Flight Operations Section
Regulatory Division
Email: flightops.regulatory@dca.gov.bn
Website: www.dca.gov.bn



Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei International Airport
Bandar Seri Begawan, BB2513
Brunei Darussalam

APPLICATION FOR SHIPPER AND FREIGHT FORWARDER REGISTRATION AND DANGEROUS GOODS APPROVAL

NOTE: Part A is mandatory for all shippers and freight forwarders. If the organisation currently undertakes, or proposes to undertake, activities involving dangerous goods (including through a contractor), complete Parts A and B. If it does not undertake DG activities, complete Part A only. Part C is for Brunei DCA use. Signing Part A covers all applicable information in the submission.

PART A - MANDATORY DECLARATION (ALL APPLICANTS)

A1. Application and Legal Entity Details

A1.1 Nature of submission (select one)
☐ Initial activity declaration ☐ New DG approval ☐ DG approval renewal ☐ Variation / amendment ☐ Reinstatement

A1.2 Entity category (select one)
☐ Shipper ☐ Freight forwarder ☐ Both shipper and freight forwarder

Registered legal name	
Trading name (*if different*)	
Business registration / ROC number	
Registered office address	
Principal operating address (*if different*)	
General contact telephone and email	
Name and position of accountable senior manager	
Senior manager contact email / telephone	
Existing DCA registration / approval reference (*if applicable*)	

A2. Air Cargo and Dangerous Goods Activity Screening

Mandatory: answer EACH of A2.1 to A2.4. A DG declaration covers activities carried out directly or by a third party on the applicant's behalf. "No DG" means the entity does not knowingly offer, prepare, process or forward DG for air transport; it does not eliminate the need to recognise undeclared DG in general cargo.

A2.1 Does the organisation ship, prepare, process, arrange or forward goods intended for transport by air?
☐ Yes ☐ No

A2.2 Does it CURRENTLY offer, prepare, process, arrange or forward dangerous goods for transport by air?
☐ Yes ☐ No

A2.3 Does it PROPOSE to commence any activity in A2.2 as part of this application?
☐ Yes ☐ No

A2.4 Are any such DG activities carried out, or planned to be carried out, by another organisation on its behalf?
☐ Yes ☐ No

Brief description of cargo types / services provided	
Organisation contracted for DG activities (*if YES to A2.4*)	

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NOTE:
- If YES to A2.2 or A2.3, please complete Part B of this form.
- If NO to BOTH, Part B of this form is NOT REQUIRED.
- A future change from non-DG to DG activities must be notified to DCA and the applicable approvals obtained before undertaking DG activities.

A3. General Cargo Controls and DG Training Applicability (All Air Cargo Applicants)

NOTE: Entities whose personnel are subject to DG training requirements must establish and maintain a function-appropriate training and assessment programme and obtain DCA approval. Use of an external training provider does not transfer this responsibility. General-cargo personnel may require competency in recognising undeclared/misdeclared DG.

A3.1 Do staff handle, check, process, prepare, receive, store or forward general cargo where undeclared DG could be encountered?
☐ Yes ☐ No ☐ Not applicable (no air cargo functions)

A3.2 Does the organisation have documented arrangements to identify, stop / refer and report suspected undeclared or misdeclared DG?
☐ Yes ☐ No ☐ Not applicable - explain below

Relevant functions / controls or reason for N/A	

A3.3 DG training programme applicability (applicant assessment; subject to DCA verification)
☐ Applicable ☐ Considered not applicable (give reasons) ☐ To be confirmed with DCA

A3.4 Status of training programme (where applicable)
☐ DCA-approved ☐ Submitted for DCA approval ☐ Being developed ☐ Not applicable

A3.5 Training delivery (where applicable)
☐ Internal ☐ External training provider ☐ Both ☐ Not applicable

Training programme reference / status / provider (if relevant)	
Affected personnel functions, number of staff, or reason training is considered not applicable	

A4. Formal Declaration and Signature (All Applicants)

I certify that the information stated in this form, including the declaration of air cargo and dangerous goods activities, is accurate and complete. I confirm that the declaration includes activities undertaken by contractors on our behalf. I understand that declaring no dangerous goods activity does not exempt the organisation from applicable requirements for recognising undeclared or misdeclared dangerous goods or for training and competency. I undertake to notify the Department of Civil Aviation of material changes, including before commencing dangerous goods activities, and to comply with applicable regulatory requirements and DCA oversight arrangements.

Authorised signatory (full name)	
Position / designation	
Signature	
Date	

A5. Attachments and Submission - Part A

Attach as applicable
☐ Business registration / legal entity evidence ☐ DG training programme approval or submission evidence (if applicable)
☐ General cargo DG-awareness procedure / controls (if available and relevant) ☐ Other explanatory supporting documents

This form, when completed, with attachments as listed below, should be forwarded to:

Flight Operations Section
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Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei International Airport
Bandar Seri Begawan, BB2513

Or via email at flightops.regulatory@dca.gov.bn

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PART B - DANGEROUS GOODS ENTITY APPROVAL (DG APPLICANTS ONLY)

NOTE: Complete Part B ONLY where A2.2 or A2.3 is YES. Provide supporting schedules if necessary. All information in Part B is covered by the signature in A4.

B1. Requested Dangerous Goods Functions and Scope

B1.1 Functions actually undertaken or proposed (tick all applicable)
☐ DG identification / classification ☐ Selection / application of packing instructions
☐ Packing / repacking ☐ Marking / labelling ☐ Overpacking
☐ Preparing DG transport documentation ☐ Signing the shipper declaration
☐ Freight forwarding / processing DG consignments ☐ Acceptance / compliance checking
☐ Storage / segregation ☐ Handling / loading / unloading
☐ Providing information to operators ☐ Other: _____

B1.2 DG classes / divisions involved (tick all applicable)
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

B1.3 Special or commonly encountered DG
☐ Lithium batteries / equipment ☐ Dry ice ☐ Infectious substances / biological substances
☐ Magnetised material ☐ Limited quantities ☐ Excepted quantities ☐ Other specialised DG

B1.4 Does any intended activity need a State approval, exemption or specific authorisation?
☐ No ☐ Yes - details attached

Other DG functions, specific authorisations, requested limitations	

B2. Locations, Facilities and Interfaces

List each location at which a DG function is undertaken, performed or controlled.

Location	Full address	DG functions performed	DG physically handled?
Head office			☐ Yes ☐ No
Warehouse / storage			☐ Yes ☐ No
Packing / preparation			☐ Yes ☐ No
Other (attach if more)			☐ Yes ☐ No

Air / cargo operators normally used	
Ground handling / cargo acceptance entities normally used	
Principal tender / acceptance locations	

B3. Nominated DG Responsible Person and Existing Approvals

Responsible person: name and position	
Employment status (employee / contracted function)	
Email / telephone	

Authority assigned to responsible person (tick applicable)
☐ Stop / reject DG shipments ☐ Control DG procedures ☐ Control personnel competency
☐ Report DG occurrences ☐ Liaise with DCA ☐ Initiate corrective actions

B4. DG Procedures / Manual

B4.1 Are controlled DG procedures available for the functions applied for?
☐ Yes ☐ No ☐ Submitted concurrently for DCA review

NOT DCA

DG manual / SOP title, document number and revision	

B4.2 Topics addressed (as applicable)
☐ DG identification / classification ☐ Prohibited DG ☐ Packing ☐ Marking / labelling
☐ Documentation ☐ Acceptance checking ☐ Storage / segregation ☐ Damage / leaks
☐ Undeclared / misdeclared DG ☐ Emergency response ☐ Occurrence reporting
☐ Records / training ☐ Regulatory changes ☐ Other: _____

Attachment: current controlled DG manual, SOP or procedures relevant to the requested DG activities.

B5. DG Training, Competency and Programme Approval

B5.1 Programme status (select one)
☐ Entity DG training programme approved by DCA ☐ Submitted to DCA / decision pending
☐ Not yet submitted

B5.2 Training delivery
☐ In-house ☐ External training provider ☐ Both

DCA programme approval number / submission reference	
External provider / instructor / assessor details (if relevant)	
Location / system of training and competency records	

The entity remains responsible for its own function-appropriate training and assessment programme and DCA approval, even where course delivery is by an external provider. Training should be based on actual job functions and competencies; provider certificates alone do not replace programme approval.

Personnel / job function	No.	DG function / competency	Training current?	Assessment current?
DG consignment preparers			☐ Y ☐ N	☐ Y ☐ N
Packers / labellers			☐ Y ☐ N	☐ Y ☐ N
Transport documentation staff			☐ Y ☐ N	☐ Y ☐ N
Freight-forwarding personnel			☐ Y ☐ N	☐ Y ☐ N
General cargo / warehouse staff			☐ Y ☐ N	☐ Y ☐ N
DG supervisors / managers			☐ Y ☐ N	☐ Y ☐ N

Attachment: current DG training and competency register (TNA), organised by actual personnel functions and responsibilities.

B6. Operational Facilities, Equipment and Controls

B6.1 Facilities / controls available (tick those applicable)
☐ DG preparation area ☐ DG storage area ☐ Segregation controls ☐ Damaged / leaking DG area
☐ Spill / emergency equipment ☐ Fire protection ☐ Regulatory reference material
☐ Packaging / marks / labels ☐ Weighing / measuring equipment ☐ Document control
☐ Training record system ☐ Other: _____

Facility limitations or special controls	

B7. Packing and Packaging

B7.1 Does the entity pack DG?
☐ No ☐ Yes - own consignments ☐ Yes - for third parties

NOT DCA

B7.2 Packaging types and activities (as applicable)
☐ UN specification ☐ Combination ☐ Limited quantity ☐ Excepted quantity
☐ Specialised / infectious substance ☐ Dry ice ☐ Lithium battery ☐ Other

B7.3 How is packaging suitability checked?
☐ UN specification marking ☐ Manufacturer evidence ☐ Test / certification evidence
☐ Other controlled verification

Packing / preparation location, if different from B2	

B8. DG Storage and Handling

B8.1 Are DG consignments held or stored before / after air transport?
☐ No ☐ Yes

DG storage location(s)	
Segregation, damage / leak and emergency arrangements	

B9. Outsourced DG Functions

B9.1 Are any DG functions performed by another entity on applicant's behalf?
☐ No ☐ Yes

Contractor	Functions	Location

Contracting a DG function does not remove the applicant's responsibilities. Describe how competence, oversight, records and compliance of outsourced services are maintained.

B10. DG Activity and Occurrence History

Metric	Previous 12 months / current period	Initial applicant estimate
DG consignments offered / processed		
Average DG consignments per month		
DG consignments rejected / returned		
Undeclared / misdeclared DG occurrences		
DG accidents / incidents		
Occurrence reports submitted to DCA		

B11. Records, Reporting and Internal Compliance Monitoring

B11.1 Record types maintained
☐ Personnel training ☐ Competency assessments ☐ DG transport documents ☐ Air waybills
☐ DG checking / acceptance records ☐ Packaging evidence ☐ Occurrence reports
☐ Internal compliance reviews ☐ State approvals / exemptions ☐ Contractor records

Record retention periods	
Record storage location / electronic system	

B11.2 Does the entity conduct DG compliance reviews?
☐ Yes ☐ No

Review frequency / most recent review date	

B12. Material Changes, Limitations and Variations

Notify DCA of changes affecting legal entity / ownership, DG responsible person, locations, functions, DG classes, procedures, training arrangements, contractor controls or the commencement / cessation of DG activities, consistent with applicable requirements and approval conditions.

B12.1 For renewal / variation applications
☐ No material changes ☐ Material changes - attach details

Summary of proposed changes / requested DG limitations	

B13. Supporting Documents - DG Application

Document / evidence	New DG approval	Renewal	Variation
Legal entity / registration evidence	☐	☐ if changed	☐ if relevant
DCA training programme approval / submission evidence	☐	☐ current	☐ if changed
DG training and competency register	☐	☐	☐ if relevant
Location / facilities schedule	☐	☐	☐ if changed
DG contractor schedule / competence evidence	☐ if relevant	☐ if relevant	☐ if changed
DG activity / occurrence / corrective action summary	N/A	☐	☐ if relevant
Prior approval / exemption certificates	N/A	☐	☐ if relevant

DG applications: submit Part A AND Part B and all applicable evidence to the DCA address in A5. Part A signature certifies the complete submission. Failure to provide applicable documents may delay assessment.

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PART C - FOR BRUNEI DCA USE ONLY

C1. Declaration Review / Administrative Screening

Administrative check	Outcome / reference	Reviewed by / date
Part A complete and signed	☐ Yes ☐ No	
Air cargo activity declared (A2.1)	☐ Yes ☐ No	
DG current / intended activity checked (A2.2 / A2.3)	☐ DG ☐ Non-DG	
Outsourced DG activities considered (A2.4)	☐ Yes ☐ No ☐ N/A	
Non-DG route: Part B not required	☐ Yes ☐ No ☐ N/A	
General cargo DG recognition / training applicability checked	☐ Yes ☐ No ☐ N/A	
Programme approval / submissions verified when applicable	☐ Yes ☐ No ☐ N/A	
Entity registration evidence received	☐ Yes ☐ No	
Fees / additional evidence (where applicable)	☐ Yes ☐ No ☐ N/A	

C2. Technical Assessment (DG Applicants Only)

Assessment actions
☐ Documents reviewed ☐ Interview ☐ Facility inspection required / completed
☐ Findings raised ☐ Findings closed ☐ Additional information requested

Assessment area	Result	Finding / action reference
DG functions / classes / limitations	☐ Satis ☐ Not satis	
Management / DG responsible person	☐ Satis ☐ Not satis	
DG procedures / documentation	☐ Satis ☐ Not satis	
Training programme / competency	☐ Satis ☐ Not satis	
Facilities, packing / storage controls	☐ Satis ☐ Not satis ☐ N/A	
Outsourced function oversight	☐ Satis ☐ Not satis ☐ N/A	
Records / reports / monitoring	☐ Satis ☐ Not satis	

C3. Regulatory Outcome

Outcome / recommendation
☐ Record non-DG declaration (not a DG approval) ☐ DG approval
☐ DG approval with limitations ☐ Further information required ☐ Reject / not approved

Entity registration / DG approval reference	
Approved DG functions / classes / location(s) (if applicable)	
Conditions / limitations / training programme reference	
Approval validity (if applicable)	
Inspector / assessor and date	
Decision authority and date	

DCA INTERNAL NOTE: Recording a non-DG activity declaration does not confer permission to offer dangerous goods for transport by air. Training applicability and other legal duties are assessed in accordance with the BAR 18 and the ICAO Technical Instructions.

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