



TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY

DANGEROUS GOODS OCCURRENCE REPORT

Type of Occurrence: Accident Incident Other Occurrence

<i>(See notes on reverse side of this form. Boxes identified with an asterisk in the heading need only be completed if applicable.)</i>						Tracking/Ref No:			
1. Operator						2. Date of Occurrence		3. Local time of Occurrence	
4. Date of Flight *		5. Flight Number*		6. Aircraft Type*		7. Aircraft Registration*			
8. Departure Airport*		9. Destination Airport*		10. Location Of Occurrence		11. Origin of Goods			
12. Description of the Occurrence, including details of injury, damage, etc (continue overleaf if necessary)									
13. Proper Shipping Name (including the technical name)						14. UN/ID Number (when known)			
15. Class/Division		16. Subsidiary Risk*		17. Packing Group*		18. Category (Class 7 Only)*			
19. Type of Packaging*		20. Packaging Specification marking*		21. Number of Packages*		22. Quantity (or transport index if applicable)*			
23. Reference Number of Air Waybil*1				24. Reference Number of courier pouch, baggage tag or passenger ticket*					
25. Name and address of shipper, agent, passenger, etc									
26. Other relevant information (including suspected cause, any action taken)									
27. Name and Title of person making report				28. Telephone Number					
29. Company Dept code, E-mail or Info mail code				30. Reporter's Ref*					
31. Address				32. Signature/Date					
				_____/_____ Signature Date					
33. Summary of Action by TTCAA						Open			
						Closed			
Name of Inspector_____						Signature_____		Date_____	
						Record Entered in DB			



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Description of the occurrence (continuation):

Signature: _____

Date: _____

Note:

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. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for dangerous goods 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 packing has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
4. This form may also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on board aircraft.
5. An initial report should be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
6. Completed reports are normally sent to the competent authority.
7. Copies of all relevant documents should be included with the report.
8. Providing it is safe to do so, all dangerous goods, packagings, documents etc, relating to the occurrence must be retained until after the initial report has been made.
9. Requirements and procedures differ from state to state; it is therefore recommended that the local competent authority be contacted in order to clarify the exact procedures to be followed in the event of a dangerous goods occurrence.