

LEGAL NOTICE NO

DRAFT CIVIL AVIATION (DANGEROUS GOODS) REGULATIONS, 2021

ARRANGEMENT OF REGULATIONS

Regulation

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FIRST SCHEDULE

**PART I
PRELIMINARY PROVISIONS**

Citation	1. These Regulations may be cited as the Civil Aviation (Dangerous goods) Regulations, 2020.
Interpretation	<p>2. In these Regulations, unless the context otherwise requires-</p> <p>“Approval” means an authorization granted by an appropriate national authority for:</p> <p>a) the transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or</p> <p>b) other purposes as provided for in the Technical Instructions.</p> <p>“Cargo aircraft” means any aircraft, other than a passenger aircraft, which is carrying goods or property.</p> <p>“Consignment” means one or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.</p> <p>“Crew member” means a person assigned by an operator to duty on an aircraft during a flight duty period.</p> <p>“Dangerous goods” means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.</p> <p>“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.</p> <p>“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. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.</p> <p>“Designated postal operator” means any governmental or non-governmental entity officially designated by a Universal Postal Union (UPU) member country to operate postal services and to fulfil the related obligations arising from the acts of the UPU Convention on its territory.</p>

“Exception” means a provision in this Annex which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

“Exemption” means an authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions.

“Flight crew member” means a licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

“Operator” means a person, organization or enterprise engaged in or offering to engage in an aircraft operation.

“Overpack” means an enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

“Package” means the complete product of the packing operation consisting of the packaging and its contents prepared for transport.

“Packaging” means receptacles and any other components or materials necessary for the receptacle to perform its containment function.

“Passenger aircraft” means an aircraft that carries any person other than a crew member, 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” means the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

“Safety management system (SMS)” means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

“Serious injury” means an injury which is sustained by a person in an accident and which:

- a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- d) involves injury to any internal organ; or
- e) involves second- or third-degree burns, or any burns affecting more than 5 per cent of the body surface; or
- f) involves verified exposure to infectious substances or injurious radiation.

	<p>“States concerned” for the purpose of approvals, means the States of Origin and the Operator, unless otherwise specified in the Technical Instructions.</p> <p>“States concerned” for the purpose of exemptions, means the States of Origin, Operator, Transit, Overflight and Destination</p> <p>“State of Destination” means the State in the territory of which the consignment is finally to be unloaded from an aircraft.</p> <p>“State of Origin” means the State in the territory of which the consignment is first to be loaded on an aircraft.</p> <p>“State of the Operator” means the State in which the operator’s principal place of business is located or, if there is no such place of business, the operator’s permanent residence.</p> <p>“Technical Instructions” means the <i>Technical Instructions for the Safe Transport of Dangerous Goods by Air</i> (Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council.</p> <p>“UN number” means the four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of articles or substances.</p> <p>“Unit load device” means any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.</p>
Applicability	<p>3. These regulations shall apply to all international, domestic operations of civil aircraft and any person, organization or enterprise engaged in or offering to engage in aircraft operations involved in the safe transport of dangerous goods by air.</p>

PART II

GENERAL

Approval	4. The Authority may grant an approval provided that an overall level of safety in transport of dangerous goods is equivalent to the level of safety provided for in the Technical Instructions.
Exemption	5. (1) The Authority may grant an exemption from the Provisions of the technical instructions in the following instances; (i) of extreme urgency; or (ii) when other forms of transport are inappropriate; or (iii) when full compliance with the prescribed requirements is contrary to the public interest, provided that every effort is made to achieve an overall level of safety in the transport of dangerous goods equivalent to the level of safety provided for in the Technical Instructions.
	(2) For purposes of overflight, where none of the criteria for granting an exemption are relevant, the Authority may grant an exemption based on evidence that an equivalent level of safety in air transport of dangerous goods has been achieved.
Dangerous Goods Technical Instructions	6. (1) Any person, organization or enterprise engaged in or offering to engage in all domestic and international aircraft operations involved in the safe transport of dangerous goods by air shall not do so unless such operations are carried out in accordance with the latest edition of technical instructions and its amendments.
Dangerous Goods Manual	7. (1) No person, organization or enterprise shall engage in or offer to engage in aircraft operations involved in the safe transport of dangerous goods by air unless he/she submits to the Authority for approval Dangerous Goods Manual to be used.
	(2) Subject to sub regulation (1), the Dangerous Goods Manual may be part of the operators Operations Manual or stand alone provided it is developed in accordance with the First schedule to these regulations.
Exceptions	8. (1) Articles and substances which would otherwise be classed as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations, or for those specialized purposes identified in the Technical Instructions, shall be excepted from the provisions of these regulations.
	(2) Where articles and substances intended as replacements for those described in sub regulation (1) or which have been removed for replacement are carried on an aircraft, they shall be transported in accordance with the provisions of these regulations except as permitted in the Technical Instructions.
	(3) Specific articles and substances carried by passengers or crew members shall be excepted from the provisions of this these

	regulations to the extent specified in the Technical Instructions.
Notification of variations from the Technical Instructions	9. (1) Where the State adopts different provisions from those specified in the Technical Instructions, it shall notify ICAO promptly of such State variations for publication in the Technical Instructions.
	(2) [State] shall notify a difference as per the provisions of regulation 6 under Article 38 of the Convention only where [state] is unable to accept the binding nature of the Technical Instructions and where [State] has adopted different provisions from those specified in the Technical Instructions, [State] shall report under the provisions of sub regulation (1).
	(3) The [State] shall develop necessary procedures to ensure that when an operator adopts more restrictive requirements than those specified in the Technical Instructions, the notification of such operator variations is made to ICAO for publication in the Technical Instructions.
Surface transport	10. An Operator shall develop and submit to the Authority for acceptance, procedures to enable dangerous goods intended for air transport and prepared in accordance with the Technical Instructions for surface transport to or from aerodromes.
Classification.	11. (1) The classification of an article or substance shall be carried out in accordance with the provisions of the latest edition of the Technical Instructions and its amendments.
	(2) The detailed definitions of the classes of dangerous goods shall be contained in the Technical Instructions and must identify the potential risks associated with the transport of dangerous goods by air and those recommended by the United Nations Committee of Experts on the Transport of Dangerous Goods.
Limitations	12. (1) <i>Dangerous goods permitted for transport by air:</i> The transport of dangerous goods by air shall be forbidden except as established in these regulations and the detailed specifications and procedures as provided for in the Technical Instructions.
	(2) <i>Dangerous goods forbidden for transport by air unless exempted:</i> The dangerous goods described below are forbidden on aircraft unless exempted by the States concerned under the provisions of these Regulations or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the State of Origin: <ul style="list-style-type: none"> (i) dangerous goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; and (ii) infected live animals.
	(3) <i>Dangerous goods forbidden for transport by air under any circumstances:</i> Articles and substances that are specifically identified by name or by generic description in the Technical Instructions as being forbidden for transport by air under any circumstances shall not be carried on any aircraft.

Packing	<p>13. (1) Dangerous goods shall be packed in accordance with the provisions of this Regulation and as provided for in the Technical Instructions.</p>
	<p>(2) Packaging used for the transport of dangerous goods by air shall:</p> <ul style="list-style-type: none"> (a) be of good quality and be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration; (b) be suitable for the contents and Packagings in direct contact with dangerous goods; (c) be resistant to any chemical or other action of such goods; (d) meet the material and construction specifications in the Technical Instructions; (e) be tested in accordance with the provisions of the Technical Instructions; (f) for retention of a liquid as a basic function, be capable of withstanding, without leaking, the pressure stated in the Technical Instructions;
	<p>(3) Inner packagings shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport.</p>
	<p>(4) Cushioning and absorbent materials shall not react dangerously with the contents of the packagings</p>
	<p>(5) No packaging shall be reused until it has been inspected and found free from corrosion or other damage.</p>
	<p>(6) Where a packaging is reused, all necessary measures shall be taken to prevent contamination of subsequent contents.</p>
	<p>(7) Where, due to the nature of their former contents, uncleaned empty packagings may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.</p>
	<p>(8) No harmful quantity of a dangerous substance shall adhere to the outside of packages.</p>
	Labelling and Marking
<p>(2) Markings: Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.</p>	
<p>(3) Specification markings on packagings: Unless otherwise provided for in the Technical Instructions, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the</p>	

	appropriate provisions of those Instructions.
	(4) No packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions
	(5) Languages to be used for markings; In addition to the languages required by the State of Origin and pending the development and adoption of a more suitable form of expression for universal use, English shall be used for the markings related to dangerous goods.

PART III:

RESPONSIBILITIES FOR CARRIAGE OF DANGEROUS GOODS BY AIR

Shipper's Responsibilities	<p>15. (1) General requirements: Before a person offers any package or overpack 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, labelled and accompanied by a properly executed dangerous goods transport document, as specified in these regulations and the Technical Instructions</p> <p>(2) Dangerous goods transport document: Unless otherwise provided for in the Technical Instructions, the person who offers dangerous goods for transport by air shall complete, sign and provide to the operator a dangerous goods transport document, which shall contain the information required by those Instructions</p> <p>(3) The transport document shall bear a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labelled, and in proper condition for transport by air in accordance with these regulations.</p> <p>(4) Languages to be used: In addition to the languages which may be required by the State of Origin and pending the development and adoption of a more suitable form of expression for universal use, English shall be used for the dangerous goods transport document.</p>

Operator's Responsibilities	16. (1) Any person who engages in the carriage of Dangerous Goods by air shall establish and maintain a Safety Management System commensurate to the size and complexity of the operations in accordance with the applicable Civil Aviation (Safety Management) Regulations.
	(2) Acceptance for transport: An operator shall not accept dangerous goods for transport by air: <ul style="list-style-type: none"> (a) unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required; and (b) until the package, overpack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the approved Operators Manual and the latest edition of the Technical Instructions and its amendments.
	(3) Acceptance checklist: An operator shall develop and use an acceptance checklist as an aid to compliance with the provisions of sub regulation 16(2).
Loading and stowage;	17. Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions.
Inspection for damage or leakage	18. (1) Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device.
	(2) Leaking or damaged packages, overpacks or freight containers shall not be loaded on an aircraft.
	(3) A unit load device shall not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.
	(4) Where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator shall remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated.
	(5) Packages or overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device.
	(6) Where evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.

Loading restrictions in passenger cabin or on flight deck	19. Dangerous goods shall not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in circumstances permitted by the provisions of the Technical Instructions and Operators manual.
Removal of contamination	20. (1) Any hazardous contamination found on an aircraft as a result of leakage or damage to dangerous goods shall be removed without delay.
	(2) An aircraft which has been contaminated by radioactive materials shall immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.
Separation and segregation	21. (1) Packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.
	(2) Packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions.
	(3) Packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions.
Securing of dangerous goods cargo loads	22. (1) When dangerous goods subject to the provisions contained herein are loaded in an aircraft, the operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages.
	(2) For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of Reg 21(3) are met at all times.
Loading on cargo aircraft	23. Packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in accordance with the provisions in the Technical Instructions.
Provision of Information	24. (1) The operator shall ensure that all personnel, including third-party personnel, involved in the acceptance, handling, loading and unloading of cargo are informed of the operator’s operational approval and limitations with regard to the transport of dangerous goods.
	(2) Information to pilot-in-command: 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 written information as specified in the Technical Instructions.
	(3) Information and instructions to flight crew members: The operator shall provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

	<p>(4) Information to passengers: The Operator shall ensure that information is promulgated in such a manner that passengers are warned as to the types of dangerous goods which they are forbidden from transporting aboard an aircraft as provided for in the Technical Instructions.</p>
	<p>(5) Information to other persons: Operators, shippers or other organizations involved in the transport of dangerous goods by air shall provide such information to their personnel as will enable them to carry out their responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.</p>
	<p>(6) Information from pilot-in-command to aerodrome authorities: where an in-flight emergency occurs, the pilot-in-command shall, as soon as the situation permits, inform the appropriate air traffic services unit, for the information of aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions.</p>
	<p>(7) Information in the event of an aircraft accident or incident: In the event of an aircraft accident or a serious incident where dangerous goods carried as cargo may be involved, the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command.</p>
	<p>(8) Subject to sub regulation (7), the operator shall as soon as possible, provide this information to the appropriate authorities of the State of the Operator and the State in which the accident or serious incident occurred.</p>
	<p>(9) In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, when requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.</p>
<p>Training Programmes</p>	<p>25. (1) Establishment of training programmes: Initial and recurrent dangerous goods training programmes shall be established in Operators Operations manual and maintained in accordance with the latest edition of Technical Instructions and its amendments.</p> <p>(2) Approval of training programmes: Dangerous goods training programmes for operators shall be approved by the Authority.</p> <p>(3) Dangerous goods training programmes are required for all operators regardless of whether or not they are approved to transport dangerous goods.</p> <p>(4) Dangerous goods training programmes for designated postal operators shall be approved by the Civil Aviation Authority of the State where the mail is accepted by the designated postal operator.</p> <p>(5) Dangerous goods training programmes required for entities other than operators and designated postal operators shall be approved as determined by the appropriate National Authority.</p>

<p>Compliance</p>	<p>26. (1) Each person, operator, shipper or other organisation performing functions involving the safe transportation of dangerous goods by air is subject to the on-going safety oversight inspection program of the Authority during the performance of those functions.</p>
	<p>(2) Subject to sub regulation (1) a person, operator, shipper or other organisation performing functions involving the safe transportation of dangerous goods by air shall grant the Authority free and uninterrupted access to the facilities, aircraft and other areas where these functions are being performed for the purpose of:</p> <ul style="list-style-type: none"> (a) Inspecting dangerous goods consignments prepared, offered, accepted or transported by these entities; (b) Inspecting the procedures and practices of these entities; (c) Inspecting the required records that must be maintained; (d) Investigating incidents and alleged violations; and (e) Other safety oversight functions relating to transportation of dangerous goods.
	<p>(3) Each person, operator, shipper or other organisation performing functions involving the safe transportation of dangerous good by air shall be in full compliance with these Regulations and the Technical Instructions during the performance of those functions.</p>
	<p>(4) Any person, operator, shipper or other organisation performing functions involving the safe transportation of dangerous goods by air shall be liable to administrative and enforcement action for failure to comply with these regulations and the Technical Instructions.</p>
	<p>(5) when information about a violation is received from another State, such as when a consignment of dangerous goods is found not to comply with the requirements of the Technical Instructions upon arrival in [State] the provisions of these Regulations shall apply.</p>
<p>Cooperation between States;</p>	<p>27. (1) The State shall participate in cooperative efforts with other States concerning violations of dangerous goods regulations, with the aim of eliminating such violations.</p>
	<p>(2) Cooperative efforts shall include coordination of investigations and enforcement actions; exchanging information on a regulated party's compliance history; joint inspections and other technical liaisons, exchange of technical staff, and joint meetings and conferences.</p>
	<p>(4) Appropriate information that can be exchanged shall include:</p> <ul style="list-style-type: none"> (i) safety alerts; (ii) bulletins or dangerous goods advisories; (ii) proposed and completed regulatory actions; (iv) incident reports; (v) documentary and other evidence developed in the investigation of incidents; (vi) proposed and final enforcement actions; and (vii) educational/outreach materials suitable for public dissemination.

Dangerous goods by mail	28. (1) The procedures of designated postal operators for controlling the introduction of dangerous goods in mail into air transport shall be approved by the civil aviation authority of the State where the mail is accepted.
	(2) In accordance with the Universal Postal Union (UPU) Convention, dangerous goods are not permitted in mail, or their introduction into air transport through the postal service except as provided for in the Technical Instructions.
	(3) Guidance for approving the procedures established by designated postal operators to control the introduction of dangerous goods into air transport shall be as provided for in the Technical Instructions.
Dangerous Goods Accident and Incident Reporting	29. (1) With the aim of preventing the recurrence of dangerous goods accidents and incidents, the procedures for investigating and compiling information concerning such accidents and incidents shall be applied in accordance with the applicable Civil aviation (Aircraft Accident Incident Investigation) Regulations.
	(2) Subject to sub regulation (1), reports on such accidents and incidents shall be made in accordance with the detailed provisions of the latest edition of Technical Instructions and in accordance with the applicable Civil aviation (Aircraft Accident Incident Investigation) Regulations.
	(3) With the aim of preventing the recurrence of instances of undeclared or mis declared dangerous goods in cargo, a person, shippers, operators and other individuals engaged in the transport of dangerous goods by air, shall not hinder the investigation and compilation of information concerning such occurrences which occur in [State] involving the transport of dangerous goods by air originating in or destined for another State.
	(4) Reports on such instances of undeclared or mis declared dangerous goods in cargo shall be made in accordance with the detailed provisions of the latest edition of the Technical Instructions and its amendments.
Dangerous Goods Security Provisions	30. (1) A person, shippers, operators and other individuals engaged in the transport of dangerous goods by air, shall establish and implement measures to be taken to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.
	(2) These Security measures shall be commensurate with security provisions specified in the applicable Civil Aviation (Security) Regulations and the Technical Instructions.

FIRST SCHEDULE
(Made under Regulation 7)

Dangerous goods manual

PARTICULARS OF A DANGEROUS GOODS MANUAL

1. FORMAT

- a) The manual should be whole or in part in printed form, or other form acceptable to the Authority.
- b) The manual is required to be in a format which is easy to revise with clear and concise content.
- c) The manual is required to comply with the provisions of these regulations.
- d) Manual cover all personnel responsible for transport related job functions.
- e) The manual may be maintained in paper format or electronically.
- f) The Manual should be signed by the Accountable Executive.

2. CONTENTS OF THE DANGEROUS GOODS MANUAL

2.1 PART A: GENERAL

- a) Title
- b) Purpose
- c) References
- d) Definitions
- e) Abbreviations
- f) List of effective pages and revision pages
- g) Corporate Commitment statement
- h) Base Locations description of facilities, security for equipment, supplies and data
- i) Scope of Practice/Protocol Intent for Procedures and Techniques
- j) Amendment procedure of the manual
- k) Basic description of operations personnel
- l) Notification Procedure to Authority

The details which may be included in relation to each item, or whether any particular item needs to be included at all, depends upon the operator's policy in relation to carriage of dangerous goods.

2.2 PART B: DETAILS OF THE DANGEROUS GOODS MANUAL

- a) Operator Company policy statement.
- b) The requirement for employees to comply with the instructions contained in the manual.
- c) Instructions to employees covering the dangerous goods which may be carried on the operator's aircraft including where applicable:
 - i. dangerous goods not to be carried;
 - ii. dangerous goods of the operator;
 - iii. dangerous goods carried on special operations (e.g., SAR, air ambulance etc).
- d) Authority permissions related to the carriage of dangerous goods.
- e) Identity of employees authorised to accept cargo/dangerous goods, and to approve carriage of passenger/crew dangerous goods that require operator approval for carriage (may be expressed by name or title). Where this responsibility is contracted to a ground handling agent, a reference to that arrangement should be made.
- f) Responsibilities for keeping the dangerous goods manual fully amended and up to date.
- g) Procedures for accepting and of handling dangerous goods and the operators' acceptance checklist.
- h) Storage and segregation before loading.
- i) Aircraft loading procedures to ensure that "cargo aircraft only" packages are not loaded onto passenger aircraft.
- j) Retention of dangerous goods documentation.
- k) For dangerous goods carried on aircraft engaged in special operations such as SAR, air ambulance, forestry, horticultural or pollution control or where a humane killer for an animal is carried, stowage, handling and use on the aircraft in flight.
- l) Actions to be taken in the event of accidental activation or spills of the dangerous goods on the aircraft in flight.
- m) Dangerous goods carried by passengers and crew and dangerous goods which passengers are permitted to carry on board on their person or in their checked or carry-on baggage, including the procedures and responsibilities for obtaining and granting operator approval for those items that may only be carried with the approval of the operator.
- n) Provision of information to passengers at passenger check-in points and ticketing areas.
- o) Screening of passenger's carry-on baggage for dangerous goods in conjunction with the security screening check where the operator is also the Screening Authority.
- p) Disposal of dangerous goods surrendered by passengers at security screening (where the operator is the Screening Authority) and in flight.
- q) Instructions related to company aircraft, aircraft hold diagrams and numbering system.
- r) Specific instructions relating to stowage of radioactive materials, (transport index limits) dry ice and magnetised material on the operator's aircraft.
- s) Procedures for reporting dangerous goods incidents including;
 - i. Definition of a dangerous goods incident.
 - ii. Responsibilities of individual employees to report.
 - iii. Initial action.
 - iv. Follow-up action.
- t) Precautions against hidden hazards in cargo consignments and passenger's baggage
- u) Common misdeclared items (may be based on experience).

- v) Requirements for a consignor of cargo to make a signed statement of contents of the cargo and the document on which the statement should be made may not be applicable to foreign operators carrying cargo originating outside Australia).
- w) Procedures for ensuring that the statement of contents from the consignor (original consignor or a freight forwarder) is received before the cargo is loaded onto the operator's aircraft.
- x) Procedures for undeclared dangerous goods.
- y) Provision of information to shippers and freight forwarders in areas where cargo is lodged with the operator.
- z) Dangerous goods training and responsibilities for conduct of training and maintenance of dangerous goods training records.

3. PROCEDURES AND INFORMATION REQUIRED.

Operators are required to ensure the procedures and information contained in the manual are sufficient to assist personnel in identifying packages marked or labelled as containing dangerous goods, or show signs of containing undeclared dangerous goods, including:

- a) Procedures for rejecting packages that do not conform to the regulatory requirements for dangerous goods, or certificate holder's policies, where appropriate, or appear to contain undeclared dangerous goods;
- b) Procedures for reporting dangerous goods incidents, discrepancies and apparent violations as cargo, mail, COMAT, or carried by passengers.
- c) Disclosure Reporting Program, as appropriate, as a minimum; and Information regarding the operator's dangerous goods policies, including whether the certificate holder is authorized to carry, or prohibited from carrying, dangerous goods.
- d) The operators' policy on carriage of dangerous goods will determine the extent and nature of instructions which the operator is required to issue to employees in the dangerous goods manual. For example, an operator who carries only those dangerous goods permitted by the regulations to be carried in passengers checked or carry-on baggage need only include in the manual relevant instructions to those employees responsible for activities associated with handling passengers' baggage. In those circumstances, the dangerous goods manual would also not need to be distributed more widely than to the employees to whom the instructions apply.
- e) Where an operator chooses to carry all dangerous goods permitted by these regulations, more detailed instructions to employees would be appropriate.
- f) An operator need not include in the dangerous goods manual the technical detail which may be found in another manual such as the IATA Dangerous Goods Regulations.
- g) When formulating policy on the carriage of dangerous goods, operators should be aware that the Authority may not issue permission under these regulations for the carriage of a class of dangerous goods not covered in the operator's dangerous goods manual.

4. APPROVAL BY THE AUTHORITY.

The manual requires the approval of the Authority prior to implementation. The manual should clearly identify the person, with responsibility and authority for ensuring that the Authority is provided a copy of the manual, and for providing the Authority all updates and revisions.

5. DANGEROUS GOODS MANUAL MANAGEMENT AND INTERFACES.

- a) An operator may provide the Dangerous Goods Manual separately or include it in the Operator's Operations Manual. Where it is decided to include the Dangerous Goods Manual in the operations manual it is recommended that it be placed in an easily identified segment so that it may be readily located.
- b) The manual should include a procedure for ensuring that only authorized dangerous goods documents are available.
- c) The manual should include a procedure to prevent the use of obsolete dangerous goods documents; and indicate the procedures needed to address system security to prevent inadvertent changes to the software manual.
- d) Information contained in the dangerous goods manual should be readily accessible to all relevant company employees, including any ground handling agent who is acting for or on behalf of the operator.

5.1 Responsibility/Authority.

Refer to other documents that identify or clearly delineate the accountable executive, by title or job description, who is responsible for the manual, and all management personnel with the authority to act on behalf of the accountable executive.

5.2 Revisions.

- a) Title or job description of the person responsible for revising and maintaining the manual should be defined.
- b) Develop procedures to ensure that only authorized personnel revise the manual;
- c) Identify who, by title or job description, will be authorized to make revisions, and how that person is authorized to do so;
- d) Explain how the certificate holder ensures that the manual is current;
- e) Describe the process for making revisions; and
- f) Explain how the revisions are identified, distributed, and promoted, throughout the certificate holder's transportation system.

5.3 Distribution, Availability/Publication.

Identify the process that verifies the manual is distributed to all remote station users/dangerous goods personnel (including contract personnel acting on behalf of the certificate holder) who need it to perform their duties. Include in this process measures to ensure version control.