



CIVIL AVIATION DIRECTIVE – 18



**NATIONAL TRANSPORT OF
DANGEROUS GOODS
PROGRAMME**

NTDGP

CIVIL AVIATION AUTHORITY OF MALAYSIA

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Introduction

In exercise of the powers conferred by section 24O 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 self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

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

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

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

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

The units of measurement used in this 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.



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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
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	Para 4.3	Editorial changes
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	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 or 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—
 - a) 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;
- f) any packages containing dangerous goods which might react dangerously one with another shall not be stowed on the aircraft next to each other or in a position that would allow interaction between them in the event of leakage;
- g) any packages of toxic or infectious substances shall be stowed on the aircraft in accordance with the provisions of the Technical Instructions;
- h) any packages of radioactive materials shall be separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions, when stowed on the aircraft;
- i) the goods are secured in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages or which would cause damage to the packages;
- j) in the case of packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements as specified in the Technical Instructions are met at all times;
- 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;
- l) 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**.

- 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-in-command carrying munitions of war or dangerous goods as cargo to inform the appropriate air traffic services unit, as soon as reasonably practicable, of those dangerous goods in detail or as a summary or by reference to the location from where the detailed information can be obtained immediately.
- 2.2.8 The operator of which dangerous goods are to be carried and its agent shall ensure that all packages or overpacks containing dangerous goods and freight containers containing radioactive materials are inspected for signs of damage or leakage upon unloading from the aircraft or into a unit load device.
- 2.2.9 Separation, segregation, and security
- The operator shall –
- a) stow packages of poisons and infectious substances in accordance with the Technical Instructions;
 - b) stow radioactive materials separate from persons, live animals, and undeveloped film in accordance with the Technical Instructions;
 - c) protect the dangerous goods loaded on an aircraft from being damaged; and
 - d) secure such goods in the aircraft in a manner that will prevent any movement in flight which would change the orientation of the packages.

- 2.2.10 Loading inspection
The operator shall not load –
- a) a package or overpack containing dangerous goods onto an aircraft or into a unit load device unless it has been –
 - 1) inspected immediately prior to loading; and
 - 2) found free from evidence of leakage or damage.
 - b) a unit load device onto an aircraft until the device has been –
 - 1) inspected immediately prior to loading; and
 - 2) found free of any evidence of leakage from, or damage to, any dangerous goods contained within.
- 2.2.11 Unloading inspection
- 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 –
 - 1) inspect the area of the aircraft where the dangerous goods or unit load device was stowed for damage or contamination; and
 - 2) remove any hazardous contamination.
 - b) The operator shall ensure that the aircraft is not permitted to fly for the purpose of commercial air transport if the operator knows or suspects that radioactive materials have leaked in or contaminated the aircraft, unless the radiation level resulting from the fixed contamination at any accessible surface and the non-fixed contamination are not more than the values specified in 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
 - 2) may release the goods taken into custody when those goods are no longer needed by the Authority for inspection, testing, analysis, or evidential purposes.

2.3 Shipper's responsibilities

2.3.1 Before consigning any dangerous goods for carriage by air, the shipper or his agent shall—

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

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

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

2.3.2 Packaging requirements

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;
 - 3) the name and address of the person who offers the dangerous goods for carriage by air and the consignee; and
 - 4) such other markings as are specified in the Technical Instructions.

2.3.5 Labelling requirements

a) A person who labels a package or overpack containing dangerous goods for carriage by air shall—

- 1) label each package and overpack in accordance with the Technical Instructions; and

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



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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.



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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 training programme as specified in Table 1.



- 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.



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

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

CATEGORY	DETAILS
A	Staff of designated postal operators involved in accepting mail containing dangerous goods and DG coordinator as specified in paragraph 2.1.4 Chapter 2
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

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;
 - c) review of current operations and assessment of vulnerabilities including inter-modal 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 : PKS.DGincident@caam.gov.my
- 3) Fax : 03 8890 1641



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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 Waybill No.:	Origin:	Destination:
------------------	---------	--------------

	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.0.2.1, 8.1.1, 8.1.2, 8.1.6.12]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2]	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3]	<input type="checkbox"/>		
4. The number of pages shown. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.1.6.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The non-applicable Aircraft Type deleted or not shown [8.1.2.5.2, 8.1.6.5]	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7]	<input type="checkbox"/>	<input type="checkbox"/>	
7. The word "Radioactive" deleted or not shown [8.1.2.5.2, 8.1.6.8]	<input type="checkbox"/>	<input type="checkbox"/>	
Identification			
8. UN or ID number(s), preceded by prefix [8.1.6.9.1, Step 1]	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name and the technical name in brackets for entries with ★ [8.1.6.9.1, Step 2]	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class or Division and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3]	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary hazard, in brackets, immediately following Class or Division [8.1.6.9.1, Step 4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packing Group [8.1.6.9.1, Step 5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
13. Number and Type of Packages [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	
14. Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	
15. For Class 1 (Explosives), the net quantity supplemented with the net explosive mass followed by unit of measurement [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
16.1 – Compatible according to Table 9.3.A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2 – Conditions met for UN packages containing Division 6.2 [5.0.2.11(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.3 – Wording "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.4 – Calculation of "Q" value which must not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6; 8.1.6.9.2, Step 6(g)] ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Overpack			
17.1 – Compatible according to Table 9.3.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2 – Wording "Overpack Used" [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.3 – If more than one overpack is used, identification marks shown and total quantity of dangerous goods [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
18. Packing Instruction Number [8.1.6.9.3, Step 8]	<input type="checkbox"/>	<input type="checkbox"/>	
19. For lithium batteries in compliance with Section IB, "IB" follows the packing instruction [8.1.6.9.3, Step 8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
20. Check all verifiable special provisions. The Special Provision Number A1, A2, A4, A5, A51, A81, A88, A99, A130, A190, A191, A201, A202, A211, A212, A331 if used [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Handling Information			
22. Additional handling information shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof, PBE, infectious and controlled substances, fireworks (UN0336 & UN0337) and viscous flammable liquids [8.1.6.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Name of Signatory and Date indicated and Signature of Shipper [8.1.6.13, 8.1.6.14 and 8.1.6.15]	<input type="checkbox"/>	<input type="checkbox"/>	
24. Amendment or alteration signed by Shipper [8.1.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	YES	NO*	N/A
AIR WAYBILL–HANDLING INFORMATION			
25. The statement: "Dangerous goods as per associated Shipper's Declaration" or "Dangerous Goods as per associated DGD" [8.2.1(a)].....	<input type="checkbox"/>	<input type="checkbox"/>	
26. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
28. Packaging free from damage and leakage [9.1.3 (i)].....	<input type="checkbox"/>	<input type="checkbox"/>	
29. Packaging conforms with packing instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3].....	<input type="checkbox"/>	<input type="checkbox"/>	
Marks			
31. 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)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.2 – X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements [6.0.4.2.1 (c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.3 – Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179, 6.0.4.2.1 (d)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.4 – Plastic drums, jerricans and IBCs within permitted period of use [5.0.2.15]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.5 – Infectious substance package mark [6.5.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. UN or ID number(s), preceded by prefix [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)].....	<input type="checkbox"/>	<input type="checkbox"/>	
34. The full name and address of Shipper and Consignee [7.1.4.1(b)].....	<input type="checkbox"/>	<input type="checkbox"/>	
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)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Carbon Dioxide, Solid (Dry Ice), the net weight marked on the packages [7.1.4.1(d)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.4.1(e)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Limited Quantities mark [7.1.4.2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Environmentally Hazardous Substance mark [7.1.5.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Lithium Battery mark [7.1.5.5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
42. The label(s) identifying the Primary hazard as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	
43. The label(s) identifying the Subsidiary hazard, as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6.2.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. "Cargo Aircraft Only" label [7.2.4.2; 7.2.6.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. "Orientation" labels on two opposite sides, if applicable [7.2.4.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. "Cryogenic Liquid" label, if applicable as per 4.2, Column D [7.2.4.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. "Keep Away From Heat" label, if applicable as per 4.2, Column D [7.2.4.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Any irrelevant marks and labels removed or obliterated [7.1.1; 7.2.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Overpacks			
49. 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].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.1.7.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
52. State and Operator variations complied with [2.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.



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 Waybill No.:	Origin:	Destination:
------------------	---------	--------------

	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [10.8.1.2, 10.8.1.4; 8.1.1; 10.8.3.12.2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper and Consignee [10.8.3.1, 10.8.3.2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If the Air Waybill number is not shown, enter it. [10.8.3.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The number of pages shown. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [10.8.3.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The non-applicable Aircraft Type deleted or not shown [10.8.1.6.2, 10.8.3.5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [10.8.3.6 and 10.8.3.7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The word "Non-Radioactive" deleted or not shown [10.8.1.6.2, 10.8.3.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification			
8. UN number, preceded by prefix "UN" [10.8.3.9.1, Step 1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Proper Shipping Name and where Special Provision A78 applies, the supplementary information in brackets [10.8.3.9.1, Step 2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Class 7 [10.8.3.9.1, Step 3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Subsidiary hazard, in brackets, immediately following Class [10.8.3.9.1, Step 4] and Packing Group if required for Subsidiary hazard [10.8.3.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
12. Name or Symbol of Radionuclide(s) [10.8.3.9.2, Step 6 (a)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A description of the physical and chemical form if in other form [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. For different individual radionuclides, the activity of each radionuclide and the words "All packed in one (type of package)" [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Activity within limits for Type A packages [Table 10.3.A], Type B, or Type C (see attached competent authority certificate).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Words "Overpack Used" shown on the DGD [10.8.3.9.2, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
19. Category of package(s) and overpack if applicable [10.5.15.1 (a), 10.8.3.9.3, Step 9 (a) and Table 10.5.C].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Transport Index and dimensions (preferably in sequence Length x Width x Height) for Category II and Category III only [10.8.3.9.3, Step 9 (b) and (c)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. For Fissile Material the Criticality Safety Index (with, in addition and if applicable*, reference to paragraphs 10.6.2.8.1.3 (a) to (c) or 10.6.2.8.1.4), or the words "Fissile Excepted" [10.8.3.9.3, Step 9 (d)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
22. Identification marks shown and a copy of the document in English attached to DGD for the following [10.5.7.2.3; 10.8.3.9.4, Step 10; 10.8.7]:			
22.1 – Special Form approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.2 – Type B package design approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.3 – Other approval certificates as required.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Additional Handling Information [10.8.3.11].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	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]	<input type="checkbox"/>	<input type="checkbox"/>	
25. Amendment or alteration signed by Shipper [10.8.1.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AIR WAYBILL—HANDLING INFORMATION			
26. The statement: "Dangerous goods as per associated Shipper's Declaration" or "Dangerous Goods as per associated DGD" [10.8.8.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
27. "Cargo Aircraft Only" or CAO, if applicable [10.8.8.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.8.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
29. Same number and type of packagings and overpacks delivered as shown on DGD.....	<input type="checkbox"/>	<input type="checkbox"/>	
30. Unbroken transportation seal [10.6.2.4.1.2] and package in proper condition for carriage [9.1.3; 9.1.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marks			
31. UN number, preceded by prefix [10.7.1.3.1].....	<input type="checkbox"/>	<input type="checkbox"/>	
32. The Proper Shipping Name and where Special Provision A78 applies, the supplementary information in brackets [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The full name and address of the Shipper and Consignee [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
34. The permissible gross weight if the gross weight of the package exceeds 50 kg [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Type A packages, marked as per 10.7.1.3.4.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Type B packages, marked as per 10.7.1.3.5.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
38. Same category labels as per DGD properly affixed to two opposite sides of package. [10.7.4].....	<input type="checkbox"/>	<input type="checkbox"/>	
38.1 – Symbol of radionuclide and/or LSA/SCO indicated as required. [10.7.3.3.1].....	<input type="checkbox"/>	<input type="checkbox"/>	
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]	<input type="checkbox"/>	<input type="checkbox"/>	
38.3 – For Category II & III, same TI as per DGD, rounded-up to one decimal place. [10.7.3.3.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Applicable label(s) identifying the subsidiary hazard [10.7.3.2; 10.7.4.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Two "Cargo Aircraft Only" labels, if required, on the same surface near the hazard labels [10.7.4.2.4; 10.7.4.3.1; 10.7.4.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4; 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Any irrelevant marks and labels removed or obliterated [10.7.1.1; 10.7.2.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Overpacks			
43. Package use marks and labels clearly visible or reproduced on the outside of the overpack [10.7.1.4.1; 10.7.4.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [10.7.1.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. If more than one overpack is used, identification marks shown [10.7.1.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Hazard labels reflect the content(s) and activity of each individual radionuclide and the TI of the overpack [10.7.3.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
47. State and Operator variations complied with [2.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with [Packing Instruction 954; 7.1.4.1 (d); 7.2.3.9.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.



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:
------------------	---------	--------------

	YES	NO*	N/A
The "Nature and Quantity of Goods" box of the Air Waybill or an alternate transport documentation contains the following information [8.2.3]			
1. "UN1845"	<input type="checkbox"/>	<input type="checkbox"/>	
2. The words "Carbon dioxide, solid" or "Dry ice"	<input type="checkbox"/>	<input type="checkbox"/>	
3. Number of packages (unless these are the only packages within the consignment)	<input type="checkbox"/>	<input type="checkbox"/>	
4. The net weight of dry ice in kilograms	<input type="checkbox"/>	<input type="checkbox"/>	
State and Operator Variations			
5. State and operator variations complied with [2.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: The following questions do not apply where the dry ice, or packages containing dry ice, is offered in a ULD.</i>			
Quantity			
6. The quantity of dry ice per package is 200 kg or less [4.2]	<input type="checkbox"/>	<input type="checkbox"/>	
PACKAGES AND OVERPACKS			
7. Same number of packages as shown on the Air Waybill	<input type="checkbox"/>	<input type="checkbox"/>	
8. Packages free from damage and leakage	<input type="checkbox"/>	<input type="checkbox"/>	
9. The packaging conforms with Packing Instruction 954 and the package is vented to permit the release of gas	<input type="checkbox"/>	<input type="checkbox"/>	
Marks & Labels			
10. "UN1845" marked [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
11. The words "Carbon dioxide, solid" or "Dry ice" [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
12. Full name and address of the shipper and consignee [7.1.4.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: The name and address of the shipper and consignee marked on the package may differ from that on the AWB.</i>			
13. The net weight of dry ice within each package [7.1.4.1(d)]	<input type="checkbox"/>	<input type="checkbox"/>	
14. Class 9 label properly affixed [7.2.3.9, 7.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	
15. Irrelevant marks and labels removed or obliterated [7.1.1(b); 7.2.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Overpacks			
16. 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, 7.2.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.1.7.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The total net weight of carbon dioxide, solid (dry ice) in the overpack [7.1.7.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <i>Front Page</i>	BORANG INI DIBERI PERCUMA
---------------------------------	------------------------------



Ruj. Kami:
Our Ref

Tarikh :
Date

*Alamat :
Address
(Perlu diisi oleh pemohon)

Tuan,
Dear Sir,

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

Merujuk kepada permohonan tuan bertarikh mengenai perkara tersebut di atas.
Reference to your application dated pertaining to above matter.

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

DILULUSKAN / TIDAK DILULUSKAN
APPROVED / NOT APPROVED

- **DENGAN PENGANGKUTAN PESAWAT PENUMPANG DAN KARGO**
BY PASSENGER AND CARGO FLIGHT

- **DENGAN PENGANGKUTAN PESAWAT KARGO SAHAJA**
BY CARGO FLIGHT ONLY

Sekian, terima kasih.
Thank you.

Kelulusan:
Approval
Tarikh :
Date

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

()
b.p. Ketua Pegawai Eksekutif
Pihak Berkuasa Penerbangan Awam Malaysia
For Chief Executive Officer,
Civil Aviation Authority of Malaysia

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

Pihak Berkuasa Penerbangan Awam Malaysia *(Civil Aviation Authority of Malaysia)*
No. 27, Persiaran Perdana, Presint 4, Aras 1-4, Blok Podium, 62618 Putrajaya, Malaysia | ☎ 6-03-8871 4000 | 📠 6-03-8890 1640 | 🌐 <http://www.caam.gov.my>



Muka Belakang	BORANG INI DIBERI PERCUMA
---------------	------------------------------

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

Diisi dengan lengkap 2 salinan (bertaip) dan dihantar ke pejabat ini untuk diproses dalam tempoh 2 hari bekerja.
Completely filled with 2 copies (typed) and submit to this office for process within 2 working days

1. *Nama Pemohon *K/P
Applicant's Name NRIC
2. *Nama Syarikat
Company Name
3. *Alamat Pemohon / Syarikat
Applicant's / Company Address
..... *No. Tel & Fax
Phone & Fax No.
4. *Jenis dan Jumlah Barangan Bahaya :
Type and No. of Dangerous Goods:
(Nyatakan No. UN selain senjata api)
(State UN No. Other than Arms)
5. *Jika Bahan letupan, nyatakan samada hidup / mati :
If explosive item, state whether live / Dead
6. *Nyatakan cara barangan bahaya dibungkus dan ditanda
State how the dangerous goods are packed and labelled
7. *Sebab barangan bahaya perlu diangkut melalui udara
Reason for Dangerous Goods to be transported by air
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 / Transit)
Date and Time (Arrival / Departure / Transit)
12. *Keterangan Pergerakan Penerbangan dari Lapangan Terbang
Description of Flight Movement from Airport
Transit di Ketibaan di
Transit at final destination
13. *Jangka masa berada di Lapangan Terbang 24 jam Ya Tidak
Duration Of Retention at the Airport 24 hours Yes No
14. **Nombor Permit Polis / LPTA (Sertakan Salinan)
Police / LPTA Permit No. (To Attach Copy)
15. No. Permit Kem. Perdagangan dan Perindustrian (Sertakan Salinan)
Ministry Of Trade and Industry Permit No. (To Attach Copy)

PENGAKUAN
DECLARATION

Saya mengaku bahawa segala butir-butir yang diberikan adalah benar.
I declare that all the particulars given above are true and correct.

*Tarikh
Date

*(Tandatangan Pemohon dan Cop Rasmi)
(Applicant's Signature and Official Chop)

- (*) Mesti diisi. *Must be filled*
(**) Mesti diisi dan Potong mana yang tidak berkenaan
Must 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.

TANDAKAN ✓

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 <i>SHIPPER'S DECLARATION FOR DANGEROUS GOODS</i> a) Permohonan Radioaktif / Bahan Letupan b) Permohonan Radioaktif <i>Excepted Package</i> / 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 DIKTIRAF 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 :

Organisasi / Agen :

.....

Tandatangan

PERATURAN DAN PANDUAN MENGGISI 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.
8. 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/XXXX).
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:


Bank Name : Public Islamic Bank
Account Number : 3811 3402 15
Account Name : CAAM
SWIFT Code : PBBE MYKL XXX
17. Permohonan hendaklah dibuat di laman *web* BLESS
<https://www.bless.gov.my/bless/action/login?show>



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 <i>Application form for Approval or Exemption to Transport Dangerous Goods Under Special Circumstances</i>		
Dokumen: CAAM/BOP/3/03-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM <i>GENERAL INFORMATION</i>		



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 Checklist) 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

A. SENARAI SEMAK PERMOHONAN

Application Checklist

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

B. MAKLUMAT PEMOHON

Applicant Details

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

D. MAKLUMAT PENERIMA

Consignee Information (if different from applicant)

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

(*) Mesti diisi.

Must be filled

C. MAKLUMAT PENGHANTAR

Shipper Information (if different from applicant)

*Nama Individu Bertanggungjawab: <i>Name of Accountable Person</i>		
*Nama dan Alamat Syarikat:	*Nombor Tel. <i>Tel. No</i>	<i>Office:</i>
	*Nombor Fax. <i>Fax. No</i>	<i>HP:</i>



Name And Address of Company		
*No. Pendaftar an Syarikat: Company Reg. No	*Email Email	

E. BUTIRAN BARANGAN BERBAHAYA*Description of Dangerous Goods*

*Un Number	*Proper Shipping Name (From The ICAO/IATA List Of Dangerous Goods)	*Class/Division and Compatibility Group	*Packing Instruction	*Number of package (s)	*Type of package	*Gross Weight (total)

Note: Use additional pages, if required.

F. KETERANGAN PERGERAKAN PENERBANGAN*Flight Details*

*Sebab permohonan barangan berbahaya yang dilarang mesti dibawa oleh udara
The reason why it is essential the article or substance must be carried by air

*Operator:

*Flight Number:

*Airport of Departure

*Airport of Destination

*Flight Date

*AWB number:

G. MAKLUMAT TAMBAHAN*Additional Information*



--

(*) Mesti diisi.

Must be filled

H. DEKLARASI PEMOHON

Declaration By Applicant

*Saya telah membaca Senarai Semak di atas. Saya sedar dan ambil maklum bahawa kegagalan saya untuk menepati keperluan tersebut boleh menyebabkan permohonan saya ditolak.
I have read the Checklist above. I am aware and note that my failure to meet those requirements may result my application being rejected.

*Name	* Signature:
* Date	

I. UNTUK KEGUNAAN PEJABAT

For Office Use Only

Tarikh Diterima: <i>Received Date</i>	
Tarikh Pembayaran berserta No. Resit: <i>Payment Date</i>	
Nama Penerima: <i>Received Name</i>	
Pengesahan Rasmi: <i>Official Stamp</i>	



- 8.4 **Appendix 4 – Approval to Consign and Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions.**
- 1 Form on the next page



BORANG PERMOHONAN UNTUK MEMBAWA BARANGAN BERBAHAYA DI BAWAH SPECIAL PROVISION DOC 9284 TECHNICAL INSTRUCTIONS <i>Approval To Consign and Carry Dangerous Goods Under Special Provision Doc 9284 Technical Instructions</i>		
Dokumen: CAAM/BOP/3/04-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM GENERAL INFORMATION		
<p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/04-1 dan akan diproses dalam tempoh tujuh (7) hari (waktu bekerja). <i>Each application must use CAAM/BOP/3/04-1 form and will be process within 7 days (working days)</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.</i></p> <p>3. Salinan dokumen-dokumen di dalam Senarai Semak A hendaklah jelas dan terang. <i>Copies of the documents in the Checklist A must be clear and easy to read</i></p> <p>4. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i></p> <p>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. <i>Each application individual/ company/ department carrying dangerous goods by air is subject to regulation / laws that apply in this State</i></p> <p>6. Caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016. <i>All the charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.</i></p> <p>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 issued after CAAM is satisfied with the procedures taken by the applicant</i></p> <p>8. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i></p> <p>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</p>		

A. SENARAI SEMAK PERMOHONAN <i>Application Checklist</i>		
NO	DOKUMEN SOKONGAN YANG PERLU DISERTAKAN	TANDAKAN ✓
1	Surat Rasmi Permohonan – <i>Official Application Letter</i>	
2	Salinan <i>Destination State Approval (If any)</i>	
3	Salinan <i>Shipper declaration</i>	
4	Salinan <i>DG cert scanned copy (if from Malaysia)</i>	
5	Salinan <i>Airway Bill (If any)</i>	
6	Salinan <i>Shipment routing details</i>	
7	Salinan <i>Packing requirement</i>	
8	Salinan <i>MSDS</i>	
9	Salinan <i>Performance test overview</i>	
10	Salinan <i>Shipping Invoices</i>	
11	<i>Dangerous Goods transport document and others relevant document (if any)</i>	

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



*No. Pendaftaran Syarikat: <i>Company Reg. No</i>	*Email <i>Email</i>	
---	-------------------------------	--

C. JENIS BARANGAN BERBAHAYA <i>Type Of Dangerous Goods</i>				
*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

D. KETERANGAN PERGERAKAN PENERBANGAN <i>Description of Flight Movement</i>			
*Nama dan Alamat Penghantar Kargo <i>Consignor (Shipper) Name and Address</i>		*Nama dan Alamat Penerima Kargo <i>Consignee Name and Address</i>	
*No. Penerbangan <i>Flight Number</i>	*Tarikh Penerbangan <i>Flight Date</i>	*Airport of Departure	*Airport of 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** : ***TANDATANGAN:**
Position *Signature*

***ORGANISASI:** ***TARIKH:**
Organization *Date*

(*) Mesti diisi.
Must be filled



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

BORANG PERMOHONAN UNTUK MEMBAWA BARANGAN BERBAHAYA MELALUI KARGO <i>Application Form for An Authorisation to Carry Dangerous Goods as Cargo</i>		
Dokumen: CAAM/BOP/3/05-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM GENERAL INFORMATION		
<ol style="list-style-type: none"> Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/05-1 dan akan diproses dalam tempoh tiga puluh (30) hari (waktu bekerja). <i>Each application must use CAAM/BOP/3/05-1 form and will be process within 30 days (working days)</i> Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.</i> Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i> 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. <i>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.</i> 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 issued after CAAM is satisfied with the procedures taken by the applicant</i> Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i> <p> 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 </p>		



A. APPLICATION CHECKLIST AND SUPPORTING DOCUMENTS CHECKLIST

Please ensure that the following supporting documents are submitted with the application form: -

N O	DESCRIPTION	√																																												
1.	Copy of valid Air Operator Certificate (AOC). Please attach the document.																																													
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. <input type="checkbox"/> Initial or <input type="checkbox"/> Recurrent training within 24 months of previous training																																													
4.	Please attach valid dangerous goods training programme approval.																																													
5.	Please attach the latest operator dangerous goods handling and acceptance procedure.																																													
6.	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: <input type="checkbox"/> Initial or <input type="checkbox"/> Recurrent training within 24 months of previous training																																													
7.	<p>Please attach the list of Dangerous Goods Classes handled previous year as per below:</p> <table border="1" style="width:100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 30%;">Class of Dangerous Goods</th> <th style="width: 3%;">1</th> <th style="width: 3%;">2</th> <th style="width: 3%;">3</th> <th style="width: 3%;">4</th> <th style="width: 3%;">5</th> <th style="width: 3%;">6</th> <th style="width: 3%;">7</th> <th style="width: 3%;">8</th> <th style="width: 3%;">9</th> <th style="width: 10%;">Sub-total</th> </tr> </thead> <tbody> <tr> <td>Number of inbound consignments carried</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Number of outbound consignments carried</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	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											Total											
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																																														
Total																																														
8.	<p>Types of Operations (Please tick (√) as appropriate):</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Domestic destinations </div> <div style="width: 50%;"> <input type="checkbox"/> International destination </div> <div style="width: 50%;"> <input type="checkbox"/> Scheduled operations </div> <div style="width: 50%;"> <input type="checkbox"/> Charter operations </div> <div style="width: 50%;"> <input type="checkbox"/> Passenger and cargo operations </div> <div style="width: 50%;"> <input type="checkbox"/> Cargo aircraft only </div> <div style="width: 50%;"> <input type="checkbox"/> Helicopter </div> <div style="width: 50%;"> <input type="checkbox"/> Medical evacuation operations </div> </div>																																													

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 (✓) as appropriate) <input type="checkbox"/> New <input type="checkbox"/> Renewal
Operating/Trading Name (if different from above):	

E. OPERATOR INFORMATION

DANGEROUS GOODS COORDINATOR

States the Individual's name and telephone number, the company of Dangerous Goods Coordinator or designated person(s), and his/her role(s) concerning the administration of the company's dangerous goods program.

Name:

Designation / Job title:

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:

Address for the person:

Telephone:

Fax:

Email:

Details of a ground handling agent and/or other agents with responsibility for the handling of dangerous goods on behalf of the operator:

Name:



Designation / Job title:		
Address for the person:		
Telephone:	Fax:	Email:



8.6 Appendix 6 – Application Form of Dangerous Goods Manual Approval

BORANG PERMOHONAN UNTUK MANUAL BARANGAN BERBAHAYA <i>Application Form for Dangerous Goods Manual</i>		
Dokumen: CAAM/BOP/3/06-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM GENERAL INFORMATION		
<p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/06-1 dan akan diproses dalam tempoh sembilan puluh (90) hari (waktu bekerja). <i>Each application must use CAAM/BOP/06-1 form and will be process within 90 days (working days)</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.</i></p> <p>3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i></p> <p>4. Setiap permohonan individu/syarikat/jabatan yang membawa barangan berbahaya melalui udara adalah tertakluk kepada peraturan/undang-undang yang terpakai di dalam Negara ini. <i>Each application individual/ company/ department carrying dangerous goods by air is subject to regulation / laws that apply in this State</i></p> <p>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 issued after CAAM is satisfied with the procedures taken by the applicant</i></p> <p>6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i></p> <p>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</p>		



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. 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 STORES (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 ACCEPTANCE 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 RETENTION 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 GROUND 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 EMERGENCY 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. DECLARATION AND SIGNATURE

The information given in this application form is correct to the best of my knowledge and belief.

NAME: **ORGANISATION:**
.....

POSITION: **SIGNATURE:**
.....



DATE:

E. FOR OFFICE USE ONLY


Untuk Kegunaan Pejabat

Remark:

Name and title:	Signature:	Date:
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- 8.7 **Appendix 7: Application Form of Dangerous Goods Training Program Approval**
- 1 Form on the next page

BORANG PERMOHONAN UNTUK PROGRAM LATIHAN BARANGAN BERBAHAYA <i>Application form for Dangerous Goods Training Programme</i>		
Dokumen: CAAM/BOP/3/07-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM GENERAL INFORMATION		
<p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/07-1 dan akan diproses dalam tempoh tiga puluh (30) hari (waktu bekerja). <i>Each application must use CAAM/BOP/3/07-1 form and will be process within 30 days (working days)</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.</i></p> <p>3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i></p> <p>4. 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 issued after CAAM is satisfied with the procedures taken by the applicant</i></p> <p>5. Setiap permohonan akan dikenakan caj sebanyak RM 5000.00 bagi permohonan baru dan RM 3000.00 bagi permohonan pembaharuan. Caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016. <i>Each application will be charge RM 5000.00 upon new application and RM3000.00 upon renewal. All the charges are based in Civil Aviation Regulations (FI AND CHARGES) 2016.</i></p> <p>6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i></p> <p>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</p>		

**A. PERMOHONAN KELULUSAN UNTUK PROGRAM LATIHAN DANGEROUS GOODS***Application Dangerous Goods Training Program Approval*

Full legal name of Applicant/Operator/Training Provider:		Date submitted:	
Address:			
Operator type:			
<input type="checkbox"/> Dangerous Goods Carrier		<input type="checkbox"/> Postal Operators	<input type="checkbox"/> Screener
<input type="checkbox"/> Non Dangerous Goods Carrier		<input type="checkbox"/> Training Provider	
Responsible person:		Position:	
Telephone:	No. Fax:	E-mail:	Signature:

B. INSTRUCTOR

Name <i>(If submitted on behalf, please attached the letter with certificate)</i>	
Address:	Telephone:
Signature:	E-mail:

C. TYPE OF TRAINING PROGRAMME DETAILS

Title of Training Programme:	
Type of submission: <input type="checkbox"/> New <input type="checkbox"/> Initial Submission <input type="checkbox"/> Amendment	Prior Approval Number (if applicable):
Type of program: <input type="checkbox"/> Initial <input type="checkbox"/> Recurrent <input type="checkbox"/> Initial and Recurrent <input type="checkbox"/> Other (specify)	How the training is to be delivered: <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Other (specify)

Category Of Personnel Who Will Use the Training Program

- Function 1 : Personnel Responsible for Preparing Dangerous Goods Consignments
- 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

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>) <ul style="list-style-type: none"> (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

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	REFERENCES	
	ICAO DOC 9284 or IATA DGR Latest Edition	Operator Document 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 relevant 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		



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 SIGNATURE

The information given in this application form is correct to the best of my knowledge and belief.

NAME : **ORGANIZATION:**

POSITION: **SIGNATURE:**

DATE:

G. FOR OFFICE USE ONLY

Untuk Kegunaan Pejabat

Remark:

Name and title:	Signature:	Date:



8.8 Appendix 8 – Application for Civil Aviation Malaysia Dangerous Goods Card

BORANG PERMOHONAN UNTUK KAD BARANGAN BERBAHAYA PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA <i>Application form for Civil Aviation Authority Malaysia Dangerous Goods Card</i>		
Dokumen: CAAM/BOP/3/08-1	Tarikh Permohonan: <i>Application Date</i>	
MAKLUMAT AM GENERAL INFORMATION		
<p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/08-1 dan akan diproses dalam tempoh dua puluh satu (21) hari (waktu bekerja). <i>Each application must use CAAM/BOP/3/08-1 form and will be process within 21 days (working days)</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp (Original) Company/ Department / Agency.</i></p> <p>3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i></p> <p>4. Setiap pengguna perlu mengisi borang CAAM/BOP/3/08 yang didaftarkan atas nama dan nombor kad pengenalan masing-masing. <i>Each user must fill out CAAM/BOP/3/08 form according to registered names and identification number</i></p> <p>5. Setiap individu yang telah lulus dalam Latihan Pengendalian Barangan Berbahaya adalah wajib didaftarkan untuk mendapat Kad Barangan Berbahaya (DG) dalam tempoh tiga puluh (30) hari daripada tarikh lulus peperiksaan. <i>Each individual who has passed is required to be register for the Dangerous Goods Card within 30 days from the date examination</i></p> <p>6. Borang yang lengkap diisi hendaklah dihantar kepada Pihak Berkuasa Penerbangan Awam beserta surat rasmi yang ditandatangani oleh pentadbir kursus. <i>Once completed, this form shall be submitted with A cover letter which is signed by the course administrator</i></p> <p>7. Senarai salinan dokumen yang perlu disertakan bersama-sama permohonan ini adalah. <i>List of documents that must be enclosed:</i></p> <p>a) Salinan Kad Pengenalan/Passport Pemohon <i>A copy of identification card/passport</i></p> <p>8. Sila serahkan borang permohonan ini yang lengkap beserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i> 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</p>		



A. MAKLUMAT PUSAT LATIHAN <i>Company Information</i>		
Nama Syarikat: <i>Company's Name</i>	Tarikh Latihan: <i>Course Date</i>	
Jenis Permohonan: <i>Type of submission</i> <input type="checkbox"/> <i>New Application</i> <input type="checkbox"/> <i>Renewal Application</i> <input type="checkbox"/> <i>Amendment</i>	No. Rujukan Kelulusan: <i>Approved Ref. Number</i>	
Tajuk Latihan: <i>Training Title</i>	Pengesahan Rasmi: <i>Official Stamp</i>	
B. BUTIRAN PEMOHON <i>Applicant's Detail</i>		
Nama Penuh Seperti Di KP / Passport: <i>Full name in Nric / Passport</i>	(02) KEPING GAMBAR BERWARNA UKURAN PASPORT (43 MM X 56 MM)	
No.KP/ Passport: <i>Nric / Passport No.</i>		
Alamat Kediaman: <i>Residential Address</i>		
No. Tel Rumah / Bimbit: <i>House / Mobile No.</i>		
C. BUTIRAN MAJIKAN <i>Employer's Detail</i>		
Nama: <i>Name</i>		
Alamat Pejabat: <i>Office Address</i>		
Jawatan : <i>Position</i>	No. Telefon Pejabat: <i>Office Phone No</i>	No. Fax Pejabat: <i>Office Fax No</i>



Saya mengesahkan bahawa butiran di dalam borang ini adalah benar dan betul sepanjang pengetahuan saya. (*I certify that the detail in this form is true and correct to the best of my knowledge*)

NAME :
Name

JAWATAN :
.....
Position

ORGANISASI :
.....
Organization

TANDATANGAN:
Signature

TARIKH :
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:	

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
--	--	--	----------------------



ICAO Reference	Evidence Required	Company Document Reference	Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i> ?	CAAM's Comments <i>(incl. initials and date)</i>
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

OPERATORS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
109	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.10	Operator ensures training is provided to agency personnel.		CAAM Use Only	
D2 - ESTABLISHED POLICIES AND PROCEDURES TO IDENTIFY AND REJECT UNDECLARED DANGEROUS GOODS					
<p>The operator must have established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, to identify and reject undeclared dangerous goods. Typical policies and procedures would include: ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)</p>					
110	ICAO Ann 6 Pt I, Chap 14, Sect. 14.2 b1)	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					
No	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
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	
D3 - DANGEROUS GOODS					



OCCURRENCES

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

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

118	ICAO Technical Instructions 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

No	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory ? Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
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)					
N o.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory ? Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
D4 - CARRIAGE OF DANGEROUS GOODS					
<p>The operator has established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, for dangerous goods this would include policies and procedures for:</p> <p>ICAO Ann 6 Pt I, Chap 14, Sect. 14.3 b)4)</p>					
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	
SECTION D – DANGEROUS GOODS PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)					
No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
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 communication to ground staff at origin, transit and destination.		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	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory ? Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
D5 - PROVISION OF INFORMATION TO PILOT-IN-COMMAND AND RETENTION OF DOCUMENTATION					
135	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	

SECTION D – DANGEROUS GOODS

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

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory ? Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
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	


D6 - APPROVAL AND LIMITATIONS



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 carried b) dangerous goods of the operator c) operator variations dangerous goods subject to State Approval or Exemption.		CAAM Use Only	



8.10 Appendix 10 – Dangerous Goods Occurrence Report Form

DANGEROUS GOODS OCCURRENCE REPORT		
Document : CAAM/BOP/3/09-1	GGOR No :	Date :
		

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



DANGEROUS GOODS OCCURRENCE REPORT		
Document : CAAM/BOP/3/09-1	GGOR No :	Date :
Reference Number of Airway Bill :		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.