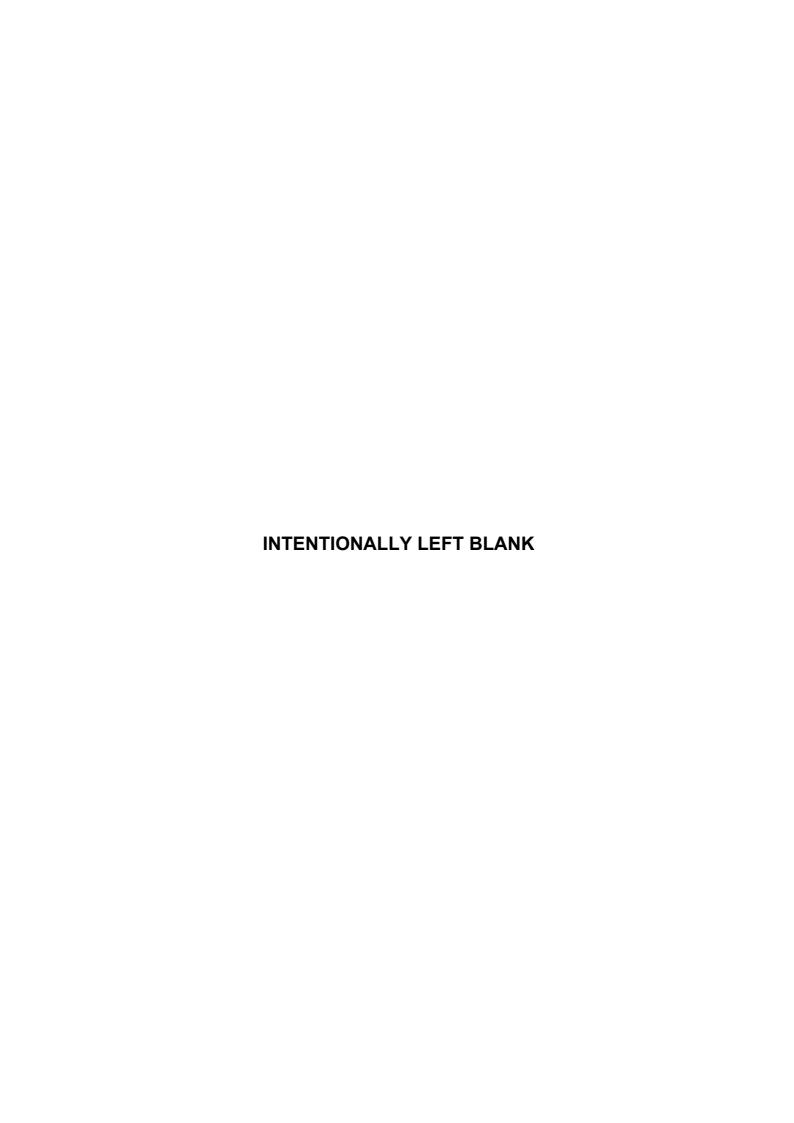


**CIVIL AVIATION DIRECTIVE – 18** 

# NATIONAL TRANSPORT OF DANGEROUS GOODS PROGRAMME

CIVIL AVIATION AUTHORITY OF MALAYSIA





#### Introduction

In exercise of the powers conferred by section 240 of the Civil Aviation Act 1969 (Act 3), the Chief Executive Officer makes this Civil Aviation Directive 18 – National Transport of Dangerous Goods Programme (CAD 18 – NTDGP), pursuant to Part XIII which includes Regulation 129, 130, 131, 132, 133, 134, 135, 189 and 195 of the Malaysian Civil Aviation Regulations (MCAR 2016)

This CAD has been prepared in accordance with related ICAO Annex (Annex 18) and Doc, Civil Aviation Regulation 2016 (MCAR), CADs, ICAO Doc 9284 (Technical Instructions for the Safe Transport of Dangerous Goods by Air) adopted and adapted in various parts of Civil Aviation Regulations 2016 (MCAR) and related Civil Aviation Directives (CAD).

This Directive is published by the Chief Executive Officer under section 240 of the Civil Aviation Act 1969 (*Act* 3) and comes into effect on 20 May 2021.

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishment under section 240 of the Civil Aviation Act 1969 (Act 3).

(Captain Chester Voo Chee Soon)
Chief Executive Officer
Civil Aviation Authority of Malaysia



#### **Civil Aviation Directive components and Editorial practices**

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as "shall" or "must", are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as "should" or "may", are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience, but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures:** These add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices:

**Attachments:** Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.



#### **Record of Revisions**

Revisions to this CAD shall be made by authorised personnel only. After inserting the revision, enter the required data in the revision sheet below. The *'Initials'* has to be signed off by the personnel responsible for the change.

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#### 1 General

#### 1.1 Description

#### 1.1.1 Citation

- 1.1.1.1 These Directives are the Civil Aviation Directives 18 National Transport of Dangerous Goods Programme (CAD 18 NTDGP), Issue 01/Revision 00, and comes into operation on 20 May 2021.
- 1.1.1.2 This CAD 18 NTDGP, Issue 01/Revision 00 will remain current until withdrawn or superseded.

#### 1.1.2 Applicability

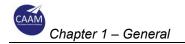
- 1.1.2.1 The National Transport of Dangerous Goods Programme in this CAD 18 are for all operators and relevant agencies involved in the carriage of dangerous goods by air
- 1.1.2.2 This CAD prescribes the requirements to assist all operators and relevant agencies in handling, to implement procedures and comply with the regulation for the carriage of dangerous goods

#### 1.1.3 Revocation

1.1.3.1 This CAD revokes the National Transport of Dangerous Goods Programme 1<sup>st</sup> Edition dated 1<sup>st</sup> August 2019.

#### 1.1.4 This NTDGP consists of:

- a) The requirements to operator involved in transport of dangerous goods by air;
- b) The responsibilities of both security and non-security staff which involve with dangerous goods awareness;
- The safety standards for an acceptable level of control of the radiation, criticality and thermal hazards to persons, property and the environment that are associated with the transport of radioactive material;
- The requirements that must be satisfied to ensure safety and to protect persons, property and the environment from the effects of radiation in the transport of radioactive material;
- e) The requirements concerning the training programmes of dangerous goods established and maintained by operators detailing the selection, qualification, training, certification and motivation of dangerous goods; and
- f) Reporting procedures for dangerous goods incidents and accidents.



#### 1.2 Limitation of Dangerous Goods on aircraft

- 1.2.1 The dangerous goods shall be carried in accordance with the Technical Instructions as provided under regulations 132 and 133 of the MCAR 2016.
- 1.2.2 Paragraph 1 shall not apply to the transport of dangerous goods if it falls with the limitations, exemption or exception under Chapter 3 of the Technical Instructions.

#### 1.3 Definitions

In this NTDGP, unless the context otherwise requires—

**Agent** means any person who undertakes the responsibilities or carries out any of the functions of an operator or a shipper, as the case may be, on behalf of the operator or shipper in relation to the carriage of munitions of war or dangerous goods;

**Authority** means the Civil Aviation Authority of Malaysia established under the Civil Aviation Authority of Malaysia Act 2017 [Act 788];

**Baggage** means personal property of passengers or crew carried on an aircraft by agreement with the operator;

**Cargo** means any property carried on an aircraft other than mail and accompanied or mishandled baggage;

Cargo aircraft means an aircraft, other than an aircraft that carries passengers, which is carrying goods or property;

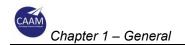
**Combination packaging** means a combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging in accordance with the relevant provisions of Part 4;

**Consignee** means any person, organisation or government which is entitled to take delivery of a consignment;

**Consignment** means one or more packages of dangerous goods accepted by an operator from one consignor at one time and at one address, receipted for in one lot and moving to 1 consignee at 1 destination address;

**Crew member** means a person assigned by an operator to duty on an aircraft during a flight duty period;

**Dangerous Goods** means article 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 the Technical Instructions;



**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;

**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 evident that the integrity of the packaging has not been maintained or any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants;

**Dangerous Goods Security** means measures or precautions to be taken by operators, shippers and others involved in the transport of dangerous goods aboard aircraft to minimise theft of misuse of dangerous goods that may endanger persons or property;

**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;

**Exception.** means a provision in the Technical Instructions which excludes a specific item of dangerous goods from the requirements normally applicable to that item;

**Excess baggage** means baggage which a passenger has presented to check-in as accompanied checked baggage, but which exceeds the passenger's baggage allowance specified by the operator and which is consequently consigned as cargo in order to be sent to the same destination as the passenger;

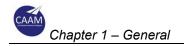
**Exemption** means an authorisation, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions;

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

**Freight forwarder** means a person or organisation who offers the service of arranging the transport of cargo by air;

**Handling agent** means an agency which performs on behalf of the operator some or all of the operator's functions including receiving, loading, unloading, transferring, or other processing of passengers or cargo;

**Mail** means dispatches of correspondence and other items tendered by, and intended for delivery to, postal services in accordance with the rules of the Universal Postal Union (UPU);



**MCAR** means the Malaysian Civil Aviation Regulations;

**Munitions of wars** means any weapons and ammunition designed for use in warfare or against any person, including any part designed for such weapons and ammunition;

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

**Outer packaging** means 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** means an enclosure used to contain 1 or more packages and to form 1 handling unit for convenience of handling and stowage;

**Package** means the complete product for the packing operation consisting of the packaging and its contents prepared for transport;

**Packaging** means the receptacle and any other components necessary for the receptacle to perform its containment function;

**Proper shipping name** means the name used to describe a particular article or substance in every shipping document and notification and, where appropriate, on packaging;

**UN number** means the four (4) digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances; and

**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, except for -

- a) an overpack; or
- b) a freight container for radioactive materials.



#### 2 Operator and Shipper Responsibilities

This Chapter provides the requirements to operator and shipper for the purpose of the carriage of dangerous goods by air.

#### 2.1 General obligations of operator and shipper

- 2.1.1 For the purpose of ensuring the compliance with the Technical Instructions, operator and shipper shall have the latest ICAO Doc 9284 Technical Instruction in their safekeeping.
- 2.1.2 The operator and shipper shall not transport any non-dangerous goods in accordance with the Technical Instructions and this NTDGP.
- 2.1.3 No operator shall carry dangerous goods or munitions of war to or from Malaysia or transiting in Malaysia unless he holds a permit issued by the Authority and in accordance with Chapter 1, Variations Notified By States, Technical Instructions.
- 2.1.4 The operator shall designate and specify a person (coordinator) to CAAM within its administration at all operating stations to be responsible for ensuring compliance for transportation of dangerous goods by air with the Technical Instructions and this NTDGP. The person shall be a local citizen and training requirement as specified in paragraph 2.8 Chapter 5.

#### 2.2 Operator's responsibilities

- 2.2.1 The operator and its agent shall not accept any dangerous goods for carriage by air unless
  - a) dangerous goods are accompanied by a completed and properly executed dangerous goods transport document and a signed declaration, except
  - b) where the Technical Instructions specify that such document is not required; and
  - c) the package, overpack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions and all accompanying transport documents have been verified.
- 2.2.2 The operator and its agent shall ensure that—
  - all packages and overpacks containing dangerous goods and freight containers containing radioactive materials are loaded, properly secured and stowed on an aircraft in accordance with the provisions of the Technical Instructions;
  - b) before a unit load device is loaded on board the aircraft, the unit load device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein;



- c) no leaking or damaged packages, overpacks or freight containers are loaded on the aircraft;
- no dangerous goods are carried in an aircraft cabin occupied by passengers or on the flight deck of the aircraft, except in circumstances permitted by the provisions of the Technical Instructions;
- e) any hazardous contamination found on the aircraft as a result of leakage or damage to dangerous goods is removed without delay and if the aircraft has been contaminated by radioactive materials, it 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;
- f) any packages containing dangerous goods which might react dangerously one with another shall not be stowed on the aircraft next to each other or in a position that would allow interaction between them in the event of leakage;
- g) any packages of toxic or infectious substances shall be stowed on the aircraft in accordance with the provisions of the Technical Instructions;
- h) any packages of radioactive materials shall be separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions, when stowed on the aircraft;
- the goods are secured in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages or which would cause damage to the packages;
- j) in the case of packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements as specified in the Technical Instructions are met at all times;
- packages of munitions of war or dangerous goods bearing the "Cargo aircraft only" label must be loaded in accordance with the provisions in the Technical Instructions;
- passengers are warned as to the type of goods that they are prohibited from transporting on board the aircraft as checked baggage or carry-on articles; and
- m) packages containing dangerous goods which might react dangerously together, shall not be stowed next to each other or in a position that would allow interaction between them in the event of leakage.
- 2.2.3 For purposes of the inspections under paragraphs 2.2.1 and 2.2.2, the operator and its agent shall use an acceptance checklist as specified in **Appendix A**.
- 2.2.4 The operator of any aircraft flying for the purpose of commercial air transport shall ensure that all flight crew, cabin crew and other employees are provided with such information and training as will enable them to carry out their responsibilities with



regard to the carriage of dangerous goods, including the actions to be taken in the event of emergencies involving dangerous goods.

- 2.2.5 The operator of any aircraft on which dangerous goods are to be carried as cargo and its agent shall ensure that, as soon as practicable and before any flight begins, the pilot-in-command of the aircraft is provided with such information as is specified in Part 7 of the Technical Instructions.
- 2.2.6 The operator of an aircraft registered in Malaysia which is involved—
  - a) in a dangerous goods accident whilst carrying any dangerous goods as cargo on the aircraft; or
  - b) in a dangerous goods incident in which, in the reasonable opinion of the operator, dangerous goods carried as cargo on the aircraft may be involved,

shall provide information, without delay, to emergency services or rescue personnel responding to the dangerous goods accident or dangerous goods incident and the appropriate authorities and the State in which the dangerous goods accident or dangerous goods incident occurred about the dangerous goods onboard, as shown on the written information to the pilot-in-command.

- 2.2.7 In the event of any in-flight emergency, the operator shall require its pilot-incommand carrying munitions of war or dangerous goods as cargo to inform the appropriate air traffic services unit, as soon as reasonably practicable, of those dangerous goods in detail or as a summary or by reference to the location from where the detailed information can be obtained immediately.
- 2.2.8 The operator of which dangerous goods are to be carried and its agent shall ensure that all packages or overpacks containing dangerous goods and freight containers containing radioactive materials are inspected for signs of damage or leakage upon unloading from the aircraft or into a unit load device.
- 2.2.9 Separation, segregation, and security

The operator shall -

- a) stow packages of poisons and infectious substances in accordance with the Technical Instructions:
- b) stow radioactive materials separate from persons, live animals, and undeveloped film in accordance with the Technical Instructions;
- c) protect the dangerous goods loaded on an aircraft from being damaged; and
- d) secure such goods in the aircraft in a manner that will prevent any movement in flight which would change the orientation of the packages.

#### 2.2.10 Loading inspection



The operator shall not load -

- a) a package or overpack containing dangerous goods onto an aircraft or into a unit load device unless it has been –
  - 1) inspected immediately prior to loading; and
  - 2) found free from evidence of leakage or damage.
- b) a unit load device onto an aircraft until the device has been -
  - 1) inspected immediately prior to loading; and
  - 2) found free of any evidence of leakage from, or damage to, any dangerous goods contained within.

#### 2.2.11 Unloading inspection

The operator who carries a package or overpack containing dangerous goods by air shall inspect the package or overpack for signs of damage or leakage when unloading from the aircraft or unit load device.

#### 2.2.12 Removal of damage or leakage

- a) Where evidence of damage or leakage is found when unloading an aircraft, the operator shall –
  - 1) inspect the area of the aircraft where the dangerous goods or unit load device was stowed for damage or contamination; and
  - 2) remove any hazardous contamination.
- b) The operator shall ensure that the aircraft is not permitted to fly for the purpose of commercial air transport if the operator knows or suspects that radioactive materials have leaked in or contaminated the aircraft, unless the radiation level resulting from the fixed contamination at any accessible surface and the non-fixed contamination are not more than the values specified in paragraph 3.2 of Part 7 of the Technical Instructions.

#### 2.2.13 Infectious substances

Where any package containing infectious substances loaded on an aircraft appears to be damaged or leaking, the operator shall –

- a) avoid handling the package or keep handling to a minimum;
- b) inspect adjacent packages for contamination and put aside any that may be contaminated:
- inform the appropriate public health authority or veterinary authority and provide information on any other countries of transit where any persons may have been exposed to danger; and
- d) notify the consignor or the consignee.



#### 2.2.14 Radioactive material

Where the aircraft has been contaminated by radioactive materials, the operator shall

- a) immediately take the aircraft out of service; and
- b) not return the aircraft into service until the radiation level at any accessible surface and the remaining contamination does not exceed the values specified in the Technical Instructions.

#### 2.2.15 Information to employees

The operator shall provide such information to their employees and, where applicable, their handling agent, as will enable them to carry out their responsibilities with regard to the carriage of dangerous goods including –

- a) instructions on action to be taken in emergencies arising involving the dangerous goods; and
- b) such other information as specified in the Technical Instructions.

#### 2.2.16 Information in cargo acceptance areas

- a) The operator shall display notices to the public at cargo acceptance areas providing information about the carriage of dangerous goods.
- b) The notices in paragraph (a) shall be -
  - 1) sufficient in number; and
  - 2) prominently displayed.

#### 2.2.17 Information to passenger

- a) The operator shall inform a passenger of the type of goods that he or she is prohibited from carrying aboard an aircraft.
- b) The information required by paragraph (a) shall be provided
  - (i) by notices sufficient in number and prominently displayed:
    - i) at each location where tickets are issued, and baggage checked; and
    - ii) in each aircraft boarding area; and
  - (ii) with the passenger ticket, or if no physical ticket is issued, as part of the booking confirmation.

#### 2.2.18 Dealing with suspected contaminated baggage or cargo

- a) If the operator becomes aware that baggage or cargo not identified as containing dangerous goods has been contaminated and it is suspected that dangerous goods may be the cause of the contamination, the operator shall—
  - 1) comply with regulation 135 of MCAR;



- 2) take reasonable steps to identify the nature and source of the contamination;
- 3) if the contaminating substance is found or suspected to be a substance classified as dangerous goods by these Instructions, isolate the baggage or cargo and take appropriate steps to nullify any identified hazard before the baggage or cargo is transported further by air; and
- 4) take possession of such dangerous goods.
- b) Where the operator is in possession of dangerous goods, the operator
  - 1) shall take all reasonable precautions to secure the goods until those goods are inspected, tested, analysed or evidenced by the Authority; and

2)

 may release the goods taken into custody when those goods are no longer needed by the Authority for inspection, testing, analysis, or evidential purposes.

#### 2.3 Shipper's responsibilities

- 2.3.1 Before consigning any dangerous goods for carriage by air, the shipper or his agent shall—
  - ensure that the dangerous goods are not forbidden for carriage by air in any circumstances under the provisions of the Technical Instructions;
  - ensure that dangerous goods are properly classified, packed, marked, labelled and accompanied by a properly executed dangerous goods transport document, as specified in Annex 18 to the Chicago Convention and the Technical Instructions:
  - c) provide to the operator on which the dangerous goods are to be carried, or to any agent of the operator, the duly executed dangerous goods transport document, which shall contain the information required by the Technical Instructions;
  - d) sign a declaration that the dangerous goods—
    - 1) are fully and accurately described by their proper shipping names; and
    - 2) are classified, packed, marked, labelled, and in proper condition for carriage by air in accordance with the Technical Instructions;

unless the Technical Instructions provides otherwise that the dangerous goods are not required to have such declaration;

- e) provide to their employees such information as will enable them to carry out their responsibilities with regard to the carriage of dangerous goods and instructions as to the action to be taken in the event of emergencies arising involving dangerous goods; and
- f) ensure that the English language is used for all dangerous goods transport documents.



#### 2.3.2 Packaging requirements

A person shall not mark, label, certify, or offer a packaging as meeting the requirements of this Chapter unless the packaging is—

- a) manufactured, fabricated, marked, maintained, reconditioned, and repaired, as applicable, in accordance with the Technical Instructions; and
- b) tested in accordance with the Technical Instructions.

#### 2.3.3 Packing requirements

A person who packs dangerous goods for carriage by air shall-

- a) pack the goods in accordance with the Technical Instructions;
- b) undergo for dangerous goods training programme as approved by the Authority; and
- c) except where the Technical Instructions otherwise provides, ensure that the packaging
  - 1) is used as specified in the applicable test; and
  - 2) confirms in all respects with the design type, including the method of packing and size and type of any inner packaging, which was tested.

#### 2.3.4 Marking requirements

A person who marks a package or overpack containing dangerous goods for carriage by air shall mark the package or overpack –

- a) in accordance with the Technical Instructions; and
- b) with the following:
  - 1) the proper shipping name of the dangerous goods, and, if appropriate, supplemented with the technical name;
  - 2) when assigned, the corresponding UN number, preceded by the letters UN number;
  - 3) the name and address of the person who offers the dangerous goods for carriage by air and the consignee; and
  - 4) such other markings as are specified in the Technical Instructions.

#### 2.3.5 Labelling requirements

- a) A person who labels a package or overpack containing dangerous goods for carriage by air shall—
  - 1) label each package and overpack in accordance with the Technical Instructions; and
  - 2) ensure that each hazard label indicates the true nature of the hazard in accordance with the Technical Instructions.



- b) A person who offers a package or overpack containing dangerous goods for carriage by air shall ensure that—
  - the dangerous goods are not forbidden under the Technical Instructions for carriage by air;
  - 2) the dangerous goods are certified in accordance with the acceptance checklist as specified in **Appendix A**;
  - 3) the dangerous goods are packaged, packed, marked, and labelled in the manner prescribed under paragraphs 2.3.2, 2.3.3, 2.3.4 and this paragraph.
  - 4) when required by the Technical Instructions, the dangerous goods are accompanied by a dangerous goods transport document that has been executed and signed in accordance with the acceptance checklist as specified in **Appendix A**.

#### 2.3.6 Dangerous goods transport document

- a) A person who offers dangerous goods for carriage by air shall, provide the operator with two (2) copies of a completed and signed dangerous goods transport document that—
  - accurately describes the dangerous goods in the following order by their
    - i) proper shipping name;
    - ii) class or, when assigned, division, including for Class 1, compatibility group:
    - iii) UN number, if any, preceded by the letters UN;
    - iv) where assigned, the appropriate packing group; and
  - 2) bears the following declaration signed by the person who offered the dangerous goods for carriage by air:
    - "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";
  - 3) have name, dated and signed by the shipper';
  - 4) full name of airport departure and airport destination; and
  - 5) complies with the Technical Instructions.



#### 3 Application for Approval

- 3.1 The Authority may issue a permit for carriage of munition of war, dangerous goods or forbidden dangerous goods if the Authority is satisfied that the applicant has fulfilled the requirements under this NTDGP and the following requirements—
  - a) submission of an application form as attached in Appendix B, Appendix C,
     Appendix D, Appendix E as the case may be and
  - b) Each operator shall develop and approve Dangerous Goods Manual as template in Appendix F
  - c) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.
- 3.2 The Authority may issue an approval of dangerous goods training programme if the Authority is satisfied that the applicant has fulfilled the requirements under this NTDGP and the following requirements
  - a) submission of an application form as attached in Appendix G; and
  - b) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.
- 3.3 The Authority may issue an approval of dangerous goods card if the Authority is satisfied that the applicant has fulfilled the requirements under this NTDGP and the following requirements
  - a) submission of an application form as attached in **Appendix H**; and
  - b) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.
- 3.4 The Authority may issue a Foreign Aircraft Operator Certificate to Foreign Aircraft Operator if the Authority is satisfied that the applicant has fulfilled the following requirement—
  - a) submission of a Foreign Aircraft Operator Certificate Compliance Matrix (Section D-Dangerous Goods) as attached in **Appendix I**;



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#### 4 Provision Concerning Passenger and Crew

- 4.1 No passenger or crew shall carry dangerous goods either as in carry-on baggage, checked baggage or on their person except as provided for in the Technical Instructions.
- 4.2 The provisions of this NTDGP and the Technical Instructions shall not apply to baggage that has been separated from its owner during transit (e.g. lost baggage or improperly routed baggage) or in excess baggage carried as cargo as permitted.
- 4.3 Any person other than an operator (such as a travel agent), involved in the air transport of passengers, shall provide passengers with information about the types of dangerous goods which they are forbidden to transport aboard an aircraft. This information shall consist of, as a minimum, notices at those locations where there is an interface with the passengers.
- 4.4 Where provision is made for the purchase of tickets via the internet, the operator shall ensure that the information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft be provided in either text or pictorial form and be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage.



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#### 5 Dangerous Goods Training

#### 5.1 Application

This Chapter shall apply to—

- a) shippers of dangerous goods, including packers and persons or organisations undertaking the responsibilities of the shipper;
- b) 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;
- d) ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
- e) agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
- f) freight forwarders;
- g) agencies engaged in the security screening of passengers and crew and their baggage and/or cargo or mail;
- h) designated postal operators; and
- i) agencies engaged in the security screening of passengers and their baggage.

#### 5.2 General requirements

- 5.2.1 No person shall provide dangerous goods training programme except with the approval from the Authority.
- 5.2.2 For the purpose of paragraph 5.2.1, the approval includes the approval for the instructor to conduct the training programme.
- 5.2.3 No holder of a permit issued under regulation 132 of the MCAR as specified in Table 1 shall carry out any duty involving dangerous goods unless he has satisfactorily completed the training programme as specified in the Table 1 and holds a dangerous goods card issued by the Authority.
- 5.2.4 A person as specified in Table 2 of this Chapter which is not a holder of a permit issued under regulation 132 of the MCAR shall satisfactorily completed the training programme as specified in the Table 2 and holds a dangerous goods card issued by the Authority.
- 5.2.5 A person as specified in Table 3 of this Chapter shall satisfactorily completed the training programme as specified in the Table 3 and holds a dangerous goods card issued by the Authority.

- 5.2.6 A person as specified in Table 1, Table 2 and Table 3 shall undergo the respective recurrent training programme every two (2) years to ensure knowledge is current.
- 5.2.7 For the avoidance of doubt, if recurrent training is completed within the final three (3) months of validity of previous training, the period of validity extends from the month of which the recurrent training was completed until 24 months from the expiry month of that previous training.
- 5.2.8 A person shall ensure that its personnel who are assigned duties involving dangerous good
  - a) have satisfactorily completed an initial and recurrent dangerous goods training programme; and
  - b) holds a dangerous goods card issued by the Authority.

Table 1: Category and content of training courses

| ASPECTS OF TRANSPORT OF DANGEROUS GOODS BY AIR WITH WHICH THEY | SHIPPERS<br>AND<br>PACKERS<br>CATEGORY |   | FREIGHT<br>FORWARDER |   |   | OPERATORS AND<br>GROUND<br>HANDLING AGENTS |          |   |   | SECURITY<br>SCREENER |    |
|--|--|---|----------------------|---|---|--|----------|---|---|----------------------|----|
| SHOULD BE FAMILIAR, AS<br>A MINIMUM                            | 1                                      |   |                      |   |   |  |          |   |   | 40                   |    |
|  | 1                                      | 2 | ၁                    | 4 | Э | О  | <b>'</b> | 0 | 9 | 10                   | 12 |
| General philosophy   | X                                      | Х | Χ                    | Х | X | X  | Х        | X | Х | Х                    | Х  |
| Limitations  | X                                      |   | X                    | Х | X | X  | Х        | 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  |          |   |   | Х                    |    |
| General packing requirements                                   | X                                      | Х | X                    |   |   | X  |          |   |   |                      |    |
| Packing instructions   | X                                      | Х | X                    |   |   | X  |          |   |   |                      |    |
| Labeling and marking   | X                                      | X | X                    | X | X | X  | Х        | X | Х | X                    | Х  |
| Shipper's Declaration and other relevant documentation         | X                                      |   | X                    | X |   | X  | X        |   |   |                      |    |
| Acceptance procedures  |  |   |                      |   |   | X  |          |   |   |                      |    |
| Recognition of undeclared dangerous goods                      | X                                      | Х | X                    | X | X | X  | X        | X | X | X                    | ×  |
| Storage and loading procedures                                 |  |   |                      |   | X | X  |          | X |   | X                    |    |
| Pilots' notification   |  |   |                      |   |   | Χ  |          | Х |   | Χ                    |    |
| Provisions for passengers and crew                             | X                                      | X | X                    | X | X | X  | X        | X | X | X                    | ×  |
| Emergency procedure  | X                                      | X | X                    | X | X | Χ  | X        | X | X | X                    | X  |

# Chapter 5 - Dangerous Goods Training

| CATEGOR | YDETAILS  |
|---------|---|
|         |   |
| 1       | Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT)                |
| 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 cargo or mail   |
| 6       | Operator's & Ground Handling Agent's staff accepting dangerous goods and DG coordinator as specified in paragraph 1.4 Chapter 2   |
| 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 involved in 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      | Crew members (other than flight crew members)   |
| 12      | Security staff who deal with the screening of passengers and crew and their baggage and cargo or mail, e.g., security screeners, their supervisors and staff involved in implementing security procedures |

# Table 2: Category and content of training courses for operators not carrying Dangerous Goods as cargo or mail

| CONTENTS  |    | CATEGORIES OF STAFF |    |    |    |  |  |  |
|---|----|---------------------|----|----|----|--|--|--|
|   | 13 | 14                  | 15 | 16 | 17 |  |  |  |
| General philosophy  | X  | Х                   | Х  | Х  | Х  |  |  |  |
| Limitations   | X  | Х                   | Х  | Х  | X  |  |  |  |
| _abelling and marking   | X  | X                   | Х  | Х  | X  |  |  |  |
| Dangerous goods transport document and other relevant documentation | X  |                     |    |    |    |  |  |  |
| Recognition of undeclared dangerous goods                           | X  | Х                   | X  | Х  | X  |  |  |  |
| Provisions for passengers and crew                                  | Х  | х                   | X  | Х  | X  |  |  |  |

| CATEGORY | DETAILS  |
|----------|--|
| 13       | Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods) and DG coordinator as specified in paragraph 1.4 Chapter 2 |
| 14       | Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail (other than dangerous goods) and baggage         |
| 15       | Passenger handling staff   |
| 16       | Flight crew members, loadmasters, load planners and flight operations officers / flight dispatchers  |
| 17       | Crew members (other than flight crew members)  |

# Table 3: Category and content of training courses for staff of designated operators

| ASPECTS OF TRANSPORT OF DANGEROUS GOODS BY AIR                      | DESIGNATED POSTAL OPERATORS |   |   |  |  |
|---|-----------------------------|---|---|--|--|
| WITH WHICH THEY SHOULD BE FAMILIAR, AS A MINIMUM                    | CATEGORIES OF STAFF         |   |   |  |  |
|   | A                           | В | С |  |  |
| General philosophy  | Х                           | X | X |  |  |
| Limitations   | X                           | X | Х |  |  |
| General requirements for shippers                                   | X                           |   |   |  |  |
| Classification  | X                           |   |   |  |  |
| List of dangerous goods   | X                           |   |   |  |  |
| Packing requirements  | X                           |   |   |  |  |
| Labeling and marking  | X                           | X | X |  |  |
| Dangerous goods transport document and other relevant documentation | Х                           | Х |   |  |  |
| Acceptance of the dangerous goods listed in 1;2.3.2                 | X                           |   |   |  |  |
| Recognition of undeclared dangerous goods                           | X                           | X | X |  |  |
| Storage and loading procedures                                      |                             |   | X |  |  |
| Provisions for passengers and crew                                  | Х                           | X | X |  |  |
| Emergency procedure   | X                           | X | X |  |  |

| CATEGORY | DETAILS   |
|----------|---|
| A        | Staff of designated postal operators involved in accepting mail containing dangerous goods and DG coordinator as specified in paragraph 1.4 Chapter 2 |
| В        | Staff of designated postal operators involved in processing mail (other than dangerous goods)   |
| С        | Staff of designated postal operators involved in handling, storage and loading of mail  |



#### 5.3 Instructor's qualifications

- 5.3.1 No person shall act as an instructor of dangerous good training programme unless with the approval by the Authority.
- 5.3.2 Authority may approve any person to act as an instructor for dangerous goods training programme if—
  - a) holds a certificate of ICAO's instructor course or professional skills for dangerous goods instructor course from IATA;
  - b) has successfully completed the dangerous goods training programme for Category 6, prior to delivering such a dangerous goods training programme;
  - c) is a local citizen having experience in dangerous goods; and
  - d) has at least every twenty four (24) months delivered initial and recurrent dangerous goods training programme, or in the absence of this attend recurrent training.
- 5.3.3 The certificate under subparagraph 3.2 (a) shall not be more than five years from the date issuance of such certificate.
- 5.3.4 Subparagraph 5.3.2 (d) shall not apply to an applicant for an initial approval as an instructor.

#### 5.4 Training record

- 5.4.1 A person to whom this Chapter applies shall retain a training record which is more than thirty-six (36) months, for every person assigned duties involving dangerous goods, for the duration of the person's employment.
- 5.4.2 The record under paragraph 5.4.1 shall include
  - a) the initial training programme and last recurrent training undertaken;
  - b) when it was undertaken;
  - c) the identity of the person and organisation that conducted the training; and
  - d) the result and competence achieved.
- 5.4.3 A person shall within a reasonable time after being requested to do so by the Authority, cause to be produced the training record to the Authority.



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#### 6 Dangerous Goods Security

#### 6.1 Application

- 6.1.1 The provisions of this Chapter shall not apply to
  - a) UN Number 2908 and UN Number 2909 excepted packages;
  - b) UN Number 2910 and UN Number 2911 excepted packages with an activity level not exceeding the A2 value; and
  - c) UN Number 2912 LSA-I and UN Number 2913 SCO-I.

#### 6.2 Security plans

- Any person engaged in the transport of high consequence dangerous goods shall adopt, implement and comply a security plan.
- 6.2.2 Security plan under paragraph 6.2.1 shall comprise of
  - a) specific allocations of responsibilities for security to competent and qualified person with appropriate authority to carry out their responsibilities;
  - b) records of dangerous goods or types of dangerous goods transport;
  - review of current operations and assessment of vulnerabilities including intermodal transfer, temporary transit storage, handling and distribution as appropriate;
  - d) clear statement of measure including training policies;
  - e) effective and up-to-date procedures for reporting and dealing with security threat, breaches or security or security incidents;
  - f) procedures for the evaluation and testing of security plan and procedures for periodic review and update of the plan;
  - g) measures to ensure that the security of transport information contained in the plan; and
  - h) measure to ensure the security of the distribution of transport documentation is limited as far as possible.
- 6.2.3 For the purpose of this paragraph, "high consequence dangerous goods" means dangerous goods which have the potential for misuse in a terrorist event and which may, as a result, produce serious consequences such as mass casualties, mass destructions or mass socio economic disruptions.

#### 6.3 Dangerous Goods Security Training

6.3.1 Dangerous goods training programme as specified in Chapter 5 shall include elements of security awareness.

- 6.3.2 Security awareness shall consist of:
  - a) the nature of security risks;
  - b) recognising security risks methods to address and reduce such risks;
  - c) actions to be taken in the event of a security breach; and
  - d) awareness of security plans (if appropriate) commensurate with the responsibilities of individuals and their part in implementing security plans.



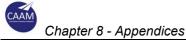
#### 7 Reporting and Investigation of Occurrence

#### 7.1 General

- 7.1.1 For the purpose of regulation 135 of the MCAR, the operator shall submit a written report CAAM/AV/DGU/135 form as specified in Appendix J of the occurrence to the Authority within twenty-four (24) hours from the occurrence coming to his knowledge including all relevant documents, as required by the Authority, vide email, fax or by hand, as follows:
  - a) Chief Executive Officer; and
    - 1) Address: Level 3, Block Podium B, Precinct 4 62618 Putrajaya
    - 2) Email: CEO.DGincident@caam.gov.my
    - 3) Fax: 03-88895691
  - b) Director of AVSEC CAAM
    - 1) Address: Level 1, Block Podium B, Precinct 4 62618 Putrajaya
    - 2) Email: PKS.DGincident@caam.gov.my
    - 3) Fax: 03-88714052



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# 8 Appendices

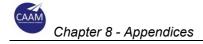
### 8.1 Appendix A – Dangerous Goods Checklist for a Non-Radioactive Shipment

| Dan | angerous Goods Checklist for a Non-Radioactive Shipment   |     |    |     |  |  |  |
|-----|---|-----|----|-----|--|--|--|
|     | the recommended checklist appearing on the following pages is intended to verify shipments at origin. Never accept or refuse shipment before all items have been checked. Ensure that the following information correct for each entry. |     |    |     |  |  |  |
| SHI | PPERS DECLARATION FOR DANGEROUS GOODS (DGD)   |     |    |     |  |  |  |
|     |   | YES | NO | N/A |  |  |  |
| 1.  | Two copies in English and in the IATA format including the air certification statement [8.1.1, 8.1.2, 8.1.6.12]   |     |    |     |  |  |  |
| 2.  | Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2]   |     |    |     |  |  |  |
| 3.  | If the Air Waybill number is not shown, enter it. [8.1.6.3]   |     |    |     |  |  |  |
| 4.  | The number of pages shown [8.1.6.4]   |     |    |     |  |  |  |
| 5.  | The non-applicable Aircraft Type deleted or not shown [8.1.6.5]   |     |    |     |  |  |  |
| 6.  | If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7] Information is optional   |     |    |     |  |  |  |
| 7.  | The word "Radioactive" deleted or not shown [8.1.6.8]   |     |    |     |  |  |  |
| DE  | NTIFICATION   |     | ·  |     |  |  |  |
| 3.  | UN or ID number(s), preceded by prefix [8.1.6.9.1, Step 1]  |     |    |     |  |  |  |
| 9.  | Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2]  |     |    |     |  |  |  |
| 10. | Class or Division and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3]   |     |    |     |  |  |  |
| 11. | Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4]  |     |    |     |  |  |  |
| 12. | Packing Group [8.1.6.9.1, Step5]  |     |    |     |  |  |  |

| Qua        | ntity and Type of Packing  |     |    |     |
|------------|--|-----|----|-----|
|            |  | YES | NO | N/A |
| 13.        | Number and Type of Packages [8.1.6.9.2, Step 6]  |     |    |     |
| 14         | Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6]   |     |    |     |
| 5.         | When different dangerous goods are packed in one outer packaging, the following rules are complied with:   |     |    |     |
| ١.         | Compatible according to Table 9.3.A  |     |    |     |
| ).         | UN packages containing Division 6.2 [5.0.2.11(c)]  |     |    |     |
| <b>;</b> . | "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)]   |     |    |     |
| d.         | Calculation of "Q" value must not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6; 8.1.6.9.2, Step 6(g)]   |     |    |     |
| 6          | Overpack   |     |    |     |
| ١.         | Compatible according to Table 9.3.A. [5.0.1.5.1]   |     |    |     |
| )          | Wording "Overpack Used" [8.1.6.9.2, Step 7]  |     |    |     |
| <b>)</b> . | If more than one overpack is used, identidication marks shown and total quantity or dangerous goods [ 8.1.6.9.2, step 7]   |     |    |     |
| Pac        | king instructions  |     | ·  |     |
| 7.         | Packing Instruction Number [8.1.6.9.3, Step 8  |     |    |     |
| 8.         | For lithium batteries in compliance with section 1B, "1B" follows the packing instruction [8.1.6.9.3, step8]   |     |    |     |
| Auth       | norisation   | •   | ·  | ·   |
| 19.        | Check all verifiable special provisions. The Special Provision Number if A1, A2, A4, A5, A51, A81, A88,A99, A130, A190, A191 [8.1.6.9.4, Step 9]   |     |    |     |
| 20.        | Indication that government authorisation is attached, including a copy in English and additional approvals for other items under [8.1.6.9.4, Step 9]   |     |    |     |
| Add        | itional Handling Information   |     | •  |     |
| 21.        | The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or sample thereof,PBE, viscous flammable liquids and fireworks [8.1.6.11.1, 8.1.6.11.2, 8.1.6.11.3 and 8.1.6.11.5] |     |    |     |
| 22.        | Name and telephone number of responsible person for Division 6.2 infectious substance shipment [8.1.6.11.4]  |     |    |     |

|       |  | YES | NO | N/A |
|-------|--|-----|----|-----|
| 23.   | Name and title (or department) of signatory, place and date indicated and signature of Shipper [8.1.6.13, 8.1.6.14 and 8.1.6.15]   |     |    |     |
| 24.   | Amendment or alteration signed by Shipper [8.1.2.6]  |     |    |     |
| Air v | vaybill – handling information   | _   |    |     |
| 25.   | The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]   |     |    |     |
| 26.   | "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]   |     |    |     |
| 27.   | Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]  |     |    |     |
| Pacl  | kage(s) and overpacks  | 1   |    |     |
| 28.   | Packaging conforms with packing instruction and is free from damage or leakage [The relevant PI and 9.1.3]   |     |    |     |
| 29.   | Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3]   |     |    |     |
| Marl  | kings  |     | ·  |     |
| 30.   | UN Specification Packaging, marked according to 6.0.4 and 6.0.5:   |     |    |     |
| -     | Symbol and Specification Code  |     |    |     |
| -     | X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements  |     |    |     |
| -     | Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179])  |     |    |     |
| -     | Infectious substance package marking [6.5.3.1]   |     |    |     |
| 31.   | UN or ID number(s), preceded by prefix [7.1.4.1(a)]  |     |    |     |
| 32.   | The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)]   |     |    |     |
| 33.   | The full name(s) and Address(es) of Shipper and Consignee [7.1.4.1(b)]   |     |    |     |
| 34.   | For consignments of more than one package of all classes (except ID 8000 and Class 7) the net quantity, or gross weight followed by G, as applicable, unless contents are identical, marked on the packages [7.1.4.1(c)] |     |    |     |
| 35.   | Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages [7.1.4.1(d)]  |     |    |     |
| 36.   | The name and telephone number of a responsible person for Division 6.2 infectious substances shipment [7.1.4.1(e)]   |     |    |     |
| 37.   | The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)]  |     |    |     |

|       |   | YES | NO | N/A |
|-------|---|-----|----|-----|
| 38.   | Limited Quantities mark [7.1.4.2]   |     |    |     |
| 39    | The Environmentally Hazardous Substance Mark [7.1.5.3]  |     |    |     |
| Labe  | elling  |     | ·  |     |
| 40.   | The label(s) identifying the Primary risk as per 4.2, Column D [7.2.3.2; 7.2.3.3(b)]  |     |    |     |
| 41.   | The label(s) identifying the Subsidiary risk, as per 4.2, Column D [7.2.3.2; 7.2.6.2.3]   |     |    |     |
| 42.   | Cargo Aircraft Only label [7.2.4.2; 7.2.6.3]  |     |    |     |
| 43.   | "Orientation" labels on two opposite sides, if applicable [7.2.4.4]   |     |    |     |
| 44.   | "Cryogenic Liquid" labels, if applicable [7.2.4.3]  |     |    |     |
| 45.   | "Keep Away From Heat" label, if applicable [7.2.4.5]  |     |    |     |
| 46.   | "Lithium battery" label, if applicable [7.2.4.7]  |     |    |     |
| 47.   | All required labels are displayed correctly [7.2.6] and all irrelevant marks and labels removed or obliterated [7.1.1; 7.2.1]                         |     |    |     |
| For ( | Overpacks   |     |    |     |
| 48.   | Packaging use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside the overpack [7.1.7.1, 7.2.7] |     |    |     |
| 49.   | The word "Overpack" marked if markings and labels are not visible [7.1.7.1]   |     |    |     |
| 50.   | If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.2]   |     |    |     |
| Gen   | eral  |     | ·  | ·   |
| 51.   | State and operator variations compiled with [2.8]   |     |    |     |
| 52.   | Cargo aircraft only shipments, a cargo aircraft operates on all sectors   |     |    |     |
| 53.   | For 1Blithium batteries, one "lithium battery document" with the required information accompanying the consignment [8.1.6.11.7]                       |     |    |     |



| Comments   | Comments                     |                                       |  |  |  |  |
|--|------------------------------|---------------------------------------|--|--|--|--|
|  |                              |                                       |  |  |  |  |
|  |                              |                                       |  |  |  |  |
|  |                              |                                       |  |  |  |  |
|  |                              |                                       |  |  |  |  |
|  |                              |                                       |  |  |  |  |
| Checked by   |                              |                                       |  |  |  |  |
| Place  |                              |                                       |  |  |  |  |
| Date   |                              |                                       |  |  |  |  |
| Time   |                              | Signature                             |  |  |  |  |
| *IF ANY BOX IS CHECKED "NO", DO NO<br>FORM TO THE SHIPPER. | T ACCEPT THE SHIPMENT AND GI | VE A DUPLICATE COPY OF THIS COMPLETED |  |  |  |  |

#### Dangerous Goods Checklist for a Non-Radioactive Shipment

The recommended checklist appearing on the following pages is intended to verify shipments at origin. Never accept or refuse a shipment before all items have been checked. Ensure that the following information correct for each entry.

#### SHIPPERS DECLARATION FOR DANGEROUS GOODS (DGD)

|            |  | YES | NO | N/A |
|------------|--|-----|----|-----|
| 1.         | Two copies in English and in the IATA format including the air certification statement [10.8.1.2; 10.8.1.4, 8.1.1 and 10.8.3.12.2]   |     |    |     |
| 2.         | Full name and address of Shipper and Consignee [10.8.3.1, 10.8.3.2]  |     |    |     |
| 3.         | If the Air Waybill number is not shown, enter it. [10.8.3.3]   |     |    |     |
| ļ.         | The number of pages shown. [10.8.3.4]  |     |    |     |
| 5.         | The non-applicable Aircraft Type deleted [10.8.3.5]  |     |    |     |
| 3.         | If full name of Airport or City of Departure or Destination is not shown, enter it. [10.8.3.6 and 10.8.3.7] Information is optional  |     |    |     |
| <b>7</b> . | The word "Non – Radioactive" deleted [10.8.3.8]  |     |    |     |
| DEN        | NTIFICATION  |     |    |     |
| 3.         | UN or ID number(s), preceded by prefix "UN" [10.8.3.9.1, Step 1]   |     |    |     |
| ).         | Proper Shipping Name [10.8.3.9.1, Step 2]  |     |    |     |
| 10.        | Class 7 [10.8.3.9.1, Step 3]   |     |    |     |
| 11.        | Subsidiary Risk, in parentheses, immediately following Class [10.8.3.9.1, Step 4] and Packing Group if required for Subsidiary Risk [10.8.3.9.1, Step 5]   |     |    |     |
| Qua        | ntity and type of packing  |     |    |     |
| 12         | Name or symbol of radionuclide(s) [10.8.3.9.2, Step 6 (a)]   |     |    |     |
| 3.         | A description of the physical and chemical form if in other form [10.8.3.9.2, Step 6 (b)]  |     |    |     |
| 4.         | "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material [10.8.3.9.2, Step 6 (b)]  |     |    |     |
| 5.         | The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity [10.8.3.9.2, Step 7] |     |    |     |
| 16.        | For different individual radionuclides, the activity of each radionuclide and the words "All packed in one" [10.8.3.9.2, Step 7]   |     |    |     |
|            |  |     |    |     |

|       |  | YES | NO | N/A |
|-------|--|-----|----|-----|
| 17.   | Acitivity within limits fpr type A packages [table 10.3.A], Type B, or type C [see attached competent authority certificate]               |     |    |     |
| 18.   | Words "Overpack Used" shown on the DGD [10.8.3.9.2, Step 8]  |     |    |     |
| Pacl  | king instructions  |     |    |     |
| 19.   | Category of package(s) or overpack [10.8.3.9.3, Step 9 and Table 10.5.C]   |     |    |     |
| 20.   | Transport Index and dimensions (preferably in sequence Length x Width x Height) for Category II and Category III only [10.8.3.9.3, Step 9] |     |    |     |
| 21.   | For Fissile Material the Criticality Safety Index or the words "Fissile Excepted" [10.8.3.9.3, Step 9]                                     |     |    |     |
| Auth  | orisation  |     |    |     |
| 22.   | Identification marks shown and a copy of the document in English attached to DGD for the following [10.8.3.9.4, Step 10; 10.5.7.2.3]:      |     |    |     |
| -     | Special form approval certificate  |     |    |     |
| -     | Low dispersible material approval certificate  |     |    |     |
| -     | Type B package design approval certificate   |     |    |     |
| -     | Other approval certificates as required  |     |    |     |
| 23.   | Additional handling information [10.8.3.15]  |     |    |     |
| 24.   | Name and title (or department) of signatory, place and date indicated [10.8.3.13 and 10.8.3.14] and signature of shipper [10.8.3.15]       |     |    |     |
| 25.   | Amendment or alteration signed by shipper [10.8.1.7]   |     |    |     |
| Air v | vaybill – handling information   |     |    |     |
| 26.   | The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [10.8.8.1(a)]              |     |    |     |
| 27.   | Cargo Aircraft Only or CAO, if applicable [10.8.8.1(b)]  |     |    |     |
| 28.   | Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.8.2]   |     |    |     |

| Package(s) and overpacks |  |     |    |          |  |
|--------------------------|--|-----|----|----------|--|
|                          |  | YES | NO | N/A      |  |
| 29.                      | Same number and type of packagings and overpacks delivered as shown on DGD   |     |    |          |  |
| 30.                      | Unbroken transportation seal [10.6.2.4.1.2] and package in proper condition for carriage [9.1.3; 9.1.4]  |     |    |          |  |
| Vlar                     | kings  |     |    |          |  |
| 31.                      | Two correctly completed Radioactive Hazard labels on opposite sides [10.7.3.3; 10.7.4.3.1]   |     |    |          |  |
| 32.                      | The Proper Shipping Name [10.7.1.3.1]  |     |    |          |  |
| 33.                      | The full Name and Address of the Shipper and Consignee [10.7.1.3.1]  |     |    |          |  |
| 34.                      | The permissible gross weight if the gross weight of the package exceeds 50 kg [10.7.1.3.1]   |     |    |          |  |
| 35.                      | Type A packages, marked as per 10.7.1.3.4  |     |    |          |  |
| 36.                      | Type B packages, marked as per 10.7.1.3.5  |     |    |          |  |
| 37.                      | Type C packages, Industrial Packages and packages containing Fissile material marked as per 10.7.1.3.6, 10.7.1.3.3 or 10.7.1.3.7                       |     |    |          |  |
| Lab                      | elling   |     |    | <u>,</u> |  |
| 38.                      | Two correctly completed Radioactive Hazard labels on opposite sides [10.7.3.3; 10.7.4.3.1]   |     |    |          |  |
| 39.                      | Applicable label(s) identifying the Subsidiary [10.7.3.2; 10.7.4.3]  |     |    |          |  |
| 40.                      | Two Cargo Aircraft Only labels, if required, on the same surface near the Hazard labels [10.7.4.2.4; 10.7.4.3.1; 10.7.4.4.1]                           |     |    |          |  |
| 41.                      | For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4; 10.7.4.3.1] |     |    |          |  |
| 42.                      | All displayed labels correctly located, affixed and irrelevant marks and labels removed or obliterated [10.7.1.1; 10.7.2.1; 10.7.4]                    |     |    |          |  |
| For                      | overpacks  |     |    |          |  |
| 43.                      | Packaging markings as required must be clearly visible or reproduced on the outside of the overpack [10.7.1.4.1]                                       |     |    |          |  |
| 14.                      | If more than one overpack is used, identification marks shown [10.7.1.4.2]   |     |    |          |  |
| 45.                      | Hazard labels reflect total for overpack [10.7.3.4]  |     |    |          |  |

| Gene | General   |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|
| 46.  | State and operator variationscompiled with [2.8]  |  |  |  |  |  |  |
| 47.  | Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors   |  |  |  |  |  |  |
| 48.  | Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary require- ments complied with [Packing Instruction 954; 7.1.4.1 (d); 7.2.3.9] |  |  |  |  |  |  |

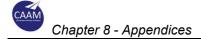
| Comments   |   |     |
|--|---|-----|
|  |   |     |
|  |   |     |
|  |   |     |
|  |   |     |
|  |   |     |
| Checked by   |   |     |
| Place  |   |     |
| Date   |   |     |
| Time   | Signature  T ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLE |     |
| *IF ANY BOX IS CHECKED "NO", DO NO<br>FORM TO THE SHIPPER. | ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLE              | TED |

#### Acceptance Checklist for Dry Ice (Carbon Dioxide, Solid)

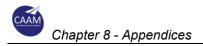
#### (For use when shipper's declaration for Dangerous Goods is not required)

A checklist is required for all shipments of dangerous goods (9.1.4) to enable proper acceptance checks to be made. The

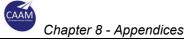
|        | ng example checklist is provided to assist shippers and carriers with the acceptance of dri<br>non-dangerous goods. Ensure the following information correct for each entry. | y ice when p | oackaged o | on its own |
|--------|--|--------------|------------|------------|
| Docu   | mentation  |              |            |            |
| The Ai | Waybill contains the following information in the "Nature and Quantity of Goods" box (8.2.3)   |              |            |            |
|        |  | YES          | NO         | N/A        |
| 1.     | The UN Number "1845", preceded by the prefix "UN   |              |            |            |
| 2.     | The words "Carbon dioxide, solid" or "Dry ice"   |              |            |            |
| 3.     | The number of packages of dry ice (may be in the pieces field of the AWBwhen they are the only packages in consignment)  |              |            |            |
| 4.     | The net quantity of dry ice in kilograms   |              |            |            |
| Note:  | The packing instruction "954" is optional  |              |            |            |
| Quar   | tity   |              |            |            |
| 5.     | The Quantity of dry ice per package is 200kg or less [4.2]   |              |            |            |
| Pack   | ages and overpacks   |              |            |            |
| 6.     | The number of packages containing dry ice delivered as shown on the Air Waybill  |              |            |            |
| 7.     | Packages are free from damage and in a proper condition for carriage   |              |            |            |
| 8.     | The packaging conforms with packing instructions 954 and the packages is vented to permit the release of gas   |              |            |            |
| Mark   | ing & labels   |              |            |            |
| 9.     | The UN number "1845" preceded by prefix "UN" [7.1.4.1(a)]  |              |            |            |
| 10.    | The words "Carbon dioxide, solid" or "Dry ice" [7.1.4.1(a)]  |              |            |            |
| 11.    | Full name and address of the shipper and consignee [7.1.4.1(b)]  |              |            |            |
| 12.    | The net quantity of dry ice within each package [7.1.4.1(d)]   |              |            |            |
|        |  |              |            |            |



| 13.            | Class 9 label affixed [7.2.3.9]   |  |           |   |  |  |
|----------------|---|--|-----------|---|--|--|
| 14.            | Irrelevant marks and labels remove  | d or obliterated [7.1.1(b); 7.2.1(a)]                      |           |   |  |  |
| Note           | : The Marking and labelling r   | equirements do not apply to ULDs containing                | dry ice.  | • |  |  |
| For o          | ovepacks  |  |           |   |  |  |
| 15.            | Packaging use markings and hazar  | d and handling labels, as required must be clearly visible |           |   |  |  |
|                | Packaging Use markings and hazar  | d and handling labels, as required must be clearly visible |           |   |  |  |
| 16.            | reproduced on the outside of the ov   | erpack [7.1.7.1, 7.2.7                                     |           |   |  |  |
| 17.            | The word "Overpack" marked if mar   | kings and labels are not visible [7.1.7.1]                 |           |   |  |  |
| Note           | : the markings and labelling  | requirements do not apply to ULDs containing               | g dry ice |   |  |  |
| State          | e and operator variations   |  |           |   |  |  |
| 18.            | State and operator variations compl   | ied with [2.8]   |           |   |  |  |
| Com            | ments   |  |           |   |  |  |
|                |   |  |           |   |  |  |
| Ched           | cked by   |  |           |   |  |  |
| Plac           | е   |  |           |   |  |  |
| Date           |   |  |           |   |  |  |
| Time           |   | <br>Signature  |           |   |  |  |
| *IF AN<br>FORM | FANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED<br>DRM TO THE SHIPPER. |  |           |   |  |  |



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#### Appendix B – Application Form for Carriage of Dangerous Goods

**BORANG INI** Muka Depan DIBERI PERCUMA Front Page

Rui, Kami: ( )CAAM/KES/5/01 Vol.

Our Ref

Tarikh Date

\*Alamat : Address

(Perlu diisi oleh pemohon)

Tuan, Dear Sir,

#### PERMOHONAN MEMBAWA MASUK / KELUAR / TRANSIT BARANGAN BAHAYA MELALUI UDARA APPLICATION TO TRANSPORT IN / OUT / TRANSIT DANGEROUS GOODS BY

Merujuk kenada permohonan tuan bertarikh ...... mengenai perkara tersebut di atas. application dated .....pertaining

Sukacita / Dukacita dimaklumkan bahawa permohonan tuan telah: Please be informed / Regret to inform that your application is

DILULUSKAN / TIDAK DILULUSKAN

APPROVED NOT APPROVED

- DENGAN PENGANGKUTAN PESAWAT PENUMPANG DAN KARGO BY PASSENGGER AND CARGO FLIGHT

DENGAN PENGANGKUTAN PESAWAT KARGO SAHAJA

BY CARGO FLIGHT ONLY

Sekian, terima kasih.

Thank you.

Kelulusan: Approval Tarikh · Date

#### "BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah.

b.p. Ketua Pegawai Eksekutif Pihak Berkuasa Penerbangan Awam Malaysia

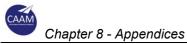
For Chief Executive Officer,

Civil Aviation Authority of Malaysia

<u>Nota :-Borang permohonan ini MESTILAH mengandungi muka hadapan</u> dan belakang di dalam sebelai kertas (Application form shall be printed both sides of a single paper)

Pihak Berkuasa Penerbangan Awam Malaysia (Civil Aviation Authority of Malaysia)

No. 27, Persiaran Perdana, Presiot 4, Aras 1-4, Blok Podium, 62618 Putrajaya, Malaysia | 🌣 6-03-8871 4000 | 🖶 6-03-8890 1640 | 📾 http://www.caam.gov.my



#### BORANG KEBENARAN MENGANGKUT BARANGAN BERBAHAYA MELALUI UDARA PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA

Approval Form For Transporting Dangerous Goods By Air CAAM

Diisi dengan lengkap 2 salinan (bertaip) dan dihantar ke pejabat ini untuk diproses dalam tempoh 2 hari bekerja.

Completely filled with 2 copies (typed) and submit to this office for process within 2 working days

| 1.       | *Nama Pemohon                                       | *K/P  |
|----------|---|---|
|          | Applicant's Name                                    | NRIC  |
| 2.       | *Nama Syarikat                                      |   |
|          | Company Name  |   |
| 3.       | *Alamat Pemohon / Syarikat                          |   |
|          | Applicant's / Company Address                       |   |
|          |   | *.No. Tel & Fax                             |
|          |   | Phone & Fax No.                             |
| 4.       | *Jenis dan Jumlah Barangan Bahaya :                 |   |
|          | Type and No. of Dangerous Goods:                    |   |
|          | (Nyatakan No. UN selain senjata api)                |   |
|          | (State UN No.Other than Arms)                       |   |
| 5.       | *Jika Bahan letupan, nyatakan samada hidu           | p / mati :                                  |
|          | If explosive item, state whether live / Dead        |   |
| 6.       | *Nyatakan cara barangan bahaya dibungku             | s dan ditanda                               |
|          | State how the dangerous goods are packed and        | labelled                                    |
| 7.       |   | lalui udara                                 |
|          | Reason for Dangerous Goods to be transported        | l by air                                    |
| 8.       | *Nama dan Alamat Penghantar Kargo                   |   |
|          | Consignor (Shipper) Name and Address                |   |
| 9.       | *Nama dan Alamat Penerima Kargo                     |   |
|          | Consignee Name and Address                          |   |
| 10.      |   |   |
|          | Flight Number                                       |   |
| 11.      |   | 1sit)                                       |
|          | Date and Time (Arrival / Departure / Transit)       |   |
| 12.      |   | Lapangan Terbang                            |
|          | Description of Flight Movement from Airport         |   |
|          |   | Ketibaan di                                 |
|          |   | final destination                           |
| 13.      | *Jangka masa berada di Lapangan Terbang             |   |
|          | Duration Of Retention at the Airport                |   |
| 14.      |   | (Sertakan Salinan)                          |
|          | Police / LPTA Permit No.                            | (To Attach Copy)                            |
| 15.      |   | trian(Sertakan Salinan)                     |
|          | Ministry Of Trade and Industry Permit No.           | (To Attach Copy)                            |
| DENIG    |   |   |
|          | AKUAN   |   |
|          | <u>ARATION</u>                                      | Town of the boson                           |
|          | nengaku bahawa segala butir-butir yang diberi       |   |
|          | re that all the particulars given above are true an | a correct.                                  |
| _        | h   | *( Tandatangan Damakan Jan Can Damah        |
| Date     |   | *( Tandatangan Pemohon dan Cop Rasmi)       |
| (*) N.T. | ati diiai Must ba fillad                            | ( Applicant's Signature and Official Chop ) |
|          | sti diisi. Must be filled                           |   |
|          | esti diisi dan Potong mana yang tidak berkenaan     |   |
| Mi       | ist be filled and Strikethrough if not applicable   |   |

#### **CAAM/AV/DGU/11/19-1**

#### **SENARAI SEMAK**



## CAAM Civil Aviation Authority of Malaysia

#### A. PERATURAN

- 1. Setiap permohonan hendaklah menggunakan borang terkini dan akan diproses dalam tempoh 2 hari (waktu bekerja).
- 2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. Tandatangan bagi pihak adalah TIDAK DIBENARKAN.
- 3. Sila pastikan alamat pemohon ditaip di ruang hadapan borang permohonan.

#### B. DOKUMEN SOKONGAN

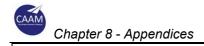
Pastikan salinan dokumen-dokumen berikut hendaklah jelas, terang dan tidak tamat tempoh.

| 1. | BORANG PERMOHONAN CAAM  a) 2 SALINAN mempunyai tandatangan serta cop rasmi (ASLI) b) MESTI mengandungi muka hadapan dan belakang di dalam sehelai kertas   |  |
|----|--|--|
| 2. | SALINAN PERMIT LEMBAGA PERLESENAN TENAGA ATOM (LPTA) a) Permohonan Radioaktif b) JIKA TIADA, Surat Kebenaran atau Pengecualian pihak LPTA mesti disertakan   |  |
| 3. | SALINAN <b>PERMIT POLIS</b> (Lesen Berjual Beli dan Permit Import/Eksport) a) Permohonan Senjata Api / Bahan Letupan dan Peluru / Alat Ganti Senjata Api b) <b>JIKA TIADA</b> , Surat Kebenaran atau Pengecualian pihak POLIS mesti disertakan |  |
| 4. | SALINAN SHIPPER'S DECLARATION FOR DANGEROUS GOODS  a) Permohonan Radioaktif / Bahan Letupan  b) Permohonan Radioaktif Excepted Package / Senjata Api/ Alat Ganti Senjata Api DIKECUALIKAN  |  |
| 5. | SALINAN <i>AIR WAYBILLS</i> a) Permohonan Radioaktif <i>Excepted Package</i> / Senjata Api/ Alat Ganti Senjata Api   |  |
| 6. | SALINAN <b>SURAT AKUAN KEBENARAN / SURAT LANTIKAN AGEN</b> a) Jika individu/syarikat yang membawa masuk/keluar/transit <b>sebagai agen</b> kepada penerima kargo   |  |
| 7. | SALINAN 'END USER CERTIFICATE' / KONTRAK / PESANAN KERAJAAN a) Permohonan PIHAK KERAJAAN seperti Polis dan Tentera dan lain-lain)  |  |
| 8. | SALINAN <b>SIJIL KURSUS DGR YANG DIIKTIRAF OLEH DCA</b> a) Jika <i>Shipper's Declaration</i> ditandatangani di Malaysia  |  |

#### C. DEKLARASI PEMOHON

Saya telah membaca Senarai Semak di atas. Saya sedar dan ambil maklum bahawa kegagalan saya untuk menepati keperluan tersebut boleh menyebabkan permohonan saya ditolak.

| Tarikh:           | •••••• |              |
|-------------------|--------|--------------|
| Nama :            |        |              |
| Organisasi / Agen | •      | Tandatangan: |



#### CAAM/AV/DGU/11/19

## PERATURAN DAN PANDUAN MENGISI BORANG PERMOHONAN MEMBAWA MASUK / KELUAR / TRANSIT BARANGAN BAHAYA MELALUI UDARA



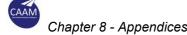
#### PERATURAN PERMOHONAN

- 1. Setiap permohonan hendaklah menggunakan borang yang disediakan itu Rujukan kami ()CAAM/KES/5/01 Vol. dan akan diproses dalam tempoh 2 hari (waktu bekerja).
- 2 Borang permohonan ini **MESTILAH** mengandungi muka hadapan dan belakang di dalam sehelai kertas (*Both sides of a single paper*)
- Setiap permohonan MESTILAH mempunyai Proper Shipping Name (Nombor UN) yang memewakili 1 Barangan Bahaya sahaja. Permohonan ini hanyalah termaktub kepada permohonan membawa barangan berbahaya bagi Class 1, Class 7 dan Senjata api.
- 4. Setiap borang permohonan **HENDAKLAH** diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi.
- 5. Sila pastikan alamat pemohon ditaip di ruang hadapan borang permohonan.
- 6. Salinan dokumen-dokumen berikut (salinan hendaklah jelas, terang dan masih sah tempunya) yang berkaitan dengan sesuatu permohonan hendaklah disertakan bersama:-

# i. Permit Polis (Lesen Berjual Beli dan Permit Import/Eksport) ii. Airway bill BAHAN LETUPAN i. Permit Polis (Lesen Berjual Beli dan Permit Import/Eksport) ii. Shipper's Declaration for Dangerous Goods iii. Airway bill

#### **BAHAN RADIOAKTIF**

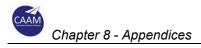
- i. Permit Lembaga Perlesenan Tenaga Atom (LPTA)
   ii. Shipper's Declaration for Dangerous Goods
   iii. Airway bill
- 7. **JIKA PERMIT DARI PIHAK POLIS DAN LPTA TIADA**, Surat Kebenaran atau Surat Pengecualian dari Pihak Berkuasa yang berkenaan mesti disertakan dan masih sah tempuhnya.



- 8. Sekiranya individu/syarikat/jabatan yang memohon untuk membawa masuk/keluar/transit sebagai agen dari syarikat penerima kargo maka **surat akuan kebenaran** dari individu/syarikat/jabatan penerima kargo mestilah disertakan bersama.
- 9. Pemohon yang membawa/mengimport/mengeksport senjata api dan peluru bagi pihak Jabatan Kerajaan seperti Polis dan Tentera dengan menggunakan 'End User Certificate' perlu mendapatkan permit untuk membawa/mengimport/mengeksport dari pihak PDRM (surat PDRM KPN(PR)61/6/2/3 bertarikh 7 November 2007).
- 10. Tarikh shipper's declaration yang ditandatangani mestilah **tidak melebihi dari satu (1) bulan** dari tarikh penerbangan. Bagi shipper's declaration yang ditandatangani di Malaysia, salinan sijil kursus DGR perlu disertakan bersama borang permohonan.
- 11. Barang-barang ini mestilah dikeluarkan secepat mungkin atau dalam masa **24 jam** daripada masa ketibaan/pendaratannya.
- 12. Adalah menjadi tanggungjawab pemohon untuk memaklumkan kepada Pihak Berkuasa Penerbangan Awam Malaysia berhubung sebarang pindaan butiran ( terpakai untuk tarikh dan no.penerbangan sahaja) yang telah dinyatakan terhadap permohonan yang telah diluluskan.
- 13. Sebarang pindaan terhadap tarikh penerbangan hendaklah dibuat tidak lebih 7 hari dari atau sebelum tarikh penerbangan asal yang telah diluluskan dan disertakan dengan surat rasmi dari individu/syarikat/jabatan yang berkenaan.
- 14. Setiap permohonan individu/syarikat/jabatan yang membawa barang-barang bahaya melalui udara adalah tertakluk kepada peraturan/undang-undang yang terpakai didalam negara ini.
- 15. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan.
- 16. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam. Surat kelulusan permohonan program latihan barangan berbahaya akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon.
- 17. Setiap permohonan akan dikenakan caj sebanyak RM 100.00 bagi permohonan baru dan RM 50.00 atas pindaan terhadap tarikh penerbangan. Semua caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016
- 18. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada:

Civil Aviation Authority Malaysia Level 1, Block Podium A, Precint 4, 62618 Putrajaya, MALAYSIA

Tel: 03 8871 4051



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- Chapter 8 Appendices

  Appendix C Application for Approval or Exemption to Transport Dangerous Goods **Under Special Circumstances Form**
- 8.3.1 Form on the next page

#### BORANG PERMOHONAN MEMBAWA BARANGAN BERBAHAYA YANG DILARANG

| Application for Approval or Exemption to 7 | ransport Dangerous Goods u | nder special circumstances Form |                                      |
|--|----------------------------|---------------------------------|--------------------------------------|
| Dokumen :                                  | Tarikh Permohonan:         | Tarikh Semakan:                 | (CAAM)                               |
| CAAM/AV/DGU/12/19                          |                            |                                 | Civil Aviation Authority of Malaysia |

#### A. Maklumat ( General Information)

Note - This form applies to requests to carry dangerous goods where they do not comply with the normal requirements of the Technical Instructions. If there is insufficient space to list all items, they can be listed on a separate sheet.

#### Instruction:

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/12/19 dan akan diproses dalam tempoh 14 hari (waktu bekerja)
  - Each application must use CAAM/AV/DGU/12/19 form and will be process within 14 days (working days)
- 2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi.

  Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company
  - / Department / Agency.
- 3. Salinan dokumen-dokumen berikut (salinan hendaklah jelas dan terang) Copies of the following documents (copies must be clear and bright)
- 4. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan
  - Failure to complete this form in full may result a delay in processing the application
- 5. Setiap permohonan individu/ syarikat/ jabatan yang membawa barang-barang bahaya melalui udara adalah tertakluk kepada peraturan/ undang-undang yang terpakai di dalam Negara ini Each application individual/ company/ department carrying dangerous goods by air is subject to regulation / laws that apply in this State
- 6. Setiap permohonan akan dikenakan caj sebanyak RM 3000.00 dan caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016 Each application will charge be and the charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
- 7. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam
  - The issuing of this form does not in itself constitute an approval of Special Provision
- 8. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon
  - Approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant
- 9. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada : Please submit this form once completed with the supporting document to:

Aviation Security Division Civil Aviation Authority Malaysia Level 1, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA

Tel: 03 8871 4051 Fax: 03 8871 4052

#### **B**, Maklumat Pemohonan

\*Nama Individu Bertanggungjawab Accountable Person Name

| CAAM |                        |
|------|------------------------|
|      | Chapter 8 - Appendices |

| Onapier o Appendices               |               |         |
|------------------------------------|---------------|---------|
| *Nama Dan Alamat Syarikat (Name    |               | Office: |
| And Address Of Company)            | * Nombor Tel. |         |
|                                    |               | H/P:    |
|                                    | (Tel.No)      | 1       |
|                                    |               |         |
|                                    |               |         |
|                                    | *Nombor Fax.  |         |
|                                    |               |         |
|                                    | Fax.No        |         |
|                                    |               |         |
|                                    |               |         |
| *No. Pendaftaran Syarikat (Company |               |         |
| Reg.No)                            |               |         |
| 7 (eg., 100)                       | Email         |         |
|                                    |               |         |
|                                    |               |         |
| C,Maklumat Penghantar              |               |         |
| O, Makiumat Fengliantai            |               |         |
| *Nama Individu Bertanggungjawab    |               |         |
| Accountable Person Name            |               |         |
| Accountable i cison Name           |               |         |
| *Name Dan Alemet Cyeriket (Name    |               | Office  |
| *Nama Dan Alamat Syarikat (Name    |               | Office: |
| And Address Of Company)            | * Nombor Tel. |         |
|                                    | (Tel.No)      | H/P:    |
|                                    | ,             |         |
|                                    |               |         |
|                                    |               |         |
|                                    | *Nombor Fax.  |         |
|                                    | Fax.No        |         |
|                                    |               |         |
|                                    |               |         |
| *No. Pendaftaran Syarikat (Company | <u> </u>      |         |
|                                    | Email         |         |
| Reg.No)                            |               |         |
| D,Maklumat Penerima                |               |         |
| *Name Individue Destaurance !      |               |         |
| *Nama Individu Bertanggungjawab    |               |         |
| Accountable Person Name            |               |         |
|                                    |               |         |
| *Nama Dan Alamat Syarikat (Name    |               | Office: |
| And Address Of Company)            | * Nombor Tel. |         |
|                                    | (Tel.No)      | H/P:    |
|                                    | (161.140)     |         |
|                                    |               |         |
|                                    |               |         |
|                                    | *Nombor Fax.  |         |
|                                    | Fax.No        |         |
|                                    | rax.NU        |         |
|                                    |               |         |
|                                    |               |         |
| *No. Pendaftaran Syarikat (Company | Email         |         |
| Reg.No)                            |               |         |
| <del>-</del> ,                     | 1             | 1       |

(\*) Mesti diisi (Must be filled)



#### **BUTIRAN BARANGAN BERBAHAYA** Description of Dangerous Goods Class / Division \*Proper Shipping Name (From The ICAO/IATA List Of Gross and Compatibility Group \*Packing Number of Type of Un Number weight package Instruction package **Dangerous Goods)** (total)

Note: Use additional pages, if required.

| D. KETERANGAN PERGERAKAN PENERBANGAN (Flight details) |   |                 |              |  |  |
|---|---|-----------------|--------------|--|--|
| *Sebab permohonan bara article or substance must b    | *Sebab permohonan barangan berbahaya yang dilarang mesti dibawa oleh udara (The reason why it is essential the article or substance must be carried by air) |                 |              |  |  |
|   |   |                 |              |  |  |
| *Operator:  |   | *Flight Number: |              |  |  |
|   |   |                 |              |  |  |
| *Airport of Departure                                 | *Airport of Destination   | *Flight Date    | *AWB number: |  |  |
|   |   |                 |              |  |  |
| D. Maklumat Tambaha                                   | an (Additional information)   |                 |              |  |  |
|   |   |                 |              |  |  |
|   |   |                 |              |  |  |
|   |   |                 |              |  |  |
|   |   |                 |              |  |  |
|   |   |                 |              |  |  |
|   |   |                 |              |  |  |

(\*) Mesti diisi. (Must be filled)



#### Chapter 8 - Appendices

| H.  | SENARAI SEMAK PERMOHONAN Application Checklist  |           |                               |         |  |
|-----|---|-----------|-------------------------------|---------|--|
| NO. | DOKUMEN SOKONGAN YANG PERLU DISERTAKAN  |           | TANDAKAN<br>YANG<br>BERKENAAN |         |  |
|     |   | $\sqrt{}$ | X                             | N/<br>A |  |
| 1.  | Permohonan bertulis perlulah dihantar kepada Ketua Pegawai Eksekutif The written application must be sent to the Chief Executive Officer                                    |           |                               |         |  |
| 2.  | Permit atau kebenaran dari agensi berkaitan seperti PDRM atau LPTA.  Permit or approval from relevant agencies such as PDRM or LPTA.  |           |                               |         |  |
| 3.  | Surat End User Certificate jika barangan kerajaan  End User Certificate if the government shipment  |           |                               |         |  |
| 4.  | Jenis, no pendaftaran, no penerbangan  Type, registration and Flight number.  |           |                               |         |  |
| 5.  | Jenis barang bahaya berdasarkan Technical Instruction Doc 9284 atau DGR Manual IATA Type of Dangerous Goods according to Technical Instruction Doc 9284 or IATA DGR manual. |           |                               |         |  |
| 6.  | Surat perlantikan pengendali darat yang dilantik di lapangan terbang.  Appointed Letter Ground Handler at the airport   |           |                               |         |  |
| 7.  | Shipper Declaration Form.   |           |                               |         |  |
| 8.  | Prosedur yang digunakan bagi memastikan tahap keselamatan terjamin semasa pembawaan barang bahaya tersebut.  Procedure used to ensure DGR item safe during transportation   |           |                               |         |  |
| 9.  | Prosedur kecemasan jika berlaku sebarang kejadian berkaitan barang bahaya Emergency procedure if anything happen related to DGR item  |           |                               |         |  |
| 10. | Jadual penerbangan (Tarikh pesawat masuk dan keluar).  Flight schedule (Departure and arrival date)   |           |                               |         |  |
| 11. | Kebenaran dari negara penghantar / penerima / transit.  Approval from origin, transit or destination country  |           |                               |         |  |
| 12. | Kebenaran operasi syarikat penerbangan.  Airlines Operation Certification   |           |                               |         |  |



Chapter 8 - Appendices

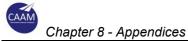
#### **Deklarasi Pemohon**

Declaration By Applicant

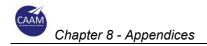
\*Saya telah membaca Senarai Semak di atas. Saya sedar dan ambil maklum bahawa kegagalan saya untuk menepati keperluan tersebut boleh menyebabkan permohonan saya ditolak.

I have read the Checklist above. I am aware and note that my failure to meet those requirements may result in my application being rejected.

| *Name  | * Signature: |
|--|--------------|
| * Date   |              |
| J. UNTUK KEGUNAAN PEJABAT For Official Use Only  |              |
| Tarikh Diterima Received Date                    |              |
| Tarikh Pembayaran berserta No.Resit Payment Date |              |
| Nama Penerima Received Name                      |              |
| Pengesahaan Rasmi Official Stamp                 |              |



- 8.4 Appendix D Approval to Consign and Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions.
- 8.4.1 Form on the next page



## PERMOHONAN MEMBAWA BARANG BAHAYA DI BAWAH SPECIAL PROVISION DOC 9284 TECHNICAL INSTRUCTIONS

Approval To Consign And Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions

| CAAM                                 |
|--------------------------------------|
| Civil Aviation Authority of Malaysia |

| Dokumen :         | Tarikh Permohonan: | Tarikh Semakan: |  |
|-------------------|--------------------|-----------------|--|
| CAAM/AV/DGU/13/19 |                    |                 |  |

#### **Panduan Permohonan (Instructions)**

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/13/19 dan akan diproses dalam tempoh 7 hari (waktu bekerja)

  Each application must use CAAM/AV/DGU/13/1/19 form and will be process within 7 days (working days)
- 2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi.

  Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company / Department / Agency.
- 3. Salinan dokumen-dokumen berikut (salinan hendaklah jelas dan terang)
  Copies of the following documents (copies must be clear and bright)
- 4. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan
  - Failure to complete this form in full may result a delay in processing the application.
- 5. Setiap permohonan individu/ syarikat/ jabatan yang membawa barang-barang bahaya melalui udara adalah tertakluk kepada peraturan/ undang-undang yang terpakai di dalam Negara ini. Each application individual/ company/ department carrying dangerous goods by air is subject to regulation / laws that apply in this State.
- 6. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam
  - The issuing of this form does not in itself constitute an approval of Special Provision
- 7. Surat kelulusan special provision akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon.

  Special Provision approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant
- 8. Caj dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016 All charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
- 9. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada : Please submit this form once completed with the supporting document to:

Aviation Security Division Civil Aviation Authority Malaysia Level1, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA

Tel: 03 8871 4051

#### A. Butiran Pemohon (Applicant's Detail)

| CAAM |                        |
|------|------------------------|
|      | Chapter 8 - Appendices |

| * Nama Dan Alamat Syarikat Name And Address Of Company  | *No. Pendaftaran Syarikat Company Reg.No |
|---|--|
| *Nama Individu Bertanggungjawab Accountable Person Name | *Email Email                             |
| * Nombor Tel. Tel.No                                    | *Nombor Fax. Fax.No                      |

#### **B. JENIS BARANGAN BERBAHAYA**

Type of Dangerous Goods

| Type of Burigerous secus   |            |        |                      |  |
|--|------------|--------|----------------------|--|
| *Proper Shipping Name<br>(From The ICAO/IATA List<br>of Dangerous Goods) | *Un Number | *Class | *Packing Instruction | *Special Provision Doc 9284 Technical Instructions |
|  |            |        |                      |  |
|  |            |        |                      |  |
|  |            |        |                      |  |

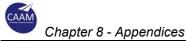
Note: Use additional pages, if required.

| *Nama dan Alamat Pengh<br>Consignor (Shipper) Name a |                     | *Nama dan Alamat Pene<br>Consignee Name and Addr | •           |
|--|---------------------|--|-------------|
| *No.Penerbangan                                      | *Tarikh Penerbangan | *Airport of Departure                            | *Airport of |
| Flight Numbe   | Flight Date         |  | Destination |

(\*) Mesti diisi. (Must be filled)

| D. SENARAI SEMAK DOKUMEN YANG PERLU DILAMPIRKAN Checklist Of Documentation |  |                         |               |  |
|--|--|-------------------------|---------------|--|
| Bil.   | Perkara  |                         | Tandakan<br>√ |  |
| 1.   | Surat Rasmi Permohonan – Official Application Letter   |                         |               |  |
| 2.   | Salinan Destination State Approval (If any)  |                         |               |  |
| 3.   | Salinan Shipper declaration  |                         |               |  |
| 4.   | Salinan DG cert scanned copy (if from Malay  | sia)                    |               |  |
| 5.   | Salinan <i>Airway Bill (If any)</i>  |                         |               |  |
| 6.   | Salinan Shipment routing details   |                         |               |  |
| 7.   | Salinan <i>Packing requirement</i>   |                         |               |  |
| 8.   | Salinan MSDS   |                         |               |  |
| 9.   | Salinan Performance test overview  |                         |               |  |
| 10.  | Salinan Shipping Invoices  |                         |               |  |
| 11.  | Dangeous Goods transport document and others relevant document (if any)                                    |                         |               |  |
|  | EKLARASI PEMOHON  eclaration By Applicant  |                         |               |  |
|  | telah membaca Senarai Semak di atas. Saya sedar dan<br>ati keperluan tersebut boleh menyebabkan permohonan |                         | ya untuk      |  |
| *JAW   |  | *TANDATANGAN: Signature |               |  |
| *ORG   | ANISASI :  | *TARIKH :               |               |  |
| Organis  | sation   | Date                    |               |  |

(\*) Mesti diisi. (Must be filled)



#### 8.5 Appendix E – Application Form for Authorisation to Carry Dangerous Goods as Cargo

| BORANG PERMOHONAN KELULUSAN MEMBAWA BARANGAN BAHAYA MELALUI<br>KARGO (Application Form For An Authorisation To Carry Dangerous Goods As Cargo) |                     |                          |                                      |  |
|--|---------------------|--------------------------|--------------------------------------|--|
| Dokumen :  | Tarikh Permohonan   | Tarikh Semakan (Revision | CAAM                                 |  |
| CAAM/AV/DGU/10/19  | (Application Date): | Date):                   | Civil Aviation Authority of Malaysia |  |

#### Arahan (Instructions)

- Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/10/19 dan akan diproses dalam tempoh 30 hari (waktu bekerja)
   Each application must use CAAM/AV/DGU/10/19 form and will be process within 30 days (working days).
- 2. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan Failure to complete this form in full may result a delay in processing the application.
- 3. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam

  The issuing of this form does not in itself constitute an approval of the training program.
- 4. Surat kelulusan permohonan membawa barangan bahaya melalui kargo akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon.

  Dangerous Goods Training Program approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant
- 5. Setiap permohonan akan dikenakan caj sebanyak RM 5000.00 bagi permohonan baru dan permohonan pembaharuan. Semua caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016

  Each application will charge be RM 5000.00 for new application and renewal application. All charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
- 6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada : Please submit this form once completed with the supporting document to:

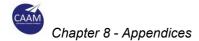
Aviation Security Division Civil Aviation Authority Malaysia Level1, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA

Tel: 03 8871 4051 Fax: 03 8871 4052

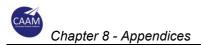


#### Chapter 8 - Appendices

| GENERAL INFORMATION                        |   |                                  |  |  |
|--|---|----------------------------------|--|--|
| Operator:                                  | Date Submit :                             | Is this application for:         |  |  |
|  |   | ☐ New                            |  |  |
|  |   | Renewal                          |  |  |
| Full legal name of the operator:           |   |                                  |  |  |
|  | •   |                                  |  |  |
| Operating / Trading Name (if different fr  | om above):                                |                                  |  |  |
|  |   |                                  |  |  |
| Name of the person within the operator v   | vith overall responsibility for the trans | sport of dangerous goods by air: |  |  |
|  |   |                                  |  |  |
| Designation:                               |   |                                  |  |  |
|  |   |                                  |  |  |
| Address for the person:                    |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
| Telephone:                                 | Fax:                                      | Email:                           |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
| DANG                                       | EROUS GOODS OPERATIONS                    |                                  |  |  |
| Certified copy of Air Operator Certificate | e (AOC) :                                 |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
| Staff Training Certificates for DG avaibl  | e and current :                           |                                  |  |  |
| ☐ Initial or ☐ Recurren                    | t training within 24 month of previ       | ous training                     |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |
|  |   |                                  |  |  |



| Staff training progrmme available::   |         |  |  |
|---|---------|--|--|
| Number of staff handling DG:  |         |  |  |
| List of Dangerous Goods Clases :  |         |  |  |
| Types of Operations:  □ Domestic destinations  √ Year – round operations  □ Aeroplane  □ Land – Base  √ Passenger and cargo  □ Combi-operations  √ Scheduled passenger and cargo oper | rations | □ Transport of co □ International do □ Seasonal opera □ Helicopter □ Water-base □ Cargo aircraft □ Medical evacua □ Charter operato □ Transport of p | destinatios ations From :To :  only ation operations tions |
|   | CAAM ST | ATEMENT  |  |
|   |         |  |  |
| Name and Title of Inspector :   | Date :  |  | Singnature:  |
| Telephone:  | Fax:    |  | Email:   |
|   | APPRO   | VED BY:  |  |
| Name and Designation :  | Date :  |  | Singnature:  |
| Telephone:  | Fax:    |  | Email:   |



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#### Appendix F - Application Form of Dangerous Goods Manual Approval

#### PERMOHONAN KELULUSAN MANUAL BARANGAN BERBAHAYA

Application form of Dangerous Goods Manual Approval

#### BORANG PERMOHONAN KELULUSAN MEMBAWA BARANGAN BAHAYA MELALUI

KARGO (Application Form For An Authorisation To Carry Dangerous Goods As Cargo)

Dokumen:

CAAM/AV/DGU/9/19

Tarikh Permohonan (Application Date):

Tarikh Semakan (revision

date):



#### **Arahan (Instructions)**

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/9/19 dan akan diproses dalam tempoh 90 hari (waktu bekerja) Each application must use CAAM/AV/DGU/9/19 form and will be process within 90 days (working days).
- 2. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan
  - Failure to complete this form in full may result a delay in processing the application.
- 3. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam The issuing of this form does not in itself constitute an approval of the training program.
- 4. Surat kelulusan Manual Barangan Berbahaya akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. Dangerous Goods Training Program approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant
- 5. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan (jika perlu) kepada:

Please submit this form once completed with the supporting document to:

**Aviation Security Division Civil Aviation Authority** Malaysia Level1, Block Podium B, Precinct 4, 62618 Putrajaya, **MALAYSIA** 

Tel: 03 8871 4051 Fax: 03 8871 4052

| CAAM |                        |
|------|------------------------|
|      | Chapter 8 - Appendices |

| Full legal name of Applicant / Operator                     |                |  | Date submitted |
|---|----------------|--|----------------|
|   |                |  |                |
|   |                |  |                |
| Address   |                |  |                |
|   |                |  |                |
| Operator type :   |                |  |                |
| ☐ Dangerous Goods Carrier                                   |                |  |                |
| ☐ Non Dangerous Goods Carrie                                | r              |  |                |
|   | •              |  |                |
| Postel Operators  |                | T =  |                |
| Responsible person  |                | Position                                   |                |
|   |                |  |                |
|   |                |  |                |
| Telephone   | No. Fax        | E-mail                                     | Signature      |
|   |                |  |                |
|   | 2. GENE        | RAL REQUIREMENT                            |                |
| The common objected only                                    |                |  |                |
| The company should sub<br>Dangerous Goods Manua<br>include: | l which should | Reference In The Dangerous<br>Goods Manual | Page           |
| <b>4.1</b> Endorsement and appro                            | oval           |  |                |
| <b>4.2</b> Table of Contents                                |                |  |                |
| 4.3 Record of revision                                      |                |  |                |
| <b>4.4</b> List of effective pages                          |                |  |                |
| 4.5 Dangerous Goods Manu                                    | ual Management |  |                |

| 3. INFORMATION PROVIDED TO THE EMPLOYEES |   |  |      |
|--|---|--|------|
| 3.1                                      | General Restrictions  | Reference In The Dangerous<br>Goods Manual | Page |
| 3.1.1                                    | States the types of dangerous goods operations are engaged in :- • Aeroplane or and helicopter operations • Passenger carrying or and all cargo aircraff • Domestic or international operations • Carrying dangerous goods as cargo • Carrying dangerous goods in stores • Carrying dangerous goods in mail                                 |  |      |
| 3.1.2                                    | States which dangerous goods operators do not accept for transport for all destinations (Operators Variations)  |  |      |
| 3.1.3                                    | There is a list of all locations where the various operations manuals are kept  |  |      |
| 3.1.4                                    | List all State's exemptions or approvals affecting the operators  |  |      |
| 3.1.5                                    | If using the exemption for electronic devices, such as electronic flight bags, personal entertainment devices and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries, provide the conditions for the carriage and use of these electronic and for the carriage of spare batteries. |  |      |
| 3.2 Dan                                  | gerous Goods Coordinator  |  |      |
| 3.6.1                                    | Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person   |  |      |
| 3.6.2                                    | Describes the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage  |  |      |
| 3.6.3                                    | Describes the procedures for and the form of promulgating information to passengers.  |  |      |
| 3.6.4                                    | Describe the acceptance procedures are for passengers and baggage.  |  |      |
| 3.6.5                                    | Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase   |  |      |
| 3.6.6                                    | Describe how information provided via the Internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage   |  |      |
| 3.6.7                                    | Describe how the operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at an airport where tickets are issued, passengers are checked in and aircraft boarding areas are     |  |      |



| CI        | hapter 8 - Appendices  |   |
|-----------|--|---|
|           | maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft   |   |
| 3.6.8     | Describe how an operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information.  |   |
| 3.6.9     | Describe if provision is made for the check- in process to be completed remotely (e.g via the internet), the operator must ensure that Information on the types of dangerous goods, which a passenger is forbidden to transport aboard an aircraft, is presented to passengers. Information may be In text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage.                  |   |
| 3.6.10    | process to be completed remotely at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility), the operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is presented to passengers. Information should be in pictorial form and must be such that the check-in process cannot be completed until the passenger has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage. |   |
| 3.7 Store | es (Company Material (COMAT)) Shipment   |   |
| 3.7.1     | If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect   |   |
| 3.7.2     | State who is responsible / qualified to prepare dangerous goods COMAT for transport.   |   |
| 3.7.3     | Describes how dangerous goods COMAT are prepared for transport   |   |
| 3.7.4     | Describes how dangerous goods COMAT are prepared for transport   |   |
|           |  | - |

| 3.10 Gr | 3.10 Ground Handling  |  |  |  |
|---------|---|--|--|--|
| 3.10.1  | Describes procedures for storing cargo in the course of air transportation, other than on the aircraft          |  |  |  |
| 3.10.2  | Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft |  |  |  |

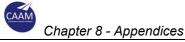


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| 3.10.3   | Describes procedures for replacing lost,   |                                  |              |
|----------|--|----------------------------------|--------------|
|          | detached or illegible safety marks on  |                                  |              |
|          | packages, overpacks, freight or unit load devices                                    |                                  |              |
| 3.10.4   | Describes the procedures for loading /   |                                  |              |
|          | unloading dangerous goods onto or from and   |                                  |              |
|          | aircraft   |                                  |              |
| 3.11 Loa | nd Planning  |                                  |              |
| 3.11.1   | Describes the procedures for load planning   |                                  |              |
| 0.11.1   | (including preparation of NOTOC where  |                                  |              |
|          | applicable).   |                                  |              |
| 3.12 Em  | ergency Procedures   |                                  |              |
| 3.12.1   | States emergency response information is   |                                  |              |
|          | available and where the pilot-in-  |                                  |              |
| 2.12.2   | command/other crew members can find it   |                                  |              |
| 3.12.2   | States how the pilot-in-command is to report emergencies involving dangerous goods.  |                                  |              |
|          | emergenoies involving dangerous goods.   |                                  |              |
| 3.12.3   | Describes how the NOTOC is accessed  |                                  |              |
|          | during an emergency  |                                  |              |
| 3.12.4   | Describes the procedures for managing a  |                                  |              |
| 3.12.4   | Describes the procedures for managing a dangerous goods incident/accident on the     |                                  |              |
|          | ground.  |                                  |              |
| 3.12.5   | Describes the procedures for managing mis  |                                  |              |
|          | declared or undeclared dangerous goods.  |                                  |              |
| 3.12.6   | Describes the procedures to follow when  |                                  |              |
|          | reporting undeclared or mis declared   |                                  |              |
|          | dangerous goods as cargo or mail.  |                                  |              |
|          | Describes the procedures to follow when  |                                  |              |
| 1        | reporting dangerous goods in passenger / crew<br>baggage                             |                                  |              |
|          |  |                                  |              |
| 3.12.8   | Describes procedures to follow when reporting dangerous goods incidents /            |                                  |              |
|          | accidents.   |                                  |              |
| 3.12.9   | Describes the procedures to follow when  |                                  |              |
|          | reporting dangerous goods discovered to  |                                  |              |
|          | have been carried when not loaded,<br>segregated, separated or secured in            |                                  |              |
|          | Accordance ICAO  |                                  |              |
| 3.12.10  | Describes the procedures to follow when  |                                  |              |
|          | reporting dangerous goods dangerous goods  |                                  |              |
|          | are discovered to have been carried without information having                       |                                  |              |
|          | been provided to the pilot-in command  |                                  |              |
| 3.2.11   | In the event of an aircraft accident or serious                                      |                                  |              |
|          | incident, the operator must have a procedure to provide information without delay to |                                  |              |
|          | emergency service responders about   |                                  |              |
|          | dangerous goods on board.  |                                  |              |
|          | Declaration  | n and Signature                  |              |
|          |  |                                  |              |
|          | ne information given in this application   | n form is correct to the best of | my knowledge |
| an       | nd belief.   |                                  |              |
|          |  |                                  |              |
| N.T.A    | ME .   | ODC ANICATION -                  |              |
| INA      | AME :  | ORGANISATION:                    | •••••        |



| POSITION :      |                             | SIGNATURE:           |  |
|-----------------|-----------------------------|----------------------|--|
|                 |                             | DATE:                |  |
|                 | For Official Use Only (Untu | ık Kegunaan Pejabat) |  |
| Remark          |                             |                      |  |
|                 |                             |                      |  |
|                 |                             |                      |  |
| Name and Title: | Signature:                  | Date:                |  |
|                 |                             |                      |  |



### 8.7 Appendix G: Application Form of Dangerous Goods Training Program Approval

# PERMOHONAN KELULUSAN UNTUK PROGRAM LATIHAN BARANGAN BERBAHAYA Application Dangerous Goods Training Program Approval Dokumen: Tarikh Permohonan (Application Date): Tarikh Semakan (revision date):

#### **Panduan Permohonan**

1. Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/7/19 dan akan diproses dalam tempoh 30 hari (waktu bekerja)

Each application must use CAAM/AV/DGU/7/19 form and will be process within 30 days (working days).

2. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan

Failure to complete this form in full may result a delay in processing the application.

3. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi dari Pihak Berkuasa Penerbangan Awam

The issuing of this form does not in itself constitute an approval of the training program.

- 4. Surat kelulusan permohonan program latihan barangan berbahaya akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. Dangerous Goods Training Program approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant
- 5. Setiap permohonan akan dikenakan caj sebanyak RM 5000.00 bagi permohonan baru dan RM 3000.00 atas permohonan pembaharuan Semua caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016 Each application will charge be RM 5000.00 upon new application and RM 3000.00 upon renewal application All charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
  - 6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada : Please submit this form once completed with the supporting document to:

Aviation Security Division Civil Aviation Authority Malaysia Level1, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA Tel: 03 8871 4051

Fax: 03 8871 4051



|   | KELULUSAN UNTU<br>erous Goods Training | K PROGRAM LATIHAN D<br>g Program Approval                                | ANGEROUS GOODS |
|---|--|--|----------------|
| Full legal name of Applicant / Operator / Training Provide (If submitted on behalf, please attached the letter) |  | der  | Date submitted |
| Address   |  |  |                |
| Operator type :   |  |  |                |
| ☐ Dangerous Goods Carrie  | er .                                   |  |                |
| ☐ Non Dangerous Goods 0   | Carrier                                |  |                |
| ☐ Postel Operators  |  |  |                |
| Responsible person  |  | Position   |                |
|   |  |  |                |
| Telephone   | No. Fax                                | E-mail   | Signature      |
| 2. INSTRUCTOR   |  |  |                |
| Name (If submitted on behali  | f, please attached the lett            | er with certificate)   |                |
| Address   |  | Telephone  |                |
| Signature   |  | E-mail   |                |
| 3. TYPE OF TRAINING   | PROGRAMME DE                           | TAILS  |                |
| Title of Training Programme :   |  |  |                |
| Type of submission ☐ New ☐ Initial Submission ☐ Amendment   |  | Prior Approval Number (if appl   | icable)        |
| Type of program – Type de p ☐ Initial ☐ Recurrent ☐ Initial and Recurrent ☐ Other (specify)                     | rogramme                               | How the training is to be delived ☐ Classroom Delivery ☐ Other (specify) | ered           |



| Category of personnel who will use the training program  ☐ 01 - Shippers and persons undertaking the responsibilities of   | fshippers  |      |
|--|--|------|
| □ 02 - Packers □ 03 - Staff of freight forwarders involved in processing dangerous goods □ 04 - Staff of freight forwarders involved in processing cargo or mail (other than dangerous goods) □ 05 - Staff of freight forwarders involved in the handling, storage and loading of cargo or mail □ 06 - Operator's and ground handling agent's staff accepting dangerous goods  |  |      |
| ☐ 07 - Operator's and ground handling agent's staff accepting of ☐ 08 - Operator's and ground handling agent's staff involved in baggage   | cargo or mail (other than dangerous goods)   | ıd   |
| <ul> <li>□ 09 - Passenger-handling staff</li> <li>□ 10 - Flight crew members, loadmasters, load planners and fli</li> <li>□ 11 - Crew members (other than flight crew members)</li> </ul>  |  |      |
| <ul> <li>□ 12 - Security staff who are involved with the screening of pas e.g. security screeners, their supervisors and staff involve</li> <li>Operators not carrying dangerous goods as cargo or mail</li> <li>□ 13 - Operator's and ground handling agent's staff accepting of</li> </ul>   | red in implementing security procedures  | ail, |
| <ul> <li>□ 14 - Operator's and ground handling agent's staff involved in (other than dangerous goods) and baggage</li> <li>□ 15 - Passenger handling staff</li> </ul>  |  |      |
| ☐ 16 - Flight crew members, loadmasters, load planners and fli☐ 17 - Crew members (other than flight crew members)  Postal Operators   | ight operations officers/flight dispatchers  |      |
| <ul> <li>□ A - Staff of designated postal operators involved in accepting</li> <li>□ B - Staff of designated postal operators involved in processin</li> <li>□ C - Staff of designated postal operators involved in handling</li> </ul>  | ng mail (other than dangerous goods)   |      |
| Please ensure that;  |  |      |
| <ul> <li>Every page is identified with a page number, a date and a r</li> <li>There is a list of effective pages</li> <li>All the applicable training references are inscribed on the "1"</li> </ul>   |  | ıe.  |
| topic is not applicable "N/A" should be inscribed.   |  |      |
| <ul> <li>All student handouts exams, answer sheet, correctors and</li> <li>The passing grade is mentioned.</li> </ul>  | marking details are included.  |      |
| A . ( )  |  |      |
| A copy of all audio-visual (transparencies, PowerPoint & m   | novies) is included (if applicable)  |      |
| A copy of all audio-visual (transparencies, PowerPoint & m     GENERAL REQUIREMENT   | novies) is included (if applicable)  |      |
|  |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program  |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:   |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval   |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval  4.2 Table of Contents  |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages   |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training programinclude:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif   |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif  4.6 Dangerous Goods Training Management   |  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training programinclude:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif  4.6 Dangerous Goods Training Management  4.7 Course schedule  4.8 Lesson Plan (Please follow tempalate in Appendix A)  4.9 The Trainer Profile   | m which should References  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training programinclude:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif  4.6 Dangerous Goods Training Management  4.7 Course schedule  4.8 Lesson Plan (Please follow tempalate in Appendix A)  | m which should References  use)  n Aviation Field in the applicable  |      |
| 4. GENERAL REQUIREMENT  The company should submit the complete training program include:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif  4.6 Dangerous Goods Training Management  4.7 Course schedule  4.8 Lesson Plan (Please follow tempalate in Appendix A)  4.9 The Trainer Profile  4.10 List of Qualifications (Please provide certificate for admin to (i) Professional Skills For DGR Instructor / Instructor in (ii) Completed a dangerous goods training programme in Category 6  (iii) Dangerous Goods Regulations Refresh  5. AREA OF TRAINING (Complete below checklist was a complete in the complete of t | m which should References  use) n Aviation Field in the applicable her with the reference in column of checklist where | each |
| 4. GENERAL REQUIREMENT  The company should submit the complete training programinclude:  4.1 Endorsement and approval  4.2 Table of Contents  4.3 Record of revision  4.4 List of effective pages  4.5 The Training Objectif  4.6 Dangerous Goods Training Management  4.7 Course schedule  4.8 Lesson Plan (Please follow tempalate in Appendix A)  4.9 The Trainer Profile  4.10 List of Qualifications ( <i>Please provide certificate for admin to</i> (i) Professional Skills For DGR Instructor / Instructor in  (ii) Completed a dangerous goods training programme in Category 6  (iii) Dangerous Goods Regulations Refresh  | m which should References  use) n Aviation Field in the applicable her with the reference in column of checklist where | each |

| Chapter 6 - Appendices  | ICAO DOC 9284 or<br>IATA DGR Latest<br>Edition | Operator<br>Document<br>Reference |
|---|--|-----------------------------------|
| General Philosophy  |  |                                   |
| General applicability   |  |                                   |
| Definition of Dangerous Goods   |  |                                   |
| Dangerous goods security  |  |                                   |
| State and Operator Variations   |  |                                   |
| Unit of Measurement   |  |                                   |
| Limitation  |  |                                   |
| Dangerous goods Forbidden for Transport by Air under any circumstances                          |  |                                   |
| Exceptions for Dangerous Goods of the Operator  |  |                                   |
| Transport of Dangerous Goods by Post  |  |                                   |
| Dangerous Goods in Excepted Quantities  |  |                                   |
| Dangerous Goods in Limited Quantities   |  |                                   |
| General Requirements for shippers   |  |                                   |
| General   |  |                                   |
| General provision for Class 7   |  |                                   |
| Information to employees  |  |                                   |
| Training  |  |                                   |
| Salvage packaging   |  |                                   |
| Empty packaging   |  |                                   |
| Mixed packing   |  |                                   |
| Classification  |  |                                   |
| Classes and divisions   |  |                                   |
| Complete List of Classes, divisions and definitions   |  |                                   |
| Packing Groups  |  |                                   |
| UN Numbers and Proper shipping name   |  |                                   |
| Classification of Substances and Articles with Multiple Hazards                                 |  |                                   |
| Transport of samples  |  |                                   |
| List of Dangerous Goods   |  |                                   |
| Arrangement of the Dangerous Goods List   |  |                                   |
| Method of using the Dangerous Goods List for articles or substances specifically listed by name |  |                                   |
| Mixtures and solution containing one or more dangerous  |  |                                   |
| Forbidden dangerous goods entries in the Dangerous Goods  List                                  |  |                                   |
| Special provision entries in the Dangerous Goods List   |  |                                   |
| Quantity Limitations for types of aircraft  |  |                                   |
| Dangerous goods in limited quantities   |  |                                   |
| Dangerous goods packed in excepted quantity   |  |                                   |
| Packing Requirements  |  |                                   |

| CAAM |                        |
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| Chapter 8 - Appendices   |               |  |
|--|---------------|--|
| General packing requirements   |               |  |
| Types of packaging   |               |  |
| Marking of packaging other than inner packaging  |               |  |
| Different substances packed together   |               |  |
| Overpacks  |               |  |
| Packing Instructions   |               |  |
| Use of the packing instructions in conjunction with the Dangerous Goods List   |               |  |
| Labelling requirements   |               |  |
| Package markings   |               |  |
| Labelling  |               |  |
| Overpacks  |               |  |
| Handling Labels  |               |  |
| Dangerous Goods Transport Document and other relevant  | documentation |  |
| Dangerous goods transport document   |               |  |
| Certification  |               |  |
| Air Waybill information  |               |  |
| Additional documentation for other than radioactive material   |               |  |
| Acceptance Procedures  |               |  |
| 7.655pta.iiss i resouures  |               |  |
| General inspection requirements before acceptance  |               |  |
| Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised |               |  |
| Special Responsibilities – Infectious Substances   |               |  |
| Acceptance Checklist   |               |  |
| Cargo Acceptance Procedures  |               |  |
| Undeliverable consignments of radioactive material   |               |  |
| Recognition of undeclared Dangerous Goods  |               |  |
| Provision to aid recognition of undeclared dangerous goods   |               |  |
| Awareness of consumer warning labels   |               |  |
| Storage and Loading Procedures   |               |  |
| Loading restrictions on the flight deck and on passenger aircraft  |               |  |
| Loading of incompatible dangerous goods and segregation  |               |  |
|  |               |  |



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|---|--|
| Loading of packages containing liquid dangerous goods   |  |
| Loading and securing of dangerous goods   |  |
| Damaged Packages of dangerous goods   |  |
| Visibility of marking and labels  |  |
| Replacement of labels   |  |
| Identification of unit load devices containing dangerous goods  |  |
| Handling and Loading of Radioactive Material  |  |
| Loading of magnetised materials   |  |
| Loading of dry ice  |  |
| Loading of UN2211, polymeric beads, expandable or UN3314, plastics moulding compound                    |  |
| Handling of self-reactive substances and organic peroxides  |  |
| Handling and loading of intermediate bulk containers (IBCs)   |  |
| Inspection for damage or leakage  |  |
| Damaged or leaking packages of radioactive material contaminated packaging                              |  |
| Pilot Notification  |  |
| Information to Pilot-in-Command   |  |
| Information by Pilot-in-command in case of In-Flight Emergency  |  |
| Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board) |  |

| Provisions for passengers and crew  |  |
|---|--|
| Information to passengers   |  |
| Passenger check-in procedures   |  |
| List of general descriptions to aid recognition of undeclared dangerous goods |  |
| Dangerous goods carried by passengers or crew                                 |  |
| Emergency procedures  |  |
| Definition of dangerous goods accident and incident                           |  |
| Reporting of dangerous goods accidents and incidents                          |  |
| Reporting of undeclared or misdeclared dangerous goods                        |  |
| Reporting of dangerous goods occurrences (CAR 135)                            |  |
| Emergency response information  |  |

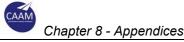


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|---|--|
| National Legislations                           |  |
| Aviation Offences Acts 198                      |  |
| Civil Aviation Act No. 3 / 1969                 |  |
| Civil Aviation Regulation 2016                  |  |
| National Transport Of Dangerous Goods Programme |  |
| Appendixes                                      |  |
| Example Exercise & Slides                       |  |
| Example Final Examination                       |  |
| Sample Handbook                                 |  |
| Sample Certificate Issued                       |  |

Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program



| Declaration and Signature             |                          |                               |             |
|---------------------------------------|--------------------------|-------------------------------|-------------|
| The information given in tand belief. | his application form     | n is correct to the best of m | y knowledge |
| NAME :                                | ·····                    | ORGANISATION:                 |             |
| POSITION:                             |                          | SIGNATURE:                    |             |
|                                       |                          | DATE:                         | •••         |
| For C                                 | Official Use Only (Untuk | ι Kegunaan Pejabat)           |             |
| Remark                                |                          |                               |             |
| Name and Title:                       | Signature:               | Date:                         |             |



### 8.8 Appendix H – Application for Civil Aviation Malaysia Dangerous Goods Card

| PERMOHONAN KAD BARANGAN E<br>MALAYSIA (Application For Civil Aviat |                   |                          |  |
|--|-------------------|--------------------------|--|
| Dokumen :  | Tarikh Permohonan | Tarikh Semakan (revision |  |

CAAM/AV/DGU/8/19

(Application Date): | Tarikh Semakan (revision

CAAM Ord Androin Authority of Manager

#### PERATURAN DAN PANDUAN MENGISI BORANG PERMOHONAN

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/AV/DGU/8/19 dan akan diproses dalam tempoh 21 hari bekerja
  - Each application must use AV/DGU/8/19 form and will be process within 21 days (working days).
- 2. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan
  - Failure to complete this form in full may result a delay in processing the application.
- 3. Setiap pengguna perlu mengisi borang **CAAM/AV/DGU/8/19** yang didaftarkan atas nama dan nombor kad pengenalan masing-masing.
  - Each user must fill out CAAM/AV/DGU/8/18 form according to registered names and identification number
- 4. Setiap individu yang telah lulus dalam Latihan Pengendalian Barangan Berbahaya adalah wajib didaftarkan untuk mendapatkan Kad Barangan Bahaya (DG) dalam tempoh 30 hari dari tarikh lulus peperiksaan.
  - Each individual who has passed is required to be register for the Dangerous Goods Card within 30 days from the date examination
- 5. Borang yang lengkap diisi hendaklah dikembalikan kepada Pihak Berkuasa Penerbnagan Awam ini beserta surat rasmi yang ditandatangani oleh pentadbir kursus
  - Once completed, this form shall be submitted with A cover letter which is signed by the course administrator
- 6. Caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016 All charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
- 7. Senarai salinan dokumen yang perlu disertakan bersama-sama permohonan ini adalah :- List of documents that must be enclosed:
  - a) Salinan Kad Pengenalan / Pasport pemohon A copy of identification card / Passport
- 8. Sila serahkan borang permohonan ini berserta dokumen sokongan kepada:

Please submit this application form, with the supporting document to:

Aviation Security Division Civil Aviation Authority Malaysia Level1, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA

Tel: 03 8871 4051 Fax: 03 8871 4052



| Nama Cvariltat                        |                    | Tarikh Latihan        |
|---------------------------------------|--------------------|-----------------------|
| Nama Syarikat :<br>Company's Name     |                    | Courses Date          |
|                                       |                    |                       |
| Jenis Permohonan :                    |                    | No.Rujukan Kelulusan  |
| Type of submission                    |                    | Approved Ref Number   |
| □ New Application □ Renewal App       | olication          |                       |
| Tajuk Latihan                         |                    | Pengesahaan Rasmi     |
| Training Title                        |                    | Official Stamp        |
|                                       |                    |                       |
| 2. BUTIRAN PEMOHO Applicant's Detail  | N                  |                       |
| Nama Penuh Seperti Di KP / Pass       | sport :            |                       |
| Full name in Nric / Passport          |                    |                       |
|                                       |                    |                       |
| No.KP/ Passport :                     |                    |                       |
| Nric / Passport No.                   |                    | (02)                  |
| inte / Lassport Ivo.                  |                    | (02)<br>KEPING GAMBAR |
|                                       |                    | BERWARNA              |
| Alamat Kediaman : Residential Address |                    | UKURAN                |
| Kesideniidi Address                   |                    | PASPORT               |
|                                       |                    | (43 MM X 56 MM)       |
| No.Tel Rumah / Bimbit :               | Tarikh Tamat Kad : |                       |
| House / Mobile No.                    | Card Expiry Date   |                       |
|                                       |                    |                       |
| 3. BUTIRAN MAJIKAN                    |                    |                       |
| Employer's Detail                     | `                  |                       |
| Nama:                                 |                    |                       |
| Name                                  |                    |                       |
|                                       |                    |                       |
| Alamat Pejabat :                      |                    |                       |
| Office Address                        |                    |                       |

| CAAM |                        |
|------|------------------------|
|      | Chapter 8 - Appendices |

| Jawatan: Position | No.Telefon Pejabat : Office Phone No  | No.Fax Pejabat :<br>Office Fax No |
|-------------------|---|-----------------------------------|
|                   |   |                                   |
|                   |   |                                   |
|                   | iran di dalam borang ini adalah<br>t the detail in this form are true and corre | 1 5 6                             |
| NAME :            |   |                                   |
|                   | TANDAT  | CANGAN:                           |
| Position          | Signature   |                                   |
| ORGANISASI :      | TARIKH  | :                                 |
| Organisation      | Date  |                                   |
|                   |   |                                   |

### Appendix I – Foreign Air Operator Certificate (FAOC) Compliance Matrix



Flight Operations Division.

No. 27 Persiaran Perdana,

Level 2, Block Podium B, Precinct 4,

62618, PUTRAJAYA Tel.: 603 8871 4103, Fax.: 603 8871 4334

Email address: @caam.gov.my

### FOREIGN AIR OPERATOR CERTIFICATE (FAOC) COMPLIANCE MATRIX

| Operator Name: | Click or tap here to enter text. |                        |                                  |  |
|----------------|----------------------------------|------------------------|----------------------------------|--|
| Contact Person | Click or tap here to enter text. | Contact Email Address: | Click or tap here to enter text. |  |

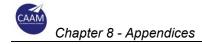
This compliance matrix consists of four appendices that list the evidence that CAAM expects an air operator intending to conduct international commercial air transport operations to have included in its manuals or other documents that are required to be submitted to CAAM together with the Malaysian Foreign Air Operator application form.

Appendix A, B, C and D lists the procedures that CAAM expects an air operator intending to conduct international commercial air transport operations to have included in the operator's manuals or other documents. The list of procedures has been extracted from ICAO Annex 6 and other associated ICAO documents.

#### USER INSTRUCTIONS AND GUIDELINES

- 1. Identify the relevant section of your operations manuals, maintenance manuals or other documentation that addresses each procedure listed in each appendix.
- 2. Click in the column titled 'Operator Document Reference' and enter the document reference for the procedure. The document reference should identify the manual, volume, section and paragraph(s) that contain the procedure.
- 3. If a procedure is deemed to be not applicable to your operation, indicate this in the column titled 'Operator Document Reference' and provide a short explanation why the procedure is not applicable.
- 4. Items that are not covered by a procedure in the operator's documents, but are available to the CAAM inspector assessing your application, should be identified. These matters will be taken up with the operator and resolved before the assessment is finalised.
- 5. Appendix D (Dangerous Goods) consists of two parts:
  - Part 1 must be completed in full by all operators
  - Part 2 must be completed in full if you intend to carry dangerous goods (including company materials).
- 6. You are not required to complete the grey columns titled 'CAAM USE ONLY'. CAAM will use these columns to record the assessment outcome for each procedure listed. If CAAM is unable to locate the evidence required (using the 'Operator Document Reference' you supply), CAAM will mark the item as *Unsatisfactory* (in red font) in the 'Document Evaluation' column and include comments regarding the issues identified. A list of those unsatisfactory items will be returned to you and you will be required to address these matters before your assessment is finalised.

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107

108

ICAO Technical

Instructions Pt 1;

ICAO Technical

Chap 4, Sect. 4.2.6 and

Instructions Pt 1;

Chap 4, Sect. 4.2.7

Chap 4, Sect.

4.2.5

#### SECTION D – DANGEROUS GOODS **PART 1 - ALL OPERATORS CAAM USE ONLY ICAO** Reference **Evidence Required Company Document** No. **Document Evaluation** CAAM's Comments Reference Satisfactory? (incl. initials and date) Unsatisfactory? **D1 - TRAINING** 103 ICAO Technical An established, and maintained, initial Click or tap here to enter text. **CAAM Use Only** Click or tap here to enter Instructions Pt 1: and recurrent dangerous goods training text. Chap 4, Sect. program. 4.1.1 Training verified before personnel perform **CAAM Use Only** Click or tap here to enter 104 ICAO Technical Click or tap here to enter text. dutv. Instructions Pt 1: text. Chap 4, Sect. 4.2.2 105 ICAO Technical Recurrent training undertaken within 24 **CAAM Use Only** Click or tap here to enter text. Click or tap here to enter Instructions Pt 1; months of previous training. text. Chap 4, Sect. 4.2.3 106 ICAO Technical Click or tap here to enter text. CAAM Use Only Click or tap here to enter Test to verify training competency. Instructions Pt 1; text. Chap 4, Sect. 4.2.4

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Click or tap here to enter text.

Click or tap here to enter text.

**CAAM Use Only** 

CAAM Use Only

Click or tap here to enter

text.

Click or tap here to enter

text

Record of training maintained, including

mandatory information.

Subject matter and training is relevant to

employees' duties.

# SECTION D – DANGEROUS GOODS PART 1 - ALL OPERATORS

| No. | ICAO Reference  | Evidence Required  | Company Document<br>Reference    | CAAM USE ONLY   |  |
|-----|---|--|----------------------------------|---|--|
|     |   |  |                                  | Document Evaluation<br>Satisfactory?<br>Unsatisfactory? | CAAM's Comments<br>(incl. initials and date) |
| 109 | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect.<br>4.10 | Operator ensures training is provided to agency personnel. | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.             |

### D2 - ESTABLISHED POLICIES AND PROCEDURES TO IDENTIFY AND REJECT UNDECLARED DANGEROUS GOODS

The operator must have established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, to identify and reject undeclared dangerous goods. Typical policies and procedures would include:

ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)

| 110 | ICAO Ann 6 Pt I,<br>Chap 14,<br>Sect. 14.2 b)1)                | Company Materials identified as dangerous goods.             | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |
|-----|--|--|----------------------------------|---------------|----------------------------------|
| 111 | ICAO Technical<br>Instructions Pt 7;<br>Chap 6, Sect. 6.1      | Cargo Acceptance Procedures.                                 | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |
| 112 | ICAO Technical<br>Instructions Pt 7;<br>Chap 5, Sect.<br>5.1.4 | Provisions to aid recognition of undeclared dangerous goods. | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |
| 113 | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.8      | Provision of information – cargo acceptance area.            | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |



| 114 | ICAO Technical     | Provision of notices to passengers at  | Click or tap here to enter text. | CAAM Use Only | Click or tap here to |
|-----|--------------------|--|----------------------------------|---------------|----------------------|
|     | Instructions Pt 7; | airport ticket areas, check-in and     | •                                | -             | enter text.          |
|     | Chap 5, Sect.      | boarding areas, with visual examples,  |                                  |               |                      |
|     | 5.1.2              | regarding dangerous goods that are not |                                  |               |                      |
|     |                    | permitted in passengers' baggage.      |                                  |               |                      |

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# SECTION D – DANGEROUS GOODS PART 1 - ALL OPERATORS

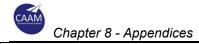
|     |  | Evidence Required   | Company Document<br>Reference    | CAAM USE ONLY                                     |  |
|-----|--|---|----------------------------------|---|--|
| No. | ICAO Reference   |   |                                  | Document Evaluation Satisfactory? Unsatisfactory? | CAAM's<br>Comments<br>(incl. initials and<br>date) |
| 115 | ICAO Technical<br>Instructions Pt 7;<br>Chap 5, Sect.<br>5.1.1 | Ticket purchase and check-in cannot be completed at the airport until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage. | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to<br>enter text.                |
| 116 | ICAO Technical<br>Instructions Pt 7;<br>Chap 5, Sect.<br>5.1.4 | Remote check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.                             | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to enter text.                   |
| 117 | ICAO Technical<br>Instructions Pt 7;<br>Chap 5, Sect.<br>5.1.4 | Automated check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.                          | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to enter text.                   |

### D3 - DANGEROUS GOODS OCCURRENCES

The operator has established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, to report to appropriate authorities in State of Occurrence occasions of undeclared dangerous goods. Such policies and procedures would include:

ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)

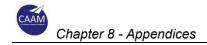
| 118 | ICAO Technical Instructions<br>Pt 7;<br>Chap 4, Sect. 4.4 | Dangerous goods accidents and incidents.                              | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |
|-----|---|---|----------------------------------|---------------|----------------------------------|
| 119 | ICAO Technical Instructions<br>Pt 7;<br>Chap 4, Sect. 4.5 | Undeclared or misdeclare dangerous goods discovered in cargo or mail. | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text. |



# SECTION D - DANGEROUS GOODS PART 1 - ALL OPERATORS

| No. | ICAO Reference  | Evidence Required   | Company Document<br>Reference    | CAAM USE ONLY                                     |  |
|-----|---|---|----------------------------------|---|--|
|     |   |   |                                  | Document Evaluation Satisfactory? Unsatisfactory? | CAAM's<br>Comments<br>(incl. initials and<br>date) |
| 120 | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.5 | Procedures for reporting undeclared dangerous goods when discovered and for reportingdangerous goods which are not permitted under ICAO Technical Instructions Part 8 Sect 1.1.1. | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to enter text.                   |
| 121 | ICAO Technical<br>Instructions Pt 7;<br>Chap 3, Sect. 3.3 | Procedures for dealing with suspected contaminated baggage or cargo.  | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to enter text.                   |

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## SECTION D – DANGEROUS GOODS

### PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

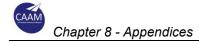
|     |                |                   |                               | CAAM US   | SE ONLY                                      |
|-----|----------------|-------------------|-------------------------------|---|--|
| No. | ICAO Reference | Evidence Required | Company Document<br>Reference | Document Evaluation<br>Satisfactory?<br>Unsatisfactory? | CAAM's Comments<br>(incl. initials and date) |

### D4 - CARRIAGE OF DANGEROUS GOODS

The operator has established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, for dangerous goods this would include policies and procedures for:

ICAO Ann 6 Pt I, Chap 14, Sect. 14.3 b)4)

| 122 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect. 2.3      | Accepting dangerous goods for carriage on board an aircraft.  | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text.    |  |
|-----|--|---|----------------------------------|---------------|-------------------------------------|--|
| 123 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect. 2.3      | Handling dangerous goods for carriage on board an aircraft.   | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text.    |  |
| 124 | ICAO Ann 18,<br>Chap 8, Sect. 8.9                              | Ensuring that cargo aircraft only consignments of dangerous goods are not carried on a passenger aircraft.  | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text.    |  |
| 125 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect. 2.4      | Ensuring that cargo aircraft only consignments of dangerous goods are only carried in certain compartments, unit load devices (ULDs) orspecified circumstances. | Click or tap here to enter text. | CAAM Use Only | Click or tap here to<br>enter text. |  |
| 126 | ICAO Technical Instructions<br>Pt 7;<br>Chap 3, Sect. 3.1      | Inspecting dangerous goods for evidence of damage or leaking prior to loading.  | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text.    |  |
| 127 | ICAO Technical<br>Instructions Pt 7;<br>Chap 2, Sect.<br>2.4.2 | Loading and securing dangerous goods on board an aircraft.  | Click or tap here to enter text. | CAAM Use Only | Click or tap here to enter text.    |  |

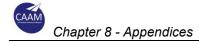


# SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

|     |  |  |                                  | CAAM US   | SE ONLY                                      |
|-----|--|--|----------------------------------|---|--|
| No. | ICAO Reference   | Evidence Required  | Company Document<br>Reference    | Document Evaluation<br>Satisfactory?<br>Unsatisfactory? | CAAM's Comments<br>(incl. initials and date) |
| 128 | ICAO Technical Instructions<br>Pt 7; Chap 2, Sect. 2.2         | Ensuring that incompatible dangerous goods are appropriately segregated.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.             |
| 129 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect. 2.9.6    | Ensuring radioactive materials are appropriately separated.  | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.             |
| 130 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect.<br>2.11  | Ensuring provisions regarding dry ice, including aircraft type, ventilation rates, method of packing and stowing, segregation from animals and communication to ground staff at origin, transit and destination. | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to<br>enter text.          |
| 131 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect.<br>2.13  | Ensuring packages and ULDs with self-<br>reactive substances, organic peroxides<br>and lithium batteries are shaded from<br>direct sunlight and away from sources of<br>heat.                                    | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to<br>enter text.          |
| 132 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect. 2.3      | Removing packages containing dangerous goods which appear to be damaged or leaking from an aircraft.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.             |
| 133 | ICAO Technical Instructions<br>Pt 7;<br>Chap 3, Sect. 3.1      | Inspecting dangerous goods for evidence of damage or leaking when unloading/loading.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.             |
| 134 | ICAO Technical Instructions<br>Pt 7;<br>Chap 2, Sect.<br>2.2.2 | Ensuring that Company Materials classified as dangerous goods, carried as cargo on board an aircraft, are packaged, marked, labelled, declared and accepted, inspected, stowed, secured and unloaded             | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to<br>enter text.          |

| CAAM | hapter 8 - Appendices |  |  |  |
|------|-----------------------|--|--|--|
|      |                       | in accordance with the technical instructions. |  |  |

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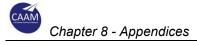


# SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

|        | ICAO Reference  | Evidence Required  |                                  | CAAM USE ONLY   |   |
|--------|---|--|----------------------------------|---|---|
| No.    |   |  | Company Document<br>Reference    | Document Evaluation<br>Satisfactory?<br>Unsatisfactory? | CAAM's Comments (incl. initials and date) |
| D5 - P | ROVISION OF INFORM  | MATION TO PILOT-IN-COMMAND AN  | D RETENTION OF DOCUM             | IENTATION   |   |
| 135    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.1.1.1   | Providing the necessary information to the pilot-in- command.  | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 136    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.1.1     | Information to the pilot-in-command is clearly legible or printed.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 137    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4,<br>Sect. 4.1.4  | Information to the pilot-in-command includes signed confirmation from person responsible for loading and inspection and stowage.     | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 138    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.1.7     | Pilot indicates on a copy of the information (or by other suitable means), that the information has been received.                   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 139    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.1.5     | Information to pilot-in-command is readily accessible in flight.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 140    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4, Sect. 4.1.1.b)  | Copy of the information is provided to relevant person specified in the operations manual.   | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |
| 141    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4,<br>Sect. 4.11.1 | Procedures for retaining documentation for consignment that have been accepted (Transport Document, Acceptance Checklist and NOTOC). | Click or tap here to enter text. | CAAM Use Only   | Click or tap here to enter text.          |

# SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

|        |  |   |                                  | CAAM USE ONLY                                     |  |
|--------|--|---|----------------------------------|---|--|
| No.    | ICAO Reference   | Evidence Required   | Company Document<br>Reference    | Document Evaluation Satisfactory? Unsatisfactory? | CAAM's Comments<br>(incl. initials and date) |
| 142    | ICAO Technical<br>Instructions Pt 7;<br>Chap 4,<br>Sect. 4.11.2                                      | Procedures for retaining documentation for consignment that has been rejected (Transport Document and Acceptance Checklist).  | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to enter text.             |
| D6 - A | PPROVAL AND LIMITAT  | TIONS   |                                  |   |  |
| 143    | ICAO Ann 6 Pt I,<br>Chap 14,<br>Sect. 14.4<br>ICAO Technical Instructions<br>Pt 7; Chap 4, Sect. 4.2 | The operator has provided information in the operations manual (or other appropriate manual) to 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. | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to<br>enter text.          |
| 144    | ICAO Technical Instructions<br>Pt 7; Chap 4, Sect. 4.2   | Instructions to the employees/agents covering the dangerous goods which may be carried on the operator's aircraft including:  a) dangerous goods not to be carried b) dangerous goods of the operator c) operator variations dangerous goods subject to State Approval or Exemption.  | Click or tap here to enter text. | CAAM Use Only                                     | Click or tap here to<br>enter text.          |



### 8.10 Appendix J: Dangerous Goods Occurrence Report Form

| DANGERO   |                                    |                      |                               |  |  |
|---|------------------------------------|----------------------|-------------------------------|--|--|
| Dokumen : CAAM/AV/DGU/1                                     | 35                                 | No :                 | Date :                        | CAAM<br>Civil Aviation Authority of Malaysia |  |
| See the Notes on the reverse o                              | f this form. Those boxes wh        | nere the headi       | ng is in italics need only be | e completed if applicable                    |  |
| Location of Occurrence :                                    |                                    |                      |                               |  |  |
| Date of Occurrence :  | Time of Occurre                    | ence :               | Local time of                 | Occurrence :                                 |  |
| Name of Operator :  | State of Operato                   | erator : Flight D    |                               | te :   |  |
| Flight Number :   | Aircraft Type :                    |                      | Aircraft Registration:        |  |  |
| Origin Of the Goods : Departure Airp                        |                                    | ort :                | Destination :                 | <del>:</del>                                 |  |
| Description of the Occurrence                               | <br>e, including details of injury | ν, damage, etα       | c : (if necessary continue    | on the next page)                            |  |
| Description of the Occurrence                               | e, including details of injury     | v, damage, et        | c : (if necessary continue    | on the next page)                            |  |
| Description of the Occurrence Proper Shipping Name (include |                                    |                      | c : (if necessary continue    | on the next page)                            |  |
|   | ding the technical name, if        | applicable):;        | g Group:                      | on the next page)                            |  |
| Proper Shipping Name (included) UN or ID Number, whichever  | ding the technical name, if        | applicable):;        | ng Group:                     | on the next page)                            |  |
| Proper Shipping Name (included) UN or ID Number, whichever  | ding the technical name, if        | applicable):;        |                               | on the next page)                            |  |
| Proper Shipping Name (inclu                                 | ding the technical name, if        | applicable):; Packir | ng Group:                     | on the next page)                            |  |



| DANGEROUS GO                          |                     |         |  |   |  |
|---------------------------------------|---------------------|---------|--|---|--|
| Dokumen : CAAM/AV/DGU/135             | GGOR No:            |         | Date :   | CAAM Civil Aviation Authority of Malaysia |  |
| Reference Number of Airway Bill :     |                     |         | Ref no. of Courier Pounch, Baggage Tag or Pax Ticket : |   |  |
| Name and Address of Shipper: Name at  |                     |         | e and City of Issuing Carrier's Agents :               |   |  |
| Other relevant information (including | suspected cause, ar | ny acti | on taken) :  |   |  |
| Document to be Attached :             |                     |         |  |   |  |
| REPORTED BY                           |                     |         |  |   |  |
| Name of person making report :        |                     |         |  | of Report :                               |  |
| Title of Person making report:        |                     |         |  |   |  |
| Mobile Number : Email Addres          |                     | :       | Singa  | nnute :                                   |  |
| Name of Company :                     | Address of Comp     | pany :  |  |   |  |

#### **NOTES**

- Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
- 2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (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% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.
- 3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, 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 jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
- 4. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.
- 5. An initial report, which may be made by any means, must be despatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available.
- 6. Copies of all relevant documents and any photographs should be attached to this report.
- Providing it is safe to do so, all dangerous goods, packaging, documents, etc, relating to the occurrence must be retained until after the
  initial report has been sent to the Dangerous Goods State Authority and they have indicated whether or not these should continue to be
  retained.