

CIVIL AVIATION DIRECTIVE – 18

NATIONAL TRANSPORT OF DANGEROUS GOODS PROGRAMME

NTDGP

CIVIL AVIATION AUTHORITY OF MALAYSIA

ISSUE 02 REVISION 00 - 15TH NOVEMBER 2022



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 24(o) of the Civil Aviation Act 1969 (Act 3) and comes into effect on 15 November 2022.

Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [*Act 3*] and/or under Malaysia Civil Aviation Regulation 2016.

(Datuk 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 selfexplanatory 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 CAD 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.

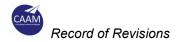
Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.

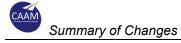


Record of Revisions

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.

Rev No.	Revision Date	Revision Details	Initials
ISS02/REV00	15 th November 2022	Refer to summary of changes	CAAM





Summary of Changes

ISS/Rev No.	Item No.	Revision Details
ISS02/REV00	Para 1.1.4	Editorial changes
	Para 2.2.3	Editorial changes
	Para 3.1	Added sub-paragraph 3.1.1
	Para 3.2	Added sub-paragraph 3.2.1
	Para 3.3	Added sub-paragraph 3.3.1
	Para 3.4	Added sub-paragraph 3.4.1
	Para 4.1	Editorial changes
	Para 4.2	Editorial changes
	Para 4.3	Editorial changes
	Para 4.4	Editorial changes
	Para 5.2.3	Editorial changes
	Para 5.2.4	Editorial changes
	Para 5.2.5	Editorial changes
	Para 5.3.2	Editorial changes
	Table 1	Removed
	Table 2	Removed
	Table 3	Reworded to Table 1 at para 5.2.9
	Para 7.1.1	Editorial Changes
	Appendix 1	Changed from Appendix A and Revised Form. Added paragraphs 8.1.1, 8.1.2, 8.1.3
	Appendix 2	Changed from Appendix B and Revised Form
	Appendix 3	Changed from Appendix C and Revised Form
	Appendix 4	Changed from Appendix D and Revised Form
	Appendix 5	Changed from Appendix E and Revised Form
	Appendix 6	Changed from Appendix F and Revised Form
	Appendix 7	Changed from Appendix G and Revised Form
	Appendix 8	Changed from Appendix H and Revised Form
	Appendix 9	Changed from Appendix I
	Appendix 10	Changed from Appendix J and Revised Form

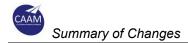
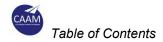


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1 General

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 02/Revision 00, and comes into operation on 15th November 2022.
- 1.1.1.2 This CAD 18 NTDGP, Issue 02/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 Civil Aviation Directives 18 National Transport of Dangerous Goods Programme (CAD 18 NTDGP) Issue 01 Revision 00, dated 20th May 2021.
- 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;
 - c) 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;
 - d) 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

1.3.1 In this CAD, 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 hazard 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 authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions;

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

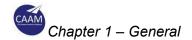
Freight forwarder means a person or organization who offers the service of arranging the transport of cargo by air;

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, organization 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 Chapter 5, paragraph 5.2.8.

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;
- d) 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;
- 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;
- 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;
- k) 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 1**.

Chapter 2 – Operator and Shipper Responsibilities

- 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.

Chapter 2 – Operator and Shipper Responsibilities

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
- 2.2.11.1 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
 - 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 the Technical Instructions Part 7, Chapter 3.2.
- 2.2.13 Infectious substances
- 2.2.13.1 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;
 - c) 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

- 2.2.14.1 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
- 2.2.15.1 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 -
 - 1) 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
 - 2) 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
 - 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
 - a) 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.

Chapter 2 – Operator and Shipper Responsibilities

2.3.2 Packaging requirements

- 2.3.2.1 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
- 2.3.3.1 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
- 2.3.4.1 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;
 - 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

Chapter 2 – Operator and Shipper Responsibilities

- 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—
 - 1) 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 1**;
 - 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 1**.
- 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—
 - 1) 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's;
- 4) full name of airport departure and airport destination; and
- 5) complies with the Technical Instructions.

3 Application for Approval

3.1 Carriage of Dangerous Goods by Air

- 3.1.1 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 2**, **Appendix 3**, **Appendix 4**, **Appendix 5** as the case may be and
 - b) Each operator shall develop and approve Dangerous Goods Manual as template in **Appendix 6.**
 - c) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.

3.2 Dangerous Goods Training Programme

- 3.2.1 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 7; and
 - b) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.

3.3 Dangerous Goods Card

- 3.3.1 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 8; and
 - b) accompanied by the prescribed fee under the Civil Aviation (Fees and Charges) Regulations 2016.

3.4 Foreign Air Operator Certificate

- 3.4.1 The Authority may issue a Foreign Air Operator Certificate to Foreign Air 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 9;

4 **Provision Concerning Passenger and Crew**

4.1 Passenger and crew responsibility on the carriage of dangerous goods

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 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.
- 4.1.4 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.

5 Dangerous Goods Training

5.1 Application

- 5.1.1 This Chapter shall apply to
 - a) shippers of dangerous goods, including packers and persons or organisations undertaking the responsibilities of the shipper;
 - b) operators;
 - c) 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 shall carry out any duty involving dangerous goods unless he has satisfactorily completed the training programme as specified in Chapter 5 of CAGM 1881 and holds a dangerous goods card issued by the Authority.
- 5.2.4 A person which is not a holder of a permit issued under regulation 132 of the MCAR shall satisfactorily completed the training programme as specified in Chapter 5 of CAGM 1881.
- 5.2.5 A person as specified in Table 1 of this Chapter shall satisfactorily complete the t raining programme as specified in Table 1.

Chapter 5 – Dangerous Goods Training

- 5.2.6 A person as specified in 5.2.9 of this chapter and Chapter 5 of CAGM 1881 shall undergo the respective current 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 goods
 - a) have satisfactorily completed an initial and recurrent dangerous goods training programme; and
 - b) holds a dangerous goods card issued by the Authority.

CAAM

5.2.9 Table 1 – Category and content of training courses for staff of designated operators

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

CATEGORY	DETAILS	
A	Staff of designated postal operators involved in accepting mail containing dangerous goods and DG coordinator as specified in paragraph 2.1.4 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 Function 3 of dangerous goods training programme as specified in paragraph 5.3 of CAGM 1881 and has full knowledge of the latest revision of ICAO TI (Doc 9284) or IATA DGR, 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 5.3.2 (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 organization 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.

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

- 6.2.1 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, via email, fax or by hand, as follows:
 - a) Chief Executive Officer; and
 - 1) Address : Level 8, Galeria PJH, Persiaran Perdana, Presint 4, 62100 Putrajaya
 - 2) Email : CEO.DGincident@caam.gov.my
 - 3) Fax : 03 8893 4163
 - b) Director of Flight Operations CAAM
 - 1) Address : Level 2, Block Podium B, Precinct 4 62618 Putrajaya
 - 2) Email : <u>PKS.DGincident@caam.gov.my</u>
 - 3) Fax : 03 8890 1641

8 Appendices

8.1 Appendix 1 – Dangerous Goods Acceptance Checklist

1 Dangerous Goods Checklist for a Non-Radioactive Shipment.

DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin. Copies of the checklist can be obtained from:

Website: http://www.iata.org/whatwedo/cargo/dgr/Pages/download.aspx

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

Air V	Vaybill No.:	Origin:	Destination:			
	The sector is Faction and is the 147	A ferrer that does the strength of the		YES	NO*	N/A
1.	may be indicated as not applicable "	A format including the air certification state N/A" only when the Shipper's Declaration d	ata is submitted			
	electronically [8.0.2.1, 8.1.1, 8.1.2, 8	.1.6.12]				
2.	Full name and address of Shipper ar	d Consignee [8.1.6.1, 8.1.6.2]		Ц		
		n, enter it. [8.1.6.3]		Ш		
	Shipper's Declaration data is submitt	ed electronically [8.1.6.4]	,			
	. The non-applicable Aircraft Type deleted or not shown [8.1.2.5.2, 8.1.6.5]					
		rture or Destination is not shown, enter it. [_	
		ot shown [8.1.2.5.2, 8.1.6.8]		ш	Ш	
	ification	(_	
		efix [8.1.6.9.1, Step 1]			Н	
		nical name in brackets for entries with * [8.			Н	
10.	Class or Division and for Class 1, the	Compatibility Group, [8.1.6.9.1, Step 3]		Н	Н	
		diately following Class or Division [8.1.6.9.		Н	Н	Н
					\square	
	tity and Type of Packing					
		5.9.2, Step 6]			Ц	
	limit [8.1.6.9.2, Step 6]	gross followed by 'G", as applicable) withi				
	of measurement [8.1.6.9.2, Step 6]	antity supplemented with the net explosive r				
16.	When different dangerous goods are with:	packed in one outer packaging, the following	ng rules are complied			
16.1	- Compatible according to Table 9.	3.A				
16.2	- Conditions met for UN packages	containing Division 6.2 [5.0.2.11(c)]				
16.3		of packaging)" [8.1.6.9.2, Step 6(f)]				
16.4		ust not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6				
17.	Overpack					
17.1		3.A				
17.2	 Wording "Overpack Used" [8.1.6. 	9.2, Step 7]				
17.3	- If more than one overpack is use	d, identification marks shown and total qua	ntity of dangerous			
Packi	ng Instructions					
		3, Step 8]				
19.		ith Section IB, "IB" follows the packing instr				
Autho	prizations					
20.	Check all verifiable special provisions A99, A130, A190, A191, A201, A202	 The Special Provision Number A1, A2, A , A211, A212, A331 if used [8.1.6.9.4, Step 	4, A5, A51, A81, A88, 91			
21.	Indication that governmental authoriz	ation is attached, ircluding a copy in Englis 5.9.4, Step 9]	sh and additional	П		П
Addit	ional Handling Information				_	
	Additional handling information show organic peroxides of Division 5.2, or	n for self-reactive and related substances o samples thereof, PBE, infectious and contro iscous flammable liquids [8.1.6.11]	olled substances,			
23.	Name of Signatory and Date indicat					
24.		Shipper [8.1.2.6]				

	YES	NO*	N/A
AIR WAYBILL-HANDLING INFORMATION			
 The statement: "Dangerous goods as per associated Shipper's Declaration" or "Dangerous Goods as per associated DGD" [8.2.1(a)]. 			
26. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]		Н	
 20. Cargo Andrart Chily of CAO, in applicable [0.2.1(0)]	н	н	н
PACKAGE(S) AND OVERPACKS			
28. Packaging free from damage and leakage [9.1.3 (i)]	П		
29. Packaging conforms with packing instruction		п	П
30. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3]		п	-
Marks	_		
 UN Specification Packaging, marked according to 6.0.4 and 6.0.5; 			
31.1 - Symbol and Specification Code [6.0.4.2.1 (a), (b)]			
31.2 - X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements [6.0.4.2.1 (c)]			
31.3 - Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179, 6.0.4.2.1 (d)]			
31.4 - Plastic drums, jerricans and IBCs within permitted period of use [5.0.2.15]			
31.5 - Infectious substance package mark [6.5.3.1]			
32. UN or ID number(s), preceded by prefix [7.1.4.1(a)]			
33. The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)]			
34. The full name and address of Shipper and Consignee [7.1.4.1(b)]			
35. 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)]			
36. Carbon Dioxide, Solid (Dry Ice), the net weight marked on the packages [7.1.4.1(d)]			
 The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.4.1(e)]. 			
38. The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)]			
39. Limited Quantities mark [7.1.4.2]			
40. Environmentally Hazardous Substance mark [7.1.5.3]			
41. Lithium Battery mark [7.1.5.5]			
Labelling			
42. The label(s) identifying the Primary hazard as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6]			
 The label(s) identifying the Subsidiary hazard, as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6.2.3] 			
44. "Cargo Aircraft Only" label [7.2.4.2; 7.2.6.3]			
45. "Orientation" labels on two opposite sides, if applicable [7.2.4.4]			
46. "Cryogenic Liquid" label, if applicable as per 4.2, Column D [7.2.4.3]			
47. "Keep Away From Heat" label, if applicable as per 4.2, Column D [7.2.4.5]			
48. Any irrelevant marks and labels removed or obliterated [7.1.1; 7.2.1]			
For Overpacks			
 Packaging use marks and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.7.1, 7.1.7.2, 7.2.7]. 			
 The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.1.7.1]. 			
 If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.3] 			
GENERAL			
52. State and Operator variations complied with [2.8]			
53. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors			
Comments:			
Checked by:			

Place:

Signature:

Date:

* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.

2

Dangerous Goods Checklist for a Radioactive Shipment.

DANGEROUS GOODS CHECKLIST FOR A 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.

Is the following information correct for each entry?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

Air V	Vaybill No.:	Origin:	Destination:			
1.		A format including the air certification state N/A" only when the Shipper's Declaration d		YES	NO*	N/A
2	electronically [10.8.1.2, 10.8.1.4; 8.1	.1; 10.8.3.12.2] nd Consignee [10.8.3.1, 10.8.3.2]			Р	
		n, enter it. [10.8.3.3]				
4.	The number of pages shown. This q Shipper's Declaration data is submit	uestion may be indicated as not applicable ted electronically [10.8.3.4]	"N/A" only when the			
5.	The non-applicable Aircraft Type del	eted or not shown [10.8.1.6.2, 10.8.3.5]				
	and 10.8.3.7]	arture or Destination is not shown, enter it. [-		_	
7.	The word "Non-Radioactive" deleted	or not shown [10.8.1.6.2, 10.8.3.8]		Ш	Ш	
	ification				_	
8.	UN number, preceded by prefix "UN	" [10.8.3.9.1, Step 1]		Ш	Ш	
	brackets [10.8.3.9.1, Step 2]	pecial Provision A78 applies, the suppleme	-		П	
		ediately following Class [10.8.3.9.1, Step 4]				
		3.9.1, Step 5]				
Quan	tity and Type of Packing				_	
12.	Name or Symbol of Radionuclide(s)	[10.8.3.9.2, Step 6 (a)]		Н	Н	
13.	A description of the physical and che	emical form if in other form [10.8.3.9.2, Step	o 6 (b)]	Ш	Ш	Ш
	Step 6 (b)]	3332 or UN 3333) or low dispersible materi	-			
	For Fissile Material the total weight in activity [10.8.3.9.2, Step 7]	nd the activity in becquerel or multiples the n grams or kilograms of fissile material may	y be shown in place of			
16.	For different individual radionuclides (type of package)" [10.8.3.9.2, Step	, the activity of each radionuclide and the w 7]	vords "All packed in one			
17.	Activity within limits for Type A packa	ages [Table 10.3.A], Type B, or Type C (se	e attached competent			
18.	Words "Overpack Used" shown on th	he DGD [10.8.3.9.2, Step 8]				
Pack	ing Instructions					
	Table 10.5.C]	k if applicable [10.5.15.1 (a), 10.8.3.9.3, St				
20.		eferably in sequence Length x Width x Heig (b) and (c)]				
21.	For Fissile Material the Criticality Sa	fety Index (with, in addition and if applicable 10.6.2.8.1.4), or the words "Fissile Excepte	e*, reference to			
Auth	orizations					
		py of the document in English attached to [3.7]:	OGD for the following			
		,				
		I certificate				
22.3	 Other approval certificates as red 	quired				
23.	Additional Handling Information [1	10.8.3.11]				

Chapter 8 – Appendices

		YES	NO*	N/A
24.	Name of Signatory and Date indicated [10.8.3.13 and 10.8.3.14] and Signature of Shipper [10.8.3.15]			_
	Amendment or alteration signed by Shipper [10.8.1.7]			
	VAYBILL-HANDLING INFORMATION			
	The statement: "Dangerous goods as per associated Shipper's Declaration" or "Dangerous Goods as per associated DGD" [10.8.8.1(a)]	П		
	"Cargo Aircraft Only" or CAO, if applicable [10.8.8.1(b)]	Ш	Ц	ш
20.	Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.8.2]			
PAC	KAGE(S) AND OVERPACKS			
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]	Ш	Ц	ш
Mark				
	UN number, preceded by prefix [10.7.1.3.1]		ш	
32.	The Proper Shipping Name and where Special Provision A78 applies, the supplementary information in brackets [10.7.1.3.1]	П	П	
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			
	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.	П	П	П
Labe				
	Same category labels as per DGD properly affixed to two opposite sides of package. [10.7.4]			
38.1	- Symbol of radionuclide and/or LSA/SCO indicated as required. [10.7.3.3.1]			
38.2	 Activity in Bq (or multiples thereof). For Fissile material, the total mass in grams may be used 	_		
	instead [10.7.3.3.2]		Н	
38.3	 For Category II & III, same TI as per DGD, rounded-up to one decimal place. [10.7.3.3.3] 	H	H	Н
39.	Applicable label(s) identifying the subsidiary hazard [10.7.3.2; 10.7.4.3] 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			
42	as the hazard labels [10.7.3.3.4; 10.7.4.3.1] Any irrelevant marks and labels removed or obliterated [10.7.1.1; 10.7.2.1]	H	H	Н
		-	-	-
	Overpacks Package use marks and labels clearly visible or reproduced on the outside of the			
	overpack [10.7.1.4.1; 10.7.4.4]			
44.	The word "Overpack" marked if marks and labels are not visible on packages within the overpack			
45	[10.7.1.4.1] If more than one overpack is used, identification marks shown [10.7.1.4.3]	H	H	Н
	Hazard labels reflect the content(s) and activity of each individual radionuclide and the TI of the			
40.	overpack [10.7.3.4]			
GEN	ERAL			
47.	State and Operator variations complied with [2.8]			
	Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors			
49.	Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary			
Comr	requirements complied with [Packing Instruction 954; 7.1.4.1 (d); 7.2.3.9.1] nents:	Ш		<u> </u>
~				
Chec	ked by:			
Place	: Signature:			

Date: ____

_Time:___

* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.

Chapter 8 – Appendices

3

Acceptance Checklist for Dry Ice (Carbon Dioxide, solid)

ACCEPTANCE CHECKLIST FOR DRY ICE (Carbon Dioxide, solid) (For use when a 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 following example checklist is provided to assist shippers and carriers with the acceptance of dry ice when packaged on its own or with non-dangerous goods.

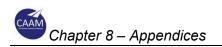
Is the following information correct for each entry?

DOCUMENTATION

Air Waybill No.:	Origin:	Destination:			
The "Nature and Quantity of Coords" have	f the Air Wouhill or an alternate transport		YES	NO*	N/A
The "Nature and Quantity of Goods" box o the following information [8.2.3] 1. "UN1845"	r the Air waybill or an alternate transport o				
3. Number of packages (unless these a	"Dry ice" re the only packages within the consignme	nt)			
State and Operator Variations 5. State and operator variations complie	d with [2.8]				
Note: The following questions do not appl Quantity	y where the dry ice, or packages containing	g dry ice, is offered in a U	ILD.		
	3 200 kg or less [4.2]				
	on the Air Waybill				
9. The packaging conforms with Packing	g Instruction 954 and the package is vente	d to permit the release			
Marks & Labels			_	_	
				Н	
	"Dry ice" [7.1.4.1(a)] and consignee [7.1.4.1(b)]			Н	
Note: The name and address of the shipp the AWB.					
13. The net weight of dry ice within each	package [7.1.4.1(d)]				
14. Class 9 label properly affixed [7.2.3.9	, 7.2.6]				
15. Irrelevant marks and labels removed	or obliterated [7.1.1(b); 7.2.1(a)]				
For Overpacks					
 Packaging Use marks and hazard an reproduced on the outside of the over 	d handling labels, as required must be clear rpack [7.1.7.1, 7.2.7]	arly visible or			
The word "Overpack" marked if mark	s and labels are not visible on packages w	ithin the overpack			
18. The total net weight of carbon dioxide	e, solid (dry ice) in the overpack [7.1.7.1]		Ш	Ш	Ш
Comments:					

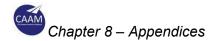
Checked by:______
Place: ______Signature: ______
Date: ______Time: _____

* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.



8.2 Appendix 2 – Application Form for Carriage of Dangerous Goods

Muka Depan Front Page	BORANG INI DIBERI PERCUMA	
Ruj. Kami: <i>Our Ref</i>		CAAIVI Ciril Aviation Author ity of Malaysia
Tarikh : Date		
*Alamat : <i>Address</i> (Perlu diisi oleh pemo	hon)	
Tuan, Dear Sir,		
	MEMBAWA MASUK / KELUAR / TRANSIT O TRANSPORT IN / OUT / TRANSIT	BARANGAN BAHAYA MELALUI UDARA DANGEROUS GOODS BY AIR
Merujuk kepada per <i>Reference to yo</i>	nnohonan tuan bertarikhnen pur application datedpertain	
	Dukacita dimaklumkan bahawa permohonan tua informed / Regret to inform that your application	
DILULUS APPROVEL	SKAN / TIDAK DILULUSKAN D / NOT APPROVED	
	PENGANGKUTAN PESAWAT PENUMPA IGGER AND CARGO FLIGHT	NG DAN KARGO
	PENGANGKUTAN PESAWAT KARGO SA FLIGHT ONLY	HAJA
Sekian, terima kasil Thank you.	L	Kelulusan: <i>Approval</i> Tarikh : <i>Date</i>
"BERKHIDMAT	UNTUK NEGARA"	
Saya yang menjalan	ıkan amanah,	
(b.p. Ketua Pegawa Pihak Berkuasa Pe For Chief Executive C Civil Aviation Author	enerbangan Awam Malaysia Officer,	
	ohonan ini MESTILAH mengandungi muka hadapan d all be printed both sides of a single paper)	lan belakang di dalam sehelai kertas
No. 27, Persiaran Perdana	Pihak Berkuasa Penerbangan Awam Malaysia <i>(Civil Aviati</i> a a, Presint 4, Aras 1–4, Blok Podium, 62618 Putrajaya, Malaysia	on Authority of Malaysia) �� 6-03-8871 4000 🖶 6-03-8890 1640 ® <u>http://www.caam.gov.my</u>

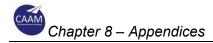


Muka	BORANG INI
Belakang	DIBERI PERCUMA

BORANG KEBENARAN MENGANGKUT BARANGAN BERBAHAYA MELALUI UDARA <u>PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA</u> <u>Approval Form For Transporting Dangerous Goods By Air CAAM</u>

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 Applicant's Name	*K/P NRIC	
2.	*Nama Syarikat Company Name		
3.	*Alamat Pemohon / Syarikat Applicant's / Company Address		
4.	*Jenis dan Jumlah Barangan Bahaya : Type and No. of Dangerous Goods: (Nyatakan No. UN selain senjata api) (State UN No. Other than Arms)	Phone & Fax No.	
5.	*Jika Bahan letupan, nyatakan samada hidu If explosive item, state whether live / Dead	p / mati :	
б.	*Nyatakan cara barangan bahaya dibungkus State how the dangerous goods are packed and label		
7.	*Sebab barangan bahaya perlu diangkut mel Reason for Dangerous Goods to be transported by at		
8.	*Nama dan Alamat Penghantar Kargo Consignor (Shipper) Name and Address		
9.	*Nama dan Alamat Penerima Kargo Consignee Name and Address		
10.	*No. Penerbangan Flight Number		
11.	**Tarikh dan Waktu (Masuk / Keluar / Tran Date and Time (Arrival / Departure / Transit)	ısit)	
12.	*Keterangan Pergerakan Penerbangan dari Description of Flight Movement from Airport		
	Transit di Transit at	final destination	
	1ransii ai	jinai aesiinaiion	
13.	*Jangka masa berada di Lapangan Terbang Duration Of Retention at the Airport	24 jam Ya 24 hours Ya	s Tidak No
14.	**Nombor Permit Polis / LPTA Police / LPTA Permit No.		(Sertakan Salinan) (To Attach Copy)
15.	No. Permit Kem. Perdagangan dan Perindus Ministry Of Trade and Industry Permit No.	trian	(Sertakan Salinan) (To Attach Copy)
DECLAR Saya m	<u>AKUAN</u> <u>4TION</u> engaku bahawa segala butir-butir yang diberi that all the particulars given above are true and corre		
*Tarikl Date	1	*(Tandatangan Pemo	hon dan Cop Rasmi)
		(Applicant's Signatur	
(**) Me	sti diisi.Must be filled sti diisi dan Potong mana yang tidak berkenaan t be filled and Strikethrough if not applicable		





SENARAI SEMAK

PERATURAN DAN DOKUMEN SOKONGAN UNTUK PERMOHONAN MEMBAWA BARANGAN BAHAYA MELALUI UDARA UNTUK KELULUSAN

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.

	TANDAK	AIN V
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 PERMIT POLIS (Lesen Berjual Beli dan Permit Import/Eksport) a) Permohonan Senjata Api / Bahan Letupan dan Peluru / Alat Ganti Senjata Api b) JIKA TIADA, 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 SURAT AKUAN KEBENARAN / SURAT LANTIKAN AGEN a) Jika individu/syarikat yang membawa masuk/keluar/transit sebagai agen kepada penerima kargo	
7.	SALINAN <i>'END USER CERTIFICATE' /</i> KONTRAK / PESANAN KERAJAAN a) Permohonan PIHAK KERAJAAN seperti Polis dan Tentera dan lain-lain)	
8.	SALINAN SIJIL KURSUS DGR YANG DIIKTIRAF OLEH DCA 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	:			 				
Organi	a	si / Agen		 			 	

.....

Tandatangan

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



PERATURAN PERMOHONAN

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/02-1 yang disediakan dan akan diproses dalam tempoh dua (2) hari (waktu bekerja).
- 2. Borang permohonan ini **MESTILAH** mengandungi muka hadapan dan belakang di dalam sehelai kertas (*Both sides of a single paper*)
- 3. Setiap permohonan **MESTILAH** mempunyai *Proper Shipping Name* (Nombor UN) yang mewakili **SATU** (1) barangan berbahaya sahaja. Permohonan ini hanyalah terpakai untuk permohonan membawa barangan berbahaya bagi *Class* 1, *Class* 7 dan Senjata api (termasuk aksesori senjata).
- 4. Setiap borang permohonan **HENDAKLAH** diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi.
- 5. Salinan dokumen-dokumen berikut (salinan hendaklah jelas, terang dan masih sah tempohnya) yang berkaitan dengan sesuatu permohonan hendaklah disertakan bersama:-

BAHAN LETUPAN (Class 1)

- 1. Permit Polis (Lesen Berjual Beli dan Permit Import/Eksport)
- 2. Shipper Declaration for Dangerous Goods
- 3. Airway bill

BAHAN RADIOAKTIF (Class 7)

- 1. Permit Lembaga Perlesenan Tenaga Atom (Lesen dan Permit)
- 2. Shipper Declaration for Dangerous Goods
- 3. Airway bill

SENJATA API (Termasuk aksesori)

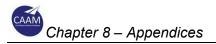
- 1. Permit Polis (Lesen Berjual Beli dan Permit Import/Eksport)
- 2. Airway bill

- 6. **JIKA PERMIT DARIPADA PIHAK POLIS DAN LPTA TIADA**, Surat Kebenaran atau Surat Pengecualian daripada Pihak Berkuasa yang berkenaan mesti disertakan dan masih sah tempohnya.
- 7. Sekiranya individu/syarikat/jabatan yang memohon untuk membawa masuk/keluar/transit sebagai agen daripada syarikat penerima kargo maka **Surat Akuan Kebenaran** dari individu/syarikat/jabatan penerima kargo mestilah disertakan bersama.
- 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 daripada pihak PDRM (surat PDRM KPN(PR)X/X/X/X bertarikh X/X/XXX).
- 9. Tarikh *shipper's declaration* yang ditandatangani mestilah **tidak melebihi daripada satu (1) bulan** dari tarikh penerbangan. Bagi *shipper's declaration* yang ditandatangani di Malaysia, salinan sijil kursus DGR perlu disertakan bersama borang permohonan.
- 10. Barang-barang ini mestilah dikeluarkan secepat mungkin atau dalam masa dua puluh empat (**24**) jam daripada masa ketibaan/pendaratannya.
- 11. 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.
- 12. 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.

- 13. Setiap permohonan individu/syarikat/jabatan yang membawa barang-barang bahaya melalui udara adalah tertakluk kepada peraturan/undang-undang yang terpakai di dalam negara ini.
- 14. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan.
- 15. Setiap permohonan melalui pengisian borang ini bukan satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Kelulusan permohonan barangan berbahaya akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon.
- 16. 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:

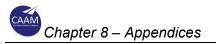
:	Public Islamic Bank
:	3811 3402 15
:	CAAM
:	PBBE MYKL XXX
	:

17. Permohonan hendaklah dibuat di laman *web* BLESS <u>https://www.bless.gov.my/bless/action/login?show</u>



8.3 Appendix 3 – Application for Approval or Exemption to Transport Dangerous Goods Under Special Circumstances Form

1 Form on the next page



BORANG PERMOHONAN UNTUK MEMBAWA BARANGAN BERBAHAYA YANG DILARANG Application form for Approval or Exemption to Transport Dangerous Goods Under Special Circumstances					
Dokumen: CAAM/BOP/3/03-1	Tarikh Permohonan: Application Date	Tarikh Semakan: Revision Date	Civil Aviation Authority of Malaysia		
MAKLUMAT AM GENERAL INFORMATION					

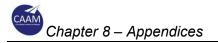
Note - This form applies to requests to carry dangerous goods where they do not comply with the normal requirements of the Technical Instructions. If there is insufficient space to list all items, they can be listed on a separate sheet.

- 1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/03-1 dan akan diproses dalam tempoh empat belas (14) hari (waktu bekerja). Each application must use CAAM/BOP/3/03-1 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 di dalam **Senarai Semak Permohonan** berikut hendaklah terang dan jelas. *Copies of the following documents (Applicant Checlist) must be clear and easy to read*
- 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 be charge RM 3000.00. The charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.
- 7. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. *The issuing of this form does not in itself constitute an approval of Special Provision. Approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant*
- 8. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: *Please submit this form once completed with the supporting document to:*

Dangerous Goods Unit, Flight Operation Division, Civil Aviation Authority Malaysia, Level 2, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA Tel : 03 8871 4099 Fax: 03 8890 1641

SENARAI SEMAK PERMOHON Application Checklist

NO.	DOKUMEN SOKONGAN YANG PERLU DISERTAKAN	TANDAKAN YANG BERKENAAN			
			X	N/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 pelantikan 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 happens 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				



B. MAKLUMAT PEMOHON Applicant Details

*Nama Individu Bertanggungjawab:

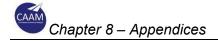
Name of Accountable Person

*Nama dan Alamat Syarikat: Name And Address of Company	*Nombor Tel. <i>Tel. No</i>	Office: HP:
	*Nombor Fax. Fax. No	
*No. Pendaftaran Syarikat: Company Reg. No	*Email Email	

D. MAKLUMAT PENERIMA Consignee Information (if different from applic	cant)	
*Nama Individu Bertanggungjawab: Name of Accountable Person		
*Nama dan Alamat Syarikat: Name And Address of Company	*Nombor Tel. Tel. No	Office: HP:
	*Nombor Fax. Fax. No	
*No. Pendaftaran Syarikat: Company Reg. No	*Email Email	

(*) Mesti diisi. Must be filled

C. MAKLUMAT PENGHANTAR Shipper Information (if different from applicant)					
*Nama Individu Bertanggungjawab: Name of Accountable Person					
*Nama dan Alamat	*Nombor Tel. Tel. No	Office: HP:			
Syarikat: *Nombor Fax. Fax. No					



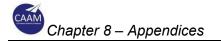
Name And						
Address of						
Company						
*No.	*Email					
Pendaftar	Email					
	Linai					
an						
Syarikat:						
Company						
Reg. No						
	AN BARANGAN BERBAH	AYA				
Descrin	tion of Dangerous Goods					
Descrip						
Descrip	*Proper Shipping Name	*Class/Divisio	*De eking	*Number		*Gross
*Un Number	*Proper Shipping Name (From The ICAO/IATA List	n and	*Packing	of	*Type of	*Gross Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	*Packing Instructi on	of package	*Type of package	
	*Proper Shipping Name (From The ICAO/IATA List	n and	Instructi	of		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight
	*Proper Shipping Name (From The ICAO/IATA List Of	n and Compatibility	Instructi	of package		Weight

Note: Use additional pages, if required.

F. KETERANGAN PE Flight Details	RGERAKAN PENERBANGAN	I				
*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						
The reason why it is es	sential the article or substance	must be carried by air				
* -						
*Operator:		*Flight Number:				
*Airport of Departure	*Airport of Destination	*Flight Date	*AWB number:			
Departure						
G. MAKLUMAT TAMBAHAN Additional Information						

(*) Mesti diisi. Must be filled

tas. Saya sedar dan ambil maklum bahawa kegagalan boleh menyebabkan permohonan saya ditolak. and note that my failure to meet those requirements may result
* Signature:



8.4 Appendix 4 – Approval to Consign and Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions.

1 Form on the next page

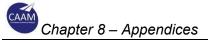
Chapter 8 – App	endices				
BORANG PERMOHONAN UNTUK MEMBAWA BARANGAN BERBAHAYA DI BAWAH SPECIAL PROVISION DOC 9284 TECHNICAL INSTRUCTIONS Approval To Consign and Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions					
Dokumen:	Tarikh Permohonan:	Tarikh Semakan:	Civil Aviation Authority of Malaysia		
CAAM/BOP/3/04-1	Application Date	Revision Date			
	MAKLUM GENERAL INF				
dalam tempoh tujuh (7	′) hari (waktu bekerja).	borang CAAM/BOP/3/04-1 nd will be process within 7 days	•		
tandatangan serta cop	e rasmi (ASLI) Syarikat/Jab e completed, neat, typewritte	ngan lengkap, kemas, bert batan/Agensi. en and bear the signature and o			
	umen di dalam Senarai Se s in the Checklist A must be o	emak A hendaklah jelas dan clear and easy to read	terang.		
memproses permohor	ian.	enuhnya boleh mengakibatk v in processing the application	an kelewatan dalam		
udara adalah tertakluk	kepada peraturan/undang ual/ company/ department ca	ang membawa barang-bara g-undang yang terpakai di da <i>rrying dangerous goods by air</i>	alam Negara ini.		
CÁJ) 2016.		uran-Peraturan Penerbang s (FI AND CHARGES) 2016.	gan Awam (FI DAN		
7. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. <i>The issuing of this form does not in itself constitute an approval of Special Provision. Approval letter will be</i> <i>issued after CAAM is satisfied with the procedures taken by the applicant</i>					
	permohonan ini yang leng once completed with the sup	kap berserta dokumen sokol porting document to:	ngan kepada:		
Dangerous Goods Uni Civil Aviation Authority Level 2, Block Podium 62618 Putrajaya, MAL Tel : 03 8871 4099 Fax: 03 8890 1641	B, Precinct 4,	١,			

CAAM

A. SENARAI SEMAK PERMOHONAN Application Checklist

Ар	plication Checklist	
NO	DOKUMEN SOKONGAN YANG PERLU DISERTAKAN	TANDAKAN
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 Malaysia)	
5	Salinan <i>Airway Bill (If any)</i>	
6	Salinan Shipment routing details	
7	Salinan Packing requirement	
8	Salinan MSDS	
9	Salinan <i>Performance test overview</i>	
10	Salinan Shipping Invoices	
11	Dangerous Goods transport document and others relevant document (if any)	

B. MAKLUMAT PEMOHON
Applicant Details *Nama Individu Bertanggungjawab:
Accountable Person Name *Nama dan Alamat Syarikat:
Name And Address of Company *Nombor Tel.
Tel. No *Nombor Fax.
Fax. No



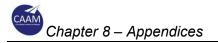
*No. Pendaftaran Syarikat:	*Email
Company Reg. No	Email

C. JENIS BARANGAN BERBAHAYA Type Of Dangerous Goods						
*Proper Shipping Name (From The ICAO/IATA List of Dangerous Goods)	*Un Number	*Class	*Packing Instruction	*Special Provision Doc 9284 Technical Instructions		

Note: Please continue on additional pages, if necessary

*Nama dan Alamat Penghanta Consignor (Shipper) Name and Ac		*Nama dan Alamat Peneri Consignee Name and Addres	•
*No. Penerbangan	*Tarikh Penerbangan	*Airport of Departure	*Airport of
Flight Number	Flight Date		Destination

(*) Mesti diisi. *Must be filled*



E. 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.				
*NAME : Name				
*JAWATAN : Position	*TANDATANGAN: Signature			
*ORGANISASI: Organization	*TARIKH: Date			

(*) Mesti diisi. *Must be filled*

Chapter 8 – Appendices

8.5 Appendix 5 – Application Form for Authorisation to Carry Dangerous Goods as Cargo

Cargo						
BORANG PERMOHONAN UNTUK MEMBAWA BARANGAN BERBAHAYA MELALUI KARGO Application Form for An Authorisation to Carry Dangerous Goods as Cargo						
Dokumen: Tarikh Permohonan: Tarikh Semakan: Cvil Aviation Authority of Malaysia						
CAAM/BOP/3/05-1 Application Date Revision Date						
	MAKLUN GENERAL INF					
dalam tempoh tiga pul	uh (30) hari (waktu bekerj	borang CAAM/BOP/3/05-1 a). and will be process within 30 da				
tandatangan serta cop	rasmi (ASLI) Syarikat/Jat e completed, neat, typewritte	engan lengkap, kemas, ber patan/Agensi. en and bear the signature and b				
memproses permohon	an.	enuhnya boleh mengakibath / in processing the application	xan kelewatan dalam			
4. 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.						
5. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. <i>The issuing of this form does not in itself constitute an approval of Special Provision. Approval letter will be</i> <i>issued after CAAM is satisfied with the procedures taken by the applicant</i>						
6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: Please submit this form once completed with the supporting document to:						
Dangerous Goods Uni Civil Aviation Authority Level 2, Block Podium 62618 Putrajaya, MAL Tel : 03 8871 4099 Fax: 03 8890 1641	B, Precinct 4,	٦,				

A. A	A. APPLICATION CHECKLIST AND SUPPORTING DOCUMENTS CHECKLIST												
Pleas	se ensure that the following suppo	orting	docur	ments	s are	subm	nitted	with	the a	pplica	tion form: -		
N O	DESCRIPTION												
1.	Copy of valid Air Operator Cert	tificate	e (AO	C). P	lease	e atta	ich th	ne do	cum	ent.			
2.	Approval for the Carriage of Dangerous Goods / Dangerous Goods Permit issued by the State of the Operator. Please attach the document.												
3.	The operator requires its employees to be trained in dangerous goods. Please attach Training Records / Staff Training Certificates. Initial or Recurrent training within 24 months of previous training												
											ning		
4. 5.	Please attach valid dangerou										ance procedu		
6.	Please attach the latest operator dangerous goods handling and acceptance procedure. Please attach Staff Training Records / Training Certificates of a ground handling agent and/or other agents with responsibility for handling dangerous goods on behalf of the operator: Initial or Recurrent training within 24 months of previous training												
7.	Please attach the list of Dang	-	<u>т</u>	1	1	1		-		-	-	ow:	
	Class of Dangerous Goods	1	2	3	4	5	6	7	8	9	Sub- total		
	Number of inbound consignments carried												
	Number of outbound consignments carried												
									То	tal			
8.	Types of Operations (Please	tick (√) a	s app	oropr	iate)):						
	☐ Domestic destinations			Ľ] Int	erna	tiona	l des	tinat	ion			
	□ Scheduled operations			[🗆 Ch	artei	r ope	ratio	ns				
	□ Passenger and cargo oper	ration	S	[□ Ca	rgo a	aircra	aft or	ly				
	□ Helicopter			[□ M	edica	al eva	icuat	ion o	perat	ions		

B. ACKNOWLEDGEMENT

I hereby certify that: -

- a. All the supporting documents which are declared above are duly attached.
- b. Failure to submit complete supporting documents may result in an undue delay in processing the application.

Name and Designation:	Signature, Company Stamp & Date
C. FOR OFFICE USE ONLY Untuk Kegunaan Pejabat	



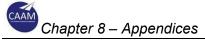
Received By:	Received Date:	Signature:

D. GENERAL INFORMATION					
The full legal name of the operator:		(Please tick ($\sqrt{}$) as appropriate)			
		Renewal			
Operating/Trading Name (if different f	rom above):				
E. OPERATOR INFORMATION					
DANGEROUS GOODS COORDINAT	OR				
States the Individual's name and tales	hang number the company of D	Angereus Coode Coordinator or			
States the Individual's name and telep designated person(s), and his/her role					
program.		Tor the company's dangerous goods			
F 3					
Name:					
Designation / Job title:					
-					
Address for the person:					
Address for the person.					
Telephone:	Fax:	Email:			
Details of the operator staff in Malaysia responsible for the carriage of dangerous goods by air:					
Name:					
Designation / Job title:					
J					

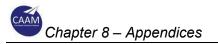
Address for the person:

Telephone:	Fax:	Email:
Details of a ground handling agent an on behalf of the operator:	d/or other agents with responsibilit	y for the handling of dangerous goods

Name:



Designation / Job title:		
Deergination / een titter		
Address for the person:		
the second s		
- · ·	_	
Telephone:	Fax:	Email:
•		



8.6 Appendix 6 – Application Form of Dangerous Goods Manual Approval

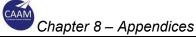
BORANG PERMOHONA Application Form for Dange	AN UNTUK MANUAL BAR	ANGAN BERBAHAYA					
Dokumen:	Tarikh Permohonan:	Tarikh Semakan:	Civil Aviation Authority of Malaysia				
CAAM/BOP/3/06-1	Application Date	Revision Date					
MAKLUMAT AM GENERAL INFORMATION							
dalam tempoh sembil	lan puluh (90) hari (waktu b	borang CAAM/BOP/3/06-1 ekerja). d will be process within 90 day					
tandatangan serta co	p rasmi (ASLI) Syarikat/Jat be completed, neat, typewritte	ngan lengkap, kemas, ber patan/Agensi. en and bear the signature and					
memproses permoho	nan.	enuhnya boleh mengakibat v in processing the application	kan kelewatan dalam				
adalah tertakluk kepa	ida peraturan/undang-unda lual/ company/ department ca	ng membawa barangan beri ng yang terpakai di dalam N rrying dangerous goods by air	Negara ini.				
5. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. The issuing of this form does not in itself constitute an approval of Special Provision. Approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant							
6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: Please submit this form once completed with the supporting document to:							
Dangerous Goods Ur Civil Aviation Authorit Level 2, Block Podiur 62618 Putrajaya, MA Tel : 03 8871 4099 Fax: 03 8890 1641	n B, Precinct 4,	١,					



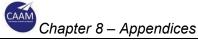
A. OPERATOR DETAILS

Full legal name of Applicant / Operator:					
Address:					
Operator Type:					
□ Dangerous Goods Carrier □ Non Dangerous Goods Carrier □ Postal Operator					
Responsible person:	Position:				
Telephone: No. Fax:	E-mail:				
B. GENERAL REQUIREMENT					
The company should submit the complete Dangerous Goods Manual which should include:	Reference in Operator Dg Manual (Page)	Document Evaluation	CAAM Inspector Comments (If Any)		
2.1 Endorsement and approval		CAAM Use			
2.2 Table of Contents		CAAM Use			
2.3 Record of revision		CAAM Use			
2.4 List of effective pages		CAAM Use			
2.5 Dangerous Goods Manual Management		CAAM Use			

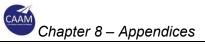
C. I	C. INFORMATION PROVIDED TO THE EMPLOYEES				
The company should submit the complete Dangerous Goods Manual which should include:		Reference in Operator DG Manual (Page)	Document Evaluation	CAAM Inspector Comments (If Any)	
3.1	General Restrictions				
3.1.1	States the types of dangerous goods operations are engaged in: -				
	a) Aeroplane or and helicopter operations		CAAM Use		
	b) Passenger carrying or and all cargo aircraft		CAAM Use		
	c) Domestic or international operations		CAAM Use		
	d) Carrying dangerous goods as cargo		CAAM Use		
	e) Carrying dangerous goods in stores		CAAM Use		
	f) Carrying dangerous goods in mail		CAAM Use		
3.1.2	States which dangerous goods operators do not accept for transport for all destinations (Operators Variations)		CAAM Use		
3.1.3	There is a list of all locations where the various operations manuals are kept		CAAM Use		
3.1.4	List all State's exemptions or approvals affecting the operators		CAAM Use		
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.		CAAM Use		
3.2	Dangerous Goods Coordinator				
3.2.1	Contact information for the operator Dangerous Goods Coordinators or designated person and their role with		CAAM Use		



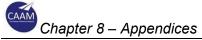
-		
	respect to the administration of the company dangerous goods program	
3.2.2	The list of all third parties acting on their behalf of the operator for training, handling, offering for transport or transporting dangerous goods	CAAM Use
3.3	Applicable Regulations	
3.3.1	The operator identifies the applicable regulations and document the company uses including where they're located and how they're accessed	CAAM Use
3.4	Aircraft Specific	
3.4.1	Detail of the location and the numbering system of cargo compartment for each aircraft type	CAAM Use
3.4.2	Instruction on the loading restrictions for each aircraft type	CAAM Use
3.4.3	Maximum quantity of dry ice permitted in each compartment	CAAM Use
3.4.5	Maximum sum of transport indexes for radioactive material permitted in each compartment	CAAM Use
3.5	Training	
3.5.1	Who is responsible for the operators Training Program	CAAM Use
3.5.2	Who is responsible for the operators Training Records	CAAM Use
3.5.3	Which employees require training	CAAM Use
3.5.4	The frequency of recurrent training	CAAM Use
3.5.5	The air operator training programs must be approved by the State of Authority	CAAM Use
3.5.6	Record	CAAM Use
3.6	Passenger Handling	
3.6.1	Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person	CAAM Use
3.6.2	Describes the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or	CAAM Use



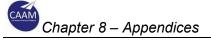
	lithium ion cells or batteries from being transported in checked baggage		
3.6.3	Describes the procedures for and the form of promulgating information to passengers.	CAAM Use	
3.6.4	Describe the acceptance procedures are for passengers and baggage.	CAAM Use	
3.6.5	Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase	CAAM Use	
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	CAAM Use	
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 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	CAAM Use	
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.	CAAM Use	
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	CAAM Use	



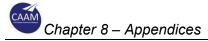
	restrictions on dangerous goods in baggage.			
3.6.10	Describe if provision is made for the check-in process to be completed remotely at an airport by a passenger without the involvement of any other person (e.g., automated check-in facility), the operator or the airport operator must ensure that information 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.		CAAM Use	
3.7 S	TORES (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		CAAM Use	
3.7.2	State who is responsible / qualified to prepare dangerous goods COMAT for transport.		CAAM Use	
3.7.3	Describes how dangerous goods COMAT are prepared for transport		CAAM Use	
3.7.4	Explains how dangerous goods COMAT are to be processed once prepared.		CAAM Use	
3.8 A	CCEPTANCE PROCEDURES			
3.8.1	Describes how dangerous goods are prevented from entering the system without appropriate preparation		CAAM Use	
3.8.2	Describe the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted.		CAAM Use	
3.8.3	Describe the procedures for accepting / rejecting dangerous goods cargo		CAAM Use	
3.8.4	Describe the procedures for handling rejected dangerous goods in cargo.		CAAM Use	
3.8.5	Describe the procedures for accepting general cargo, which ensure that dangerous goods do not enter the transportation system when they are not permitted.		CAAM Use	



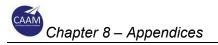
3.8.6	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (ICAO TI 7;4.8)	CAAM Use
3.9 R	ETENTION OF DOCUMENTS	
3.9.1	Describes what documents must be retained	CAAM Use
3.9.2	States the length of time each type of document must be retained	CAAM Use
3.9.3	Describes who is responsible for retaining the document;	CAAM Use
3.9.4	States the location where each is to be kept, including with third party;	CAAM Use
3.10 G	ROUND HANDLING	
3.10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft	CAAM Use
3.10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft	CAAM Use
3.10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices.	CAAM Use
3.10.4	Describes the procedures for loading / unloading dangerous goods onto or from and aircraft	CAAM Use
3.11	LOAD PLANNING	
3.11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable).	CAAM Use
3.12 E	MERGENCY PROCEDURES	
3.12.1	States emergency response information is available and where the pilot-in- command/other crew members can find it	CAAM Use
3.12.2	States how the pilot-in-command is to report emergencies involving dangerous goods.	CAAM Use



3.12.3	Describes how the NOTOC is accessed during an emergency		CAAM Use	
3.12.4	Describes the procedures for managing a dangerous goods incident/accident on the ground.		CAAM Use	
3.12.5	Describes the procedures for managing misdeclared or undeclared dangerous goods.		CAAM Use	
3.12.6	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods as cargo or mail.		CAAM Use	
3.12.7	Describes the procedures to follow when reporting dangerous goods in passenger / crew baggage		CAAM Use	
3.12.8	Describes procedures to follow when reporting dangerous goods incidents / accidents.		CAAM Use	
3.12.9	Describes the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in Accordance ICAO		CAAM Use	
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		CAAM Use	
3.12.11	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.		CAAM Use	
D. DE	CLARATION AND SIGNATURE			
	ormation given in this application f my knowledge and belief.	orm is correct to the		
NAME	:ORG/	ANISATION:		
POSIT	ION: SIGN	ATURE:		



DATE:		
	R OFFICE USE ONLY uk Kegunaan Pejabat	
Remar	k:	
Name and title:	Signature:	Date:



8.7 Appendix 7: Application Form of Dangerous Goods Training Program Approval

1 Form on the next page

Application form for Dan	gerous Goods Training Progra	mme	AAM
okumen:	Tarikh Permohonan: Application Date	Tarikh Semakan: Revision Date	viation Authority of Malaysia
AAM/BOP/3/07-1	Application Date	Nevision Date	
		MAT AM IFORMATION	
dalam tempoh tiga	puluh (30) hari (waktu beke	n borang CAAM/BOP/3/07-1 dan ak rja). <i>and will be process within 30 days (worki</i>	
tandatangan serta	cop rasmi (ASLI) Syarikat/J st be completed, neat, typewrit	lengan lengkap, kemas, bertaip dan abatan/Agensi. tten and bear the signature and official sta	
memproses permo	honan.	penuhnya boleh mengakibatkan kelev ay in processing the application	watan dalai
Berkuasa Penerb Penerbangan Awa The issuing of this fo	angan Awam. Surat kelu m berpuas hati dengan sega	ini bukanlah satu kelulusan rasmi da lusan akan diberikan setelah Piha ala prosedur yang diambil oleh pemoh <i>an approval of Special Provision. Approva</i> taken by the applicant	ik Berkuas ion.
RM 3000.00 bag	i permohonan pembahar ran Penerbangan Awam (F	new application and RM3000.00 upon re	berdasarka
Each application will			
Each application will charges are based in 6. Sila serahkan bora	ng permohonan ini yang len rm once completed with the su	gkap berserta dokumen sokongan ke Ipporting document to:	pada:

CAAM

Chapter 8 – Appendices

		TUK PROGRAM LATIHA ing Program Approval	N DANGEROUS GOODS
Full legal name of A			Date submitted:
Address:			
Operator type:			
□Dangerous Good	ds Carrier	Postal Operation	ators 🛛 Screener
□ Non Dangerous	Goods Carrier	□ Training Prov	vider
Responsible person	:	Position:	
Telephone:	No. Fax:	E-mail:	Signature:
B. INSTRUCTOR			
Name (If submitted	on behalf, please a	attached the letter with cer	rtificate)
Address:		Telephone:	
Signature:		E-mail:	
C. TYPE OF TRAIN	IING PROGRAMM	E DETAILS	
Title of Training Pro	gramme:		
Type of submission:		Prior Approval Number (if applicable):	
 New Initial Submission 			
Amendment			a daliyaradı
Type of program: □ Initial		How the training is to b Classroom Delivery	be delivered:
 Recurrent Initial and Recurrent 	ent	 Other (specify) 	
□ Other (specify)	///.		

Category Of Personnel Who Will Use the Training Program

- Function 1 : Personnel Responsible for Preparing Dangerous Goods Consignments
- D Function 2 : Personnel Responsible for Processing or Accepting Goods Presented as General Cargo
- □ Function 3 : Personnel Responsible for Processing or Accepting Dangerous Goods Consignments
- Function 4 : Personnel Responsible for Handling Cargo in A Warehouse, Loading and Unloading Unit Load Devices and Loading and Unloading Aircraft Cargo Compartments
- Function 5 : Personnel Responsible for Accepting Passenger and Crew Baggage, Managing Aircraft Boarding Areas and Other Functions Involving Direct Passenger Contact at An Aircraft
- □ Function 6 : Personnel Responsible for The Planning or Aircraft Loading
- □ Function 7 : Flight Crew
- □ Function 8 : Flight Operations Officers and Flight Dispatchers
- □ Function 9 : Cabin Crew
- Functions 10 : Personnel Responsible for The Screening of Passenger and Crew and Their Baggage, Cargo and Mail

Postal Operators

- A Staff of designated postal operators involved in accepting mail containing dangerous goods
- B Staff of designated postal operators involved in processing mail (other than dangerous goods)
- □ C Staff of designated postal operators involved in handling, storage and loading of mail

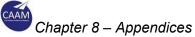
Please ensure that: -

- Every page is identified with a page number, a date and a revision number.
- There is a list of effective pages
- All the applicable training references are inscribed on the "Training Program Reference" column of the form. If the topic is not applicable "N/A" should be inscribed.
- All student handouts exams, answer sheet, correctors and marking details are included.
- The passing grade is mentioned.
- A copy of all audio-visuals (transparencies, PowerPoint & movies) is included (if applicable)

D. GENERAL REQUIREMENT

D. GENERAL REQUIREMENT	
The company should submit the complete training program which should include:	References
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 template in Appendix A)	
4.9 The Trainer Profile	
 4.10 List of Qualifications (<i>Please provide certificate for admin use</i>) (i) Professional Skills for DGR Instructor / Instructor in Aviation Field 	
(ii) Completed a dangerous goods training programme in the applicable Function 3 and had thoroughly knowledge on	

ICAO TI or IATA DGR latest revision. (iii) Dangerous Goods Regulations Refresher E. AREA OF TRAINING Complete below checklist with the reference in column of checklist where each topic appears in the 'Training Programme". If the topic is not applicable "N/A" should be inscribed REFERENCES Aspects of transport of dangerous goods by air ICAO DOC 9284 or IATA DGR Latest Operator with which they should be familiar, as a minimum Document Edition 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	
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 and marking	
Package markings	
Labelling	
Overpacks	
Handling Labels	
Dangerous goods transport document and other rele	evant documentation
Dangerous goods transport document	
Certification	
Air Waybill information	
Additional documentation for other than radioactive material	
Acceptances procedures	
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		
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 magnetized 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's 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		
National Legislations		
Aviation Offences Acts 1984		
Civil Aviation Act No. 3 / 1969		
	I I	

Civil Aviation Regulation 2016		
National Transport of Dangerous Goods Programme		
Appendixes		
Example Exercise & Slides		
Example Final Examination		
Sample Handbook		
Sample Certificate Issued		

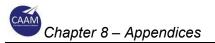
Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

F. DECLARATION AND SIGNA	TURE	
The information given in this app belief.	lication form is correct to the best of m	ly knowledge and
NAME :	ORGANIZATION:	
POSITION:	SIGNATURE:	
DATE:		
G. FOR OFFICE USE ONLY Untuk Kegunaan Pejabat		
Remark:		
Name and title:	Signature:	Date:

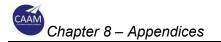
Chapter 8 – Appendices

CAAM

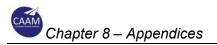
8.8 Appendix 8 -	- Application for Civil Av	viation Malaysia Dangerou	s Goods Card
BORANG PERMOHONAN UNTUK KAD BARANGAN BERBAHAYA PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA Application form for Civil Aviation Authority Malaysia Dangerous Goods Card			
Dokumen: CAAM/BOP/3/08-1	Tarikh Permohonan: Application Date	Tarikh Semakan: Revision Date	Civil Aviation Authority of Malaysia
	MAKLUM		
	GENERAL INF	ORMATION	
dalam tempoh dua pul	uh satu (21) hari (waktu b	borang CAAM/BOP/3/08-1 ekerja). <i>nd will be process within 21 da</i>	
tandatangan serta cop	rasmi (ASLI) Syarikat/Jat e completed, neat, typewritte	ngan lengkap, kemas, ber patan/Agensi. en and bear the signature and	
memproses permohon	an.	enuhnya boleh mengakibatl / in processing the application	kan kelewatan dalam
kad pengenalan masin	ig-masing.	OP/3/08 yang didaftarkan at ing to registered names and ide	
didaftarkan untuk men daripada tarikh lulus pe	idapat Kad Barangan Ber eperiksaan. • passed is required to be re	Pengendalian Barangan Ber bahaya (DG) dalam tempol egister for the Dangerous Good	n tiga puluh (30) hari
beserta surat rasmi ya	ng ditandatangani oleh pe	r kepada Pihak Berkuasa entadbir kursus. over letter which is signed by th	-
 7. Senarai salinan dokumen yang perlu disertakan bersama-sama permohonan ini adalah. List of documents that must be enclosed: a) Salinan Kad Pengenalan/Passport Pemohon A copy of identification card/passport 			
Please submit this form o	once completed with the sup t, Flight Operation Division Malaysia, B, Precinct 4,		ngan kepada:



A. MAKLUMAT PUSAT LATIHAN Company Information		
Nama Syarikat: Company's Name		Tarikh Latihan: Course Date
Jenis Permohonan: Type of submission	Arrenderent	No. Rujukan Kelulusan: Approved Ref. Number
New Application	n 🗆 Amenament	
Tajuk Latihan: Training Title		Pengesahan Rasmi: Official Stamp
B. BUTIRAN PEMOHON Applicant's Detail		
Nama Penuh Seperti Di KP / Passpor Full name in Nric / Passport	t:	
No.KP/ Passport: Nric / Passport No.		(02) KEPING GAMBAR BERWARNA
Alamat Kediaman: Residential Address		UKURAN PASPORT (43 MM X 56 MM)
No. Tel Rumah / Bimbit: House / Mobile No.	Tarikh Tamat Kad: Card Expiry Date	
C. BUTIRAN MAJIKAN Employer's Detail		
Nama: Name		
Alamat Pejabat: Office Address		
Jawatan : Position	No. Telefon Pejabat: Office Phone No	No. Fax Pejabat: Office Fax No



, ,	sahkan bahawa butiran di dalam borang saya. (<i>I certify that the detail in this form is true</i>	
NAME Name	:	
JAWATAN	:	TANDATANGAN:
Position		Signature
ORGANISASI	:	TARIKH :
Organization		Date



8.9 Appendix 9 – 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: ops.faoc@caam.gov.my

Operator Name:		
Contact Person	Contact Email Address:	
E0	EQREIGN AIR OPERATOR CERTIFICATE (EAOC) COMPLIANCE MATRIX	

FOREIGN AIR OPERATOR CERTIFICATE (FAOC) COMPLIANCE MATRIX

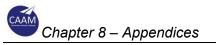
This compliance matrix consists of four appendices that list the evidence that CAAM expects an air operator intending to conduct international commercial air transport operations to have included in its manuals or other documents that are required to be submitted to CAAM together with the Malaysian Foreign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

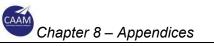
	CAAM USE ONLY
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ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory? Unsatisfactory ?	CAAM's Comments (incl. initials and date)
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.1.1	An established, and maintained, initial and recurrent dangerous goods training program.		CAAM Use Only	
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.2	Training verified before personnel perform duty.		CAAM Use Only	
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.3	Recurrent training undertaken within 24 months of previous training.		CAAM Use Only	
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.4	Test to verify training competency.		CAAM Use Only	
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.4	Record of training maintained, including mandatory information.		CAAM Use Only	
ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.6 and Chap 4, Sect. 4.7	Subject matter and training is relevant to employees' duties.		CAAM Use Only	

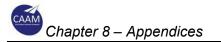


		SECTION D -	DANGEROUS		
		GOODS	PART 1 - ALL		
		OPERA	TORS		
				CAAM US	SE ONLY
No.	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory? Unsatisfactory ?	CAAM's Comments (incl. initials and date)
109	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.10	Operator ensures training is provided to agency personnel.		CAAM Use Only	
	D2 - ESTABLISHED PO	OLICIES AND PROCEDURES TO ID	ENTIFY AND REJECT	UNDECLARED DANG	EROUS GOODS
identify		,		rations (or Dangerous Goo	ds) Manual, to
110	Chap 14, Sect. 14.2 b)1)	Company Materials identified as dangerous goods.		CAAM Use Only	
111	ICAO Technical Instructions Pt 7; Chap 6, Sect. 6.1	Cargo Acceptance Procedures.		CAAM Use Only	
112	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.4	Provisions to aid recognition of undeclared dangerous goods.		CAAM Use Only	



113	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.8	Provision of information – cargo acceptance area.	CAAM Use Only
114	ICAO Technical Instruction Pt 7; Chap 5, Sect. 5.1.2	Provision of notices to passengers at airport ticket areas, check-in and boarding areas, with visual examples, regarding dangerous goods that are not permitted in passengers' baggage.	CAAM Use Only

	SECTION D – DANGEROUS GOODS PART 1 - ALL							
	OPERATORS							
				CAAM US	E ONLY			
No	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	CAAM's Comment (incl. initial and date)			
115	ICAO Technical Instructions Pt 7; Chap 5, Sect. 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.		CAAM Use Only				
116	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.4	Remote check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.		CAAM Use Only				
117	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.2	Automated check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.		CAAM Use Only				



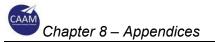
OCCURRENCES

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:

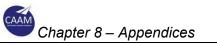
ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)

118	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.4	Dangerous goods accidents and incidents.	CAAM Use Only	
119	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.5	Undeclared or misdeclared dangerous goods discovered in cargo or mail.	CAAM Use Only	

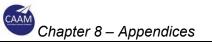
	SECTION D – DANGEROUS GOODS PART 1 - ALL OPERATORS						
				CAAM L	JSE ONLY		
No	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	CAAM's Comments (incl. initials and date)		
120	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.5	Procedures for reporting undeclared dangerous goods when discovered and for reporting dangerous goods which are not permitted under ICAO Technical Instructions Part 8 Sect 1.1.1.		CAAM Use Only			
121	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.3	Procedures for dealing with suspected contaminated baggage or cargo.		CAAM Use Only			



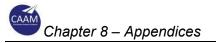
	SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)						
				CAAM U	JSE ONLY		
N o.	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	CAAM's Comments (incl. initials and date)		
		D4 - CARRIAGE OF D	ANGEROUS GOODS				
goods	perator has established dan this would include policies Ann 6 Pt I, Chap 14, Sect. 14.	-	the Company Operations (o	r Dangerous Goods) Manı	ual, for dangerous		
122	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Accepting dangerous goods for carriage on board an aircraft.		CAAM Use Only			
123	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Handling dangerous goods for carriage on board an aircraft.		CAAM Use Only			
124	ICAO Ann 18, Chap 8, Sect. 8.9	Ensuring that cargo aircraft only consignments of dangerous goods are not carried on a passenger aircraft.		CAAM Use Only			
125	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.4	Ensuring that cargo aircraft only consignments of dangerous goods are only carried in certain compartments, unit load devices (ULDs) or specified circumstances.		CAAM Use Only			



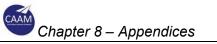
126	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.1	Inspecting dangerous goods for evidence of damage or leaking prior to loading.		CAAM Use Only	
127	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.4.2	Loading and securing dangerous goods on board an aircraft.		CAAM Use Only	
	PART 2 – OPI	SECTION D – DAN ERATORS WHO CARRY DAN MATER	GEROUS GOODS (INC		NY
				CAAM U	JSE ONLY
N o.	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	CAAM's Comments (incl. initials and date)
128	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.2	Ensuring that incompatible dangerous goods are appropriately segregated.		CAAM Use Only	
129	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.9.6	Ensuring radioactive materials are appropriately separated.		CAAM Use Only	
130	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.11	Ensuring provisions regarding dry ice, including aircraft type, ventilation rates, method of packing and stowing, segregation from animals and		CAAM Use Only	



131	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.13	Ensuring packages and ULDs with self- reactive substances, organic peroxides and lithium batteries are shaded from direct sunlight and away from sources of heat.	CAAM Use Only
132	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Removing packages containing dangerous goods which appear to be damaged or leaking from an aircraft.	CAAM Use Only
133	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.1	Inspecting dangerous goods for evidence of damage or leaking when unloading/loading.	CAAM Use Only
134	ICAO Technical Instructions Pt 7; Chap 2, Sect. 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 in accordance with the technical instructions.	CAAM Use Only



	SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)						
N o.	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	ISE ONLY CAAM's Comments (incl. initials and date		
D5 - F	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1.1	Providing the necessary information to the pilot-in- command.		CAAM Use Only			
136	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1	Information to the pilot-in-command is clearly legible or printed.		CAAM Use Only			
137	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.4	Information to the pilot-in-command includes signed confirmation from person responsible for loading and inspection and stowage.		CAAM Use Only			
138	ICAO Technical Instructions Pt 7; 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.		CAAM Use Only			



139	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.5	Information to pilot-in-command is readily accessible in flight.	CAAM Use Only	
140	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1.b)	Copy of the information is provided to relevant person specified in the operations manual.	CAAM Use Only	
141	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.11.1	Procedures for retaining documentation for consignment that have been accepted (Transport Document, Acceptance Checklist and NOTOC).	CAAM Use Only	

	MATERIALS) CAAM USE ONLY						
N o.	ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation Satisfactory ? Unsatisfacto ry?	CAAM's Comments (incl. initials and date		
142	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.11.2	Procedures for retaining documentation for consignment that has been rejected (Transport Document and Acceptance Checklist).		CAAM Use Only			

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143	ICAO Ann 6 Pt I, Chap 14, Sect. 14.4 ICAO Technical Instructions 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.	CAAM Use Only	
144	ICAO Technical Instructions 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	CAAM Use Only	
		carried b) dangerous goods of the operator c) operator variations dangerous goods subject to State Approval or Exemption.		



8.10 Appendix 10 – Dangerous Goods Occurrence Report Form

DANGEROUS G	DANGEROUS GOODS OCCURRENCE REPORT			
Document : CAAM/BOP/3/09-1	GGOR No :	Date :	CRAAM Civil Aviation Authority of Malaysia	

See the Notes on the reverse of this form. Those boxes where the heading is in italics need only be completed if applicable.					
Location of Occurrence :					
Date of Occurrence :	Time of Occu	irrence :	Local time of Occurrence :		
Name of Operator :	State of Oper	rator :	Flight Date :		
Flight Number :	Aircraft Type	:	Aircraft Registration:		
Origin Of the Goods :	Departure Air	rport :	Destination :		
Description of the Occurrence, including details of injury, damage, etc : (if necessary, continue on the next page) Proper Shipping Name (including the technical name, if applicable);					
UN or ID Number, whiche	ver is applicable:	Packing Group:			
Class or Division:	ision: Subsidiary Risk:		kaging :		
Category (Class 7 only) :		Packing Spec Markings:			
No of Packages :		Quantity (or	Quantity (or Transport Index) :		

DANGEROUS GOODS OCCURRENCE REPORT					
Document :	GGOR No :		Date :		CAAM
CAAM/BOP/3/09-1					Civil Aviation Authority of Malaysia
Reference Number of Airway	Ref no. of Courier Pouch, Baggage Tag or Pax Ticket :				
Name and Address of Shipper :		Name and City of Issuing Carrier's Agents :			
Other relevant information (including suspected cause, any action taken) :					
Document to be Attached :					

REPORTED BY

Name of person making report :		Date of Report :
Title of Person making report:		
Mobile Number :	Email Address :	Signature :
Name of Company :	Address of Company :	

NOTES

- 1. 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 7 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.
- 7. 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.