



TTCAA Advisory Circular

Subject: DANGEROUS GOODS INFORMATION APPLICABILITY FOR TRANSPORT AND TRAINING

TTCAA Advisory Circular TAC- 043

Date: 10/06/14

PURPOSE

1. The purpose of this TTCAA Advisory Circular (TAC) is to provide recommendations and guidance on the transport of dangerous goods by air, including the training of personnel involved in such activities, and provides direction and assistance to an operator applying for dangerous goods permission.

REGULATORY REQUIREMENTS

2. (1) Under TTCAR No.2:12(1) an operator shall not transport dangerous goods by air unless approved to do so by the Authority. Section 63 of the Civil Aviation Act, 2001 empowers the Authority to monitor and enforce compliance with the provisions of Annex 18 of the Chicago Convention and the Technical Instructions for the Safe Transport of Dangerous Goods by Air. The ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, ICAO Doc. 9284-AN/905, as amended, contains the basic principles governing the international transport of dangerous goods by air. The Technical Instructions amplify the basic provisions of ICAO Annex 18 and contains all the detailed instructions necessary for the safe international transport of dangerous goods by air. The Authority has adopted the ICAO Doc. 9284-AN/905, Technical Instructions for the Safe Transport of Dangerous Goods By Air, as the Trinidad and Tobago standard for the safe transport of dangerous goods by air.

(2) TTCAR No.2:13 requires an operator to comply with the provisions contained in Annex 18 of the Chicago Convention on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partially within or wholly outside Trinidad and Tobago.

(3) When an air operator is granted approval (see appendix for approval process) to transport dangerous goods by air, he will be given Operations Specifications granting him the necessary authorization to transport dangerous goods under the conditions of his operations manual and in accordance with the requirements of the Technical Instructions. In other circumstances a written approval may be issued separately.

(4) Before the issue of an approval for the transport of dangerous goods, the operator would be required to satisfy the Authority that adequate training has been given, that all relevant documents (e.g. for ground handling, aircraft handling, training) contain information and instructions on dangerous goods, and that there are procedures in place to ensure the safe handling of dangerous goods at all stages of air transport in accordance with the requirements of the Technical Instructions.

APPLICATION FOR APPROVAL TO CARRY

3. Application for approval to transport dangerous goods by air (see appendix for approval process) and should be accompanied by a dangerous goods manual or the relevant dangerous goods section of the operations manual clearly identified.

FORBIDDEN GOODS

4. (1) The Technical Instructions have identified some dangerous goods as being too dangerous to be carried on any aircraft under any circumstances. This prohibition is reflected in TTCAR No.2:14(1), which requires an operator to take reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances, are not carried on any aircraft.

(2) The Technical Instructions provide that certain other dangerous goods which are forbidden on an aircraft in normal circumstances, may be carried with specific approvals from the States concerned. These circumstances include cases of extreme urgency or when other forms of transport are inappropriate or when full compliance with the prescribed requirements is contrary to the public interest. In these circumstances, all the States concerned may grant exemptions from the provisions of the Technical Instructions provided that every effort is made to achieve an overall level of safety which is equivalent to the level of safety provided by the Technical Instructions.

(3) The States concerned are those of origin, transit, overflight and destination of the consignment and that of the State of the operator.

(4) Where the Technical Instructions indicate that dangerous goods which are normally forbidden may be carried with an approval, the exemption procedure does not apply.

INFORMATION TO PASSENGERS AND PERSONS

Information to Passengers

5. (1) Under TTCAR No.2:23(2), an operator must ensure that information is provided for passengers about the types of dangerous goods that are forbidden from being transported aboard an aircraft. As a minimum, this information should consist of -

- (a) Information with the passenger ticket or in another manner such that prior to or during the check-in process, the passenger receives the information; and
- (b) Notices sufficient in number and prominently displayed at each of the places at an airport where tickets are issued, passengers checked in and aircraft boarding areas maintained, and at any other location where passengers are checked in.

Information on Cargo Operations

6. (1) Under TTCAR No.2:23(3), an operator, and where applicable, his handling agent must ensure that notices are provided at check in points for cargo giving information about the transport of dangerous goods.

Information to Personnel

7. (1) An operator must provide information in his operations manual see appendix (D.G. operations manual template) and other appropriate manuals to enable crew members to carry out their responsibilities with respect to the transport of dangerous goods including the details required by Section 7-4-2 of the Technical Instructions.

(2) Whenever dangerous goods are to be carried, the pilot in command must be provided with written information on the details of the dangerous goods on board as early as practicable before flight in accordance with the Section 7-4-1 of the Technical Instructions.

Information on Accidents, Incidents and Emergencies Involving Dangerous Goods

8. (1) Information required in the event of an accident, incident or emergency involving the transport of dangerous goods by air is included in Section 7-4 of the Technical Instructions.

(2) TTCAR No.2:25 and No. 2:IS25 deal specifically with the reporting of dangerous goods incidents and accidents which must be reported on Form TF-065. To assist the ground services in preparing for the landing of an aircraft in an emergency situation, it is essential that adequate and accurate information about any dangerous goods on board be given to the appropriate air traffic services unit. Wherever possible this information should include the proper shipping name and/or the UN/ID number, the class/division and for Class 1 the compatibility group, any identified subsidiary risk(s), the quantity and the location on board the aircraft. When it is not considered possible to include all the information, those parts thought most relevant in the circumstances, such as the UN/ID numbers or classes or divisions and quantity, should be given.

Information presentation

9. Information should be easily understood and identify that there are various classes of dangerous goods. Pictographs may be used as an alternative to providing written information or to supplement such information.

PASSENGER CHECK-IN PROCEDURES

10. (1) Operators' check in staff must be adequately trained to be able to identify and detect dangerous goods carried by passengers other than as permitted in the Technical Instructions.

(2) Check in staff should seek confirmation from a passenger about the contents of any item where there are suspicions that it may contain dangerous goods, with the aim of preventing dangerous goods which passengers are not permitted to have from being taken on board an aircraft in their baggage. Many innocuous looking items may contain dangerous goods, and a list of general descriptions which is often applied to such items can be found in Part 7, Chapter 6 of the Technical Instructions.

ESTABLISHMENT OF DANGEROUS GOODS TRAINING PROGRAMMES

Regulatory Requirement for Training

11. (1) TTCAR No.2:24 (1) requires an operator to establish, maintain and have approved by the Authority, an initial and recurrent dangerous goods training programme as required by the Technical Instructions, in respect of his operations.

(2) Part 7, Section 4.9 of the Technical Instructions requires an operator to ensure that training is provided in accordance with the detailed requirements of Part 1, Chapter 4 of the Technical Instructions, to all relevant employees, including those agencies employed to act on the operator's behalf, to enable them to carry out their responsibilities with regard to the transport of dangerous goods.

Persons Required to be Trained

12. Part 1, Section 4.1.1 of the Technical instructions requires that initial and recurrent dangerous goods training programmes must be established and maintained by or on behalf of –

- (a) Shippers of dangerous goods, including packers and persons or organizations 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;
- (d) Ground handling agencies located at an aerodrome which perform, on behalf of the operator, the act of processing passengers;
- (e) Agencies not located at an aerodrome which perform, on behalf of the operator, the act of checking of passengers;
- (f) Freight forwarders; and
- (g) Agencies engaged in the security screening of passengers and their baggage;

Training Curricula

13. Personnel must receive training commensurate with their responsibilities and duties. Such training must include –

- (a) General familiarization training- aimed at providing familiarity with the general provisions;
- (b) Function specific training – which must provide detailed training in the requirements applicable to the function for which that person is responsible;
- (c) Safety training – which must cover the hazards presented by dangerous goods, safe handling and emergency response procedures;
- (d) Security training – which should address the nature of security risks, recognizing security risks methods to address and reduce such risks, measures to be taken to minimize theft or misuse of dangerous goods that may endanger persons or property and actions to be taken in the event of a security breach

Areas of Training

14. (1) The subject matter relating to dangerous goods transport with which various categories of personnel should be familiar is shown in Table 1-4 of the Technical Instructions. The extent to which any area of training should be covered is dependent upon whether it is for general information or to give in-depth appreciation. Additional areas not identified in the Table may be needed, or some areas omitted, depending on the responsibilities of the individual.

(2) An employee is only required to undertake training in the syllabus subjects which are relevant to his responsibilities and duties within the organization. Similarly, only those parts of each syllabus subject which are relevant need to be covered. For example, an employee of an operator carrying only passenger's checked and carry-on baggage need not be trained in the syllabus items covering cargo (freight) acceptance and handling procedures.

(3) Note however, that -

- (a) All categories of persons who require training must be familiar (as a minimum) with the following subject matters:
 - (i) General Philosophy;
 - (ii) Labelling and Marking;
 - (iii) Recognition of Undeclared dangerous goods;
 - (iv) Provisions for passengers and crews;
 - (v) Emergency Procedures.
- (b) All persons engaged in the transport of dangerous goods should consider security requirements for the dangerous goods commensurate with their responsibilities. Therefore, the training should include elements of security awareness as discussed in Part 1, Chapter 5 of the Technical Instructions.
- (c) Operator's and ground handling agent's personnel with duties and responsibilities which include accepting dangerous goods must be trained on all aspects of training listed in Table 1-4 of the Technical Instructions.

Training in Emergency Procedures

15. Training in emergency procedures should include as a minimum-

- (a) For those categories of personnel covered Table 1-4 of the Technical Instructions, except for crew members whose emergency procedures training is covered in sub-paragraphs (b) or (c) (as applicable) below:
 - (i) Dealing with damaged or leaking packages; and
 - (ii) Other actions in the event of ground emergencies arising from dangerous goods;
- (b) For flight crew members:
 - (i) Actions in the event of emergencies in flight occurring in the passenger cabin or in the cargo compartments; and
 - (ii) The notification to Air Traffic Services should an in-flight emergency occur .
- (c) For crew members other than flight crew members:
 - (i) Dealing with incidents arising from dangerous goods carried by passengers; and
 - (ii) Dealing with damaged or leaking packages in flight.

Recurrent Training

16. (1) After initial training, and within two years of receiving that training, an employee should undertake recurrent training. Recurrent training should cover the areas in Table 1-4 of the Technical Instructions relevant to initial Dangerous Goods training unless the responsibility of the individual has changed. These recurrent training courses may be abbreviated and should be

designed to refresh knowledge and update personnel on technical, procedural or company policy changes since the employee was last trained. Before recurrent training commences, an operator may consider use of a method to confirm the state of knowledge of the intended students, in order to determine the necessary training to be given. Where it has been established that the students retain a reasonable knowledge of the requirements, some areas/topics may then be abridged to allow training to concentrate on specific items (such as major changes that affect the responsibilities of the students).

(2) Where the initial course required TTCAA approval, the recurrent training course will also require approval. Where an employee has not undertaken training within the two year interval provided by the regulations, the employee should attend another initial course.

Examination to Verify Understanding

17. (1) There must be some means of establishing that a person has gained the necessary understanding as a result of training. This is achieved by requiring the person to undertake an examination. The complexity of the examination, the manner of conducting it and the questions asked should be commensurate with the duties of the person being trained. The examination should demonstrate that the training has been adequate and if completed satisfactorily a certificate should be issued confirming this.

(2) For recurrent training, the examination paper should be of the standard and duration appropriate for a full training course, since the aim is to confirm the ability of the student to continue to carry out his full range of responsibilities.

Training Programme Approval

18. (1) An application for approval of a dangerous goods training programme may be submitted on TTCAA form TF-078 (see Appendix A) accompanied by the training programme, examination details including samples of exam papers, and a sample copy of the course certificate issued to students. Training intended to give general information and guidance may be by any means including handouts, leaflets, circulars, slide presentations, videos, etc, and may take place on-the-job or off-the-job. Training intended to give an in-depth and detailed appreciation of the whole subject or particular aspects of it should be by formal training courses, which should include a written examination, the successful passing of which will result in the issue of the course certificate as proof of qualification. The completed application should provide the following information to the TTCAA:

- (a) Course objective;
- (b) A clear concise statement identifying the duties and responsibilities of the personnel for whom the course is intended;
- (c) The training programme syllabus/curricula as it relates to the Technical Instructions requirements and including qualifications and training of the designated instructor;
- (d) Whether the course is intended as initial or recurrent training;
- (e) Course examination details including sample examination papers as applicable;
- (f) Course duration in days or hours of instruction;
- (g) The location where it is intended to conduct the course;
- (h) The name, qualifications and relevant experience of the proposed instructor(s);

- (i) A sample copy of the certificate to be issued to the students;
- (j) A statement that the TTCAA will be notified in advance of the date of the planned course to allow the TTCAA representative to conduct a compliance monitoring inspection as required by TTCAR No.2:12(3).

(2) Before a dangerous goods training course is approved, the TTCAA would need to be satisfied that the standard of the course will enable an employee, on completing the course to effectively carry out the assigned duties and responsibilities. The TTCAA would therefore need to be satisfied that the course content offered has taken account of the duties and responsibilities of the personnel to be trained and that the nominated instructor is able to effectively impart the required knowledge.

(3) Once a training programme has been approved and remains current by incorporation of all approved amendments of the Technical Instructions, it may be adapted to cover recurrent training without any further approval being needed, even if the recurrent training has been abbreviated as discussed in paragraph 15 and does not cover all the areas dealt with by the approved training programme. It is the operator's responsibility to ensure that the recurrent training properly covers all the applicable revisions of the Technical Instructions and any procedural or policy changes since the candidates were last trained.

Qualifications of Dangerous Goods Training Instructors

19. (1) Instructors should have knowledge not only of training techniques but also of the transport of dangerous goods by air, in order that the subject be covered fully and questions adequately answered. An operator should therefore provide the Authority with evidence that the instructor assigned to conduct dangerous goods training for an approved training programme has received the following training:

- (a) Training on the fundamentals of instructing including -
 - (i) The learning process;
 - (ii) Elements of effective teaching;
 - (iii) Student evaluation and testing;
 - (iv) Course development;
 - (v) Lesson planning;
 - (vi) Classroom training techniques;
 - (vii) Assessment of student performance in dangerous goods subjects being instructed;
 - (viii) Analysis and correction of student errors.
- (b) Attended as a student within the previous two years, an approved course of training in dangerous goods relevant to the course to which he is being assigned to instruct.

(2) The requirements at subparagraph (1)(a) would not apply if the designated instructor is an authorized instructor, holds a current teacher's certificate, or provides evidence of an equivalent level of experience acceptable to the Authority.

(3) Instructors assigned to instruct on a dangerous goods training course should remain current. This can be achieved by either the instructor instructing all syllabus subjects relevant to the course for which he has been assigned or by completing satisfactorily a relevant approved course, as a student, within the previous two years.

IATA Dangerous Goods Training Programmes

20. The International Air Transport Association (IATA) Dangerous Goods Training Programmes as amended from time to time meet the requirements for Dangerous Goods Training Programmes as required by the Technical Instructions.

Record Keeping Requirement

21. (1) Dangerous goods training records must be maintained by operators, ground handling agents, freight forwarders, shippers of dangerous goods and screening authorities. Employers should clearly establish the method for the maintenance of records, and clearly establish who is responsible for that maintenance. Records maintained by employers, particularly those with many personnel, should have the ability to quickly establish the training status of a group of personnel at a given location, or of the particular aspects of training that have been received by an individual or group of personnel. These records, which should be available at the employee's place of employment, should include:

- (a) The names of the personnel who undertake the training;
 - (b) The most recent completion date;
 - (c) Reference to training materials used to meet the training requirements;
 - (d) The name and address of the instructor and organization providing the training;
 - (e) A copy of the course certificate issued when the individual was trained, which shows that a test has been completed satisfactorily.
- (2) Records may be kept electronically provided a hard copy can be provided.

Ramesh Lutchmedial
Director General of Civil Aviation

APPENDIX A (FORM - TF-078)

APPLICATION FOR APPROVAL OF A DANGEROUS GOODS TRAINING PROGRAMME			
SECTION 1			
1. NAME AND ADDRESS OF OPERATOR		2. DETAILS OF DG COORDINATOR	
Name and mailing address of Company (include business name if different from company name).		Name	Position in Organization
Telephone:	Fax:	Telephone:	Fax:
E-mail:		E-mail:	
3. CLASSES OF DANGEROUS GOODS HANDLED (tick as applicable)			
Class 1 <input type="checkbox"/>	Class 4 <input type="checkbox"/>	Class 7 <input type="checkbox"/>	
Class 2 <input type="checkbox"/>	Class 5 <input type="checkbox"/>	Class 8 <input type="checkbox"/>	
Class 3 <input type="checkbox"/>	Class 6 <input type="checkbox"/>	Class 9 <input type="checkbox"/>	
4. TRAINING PROVIDER		5. DETAILS OF PROPOSED INSTRUCTOR/ATO	
In House: <input type="checkbox"/>	Contracted: <input type="checkbox"/>	(Name, qualifications and relevant experience)	
6. TYPES OF TRAINING (tick as applicable)			
(1) Initial <input type="checkbox"/>	Recurrent <input type="checkbox"/>	Initial and Recurrent <input type="checkbox"/>	
(2) Course Objective:			
(3) Indicate from the list below the categories of personnel to be trained			
<input type="checkbox"/> Passenger handling staff; <input type="checkbox"/> Flight crew members and load planners; <input type="checkbox"/> Crew members other than flight crew; <input type="checkbox"/> Security staff who deal with screening of passengers and their baggage and cargo. <input type="checkbox"/> Operator's and ground handling agent staff accepting DG; <input type="checkbox"/> Operator's and ground handling agent staff accepting cargo other than DG; <input type="checkbox"/> Operator's and ground handling agent staff responsible for handling, storage and loading of cargo and baggage;		<input type="checkbox"/> Shippers and persons undertaking the responsibilities of shippers <input type="checkbox"/> Packers <input type="checkbox"/> Staff of freight forwarders involved in processing DG <input type="checkbox"/> Staff of freight forwarders involved in processing cargo (other than DG); <input type="checkbox"/> Staff of freight forwarders involved in the handling, storage and loading of cargo;	
7. LOCATION WHERE THE DG COURSES WILL BE CONDUCTED		8. DATES OF COURSE	
9. COURSE DURATION (days or hours of instruction):-			
10. ATTACHMENTS (tick to confirm that the listed items are attached):			
A- Training Programme <input type="checkbox"/> B- Examination Details and Sample Exam <input type="checkbox"/> C- Sample Course Certificate <input type="checkbox"/>			

APPENDIX A (FORM - TF-078)

11. TYPES OF OPERATION	
(1) Operations in which the Company is involved (tick as applicable)	(2) Name of contracted third party and operating stations (where applicable)
<input type="checkbox"/> Above schedule passenger and cargo	
<input type="checkbox"/> Scheduled passenger and cargo	
<input type="checkbox"/> Cargo only	
<input type="checkbox"/> Charter Operations	
<input type="checkbox"/> Dangerous goods acceptance conducted by company personnel	
<input type="checkbox"/> Dangerous Goods acceptance conducted by third party	
<input type="checkbox"/> Loading and unloading conducted by company personnel	
<input type="checkbox"/> Loading and unloading conducted by third party	
<input type="checkbox"/> Baggage handling conducted by company personnel	
<input type="checkbox"/> Baggage handling conducted by third party	
<input type="checkbox"/> Security screening conducted by company personnel	
<input type="checkbox"/> Security screening conducted by third party	
<input type="checkbox"/> Cargo handling conducted by company personnel	
<input type="checkbox"/> Cargo handling conducted third party	
12. STATEMENT BY OPERATOR OR DESIGNATED REPRESENTATIVE	
<p>The details in this form and the accompanying Dangerous Goods Training Programme are in support of our application for approval of the Dangerous Goods Training Programme. We shall notify the Authority in advance of the date of the planned course and any change made in assignment of the Dangerous Goods Coordinator, Dangerous Goods Instructor or contracted Third Party arrangements involved in the programme.</p>	
Name	Position
Signature	Date
SECTION 2 – (To be completed by the TTCAA Office)	
Acceptance or Denial	Date application received:
<input type="checkbox"/> Application Accepted	<input type="checkbox"/> Application Denied - Reasons for Denial:
<p><i>Note: Acceptance of this application does not constitute approval or acceptance of Training Programme or amendment thereof which will be evaluated prior to approval.</i></p>	
Recommendations	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved – Reasons for Non Approval
Effective Date: _____	
Expiry Date: _____	
Dangerous Goods Inspector	Signature
	Date

APPENDIX B (FORM TF-094)

APPLICATION FOR PERMISSION TO TRANSPORT DANGEROUS GOODS BY AIR		
OPERATOR INFORMATION		DANGEROUS GOODS COORDINATOR INFORMATION
Name:		Name:
Address:		Address:
Telephone:	Fax:	Telephone: Fax:
e-mail:		e-mail:
Air Operator Certificate Number:		
CLASSES OF DANGEROUS GOODS: CLASS 1: <input type="checkbox"/> CLASS 2: <input type="checkbox"/> CLASS 3: <input type="checkbox"/> CLASS 4: <input type="checkbox"/> CLASS 5: <input type="checkbox"/> CLASS 6: <input type="checkbox"/> CLASS 7: <input type="checkbox"/> CLASS 8: <input type="checkbox"/> CLASS 9: <input type="checkbox"/>		
TRAINING PROVIDER		
IN-HOUSE: <input type="checkbox"/>		CONTRACTED: <input type="checkbox"/>
		NAME:
		ADDRESS:
		TRAINING APPROVAL REF. No.:
HANDLING AGENT		
<i>List all operating locations in Trinidad and Tobago and associated handling agent information. State the word "Self" where staff of the operator conduct the type of operation.</i>		
TYPE OF OPERATION	AIRPORT	OPERATOR/CONTRACTED AGENT
Baggage Handling		
Cargo/Dangerous Goods Acceptance		
Cargo transport for Cargo		
Aircraft loading and unloading		
Dispatch		
Passenger check-in		
Security screening		
Charter operations		
STATEMENT OF OPERATOR OR DESIGNATED REPRESENTATIVE		
<i>The details on this form are in support of our application for the Permission to Transport Dangerous Goods by Air. We shall notify the TTCAA in advance of any change made in assignment of the Dangerous Goods Coordinator or Contracted Agent.</i>		
Name: _____		Position: _____
Signature _____		Date: _____
FOR TTCAA OFFICIAL USE		
Date application received:		
Application approved: <input type="checkbox"/>	Effective Date:	Expiry Date:
Application not approved: <input type="checkbox"/>	Reason for disapproval:	
DANGEROUS GOODS INSPECTOR		
Name: _____	Signature: _____	Date: _____

[Operator]

Dangerous Goods

Manual

CHAPTER 0
FRONT MATTERS

0.0 Contents

SECTION	TITLE
0.1	Record of Amendment Approval
0.2	Record of Revisions
0.3	List of Effective Pages
0.4	Distribution List
0.5	TTCAR References
0.6	Index
0.7	Familiarization and use of Procedures
0.8	Foreword
0.9	Corporate Commitment
0.10	Definitions

0.1 Record of Amendment Approval

Reference	Signature	Date
Initial Issue		

0.2 Record of Revisions

Document Number **Manual Holder.....**

Retain this record in the Manual. Upon receipt of amendments, insert amended pages in the Manual and enter the amendments no., date, insertion date and initials (person inserting the pages), in the appropriate block on the record of revisions. Return Transmittal Notice to _____ Department.

Revision No.	Revision Date	Insertion Date	Inserted By	Revision No.	Revision Date	Insertion Date	Inserted By
001				013			
002				014			
003				015			
004				016			
005				017			
006				018			
007				019			
008				020			
009				021			
010				022			
011				023			
012				024			

0.3 List of Effective Pages

Section	Page	Date	Revision	Section	Page	Date	Revision
Chapter 0	1		0	Appendix A	1		
Chapter 0	2		0	Appendix B	1		
Chapter 0	3		0	Appendix C	1		
Chapter 0	4		0	Appendix D	1		
Chapter 0	5		0	Appendix E	1		
Chapter 0	6		0	Appendix F	1		
Chapter 0	7		0	Appendix G	1		
Chapter 0	8		0	Appendix H	1		
Chapter 0	9		0	Appendix I	1		
Chapter 0	10		0	Appendix J	1		
Chapter 0	11		0	Appendix K	1		
Chapter 0	12		0				
Chapter 0	13		0				
Chapter 0	14		0				
Chapter 0	15		0				
Chapter 0	16		0				
Chapter 1	1		0				
Chapter 1	2		0				
Chapter 1	3		0				
Chapter 1	4		0				
Chapter 2	1		0				
Chapter 2	2		0				
Chapter 2	3		0				
Chapter 3	1		0				
Chapter 3	2		0				
Chapter 3	3		0				
Chapter 4	1		0				
Chapter 4	2		0				
Chapter 4	3		0				
Chapter 5	1		0				
Chapter 5	2		0				
Chapter 5	3		0				
Chapter 6	1		0				
Chapter 6	2		0				
Chapter 6	3		0				
Chapter 7	1		0				
Chapter 7	2		0				
Chapter 7	3		0				

0.4 Distribution List

COPY #	COPY HOLDER	
Original		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

0.5 COMPLIANCE CROSS-REFERENCE WITH TTCAR

TTCAR No.	Title	App.	Ref No.
2:12(1)	Transport of Dangerous Goods		
2:12(2)			
2:12(3)(a)			
2:12(3)(b)			
2:13(1)	Safe Transport of Dangerous Goods		
2:13(2)			
2:13(3)			
2:14(1)	Forbidden Goods		
2:14(2)(a)			
2:14(2)(b)			
2:15	Classification of Dangerous Goods		
2:16	Packing of Dangerous Goods		
2:17(1)	Labelling and Marking of Dangerous Goods		
2:17(2)			
2:18(1)	Dangerous Goods Transport Document		
2:18(2)			
2:18(3)			
2:19(1)	Acceptance of Dangerous Goods by Operator or Handling Agent		
2:19(2)(a)			
2:19(2)(b)			
2:20(a)	Damage, Leakage or Contamination by Dangerous Goods		
2:20(b)			
2:20(c)			
2:20(d)			
2:20(e)			
2:20(f)			
2:21(a)	Removal of Contamination by Dangerous Goods		
2:21(b)			
2:22(1)	Loading of Dangerous Goods		
2:22(2)			
2:22(3)			
2:23(1)(a)	Information on Dangerous Goods		
2:23(1)(b)			
2:23(2)			

TTCAR No.	Title	App.	Ref No.
2:23(3)	Information on Dangerous Goods (cont'd)		
2:23(4)			
2:23(5)			
2:23(6)(a)			
2:23(6)(b)			
2:24(1)	Dangerous Goods Training Programme		
2:24(2)(a)			
2:24(2)(b)			
2:25(1)	Report of Dangerous Goods Incident or Accident		
2:25(2)			
2:Schedule 12 Regulation 12	Transport of Dangerous Goods		
2:Schedule 12 Regulation 13	Safe Transport of Dangerous Goods		
2:Schedule 12 Regulation 14	Forbidden Goods		
2:Schedule 12 Regulation 15	Classification of Dangerous Goods		
2:Schedule 12 Regulation 16	Packing of Dangerous Goods		
2:Schedule 12 Regulation 17	Labelling and Marking of Dangerous Goods		
2:Schedule 12 Regulation 18	Dangerous Goods Transport Document		
2:Schedule 12 Regulation 19	Acceptance of Dangerous Goods by Operator or Handling Agent		
2:Schedule 12 Regulation 20	Damage, Leakage or Contamination by Dangerous Goods		
2:Schedule 12 Regulation 21	Removal of Contamination by Dangerous Goods		
2:Schedule 12 Regulation 22	Loading of Dangerous Goods		
2:Schedule 12 Regulation 23	Information on Dangerous Goods		
2:Schedule 12 Regulation 24	Dangerous Goods Training Programme		
2:Schedule 12 Regulation 25	Report of Dangerous Goods Incident or Accident		

0.6 INDEX OF OPERATOR TRANSPORT OF DANGEROUS GOODS BY AIR MANUAL

<i>Section</i>	<i>Title</i>
FRONT MATTERS	
0:1	Record of Amendment Approval
0:2	Record of Revisions
0:3	<i>List of Effective Pages</i>
0:4	<i>Distribution List</i>
0:5	<i>TTCAR Compliance cross-reference</i>
0:6	Index of Safe Transport of Dangerous Goods Manual
0:7	Introduction, Dangerous Goods Familiarization & Optimum Use of Procedures
0:8	<i>Foreword</i>
0:9	Corporate Commitment
0:10	<i>Definitions</i>
CHAPTER 1:	GENERAL
1.1	- Purpose
1.2	- Company's Dangerous Goods Programme Coordinator
1.3	- Legislation
CHAPTER 2:	CATEGORY OF OPERATIONS
2.1	- Category of Operations
2.2	- List of company Category of Operations
CHAPTER 3:	TRAINING
3.1	- Transportation of Dangerous Goods Regulations
3.2	- Approved Training Programmes
3.3	- Adequate Training
3.4	- Direct Supervision
3.5	- Training Certificates and Records
3.6	- Non-Company Personnel
CHAPTER 4:	OPERATOR RESPONSIBILITIES
4.1	- Prohibited Dangerous Goods Operations, Cargo Embargo and Operator Variations
4.2	- Cabin Crew
4.3	- Display of Dangerous Goods Notice
4.4	- Passenger Handling

- 4.5 - Baggage Handling
- 4.6 - Company Dangerous Goods Consignments
- 4.7 - Company Dangerous Goods Permit

CHAPTER 5: HANDLING PROCEDURES

- 5.1 - Acceptance Procedures
- 5.2 - Storage Within the Facilities
- 5.3 - Loading of Dangerous Goods
- 5.4 - Full Load of Radioactive Material
- 5.5 - Unloading Dangerous Goods from Aircraft
- 5.6 - Record Keeping

CHAPTER 6: REPORTING

- 6.1 - Reporting Undeclared or Misdeclared Dangerous Goods
- 6.2 - Reporting Dangerous Goods in Passenger Baggage
- 6.3 - Accidental Release or Imminent Accidental Release Report Requirements
- 6.4 - In Flight Emergency Involving Dangerous Goods

CHAPTER 7: EMERGENCY PROCEDURES

- 7.1 - Company Dangerous Goods Coordinator
- 7.2 - On Board Aircraft
- 7.3 - Infectious Substances
- 7.4 - Radioactive Material
- 7.5 - Emergency Procedures for Flight Crew
- 7.6 - Emergency Procedures for Ground Handling and Cargo Acceptance Staff
- 7.7 - Dangerous Goods Emergency and Information Telephone Numbers

0.7 Familiarization and Optimum Use of Procedures

Purpose

The Threat

Implementation

Implementation of additional measures

0.8 Foreword

0.9 Corporate Commitment

CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

ACCOUNTABLE MANAGER <i>(Block Letters)</i>	SIGNATURE	DATE <i>(mm/dd/yr)</i>
---	-----------	---------------------------

For and on behalf of

NAME OF AIRCRAFT OPERATOR

0.10 Definitions

CHAPTER 1

GENERAL

1.1 Purpose

The purpose of this document is to provide direction and assistance to all [Operator] personnel involved in the handling, offering for transport or transporting dangerous goods by air.

1.2 Company Dangerous Goods Programme Coordinator

[Operator] Dangerous Goods Coordinator is (**insert Company Title and telephone number or Individual name and telephone number**). [Operator] Dangerous goods coordinator is responsible for maintaining the company dangerous goods programme and acting as liaison between the company and the TTCAA.

1.3 Legislation

The legislation identified in the left hand column of the following table governs the handling, offering for transport and transporting dangerous goods by air. Indicated in the following boxes is the company location where current edition of these documents can be found.

Legislation	Location
Civil Aviation Act No. 11 of 2001	
Civil Aviation [(No 2) Operations] Regulations, 2004	
ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air Doc 9284	
ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air – Supplement Doc. 9284SU	
ICAO Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods Doc 9841	

***Note:** While the ICAO Technical Instruction document is the legal publication, the current IATA Dangerous Goods Regulations may be used by company personnel to comply with the provisions of the ICAO Technical Instructions*

CHAPTER 2

CATEGORY OF OPERATIONS

2.1 Categories of Operations

The TTCAA regulates the handling, offering for transport and the transporting of dangerous goods by air. Regulations 12 to 25 of the Civil Aviation [(No. 2) Operations] Regulations, 2004 specify the requirements.

The following is a list [Operator's] categories of operations:

CHAPTER 3

TRAINING

3.1 Transportation of Dangerous Goods Regulations

A person who handles, offers or transports dangerous goods must:

- a) be adequately trained and hold a Training Certificate in accordance with the TTCAR/ICAO TI; or
- b) perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a Training Certificate in accordance with TTCAR/ICAO TI.

3.2 Approved Training Programmes

“All dangerous goods training programmes shall be in compliance with the requirements of the TTCAR / ICAO TI and TAC-043 and must be submitted for review and approval by the TTCAA prior to conducting training of company or non-company personnel”

Note: The following TTCAA approved Training Programmes are used to train company and non-company personnel: Indicate the Approval Number, Type of Training (i.e; Cargo Acceptance, Ground Handling/ Storage /Loading, Passenger Handling/Security Staff, Flight and Cabin Crew, Shippers and Shipper’s Agent and the Name of the Instructor.

3.3 Adequate Training

A person is adequately trained if the person has a sound knowledge of all topics listed ICAO Technical Instructions Part 1 Chapter 4 Table 1.4 that relate directly to the person’s duties and to the dangerous goods person is expected to handle, offer for transport or transport.

Note: The ICAO TI requires approval of programmes for air carriers. Refer to TTCAA TAC 043 for Application Appendix 1

3.4 Direct Supervision

For the purpose of handling, offering for transport or transporting of dangerous goods, the company defines direct supervision as being within unobstructed eyesight and capable of an oral communication between two persons

3.5 Training Certificates/ Record

An employer who has reasonable grounds to believe that an employee is adequately trained and will perform duties to which the training relates must issue a Training Certificate to the employee that includes the required information as outlined in ICAO TI Part 1 Chapter 4 4.2.5.

A trained employee must have a Training Certificate issued by the employer. This Training Certificate must be given to an inspector immediately upon request.

The company Dangerous Goods Coordinator shall ensure a record of training and a copy of each Training Certificate is retained for two (2) years after the expiry date of the Certificate.

The company dangerous goods Training Certificate is set out in Appendix A

3.6 Non- Company Personnel

No person shall handle, offer for transport dangerous goods on behalf of this company unless that person is a “trained person” performing those duties under the direct supervision of a trained person.

Note: There are many air carriers who delegate to third parties some of the duties that are assigned to them in the ICAO Technical Instructions and in the Transportation of Dangerous Goods Regulations. There is nothing in these Regulations that hinders this practice but it should be noted by air carriers that delegating responsibility for certain duties does not include delegating liability for those duties. This means that if an air carrier contracts a third party to provide for example, cargo handling, acceptance or loading activities, the approved programme for training mandated by the ICAO Technical Instructions and carried out by the TTCAA, applies to those third party activities.

The TTCAA approved training programme(s) is/are listed in section -----and the name of the third party and the type of service they provide is listed in section -----.

CHAPTER 4

OPERATOR RESPONSIBILITIES

4.1 Prohibited Dangerous Goods Operations, Cargo Embargoes and Operator Variations

Note: The Company shall identify prohibited dangerous goods operations, cargo embargoes and operator variations in Appendix B or enter “Not applicable”.

4.2 Cabin Crew

Cabin Crew must be trained in compliance with a ‘Crew Member (other than Flight Crew)’ TTCAA approved Training Programme.

Note: Where there are no cabin crews, enter “Not applicable”.

4.3 Display of Dangerous Goods Notices

Notices giving information about the transportation of dangerous goods shall be prominently displayed in sufficient numbers as a minimum, in the following areas:

- (a) Passenger baggage and check-in and ticket issuance areas
- (b) Passenger screening areas
- (c) Aircraft boarding areas
- (d) Baggage claim areas
- (e) Cargo acceptance areas

Note: Where the Operator does not have such an area enter “Not Applicable” adjacent to the appropriate heading.

4.4 Passenger Handling

- (a) To assist in identifying prohibited dangerous goods in passenger baggage and responding to dangerous goods enquiries from passengers, all passenger handling staff must be “trained person” or under the direct supervision of a “trained person”. This requirement also applies to non-company personnel contracted to provide passenger handling services.
- (b) The company Dangerous Goods Coordinator shall publish and maintain a current list of the general and company approved exceptions for dangerous goods carried by passengers in Appendix C. No other exceptions for dangerous goods carried by passengers will be given without the approval of the company Dangerous Goods Coordinator. A current copy must be available for reference by company and non-company personnel in each passenger baggage check-in and aircraft boarding area.
- (c) Passenger check-in staff must obtain from passenger that the content of any suspicious item is not dangerous goods

Note: Where the Air Operator does not have such an area, enter, “Not applicable”

4.4.1 Baggage Handling

(a) To assist in identifying prohibited dangerous goods in passenger baggage and responding to leakage or spillage of dangerous goods in passenger baggage, all baggage handling staff must be “trained persons” or under the supervision of a “trained person”. This requirement also applies to non- company personnel contracted to provide baggage- handling services.

(b) The Company Dangerous Goods Coordinator shall publish and maintain current procedures for handling dangerous goods detected in passenger baggage, emergency procedures for leakage or spillage of dangerous goods in passenger baggage and reporting procedures for such occurrences. A current copy must be available for reference by company and non-company personnel in each baggage handling area.

Note: Where the Air Operator does not have such an area enter “Not applicable”

4.6 Company Dangerous Goods Consignments

The handling, offering for transport, and transporting of a dangerous goods consignment must comply with the TTCAA Dangerous Goods Regulations

4.7 Company Dangerous Goods Permit

The Permit (s) issued to this company by the TTCAA are listed in Appendix E and include; permit number, issue date, expiry date and general provisions of the permit.

Note: If no permits have been issued enter “Not Applicable”

CHAPTER 5
HANDLING PROCEDURES

5.1 Acceptance Procedures

- (a) All dangerous goods consignments and accompanying documents offered for transport must be checked for compliance with the applicable regulatory requirements. The appropriate company dangerous goods acceptance checklist is set out in **Appendix F**

- (b) When a dangerous goods consignment does not meet the regulatory requirements, it shall be refused for transport. A copy of the completed company dangerous goods checklist outlining the reason (s) for refusal shall be retained by the company and another copy given to the person offering the consignment.

- (c) Cargo Acceptance staff must obtain confirmation from the shipper that the content of any suspicious item is not dangerous goods

5.2 Storage Within the Facility

- (a) While on company property, dangerous goods consignments are to be stored in a manner that prevents leakage or spillage, or interaction between dangerous goods and are to conform with the requirements of the various laws regarding health and safety. Where practicable, dangerous goods consignments will be positioned so that the dangerous goods safety labels are visible.

- (b) Where practicable, the person in charge of each warehouse or cargo facility shall ensure dangerous goods in transit are stored in an accessible and prominently signed area. Compliance with all airport and local fire regulations is mandatory.

5.3 Loading of Dangerous Goods On Aircraft

- (a) All dangerous goods shall be inspected immediately before loading to determine they are free of leakage or damage. In case of leakage, spillage or damage, the dangerous goods shall not be loaded on board the aircraft.

- (b) Where any package of dangerous goods on board an aircraft appears damaged or leaking, the operator must remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization and arrange for its safe disposal. The person in charge must also take the appropriate action to decontaminate the remainder of the consignment, the aircraft or other packages if they have been contaminated. The Dangerous Goods Coordinator should be immediately notified upon discovery of the damaged or leaking dangerous goods packaging

- (c) As appropriate, the pilot-in command shall be given, as early as practicable before departure, written information concerning the dangerous goods loaded on board the aircraft. The information will also include confirmation that there was no evidence of damage or leakage at the time of loading. The appropriate company dangerous goods Pilot Notification Form is set out in Appendix G
- (d) At a minimum dangerous goods, which might react dangerously with one another, must be stowed on board the aircraft in accordance with ICAO Table 7-1- Segregation Between Packages shown on the reverse side of the Pilot Notification form set out in **Appendix G**.
- (e) Dangerous goods shall be protected from being damaged during flight. They shall also be secured to prevent movement during flight. They shall also be secured to prevent movement during flight.
- (f) Packages or overpacks of dangerous goods bearing the “**Cargo Aircraft Only**” label shall not be loaded on board passenger carrying aircraft.
- (g) The location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment are as indicated in the aircraft layout show in **Appendix H**.

Note: Limited Access - when transport to or from a location where access is limited and there is no other practical or easily available means of transport to transport the dangerous goods (ICAO Supplement)

When Limited Access requires the name of an individual or an example of a Document to be included in the Operations Manual that information is set out in **Appendix I**

5.4 Full Load of Radioactive Materials

Note 1: Where the air operator transports bulk and full loads of radioactive material, detailed handling, loading and unloading procedures shall be recorded here.

Note 2: If not applicable enter “Not Applicable.”

5.5 Unloading Dangerous Goods From Aircraft

All dangerous goods when being unloaded from the aircraft shall be inspected for signs of damage or leakage. If evidence of damage or leakage is discovered, the operator must remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization and arrange for its safe disposal. The person in charge must also take the appropriate action to decontaminate the remainder of the consignment, the aircraft or other packages if they have been contaminated. The Dangerous Goods Coordinator should be immediately notified upon discovery of the damaged or leaking dangerous goods packaging.

5.6 Contracted Services

- (a) **(Name of third party)** is contracted for the **(State the type of service, such as: shipping, acceptance, loading and unloading of dangerous goods)** at **(State the location where the service is being performed)** and shall comply with all regulatory requirements for handling, offering for transport and transporting dangerous goods and the applicable procedures set you in this manual.
- (b) Where the Contracted Services use any TTCAR related documents, which is different from those, prescribed by the company in this Chapter of the Operations Manual they are to be shown in **Appendix J**.

Note: If there are no contracted services enter "Not Applicable"

5.7 Record Keeping

Copies of transport document and other related documents shall be retained for the required period of time at **(State location _____)**

(Name of third party) shall retain copies of the transport document and other related documents for the required period of time at **(State location _____)**

Note 1: delete this sentence if there is no contracted third party.

*Note 2: When Limited Access requires an example of a Document to be included in the Operations Manual that information is set out in **Appendix I**.*

CHAPTER 6

REPORTING

6.1 Reporting Undeclared or Misdeclared Dangerous Goods

When undeclared or misdeclared dangerous goods are discovered in cargo, a report must be made immediately to the Dangerous Goods Coordinator and the TTCAA.

6.2 Reporting Dangerous Goods in Passenger Baggage

When dangerous goods not permitted for carriage are discovered in passenger or crew baggage a report must be made to the Dangerous Goods Coordinator and the TTCAA.

6.3 Accidental Release or Imminent Accidental release Report Requirements

- (a) Where a “Dangerous goods accident” or a “Dangerous goods incident as defined in the ICAO TI occurs on board an aircraft, in an aerodrome or an air cargo facility the person who has possession of the dangerous goods at the time must immediately report to the individuals prescribed in the TTCAR

Organization or Individual	Contact Information, (Eg. phone number and name where appropriate)
Dangerous Goods Coordinator	
The person’s employer	
The consignor of the dangerous goods	
TTCAA	669-4251
Fire Services	669-4678
Operator of the airport - AATT	
EMA	628-8042

A 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 damage”. ICAO TI

A 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 damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes an aircraft or its occupants is also deemed to be a dangerous goods incident” ICAO TI

- (b) A report must be forwarded within seventy-two (72) hours of the dangerous goods occurrence to the following address:

Director General
Trinidad & Tobago Civil Aviation Authority
Golden Grove Road
PIARCO

- (c) The Dangerous goods Occurrence Report Form is set out in **Appendix K**

6.4 In Flight Emergency Involving Dangerous Goods

If an in-flight emergency occurs and the situation permits, the pilot-in-command must inform the appropriate air traffic services unit of any dangerous goods carried as cargo on board an aircraft. Whenever possible this information should include the proper shipping name and /or UN number, the class/division and for Class 1 the compatibility group, any identified subsidiary risk(s), the quantity and the location on board the aircraft, or a telephone number where a copy of the written information to the pilot-in-command during that flight can be obtained. When it is not considered possible to include all the information, those parts thought most relevant in the circumstances should be given.

As prescribed in note Limited Access, the pilot-in-command of a helicopter transporting an external load of dangerous goods suspended from the helicopter must notify the appropriate traffic services unit that dangerous goods are in the external load.

CHAPTER 7

EMERGENCY PROCEDURES

7.1 Company Dangerous Goods Coordinator

The Company Dangerous Goods Coordinator should develop, maintain and promulgate appropriate procedures to follow during an emergency involving dangerous goods. As well, the company Dangerous Goods Coordinator should be the contact person for information on the decontamination and disposal of damaged or leaking packages containing dangerous goods.

7.2 On Board Aircraft

All dangerous goods when being unloaded from the aircraft shall be inspected for signs of damage or leakage. If evidence of damage or leakage is discovered, the operator must remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization and arrange for its safe disposal. The person in charge must also take the appropriate action to decontaminate the remainder of the consignment, the aircraft or packages if they have been contaminated. The Dangerous Goods Coordinator shall be immediately notified upon discovery of the damaged or leaking dangerous goods packaging.

7.3 Infectious Substances

The air operator should identify its procedures for dealing with damaged and leaking infectious substance packaging. If a contracted third party conducts the cargo handling, its procedures are to be inserted here. If the air operator does not handle or transport infectious substance consignments, a repeat of the company prohibition /embargo is inserted here.

7.4 Radioactive Material

The air operator should identify the procedures for monitoring and dealing with damaged radioactive material packaging. If a contracted third party conducts the cargo handling, its procedures are to be inserted here. If the air operator does not handle or transport radioactive material consignments, a repeat of the company prohibition/embargo is inserted here.

7.5 Emergency Procedures for Flight Crew

Emergency procedures for flight crew can be found in the current ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods

Note: The air operator must provide such information to the pilot-in-command; either by the above document or by any other document which provided similar information. If another document is used, enter the document title in place of the ICAO title document title. If another document is used to supplement the ICAO document, enter the document title after the ICAO title.

7.6 Emergency Procedures for Ground Handling and Cargo Acceptance Staff

Emergency procedures for Passenger and Baggage Handling, Company Stores, commissary, Warehouse, Ramp and Cargo Acceptance Staff can be found in the current Emergency Response Guidebook.

The air operator should insert any additional or specific ground handling emergency procedures and document title(s) here.

7.7 Dangerous Goods Emergency and Information Telephone Number

The Trinidad & Tobago Emergency Response Centre is located at Piarco, Trinidad and operated by the Trinidad & Tobago Fire Services (868) 669-4678

7.8 Emergency Action

- STEP 1- Evacuate and secure the area where the damaged or leaking dangerous goods were found
- STEP 2- Identify the dangerous goods, quantity and, if possible, the name of the consignor
- STEP3- Notify your supervisor and, if practicable the Company Dangerous Goods Coordinator
- STEP 4- In the case of injury, call the nearest ambulance /medical facility
- STEP 5- Call the Piarco Fire Department who will assist you in contacting the nearest source of expert assistance.
- STEP 6- As appropriate call -----for emergency response information
- STEP7- Have a person standby for any telephone reply and to give direction to the responding fire, police and /or ambulance services
- STEP 8- Notify the TTCAA
- STEP9- Notify Airport Authority /Manager if emergency is at an airport

***Note:** The Company Dangerous Goods Coordinator should review these nine steps to ensure they meet the company's need and sequence of emergency steps to be taken.*

APPENDIX A

Copy of [Operator] Training Certificate

APPENDIX B

**[Operator] Prohibited Dangerous Goods Operations, Cargo Embargoes
and Operator Variations.**

APPENDIX C

Approved exceptions for dangerous goods carried by passengers.

APPENDIX D

[Operator] procedures to be followed when prohibited dangerous goods are detected and removed from passenger or crew carried baggage.

APPENDIX E

[Operator] Permits of Equivalent Level of Safety issued by TTCAA

APPENDIX F

Copy [Operator's] Dangerous Good Acceptance Checklist

APPENDIX G

NOTIFICATION-TO- PILOT-IN-COMMAND

NOTIFICATION –TO – PILOT- COMMAND

Base _____ Date _____

Aircraft _____ Passenger Aircraft/ Cargo Only Aircraft

The Dangerous Goods listed below have been loaded on this aircraft

AWB Number	Destination Aerodrome of unloading	No. of Packages	Shipping Name	UN No	Class	Packing Group	Sub Risk	Net Qty or Gross Mass	Loading location	State Exempt	Transport Index

I certify that the Dangerous goods listed above have been loaded according to the applicable regulations and that the packages were intact and not damaged or leaking.

Signature of Cargo Agent

I am aware of the dangerous goods loaded on this aircraft and their location

Signature of the Pilot-in- Command

APPENDIX G (cont'd)

SEGREGATION BETWEEN PACKAGES

Class or Division	Class or Division							8
	1	2	3	4.2	4.3	5.1	5.2	
1	Note 1	Note 2	----	Note 2				
2	Note 2	--	--	--	--	--	--	--
3	Note 2	--	--	--	--	X	--	--
4.2	Note 2	--	--	--	--	X	--	--
4.3	Note 2	--	--	--	--	--	--	X
5.1	Note 2	--	X	X	--	--	--	--
5.2	Note 2	--	--	--	--	--	--	--
8	Note 2	--	--	--	X	--	--	--

An “X” at the intersection of a row and column indicates that packages containing these classes of dangerous goods may not be stowed next to or in contact with each other, or in a position, which would allow interaction on the event of leakage of the contents. Thus, a package containing Class 3 dangerous goods may not be stowed next to or in contact with a package containing Division 5.1 dangerous goods.

Note 1 – see section 7; 2.2.2.2 through 7; 2.2.2.4 of the ICAO Technical Instructions

Note 2- This Class or Division must not be stowed together with explosives other than those in Division 1.4 Compatibility S.

Note 3- Packages containing dangerous goods with multiple hazards in the class or divisions, which require segregation in accordance with Table 7-1, need not be segregated from other packages bearing the same UN number.

APPENDIX H

Location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment, where applicable.

APPENDIX I

Limited Access of the Transportation of Dangerous Goods Regulations

APPENDIX J

Accidental release or imminent accidental release report

APPENDIX K

Documents of Contracted Services

