods.
- 1.14.3 Initial reports may be made by any means, but in all cases a written report should be made as soon as possible not later than 14 days of such occurrence.
- 1.14.4 The report should be submitted as detailed in [Appendix "C"](#).



## **1.15 Contingency Plan for dealing with Dangerous Goods Incidents**

- 1.15.1 An Operator shall establish a contingency plan for dealing with Incidents pertaining to Dangerous Goods and it shall be incorporated in the company DG manual.
- 1.15.2 An Operator shall prominently display a notice containing at least the following telephone numbers with the accountable person;
- Airport Authority
  - Air Traffic Services
  - Airport Fire Service
  - Hospital
  - Expert to dispose of the commodity
  - Emergency Response Teams
  - Health Authority (for Division 6.1 and 6.2)
  - Radioactive Material protection (for Class 7)
  - Explosive Disposal Agency
  - Police
  - Customs Authority
  - Postal Authority
  - Food and Drug
  - Major Shippers

## **1.16 Storage**

- 1.16.1 The Operator should establish a separate area, which is located well outside of commodity items, for the storage of Dangerous Goods at the cargo complex.
- 1.16.2 The Operator should have separate cool-room facilities for the storage of infectious substances, Division 6.2.
- 1.16.3 The Operator should have a separate area specified for storage of Radio Active Material, Class 7.

## **1.17 Keeping of Records**

An Operator shall preserve documents pertaining to transportation of Dangerous Goods for each consignment for a period of not less than three months from the date of shipment. As a minimum the documents which must be retained are the Dangerous Goods Transport Document, the acceptance checklist and the written information to the pilot-in- command. These documents or information shall be made available to DGCA upon request.



## Chapter 2 Procedure to Issue Approval for the Transport of Dangerous Goods by Air

### 2.1 Application for Approval

2.1.1 An operator who seeks the approval from the Director General of Civil Aviation to handle and/or transport Dangerous Goods by air, shall submit an application on the prescribed Form as shown in Appendix "D-1". The Application Form shall be supported with a "Declaration of Conformance" which indicates the degree of the operator's compliance with Regulatory requirements specified in IS009 (Compliance to Annex 18 – The Safe Transport of Dangerous Goods by Air and Annex 6 - Part I – Chapter 14 - Dangerous Goods) and SLCAP 4400 (Manual on Transport of Dangerous Goods) issued by the Director General of Civil Aviation. In the Declaration of Conformance the operator may use the following terminology to indicate its position with regard to each such item. These terms include;

"Noted" - to indicate that the operator made note of it.

"Noted & Complied" - to indicate that the operator made note of it and action is taken to comply with the requirement. **In such a situation the operator shall explain the method of compliance by giving the necessary cross-references to the provisions either in its Dangerous Goods Manual or in the Dangerous Goods Training Manual.** (Eg. In respect of item 5.2 – operator may state "Noted" and regarding item 5.1 – operator may state "Noted and Complied – see section 1.2 of the Dangerous Goods Manual which is submitted herewith").

It is essential that the Operator shall submit all relevant documents /details as it is specified in SLCAP 4400 together with the application for an initial Dangerous Goods Permit. Approval will be granted only after physical inspection of the operator's arrangements and facilities and close perusal of operator's documents including current certificate of training completion (Dangerous Goods Category 6) of the Dangerous Goods Coordinator, Approval from the state of the operator for transport of Dangerous Goods, Dangerous Goods Manual, Flight Operations Manual (applicable parts on carriage of DG). The Director General of Civil Aviation may specify a fee for issuing such approval as per the published fee schedule by CAASL.

2.1.2 The approval granted by the Director General of Civil Aviation for an operator to handle or transport Dangerous Goods, would be valid for a period maximum of one year from the date of issue.



## **2.2 Issuance of Dangerous Goods Permit to a Local Operators and Foreign Air Operators for Transport of Dangerous Goods by Air**

In order to transport dangerous goods by a local air operator or a foreign air operator the operator shall have in possession a valid dangerous goods permit issued by the Director General of Civil Aviation. When issuing a Dangerous Goods permit to a local air operator and Foreign Air Operators the following stages are followed.

- 2.2.1 The intended operator shall forward a 'letter of intent' applying for the Dangerous Goods permit.
- 2.2.2 When the letter of intent is received the applicant shall be briefed on the following requirements to be fulfilled for a DGR Permit
- i. Preparation of dangerous goods manual for the airline
  - ii. Compliance for the IS009 by the operator
  - iii. Appointment of the dangerous goods coordinator for the airline
  - iv. Training of company personnel
  - v. Approval of the training programmes
  - vi. Approval of dangerous goods training instructors

Note 01: Item number i, v and vi above are not applicable for a foreign air operator.

Note 02: For foreign Air Operator the item number iv shall be fulfilled by submitting the current certificate of training completion (Dangerous Goods Category 6) of the nominated dangerous goods coordinator.

- 2.2.4 Once an application is received the following shall be checked;
- i. Application is dated and signed
  - ii. Application is complete
  - iii. Declaration of conformance and the controlled copy of the company Dangerous Good Manual (2 copies) are provided by the operator
  - iv. Applicable fee for the issuance of the permit is paid

Note 01: With respect to item no. iii, for a Foreign Air Operator shall submit only one copy of the DG manual.

- 2.2.5 Open up a new file for the operator. The file shall be titled as follows 'Transport of Dangerous Goods by Air – (Air Operators name)' and register the file with the HR Section following the record management procedure.
- 2.2.6 Once the letter is received by the Civil Aviation Officer / Civil Aviation Assistant forward the file with the application form, other supporting documents and the checklist in Appendix E to the SCAI-AGO through CAI-AGO for evaluation.
- 2.2.7 SCAI-AGO and CAI-AGO shall follow the procedure stated in Chapter 01 of SLCAP 4400 to approve the Dangerous Goods coordinator nominated by the operator. Additionally for the approval of the training programme of the operator the procedure stated in Chapter 04 of this manual shall be followed in respect of each operator.

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- 2.2.8 Inform the Dangerous Goods Coordinator nominated by the operator to come for a post holder interview with CAASL and evaluate his/her knowledge on compliance to the IS009 and to the SLCAP 4400 on applicable regulatory requirements and his/her role and responsibilities as the Dangerous Goods Coordinator.
- 2.2.9 After approving the the DG coordinator and the training programmes it's acceptability/amendments shall be communicated to the respective operator.
- 2.2.10 The each page of the approved DGR Manuals and the training programmes of the operator shall be authenticated by the inspectors in charge of the subject by placing the CAASL seal and with his/her initials.
- 2.2.11 Handover one copy of the manual to the operator with a covering letter and retain one copy in CAASL head office for reference. The covering letter shall serve as the first page of the operator's manual and in the event of using an electronic copy by the company to distribute the manual to its employees a scanned copy of this letter shall be included as the first page.
- 2.2.12 Upon successful completion of the post holder interview, Dangerous Goods Manual and training programme evaluation, issue the appointment letter to the operator appointing the Dangerous Goods Coordinator.
- 2.2.13 Evaluated file using the checklist on Appendix E at the the operator shall be forwarded to the subject Civil Aviation Officer / Civil Aviation Assistant to prepare the Dangerous Goods Permit.
- 2.2.14 Prepare the 'permit for transport of Dangerous Goods by Air' for a period of one year (Refer the specimen in Appendix A) and submit to the subject executive's authorization.
- 2.2.15 SCAI-AGO /CAI-AGO shall forward the same, if there are no amendments required to the Director – Aircraft Operations with his/her recommendation for DGCA's signature.
- 2.2.16 Once signed by DGCA, issue the signed permit to the operator with a covering letter from the Director – Aircraft Operations and retain one copy of the permit in the file.
- 2.2.17 A copy of the permit shall be forwarded to the Handling Agent to update the records on operator's issued with approval to transport DGR into, out of and within Sri Lanka.
- 2.2.18 Update the data base with the operator's and the DG Coordinator's details.
- 2.2.19 Provide the executive handling the subject with an updated list of operator's in order to include the operator into the annual surveillance plan.

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## 2.3 Renewal of Approval

- 2.3.1 An operator who require to renew his/ her permit to transport Dangerous Goods by air shall forward a renewal application as per Attachment D-2 along with the applicable fee at least 30 days prior to the date of expiry of his permit. The following documents shall be submitted with the application for renewal;
- Quarterly reports
  - Authorization to carry DGR issued by the State of Operator
  - Recurrent training qualification of the DG Coordinator
  - Amendments to the Dangerous Goods Manual and the Flight Operations Manual (applicable areas).
- 2.3.2 The renewal of the DG permit shall be determined based on the following
- Inspection to assess the actual operations shall be conducted by CAASL inspectors prior to the renewal of the DG permit.
  - Upon successful completion of the inspection and the closing of findings if any, the DG permit shall be renewed.

## 2.4 Granting of Specific Authorization

- 2.4.1 An operator may apply for a specific authorization to transport DG under normal and special circumstances to DGCA.
- 2.4.2 DGCA may grant approval for such request once the operator has demonstrated that and necessary approvals have been obtained and the required arrangements are made with the handling agent.
- 2.4.3 The applicants shall submit the following details with a request addressing to DGCA. The details include;
- Purpose
  - Date
  - Aircraft Configuration
  - Model of Aircraft
  - Details about the Dangerous Goods intended to transport (UN, PSN, Class, Quantity & Packing Instruction)

## 2.5 Procedure for Granting Exemptions

Procedure for grant of exemptions is explained in SLCAP 4410 – Dangerous Goods Inspector Guidance Manual.



## Chapter 3 OPERATOR'S DANGEROUS GOODS MANUAL (A PROTOTYPE)

### 3.1 General

#### 3.1.1 Purpose

The purpose of this document is to provide direction and assistance to all personnel of (**enter name of the airline**), involved in the handling, transporting or in offering Dangerous Goods for transportation by air.

#### 3.1.2 Dangerous Goods Co-ordinator of the Operator(Airline)

The Dangerous Goods Coordinator (DGC) of (airline) is (Individual Name, Title and telephone number). The DGC is responsible for maintaining the Dangerous Goods programme of (airline) in compliance with the requirements of the Director General of Civil Aviation of Sri Lanka and the primary contact point/liaison officer between the (enter name of the airline) and the Director General of Civil Aviation of Sri Lanka. The responsibilities, duties and functions of the Dangerous Goods Co-ordinator are specified in detail at [Appendix "B"](#). Any procedure or practice developed by the Dangerous Goods Co-ordinator for safe handling or transporting of Dangerous Goods shall be published in the Dangerous Goods Manual under Appendix "B".

#### 3.1.3 Legislation

3.1.3.1 The following legislation governs the handling, offering for transport and transporting of Dangerous Goods by air:

- i. Section 78 of the Civil Aviation Act No 14 of 2010
- ii. Section 129 of the Air Navigation Regulations of 1955;
- iii. Implementing Standards 009 issued by Director General of Civil Aviation
- iv. Annex 18 to the Convention on International Civil Aviation
- v. The International Civil Aviation Organisation Technical Instructions for the safe Transport of Dangerous Goods by Air (ICAO TI-Doc 9284); and
- vi. The International Civil Aviation Organization Technical Instructions for the safe Transport of Dangerous Goods by Air – Supplement (ICAO SUPP Doc).
- vii. Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods (Doc 9481 AN/928)

3.1.3.2 These documents can be found at (insert the name the place(s) or location(s) within each facility).

**Note:** While the ICAO Technical Instructions document is the legal publication, the current IATA Dangerous Goods Regulations may be used by Company personnel to comply with the provisions of the ICAO Technical Instructions.

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## 3.2 Training

### 3.2.1 Regulatory Requirement

International Civil Aviation Organization has specified that;

“No person shall handle, offer for transport or transport Dangerous Goods, or direct another person to handle, offer for transport or transport Dangerous Goods, unless the person who is performing or who is directed to perform those activities

- i. is a trained person ; or
- ii. is performing those activities under the direct supervision of a trained person.”

### 3.2.2 Training Programmes

- i. As per the requirement contained in Part 1, Chapter 4.1.2 in Technical Instructions (Doc 9284), all Training programmes of the Operator are required to be approved by the Director-General of Civil Aviation and any amendments to the approved Dangerous Goods Programme shall receive prior approval from this authority.
- ii. The training programmes shall be amended in accordance with the current edition of the Doc 9284 and all amendments shall be approved by the DGCA.
- iii. Training Programmes shall be conducted only by Instructors approved by the **Director General of Civil Aviation** as mentioned in IS 090.
- iv. Pass mark for Assessments conducted at the end of Training Courses is 90%. All training records shall be kept as long as he/she is employed.
- v. All training courses conducted by (enter name of the Operator) for its staff shall be under the direct control and/or supervision of Dangerous Goods Co-ordinator.
- vi. The Dangerous Goods Co-ordinator shall ensure that personnel engaged in acceptance, loading and handling of Dangerous Goods for the Company at line stations have followed the required training.

### 3.2.3 Direct Supervision

- a) “Direct Supervision” For the purpose of handling, offering for transport and transporting Dangerous Goods, of ***(enter the name of the airline)*** means as being within unobstructed eyesight and capable of an oral communication between the two persons concerned.



### 3.2.4 Record of Training

- a) Each employee, that is a **“trained person”**, shall have undergone required training applicable to him as laid down in Technical Instructions Doc 9284 and be in possession of the Certificate or a record of Training in that regard. It shall be produced on the request of a Senior Civil Aviation Inspector / Civil Aviation Inspector attached to Civil Aviation Authority of Sri Lanka

### 3.2.5 Non-Company Personnel

- a) No person shall handle, offer for transport or transport Dangerous Goods on behalf of **(enter the name of the airline)** unless that person is a **“trained person”** or performing those duties under the direct supervision of a trained person.

## 3.3 Operator Responsibilities

### 3.3.1 Prohibited Dangerous Goods Operations, Cargo Embargoes and Variations

**Note:** The Air Operator shall clearly identify its procedures for dealing with prohibited Dangerous Goods operations, cargo embargoes and variations, OR enter **“Not applicable”**.

### 3.3.2 Cabin Crewmembers

- a) Dangerous Goods procedures for cabin crew members are set out in the company Safety and Emergency Procedure Manual.

**Note:** When there are no Cabin crewmembers, enter **“Not applicable”**.

### 3.3.3 Display of Dangerous Goods Notices

- a) Notices of information regarding the transportation of Dangerous Goods and its hazards shall be prominently displayed in sufficient numbers, in the following areas as applicable:
- Passenger baggage check-in areas;
  - Ticket issuance areas and in the internet booking platform of the airline;
  - Passenger screening areas;
  - Aircraft boarding areas;
  - Baggage claim areas; and
  - Cargo acceptance areas

**Note:** Where the air operator does not have such an area, enter **“Not applicable”**.



### 3.3.4 Passenger Handling

- a) To assist in identifying prohibited Dangerous Goods in passenger baggage and responding to Dangerous Goods inquiries from passengers, all passenger-handling staff should be “trained persons” as per the table 1-4 of the ICAO Doc 9284. This requirement also applies to non-Company personnel contracted to provide passenger-handling services. Dangerous goods accepted to be carried by passengers or crew members, either as or in carry-on baggage or checked baggage or on their person are as in Table 8-1 of Technical Instructions Doc 9284.
- b) The Company Dangerous Goods Coordinator shall publish and maintain a current list of the general and Company approved exceptions for Dangerous Goods carried by passengers and/or crewmembers. A copy of this list is shall in Appendix “C”. Passengers should not be permitted carry any other exempted Dangerous Goods without the prior approval of the Company Dangerous Goods Coordinator. A current copy must be available for reference by the Company and contract personnel in each passenger baggage check-in and aircraft boarding area.
- c) Passenger check-in staff must obtain confirmation from the passenger about the contents of any item where there is reasonable suspicion that it may contain Dangerous Goods.

### 3.3.5 Baggage Handling

- a) To assist in identifying prohibited Dangerous Goods in passenger baggage and responding to leakage or spillage of Dangerous Goods in passenger baggage, all baggage handling staff should be “trained persons” as per Table 1-4 of the Technical Instructions (Doc 9284). This requirement also applies to non-company personnel contracted to provide baggage-handling services.
- b) The Company Dangerous Goods Coordinator shall publish and maintain current procedures for handling Dangerous Goods detected in passenger baggage, emergency procedures for leakage or spillage of Dangerous Goods in passenger baggage and reporting procedures for such occurrences. A current copy of this procedure must be available for reference by company and contract personnel in each baggage handling area and is reproduced in this Manual at Appendix “D”.

### 3.3.6 Security Screening

- a) All persons engaged in the security screening of passengers, crew and their baggage should be “trained persons” as per Table 1-4 of the Technical Instructions (Doc 9284) and capable of identifying prohibited Dangerous Goods in passenger and crew carry-on baggage. This requirement also applies to non-Company personnel contracted to provide security-screening services.
- b) The company Dangerous Goods Coordinator shall implement procedures to be taken when prohibited Dangerous Goods are detected and removed from passenger or crew carry-on baggage. Such procedures shall be published in the Dangerous Goods Manual under Appendix “E”.

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### 3.3.7 Company Dangerous Goods Consignments

The preparation and offering for transport of a Dangerous Goods consignment either for air transport, shall comply with the applicable training, classification, packaging, labeling, marking, and documentation requirements. The receiving and handling of a Dangerous Goods consignment, when the Company is the consignee shall comply with the applicable training, recognition, handling, safety and reporting requirements.

All persons engaged in the transport of dangerous goods should consider security requirements for the dangerous goods to commensurate with their responsibilities.

### 3.3.8 Operating Procedure

**(Enter Name of the airline)** will operate flights carrying Dangerous Goods cargo only to and from countries, which have granted approval for the airline to engage in such operations. A list of Countries from which **(Enter Name of the airline)** has obtained such approval is listed under Appendix – “F”.

## 3.4 Handling Procedures

### 3.4.1 Acceptance Procedures

- a) All Dangerous Goods consignments and accompanying documentation offered for transport must be checked for compliance with the applicable regulatory requirements. The appropriate Company Dangerous Goods acceptance checklist attached as Appendix “J” shall be used.
- b) When a Dangerous Goods consignment does not meet the requirements, it shall be refused for transport. A copy of the completed Company Dangerous Goods acceptance checklist outlining the reason(s) for refusal shall be given to the person offering the consignment.
- c) Operator’s acceptance staff shall be adequately trained in order to identify and detect dangerous goods which are presented as general cargo. The training shall be carried out in accordance to the Table 1-4 of Technical Instructions (Doc 9284).
- d) A Consignment which is not declared as Dangerous Goods and when, it is suspicious that the contents of that consignment may contain Dangerous Goods, cargo acceptance employees shall seek confirmation from the shipper that the consignment does not contain Dangerous Goods.
- e) For further reference on acceptance procedures the operators shall refer current edition of Doc 9284, Part 7 – Chapter 1.
- f) Dangerous Goods shall only be accepted from a person who has undergone a DGCA approved course of training.

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### **3.4.2 Storage within the facility**

- a) While on Company property, all Dangerous Goods consignments are to be stored in a manner that prevents leakage or spillage, interaction between Dangerous Goods and conforms to the requirements of the various laws regarding health and safety. Where practicable, Dangerous Goods consignments will be positioned so that all Dangerous Goods safety labels are visible.
- b) Where practicable, the person in charge of each warehouse or cargo facility shall ensure Dangerous Goods in transit are stored separately in an accessible and prominently signed area. Compliance with all airport and local fire regulations is mandatory.
- c) Dangerous Goods shall not be stored with commodity items and under no circumstance, should the packages containing radioactive material or infectious substances are stored with or in close proximity to food items.

### **3.4.3 Loading of Dangerous Goods on Aircraft**

- a) All Dangerous Goods shall be inspected immediately before loading to determine that it is free of leakage or damage. In the case of leakage, spillage or damage, the Dangerous Goods shall not be loaded on board the aircraft. The Company Dangerous Goods Coordinator will be immediately informed and necessary action be taken to remedy the situation.
- b) The Pilot-in-Command shall be given as early as practicable before departure written information concerning the Dangerous Goods loaded on board the aircraft. The information will also include confirmation that there was no evidence of damage or leakage at the time of loading. The appropriate Company Dangerous Goods Pilot Notification Form attached as Appendix “K” shall be used.
- c) At a minimum, Dangerous Goods, which might react dangerously with one another, must be stowed on board the aircraft according to the segregation table on the reverse side of the Pilot Notification form.
- d) Dangerous Goods shall be protected from being damaged during flight. They shall also be secured to prevent movement during flight, which would change the orientation of the package.
- e) Packages or overpacks of Dangerous Goods bearing the “Cargo Aircraft Only” label shall not be loaded on board passenger carrying aircraft.
- f) The location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment are as indicated in the aircraft layouts shown in Appendix “L”.



#### 3.4.4 Full Load of Radioactive Materials

Note: Where the air operator transports bulk and full loads of radioactive material, detailed handling, loading and unloading procedures shall be recorded here. If not applicable, enter “Not Applicable”.

#### 3.4.5 Unloading Dangerous Goods From Aircraft

All Dangerous Goods when being unloaded from the aircraft shall be inspected for signs of damage or leakage. If evidence of damage or leakage is discovered, the Dangerous Goods consignment shall be detained. The position where the Dangerous Goods were loaded on board the aircraft shall be inspected. The Company Dangerous Goods Coordinator shall be immediately informed for further action.

#### 3.4.6 Contracted Services

- a) (Name of third party) is contracted for the (State the type of service such as: shipping, acceptance, loading and unloading of Dangerous Goods) at (State the location where the service is being performed) and shall comply with all regulatory requirements for handling, offering for transport or transporting Dangerous Goods and the applicable procedures set out in this manual.
- b) Where documents of the contracted service are used, they will be shown in the appropriate appendix to this chapter.

**Note: If there are no contracted services, enter “Not applicable”.**

#### 3.4.7 Record Keeping

- a) Copies of the shipping and related documents shall be retained for the required period of time at (State location) \_\_\_\_\_.
- b) (Name of third party)\_\_\_\_\_shall retain copies of the shipping and related documents for the required period of time at (State location)\_\_\_\_\_

Note: Delete the above sentence if there is no contracted third party.

### 3.5 Reporting

#### 3.5.1 Reporting Undeclared or Misdeclared Dangerous Goods

When undeclared or misdeclared Dangerous Goods are discovered in cargo, a full report must be made immediately to the Director General of Civil Aviation and the respective National Authority of the country; if not in Sri Lanka.

#### 3.5.2 Reporting of Dangerous Goods in Passenger Baggage

When Dangerous Goods not permitted for carriage by passenger and crew carried baggage are discovered a report must be made to the Director General of Civil Aviation and the respective National Authority of the country.

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### 3.5.3 Lost, Stolen or Misplaced Dangerous Goods

When any part of Dangerous Goods consignment containing an explosive, infectious substance or radioactive substance is discovered as being lost, stolen or misplaced, the discovery shall be immediately reported to the local police with copy to the Director General of Civil Aviation. Where an infectious substance is involved, it will also be reported to Ministry in charge of the subject of Health.

### 3.5.4 Reporting Dangerous Occurrences

- a) **A Dangerous occurrence means**, where an aircraft and aerodrome or an air cargo handling facility adjacent to an aerodrome is involved. It also includes the ICAO Technical Instructions definitions for a “Dangerous Goods Accident” and a “Dangerous Goods Incident”. For air transport, there is no minimum quantity of Dangerous Goods required to qualify as a dangerous occurrence.
- b) **A Dangerous Goods accident means**, “An occurrence associated with and related to the transport of Dangerous Goods by air which results in fatal or serious injury to a person or major property or environmental damage”.
- c) **A Dangerous Goods incident means**, “An occurrence other than a Dangerous Goods accident associated with and related to the transport of Dangerous Goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. An occurrence relating to the transport of Dangerous Goods which seriously jeopardizes an aircraft or its occupants is also deemed to be a Dangerous Goods incident”.
- d) At the time of a dangerous good related occurrence, any Company employee, or any person acting on behalf of the Company, who has the charge, management or control of the involved Dangerous Goods shall immediately report it to the Director General of Civil Aviation of Sri Lanka (Telephone 94-11-2257137 / 94-11-2358801). If the place of occurrence is an airport, the airport operator shall also be immediately informed.
- e) A Dangerous Occurrence Report (DOR) must be completed by the Company Dangerous Goods Coordinator and forwarded within 14 days of the occurrence to the following address:

Director General of Civil Aviation,  
Civil Aviation Authority of Sri Lanka  
152/1, Minuwangoda Road (Opposite Radar Tower),  
Katunayake,  
Sri Lanka.

(Telephone: 94-11-2257137, Facsimile: 94-11-2253038)  
E-mail : sldgca@caa.lk

- f) The Dangerous Occurrence Report form is set out in Appendix “M”

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### **3.5.5 In-flight Emergency Involving Dangerous Goods**

Where an in-flight emergency occurs on board an aircraft transporting Dangerous Goods, the pilot-in-command shall, where possible, notify an air traffic control unit or a flight service station of the identification, quantity and location of the Dangerous Goods on board.

## **3.6 Emergency Procedures**

### **3.6.1 Company Dangerous Goods Coordinator**

The Company procedures to follow during an emergency involving Dangerous Goods are given at Appendix “N”. The Company Dangerous Goods Coordinator will be the contact point for information on the decontamination and disposal of damaged or leaking packages containing Dangerous Goods.

### **3.6.2 Onboard Aircraft**

- a) Where a package of Dangerous Goods loaded on board an aircraft appears to be damaged or leaking, the person in charge must have the package removed from the aircraft and arrange for its safe disposal. In the case of a package that appears to be leaking, the person in charge, must inspect to ensure the remainder of the consignment is in proper condition for air transport and that no other package has been contaminated.
- b) The position where the Dangerous Goods or unit load device was stowed on board the aircraft must be inspected for damage or contamination and any hazardous contamination must be removed.

### **3.6.3 Infectious Substances**

(The air operator shall identify its procedures for dealing with damaged and leaking infectious substance packaging. If the cargo handling is conducted by a contracted third party, its procedures are to be inserted here. If the air operator does not handle or transport infectious substance consignments, a declaration to that effect shall be inserted here.)

### **3.6.4 Radioactive Material**

The air operator shall identify the procedures for monitoring and dealing with damaged radioactive material packaging. The location of the monitoring device(s) must also be identified. If the cargo handling is conducted by a contracted third party, its procedures are to be inserted here. If the air operator does not handle or transport radioactive material consignments, a declaration to that effect shall be inserted here.)



### 3.6.5 Emergency Procedures for Flight Crew

Emergency procedures for flight crew can be found in the current ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods Doc 9481. A copy of this document is available at (specify the place(s).)

**Note:** *The air operator must provide such information to the pilot-in-command; either by the above document or by any other document which provides similar information. If another document is used, enter the document title in place of the ICAO document title. If another document is used to supplement the ICAO document, enter the document title after the ICAO title.*

### 3.6.6 Emergency Procedures for Ground Handling and Cargo acceptance Staff

(Specify the Emergency procedures for Passenger and Baggage Handling, Company Stores, Commissary, Warehouse, Ramp and cargo Acceptance Staff)

### 3.6.7 Dangerous Goods Emergency and Information Telephone Number

- a) Provide list of Telephone numbers

### 3.6.8 Action in case of an Emergency

#### 3.6.8.1 General

- Dangerous goods incidents may involve cargo or passengers' baggage
- They may occur in a warehouse, a passenger terminal or on the apron
- They may also occur on an aircraft, such as when a package is damaged through misleading
- They may involve a fire, major spillage, leakage or finding undeclared dangerous goods
- The Contingency Plan need not be implemented for undeclared dangerous goods where the package is intact and there are no signs of leakage, although they still need to be identified
- If it is suspected there has been non-compliance with the Technical Instructions, the dangerous goods need to be retained for further investigation (provided it is safe to do so)
- To implement the Contingency Plan, take the following actions:

#### 3.6.8.2 All incidents

- record brief details, including the names of all persons involved
- make an initial assessment of the potential seriousness
- if there is fire, leakage or spillage, call the airport fire service, if not already in attendance
- notify the relevant airport authority, if not already in attendance

#### 3.6.8.3 Any incident involving a suspected infectious substance

- clear the immediate area; do not touch or move the container, bag, etc
- contact the shipper or consignee; if not contactable, contact the nearest hospital

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#### **3.6.8.4 Cargo related incidents - minor leakage or spillage**

- clear the immediate area; do not touch or move the dangerous goods or any container; do not attempt to clean-up a spillage or leakage; avoid breathing in fumes
- call the airport fire service if not already in attendance
- look at container for details of the contents (name, UN no., etc), if this is possible without risking injury.
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if the airport fire service is not available or other action needed see Subsequent Actions
- ensure container and contents placed in a safe location (if this is considered safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if not already aware

#### **3.6.8.5 Cargo related incidents - minor leakage (eg: wetting of part of the outer packaging)**

- keep persons away from immediate vicinity; avoid breathing in fumes
- consider if calling airport fire service is justified
- look at container for details of the contents (name, UN no., etc)
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if airport fire service not called and other action needed see Subsequent Actions in 3.6.8.7.
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details are recorded
- ensure operator notified of incident, if relevant

#### **3.6.8.6 Passenger related incidents**

- keep persons away from immediate vicinity; avoid breathing in fumes
- ask passenger to identify item or potential hazard
- consider if calling airport fire service is justified
- if airport fire service is not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible). If further investigation needed; ensure full and accurate details recorded



### 3.6.8.7 Subsequent Actions

- if container shows emergency actions, deal with incident accordingly
- if commodity identifiable, seek expert help if there are no emergency actions or if they cannot be followed
- do not use water, cloth or paper to deal with any spillage, unless it is certain that it is safe to do so
- if commodity not immediately identifiable but container safe to handle (little evidence of leakage, no fumes), remove to well-ventilated place, use rubber gloves to protect hands and check for labels or markings on outer container; open if there are inner containers and check again for labels or markings
- orientate any leaking container so further leakage is prevented
- Stop all actions immediately if fumes detected or more serious leakage found on closer inspection; call the airport fire service or other specialist assistance
- if there are fumes, they can be contained by covering spillage with plastic sheeting or plastic bags (unless emergency actions identify possible adverse reaction) but be aware this may lead to a build-up of fumes under the covering; remain at a safe distance
- a spillage can be contained by surrounding with dry sand to prevent spread (unless emergency actions identify a possible adverse reaction)
- use dry sand to cover a spillage, unless commodity is identified as an acid
- use sodium bicarbonate to cover a spillage of acid, but be aware this may result in bubbling and evolution of carbon dioxide (but there will be no other reaction)
- seek expert help for cleaning up the scene; if help not immediately available and it is desired to remove containers, spillage, etc, assess whether or not it is safe to continue
- using rubber gloves to protect the hands, put any container in a plastic bag; avoid breathing in any fumes; tie bag tightly
- using rubber gloves and plastic based tools or rigid plastic material, pick-up contaminated sand/sodium bicarbonate and place in another plastic bag; tie bag tightly
- place all plastic bags in a further bag and tie tightly
- place the bag(s) in a secure, well ventilated location well away from any occupied area; if in the open air ensure moisture, rain, etc, cannot come into contact with the plastic bag(s)
- check the bag(s) at frequent intervals for any adverse reaction
- seek expert help to dispose of the commodity, if not being retained.
- Make appropriate log entry
- Notify Dangerous Goods Co-ordinator
- Notify the Director General of Civil Aviation

**Note:** The Company Dangerous Goods Coordinator should review these steps above to ensure they meet the Company's needs and sequence of an emergency.



## Chapter 4 Procedure for Approval of Operator's Training Programmes

### 4.1 Administrative Notes

- 4.1.1 The International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air – TI (Doc 9284) contain the internationally agreed requirements to ensure Dangerous Goods is carried safely.

### 4.2 Introduction

- 4.2.1 In Sri Lanka, legislation for the transportation of Dangerous Goods by air is contained in section 78 of the CAA Act No 14 of 2010, section 129 of the Air Navigation Regulations of 1955, Implementing Standards 009 and by reference in the Technical Instructions for the safe Transport of Dangerous Goods by Air (Doc 9284) published by ICAO.
- 4.2.2 Initial and recurrent Dangerous Goods Training Programmes for all the below mentioned categories of personnel shall be reviewed and approved by the DGCA as stipulated in the ICAO Technical Instruction (Doc 9284) Part 1; 4.1.2.
- shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper;
  - operators;
  - ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo or mail;
  - ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
  - agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
  - freight forwarders;
  - agencies engaged in the security screening of passengers and crew and their baggage and/or cargo or mail; and
  - designated postal operators.
- 4.2.3 Chapter 4 of this document has been developed to assist Sri Lankan air carriers and other related parties to fulfil this requirement. Throughout the document, an air carrier is referred to as "Operator".
- 4.2.4 An operator may incorporate additional information/requirements, which he deems necessary to achieve a higher standard of training.



### 4.3 APPROVAL OF TRAINING PROGRAMMES

- 4.3.1 Part 1, Chapter 4 of the *ICAO Technical Instructions (Doc 9284)* states that ‘all Dangerous Goods training established and maintained by or on behalf of the operator must be subjected to review and approval by the appropriate authority of the state (Director General of Civil Aviation of Sri Lanka)’. Dangerous Goods training includes initial and recurrent training programmes. “An operator may choose training provided by a third party Organization (i.e.; ICAO, IATA or like association, training consultants or community college). The training shall include the relevant ICAO minimum requirements and the Sri Lankan requirements. The use of a third party Organization must be indicated on the “Application Form”. Third party training conducted on behalf of the operator must be reviewed and approved by the Director General of Civil Aviation of Sri Lanka.
- 4.3.2 To have the training programmes approved operator need to complete the “Application Form” shown at [Appendix “G”](#) and return it with proposed training programmes to the Civil Aviation Authority of Civil Aviation of Sri Lanka, 152/1 (Opposite Radar Tower), Minuwangoda Road, Katunayake

### 4.4 SOURCES OF TRAINING INFORMATION

- 4.4.1 The operator, trainer or person developing Dangerous Goods training programme may use the reference material and sources of information.
- 4.4.2 **The first source** is the regulatory requirements for any person or Company handling, offering for transport and transporting Dangerous Goods set out in the Regulation and the current edition of the ICAO TI (Doc 9284)
- 4.4.3 **The second source** involves the dangerous good chapter of the Company operations manual. The ICAO TI’s state that “An operator must provide such information to flight crews and other employees in his operations manual as will enable these employees to carry out their responsibilities with regard to the transport of Dangerous Goods. This information must include instructions as to the action to be taken in the event of emergencies arising involving Dangerous Goods and details of the location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment”.
- 4.4.4 **A third source** incorporates the numerous “Self Taught” training programmes available through the ICAO, the IATA, training consultants and other third party training sources.
- 4.4.5 **A fourth source** consists of a large selection of general and specialised publications on Dangerous Goods classification, handling and emergency procedures for individual products, chemicals or classes of Dangerous Goods.
- 4.4.6 **A fifth source** may involve actual consultation or expert advice.



## 4.5 CONTENT OF TRAINING COURSES

4.5.1 Identified below is the minimum training requirements, required by the various categories of employees that are involved in the handling, offering for transport or transporting of Dangerous Goods as it relates to their assigned duties. The references are from the ICAO TI. (Eg. 2;3.2 means Part 2, Chapter 3, Paragraph 3.2)

Aspects of transport of dangerous goods by air with which they should be familiar as a minimum	Shippers and packers		Freight forwarders			Operators and ground/ passenger handling agents				Crew Members & load Planners		Security
	1	2	3	4	5	6	7	8	9	10	11	12
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X	X	X	X	X	X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						X
List of dangerous goods	X	X	X			X				X		
Packing requirements	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

### KEY

- 1 - Shippers and persons undertaking the responsibilities of shippers
- 2 - Packers
- 3 - Staff of freight forwarders involved in processing dangerous goods
- 4 - Staff of freight forwarders involved in processing cargo or mail (other than dangerous goods)
- 5 - Staff of freight forwarders involved in the handling, storage and loading of cargo
- 6 - Operator's and ground handling agent's staff accepting dangerous goods
- 7 - Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods)
- 8 - Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo or mail and baggage
- 9 - Passenger-handling staff
- 10 - Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers
- 11 - Crewmembers (other than flight crew members)
- 12 - Security staff who deal with the screening of passengers and their baggage and cargo or mail



4.5.2 An Operator who does not transport Dangerous Goods as a policy shall provide its staff identified in Chapter 1; 1.5.4.3 of this document of awareness training and minimum requirement is as follows.

Aspects of transport of dangerous goods by air with which they should be familiar as a minimum	Operators and ground/ passenger handling agents			Crew Members & load Planners		Security
	7	8	9	10	11	
General philosophy	X	X	X	X	X	X
Limitations	X	X	X	X	X	X
List of dangerous goods				X		
Labelling and marking	X	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X					
Recognition of undeclared dangerous goods	X	X	X	X	X	X
Provisions for passengers and crew	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X

- 7 - Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods)
- 8 - Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo or mail and baggage
- 9 - Passenger-handling staff
- 10 - Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers
- 11 - Crewmembers (other than flight crew members)
- 12 - Security staff who deal with the screening of passengers and their baggage and cargo or mail

#### 4.5.3 SHIPPERS AND PERSONS UNDERTAKING THE RESPONSIBILITIES OF SHIPPERS

##### 4.5.3.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

##### 4.5.3.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Transport of Dangerous Goods by Post (1;2.3)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)



#### **4.5.3.3 General Requirements for shippers**

General (5;1.1)  
General provision for Class 7 (5;1.2)  
Information to employees (5;1.3)  
Training (5;1.4)  
Salvage packaging (5;1.5)  
Empty packaging (5;1.6)  
Mixed packing (5;1.7)

#### **4.5.3.4 Classification**

Classes and divisions and Packing Groups (2; Introductory Chapter - 2)  
Complete List of Classes, divisions and definitions (2;1 to 2;9)  
Packing Groups (Introductory Chapter - 2;2.4)  
UN Numbers and Proper shipping name (2; Introductory Chapter - 3)  
Classification of Substances and Articles with Multiple Hazards (2; Introductory Chapter - 2.5, 2.7, 4.1 and Table 2-1)  
Transport of samples (2; Introductory Chapter - 5)

#### **4.5.3.5 List of Dangerous Goods**

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)  
Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)  
Mixtures and solution containing one or more dangerous substances (3;1.3)  
Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 & Note1)  
Special provision entries in the Dangerous Goods List (3;3 and Table3-2)  
Quantity Limitations for types of aircraft (3;2.1)  
Dangerous goods in limited quantities (3;4)  
Dangerous goods packed in excepted quantity (3;5)

#### **4.5.3.6 Packing requirements**

General packing requirements (4;1 and 4;2)  
Types of packaging (1;3.1 and 2;7)  
Marking of packaging other than inner packaging (5;2 and 6;2)  
Different substances packed together (4;1.1.7 and 4;1.1.8)  
Over Packs (1;3.1 and 5;1.1)  
Packing Instructions (4;3 to 4;11)  
Use of the packing instructions in conjunction with the Dangerous Goods List (4;2)

#### **4.5.3.7 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)  
Labelling (5;3)  
Over packs (5;1.1 and 5;2.4.10)  
Handling Labels (5;3.5.2)



**4.5.3.8 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)

Certification (5;4.1.6)

Air Waybill information (5;4.2)

Additional documentation for other than radioactive material (5;4.3)

**4.5.3.9 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.3.10 Provisions for passenger and crew**

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

**4.5.3.11 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Reporting of dangerous goods occurrences (7;4.6)

Information by the operator in case of an aircraft accident or incident (7;4.7)

Emergency response information (7;4.9)

**4.5.4 PACKERS**

**4.5.4.1 General Philosophy**

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

**4.5.4.2 Classification**

Classes and divisions and Packing Groups (2; Introductory Chapter - 2)

Complete List of Classes, divisions and definitions (2;1 to 2;9)

Packing Groups (Introductory Chapter - 2;2.4)

UN Numbers and Proper shipping name (2; Introductory Chapter - 3)

Classification of Substances and Articles with Multiple Hazards (2; Introductory Chapter - 2.5, 2.7, 4.1 and Table 2-1)

Transport of samples (2; Introductory Chapter - 5)

**4.5.4.3 List of Dangerous Goods**

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 & Note1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)



Quantity Limitations for types of aircraft (3;2.1)  
Dangerous goods in limited quantities (3;4)  
Dangerous goods packed in excepted quantity (3;5)

**4.5.4.4 Packing requirements**

General packing requirements (4;1 and 4;2)  
Types of packaging (1;3.1 and 2;7)  
Marking of packaging other than inner packaging (5;2 and 6;2)  
Different substances packed together (4;1.1.7 and 4;1.1.8)  
Over Packs (1;3.1 and 5;1.1)  
Packing Instructions (4;3 to 4;11)  
Use of the packing instructions in conjunction with the Dangerous Goods List (4;2)

**4.5.4.5 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)  
Labelling (5;3)  
Over packs (5;1.1 and 5;2.4.10)  
Handling Labels (5;3.5.2)

**4.5.4.6 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.4.7 Provisions for passenger and crew**

Information to passengers (7;5.1)  
Passenger check-in procedures (7;5.2)  
List of general descriptions to aid recognition of undeclared dangerous goods (7;6)  
Dangerous goods carried by passengers or crew (8;1.1)

**4.5.4.8 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)  
Reporting of Dangerous goods accidents and incidents (7;4.4)  
Reporting of undeclared or misdeclared Dangerous goods (7;4.5)  
Reporting of dangerous goods occurrences (7;4.6)  
Information by the operator in case of an aircraft accident or incident (7;4.7)  
Emergency response information (7;4.9)

**4.5.5 STAFF OF FREIGHT FORWARDERS INVOLVED IN PROCESSING DANGEROUS GOODS**

**4.5.5.1 General Philosophy**

General applicability (1;1)  
Definition of Dangerous Goods (1;3.1)  
State and Operator Variations (Attachments 3;1 and 2)  
Unit of Measurements (1;3.2)



**4.5.5.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Transport of Dangerous Goods by Post (1;2.3)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

**4.5.5.3 General Requirements for shippers**

General (5;1.1)

General provision for Class 7 (5;1.2)

Information to employees (5;1.3)

Training (5;1.4)

Salvage packaging (5;1.5)

Empty packaging (5;1.6)

Mixed packing (5;1.7)

**4.5.5.4 Classification**

Classes and divisions and Packing Groups (2; Introductory Chapter - 2)

Complete List of Classes, divisions and definitions (2;1 to 2;9)

Packing Groups (Introductory Chapter - 2;2.4)

UN Numbers and Proper shipping name (2; Introductory Chapter - 3)

Classification of Substances and Articles with Multiple Hazards (2; Introductory Chapter - 2.5, 2.7, 4.1 and Table 2-1)

Transport of samples (2; Introductory Chapter - 5)

**4.5.5.5 List of Dangerous Goods**

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List(3;2.1.1 & Note1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

Dangerous goods packed in excepted quantity (3;5)

**4.5.5.6 Packing requirements**

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1 and 2;7)

Marking of packaging other than inner packaging (5;2 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)

Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous Goods List (4;2)



**4.5.5.7 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.10)

Handling Labels (5;3.5.2)

**4.5.5.8 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)

Certification (5;4.1.6)

Air Waybill information (5;4.2)

Additional documentation for other than radioactive material (5;4.3)

**4.5.5.9 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.5.10 Provisions for passenger and crew**

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

**4.5.5.11 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Reporting of dangerous goods occurrences (7;4.6)

Information by the operator in case of an aircraft accident or incident (7;4.7)

Emergency response information (7;4.9)

**4.5.6 STAFF OF FREIGHT FORWARDERS INVOLVED IN PROCESSING CARGO OR MAIL (OTHER THAN DANGEROUS GOODS)**

**4.5.6.1 General Philosophy**

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

**4.5.6.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Transport of Dangerous Goods by Post (1;2.3)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)



**4.5.6.3 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.10)

Handling Labels (5;3.5.2)

**4.5.6.4 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)

Certification (5;4.1.6)

Air Waybill information (5;4.2)

Additional documentation for other than radioactive material (5;4.3)

**4.5.6.5 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.6.6 Provisions for passenger and crew**

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

**4.5.6.7 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Reporting of dangerous goods occurrences (7;4.6)

Information by the operator in case of an aircraft accident or incident (7;4.7)

Emergency response information (7;4.9)

**4.5.7 STAFF OF FREIGHT FORWARDERS INVOLVED IN THE HANDLING, STORAGE AND LOADING OF CARGO**

**4.5.7.1 General Philosophy**

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

**4.5.7.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Transport of Dangerous Goods by Post (1;2.3)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)



**4.5.7.3 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.10)

Handling Labels (5;3.5.2)

**4.5.7.4 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.7.5 Storage and loading procedures**

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2 & Table 7-1)

Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Visibility of marking and labels (7;2.5)

Replacement of labels (7;2.7)

Identification of unit load devices containing dangerous goods (7;2.8)

Handling and loading of Radioactive Material (7;2.9)

Loading of magnetized materials (7;2.10)

Loading of dry ice (7;2.11)

Loading of UN 2211, polymeric beads, expandable or UN 3314, plastics moulding compound (7;2.12)

Handling of self-reactive substances and organic peroxides (7;2.13)

Handling and loading of intermediate bulk containers (IBCs) (7;2.14)

Inspection for damage or leakage (7;3.1)

Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

**4.5.7.6 Provisions for passenger and crew**

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

**4.5.7.7 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Reporting of dangerous goods occurrences (7;4.6)

Information by the operator in case of an aircraft accident or incident (7;4.7)

Emergency response information (7;4.9)



## **4.5.8 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF ACCEPTING DANGEROUS GOODS**

### **4.5.8.1 General Philosophy**

General applicability (1;1)  
Definition of Dangerous Goods (1;3.1)  
State and Operator Variations (Attachments 3;1 and 2)  
Unit of Measurements (1;3.2)

### **4.5.8.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)  
Exceptions for Dangerous Goods of the Operator (1;2.2)  
Transport of Dangerous Goods by Post (1;2.3)  
Dangerous Goods in Excepted Quantities (1;2.4)  
Dangerous Goods in Limited Quantities (1;2.5)

### **4.5.8.3 General Requirements for shippers**

General (5;1.1)  
General provision for Class 7 (5;1.2)  
Information to employees (5;1.3)  
Training (5;1.4)  
Salvage packaging (5;1.5)  
Empty packaging (5;1.6)  
Mixed packing (5;1.7)

### **4.5.8.4 Classification**

Classes and divisions and Packing Groups (2; Introductory Chapter - 2)  
Complete List of Classes, divisions and definitions (2;1 to 2;9)  
Packing Groups (Introductory Chapter - 2;2.4)  
UN Numbers and Proper shipping name (2; Introductory Chapter - 3)  
Classification of Substances and Articles with Multiple Hazards (2; Introductory Chapter - 2.5, 2.7, 4.1 and Table 2-1)  
Transport of samples (2; Introductory Chapter - 5)

### **4.5.8.5 List of Dangerous Goods**

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)  
Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)  
Mixtures and solution containing one or more dangerous substances (3;1.3)  
Forbidden dangerous goods entries in the Dangerous Goods List(3;2.1.1 & Note1)  
Special provision entries in the Dangerous Goods List (3;3 and Table3-2)  
Quantity Limitations for types of aircraft (3;2.1)  
Dangerous goods in limited quantities (3;4)  
Dangerous goods packed in excepted quantity (3;5)



**4.5.8.6 Packing requirements**

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1 and 2;7)

Marking of packaging other than inner packaging (5;2 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)

Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous Goods List (4;2)

**4.5.8.7 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.10)

Handling Labels (5;3.5.2)

**4.5.8.8 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)

Certification (5;4.1.6)

Air Waybill information (5;4.2)

Additional documentation for other than radioactive material (5;4.3)

**4.5.8.9 Acceptance procedures**

General inspection requirements before acceptance (7;1.1.1)

Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (7;1.2)

Special responsibilities – infectious substances (7;1.5)

Acceptance checklist (7;1.3)

Cargo acceptance procedure (7;1.4)

Undeliverable consignments of radioactive material (7;1.6)

**4.5.8.10 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.8.11 Storage and loading procedures**

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2 & Table 7-1)

Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Visibility of marking and labels (7;2.5)

Replacement of labels (7;2.7)

Identification of unit load devices containing dangerous goods (7;2.8)

Handling and loading of Radioactive Material (7;2.9)

Loading of magnetized materials (7;2.10)

Loading of dry ice (7;2.11)

Loading of UN 2211, polymeric beads, expandable or UN 3314, plastics moulding compound (7;2.12)

Handling of self-reactive substances and organic peroxides (7;2.13)



Handling and loading of intermediate bulk containers (IBCs) (7;2.14)  
Inspection for damage or leakage (7;3.1)  
Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

**4.5.8.12 Pilot's notification**

Information to Pilot-in-Command (7;4.1)  
Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)  
Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.7)

**4.5.8.13 Provisions for passenger and crew**

Information to passengers (7;5.1)  
Passenger check-in procedures (7;5.2)  
List of general descriptions to aid recognition of undeclared dangerous goods (7;6)  
Dangerous goods carried by passengers or crew (8;1.1)

**4.5.8.14 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)  
Reporting of Dangerous goods accidents and incidents (7;4.4)  
Reporting of undeclared or misdeclared Dangerous goods (7;4.5)  
Reporting of dangerous goods occurrences (7;4.6)  
Information by the operator in case of an aircraft accident or incident (7;4.7)  
Emergency response information (7;4.9)

**4.5.9 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF ACCEPTING CARGO OR MAIL (OTHER THAN DANGEROUS GOODS)**

**4.5.9.1 General Philosophy**

General applicability (1;1)  
Definition of Dangerous Goods (1;3.1)  
State and Operator Variations (Attachments 3;1 and 2)  
Unit of Measurements (1;3.2)

**4.5.9.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)  
Exceptions for Dangerous Goods of the Operator (1;2.2)  
Transport of Dangerous Goods by Post (1;2.3)  
Dangerous Goods in Excepted Quantities (1;2.4)  
Dangerous Goods in Limited Quantities (1;2.5)



#### **4.5.9.3 List of Dangerous Goods**

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)  
Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)  
Mixtures and solution containing one or more dangerous substances (3;1.3)  
Forbidden dangerous goods entries in the Dangerous Goods List(3;2.1.1 & Note1)  
Special provision entries in the Dangerous Goods List (3;3 and Table3-2)  
Quantity Limitations for types of aircraft (3;2.1)  
Dangerous goods in limited quantities (3;4)  
Dangerous goods packed in excepted quantity (3;5)

#### **4.5.9.4 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)  
Labelling (5;3)  
Over packs (5;1.1 and 5;2.4.10)  
Handling Labels (5;3.5.2)

#### **4.5.9.5 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)  
Certification (5;4.1.6)  
Air Waybill information (5;4.2)  
Additional documentation for other than radioactive material (5;4.3)

#### **4.5.9.6 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

#### **4.5.9.7 Provisions for passenger and crew**

Information to passengers (7;5.1)  
Passenger check-in procedures (7;5.2)  
List of general descriptions to aid recognition of undeclared dangerous goods (7;6)  
Dangerous goods carried by passengers or crew (8;1.1)

#### **4.5.9.8 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)  
Reporting of Dangerous goods accidents and incidents (7;4.4)  
Reporting of undeclared or misdeclared Dangerous goods (7;4.5)  
Reporting of dangerous goods occurrences (7;4.6)  
Information by the operator in case of an aircraft accident or incident (7;4.7)  
Emergency response information (7;4.9)



#### **4.5.10 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF RESPONSIBLE FOR THE HANDLING, STORAGE AND LOADING OF CARGO OR MAIL AND BAGGAGE**

##### **4.5.10.1 General Philosophy**

General applicability (1;1)  
Definition of Dangerous Goods (1;3.1)  
State and Operator Variations (Attachments 3;1 and 2)  
Unit of Measurements (1;3.2)

##### **4.5.10.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)  
Exceptions for Dangerous Goods of the Operator (1;2.2)  
Transport of Dangerous Goods by Post (1;2.3)  
Dangerous Goods in Excepted Quantities (1;2.4)  
Dangerous Goods in Limited Quantities (1;2.5)

##### **4.5.10.3 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)  
Labelling (5;3)  
Over packs (5;1.1 and 5;2.4.10)  
Handling Labels (5;3.5.2)

##### **4.5.10.4 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

##### **4.5.10.5 Storage and loading procedures**

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)  
Loading of incompatible dangerous goods and segregation (7;2.2 & Table 7-1)  
Loading of packages containing liquid dangerous goods (7;2.3)  
Loading and securing of dangerous goods (7;2.4)  
Damaged packages of dangerous goods (7;2.5)  
Visibility of marking and labels (7;2.5)  
Replacement of labels (7;2.7)  
Identification of unit load devices containing dangerous goods (7;2.8)  
Handling and loading of Radioactive Material (7;2.9)  
Loading of magnetized materials (7;2.10)  
Loading of dry ice (7;2.11)  
Loading of UN 2211, polymeric beads, expandable or UN 3314, plastics moulding compound (7;2.12)  
Handling of self-reactive substances and organic peroxides (7;2.13)  
Handling and loading of intermediate bulk containers (IBCs) (7;2.14)  
Inspection for damage or leakage (7;3.1)  
Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)



#### **4.5.10.6 Pilot's notification**

Information to Pilot-in-Command (7;4.1)

Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)

Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.7)

#### **4.5.10.7 Provisions for passenger and crew**

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

#### **4.5.10.8 Emergency procedures**

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Reporting of dangerous goods occurrences (7;4.6)

Information by the operator in case of an aircraft accident or incident (7;4.7)

Emergency response information (7;4.9)

### **4.5.11 PASSENGER – HANDLING STAFF**

#### **4.5.11.1 General Philosophy**

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

#### **4.5.11.2 Limitation of Dangerous Goods on Aircraft**

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Transport of Dangerous Goods by Post (1;2.3)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

#### **4.5.11.1 Labelling and marking**

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.10)

Handling Labels (5;3.5.2)

#### **4.5.11.2 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)



#### **4.5.11.3 Provisions for passenger and crew**

- Information to passengers (7;5.1)
- Passenger check-in procedures (7;5.2)
- List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
- Dangerous goods carried by passengers or crew (8;1.1)

#### **4.5.11.4 Emergency procedures**

- Definition of Dangerous goods accident and incident (1;3.1)
- Reporting of Dangerous goods accidents and incidents (7;4.4)
- Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
- Reporting of dangerous goods occurrences (7;4.6)
- Information by the operator in case of an aircraft accident or incident (7;4.7)
- Emergency response information (7;4.9)

### **4.5.12 FLIGHT CREW MEMBERS, LOADMASTERS, LOAD PLANNERS AND FLIGHT OPERATIONS OFFICERS/FLIGHT DISPATCHERS**

#### **4.5.12.1 General Philosophy**

- General applicability (1;1)
- Definition of Dangerous Goods (1;3.1)
- State and Operator Variations (Attachments 3;1 and 2)
- Unit of Measurements (1;3.2)

#### **4.5.12.2 Limitation of Dangerous Goods on Aircraft**

- Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)
- Exceptions for Dangerous Goods of the Operator (1;2.2)
- Transport of Dangerous Goods by Post (1;2.3)
- Dangerous Goods in Excepted Quantities (1;2.4)
- Dangerous Goods in Limited Quantities (1;2.5)

#### **4.5.12.1 List of Dangerous Goods**

- Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)
- Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)
- Mixtures and solution containing one or more dangerous substances (3;1.3)
- Forbidden dangerous goods entries in the Dangerous Goods List(3;2.1.1 & Note1)
- Special provision entries in the Dangerous Goods List (3;3 and Table3-2)
- Quantity Limitations for types of aircraft (3;2.1)
- Dangerous goods in limited quantities (3;4)
- Dangerous goods packed in excepted quantity (3;5)

#### **4.5.12.2 Labelling and marking**

- Package marking (5;2) (IATA 1.3.2.3, 7.1)
- Labelling (5;3)
- Over packs (5;1.1 and 5;2.4.10)
- Handling Labels (5;3.5.2)



**4.5.12.3 Dangerous Goods transport document and other relevant documentation**

Dangerous goods transport document (5;4.1)

Certification (5;4.1.6)

Air Waybill information (5;4.2)

Additional documentation for other than radioactive material (5;4.3)

**4.5.12.4 Acceptance procedures**

General inspection requirements before acceptance (7;1.1.1)

Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (7;1.2)

Special responsibilities – infectious substances (7;1.2)

Acceptance checklist (7;1.3)

Cargo acceptance procedure (7;1.2)

Undeliverable consignments of radioactive material (7;1.6)

**4.5.12.5 Recognition of undeclared dangerous goods**

Provisions to aid recognition of undeclared dangerous goods (7;6)

**4.5.12.6 Storage and loading procedures**

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2 & Table 7-1)

Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Visibility of marking and labels (7;2.5)

Replacement of labels (7;2.7)

Identification of unit load devices containing dangerous goods (7;2.8)

Handling and loading of Radioactive Material (7;2.9)

Loading of magnetized materials (7;2.10)

Loading of dry ice (7;2.11)

Loading of UN 2211, polymeric beads, expandable or UN 3314, plastics moulding compound (7;2.12)

Handling of self-reactive substances and organic peroxides (7;2.13)

Handling and loading of intermediate bulk containers (IBCs) (7;2.14)

Inspection for damage or leakage (7;3.1)

Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

**4.5.12.7 Pilot's notification**

Information to Pilot-in-Command (7;4.1)

Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)

Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.7)



#### **4.5.12.8 Provisions for passenger and crew**

- Information to passengers (7;5.1)
- Passenger check-in procedures (7;5.2)
- List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
- Dangerous goods carried by passengers or crew (8;1.1)

#### **4.5.12.9 Emergency procedures**

- Definition of Dangerous goods accident and incident (1;3.1)
- Reporting of Dangerous goods accidents and incidents (7;4.4)
- Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
- Reporting of dangerous goods occurrences (7;4.6)
- Information by the operator in case of an aircraft accident or incident (7;4.7)
- Emergency response information (7;4.9)

### **4.5.13 CREW MEMBERS (OTHER THAN FLIGHT CREW MEMBERS)**

#### **4.5.12.3 General Philosophy**

- General applicability (1;1)
- Definition of Dangerous Goods (1;3.1)
- State and Operator Variations (Attachments 3;1 and 2)
- Unit of Measurements (1;3.2)

#### **4.5.12.4 Limitation of Dangerous Goods on Aircraft**

- Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)
- Exceptions for Dangerous Goods of the Operator (1;2.2)
- Transport of Dangerous Goods by Post (1;2.3)
- Dangerous Goods in Excepted Quantities (1;2.4)
- Dangerous Goods in Limited Quantities (1;2.5)

#### **4.5.13.1 Labelling and marking**

- Package marking (5;2) (IATA 1.3.2.3, 7.1)
- Labelling (5;3)
- Over packs (5;1.1 and 5;2.4.10)
- Handling Labels (5;3.5.2)

#### **4.5.13.2 Recognition of undeclared dangerous goods**

- Provisions to aid recognition of undeclared dangerous goods (7;6)

#### **4.5.13.3 Provisions for passenger and crew**

- Information to passengers (7;5.1)
- Passenger check-in procedures (7;5.2)
- List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
- Dangerous goods carried by passengers or crew (8;1.1)



#### **4.5.13.4 Emergency procedures**

- Definition of Dangerous goods accident and incident (1;3.1)
- Reporting of Dangerous goods accidents and incidents (7;4.4)
- Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
- Reporting of dangerous goods occurrences (7;4.6)
- Information by the operator in case of an aircraft accident or incident (7;4.7)
- Emergency response information (7;4.9)

#### **4.5.14 SECURITY STAFF WHO DEAL WITH THE SCREENING OF PASSENGERS AND THEIR BAGGAGE AND CARGO OR MAIL**

##### **4.5.12.5 General Philosophy**

- General applicability (1;1)
- Definition of Dangerous Goods (1;3.1)
- State and Operator Variations (Attachments 3;1 and 2)
- Unit of Measurements (1;3.2)

##### **4.5.12.6 Limitation of Dangerous Goods on Aircraft**

- Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)
- Exceptions for Dangerous Goods of the Operator (1;2.2)
- Transport of Dangerous Goods by Post (1;2.3)
- Dangerous Goods in Excepted Quantities (1;2.4)
- Dangerous Goods in Limited Quantities (1;2.5)

##### **4.5.14.3 Classification**

- Classes and divisions and Packing Groups (2; Introductory Chapter - 2)
- Complete List of Classes, divisions and definitions (2;1 to 2;9)
- Packing Groups (Introductory Chapter - 2;2.4)
- UN Numbers and Proper shipping name (2; Introductory Chapter - 3)
- Classification of Substances and Articles with Multiple Hazards (2; Introductory Chapter - 2.5, 2.7, 4.1 and Table 2-1)
- Transport of samples (2; Introductory Chapter - 5)

##### **4.5.14.4 Labelling and marking**

- Package marking (5;2) (IATA 1.3.2.3, 7.1)
- Labelling (5;3)
- Over packs (5;1.1 and 5;2.4.10)
- Handling Labels (5;3.5.2)

##### **4.5.14.5 Recognition of undeclared dangerous goods**

- Provisions to aid recognition of undeclared dangerous goods (7;6)

##### **4.5.14.6 Provisions for passenger and crew**

- Information to passengers (7;5.1)
- Passenger check-in procedures (7;5.2)
- List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
- Dangerous goods carried by passengers or crew (8;1.1)



#### **4.5.14.7 Emergency procedures**

- Definition of Dangerous goods accident and incident (1;3.1)
- Reporting of Dangerous goods accidents and incidents (7;4.4)
- Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
- Reporting of dangerous goods occurrences (7;4.6)
- Information by the operator in case of an aircraft accident or incident (7;4.7)
- Emergency response information (7;4.9)

### **4.6 SECURITY TRAINING**

- 4.6.1 The training specified in Paragraph 4.5 above should include elements of security awareness.
- 4.6.2 Security training awareness training should address the nature of security risks, recognizing security risks methods to address and reduce such risks, and actions to be taken in the event of a security breach.
- 4.6.3 An operator may forego this requirement if the employees received training covering the elements of paragraph 4.6.2 above in national security plan or other security requirements.
- 4.6.4 Records of the security training undertaken should be retained for two years.

### **4.7 EXAMINATION**

It is recommended that an examination be designed to ensure employees demonstrate an understanding of the regulatory requirements and that a minimum mark of 90%, corrected to 100%, be achieved to pass the examination. This recommendation is a general standard currently in use by the industry.

### **4.8 KEEPING OF RECORDS**

Records of training should be kept on who has received training and to help plan recurrent training.

A record of training should show the type of course (initial/recurrent), the type of training and the course date(s). If an employee arranges his/her own training, proof of achievement should be made available to the employer.

Based on this document and the regulatory requirements for the type of operation, it is the employer's responsibility to ascertain and provide what training an employee must have and decide what further training is required.

### **4.9 CERTIFICATE / RECORD OF TRAINING**

When a training course is successfully completed and when the employer is satisfied that the employee has received adequate training in the aspects of handling, offering for transport or transporting of Dangerous Goods related to the duties he assigns to that person, the employer shall issue a certificate of training or maintain a record of training for that employee.



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The Certificate of Training or the record of training shall indicate the date the person completed an initial training, each subsequent training and the aspects of handling, offering for transport or transporting of Dangerous Goods for which the person was trained. The Training is valid for a period of 24 months except the Category 11 – Cabin Crew Member Training. Cabin Crew Members recurrent training shall be conducted annually as per the standards set forth in IS 021.

On request by an inspector, a trained person shall produce a certificate of training issued to him by his employer.



**Appendix – A**

**Sample Dangerous Goods permit issued by the Director – General of Civil Aviation  
for operators for Transport of Dangerous Goods**

**Permit No: OP/14/X/X**

**Democratic Socialist Republic of Sri Lanka**



**Civil Aviation Authority of Sri Lanka**

**PERMIT FOR TRANSPORT OF  
DANGEROUS GOODS BY AIR**

In pursuance of powers vested in me under Section 129 of Air Navigation Regulations of 1955 as the Director General of Civil Aviation, (name of holder-----), having complied with all the requirements stipulated in the said section of Air Navigation Regulations of 1955 as amended by the Civil Aviation (Interim) Regulations No. 01 of 2002, Implementing Standards 009, Directives, Implementing Instructions and Procedures issued from time to time by Director General of Civil Aviation concerning such operations, is hereby authorized to Transport Dangerous Goods by Air, into, out of, over or within Sri Lanka

This permit remains valid until the (Date -----), unless sooner suspended, revoked or withdrawn.

The validity of this permit is dependant on the permit holder's continued compliance with the initial certification requirements

H M C Nimalsiri,  
Director General of Civil Aviation  
& Chief Executive Officer

Civil Aviation Authority of Sri Lanka  
No.152/1 (Opposite Radar Hill),  
Minuwangoda Road,  
Katunayake.

Date of Initial Issue: -----



## Appendix – B

### Duties & Responsibilities of the Dangerous Goods Co-ordinator (DGC)

1. Act as the designated representative of the operator with regard to all matters relating to handling and transport of dangerous goods by air.
2. Develop and Implement a comprehensive Programme for the operator, for safe transport of Dangerous Goods by air in strict compliance with the International Standards contained in Annex 18, Technical Instructions for the Safe Transport of Dangerous Goods by Air, Doc-9284, Civil Aviation Act No. 14 of 2010, Air Navigation Regulations of 1955, Implementing Standards 009 (IS 009) and rules and procedures adopted from time to time by the Director General of Civil Aviation.
3. Prepare, for approval of the Director General of Civil Aviation, a Dangerous Goods Manual for the Operator, giving complete instructions and detailed guidance for the staff involved in the transport of Dangerous Goods and to maintain currency of the Manual after approval.
4. Prepare for approval of the Director General of Civil Aviation a Dangerous Goods Training Programme for the Operator and to maintain currency of the Manual after approval.
5. Recommend Company personnel for the approval of the Director General of Civil Aviation, who are qualified to impart instructions in Dangerous Goods.
6. Train all employees of the establishment who are required to have such training to perform their duties in handling Dangerous Goods and maintain currency of such personnel.
7. Issue Certificates to persons who have undergone an approved course of training and to monitor the validity of such certificates.
8. Publish and maintain a current list of the general and company approved exceptions for dangerous goods carried by passengers.
9. Publish and maintain current procedures:
  - for handling dangerous goods detected in passenger baggage,
  - for leakage or spillage of dangerous goods in passenger baggage and
  - for reporting such occurrences.
10. Develop and implement a procedure when prohibited dangerous goods are detected and removed from carry on baggage of passengers/ crew.
11. Develop and implement a procedure for reporting undeclared, misdeclared, lost or stolen dangerous goods.
12. Develop and implement procedures to handle incidents & accidents caused when dealing with dangerous goods.
13. Develop and implement a procedure to follow during an emergency involving dangerous goods and disposal of damaged or leaking packages containing dangerous goods.

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14. Execute any other duty that would be entrusted to DGC from time to time by the Director General of Civil Aviation of Sri Lanka in order to secure compliance with the applicable Standards, Rules, Procedures and Practices.
15. Prepare and submit a report of Dangerous Goods shipments (import/Export) once in every three months to the Director General of Civil Aviation, Sri Lanka. The report must include information such as date of flight, flight number, route, and name of Dangerous Goods, UN number and quantity carried. If Dangerous Goods have not been carried a nil report shall be submitted.
16. Develop & Implement a procedure for Dangerous Goods which are not cleared within 30 days.



## Appendix – C

### HAZMAT INCIDENT REPORT INVOLVING CARGO

1. OPERATOR:	2. DATE OF OCCURRENCE:	3. LOCAL TIME OF OCCURRENCE:
--------------	------------------------	------------------------------

4. INCIDENT OCCURRED:		5. FLIGHT INFORMATION:	
Warehouse/ Terminal		Flight Date:	
On board		Flight No:	
When transporting to/ From the aircraft		Departure Airport:	
While loading/unloading from the aircraft		Destination Airport:	
		Aircraft Type:	
		Aircraft Registration:	
		Aircraft Configuration:	Pax & Cargo / Cargo Only
		Hours flown from the origin	

6. AWB Number / AV7 Number :
7. Shipper's Name and Address :
8. Consignee's Name and Address :
9. Origin Address of the shipper if it differs from No 7 :
10. Destination address of the Consignee if it differs from No 8:

11. UN Number / ID Number:	12. Proper Shipper Name:	13. Chemical / Trade Name:
14. Hazard Class / Division:	15. Subsidiary Risk(s):	16. Packing Group:
17. Category (Class 7 only):	18. Type of Packaging:	19. Packaging Specification Marking:
20. No. of packages:	21. Quantity:	22. Consequences of the Incident:

23. Estimated Quantity of Hazardous Materials Released:

Insert “√” or “X” as relevant.

Fatalities	Hospitalized Injured	Non-Hospitalized Injured
Aircraft Damage	No of People evacuated	Damage to the other shipments



24. Consequences Associated with the incident

Spillage	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Explosion	<input type="checkbox"/>
Vapour/ Gas Dispersion	<input type="checkbox"/>	Leakage	<input type="checkbox"/>	Other	<input type="checkbox"/>

25. Packaging Information

Type of Package	Inner	Outer
Description		
Weight/ Capacity		
No of Packages failed		
No of Packages in the shipment	N/A	
Package specification Identification		
Type of Labeling	N/A	

26. Exemption/ Approvals from the Competent Authority:

27. Description of the Package Failure:

Transport vehicle collision	<input type="checkbox"/>	Corrosion	<input type="checkbox"/>
Overloading of Cargo	<input type="checkbox"/>	Friction	<input type="checkbox"/>
Loose Fittings	<input type="checkbox"/>	Fire/ Heat	<input type="checkbox"/>
Outer Package not strong	<input type="checkbox"/>	Venting	<input type="checkbox"/>
Dropped	<input type="checkbox"/>	Incompatible	<input type="checkbox"/>
Rammed	<input type="checkbox"/>	No Absorbent Materials	<input type="checkbox"/>
Improper Loading	<input type="checkbox"/>	Other	<input type="checkbox"/>

28. Object causing failure:

Other Freight	<input type="checkbox"/>	No absorbent Material	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	None	<input type="checkbox"/>
Nail protrusion	<input type="checkbox"/>	Other	<input type="checkbox"/>
Water	<input type="checkbox"/>		<input type="checkbox"/>

29. How Package Failed:

Punctured	<input type="checkbox"/>	Burst	<input type="checkbox"/>
Cracked	<input type="checkbox"/>	Crushed	<input type="checkbox"/>
Broken	<input type="checkbox"/>	Other	<input type="checkbox"/>
Ripped	<input type="checkbox"/>		



30. Package Area that failed:

Bottom

☐

Top

☐

Side left

☐

Centre (Bottom)

☐

Side Right

☐

Other

☐

31. What failed on the Package:

Package Material

☐

Closure

☐

Fittings

☐

Seam

☐

Valves

☐

Inner Liner

☐

32. Description of the Event :

33. Describe the sequence of the incident :

34. Action taken at the time it was discovered:

35. Any recommendations to prevent this type of accident:

36. Attached to the Report:

Photographs

☐

AWB

☐

DGD

☐

Checklist

☐

Other

☐

**Name of the person responsible for preparing this Report**

.....

**Title**

.....

**Telephone Number**

.....

**Signature** .....

**Date** .....



**Appendix – D - 1**

**Application for issuance of Approval for Handling / Transporting  
Dangerous Goods by Air**

1. Name of the Operator :- .....
2. Name of the Chief Executive Officer :- .....
3. Postal Address :- .....  
.....
4. Nominee for the post of the Dangerous Goods Co-ordinator (DGC)  
(*Person within the operator with overall responsibility for the transport of dangerous goods by air*)
  - i. Name :- .....
  - ii. Qualifications:- .....
  - iii. Experience :- .....
  - iv. Contact Details
    - a) Address : .....  
.....
    - b) Telephone Number : .....
    - c) E-mail Address : .....
    - d) Fax : .....
5. Has the Operator prepared a Dangerous Goods Manual?  
(Please attach two copies thereof)
6. Has the operator's nominated person for the post of DGR Coordinator undergone a CAT 6 training?  
(Please attached a certificate of training completion)
7. Has the Operator prepared a Training Programme for its Staff?  
(Please attach a copy of the training programme)
8. If the Operator has not prepared its own training programmes, specify as to how the Operator intends training its staff in Dangerous Goods.



9. Types / Nature of Dangerous Goods, the Operator wish to transport :-

10. Destinations where the Operator intends transporting Dangerous Goods from/to :-

.....  
**Signature of the Chief Executive Officer**

**Name**

**Official Stamp**

**Date**



**Appendix – D - 2**

**Application for Renewal of Approval for Handling / Transporting  
Dangerous Goods by Air**

1. Name of the Operator :- .....
2. Name of the Chief Executive Officer :- .....
3. Postal Address :- .....  
.....
4. Appointed Dangerous Goods Co-ordinator (DGC)  
*(Person within the operator with overall responsibility for the transport of dangerous goods by air)*
  - i. Name :- .....
  - ii. Contact Details
    - e) Address : .....  
.....
    - f) Telephone : .....
    - g) E-mail : .....
    - h) Fax : .....
5. Types / Nature of Dangerous Goods, the Operator wish to transport :-
6. Destinations where the Operator intends transporting Dangerous Goods from/to :-
7. Statement of the Dangerous Goods Co-ordinator :  
I certify that the findings of last Air carrier inspection report were rectified.  
*(Please enclose proof to support the above statement if applicable.)*

.....  
**Signature of the Dangerous Goods Co-ordinator**

**Name**

**Official Stamp**

**Date :**

**Appendix – E****Evaluation checklist of Dangerous Goods Permit**

*When an application is received for a initial/Renewal of Dangerous Goods Permit such applications shall be evaluated using the checklist below.*

Name of the Applicant -  
Reference File Number -

*(When an item is marked to be no, give details thereto in the Remarks Column)*

Item		Status		Remarks	Folio No.
		Y	N		
a	Initial/Renewal Application (completed)				
b	Applicable fee paid				
c	Quarterly reports submitted				
d	Authorization to carry DGR issued by the state of Operator available				
e	DG training completion Certificate of the Dangerous Goods Coordinator submitted				
f	Dangerous Goods Manual submitted (current edition)				
g	Flight Operations Manual submitted (current edition)				
h	Aircraft Inspection done/not done				
i	DG Training records of the Pilots – Check during aircraft inspection				
j	DG Training records of the Cabin Crew - Check during aircraft inspection				
k	Fulfilment the Deficiencies in the last Inspection report				
l	Summary of Shipments submitted				

**Prepared by** .....

**Signature** .....

**Date :** .....

**Checked by** .....

**Signature** .....

**Date :** .....



**Appendix – F**

**Application for Approval or Exemption to Transport Dangerous Goods  
under special circumstances**

1. Applicant Details :

- 1.1. Name :  
1.2. Organization :  
1.3. Telephone :  
1.4. Fax :  
1.5. Email :

2. Shipper (If different from applicant)

- 2.1. Name :  
2.2. Organization :  
2.3. Telephone :  
2.4. Fax :  
2.5. Email :

3. Consignee (If different from applicant)

- 3.1. Name :  
3.2. Organization :  
3.3. Telephone :  
3.4. Fax :  
3.5. Email :

4. Provide a statement why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that proposal

5. The reason why it is essential the article or substance must be carried by air

6. Details of the Dangerous Goods

UN number	Proper shipping name	Class / Division and Compatibility Group	Packing Instruction	Number of package	Type of package	Net quantity (total)	Gross weight (total)



6. Operational Details

- 6.1. Operator :  
6.2. Aircraft Type :  
6.3. Flight Number(s) :  
6.4. Date of flight :  
6.5. Airport Departure :  
6.6. Transit (if any) :  
6.7. Airport Destination:  
6.8. AWB Number :

7. Additional Information :

Applicants Name : .....

Signature : ..... Date: .....

8. Inspector's comment (indicate the emergency contact details and special handling requirements if any) :

Name and the Title of Inspector : .....

Signature : ..... Date : .....



**Appendix – G**

**TRANSPORT OF DANGEROUS GOODS BY AIR**

**APPLICATION FOR APPROVAL OF TRAINING PROGRAMMES**

**1. GENERAL INFORMATION**

1.1 Name of Company :- .....

1.1.1 Full Address : .....  
.....

1.1.2 Telephone Number :- .....

1.1.3 Facsimile Number :- .....

1.1.4 E-mail :- .....

1.2 Name of Company Dangerous Goods Co-ordinator

1.2.1 Contact Telephone Number :- .....

1.2.2 Facsimile Number :- .....

1.2.3 E-mail :- .....

1.3 What classes of dangerous goods does your company handle, offer or transport?

1.4 Is the proposed training to be in-house or by a third party?

1.5 If by a third party, specify the training organization?

1.6 In the event your training programme is to be conducted by a third party has it received approval from this Authority?



## 2. TYPE OF TRAINING PROGRAMME

2.1 Indicate which type of training programme(s) you are requesting approval for:

- ☐ Shippers and persons undertaking responsibilities of shippers
- ☐ Packers
- ☐ Staff of freight forwarders involved in processing cargo (other than DG)
- ☐ Staff of freight forwarders involved in the handling, storage and loading of cargo
- ☐ Operator's and ground handling agent's staff accepting DG
- ☐ Operator's and ground handling agent's staff accepting cargo (other than DG)
- ☐ Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo and baggage
- ☐ Passenger – handling staff
- ☐ Flight crew members and load planners
- ☐ Crew members (other than flight crew members)
- ☐ Security staff who deal with the screening of passengers and their baggage and cargo

## 3. LOCATION

3.1 Address of the location where the dangerous goods courses will be conducted or taken and dates (if applicable)

3.2 List the Training Aids that will be used in the Training Plan (if applicable) (a full set of training materials used shall be submitted to DCA)

3.2.1 Audio :

3.2.2 Video :

3.2.3 Reference Material :

3.2.4 Posters :

3.2.5 Handouts :

3.2.6 Others (Please specify):

## 4. COURSE SYLLABUS

4.1 For company training programme the complete dangerous goods training programme which must detail:

4.1.1 Your objective and method of achieving it;

4.1.2 The list of subjects to be covered in your training program;

4.1.3 The list of subjects to be covered in your recurrent training programme;

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- 4.1.4 The duration of each subject and total time of training;
- 4.1.5 The duration of each subject and total time of recurrent training
- 4.1.6 Courses tests with marking details (samples).
- 4.1.7 Copy of Course Completion Certificate(s).
- 4.2 If using third party training, a complete copy of the course syllabus.
- 4.3 Are the Reference manuals mentioned? ( Operations Manual , ICAO Emergency Response Guidance, other manuals)
- 4.4 Are all pages identified, dated and numbered?

## 5. INSTRUCTORS

In respect of each inspector to be used for imparting instructions please provide the following details:

- 1. Name
- 2. Qualifications
- 3. Experience in the subject matter
- 4. Experience as an Instructor

## 6. TYPE OF DANGEROUS GOODS OPERATION, SPECIALITY AND REGIONAL OPERATIONS

Indicate the type (s) of operation your company is involved in:

- ☐ Year-round
- ☐ Seasonal (From: \_\_\_\_\_ to \_\_\_\_\_)
- ☐ Land-base
- ☐ Water-base
- ☐ Multi-base
- ☐ Hunting, fishing, lodge and camp supply
- ☐ Passenger and Cargo
- ☐ Cargo Aircraft Only
- ☐ Combi-Operation
- ☐ Type of Cargo Compartments (A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ E \_\_\_)
- ☐ Charter Operations
- ☐ Scheduled passenger/ Cargo Operations
- ☐ Medical Evacuation Operations
- ☐ Operator-owned dangerous goods
- ☐ Charter-owned dangerous goods
- ☐ Offered dangerous goods



- ☐ Dangerous goods to extend flight
- ☐ Dangerous goods to supply remote settlements
- ☐ Bulk dangerous goods operations (i.e. fuel etc..)
- ☐ Acceptance conducted by Company Personnel
- ☐ Acceptance conducted by third party ( \_\_\_\_\_ )
- ☐ Loading and unloading conducted by Company Personnel
- ☐ Loading and unloading conducted by third party ( \_\_\_\_\_ )
- ☐ Passenger handling conducted by Company Personnel
- ☐ Passenger handling conducted by third party ( \_\_\_\_\_ )
- ☐ Baggage handling conducted by Company Personnel
- ☐ Baggage handling conducted by third party ( \_\_\_\_\_ )
- ☐ Security Screening conducted by Company Personnel
- ☐ Security Screening conducted by third party ( \_\_\_\_\_ )
- ☐ Cargo handling conducted by Company Personnel
- ☐ Cargo handling conducted by third party ( \_\_\_\_\_ )

.....  
**Signature of the Dangerous Goods Co-ordinator**

.....  
**Date**



## Appendix – H

### Inspections and Surveillance

#### 1. Purpose

The aim of the inspection is to assess the suitability of the organization and procedures established by the operator and of the facilities provided for the handling/transport of dangerous goods, taking in to account the nature and scale of the operation.

#### 2. Initial Inspection

An operator must demonstrate before transporting dangerous goods that procedures are in place to handle, transport dangerous goods, that arrangements have been made with the handling agent, if applicable, that the operations manual or other staff instructions contain the required information and that training has been approved and given to the appropriate staff.

The initial inspection will include :

- Inspection of the operator application to transport dangerous goods
- Operations Manual and other staff instructions inspection
- Training programme approval inspection

#### 3. Periodic Inspections

Periodic inspections are to assess the adequacy of the procedures established by the operator, to verify that the operator keeps the information in the reference manuals up to date, to check that consignments of dangerous goods meet the requirements, the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements.

Periodic inspections may include the following as applicable;

- Operations Manual and other staff instructions inspection
- Training programmes inspection
- Staff training inspections
- Consignment inspection (Package and documents) at cargo facilities
- Ramp inspection (loading and stowage)
- Passenger information inspection (Warning notices)
- In-depth audits

#### 4. Checklists

Checklists are provided for the guidance of the Civil Aviation Inspectors. If an applicant is desirous of knowing the result of an assessment in respect of a particular area, the inspector concerned may issue a copy to the applicant. The guidance in these checklists may change from time to time to comply with requirements published by ICAO and as stipulated by the DGCA.

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## 1. Dangerous Goods Operations Manual Checklist

<b>Name of organization:</b>	
<b>Location:</b>	
<b>Date(s) of Inspection:</b>	

As required by Technical Instructions Part 7;4.2, the operator must provide such information in the operations manual and/or other appropriate manuals as will enable flight crews and other employees to carry out their responsibilities with regard to the transport of dangerous goods.

Information provided in Operations manual or other appropriate Manual	Yes / No / N/A or Incomplete	Section of Manual
Does the operator intend to transport dangerous goods?		
<b>If no</b> Does the operations manual contain information about the policy of the operator? Policy on COMAT (TI Part 1;2.2.2).		
<b>If yes</b> Does the manual provide instructions as to the action to be taken in the event of emergencies involving dangerous goods?		
Does the manual provide details of the location and the numbering system of cargo compartments?		
Is there a maximum total sum of transport indexes of radioactive material permitted in each compartment?		
Is there sufficient information to enable flight crew to carry out their responsibilities?		
Does the information to the ground employees kept in the operations manual or in other manuals?		
Is there sufficient information to enable ground employees to carry out their responsibilities?		
Is there a list of all locations where this manual is kept?		
Is the information provided in this operations manual adequate, complete and up-to-date?		

**REPORT COMPILED BY:**

Signed .....  
**Dangerous Goods Inspector**

**Date:** .....

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## 2.1 Dangerous Goods Training Programmes Approval Checklist

**Intended area of program** : \_\_\_\_\_

Check list 2.1 and 2.2 should be used together and are to assist in determining that a training program covers all relevant areas. It identifies the main areas which should be covered and to which groups of staff they relate.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval No.: \_\_\_\_\_



## 2.2 Content of training Programmes Checklist

### Category of personnel:

1	Shippers and persons undertaking responsibilities of shippers	7	Operator's and ground handling agent's staff accepting cargo or mail (other than DG)
2	Packers	8	Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo or mail and baggage
3	Staff of freight forwarders involved in processing DG	9	Passenger – handling staff
4	Staff of freight forwarders involved in processing cargo or mail (other than DG)	10	Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers
5	Staff of freight forwarders involved in the handling, storage and loading of cargo	11	Crew members (other than flight crew members)
6	Operator's and ground handling agent's staff accepting DG	12	Security staff who deal with the screening of passengers and their baggage and cargo or mail

### CONTENT OF TRAINING PROGRAMS APPLICABLE TO PERSONNEL INVOLVED IN / AS:

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)
<b>General Philosophy</b>													
General applicability (1;1)	X	X	X	X	X	X	X	X	X	X	X	X	
Definition of Dangerous Goods (1;3.1)	X	X	X	X	X	X	X	X	X	X	X	X	
State and Operator Variations (Attachments 3;1 and 2)	X	X	X	X	X	X	X	X	X	X	X	X	
Unit of Measurements (1;3.2)	X	X	X	X	X	X	X	X	X	X	X	X	
<b>Limitation of Dangerous Goods on Aircraft</b>													
Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)	X		X	X	X	X	X	X	X	X	X	X	
Exceptions for Dangerous Goods of the Operator (1;2.2)	X		X	X	X	X	X	X	X	X	X	X	
Transport of Dangerous Goods by Post (1;2.3)													
Dangerous Goods in Excepted Quantities (1;2.4)	X		X	X	X	X	X	X	X	X	X	X	
Dangerous Goods in Limited Quantities (1;2.5)	X		X	X	X	X	X	X	X	X	X	X	
<b>General Requirements for shippers</b>													
General (5;1.1)	X		X			X							
General provision for Class 7 (5;1.2)	X		X			X							
Information to employees (5;1.3)	X		X			X							
Training (5;1.4)	X		X			X							
Salvage packaging (5;1.5)	X		X			X							
Empty packaging (5;1.6)	X		X			X							
Mixed packing (5;1.7)	X		X			X							



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1	Shippers and persons undertaking responsibilities of shippers	7	Operator's and ground handling agent's staff accepting cargo or mail (other than DG)											
2	Packers	8	Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo or mail and baggage											
3	Staff of freight forwarders involved in processing DG	9	Passenger – handling staff											
4	Staff of freight forwarders involved in processing cargo or mail (other than DG)	10	Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers											
5	Staff of freight forwarders involved in the handling, storage and loading of cargo	11	Crew members (other than flight crew members)											
6	Operator's and ground handling agent's staff accepting DG	12	Security staff who deal with the screening of passengers and their baggage and cargo or mail											
Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum		1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)
Classification														
Classes, divisions and Packing groups (2; Introductory Chapter - 2)		X	X	X			X						X	
Complete List of Classes, divisions and definitions (2;1 to 2;9)		X	X	X			X						X	
Packing Groups (Introductory Chapter - 2;2.4)		X	X	X			X						X	
UN Numbers and Proper shipping name (2; Introductory Chapter - 3)		X	X	X			X						X	
Classification of Substances and Articles with Multiple Hazards (Introductory Chapter - 2;2.5, 2;2.7, 4;4.1 and Table 2-1)		X	X	X			X						X	
Transport of samples (2;Introductory Chapter - 5)		X	X	X			X						X	
List of Dangerous Goods														
Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)		X	X	X			X				X			
Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)		X	X	X			X				X			
Mixtures and solution containing one or more dangerous substances (3;1.3)		X	X	X			X				X			
Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)		X	X	X			X				X			
Special provision entries in the Dangerous Goods List (3;3 and Table 3-2)		X	X	X			X				X			
Quantity Limitations for types of aircraft (3;2.1)		X	X	X			X				X			
Dangerous Goods in limited quantities (3;4)		X	X	X			X				X			
Dangerous Goods packed in excepted quantity (3;5)		X	X	X			X				X			



# CIVIL AVIATION AUTHORITY OF SRI LANKA

1	Shippers and persons undertaking responsibilities of shippers	7	Operator's and ground handling agent's staff accepting cargo or mail (other than DG)											
2	Packers	8	Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo or mail and baggage											
3	Staff of freight forwarders involved in processing DG	9	Passenger – handling staff											
4	Staff of freight forwarders involved in processing cargo or mail (other than DG)	10	Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers											
5	Staff of freight forwarders involved in the handling, storage and loading of cargo	11	Crew members (other than flight crew members)											
6	Operator's and ground handling agent's staff accepting DG	12	Security staff who deal with the screening of passengers and their baggage and cargo or mail											
Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum		1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)
Packing requirements														
General packing requirements (4;1 and 4;2)		X	X	X			X							
Types of packaging (1;3.1 and 2;7)		X	X	X			X							
Marking of packaging other than inner packaging (5;2 and 6;2)		X	X	X			X							
Different substances packed together (4;1.1.7 and 4;1.1.8)		X	X	X			X							
Over packs (1;3.1 and 5;1.1)		X	X	X			X							
Packing Instructions (4;3 to 4;11)		X	X	X			X							
Use of the packing instructions in conjunction with the Dangerous Goods List (4;2)		X	X	X			X							
Labelling and marking														
Package markings (5;2) [IATA 1.3.3.2.3, 7.1]		X	X	X	X	X	X	X	X	X	X	X	X	
Labelling (5;3)		X	X	X	X	X	X	X	X	X	X	X	X	
Over packs (5;1.1 and 5;2.4.10)		X	X	X	X	X	X	X	X	X	X	X	X	
Handling Labels (5;3.5.2)		X	X	X	X	X	X	X	X	X	X	X	X	
Dangerous Goods transport document and other relevant documentation														
Dangerous goods transport document (5;4.1)		X		X	X		X	X						
Certification (5;4.1.6)		X		X	X		X	X						
Air Waybill information (5;4.2)		X		X	X		X	X						
Additional documentation for other than radioactive material (5;4.3)		X		X	X		X	X						
Acceptance procedures														
General inspection requirements before acceptance (7;1.1.1)							X							
Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (7;1.2)							X							
Special Responsibilities – Infectious Substances (7;1.5)							X							
Acceptance Check (7;1.3)							X							



# CIVIL AVIATION AUTHORITY OF SRI LANKA

1	Shippers and persons undertaking responsibilities of shippers	7	Operator's and ground handling agent's staff accepting cargo or mail (other than DG)											
2	Packers	8	Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo or mail and baggage											
3	Staff of freight forwarders involved in processing DG	9	Passenger – handling staff											
4	Staff of freight forwarders involved in processing cargo or mail (other than DG)	10	Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers											
5	Staff of freight forwarders involved in the handling, storage and loading of cargo	11	Crew members (other than flight crew members)											
6	Operator's and ground handling agent's staff accepting DG	12	Security staff who deal with the screening of passengers and their baggage and cargo or mail											
Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum		1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)
Acceptance procedures (Cont'd)														
Cargo Acceptance procedures (7;1.4)							X							
Undeliverable consignments of radioactive material (7;1.6)							X							
Recognition of undeclared dangerous goods														
Provision to aid recognition of undeclared dangerous goods (7;6)		X	X	X	X	X	X	X	X	X	X	X	X	
Storage and loading procedures														
Loading restrictions on the flight deck and on passenger aircraft (7;2.1)						X	X		X		X			
Loading of incompatible dangerous goods and segregation (7;2.2 and Table 7-1)						X	X		X		X			
Loading of packages containing liquid dangerous goods (7;2.3)						X	X		X		X			
Loading and securing of dangerous goods (7;2.4)						X	X		X		X			
Damaged Packages of dangerous goods (7;2.5)						X	X		X		X			
Visibility of marking and labels (7;2.5)						X	X		X		X			
Replacement of labels (7;2.7)						X	X		X		X			
Identification of unit load devices containing dangerous goods (7;2.8)						X	X		X		X			
Handling and Loading of Radioactive Material (7;2.9)						X	X		X		X			
Loading of magnetized materials (7;2.10)						X	X		X		X			
Loading of dry ice (7;2.11)						X	X		X		X			
Loading of UN 2211, Polymeric beads, expandable or UN 3314, plastics moulding compound (7;2.12)						X	X		X		X			
Handling of self-reactive substances and organic peroxides (7;2.13)						X	X		X		X			
Handling and loading of intermediate bulk containers (IBCs) (7;2.14)						X	X		X		X			



# CIVIL AVIATION AUTHORITY OF SRI LANKA

1	Shippers and persons undertaking responsibilities of shippers	7	Operator's and ground handling agent's staff accepting cargo or mail (other than DG)											
2	Packers	8	Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo or mail and baggage											
3	Staff of freight forwarders involved in processing DG	9	Passenger – handling staff											
4	Staff of freight forwarders involved in processing cargo or mail (other than DG)	10	Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers											
5	Staff of freight forwarders involved in the handling, storage and loading of cargo	11	Crew members (other than flight crew members)											
6	Operator's and ground handling agent's staff accepting DG	12	Security staff who deal with the screening of passengers and their baggage and cargo or mail											
Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum		1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)
Storage and loading procedures(Cont'd)														
Inspection for damage or leakage (7;3.1)						X	X		X		X			
Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)						X	X		X		X			
Pilot's notification														
Information to Pilot-in-Command (7;4.1)							X		X		X			
Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)							X		X		X			
Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board) (7;4.7)							X		X		X			
Provisions for passengers and crew														
Information to passengers (7;5.1)		X	X	X	X	X	X	X	X	X	X	X	X	
Passenger check-in procedures (7;5.2)		X	X	X	X	X	X	X	X	X	X	X	X	
List of general descriptions to aid recognition of undeclared dangerous goods (7;6)		X	X	X	X	X	X	X	X	X	X	X	X	
Dangerous goods carried by passengers or crew (8;1.1)		X	X	X	X	X	X	X	X	X	X	X	X	
Emergency procedures														
Definition of dangerous goods accident and incident (1;3.1)		X	X	X	X	X	X	X	X	X	X	X	X	
Reporting of dangerous goods accidents and incidents (7;4.4)		X	X	X	X	X	X	X	X	X	X	X	X	
Reporting of undeclared or misdeclared dangerous goods (7;4.5)		X	X	X	X	X	X	X	X	X	X	X	X	
Reporting of Dangerous Goods occurrences (7;4.6)		X	X	X	X	X	X	X	X	X	X	X	X	
Information by the operator in case of an aircraft accident or incident (7;4.7)		X	X	X	X	X	X	X	X	X	X	X	X	
Emergency response information (7;4.9)		X	X	X	X	X	X	X	X	X	X	X	X	

**2.3 Dangerous Goods Training Course Delivery – Evaluation Report****Name of organization:****Category of trainee personnel:****Date of inspection:****Instructor(s):****S=Satisfactory; SB= Satisfactory with Briefing; U=Unsatisfactory**

<b>Evaluation Criteria</b>	<b>Evaluation</b>	<b>Remarks</b>
<b>1. Introduction</b>		
1.1- Stimulating		
1.2- Effective linking to title		
1.3- Importance of lesson stressed		
1.4- Objective / Scope of lesson given		
<b>2. Lesson content</b>		
2.1- Content relevant to objective/scope		
2.2- Content in logical order		
2.3- Content sufficient to cover objective/scope		
2.4- Demonstration / explanations given		
2.5- Class participation evoked		
2.6- Subject clarification provided where necessary		
2.7- Students given practice / exercise		
<b>3. Instructional Techniques</b>		
3.1 - Effective use of voice		
3.2 - Effective use of questions to students		
3.3 - Effective eyes contact		
3.4 - Effective use of body language		
3.5 - Effective movement around the class		
3.6 - Logical explanation given		
3.7 - Enthusiasm during presentation		
3.8 - Effective handling of questions from		



students		
<b>4. Use of teaching aid</b>		
4.1 – Effective use of aids		
4.2 – Quality of aids		
<b>5. Conclusion</b>		
5.1 – Summary of important facts		
5.2 – Summary in line with objective		
<b>Positive remarks:</b>		
<b>Critical remarks:</b>		
<b>Recommendations:</b>		

REPORT COMPILED BY:

Signed: .....

INSPECTOR

Date: .....



### 3. Operators/Airlines Dangerous Good Acceptance Checklists - 1

NON RADIOACTIVE DANGEROUS GOODS ACCEPTANCE CHECKLIST				
Air waybill # _____		Yes	No	N/A
1	If a consignment requires a dangerous goods transport document, does the airway bill contain a statement to indicate that the dangerous goods are described on an accompanying dangerous goods transport document (5;4.3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a statement indicating that the consignment must be loaded on cargo aircraft only (5;4.3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dangerous Goods Transport Document</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
3	Two copies offered (5;4.1.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The English language is used on the document (XX-03)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If more than one page, the pages are consecutively numbered (5;4.1.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Name and address of the shipper and the consignee (5;4.1.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	For infectious substances (Division 6.2), and for controlled substances where a national law or international convention prohibits the disclosure of the technical name following an n.o.s. or generic proper shipping name, the name and telephone number of a responsible person must be provided. (5;4.1.5.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	A statement indicating that the shipment is within the limitations prescribed for either passenger and cargo aircraft or cargo-only aircraft as appropriate (5;4.1.5.8.1 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	For each dangerous goods, a description containing: UN number preceded by the letters UN,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Proper shipping name,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Class or, when assigned, the division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	For class 1 the compatibility group letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Any assigned subsidiary hazard class or division number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Where assigned, the packing group for the substance or article which may be preceded by PG (e.g. PG II).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	The packing instruction (if applied) and, when applicable, reference to Special Provision A1, A2 or A109, (5;4.1.5.8.1 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	For chemical kits and first aid kits, the total net quantity of dangerous goods. The net mass of liquids within the kits is to be calculated on a 1 to 1 basis of their volume, i.e. 1 litre equal to 1 kilogram; (5;4.1.4.2.2 e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	For dangerous goods in machinery or apparatus, the individual total quantities of dangerous goods in solid, liquid or gaseous state, contained in the article; (5;4.1.4.2.2 f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 18 | The total quantity of dangerous goods covered by the description (by volume or mass as appropriate) of each item of dangerous goods bearing a different proper shipping name, UN number or packing group (5;4.1.5.1)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | When dangerous goods are transported according to the exceptions for dangerous goods packed in limited quantities, the words limited quantity or LTD QTY must be included. (5;4.1.5.2)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | For dangerous goods transported in salvage packaging, the words SALVAGE PACKAGE must be included. (5;4.1.5.3)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | An indication that an over pack has been used, when appropriate (5;4.1.5.8.1 d)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | A Q value rounded up to the first decimal place, if substances are packed in accordance with 3;4.3.3 or 4;1.1.8 c. (5;4.1.5.8.1 e)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | For self-reactive substances of Division 4.1, or other substances having similar properties, an indication that the packages containing such substances must be protected from direct sunlight, stored away from all sources of heat in a well ventilated area. (5;4.1.5.8.3)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | The certification I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. (5;4.1.6.1) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Certification signed and dated by the shipper (5;4.1.6.1)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | All applicable State and operators variations respected  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27 | If the dangerous goods are shipped under a State exemption, a copy of the exemption must accompany the consignment. Where more than one State has granted an exemption for a particular consignment, the documents that need to accompany it are the exemptions granted by the States of Origin, transit (if relevant) and destination. (5;4.4.5)              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Package or container

Yes No N/A

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 28 | Condition and integrity of the package   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29 | The proper shipping name including technical name where required, and the UN or ID number (5;2.4.1)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | The net quantity of explosives and the gross mass of the package (5;2.4.3)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31 | Packaging Specification markings (5;2.4.4)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32 | <p>If refrigerated liquefied gas:</p> <p>Upright position marked by arrows or by using the Package orientation label.</p> <p>Wording KEEP UPRIGHT must be placed at 120 degrees intervals around the package or on each side.</p> <p>Packages must also be clearly marked DO NOT DROP C HANDLE WITH CARE. (5;2.4.6)</p> <p>Cryogenic liquid label (5;3.2.11 c)</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33 | If Dry Ice present, the net mass of solid carbon dioxide (dry ice) (5;2.4.7)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- 34 If diagnostic specimens (PI 650), the marking Diagnostic Specimen. (5;2.4.8) ☐ ☐ ☐
- 35 For over packs ☐ ☐ ☐
- Proper shipping names, UN numbers, "limited quantities" (when applicable), and special handling instructions appearing on interior packages must be clearly visible, or reproduced on the outside of the over pack.
- When these Instructions require the use of packaging bearing UN Specification Markings, the statement "Inner packages comply with prescribed specifications" must appear on an over pack used to enclose these packages, unless such markings are visible. (5;2.4.9)
- 36 Primary hazard label which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04) ☐ ☐ ☐
- 37 Subsidiary hazard label(s) (if applicable) which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04) ☐ ☐ ☐
- 38 Orientation labels (2 sides) (if applicable) (5;3.2.11 b) ☐ ☐ ☐
- 39 Cargo aircraft only (CAO) if applicable (5;3.2.11 a) ☐ ☐ ☐
- 40 Magnetized material label (if applicable) (5;3.2.10) ☐ ☐ ☐

Date : \_\_\_\_\_

**Shipment accepted**    **Yes**    **No**

Name : \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE: All questions must be answered by checking one of the following boxes: Yes, No or Not applicable. The acceptance or rejection of the shipment must also include the date, the name in block letter and the signature of the person who has filled the acceptance checklist.



## 4. Operators/Airlines Dangerous Good Acceptance Checklists - 2

### RADIOACTIVE MATERIAL ACCEPTANCE CHECKLIST

Air waybill # _____		Yes	No	N/A
1	If a consignment requires a dangerous goods transport document, does the airwaybill contain a statement to indicate that the dangerous goods are described on an accompanying dangerous goods transport (5;4.3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a statement indicating that the consignment must be loaded on cargo aircraft only (5;4.3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dangerous Goods Transport Document</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
3	Two copies offered (5;4.1.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The English language is used on the document (XX-03)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If more than one page, the pages are consecutively numbered (5;4.1.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Name and address of the shipper and the consignee (5;4.1.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	A statement indicating that the shipment is within the limitations prescribed for either passenger and cargo aircraft or cargo-only aircraft as appropriate (5;4.1.5.8.1 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	For each dangerous goods, a description containing: UN number preceded by the letters UN (5;4.1.4.1 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Proper shipping name (5;4.1.4.1 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Class 7 (5;4.1.4.1 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Any assigned subsidiary hazard class or division number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	The name or symbol of each radionuclide or, for mixtures of radionuclide, an appropriate general description or a list of the most restrictive nuclides (5;4.1.5.8.7.1 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	A description of the physical and chemical form of the material, or a notation that the material is special form radioactive material or low dispersible radioactive material. A generic chemical description is acceptable for chemical form (5;4.1.5.8.7.1 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	The maximum activity of the radioactive contents during transport expressed in units of becquerels (Bq) with an appropriate SI prefix. For fissile material, the mass of fissile material in units of grams (g), or appropriate multiples thereof, may be used in place of activity (5;4.1.5.8.7.1 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	The category of the package, i.e. I-WHITE, II-YELLOW, III-YELLOW (5;4.1.5.8.7.1 d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	The transport index (categories II-YELLOW and III-YELLOW only) (5;4.1.5.8.7.1 e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	For consignments including fissile material the criticality safety index (5;4.1.5.8.7.1 f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	The identification mark for each competent authority approval certificate (special form radioactive material, low dispersible radioactive material, special arrangement, package design, or shipment) applicable to the consignment (5;4.1.5.8.7.1 g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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19	For consignments of packages in an overpack or freight container, a detailed statement of the contents of each package within the overpack or freight container and, where appropriate, of each overpack or freight container in the consignment. If packages are to be removed from the overpack or freight container at a point of intermediate unloading, appropriate transport documents must be made available (5;4.1.5.8.7.1 h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Where a consignment is required to be shipped under exclusive use, the statement EXCLUSIVE USE SHIPMENT (5;4.1.5.8.7.1 i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	For LSA-II, LSA-III, SCO-I and SCO-II, the total activity of the consignment as a multiple of A2. (5;4.1.5.8.7.1 j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	When dangerous goods are shipped as authorized by Special Provision A1, A2 or A109, they must be accompanied by a copy of the document(s) of approval, showing the quantity limitations, the packing requirements and, in the case of A2, the labelling requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	An indication that an overpack has been used, when appropriate (5;4.1.5.8.1 d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	The certification. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. (5;4.1.6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Certification signed and dated by the shipper (5;4.1.6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	All applicable State and operator=s variations respected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	If the dangerous goods are shipped under a State exemption, a copy of the exemption must accompany the consignment. Where more than one State has granted an exemption for a particular consignment, the documents that need to accompany it are the exemptions granted by the States of Origin, transit (if relevant) and destination. (5;4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Package or container</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
28	Condition and integrity of the package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	The proper shipping name including technical name where required, and the UN or ID number (5;2.4.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	For radioactive material, if gross mass exceeding 50 kg, the permissible gross mass must be marked (5;2.4.5 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	For radioactive material, TYPE IP-1, TYPE IP-2, TYPE IP-3 or TYPE A legibly and durably marked on the outside of the packaging, (5;2.4.5 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	For radioactive material, TYPE IP-1, TYPE IP-2, TYPE IP-3 or TYPE A must be legibly and durably marked on the outside of the packaging with the international vehicle registration code (VRI Code) of the country of origin of design and the name of the manufacturers, or other identification of the packaging specified by the competent authority. (5;2.4.5b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	For radioactive material Type "B" & "C" the identification mark allocated to that design by the competent authority; a serial number to uniquely identify each packaging which conforms to that design; in the case of a Type B(U) or Type B(M) package design, with "TYPE B(U)" or "TYPE B(M)"; and in the case of a Type C package design, with "TYPE C".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	If a Type B(U), Type B(M) or Type C package, the trefoil symbol (5;2.4.5 d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- 35 If Dry Ice present, the net mass of solid carbon dioxide (dry ice) (5;2.4.7) ☐ ☐ ☐
- 36 For overpacks ☐ ☐ ☐
- g) Proper shipping names, UN numbers, and special handling instructions appearing on interior packages must be clearly visible, ☐ ☐ ☐
- h) or reproduced on the outside of the overpack.
- i) When these Instructions require the use of packagings bearing UN Specification Markings or Type A or B packagings for radioactive material, the statement "Inner packages comply with prescribed specifications" must appear on an overpack used to enclose these packages, unless such markings are visible. (5;2.4.9)
- 37 Two radioactive material, (on 2 sides)(5;3.2.6) ☐ ☐ ☐
- 38 Subsidiary hazard label(s) (if applicable) which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04) ☐ ☐ ☐
- 39 Cargo aircraft only (CAO) if applicable (5;3.2.11 a) ☐ ☐ ☐

Date : \_\_\_\_\_

Shipment accepted **Yes** **No**

Name : \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE: All questions must be answered by checking one of the following boxes: Yes, No or Not applicable. The acceptance or rejection of the shipment must also include the date, the name in block letter and the signature of the person who has filled the acceptance checklist.