



NIGERIA CIVIL AVIATION AUTHORITY  
(NCAA)

# ADVISORY CIRCULAR NCAA-AC-OPS002

January, 2024

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## DANGEROUS GOODS AUTHORISATION

### PROCESS & APPLICATION: TRANSPORT OF DANGEROUS GOODS BY AIR

#### 1.1 PURPOSE

This Advisory Circular (AC) provides specific guidance to organizations (local and foreign) for preparation and completion of the NCAA authorisation process for the transport of dangerous goods by air.

The Policies and Procedures in this Advisory Circular and other Dangerous Goods Guidance Materials detail the criteria to be used by NCAA to issue Dangerous Goods approvals/authorisations as State of origin, State of Operator or State of Destination.

Furthermore, this Advisory Circular covers the provisions for Dangerous Goods Authorisation Renewal, Variations, Re-Authorisation and Exemption Procedures.

1.1.2 This Advisory Circular (AC) is a second issue dated January 2024.

#### 1.2 BACKGROUND

1.2.2 ICAO Standards in Annex 18, Safe Transportation of Dangerous Goods by Air, requires that Nigeria must complete an assessment of an individual, organization or entity before issuing an authorisation allowing these entities to engage in the process of transportation of dangerous goods by air.

1.2.3 In support of its international safety oversight obligations, Nigeria has safety legislation and guidance regarding the requirements that apply to the safe transportation of dangerous goods, including:

1. The Nigeria Civil Aviation Act (Transport of Dangerous Goods by Air) Part X (69).
2. Dangerous Goods Advisory Circulars.

- 1.2.4 Nigeria has established an authorisation process to ensure the completeness and standardisation for the issuance of authorisations to transport dangerous goods by air.

### **1.3 APPLICABILITY**

- 1.3.1 This AC is applicable to all operators and organizations involved in the process of transportation of dangerous goods by air in aircraft registered in Nigeria and/or as the holder of an Air Operator Certificate.
- 1.3.2 Also, this AC is applicable to foreign operators requesting for approvals for the transport of dangerous goods by air.

### **1.4 RELATED REGULATIONS**

- 1.4.1 The following regulations and guidance material are directly applicable to the guidance contained in this advisory circular:
1. The Nigeria Civil Aviation (Safe Transport of Dangerous Goods by Air) Regulations, Part 15.
  2. Dangerous Goods Advisory Circulars.
  3. Nigeria Regulations Part 9.6
  4. Nigeria Regulations 8.10.1.10
  5. NCAA Dangerous Goods Handbook

### **1.5 RELATED PUBLICATIONS**

For further information on this topic, individuals, organizations and other entities are invited to consult the following publications:

1. Current Edition of the ICAO —Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO TI) Doc. 9284.
2. Dangerous Goods Regulations Annex 18, Safe Transportation of Dangerous Goods by Air.
3. Current edition of the IATA Dangerous Goods Manual.
4. ICAO Doc. 9481 – Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods.

### **1.6 DEFINITIONS & ACRONYMS**

#### **1.6.1 Definitions**

The following definitions are used in this advisory circular

**Dangerous goods.** Articles or substances which are capable of posing hazard to health, safety, property or the environment when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air.

**Dangerous goods accident.** 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.** 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 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.

**Hazardous chemical** – Any chemical which has properties that present either physical or health hazards. Hazardous chemicals include both physical and health hazards.

**Hazardous materials** – A substance or material which is capable of posing an unreasonable risk to health, safety and property when transported. (See also the definition of “dangerous goods.”)

**Hazardous Occurrence:** accident or other occurrence arising in the course of or in connection with the employee’s work that has caused or is likely to cause injury to that employee or to any other person

**Hazardous waste** – A discarded substance that because of its quantity, concentration, physical, chemical or infectious characteristics may cause or contribute to a serious illness or pose a substantial or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of.

## 1.6.2 Acronyms

The following acronyms are used in this Advisory Circular:

- AOC** – Air Operator Certificate
- APM** - Authorisation Project Manager
- COMAT** – Company Materials
- DG** – Dangerous Goods
- DGC** – Dangerous Goods Coordinator
- DGR** – IATA Dangerous Goods Regulations
- IAEA** – International Atomic Energy Agency.
- IATA** – International Air Transport Association
- ICAO** – International Civil Aviation Organization
- ICAO-TI** – International Civil Aviation Organization Technical Instruction for the Safe Transport of Dangerous Goods by Air.
- NOTOC** – Notification to the Captain

## 1.7 Enquiries

All enquiries relating to Dangerous Goods shall be forwarded to [info@ncaa.gov.ng](mailto:info@ncaa.gov.ng) attention to the Director General Civil Aviation.

## **2.0 DANGEROUS GOODS AUTHORISATION**

### **2.1 PHASE ONE: PRE-APPLICATION**

#### **2.1.1 Initial inquiries**

Initial enquiries about authorisation of transportation of dangerous goods by air from individuals or organizations shall be in writing or in the form of a meeting with the Authority personnel.

As far in advance as possible (180 days minimum) of an anticipated start of a Dangerous Goods operations, all applicants should contact the Authority and inform it of their intent to apply for a Dangerous Goods Authorisation. The applicant will be invited to meet briefly with the Authority personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the applicant intends to proceed with the certification, the Authority inspection personnel shall provide the applicant with a **FORM O-OPS001H** Dangerous Goods Transport by Air Authorisation - Application Form and Advisory Circular NCAA-AC-OPS002. The applicant shall be briefed on the general overview of the authorisation process and the requirements of the Authority. The FORM O-OPS001H should be completed, signed by the applicant, and returned to the Authority.

#### **2.1.2 Authorisation Project Team**

Once the full Application is received, the Authority office will set up the Authorisation Project Team and designate one team member as the Authorisation Project Manager (APM). The APM is the official Authority spokesperson throughout the authorisation project.

#### **2.1.3 Pre-Application Meeting**

The team will meet with the applicant to brief them in detail on the five-phase dangerous goods authorisation process, technical and personnel requirements and implementation procedures at each phase.

#### **2.1.4 Pre-Application Meeting Contents**

The following should be accomplished during the pre-application meeting:

- a) Verification of information provided in **FORM O-OPS001H**
- b) Detailed overview of the five-phase authorization process
- c) Discuss regulations applicable to Dangerous Goods Transportation by Air
- d) Manuals/Documents required as part of the formal application package

The minutes of the meeting will be signed by the APM and a copy given to the Applicant's Dangerous Goods Coordinator along with a copy of the Meeting Attendance Record.

The Pre application phase completion date is the date when the Applicant has fulfilled all the requirements for the Phase and the Applicant has been briefed appropriately on the

formal application preparation. The Phase One will be closed with a letter to the applicant.

## **2.2 PHASE TWO: FORMAL APPLICATION**

### **2.2.1 Handling of the Formal Application**

The purpose of the formal application phase is to ensure that the AOC applicant has submitted the Dangerous Goods formal application attachments and to conduct a review and establish a common understanding on the remaining process for the DG authorization.

It is required that the formal application be submitted at least 150 days before revenue operations are expected to begin, although the application should be submitted to the Authority as far in advance of the proposed start-up date as possible.

### **2.2.2 Formal application attachments**

The formal application attachments are;

- a) Cover letter for the formal application. The cover letter should include the following information:
  - (i) Full and official name (Legal)
  - (ii) Mailing Address
  - (iii) Primary Operating Location
  - (iv) Dangerous Goods Coordinator Name
- b) Completed **FORM O-OPS001K** Dangerous Goods Dangerous Goods by Air Authorisation Job Aid and Schedule of Events
- c) Applicant's Dangerous Goods Coordinator Bio Data **FORM O-OPS001J**
- d) Applicant's Manuals/Documents (*Not all may be applicable depending on the type of operations*)
  - i. Operations Manual Part A
  - ii. Operations Manual Part D
  - iii. Cabin Crew Manual
  - iv. Ground Handling Manual
  - v. Dangerous Goods Manual
  - vi. Cargo Handling Manual
  - vii. Any other manuals addressing Dangerous Goods
  - viii. Dangerous Goods Acceptance Checklists
  - ix. Current edition of ICAO technical instructions.
  - x. Arrangement/Contract for ground handling operations-cargo handling operations.
  - xi. Arrangement/contracts for dangerous goods training.

### **2.2.3 Formal Application Review Meeting**

A formal application meeting will be held with the Applicant where the formal application package will be received by the NCAA and a cursory review conducted. This meeting must include the Dangerous Goods Coordinator, Quality and Safety post holders, as a minimum. The NCAA team should ensure all required documents/manuals are submitted and complete.

The APM will discuss and resolve any omissions, deficiencies, or open questions concerning the formal application package. During the meeting the team should clarify any issue or item that is not understood. The Applicant will have an opportunity to revise minor deficiencies noted during the initial review and formal meeting. The minutes of the meeting will be signed by the APM and a copy given to the Applicant's Dangerous Goods Coordinator along with a copy of the Meeting Attendance Record.

The Authorisation Project Manager (APM) will not formally accept an application during the meeting. The Applicant will be notified by letter within 5 business days after the Formal Application Meeting that the formal application is accepted or rejected.

If the formal application is not accepted, the APM will return it to the applicant with a written explanation of the reasons for the return.

NCAA acceptance of a formal application does not constitute approval or acceptance of individual attachments. The authorisation team will thoroughly evaluate the formal application package during Phase Three Document Evaluation.

The formal application phase will be closed with the letter accepting the formal application package.

## **2.3 PHASE THREE: DOCUMENT EVALUATION**

An in-depth review of the contents of each submitted document for regulatory compliance that was submitted as part of the formal application package shall be carried out using the appropriate dangerous goods authorisation checklists.

### **2.3.1 Use All Available References**

The applicant should use the following documents during the development of its formal application submission—

- a) Nig. CARs;
- b) NCAA Dangerous Goods Advisory Circulars
- c) NCAA Dangerous Goods Handbook
- d) ICAO Technical Instructions
- e) IATA Dangerous Goods Regulations; and
- f) Other relevant published international Dangerous Goods safety practices.

### **2.3.2 Evaluation Checklist**

The most accurate indicator of the completeness of the dangerous goods certification is a complete CL-O-OPS023. This checklist will be continually updated during this process

to reflect the accurate or revised manual procedures. The checklist will be inserted in the Completed Certification Report binder as one of the primary “proofs” that, at the time of certification, the applicant was in conformance with the minimum standards of the applicable regulation.

### **2.3.3 Organization**

Evaluation of the applicant’s organization and key personnel associated with the proposed dangerous goods will occur early in this phase.

If NCAA has any objections or reservations regarding the proposed organization or key personnel, these will be shared with the applicant as soon as possible.

This urgency will also apply to the any service providers proposed for use in the dangerous goods process. The contractual arrangements with these personnel and the assigned responsibilities must be understandable to NCAA.

### **2.3.4 Manuals**

The NCAA will evaluate the DG Operations Manuals through comparisons of the proposed information, policy and procedure with:

- a) ICAO Technical Instructions
- b) Advisory circulars NCAA-AC-OPS002 and other relevant manuals.

If the applicant has included accurate DG regulatory references in the text of the manual this comparison process can be accelerated.

The NCAA will also evaluate the applicant’s arrangements for ensuring that all persons involved in DG preparation or acceptance have direct and immediate access to the DG reference manuals.

All manuals must comply with Nig. CARs 9.3.1.2 and TGM Vol.3 Chapter 4.

### **2.3.5 Transport Policies**

The applicant must have very specific policies regarding the classes and quantities of dangerous goods that will be transported or forbidden.

These policies should be evaluated with respect to the ICAO-TI and the applicant’s apparent capabilities

The applicant should have specific guidance to the flight crews regarding their transport of articles that may be considered to be dangerous goods.

This is also true in passenger handling situations, the persons who perform ticketing, gate and cabin duties must be knowledgeable of articles that may or may not be carried on board the aircraft.

### **2.3.6 Preparation & Acceptance**

The persons involved in the preparation or acceptance of dangerous goods for transport by air are the most critical performers in this process.

The instructions and guidance that are provided to them must be very complete and accurate.

### **2.3.7 Storage, Handling & Segregation**

The storage, handling and segregation of the dangerous goods will be performed at almost every juncture in the transport process.

Depending on the classes, divisions and subsidiary risks of the dangerous goods proposed to be transported, these procedures can be critical. They must adhere closely to the ICAO-TI requirements.

### **2.3.8 Incident Procedures**

All goods involved in transportation are subject to damage depending on the manner in which they are handled.

Damage and possible leakage in the transportation of some dangerous goods can have catastrophic consequences.

Proper reporting of these incidents is a Nig. CARs requirement. **Form O-OPS007B** shall be used to report Dangerous Goods Occurrences.

### **2.3.9 Loading & Transport**

The actual loading of the aircraft is also a critical point in the transport of dangerous goods by air. The location, segregation and securing of these articles, containers or overpacks must be done by knowledgeable persons using ICAO Technical instructions procedures.

The provision of the information regarding the dangerous goods classes and locations will ensure that the flight crews are prepared to make correct decisions if incident occurs in flight. This document is also made available to ground personnel including all responders. It is critical to safety.

### **2.3.10 Forms & Records**

The applicant will be using forms, records and other documents to ensure conformance with the applicable requirements.

These documents must be easy to understand and use.

### **2.3.11 Emergency Provisions**

Emergency procedures that provide clear instructions to the participants in the process contribute to effective handling of incidents before they become accidents.

The emergency procedures will be carefully checked using the reference and aircraft specific documents.

### **2.3.12 Training**

Dangerous goods training is stressed as the most effective factor in safe transport by air. Competency Based Approach to Dangerous goods Training and Assessment must be used in line with ICAO Doc. 10147.

The requirements provided in the ICAO-TI will provide for a comprehensive training program.

The submitted training program and curriculums include all required training subjects and exercises will be thoroughly reviewed to meet the training objectives.

### **2.3.13 Quality Assurance**

Most applicants do not perform all aspects of the dangerous goods process using company personnel.

This is an area where the set-up of good quality audits by the operator will be vital to the continued conformance to the minimum standards for safe transport of dangerous goods.

### **2.3.14 The Statement of Compliance**

Applicant's Statement of Compliance must be completed or updated and accepted. Completed Statement of Compliance ensures each applicable regulatory requirement concerning Dangerous Goods has been adequately addressed in the appropriate manuals, programmes, and/or procedures.

## **2.4 PHASE FOUR: INSPECTION & DEMONSTRATION**

The Authorisation team will provide the applicant with the demonstration and inspections required for the DG Authorisation and will ask the Applicant to provide a demonstration and inspections schedule, the team members will review the proposed schedule to see whether it is workable. The appropriate checklists will be used to conduct the following inspections to ensure that the Applicant can comply with the regulations and that the procedures are in accordance with the manuals and documents evaluated:

- a) Organisation and infrastructure / facilities inspection
- b) Dangerous Goods training Inspections
- c) Dangerous Goods Instructor assessment to include training material and equipment
- d) Ground Operations Inspection
- e) Dangerous Goods Inspection

#### **2.4.1 Training Inspections**

The participants will need to receive the qualifying training early in the process. This may be done in a centralized class or may be done in several non-concurrent locations depending on the work functions of the participants.

NCAA will conduct inspections of the training as necessary to validate the completeness and quality of the training related to the specific curriculum and objectives.

The performance of the instructors used in the DG training must be satisfactory as per their relevant operations manual.

#### **2.4.2 Preparatory Inspections**

NCAA will conduct inspections at the facilities of the operator and service providers to ensure that the necessary infrastructure exists. These inspections will include:

- a) Facilities, including signage and equipment necessary for movement of DG;
- b) Correct and sufficient copies of manuals necessary to the DG process;
- c) Adequacy of the supplies necessary to the DG process; and
- d) Adequacy for handling and storage of the classes of DG to be shipped.

#### **2.4.3 Shipping Inspections**

NCAA Inspectors will be present to monitor the actual:

- a) Preparation and packaging of the first dangerous goods to be shipped as cargo on the required validation flight.
- b) Acceptance of the dangerous goods packages by the operator or agent;
- c) Completion of the shipping papers that accompany the dangerous goods package; and
- d) Performance of the personnel at these critical steps in the dangerous goods process.

#### **2.4.4 Operational Inspections**

NCAA personnel will be present to monitor the actual:

- a) Loading (and subsequent unloading) of the aircraft;
- b) Completion of the loading documents related to transport of DG by air, including the NOTOC;
- c) Flight crew procedures relative to the presence of dangerous goods, understanding of the NOTOC, possible dangers and emergency procedures.

### **2.5 PHASE FIVE: AUTHORISATION**

When the applicant has met all the regulatory requirements to hold a Dangerous Goods Authorisation, the assigned Inspector will compile the documents required for the DG Authorisation issuance and submit to the APM.

The APM shall review all the documentation, prepare a Final Authorisation Report / Request for Dangerous Goods Authorisation issuance, to the Director General Civil Aviation through the Director of Operations, Licensing and Training Standards.

### **2.5.1 Issuance of Authorisation, DG Certificate and Operations Specifications**

For AOC holders, the operations specifications will be amended to show the authorization for transportation of dangerous goods by air along with the Limitations. A Letter of Authorisation (LOA) and a Dangerous Goods Transport by Air Certificate shall also be issued.

For Non-AOC holders, Letter of Authorisation (LOA) and a Dangerous Goods Transport by Air Certificate shall be issued to the Applicant.

The limitations and restrictions of the transport of Dangerous Goods Classes and Divisions shall be clearly stated in the Certificate.

## **3.0 DANGEROUS GOODS AUTHORISATION RENEWAL, VARIATIONS AND RE-AUTHORISATION**

- 3.1 The Dangerous Goods Authorisation Pre-Application Phase is unique to new applicants. It is not required to be fully repeated during a renewal, to revise or re-issue an existing Dangerous Goods Authorisation.
- 3.2 For Dangerous Goods Authorisation Renewal, the Five-Phase of the Dangerous Goods Authorisation process shall be followed, however, only the applicant's request letter for renewal shall be used as Phase One. Once the Authorisation Project Team is composed, the Project will move to Phase 2.
- 3.3 For Dangerous Goods Authorisation Variation to add new or remove Classes and Divisions, the project shall commence from Phase 2 of the Dangerous Goods Authorisation process.
- 3.4 For Dangerous Goods Re-Authorisation, the full Five-Phase of the Dangerous Goods Authorisation process shall be followed afresh.

## **4.0 DANGEROUS GOODS EXEMPTION PROCEDURES**

### **4.1 INTRODUCTION**

Some dangerous goods are identified as being forbidden for air transport as stipulated in Nig. CARs Part 15.2.1.2.(a)(b)(c) and the ICAO Technical Instructions for the authority to grant exemptions to enable the transport by air of dangerous goods which may not be permitted in normal circumstances or in conditions which are different to those prescribed in the Technical Instructions. Such exemptions may only be granted in instances of extreme urgency, when other forms of transport are inappropriate, or when full compliance with the prescribed requirements is contrary to public interest.

The Authority may grant an exemption from the provisions of the Instructions provided that in such instances every effort is made to achieve an overall level of safety in transport which is at least equivalent to the level of safety provided for in the Instructions.

This procedure shall be used in conjunction with **NCAA TGM Vol. 1 Chapter 12**. Transport of Dangerous Goods by Air Exemption **FORM O-OPS020** shall be completed for all Dangerous Goods Exemption requests.

## **4.2 EXEMPTION GUIDANCE**

The following is offered as guidance to determine whether these criteria have been met:

- a) Extreme urgency. In deciding whether the transport is urgent, authority may consider why it is important for a consignment to reach its destination quickly or why it has been necessary to make an application at short notice. Dangerous goods may need to be transported because of:
  - 1. Humanitarian relief
  - 2. Environmental relief
  - 3. Pestilence
  - 4. National or international security
  - 5. Saving of life (e.g., rescue); and
  - 6. Limited availability at destination.

Applications based on commercial reasons only should not be viewed as urgent and carriage by other forms of transport should also be considered.

- b) When other forms of transport are inappropriate. Whilst carriage by other forms of transport may be possible, the authority will evaluate a risk analysis which should include considerations of:
  - 1) Length of journey. Transport by other forms may result in an unrealistic journey time and could affect the viability of the dangerous goods.
  - 2) Infrastructure. The availability of other forms of transport may be limited.
  - 3) Security. The comprehensive security provisions of the air mode may reduce the possibility of unlawful interference (theft, etc.).
  - 4) Routing. Transport by air may result in a reduced risk of exposure of the public to the dangerous goods in the event of an incident or accident. The risk of piracy may also be significantly reduced.
  - 5) Cost. The cost of carriage by other forms of transport may be economically unreasonable. However, the decision to grant an exemption should not be based on cost alone.
- c) When full compliance with the Technical Instructions is contrary to the public interest, for example.
  - 1) Medical applications
  - 2) New technologies; and
  - 3) Enhancements in safety.

When authority is approached for an exemption, it is suggested that, if it is appropriate, at least the following information should be supplied before consideration is given to granting an exemption.

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

- b) A statement on why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that provided by the Technical Instructions.
- c) Proposed proper shipping name, classification, and UN number with full supporting technical data.
- d) The proposed packaging.
- e) Quantity to be carried.
- f) Any special handling required and any special emergency response information.
- g) Name and address of the shipper and consignee.
- h) The airport of departure, transit, and destination and the proposed dates of transport; and
- i) Details of the operator including aircraft type, flight numbers, etc.

When the authority is granting an exemption, an overall level of safety in transport that is at least equivalent to the level of safety provided by the Technical Instructions must be achieved. In determining an equivalent level of safety, the following should be considered:

- a) A review of the regulatory provisions. This includes the identification of specific provisions that will not be met, thus requiring a determination that an equivalent level of safety has been achieved.
- b) A review of any potential increased risk to safety or property that may result from deviating from the provisions in question and identification of the measures considered necessary or appropriate to address that risk. This should include substantiation with applicable analysis or an evaluation demonstrating that the proposed additional measures will achieve a level of safety that is at least equal to that required by the Technical Instructions.
- c) A thorough review and risk assessment to identify and evaluate potential risks in transport. This may include a risk analysis addressing failure modes and effects, a systems safety evaluation, and an explanation of the measures imposed to ensure each risk factor has been evaluated, in order to provide an appropriate level of safety.
- d) When appropriate, risk mitigation factors and a safety analysis may be on analogy to requirements in place for technologies posing similar risks to ensure safety and regulatory consistency.

#### **4.3 GENERAL RECOMMENDATIONS TO BE CONSIDERED WHEN ISSUING EXEMPTIONS**

When an exemption is to be issued by the authority, it is suggested that, if appropriate, the following items should be the minimum requirements to be applied in connection with that exemption:

- a) Notification should be provided to the authorities at the relevant airports within Nigeria.
- b) The packing method to be used, where possible, be as shown in the supplementary dangerous goods list. The packaging to be used should provide a level of safety at least equivalent to that which is needed to meet the applicable requirements for Parts 4 and 6 of the Technical Instructions; and

- c) Copies of the relevant exemption documents should be attached to the dangerous goods transport document which accompanies the goods.

When an exemption is granted, it should contain, as a minimum, the following:

- a) The UN number, proper shipping name and classification of the goods
- b) The packaging and quantity applicable
- c) The information listed in 1.2.2 f) to 1.2.2 h) above; and
- d) The duration of the validity of the exemption, which normally should not exceed a period of two years from the date of issue.

The copy of the exemption must be provided to the operator concerned. The responsibility for obtaining the exemption may rest with the operator, shipper, freight forwarder, ground handling agencies or designated postal operators.

Generally, the applicant for an exemption should be the party for whom the responsibilities are most relevant, e.g. When an exemption is granted for dangerous goods which are forbidden under normal circumstances, it may be most appropriate for the shipper to apply. However, the exemption must address all affected parties. Irrespective of who is responsible, the operator must be in possession of confirmation that all the required exemptions have been obtained prior to accepting the goods for shipment.

An exemption must not be granted for any dangerous goods indicated as forbidden under any circumstances, as described in 1.2.1 of the Technical Instructions. When dangerous goods are forbidden on both passenger and cargo aircraft, consideration should ordinarily only be given to carriage on cargo aircraft. Transport on a passenger aircraft should only be considered in exceptional circumstances.

When an exemption or approval is required from more than one State, it is usually most appropriate for the State of Origin to grant the initial exemption because it may have greater awareness of the shipper and the terms and conditions under which the dangerous goods will be shipped. However, there may be circumstances where another State concerned might be better placed to grant the initial exemption.



<b>Section 1D: Loading, Unloading and Storing</b>											
11. Is the aircraft loaded by the staff of the operator? <input type="checkbox"/> Yes <input type="checkbox"/> No If “NO” give agent(s) Name, Address and Contact Number;											
12. Specify places of Loading, Unloading and Storing											
<b>Section 1E: Provision of Information</b>											
13. Is written information provided to the Pilot in Command by the Operator? <input type="checkbox"/> Yes <input type="checkbox"/> No If “NO”, specify who provides this information (name, address & contact number)											
<b>Section 1F: Training</b>											
14. (a) Training for staff of the operator is carried out by: (Tick as applicable) <input type="checkbox"/> Operator <input type="checkbox"/> Other Organisation Name of Organisation: _____											
Categories of staff to whom such training has been given (e.g., cargo staff, passenger handling staff) and Category of Training Undertaken											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Staff</th> <th>Dangerous Goods Training Category</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Staff	Dangerous Goods Training Category									
Staff	Dangerous Goods Training Category										
14 (b) Is the Dangerous Goods Training Program(s) Approved by the Authority <input type="checkbox"/> Yes <input type="checkbox"/> No <b><i>Attach Copies of Approval Certificates</i></b>											
15. Does the Operator contract Handling Agents for Cargo and/or Passenger Handling? Passenger <input type="checkbox"/> Yes <input type="checkbox"/> No    Cargo <input type="checkbox"/> Yes <input type="checkbox"/> No											
If “YES” is the Dangerous Goods Training Program(s) of the Agents approved by the Authority: <input type="checkbox"/> Yes <input type="checkbox"/> No <b><i>Attach Copies of Approval Certificates</i></b>											
<b>Section 1G. Other Information</b>											
16. Data for Aircraft used for operations (For foreign registered aircraft, please provide a copy of the lease agreement).	17. Geographic areas of intended operations and proposed route structure.										
Numbers and types of aircraft (By make, model, and series).	Number of passenger seats or cargo payload capacity.										
18. The statement and information contained on this form denotes an intention to apply for Dangerous Goods Transport by Air Approval											
Type of Organisation:											
Name and Title:	Signature:	Date(day/month/year):									

<b>Section 2. To be completed by the Authority</b>		
Received by (Name and Title):	Signature:	Date (day/month/year).
Date forwarded to the General Manager Operations (day/month/year):		
For: <input type="checkbox"/> Action <input type="checkbox"/> Information only.		
<b>Section 3. To be completed by the General Manager Operations.</b>		
Assigned Dangerous Goods Authorisation Project Manager (APM):		
Date(day/month/year):		
Signature:		
<b>Remarks:</b>		
<b>Section 4. To be completed by the Authorisation Project Manager (APM):</b>		
Date received (day/month/year):		
FORM <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected		
<b>Remarks:</b>		

**APPENDIX A-1**

**INSTRUCTIONS FOR COMPLETING AUTHORITY FORM: O-OPS001H DANGEROUS GOODS  
TRANSPORT BY AIR AUTHORISATION - APPLICATION FORM**

*(TO BE COMPLETED BY AN APPLICANT FOR DANGEROUS GOODS TRANSPORT BY AIR  
AUTHORISATION)*

**SECTION 1A: *General***

1. Enter the company's official name and mailing address. Include any other business name if different from the company name.
2. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same." State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Enter application information if Initial or Renewal or Variation or Re-Authorisation. Renewal of Dangerous Goods Authorisation will be done every two (2) years after the initial issue.
4. Enter the name, title, and telephone number of designated operator personnel with overall responsibility for the carriage of dangerous goods. The person should have sufficient authority to effect change, manual amendments and implement policies as required.
5. Indicate if the applicant for Dangerous Goods Transport by Air intends to transport Dangerous Goods from and/or to State of Origin, State of Operator or State of Destination.

**SECTION 1B: *Acceptance Procedures***

6. Indicate if the applicant for Dangerous Goods Transport by Air Approval conducts their own checks. Check applicable box. If acceptance checks are performed by an agent(s) list all agents.
7. Specify all airports that acceptance of dangerous goods is carried out.
8. Indicate if the applicant conducts any acceptance checks for any other operator. Check the applicable box. If 'YES' list name(s) of operator(s).

**Section 1C. *Dangerous Goods Operations***

9. Indicate classes of Dangerous Goods to be transported by the operator. Check all applicable boxes.
10. The type of operation shall be indicated. Check as many boxes as applicable.

**SECTION 1D: *Loading, Unloading and Storage***

11. Indicate if loading is done by the Applicant's personnel. If 'NO' give agent(s) name address and contact number.
12. Indicate places of Loading, Unloading and Storage of Dangerous Goods.

**SECTION 1E: *Provision of Information***

13. Indicate if written information is provided to the Pilot in Command (NOTOC) by the Operator. If ‘NO’ specify who provides this information by giving the name address and contact number.

**SECTION 1F: *Training***

14. (a) Indicate who conducts training for the applicant. If training is conducted by another organisation other than the applicant indicate name of organisation. Indicate categories of the staff trained and the category of Dangerous Goods done.
- (b) Indicate if Dangerous Goods training done by the applicant is approved by the Authority. Attach copies of approval certificates.
15. Indicate whether the Applicant contracts handling agents for passenger and cargo. Check applicable boxes. If ‘YES’ indicate whether the contracted agents Dangerous Goods training programme is approved by the Authority. Attach copies of the approval certificates.

**SECTION 1F: *Other Information***

16. To be filled by applicant showing Data for Aircraft used for Operations. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.
17. Indicate geographic areas of intended operation and proposed route structure.
18. Type of Organisation should be indicated on the form. The Accountable Manager must sign the Application Form. If the Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the Form a letter authorizing the signatory to sign on his behalf.

**SECTIONS 2: *For Authority use***

The prospective applicant must submit this form to the Authority with an accompanying cover letter. Upon receipt of the form the fields in this section are filled out by the Authority. The form is then forwarded to General Manager Operations

**SECTIONS 3: *For Authority use***

Upon receipt of the form the General Manager Operations will fill out the fields in this section. He will indicate the Dangerous Goods Authorisation Project Manager (APM) who must have been appointed by the Director of Operations, Licensing and Training Standards (DOLTS), and forward the form to the APM for his review and action.

**SECTION 4. *For Authority use***

Upon receipt the Dangerous Goods Authorisation Project Manager (APM) assigned shall review the form and take necessary action

APPENDIX B

FORM O-OPS001K:

DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS

OFFICIAL NAME OF COMPANY			LOCATION ADDRESS																						
MAILING ADDRESS (if different from location)			PRE-CERTIFICATION NUMBER:																						
			Schedule Date	Inspector or Initial	Date Received/ Accomplished	Date Returned for Changes	Reference																		
AUTHORITY REFERENCE	OPS Insp.	AWI Insp.																							
<b>I. PRE-APPLICATION PHASE</b>																									
A. Initial Orientation: Inspector: _____ 1. Certification Advisory Circular provided to applicant. 2. Dangerous Goods Transport Authorisation Application a. Forwarded to the Authority.																									
B. Certification Team Designated (at least one operations inspector and one airworthiness inspector)  <table border="0" style="width: 100%;"> <tr> <td style="width: 150px;"></td> <td style="text-align: center;">Name</td> <td style="text-align: center;">Speciality</td> </tr> <tr> <td>APM</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> </table>				Name	Speciality	APM	_____	_____		_____	_____		_____	_____		_____	_____		_____	_____					
	Name	Speciality																							
APM	_____	_____																							
	_____	_____																							
	_____	_____																							
	_____	_____																							
	_____	_____																							
C. Conduct Pre-application Meeting  1. Verify Form 001H Information 2. Overview of Certification Process 3. Provide Authorisation Package Containing: a) Authorisation Job Aid b) Schedule of events c) Sample Operations Specifications d) Other Applicable Publications and Documents 4. Explain Formal Application Submissions																									
Remarks:																									

**FORM O-OPS001K:  
DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	<b>II. FORMAL APPLICATION PHASE</b>	Schedule d Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Chang	Referenc e
	A. Review Applicant's Submission					
	1. Formal Application Letter/Form					
	a. Full and Official name (Legal)					
	b. Mailing Address					
	c. Primary Operating Location (Principal Operations/ Maintenance Base)					
	d. Name and address of applicant's agent for service					
	e. Key Management Personnel Names					
	2. Formal Application Attachments					
	a. Schedule of events					
	b. Initial compliance statement					
	c. Company Operations Manuals					
	i. Dangerous Goods Manual.					
	ii. DG Training Manual					
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Response Training DG Initial / Recurrent Training					
	e. Management and Key Staff qualifications/resumes -Dangerous Goods Coordinator -Quality Manager -Mafety Manager					
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent					
	<b>B. Evaluation of Authority Resources Based on Schedule of Events</b>					
<b>REMARKS:</b>						
	C. Formal Application Meeting					
	1. Schedule of events Date:_____ Time:_____					
	2. Discuss each Submission					
	3. Resolve Discrepancies/Open Items					
	4. Review Authorisation Process					
	5. Review Impact if Schedule of Events items are not met					
	D. Issue Letter Accepting/Rejecting Application					
<b>REMARKS:</b>						

**FORM O-OPS001K:  
DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	III. DOCUMENT EVALUATION PHASE	Scheduled Date	Inspect or Initial	Date Received/Accomplished	Date Returned for Change	Reference
<b>REMARKS:</b>						
	A. Evaluate Applicable Training Programmes					
	1. Training Curricula					
	a. Company Procedures Indoctrination					
	b. Emergency Equipment Drills Training					
	c. Ground Training (Handling/Service/De-					
	d. Flight Training					
	e. Recurrent Training					
	f. Transition/Upgrade Training					
	g. Differences Training					
	h. Security					
	i. Dangerous Goods					
	j. Flight Examiner/Flight					
	k. Crew Resource					
	2. Flt/Ops/Officer Training					
<b>REMARKS:</b>						
	B. Evaluate Management Qualifications					
	2. Director of Operations					
	3. Director of Continuing					
	4. Quality Manager/s					
	a. Quality Manager for Operations (if applicable)					
	b. Quality Manager for Maintenance (if applicable)					
	5. Chief Pilot					
	6. Safety Manager					
	7. Request for Deviation Letter (If Applicable)					
	8. Other					
<b>REMARKS:</b>						

**FORM O-OPS001K:**

**DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	<b>III. DOCUMENT EVALUATION PHASE (CONTINUED)</b>	Schedule d Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Chang	Referenc e
	C. Evaluate Operator's Manual					
	1. Completed Operations Manual					
	a. Emergency exit plan					
	b. Carry-on Baggage plan					
	2. Completed Maintenance Control Manual					
	3. Authority Approved Aircraft Flight Manual					
	4. Aircraft Checklists					
	a. Normal					
	b. Abnormal					
	c. Emergency					
	5. Cabin Attendant Manual					
	6. Flight Supervision and Monitoring/Flight Following					
	7. Station/Facility Operations					
	8. Company Emergency Manual					
	9. Aerodrome Data & En Route Manual (Charts and Plates)					
	10. Aerodrome/Runway Analysis (Performance)					
	11. Minimum Equipment List					
	a. (MEL Management)					
	12. Configuration Deviation List					
	13. Maintenance Technical					
	14. Fuelling/Refuelling/Defuelling					
	15. Ground Servicing Manual					
	16. Mass and Balance Control Programme					
	17. Dangerous Goods					
	18. Security					
	19. Reliability Programme					
	20. Completed Continuous Airworthiness Maintenance Programme					
	21. Emergency Plan/Notification					
	22. Passenger Briefing Cards					
<b>Remarks:</b>						

**FORM O-OPS001K:**

**DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	<b>III. DOCUMENT EVALUATION PHASE (CONTINUED)</b>	Schedule d Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Chang es	Reference
	D. Other Evaluations					
	1. Aircraft Lease					
	2. Maintenance Contracts/Agreements					
	3. Servicing Contracts/Agreements					
	4. Exemption/Deviation Requests/Justification					
	5. Plan for Emergency Evacuation Demonstration					
	6. Plan for Ditching Demonstration					
	7. Plan for Demonstration Flight					
	8. Final Compliance Statement					
	9. Initiate Operations Specifications preparation					
	10. Training Contracts					
	11. De-icing/Anti Icing					
	12. Exit Row Seating					
<b>Remarks:</b>						

**FORM O-OPS001K:  
DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	IV. DEMONSTRATION & INSPECTION PHASE	Schedule d Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Chang	Reference
	A. Evaluate Operator Conducting Training					
	1. Training Facilities					
	2. Training Schedules:					
	3. Flight Crewmember Training Evaluation					
	a. Company Procedures Indoctrination					
	b. Emergency Equip. Drills Training					
	c. Ground Training					
	d. Flight Training					
	e. Differences Training					
	4. Check Pilot/Instructor					
	5. Cabin Crew					
	a. Company Procedures Indoctrination					
	b. Emergency Equip. Drills Training					
	c. Ground Training					
	6. Crew Resource Management					
	7. Flight Supervision and Monitoring/Flight Following					
	8. Dangerous Goods Training					
	a. Crewmembers					
	b. Ground personnel					
	9. Security Training					
	10. Maintenance Training					
	a. Director of Maintenance					
	b. Quality Manager					
	c. Quality system Personnel					
<b>Remarks:</b>						

**FORM O-OPS001K:**

**DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	<b>IV. DEMONSTRATION &amp; INSPECTION PHASE (CONTINUED)</b>	Schedule d Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Chang	Reference
	B. Testing/Certification					
	1. Pilots					
	2. Flight Engineers					
	3. Fit/Ops/Officers					
	4. Cabin Crew Members					
	C. Aircraft Conformity Inspection					
	D. Main Operations Base					
	E. Main Maintenance Base					
	F. Station/Facilities (Operations)					
	G. Station/Facilities (Maintenance)					
	H. Flight Supervision and Monitoring/Flight Following					
	I. Recordkeeping Locations					
	1. Crewmember					
	a. Training					
	b. Flight & rest Times					
	c. Qualification					
	2. Maintenance					
	a. Aircraft Records					
	b. Maintenance Personnel					
	i Director of Maintenance					
	ii Quality Manager and staff					
	iii Contract Employees					
	J. Flight/Trip Records					
	K. Emergency Evacuation					
	L. Ditching Demonstration					
	M. Demonstration Flight Evaluation					
	N. Proof of [State] Economic Authority					

**Remarks:**



**FORM O-OPS001K:**

**DANGEROUS GOODS AUTHORISATION JOB AID AND SCHEDULE OF EVENTS**

AUTHORITY Reference	V. CERTIFICATION PHASE	Scheduled Date	Inspect or Initial	Date Received/ Accomplish ed	Date Return ed for Change	Reference
	A. Approve Operations Specifications					
	B. Present Certificate & Operations Specifications					
<b>Remarks:</b>						
	C. Prepare Certification Report					
	1. Assemble Report					
	a. Formal Application Letter and POPS					
	b. Final Statement of					
	c. Copy of Operations Specifications					
	d. Copy of Certificate					
	e. Summary of Difficulties					
	2. Distribute Report					
<b>Remarks:</b>						
	D. Develop Post Certification Surveillance Programme					
	1. Within Geographic Area					
	2. Outside Geographic Area					
<b>Remarks:</b>						