

SAFETY AND SECURITY POLICY UNIT**Regulatory Division**DCA Ref No: Date Received by DCA: 

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NOTES ON COMPLETION OF FORM – MOR05A

Notes on Completion of Form	
It is important that this form is completed in as much detail as possible; this will help to avoid delays in processing the report and unnecessary additional work by both the reporter and the Brunei DCA.	
Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are carried by a passenger or crew member on their person or in their carry on or checked-in baggage. Goods found prior to or during check-in are not required to be reported. A separate form is available for incidents related to cargo/mail or unaccompanied baggage.	
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.	
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.	
An initial report, which may be made by any means, must be despatched within 72 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.	
Copies of all relevant documents and any photographs should be attached to or sent with this report.	
Providing it is safe to do so, all dangerous goods, packaging, documents etc. relating to the occurrence must be retained in a suitable location until after the initial report has been sent to the Brunei DCA and they have indicated whether or not these should continue to be retained.	
Below are further explanations for some of the boxes on this form:	
Box	Explanation/details
1	Operator of the aircraft that the dangerous goods travelled on or on which they would have travelled if not intercepted.
8	Location at airport (e.g. baggage screening/security/ramp) and name of airport of where the occurrence happened.
12	Commercial name of the product involved.
18 - 19	Details of any type of packaging used (e.g. cardboard/fibreboard box) and UN specification details if applicable.
20 - 21	Give as much detail as possible in order to identify exactly the number and type of pieces and the quantities of dangerous goods in each piece found, e.g. 2 x 1L tins of paint.
23	The reporter should provide the full name and address of the passenger involved.
24	It is important to detail how the incident occurred, how it was found (e.g. during security screening/baggage screening etc.) and the reason for the occurrence. It is also important to record any dangerous goods marks or labels visible on the goods since this may determine the action taken by the Brunei DCA.
25	Record any action taken as a result of occurrence, e.g. warning from operator/police; goods removed; passenger/crew removed from flight.
28	Digital photographs of the dangerous goods and any packaging/baggage involved are extremely useful. If photographs cannot be taken (and only if safe to do so) photocopies of markings/labels on packaging can also be of use.