APPLICATION FOR DANGEROUS GOODS INSTRUCTOR

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

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| **Name of company** | **Date of Submission** |
| **Type of Submission**  **Initial Application**  **Renewal**  **Amendment** | **Prior Instructor Approval Number (if applicable)** |
| **Title of Training Program to be use by Instructor(s)** | **Training Program Approval Number** |

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| **Instructor Profile** |
| ***Note:*** *If you are submitting the profile of more than one instructor, please make a copy and fill in this page for each instructor.* |
| **Name of Instructor** |
| **Position in the company** |

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| **You must include the following with your application** |
| Valid IATA Dangerous Goods Regulations Certificate (Issue date: );  Previous approval issued by Brunei DCA to instruct Dangerous Goods courses. If applicable (Issue date:  ); and  As per indicated in the “Guidance for Dangerous Goods Instructor Approval - Checklist”. |

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| **Submission Instructions** |
| This form, when completed, with attachments as listed below, should be forwarded to:  ***Flight Operations Section***  ***Regulatory Division***  ***Department of Civil Aviation***  ***Ministry of Transport and Infocommunications***  ***Brunei International Airport***  ***Bandar Seri Begawan, BB2513***  ***Brunei Darussalam***  Or via email at [flightops.regulatory@dca.gov.bn](mailto:flightops.regulatory@dca.gov.bn). |

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| **Payment Instructions** | | | | |
| Where applicable, full payment to be made as per Brunei DCA Scheme of Charges.  ***Note:*** *This application will not be processed until the applicable charges have been received.* | | | | |
| **Important notes** | | | | |
| **Additional Charges** | | Where the cost of the Brunei DCA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by Brunei DCA in accordance with the Scheme of Charges. | | |
| **Overseas Visits** | | If a Member or employee of Brunei DCA is required to travel overseas in respect of this application you are advised to read Brunei DCA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand. | | |
| **Withdrawal/ Cancellation of Application** | | In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by Brunei DCA on behalf of the applicant up to the point of cancellation. Please see the Brunei DCA Refunds Policy at [www.mtic.gov.bn/dca](http://www.mtic.gov.bn/dca) for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation. | | |
| **For official use only** | | | | |
| **Date of Receipt:** | | | | |
| **Enclosures Checked by** | **Name** | | | **Office** |
| **Application :  Accepted  Rejected  Pending  Approved** | | | | |
| **Remarks** | | | | |
| **Name of authorised staff member** | | | | |
| **Signature** | | | **Date** | |

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| **Financial declaration** | |
| I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.  I enclose the charges payable on application in accordance with the Scheme of Charges ([www.mtic.gov.bn/dca).](http://www.caa.co.uk/ors5))  I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges. | |
| **Name of Applicant *(as shown in 2 a), 2 b) or 2 c))*** | |
| **Signature of Applicant *(named in 2 a))*** | **or Signature of Authorised Representative *(named in 2 b) or 2 c))*** |
| **Date** | |

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| **Submission Declaration** | |
| I certify that the information provided here and in any attachment hereto is true and correct. | |
| **Signature** | **Date** |

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| **For Brunei DCA Use Only** | | |
| **A** | **Findings** | |
| **Ref** | **Details** | **Timescale for remedial action** |
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| **The Dangerous Goods Instructor** | **Name of Inspector** |
| **Does**  **Does not for the reasons shown in A** | **Signature** |
| **appear to comply with the requirements of the Technical Instructions.** | **Date** |