OPERATIONS MANUAL’S DANGEROUS GOODS SEGMENT

Applicants are strongly advised to complete the form in **BLOCK CAPITALS** using black or dark blue ink, sign and submit as instructed.

This form, when completed, 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)***.***

Failure to complete this form in full may result in a delay in processing the application. The issuing of this form does not in itself constitute an approval of the carriage of dangerous goods.

|  |
| --- |
| **Operator’s name** |
| For each of the item listed on the left, indicate in which manual the information is located as well as a precise reference. |

|  | **Information provided to the employees (ICAO TI 7;4.2)** | **Operations Manual or Other Manual (specify)** | **Reference in the Applicable Manual** | **For DCA use** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **C** | **NC** | **NA** |
| **1** | **General Restrictions** |  |  |  |  |  |
| **1.1** | States the types of dangerous goods operations the company is engaged in. |  |  |  |  |  |
| **1.2** | States which dangerous goods they do or do not accept for transport in which locations. |  |  |  |  |  |
| **1.3** | There is a list of all locations where the operations manual is/are kept. |  |  |  |  |  |
| **2** | **Dangerous Goods Coordinator** |  |  |  |  |  |
| 2.1 | The operator states the Company Title and telephone number or individual’s name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company’s dangerous goods program. |  |  |  |  |  |
| 2.2 | The operator list names and contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting dangerous goods. |  |  |  |  |  |
| **3** | **Applicable Regulations** |  |  |  |  |  |
| 3.1 | The operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed. |  |  |  |  |  |
| **4** | **Aircraft Specific** |  |  |  |  |  |
| 4.1 | The manual provides instructions on loading restrictions of the operator (if applicable). (ICAO TI 7;4.2) |  |  |  |  |  |
| 4.2 | States any aircraft dangerous goods loading restrictions by aircraft type (ICAO TI Part 7;2) |  |  |  |  |  |
| 4.3 | The manual provides details of the location and the numbering system of cargo compartments. (ICAO TI 7;4.2) |  |  |  |  |  |
| 4.4 | The manual specifies the maximum total sum of transport indexes of radioactive material permitted in each compartment. (ICAO TI 7;4.2) |  |  |  |  |  |
| **5** | **Training (ICAO TI 1;4 and 7;4.9)** |  |  |  |  |  |
| 5.1 | States who is responsible for the air operator’s Training Program and Training Records (ICAO TI 1:4.2.5) |  |  |  |  |  |
| 5.2 | States which company employees require training, type of training and frequency of recurrent training; (ICAO TI 7;4.9) |  |  |  |  |  |
| 5.3 | States that the air operator training programs must be approved by the State of authority (ICAO TI 1;4.1.2) |  |  |  |  |  |
| **6** | **Passenger Handling (ICAO TI 7;5 and 8;1)** |  |  |  |  |  |
| 6.1 | Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person (ICAO TI 8;1) |  |  |  |  |  |
| 6.2 | Describes the procedures for and the form of promulgating information to passengers. (ICAO TI 7;5) |  |  |  |  |  |
| 6.3 | States what the acceptance procedures are for passengers and baggage. (ICAO TI 7.5) |  |  |  |  |  |
| 7. | **COMAT Shipment – only for operator not intend to transport dangerous goods** |  |  |  |  |  |
| 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 (ICAO TI 7;4.2) |  |  |  |  |  |
| 7.2 | State who is responsible/qualified to prepare dangerous goods COMAT for transport |  |  |  |  |  |
| 7.3 | Describes how dangerous goods COMAT are prepared for transport |  |  |  |  |  |
| 7.4 | Explains how dangerous goods COMAT are to be processed once prepared. |  |  |  |  |  |
| 8 | **Acceptance Procedures (ICAO 7;1)** |  |  |  |  |  |
| 8.1 | Describes how dangerous goods are prevented from entering the system without appropriate preparation |  |  |  |  |  |
| 8.2 | States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted. (ICAO TI 7;6.1) |  |  |  |  |  |
| 8.3 | States the procedures for accepting/rejecting dangerous goods cargo (ICAO TI 7;1) |  |  |  |  |  |
| 8.4 | States the procedures for handling rejected dangerous goods in cargo. |  |  |  |  |  |
| 8.5 | Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. |  |  |  |  |  |
| **9** | **Retention of Documents (ICAO TI 7;4.11)** |  |  |  |  |  |
| 9.1 | Describes what documents must be retained |  |  |  |  |  |
| 9.2 | States the length of time each type of document must be retained |  |  |  |  |  |
| 9.3 | Describes who is responsible for retaining the document; |  |  |  |  |  |
| 9.4 | States the location where each is to be kept, including with third party; |  |  |  |  |  |
| **10** | **Ground Handling (ICAO 7;2)** |  |  |  |  |  |
| 10.1 | Describes procedures for storing cargo in the course of air transportation, other than on the aircraft |  |  |  |  |  |
| 10.2 | Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft |  |  |  |  |  |
| 10.3 | Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices. (ICAO TI 7;2.7) |  |  |  |  |  |
| 10.4 | Describes the procedures for loading/ unloading dangerous goods onto or from and aircraft |  |  |  |  |  |
| 11 | **Load Planning (ICAO TI 7;4.1)** |  |  |  |  |  |
| 11.1 | Describes the procedures for load planning (including preparation of NOTOC where applicable).  (ICAO TI Part 7) |  |  |  |  |  |
| 11.2 | Describes the procedures for NOTOC uplift the pilot-in-command and its retention and accessibility both on ground and in-flight when DG are carried on board the aircraft |  |  |  |  |  |
| **12** | **Emergency Procedures (ICAO Ti 7;4)** |  |  |  |  |  |
| 12.1 | States emergency response information is available and where the pilot-in-command/other crew members can find it |  |  |  |  |  |
| 12.2 | States how the pilot-in-command is to report emergencies involving dangerous goods. |  |  |  |  |  |
| 12.3 | Describes how the NOTOC is assessed during an emergency. |  |  |  |  |  |
| 12.4 | Describes the procedures for managing a dangerous goods incident/accident on the ground. |  |  |  |  |  |
| 12.5 | Describes the procedures for managing misdeclared for undeclared dangerous goods. |  |  |  |  |  |
| 12.6 | Describes the procedures to follow when reporting misdeclared or undeclared DG |  |  |  |  |  |
| 12.7 | Describes the procedures when reporting DG in passengers / crew baggage |  |  |  |  |  |
| 12.8 | Describes the procedures to follow when reporting DG incident/accident |  |  |  |  |  |
| 12.9 | In the event of aircraft accident or serious incident, the Operator must have a procedure to provide information without delay to emergency service responders about DG on board |  |  |  |  |  |

**\*C – Compliance; NC – non-compliance; NA – not applicable;**

|  |  |
| --- | --- |
| **Submission Declaration** | |
| I hereby declare to the best of my knowledge the particulars entered on this application are true. | |
| **Name of Applicant** | |
| **Signature** | **Date** |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Brunei DCA Use Only** | | | |
| **Findings/ Observation** | | | |
| **Ref** | **Details of Non-Comformity** | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **Comments** | | | |
|  | | | |
| **Name of Inspector** | | | **Title of Inspector** |
| **Signature** | | | **Date** |
| **Telephone** | | **Fax** | **Email** |