



**AUTORITATEA AERONAUTICĂ CIVILĂ
A REPUBLICII MOLDOVA**

AMC la CT-TABP

**Mijloace acceptabile de punere în conformitate
la cerințele tehnice
Transportul aerian al bunurilor periculoase**

Ediția 02/ July 2023



Acte ale Autorității Aeronautice Civile a Republicii Moldova

698 O R D I N **cu privire la aprobarea ediției nr.02 a mijloacelor acceptabile de punere în conformitate la cerințele tehnice „Transportul aerian al bunurilor periculoase” (AMC la CT-TABP)**

În temeiul art. 7 alin.(3) pct. 1) lit. d) din Codul aerian al Republicii Moldova nr. 301/2017 și pct. 10 subpct.1) lit. d) din Regulamentul cu privire la organizarea și funcționarea Autorității Aeronautice Civile, aprobat prin Hotărârea Guvernului Republicii Moldova nr. 133/2019, întru executarea atribuțiilor ce îi revin Autorității Aeronautice Civile în calitate de autoritate administrativă de certificare, supraveghere și control în domeniul aviației civile, în scopul asigurării implementării cerințelor tehnice „Transportul aerian al bunurilor periculoase”,

ORDON:

1. Se aprobă ediția nr.02 a mijloacelor acceptabile de

DIRECTOR ADJUNCT

Nr. 30/GEN. Chișinău, 12 iulie 2023.

punere în conformitate la cerințele tehnice „Transportul aerian al bunurilor periculoase” (AMC la CT-TABP), conform anexei la prezentul ordin.

2. Autoritatea Aeronautică Civilă va pune la dispoziția tuturor persoanelor interesate anexa la prezentul ordin prin publicarea pe pagina web oficială www.caa.md, la compartimentul „Cadrul normativ/AMC”.

3. De la data intrării în vigoare a prezentului ordin, se abrogă ediția nr.01 a AMC la CT-TABP.

4. Prezentul ordin intră în vigoare din data publicării în Monitorul Oficial al Republicii Moldova.

Andrei CEBANU

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CHAPTER 01 - GENERAL

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1.1 Introduction

Technical requirements - Transport of dangerous goods by air (further on - CT-TABP) are developed in accordance with the provisions of Annex 18 to the Chicago Convention and the International Civil Aviation Organization Technical Instructions for the safe transport of dangerous goods by air (Doc.9284).

These Acceptable Means of Compliance (AMC) are developed for the purpose of establishing detailed instructions on how to comply with the applicable provisions of international and national legal framework related to transport of dangerous goods by air.

The provisions of this AMC are applicable to:

- a. air operators, including those whose policy is not to transport dangerous goods;
- b. all aeronautical / economic agents performing direct or related activities related to the civil air transport of dangerous goods;
- c. airports / civil aerodromes certified in accordance with the national legal framework for the handling / storage of dangerous goods;
- d. CAA subdivisions affected by/involved in implementation CT-TABP.

The guidelines and procedures presented in this AMC are designed to help the implementation of the air transportation of dangerous goods inspection programme and to promote the uniform understanding.

This document is offered also to assist in the inspection of air operators, handling agents, freight agents, shippers and other parties.

This document outlines the recommended procedures for dangerous goods inspector who should follow them in conducting his / her duties.

1.2 AMC scheme

To facilitate the use of this document, care was taken to ensure that the pages are easy to read, and that information is easy to locate. The table of contents provides easy reference to the overall content. The chapters provide detailed information about the various items listed in the table of contents. Finally, the appendices provide supporting material to the chapter such as lists, charts and schedules.

1.3 Definitions

The following definitions are for the use of this document only.

- **"Adapted competency model"** - a group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.
- **"Additional Documents"** - includes a copy of the Air Waybill when one is required, a copy of the check list used by the air operator in the acceptance of dangerous goods, a copy of the form used to give written notification to the pilot-in-command, and the packaging certificate for some radioactive material packaging.
- **"Audit"** - an in-depth inspection of an air operator's operation to verify conformance with current regulations.
- **"Competency"** - a dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.
- **"Competency-based training and assessment"** - training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

- **"Competency standard"** - a level of performance that is defined as acceptable when assessing whether or not competency has been achieved.
- **"Conditions"** - anything that may qualify a specific environment in which performance will be demonstrated.
- **"Compliance"** - the state of conforming to specified requirements of a regulation
- **"ICAO competency framework"** - a competency framework, developed by ICAO, is a selected group of competencies for a given aviation discipline. Each competency has an associated description and observable behaviours.
- **"Inspection"** - an examination of a specific item, function, and procedure, component or part of the company's operation either routinely or for specific reason to verify compliance with regulations.
- **"Investigation"** - a systematic search for and documentation of facts relevant to an occurrence or suspected violation, from which a decision to take appropriate action can be made.
- **"Observable behaviour"** - a single role-related behaviour that can be observed and may or may not be measurable.
- **"Performance criteria"** - statements used to assess whether the required levels of performance have been achieved for a competency. A performance criterion consists of an observable behaviour, condition(s) and a competency standard.
- **"Personal"** - personnel include all persons involved in the transport of dangerous goods, whether they are employees of the operator or not (GM1 SPA.DG.105(b)(6)).
- **"Procedure"** - a series of steps followed in a regular order (when, where, how, what and by whom a task shall be completed).

1.4 Acronyms

"ADDIE"	Analyse, design, develop, implement and evaluate
"ANC"	Air Navigation Commission
"COMAT"	Company Material
"CAA RM"	Civil Aviation Authority of the Republic of Moldova
"FDG"	"finding" is used in checklists
"IAEA"	International Atomic Energy Agency
"IATA DGR"	International Air Transport Association's Dangerous Goods Regulations
"ICAO TI"	International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air
"ICAO TI SUP"	International Civil Aviation Organization Supplement to Technical Instructions for the Safe Transport of Dangerous Goods by Air
"ISD"	Instructional Systems Design
"KSA"	Knowledge, skills and attitudes
"MSDS"	Material Safety Data Sheet
"NOTOC"	"Notice to Captain" or "Notification to Pilot-in-command"
"N/A"	Not Applicable
"N/C"	Not Checked
"SARP's"	Standards and Recommended Practices
"SMS"	Safety Management System
"SRM"	Safety Risk Management
"SSP"	State Safety Programme
"ULD"	Unit Load Device
"UN"	United Nations

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2.1 International regulations

Annex 18 to the Convention on International Civil Aviation of the International Civil Aviation Organization (also known as Chicago Convention).

Chicago Convention was signed on 7 December 1944 setting forth the purpose of ICAO:

- **'WHEREAS** the future development of international civil aviation can greatly help to create and preserve friendship and understanding among the nations and peoples of the world, yet its abuse can become a threat to the general security; and
- **WHEREAS** it is desirable to avoid friction and to promote that co-operation between nations and peoples upon which the peace of the world depends;
- **THEREFORE**, the undersigned governments having agreed on certain principles and arrangements in order that international civil aviation may be developed in a safe and orderly manner and that international air transport services may be established on the basis of equality of opportunity and operated soundly and economically;
- Have accordingly concluded this Convention to that end."

The Convention is supported by nineteen annexes, containing standards and recommended practices (SARPs). The annexes are amended regularly by ICAO.

Annex 18 was developed to respond to a demand by contracting states for an internationally agreed upon set of provisions addressing the transportation of dangerous goods by air. These provisions are based upon the recommendations of the United Nations Committee of Experts on the transport of dangerous goods and the regulations for the safe transport of radioactive material of the International Atomic Energy Agency. All amendments to Annex 18 are approved by the Council following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with states.

ICAO TI for the safe transport of dangerous goods by air contain the detailed technical material needed to support the broad provisions of Annex 18 providing a fully comprehensive set of international regulations. The ICAO TI can also be amended by the Council, following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with states. The SARPs are contained in the Annex 18 and the TI contain all the detailed instructions for the safe transport of dangerous goods by air. They are published biennially.

ICAO TI SUP for the safe transport of dangerous goods by air provides information that is primarily of interest to states. Certain dangerous goods which are normally forbidden (identified in Table 3-1 of the TI by special provision A-1, A-2 or A-109) may be specifically authorized for air transport by approval of the appropriate national authority. The ICAO TI SUP provide information to state for the processing of approvals or exemptions.

ICAO Guidance on a competency-based (Doc.10147) "Approach to Dangerous Goods Training and Assessment" provides guidance in implementing a competency-based approach to dangerous goods training and assessment for personnel involved in the transport of cargo, mail, passengers and baggage by air.

IATA Guidance on a competency-based "Competency-based Training and Assessment Approach" provides guidance presents an industry consulted benchmark that can be used by in developing dangerous goods training programmes.

2.2 National regulations

Annex 18 and the ICAO TI are included directly or by reference in the national legal framework (Technical Requirements - Transport of Dangerous Goods by Air – (CT-TABP)).

2.3 Reference

This AMC makes reference to ICAO Doc.9842 and Doc.10147. References to the IATA "Dangerous Goods Regulations" (IATA Regulations) and Competency-based Training and Assessment Approach (IATA) may be necessary for some inspections.

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This document details how the requirements of national and international legal framework regarding the granting, modification, renewal, suspension or revocation of an air transport approval of dangerous goods and / or related activities must be met.

3.1 Air operator who intends to carry out dangerous goods by air

In order to obtain the approval for the transport of dangerous goods by air, the operator shall submit to the CAA:

- a. application form for approval to transport dangerous goods by air (Annex 1 to CT-TABP);
- b. application for issuance / modification of the AOC;
- c. the operator shall designate and present to the CAA a person responsible for all issues related to carriage of dangerous goods by air;
- d. dangerous goods manual or operations manual;
- e. application form for approval of dangerous goods training programmes or training organisation (if the operator subcontracted an external training organisation).

NOTE: *The training programme and instructors shall be approved by the CAA in accordance with the requirements described in CT-TABP.*

- f. list of personal staff trained commensurate with the functions (a breakdown of the training for company staff by function and training programmes, including dangerous goods manager (DG) with training as “Personnel responsible for processing or accepting dangerous goods consignments”).
- g. the operator shall have facilities provided for the handling of dangerous goods, taking into account the nature and scale of the operation and the facilities provided for the preparation, offering, accepting, handling and transport of dangerous goods, taking into account the nature and scale of each operation or a written agreement between the operator and the contracted organisation that clearly defines the contracted activities and the applicable requirements, if operator decides to contract activities to external organisations;
- h. the operator shall present to the CAA audit or evaluation form report for the contracted safety-related activities relevant to the agreement (ORO.GEN.205 of the GD no.612/2022).

NOTE: Dangerous goods specifications cannot be granted for the initial AOC unless a written agreement exists.

The ultimate responsibility for the product or service provided by external organisations should always remain with the operator.

The agreement provisions shall be included in the operator's safety management and compliance monitoring programmes.

When the contracted organization is itself certified or authorised to carry out the contracted activities, the operator's compliance monitoring department should at least check that the approvals for the contracted activities are still valid.

Air operators who intend to carry out dangerous goods by air must develop procedures and instructions for the company's staff so that the company's policy can be complied with.

The procedures and instructions shall be contained in the dangerous goods manual / operations manual and shall be subject to the approval of the CAA.

The content of the operations manual / dangerous goods manual shall be developed in accordance with the Appendix "5-2" of this document.

3.2 Air operator who does not intend to carry out dangerous goods by air

The operator who does not intend to carry out dangerous goods by air shall submit to the CAA:

- a. dangerous goods manual or OM Part A Chapter 09;
- b. application form for approval of dangerous goods CBTA programmes or training organisation (if operator subcontracted an external training organisation);

NOTE: *The training programme and instructors shall be approved by CAA in accordance with the requirements described in CT-TABP.*

- c. list of personal staff trained commensurate with the functions (a breakdown of the training for company staff by function and training programmes, including DG with training as "Personnel responsible for processing or accepting goods presented as general cargo");
- d. a written agreement between the operator and the contracted organisation that clearly defines the contracted activities and the applicable requirements, if operator decides to contract activities to external organisations;
- e. the operator shall present to the CAA audit or evaluation form report for the contracted safety-related activities relevant to the agreement (ORO.GEN.205 of GD no.612/2022).

Air operators who do not intend to carry out dangerous goods by air must develop procedures and instructions for the company's staff so that the company's policy can be complied with.

The ultimate responsibility for the product or service provided by external organisations should always remain with the operator.

The agreement provisions shall be included in the operator's safety management and compliance monitoring programmes.

When the contracted organization is itself certified or authorized to carry out the contracted activities, the operator's compliance monitoring department should at least check that the approvals for the contracted activities are still valid.

The procedures and instructions shall be contained in the dangerous goods manual / operations manual and operations manual Part D and shall be subject to the approval of the CAA.

Operators who do not accept, handle, or store dangerous goods must include in the operator's manual procedures and instructions:

- a. so that all personnel responsible for accepting and handling any cargo or packaged materials receive adequate training on the recognition of items classified as dangerous goods;
- b. so that no packages are accepted by the operator that contain dangerous goods;
- c. for reporting that damaged packages found to contain, or that are suspected of containing, dangerous goods are reported in compliance with the CT-TABP;
- d. to ensure that all spares and/or company material (COMAT) classified as dangerous goods are offered for transport by a different mode of transport and/or an operator that is an authorized to transport dangerous goods;
- e. to ensure that any employee, agent, or contract employee of the operator who prepares and/or offers COMAT classified as dangerous goods for shipment via any mode is fully trained as a dangerous goods shipper.

The content of the dangerous goods manual / operations manual shall be developed in accordance with the Appendix "5-2" of this document.

3.3 A competency-based approach to training and assessment programmes approvals

A safe and efficient air transport system is dependent on a competent workforce.

ICAO has recognized that this can be achieved through the implementation of a competency-based approach to training and assessment.

This procedure is used to approve dangerous goods training programmes for all entities involved in the transport of dangerous goods by air (including operators which choose not to transport dangerous goods).

Initial and recurrent dangerous goods CBTA programmes for all staff shall be reviewed and approved by the CAA.

(Annex 3, Annex 4 and Annex 5 (checklists) to CT-TABP).

CT-TABP sets out the minimum training requirements, required by the various functions of employees involved in the handling, offering or transporting of dangerous goods as it relates to their assigned duties.

When an operator does not intend to transport dangerous goods, dangerous goods CBTA programmes intended to help the ground and flight personnel recognize and refuse dangerous goods shall be reviewed and approved by the CAA (Annex 3 to CT-TABP).

To approve the operator's CBTA programmes, the CAA must verify the training curricula. Operator's staff must receive training in the requirements commensurate with their functions.

NOTE: *If a checklist was required to be submitted with the training program application, the same checklist can be used to assist the CAA inspector in the process of review and approval.*

Doc.9284 requires that employers ensure personnel are competent to perform any function for which they are responsible prior to performing it.

A competency-based approach to training and assessment is an effective way to ensure this requirement is met.

The main benefit of a competency-based approach to training and assessment is its potential to encourage and enable personnel to reach their highest level of capability while ensuring a basic level of competence as a minimum standard. It does this by:

- a. targeting specific training needs;
- b. supporting continuous learning and performance improvement;
- c. gearing towards learning rather than simply passing a test;
- d. ensuring the integration of the knowledge, skills and attitudes (KSA) needed to perform effectively;
and
- e. establishing sufficient, well-trained and competent instructors.

The personnel must be trained commensurate with the functions for which they are responsible.

These responsibilities are determined by the specific functions the personnel perform and not by their job titles.

Concentrating on functions and responsibilities rather than a job title or job description ensures that a person is competent to perform the function in compliance with the TI.

The depth of training each person receives should be appropriate to the functions performed.

This could range from a familiarization level to an expert level for certain personnel.

3.4 Principles of competency-based training and assessment

A competency-based approach to training and assessment is based on the following principles:

- a. relevant competencies are clearly defined for a particular role;
- b. there is an explicit link between competencies and training, required performance on the job, and assessment;
- c. competencies are formulated in a way that ensures they can be trained for, observed and assessed consistently in a wide variety of work contexts for a given role;
- d. trainees successfully demonstrate competency by meeting the associated competency standard;
- e. each stakeholder in the process including the employer (e.g. shipper, freight forwarder, ground handling agent and operator), instructor, trainee, training organization and regulator has a common understanding of the competency standards;
- f. clear performance criteria are established for assessing competence;
- g. evidence of competent performance is valid and reliable;
- h. instructors' and assessors' judgements are calibrated to achieve a high degree of inter-rater reliability;
- i. assessment of competencies is based on multiple observations across multiple contexts; and
- j. to be considered competent, an individual demonstrates an integrated performance of all the required competencies to a specified standard.

Instructional systems design (ISD) is a systematic process for designing and developing training.

When competency-based training has been implemented, CAA shall oversee the training programme to ensure that it actually produces personnel who can perform the functions for which they are responsible in a specific operational setting and in compliance with the national regulatory framework.

The training courses shall include:

1. training specification;
2. training methods (in-class or CBT);
3. adapted competency model;
4. training plan;
5. assessment plan;
6. training and assessment materials;
7. course timescale;
8. availability of the necessary teaching materials (description, copy or reference to the training materials used to meet the training requirements), and
9. sample tests.

Doc.10147 and IATA “Dangerous Goods Training Guidance” provide guidance for designing dangerous goods competency-based training and assessment using the ICAO competency framework for dangerous goods personnel and the ADDIE model.

For CBT training courses, the applicant shall provide CAA inspectors with access to the respective programme for the verification of its content and of the examination / verification system.

The PASS mark shall be at least 80% of correct answers.

Instructors of initial and recurrent dangerous goods training programmes (classroom) must be accepted by the CAA and shall, before appointment, give proof of their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

Instructors and assessors of initial and recurrent dangerous goods CBTA programmes must demonstrate or be assessed as competent in instruction and the function(s) that they will instruct prior to delivering such training and assessment (Appendix 5-5).

All assessors should reach the same conclusion when performing an assessment. All assessors should be trained and monitored to achieve and maintain an acceptable level of inter-rater reliability.

Instructors should have knowledge of training techniques as well as in the field of transport of dangerous goods by air so that the subject is covered fully, and questions can be adequately answered (Appendix 5-5).

Training intended to give general information and guidance may be by any means including handouts, leaflets, circulars, slide presentations, videos, computer-based training, etc., and may take place on-the-job or off-the-job.

The person being trained should receive an overall awareness of the subject.

This training should include a written, oral or computer-based examination covering all areas of the training programme, showing that a required minimum level of knowledge has been acquired.

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 proof of qualification. The course may be by means of tuition, as a self-study programme, or a mixture of both.

The employer must ensure that personnel are competent to perform any function for which they are responsible prior to performing any of these functions.

This must be achieved through training and assessment commentsurate with the functions for which they are responsible. Such training must include:

- a. general awareness / familiarization training – personnel must be trained to be familiar with the general provisions;
- b. function – specific training – personnel must be trained to perform competently any function for which they are responsible; and
- c. safety training – personnel must be trained on how to recognize the hazards presented by dangerous goods, on the safe handling of dangerous goods, and on emergency response procedures.

NOTE: *General information on the provisions for dangerous goods carried by passengers and crew should be included in training courses, as appropriate.*

Personnel who have received training but who are assigned to new functions must be assessed to determine their competence in respect of their new function. If competency is not demonstrated, appropriate additional training must be provided.

During safety training the personnel must be trained on how to recognize the hazards presented by dangerous goods, on the safe handling of dangerous goods, and on emergency response procedures.

Training in emergency procedures should include as a minimum:

- (1) for personnel other than crew members:
 - i. dealing with damaged or leaking packages;
 - ii. other actions in the event of ground emergencies arising from dangerous goods;
- (2) for flight crew members:
 - i. actions in the event of emergencies in flight occurring in the passenger compartment or in the cargo compartments;
 - ii. the notification to ATS shall be performed in case an in-flight emergency occurrence.

- (3) for crew members other than flight crew members:
- i. dealing with incidents arising from dangerous goods carried by passengers;
 - ii. dealing with damaged or leaking packages in flight

Personnel must receive recurrent training and assessment within 24 months of previous training and assessment to ensure that competency has been maintained.

However, if recurrent training and assessment is completed within the final three months of validity of previous training and assessment, the period of validity extends from the month on which the recurrent training and assessment was completed until 24 months from the expiry month of that previous training and assessment.

If the recurrent training and assessment is not completed by the end of the month, an initial course should be performed.

3.5 Instructor / assessor qualification (as of 01.05.2023)

	DG related qualification requirements (for instructors / assessors working for an employer based in Republic of Moldova)	Demonstration / Assessment
DG knowledge	<p>For all instructors / assessors</p> <p>DG “training and assessment” at least for the knowledge they intend to train / assess.</p> <p>Validity of DG knowledge qualification - 24 months.</p> <p>Extension of validity of qualification Recurrent “training and assessment” or at least one training performed in the last 24 months on the knowledge they intend to train.</p> <p>Note: All instructors / assessors shall continuously keep themselves informed of regulatory amendments</p>	Record of recurrent “training and assessment” or evidence of conduction of training
Operational experience	<p>1. For new instructors/assessors</p> <p>a. Experience in a function directly involved in the transport of DG within the operational environment they intend to train / assess:</p> <p>➤ Operators:</p> <ul style="list-style-type: none"> • DG for DG- or Non-DG operations • Non-DG for Non-DG operations or • Entities other than operators <p>Note: the requirement regarding the operational environment is not company related.</p> <p>b. Duration of the experience required for instructors: at least 6 months, accomplished during the last 5 years before starting instructing.</p> <p>Note: for assessors, same experience duration recommended as for instructors (but not mandatory).</p> <p>2. Grandfather rights</p> <p>Individuals acting as instructors / assessors between 01.01.2021 and 01.05.2023 for an employer based in Republic of Moldova may continue to train within the same operational environment without complying with points 1a and 1b.</p> <p>If these individuals intend to instruct / assess from 01.05.2023 in any other operational environment, the requirements under points 1a and 1b must be fulfilled.</p>	Provisions of documents such as: <ul style="list-style-type: none"> • Work certificate delivered by each former DG related employer • Job description (may be included in work certificates)

	<p>3. Validity of operational experience</p> <p>Unlimited, but in case of an interruption in instructing of more than five consecutive years the operational experience loses its validity and must be acquired again by fulfilling the requirements under point 1.</p>	
Pedagogical skills (instruction)	<p>For new instructors</p> <p>Must demonstrate or be assessed as competent in instruction.</p> <p>The following approach is a way to acquire this competence:</p> <ol style="list-style-type: none"> 1. Attend the course (to be taught) as an observer; 2. Prepare a course and co-facilitate it with an experienced instructor; 3. Individually teach a complete course and, ideally, lead or establish a complete training programme. <p>For individuals already acting as instructors between 01.01.2021 and 01.05.2023</p> <p>Same requirements as for new instructors or at least one training performed in this period.</p> <p>Nevertheless, the above-mentioned pedagogical skills qualifications requirements are highly recommended.</p>	<p>For new instructors' evidence of demonstration and/or assessment (e.g. certificate of assessment provided by the current employer)</p> <p>For individuals already acting as instructors between 01.01.2021 and 01.05.2023</p> <ul style="list-style-type: none"> • Evidence of demonstration and/or assessment or; • Evidence of conduction of training
	<p>Validity of pedagogical skills qualification</p> <p>24 months.</p> <p>Extension of validity of qualification</p> <p>At least one training performed in the last 24 months.</p>	Evidence of conduction of training
Company familiarization	Instructors must be familiar with the dangerous goods strategy, operations, specific procedures of the trainee's company and the trainee's exact functions	Will be checked upon inspection

3.6 Issuance / modification / renewal of the air transport approval of dangerous goods at the request of the air operator

Air operator may apply for the approval of the carriage of dangerous goods by air at the request of an AOC or, if it holds an AOC, by requesting an amendment to its operating specifications.

The request is made by submitting to the CAA the application form, Annex 1 to CT-TABP, together with all supporting documentation underlying the demonstration of compliance with the applicable requirements.

After the registration of the application, the documentation shall be sent to the responsible department, which coordinates the entire certification activity and to the National Coordinator for air transport of dangerous goods by air (DGI) which coordinates the entire activity of issuing the air transport approval of dangerous goods.

After analyzing the documentation, CAA plans an audit visit, with appropriately qualified personnel to ascertain on the spot (at the headquarters and operating bases) compliance with the specifications in the documentation submitted by the applicant, as well as to convince that it has the necessary ability and capacity to carry out the proposed air operations, in conditions of safety and efficiency. The checklist used in inspections / audits is presented in this document.

The entire process of approval of air transport of dangerous goods is carried out in accordance with the provisions of the procedure for certification of air operators regarding the issuance / amendment of the AOC, the approval of transport of dangerous goods being an integral part of the AOC.

After obtaining the approval of air transport of dangerous goods, the air operator will be introduced in the process of continuous supervision in order to carry out the activity of transport of dangerous goods in safe conditions according to the regulations in force.

The request of the air operator for the modification / renewal of the air transport approval of dangerous goods shall be made in accordance with the provisions of the procedure regarding the certification of the air operators regarding the modification / renewal of the AOC.

If the CAA rejects the request of the air operator regarding the issuance / modification / renewal of the operating specifications for the air transport of dangerous goods, the applicant shall be informed in writing by the CAA of this situation. The applicant must also be informed of his rights in accordance with the provisions of the applicable legislation in force.

If during the inspections / audits determined by the continuous surveillance activity or as a result of the air operator's requests to modify or renew the operating specifications held, the CAA is not convinced that the activities are carried out safely, the approval in question may be limited, restricted, suspended or revoked.

Proposals for the issuance, renewal, limitation, restriction, suspension or revocation of approvals for the transport of dangerous goods shall be made by "Minutes", following the use of the continuous surveillance report or reports or as a result of the operator's condition, and shall be to enter this in the applicant's Air Operator Certificate.

The above detailed provisions are in accordance with the provisions of the procedure regarding the certification of air operators (AMC&GM-OPS) regarding the issuance / modification of the AOC.

Air operators holding dangerous goods approval included in their AOC and performing flights to/from the territory of the Republic of Moldova with civil aircraft, shall comply with requirements of CT-TABP or requirements published in the AIP Moldova.

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CHAPTER 4 - INSPECTION PROCEDURES

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4.1 Introduction

For the purposes of this AMC and to align with the terminology used in ICAO Annex 18, "inspections" should be regarded as synonymous with "audits".

4.2 Purposes

As required by CT-TABP in accordance with the provisions of Annex 18 to the Chicago Convention, the CAA shall establish inspection procedures with a view to achieving compliance with dangerous goods regulations.

The aim of the inspection is to assess the suitability of the organization and procedures:

- established by the operator and of the facilities provided for the handling of dangerous goods, taking into account the nature and scale of the operation.
If the operator uses a handling agent, the liaison between them needs to be checked to confirm that each knows what is expected of them by the other
- established by freight forwarders and shippers and the facilities provided for the preparation, offering, accepting, handling and transport of dangerous goods, taking into account the nature and scale of each operation (see CT-TABP 8.1.1)

The establishment of inspection procedures will ensure that dangerous goods are transported safely without placing an aircraft or its occupants at risk.

There are numbers of aspects related to the transport of dangerous goods by air to verify during an inspection.

The inspection needs to confirm that there are sufficient resources for the intended operation and those individuals who have specific responsibilities have been made aware of their responsibilities. It will ensure that reference manuals and regulatory guidelines are up-to-date and available to staff who will need to use them.

The manner of handling and storing dangerous goods in airport premises is checked to ensure that there are no practices which could lead to accidental damage of packages or put staff at risk; and the method of loading and stowage on aircraft is checked to ensure it is carried out according to the requirements.

4.3 Inspection procedures

Inspections are carried out at cargo facilities, on the ramp, in passenger terminals and, occasionally, other places such as security check-points, shippers and freight forwarders at a frequency commensurate with the scale and nature of the operation. In addition, audits of procedures include visiting operators or handling agent's premises, as appropriate.

4.4 Summary of inspection procedures

Each inspection listed below will be explained in a separated chapter of this document and inspection checklists will be annexed.

The purpose of an initial inspection is to verify that the operator meets the requirements of national regulations and the ICAO TI, before transporting dangerous goods.

An Initial inspection includes a review of:

- operator's application to transport dangerous goods in normal or special circumstances;
- operations or dangerous goods manual and other staff instructions; and
- competency-based training and assessment (CBTA) programmes approvals.

The periodic inspections are to verify that the operator keeps the information in the reference manuals up to date and that the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements. The types of inspections for operators / handling agents may vary from in-depth audits to consignment checks and ramp inspections; inspections at airports also include checks for notices for passengers.

A periodic inspection includes:

- operations or dangerous goods manual and other staff instructions inspection (examination);
- CBTA programmes inspection (examination);
- staff training and assessment inspection (monitoring);
- consignment inspection (package and documents) at cargo facilities;
- ramp inspection (loading and stowage);
- passenger information inspection (warning notices);
- in-depth audits.

4.5 How to plan an inspection

4.5.1 Pre-inspection

Before an inspection is started, all information concerning the operator's procedures shall be reviewed.

Examine all relevant operator information such as:

- operator company file;
- certification file;
- company manuals;
- occurrence reports
- previous inspection records;
- state approvals;
- referral materials;
- any other relevant carrier / company information available

4.5.2 On-site inspection

When an inspection is scheduled, adequate notice is given to advise the operator / handling agent and arrangements made for access to relevant areas. According to art.19 of Law no.131/2012 on state control over entrepreneurial activity the CAA can carry out unannounced/random inspections.

On arrival:

- introduce yourself to company representative;
- state purpose of inspection and request name of appropriate person to contact;
- explain to appropriate person in charge the reason for inspection and general inspection process;
- ensure safety equipment meets carrier / company requirements (i.e. safety boots, high visibility vest, etc.);
- arrange for accompaniment of person in charge.

4.6 Results of inspections

The results of a dangerous goods inspection shall be documented so as to produce a record of what was seen and noted at the time. The record must be sufficiently comprehensive to identify any deficiencies, since these will need to be identified in a request to the operator to take action to remedy them.

The answer from the operator should include:

- an internal investigation report indicating the probable / root causes;
- short term corrective action plan;
- long term / system wide corrective action plan;
- method to verify the effectiveness of corrective action plans;

If during an inspection an inspector discovers a violation, his response will be determined by various factors, which will warrant different courses of action.

4.7 Frequency of inspections

TI do not specify the frequency of such inspections. However, "Manual of procedures for operations inspection, certification and continued surveillance" (Doc.8335 AN/879) and PIAC-OPS (approved by the CAA) states that the most important of the operator's procedures and practices should be inspected at least once every twelve-months.

Operators that do not transport dangerous goods as cargo, may be inspected at a less frequent rate.

Some of the factors which may affect an inspection's schedules are as follow:

- risk assessment of the air operator;
- quantity of COMAT or commercial dangerous goods accepted at the location;
- location of many air operators at one location;
- seasonal operation in limited access area;
- ICAO TI two years cycle.

4.8 Categories of audit / inspection findings

The deficiencies and or non-compliance identified during the surveillance audit shall be categorized as under:

Level 1 – Any non-compliance with the TI, which would lower the standard and place the aircraft or personnel in a seriously hazardous situation. Depending on the extent of the Level 1 finding, consideration should be given to prohibiting the operator from carrying dangerous goods until corrective action has been taken;

Level 2 – Any non-compliance with the TI, which could lower the standard and probably place the aircraft or personnel in a hazardous situation. The corrective action period granted by CAA should be appropriate to the nature of the finding, but initially not more than three months;

OBS - An **observation** is intended to give background information. Level OBS must not include information suggesting non-compliance with the requirements of the TI. It is area requiring improvement. No regulatory action is required to remove it.

4.8.1 In case of non-compliance with the applicable requirements, the declared procedures or approval conditions granted, which significantly diminish or endanger the safety of the flight, will be classified as level 1, and the CAA inspector will immediately propose actions to correct, limit or suspend affected activities.

4.8.2 In case of identification of more than 3 non-conformities level 1 on the occasion of the same audit / inspection, the CAA inspector proposes immediately suspension of the certification document until their resolution.

- 4.8.3 In case of non-compliances with the applicable requirements, declared procedures or approval conditions granted, which may diminish or may affect the safety of the flight, the non-compliances will be classified as level 2. The maximum period allowed for resolving this type of non-compliance, depending on their nature, is 3 months. This period may be increased by a further 3 months on the basis of a case-by-case analysis of the subject matter and the corrective action plan proposed by the air operator.
- 4.8.4 In case of repeated event of a non-compliance level 2 between two successive audits / inspections, it may be raised to level 1 in order not to endanger the safety of the flight and for the air operator to take immediate remedial action.
- 4.8.5 In case of identifying several non-conformities level 2 on the same audited / inspected field, the inspector shall analyze and identify the existence of a common determining cause and shall record and classify level 1 only this non-conformity.
- 4.8.6 In case the operator does not react, or does not improve the **observation**, or if the **observation** is repetitive, it changes into level 2 non-compliance.

NOTE: LEVEL 1 FINDING - IMMEDIATE ACTION

Any Level 1 findings identified during the audit shall be immediately brought to the attention of the CAA Inspector, Deputy Director / Head of Aviation Security and Head of OPS Department. The CAA Inspector and / or Deputy Director / Head of Aviation Security and Head of OPS shall take such immediate corrective actions that may be required.

Examples of non-conformities 1 & 2 levels

LEVEL 1	LEVEL 2
Operation of activities with dangerous goods of Class 7 without fulfilling the conditions ICAO TI.	Lack or incomplete evidence related to personnel training and evaluation in the archived training files.
Carriage of goods restricted for carriage.	Lack of elements in the records transport of dangerous goods.
Operation outside the conditions of approval or limitations of regulations.	Failure to comply with some parts of the evaluation and monitoring system of the personnel training programme.
Carrying out of direct or connected activities related to DG without having a training programme approved by the CAA.	Lack of the reevaluation plans and training materials following introduced changes.
Carrying out of personnel training programmes based on other principles / approaches other than CBTA, starting with 1 st of May 2023.	Incomplete carrying out of the CBTA 5 th stage - assessment/evaluation, as compared to approved procedures.
Unfunctional system for assessment and monitoring of personnel training programme.	Monitoring system malfunctions a compliance
Carrying out activities, direct or related to transport dangerous goods by air, with untrained staff or with the expired validity period of the courses.	Non-conformities identified in the operations manual or other manuals / procedures declared.
Responsible staff not properly trained.	Failure to comply with requirements mandatory reporting of events civil aviation.
Conducting courses given by instructors without proper training.	

LEVEL 1	LEVEL 2
Refusal, without justification, of the CAA inspection / audit or refusal to present documents according to the applicable regulations.	Lack of passenger information panels regarding the transport of dangerous goods in luggage.
Monitoring of the training process is performed by untrained personnel.	Non-conformities identified in the documents accompanying dangerous goods
Failure to provide information to the pilot in command.	
Carrying out activities for accepting dangerous goods without specific checklists.	
Storage of dangerous goods at airports, in undeveloped spaces.	
Lack of staff access to manuals / procedures / instructions regarding the operation of dangerous goods, etc.)	

- 4.8.7 Non-conformities identified during any inspection shall be compared with the results of the compliance monitoring inspections performed by the air operator / agent.
- 4.8.8 No further action is required if a non-compliance noted by the CAA has also been noted by the specific approval of dangerous goods transportation holder's compliance monitoring system and appropriate remedial action has been taken.
- 4.8.9 If the compliance monitoring system has not identified the deficiency, remedial actions are requested for:
- a. correction of non-conformities;
 - b. review of the compliance monitoring system.
- 4.8.10 The responsible manager and those responsible for the areas of activity must be aware of the non-conformities found by the audit / inspection team and must undertake, in writing, to take appropriate remedial action (by submitting a corrective actions plan).

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CHAPTER 5 - INITIAL INSPECTION PROCEDURES**TABLE OF CONTENT**

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An operator must demonstrate before transporting dangerous goods that procedures are in place to handle, offer for transport or transport dangerous goods, that arrangements have been made with the handling agent(s) (if applicable), that the operations or dangerous goods manual or other staff instructions contain the required information and that CBTA programme has been approved and given to the appropriate staff.

5.1 The initial inspection

The initial inspection will include:

- review of the operator's application to transport dangerous goods by air operators of airplanes / helicopters under normal circumstances;
- approval of operations or dangerous goods manual and other staff instructions;
- approval of CBTA programmes and acceptance of dangerous goods instructors and assessor (if necessary);
- issuance of exemption for special circumstances.

5.2 Review of the operator's application for approval to transport dangerous goods (Annex 1 to CT-TABP)

The supervision of the transport of dangerous goods by air should be achieved by granting approvals and exemptions for the transport of dangerous goods under normal and specialized circumstances.

The aims of granting authorization, approvals and exemptions are to exercise control over the transport of dangerous goods and to aid enforcement activities.

Approval for the transport of dangerous goods under normal circumstances shall be granted to the operators by the CAA RM (i.e.: those goods which the TI do not indicate as forbidden for transport on passenger aircraft or both passenger and cargo aircraft).

The approval may be granted only once the operator has demonstrated that procedures are in place to handle dangerous goods, that arrangements have been made with the handling agent(s) (if applicable), that the operations manual or other staff instructions contain the required information and that training has been given to the appropriate staff.

An operator planning to transport dangerous goods under normal circumstances should submit an application containing:

- general information on the identity and contact information of the operator;
- content of the dangerous goods or operations manual;
- content of the dangerous goods CBTA programmes for each function of personnel.

*Annex 1 to CT-TABP
Application for approval to transport of dangerous goods by air operators of
airplanes / helicopters registered in the Republic of Moldova*

*Appendix "5-2"
Dangerous goods manual / operations manual dangerous goods segment*

*Annex 3 and Annex 4 to CT-TABP
Annex 3 - Application for approval of dangerous goods training programmes for
operators not carrying dangerous goods
Annex 4 - Application for approval of dangerous goods training programmes*

5.3 Dangerous goods manual or operations manual and other staff instructions inspection

As required by CT-OPS, each air operator shall provide procedure and information, in the dangerous goods or operations manual as will enable the flight crew to carry out its responsibilities. TI require the manual to contain certain information when the operator intends to transport dangerous goods. In addition to this information, the manual needs to contain sufficient guidance material and instructions to enable all those concerned (both ground staff and flight and cabin crew) to meet their responsibilities.

The dangerous goods or operations manual inspection aims to confirm the information provided by the operator is adequate, complete and up-to-date; also, that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.

When an operator does not intend to transport dangerous goods, the manual is still to be checked at any appropriate times to ensure it contains information about the policy of the operator in regard to dangerous goods, the policy for the transport of COMAT (company material, spare parts) and instructions about the carriage of passengers with dangerous goods.

An initial inspection of the manual and other staff instructions must be made before an operator start to transport dangerous goods. Following the initial inspection of the manual, periodic inspections are to be made if there are some modifications to the operations or regulations.

5.4 Competency-based approach to dangerous goods training and assessment programmes inspection (examination)

The inspection is to confirm that training meets the requirements of the TI.

Depending on the size of the operator and the responsibilities of its staff, there may be several different CBTA programmes, since the areas covered by the training and the depth to which they are covered will depend on the responsibilities of the persons concerned.

Even if the operator does not transport dangerous goods there is still a need for CBTA programmes for both operational and ground staff involved in dealing with general cargo, passengers and their baggage.

The dangerous goods CBTA for such staff may be included with the training in, for example, safety and emergency procedures. The content of the CBTA programme will vary according to the functions of his staff.

The initial inspection leading to the grant of the CBTA programmes approvals can be carried out as an office activity (i.e.: does not need to be carried out in the premises of the operator).

5.4.1 Training courses and assessment

It is important to verify that when an instructor provides training, the training is provided to the appropriate staff and covers all required aspects depending on their functions. To evaluate the suitability, the CAA inspector should attend a sample of the course.

In order to document the training attended, two different reports shall be completed:

- report on the consistency between the approved training programme and the delivery of the training;
- report on the competency of the instructor to deliver the approved training programme.

Appendix "5-4"
Dangerous goods training monitor - Report on training
Appendix "5-5"
Dangerous goods training monitor - Report on inspector

5.4.2 Approval letter

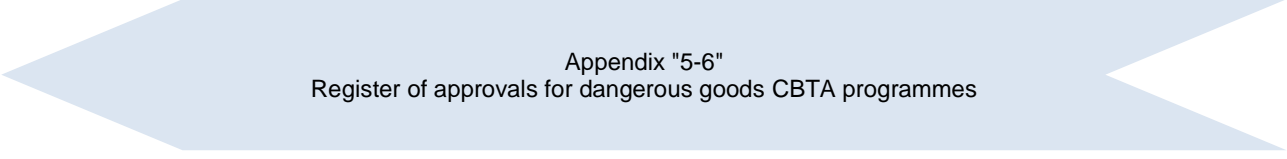
Following the initial inspection of the training programmes, the inspector shall grant an approval if the CBTA programmes meet the requirements of TI.

5.4.3 Register of approvals

A record of all training programmes approval should be kept in files.

The dangerous goods CBTA programmes approvals should be recorded, and a register should contain the following information

- name of the operator;
- date of the issuance, renewal or cancellation of the approval;
- type of programme (functions of personnel involved);
- registration number.



Appendix "5-6"
Register of approvals for dangerous goods CBTA programmes

5.4.4 Expiry of approval

Training programmes approval is issued by the CAA and is valid from date of issuance until such time as there is operational change affecting the dangerous goods operation within the operator, regulatory amendment or such date specified by the CAA.

5.4.5 Third party approval

There are many air operators who delegate to third parties some of the duties that are assigned to them in the TI.

There is nothing in the regulations that hinders this practice, but it should be noted by air operators that delegating responsibility for certain duties does not include delegating liability for those duties.

This means that if an air operator contracts a third party to provide, for example, cargo handling, acceptance or loading activities, the approval programme for training mandated by the TI and carried out by CAA, applies to those third-party activities.

5.4.6 Monitoring CBTA programme

The appropriate CAA departments shall monitor the approved operator CBTA programmes in accordance with the frequency of inspection annual plan.

5.4.7 Revocation

When a training programme no longer meets the minimum standard for training, the CAA may revoke approval by issuing a letter of revocation and immediately notifying the operator and update of the dangerous goods CBTA programme approval registry.

5.4.8 Library

A library of all approved CBTA programmes must be maintained by accountable CAA departments in the form of a hard or electronic copy.

5.4.9 Appeal process

Operators who have had their approval revoked or who have failed to receive approval may have their case reviewed by the accountable CAA department with the technical support of the OPS dangerous goods inspector.

5.5 Review of the operator's application for an approval to transport dangerous goods under special circumstances

Approvals or exemptions may be granted by the CAA for the transport of certain dangerous goods, which are normally forbidden on passenger aircraft and/or cargo aircraft. Those dangerous goods are identified in Table 3-1 of the ICAO TI by special provision A-1, A-2 or A-109.

The operator shall inform the CAA of its intention before to transport dangerous goods by air, by sending an application for an approval to transport dangerous goods under special circumstances.

Technical Instructions (1; 3.1.1) make a distinction between exemption and approval and define them as:

- **EXEMPTION** - an authorization, other than an approval, granted by the CAA providing relief from the provisions of the technical instructions.
- **APPROVAL** - an authorization granted by CAA for:
 - transport of dangerous goods forbidden on passenger aircraft and/or cargo aircraft where the TI state that such goods may be carried with an approval; or
 - other purposes as provided for in the TI.

CT-TABP is applicable to all international operations of national civil aircraft.

In case of extreme urgency or when other form of transport is inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the CAA may grant exemptions from CT-TABP provisions provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent of the level to safety provided by CT-TABP.

For the state of over flight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

The applicant will need to demonstrate that an "equivalent level of safety-ELOS" can be achieved and the approval or exemption must contain whatever conditions are necessary to ensure that level of safety, in addition to any conditions, which the TI identify as being required on any approval or exemption.

Any conditions on other approvals or exemptions granted by other states concerned in the flight are be reflected in the approval or exemption granted, in order to avoid conflicting requirements.

The approvals or exemptions are usually valid for short periods, for a single flight or short series of flights, although if the need arises, they can be granted for longer periods of time.

TI contain a system of granting approvals for the carriage of some dangerous goods, which are forbidden in normal circumstances on either passenger aircraft or both passenger and cargo aircraft. This system permits these goods on aircraft with an approval granted by the CAA.

The approval can only be granted if the method of packing and the quantity per package is in accordance with that set down in TI or TI SUP and these conditions need to be stated on the document of approval, which is issued.

These approvals are usually valid for short periods, for a single flight or short series of flights, although if the need arises, they can be granted for longer periods of time.

After an approval or exemption has been granted, circumstances may arise when all or some of the conditions on it are no longer valid and a variation may be needed; this will vary that part of the original approval or exemption, which has changed.

Only if some time has elapsed since the original approval, etc., was granted or there is a major difference between what was originally requested and what is now sought is a complete reissue of it to be considered.

5.6 Procedure for the approval of carriage of lamps fueled by kerosene (UN 1223) or hydrocarbons, liquid, n.o.s (UN 3295)

The purpose of this procedure is to specify the process and the requirements for the granting of approval by the CAA for the transportation of symbolic flame (lamps fueled by Kerosene, or Hydrocarbons). The CAA may grant an approval in the case of symbolic flame carried by operators of the Republic of Moldova or as the State of Destination.

5.6.1 CT-TABP adopted the requirements specified in Doc.9284, as the applicable requirements for the carriage of dangerous goods by air.

5.6.2 According to TI (Part 4, introductory note 10), the transport by air of symbolic flame (such as Olympic flame, peace flame etc.) carried by a passenger, may be carried out with the approval of the appropriate authority of the State of Origin, State of Destination and the State of the Operator.

Special provision A324 of the TI SUP provides specific provisions required for such transport to take place. These provisions are detailed in the Appendices to this document.

5.6.3 A person or an operator requesting to carry a symbolic flame in flight, it is required to comply with the provisions of this procedure and the TI and shall receive an approval from the authorities as detailed in paragraph 5.6.2 above.

5.6.4 An approval by the CAA does not release a person from the obligation to adhere to the juridical requirements of any state through whose territory the transport of the symbolic flame will be performed.

5.6.5 The process of granting an approval

An application for approval shall be submitted to the CAA, using Annex 2 to CT-TABP, at least 14 working days prior to the planned operation of the flight.

5.6.6 In order to show compliance with these requirements, the applicant shall submit to the CAA:

- flight details (date, operator, flight number and destination, aircraft nationality and registration designators);
- number of lamps to be carried;
- type of lamp(s) and fuel (the type of lamp(s) and fuel should comply with the requirements as they are listed in the TI and Appendices to this document);

- the details of the accompanying person and his or her qualification for handling flame;
- the location of the flame on the board of the aircraft and the safety arrangements to be complied with, during the flight;
- the details of the crew members and their qualification for handling flame, including at least:
 - attestation of category 10 training for flight crew members;
 - attestation of category 11 training for crew members other than flight crew.

NOTE: *Training in this document is based on the requirements of the TI.*

5.6.7 For symbolic flame carried by a non-Moldavian operator, the applicant shall submit to the CAA:

- an approval granted by the State of the Operator for the transport of the flame. Such an approval shall include the information detailed in 5.6.6 above;
- a copy of the operator's AOC and operations specifications, with the appropriate approval to carry dangerous goods.

5.6.8 Upon review of the application, the CAA may require additional information in order to grant the approval, on a case-by-case basis.

5.6.9 In case all the conditions and requirements are complied with, the CAA shall issue an approval granting the air carriage of the open flame in question.

5.6.10 Validity of the approval

The approval shall be valid only for a specific aircraft (or listed alternatives) for a specific flight on a specific date, as detailed in the approval. The operator must ensure that all provisions listed in the appendices to this document and special provision A324 must be complied with, as well as any further provisions and restrictions applicable to the specific transport of the symbolic flame in question.

5.6.11 Special provisions for the carriage of lamps fueled by Kerosene (UN 1223) or Hydrocarbons, liquid, n.o.s (UN 3295) – based on A324:

- a. the lamp must be of a "Davy" type or similar apparatus;
- b. the lamp may not contain more fuel than the quantity adequate for the duration of the flight and the fuel must be contained in a leak proof reservoir. The lamp may be lit/ burning but must not be refilled while on board of the aircraft;
- c. the lamps must be adequately secured;
- d. the open flame must be under the constant supervision of an accompanying person that is trained in the use of fire extinguishers and emergency procedures of the aircraft. The accompanying person may not be a member of the active operating crew;
- e. a fire extinguisher must be kept within reach of the accompanying person at all times;
- f. the crew members of the aircraft must be given a verbal briefing about the carriage of the lamps and should be notified about the relevant safety precautions;
- g. the pilot-in-command must be provided with a copy of all the required approvals;
- h. no more than four lamps may be carried on board the aircraft.

Annex 2 to CT-TABP
Application for approval or exemption
to transport dangerous goods under special circumstances

LETTER OF APPROVAL**Dangerous goods
competency-based training and assessment programme**

Subject: Approval of air operator dangerous goods CBTA programme for «SPECIFY STAFF»

Name,

The dangerous goods CBTA programme prepared by *AIR OPERATOR* and submitted for initial and recurrent training of "*SPECIFY STAFF*", has been evaluated pursuant to the requirements of Part 1, Chapter 4, of the ICAO Technical Instructions for the safe transport of dangerous goods by air by reference from Technical Requirements "Transport of Dangerous Goods by Air" (CT-TABP) and it has been determined that the submitted programme meets all the requirements.

The program was evaluated using CT-TABP, by reference to ICAO IT Part 1; 4.1.2.

It has been determined that the submitted programme meets all the requirements of the regulations and guidelines for training.

The Civil Aviation Authority of the Republic of Moldova hereby approves AIR OPERATOR dangerous goods competency-based training and assessment programme.

Registration number of the approval – no. XXXXX

This approval is only valid from the date of issuance until such time as an amendment is required by regulations or by change in the dangerous goods operating procedures within and the two months transition period for implementation.

If you require any additional information, please contact the undersigned.

Yours truly,

Signature

Name
Title

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CHAPTER 6 - PERIODIC INSPECTION PROCEDURE**TABLE OF CONTENT**

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6.1 Periodic / random inspections

The periodic inspections are to assess the adequacy of the procedures established by the operator (carry/non-carry, national and foreign air operators), to verify that the operator keeps the information in the reference manuals up to date, to check that consignments of dangerous goods meet the requirements, the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements.

Random inspections are made without giving prior notice. The frequency of inspections is in accordance with annual surveillance plan. Check-lists shall be used as for periodic inspections.

6.2 Dangerous goods manual or operations manual and other staff instructions inspection

The aim of the periodic / random inspection of the manual and other staff instructions is to confirm the adequacy of the information provided to the staff. It also confirms that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures. Refer to chapter 5, section 5.3.

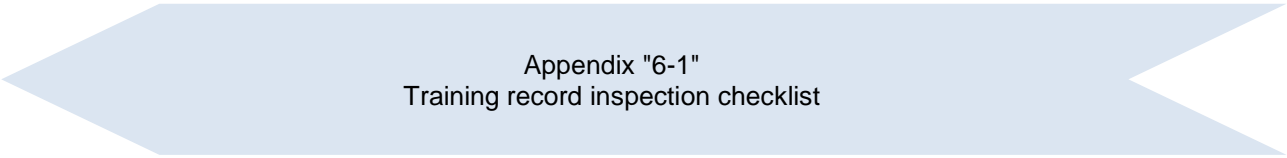
6.3 Competency-based approach to dangerous goods training and assessment programme inspection

Following the initial approval of the CBTA programmes, periodic inspections are to be made of a selection of the actual training courses being given to establish that the training is in accordance with the objectives and syllabus / curriculum. Refer to chapter 5, section 5.4

6.4 Staff training and assessment inspection

A staff training and assessment inspection is to confirm that all relevant staff of the operator or handling agent have been trained and assessed, that the training and assessment have been to the required standard and given within the required periods.

The inspection will check on the training and assessment of all those involved, by asking a selection of them about the recurrence of their training, assessment and of what, in general, it consisted of. All those involved covers everyone from the flight and cabin crew (where relevant) to the ground handling staff. Checks are also be made of training and assessment records to confirm that they show sufficient details to establish what training and assessment have been given to an individual, when it was given and when refresher training and assessment will be required.



Appendix "6-1"
Training record inspection checklist

6.5 Consignment inspection at cargo facilities (package and documents)

The aim of checking consignments of dangerous goods is to determine that, as far as can be ascertained from an external check, the packages and their associated documents comply with the requirements; it also aims to determine, as far as possible, that associated documentation (e.g. air waybill, dangerous goods transport document, acceptance check list, notification to the pilot-in-command) meets all applicable requirements.

A consignment inspection consists of package inspection and documents inspection. Consignment inspections are carried out, also to determine whether or not the operators' / handling agent's procedures are being followed.

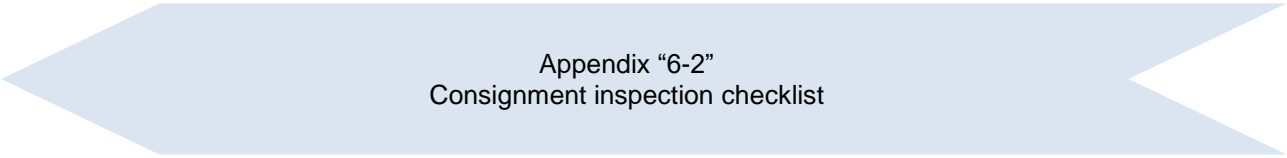
Inspections are carried out in the operator's or handling agent's premises and after the dangerous goods have been accepted for transport or whilst they are still in the care of the operator or handling agent.

Both export and import consignments are to be inspected but with the emphasis on export consignments since, if a consignment is found which does not comply with the requirements, action can be taken to prevent it from being loaded on an aircraft and investigation made into how it was offered for transport and accepted in the state in which it has been found. Import consignments are also to be checked, since although they have been carried by air, the finding of evidence of non-compliance with the requirements needs to be reported to the State where the goods were originally loaded on an aircraft.

If a consignment inspection is part of an in-depth inspection, check there are procedures in place that are suitable for handling dangerous goods, given the nature and scale of the operation; including recurrence of training, acceptance procedures, notices at cargo acceptance points, loading procedures and provision of information (manuals, NOTOC, emergency response guidance).

When an inspection is scheduled, adequate notice should be given to advise the operator / handling agent and arrangements made for access to relevant areas. In some circumstances the inspection may be made without giving prior notice (random inspection).

However, this may not always be practicable or desirable. If arrival is unannounced, the most senior operational person on duty should be contacted and informed of the inspection. It should be confirmed which consignments are available for inspection and, if necessary, a final decision made on what will be checked.



Appendix "6-2" Consignment inspection checklist

6.5.1 Package inspection

A package inspection looks at the external appearance of all the packages of dangerous goods currently held by the operator or handling agent, irrespective of whether they are due for transport or have been transported, providing they are still in the operator's or handling agent's custody.

The inspection will check that the marking and labeling requirements have been met, that the type of packaging used is permitted and of the correct specification, for radioactive material packages the radiation level and that the packages are, or would appear to have been, in a fit state for transport

Package of dangerous goods should only be opened in exceptional circumstances and then only with extreme caution. If a package is to be opened, the potential hazard from the contents needs to be taken into account and care exercised.

Any package opened during an inspection must, before being forwarded to the consignee, be restored to its original condition by qualified persons. During the course of their duties, security staff may be considering opening packages consigned as cargo.

However, packages of dangerous goods should be opened in exceptional circumstances with the assistance of specialist qualified persons.

The purpose of this inspection is to check marking, package, over pack or freight containers have been inspected in accordance with the acceptance procedure contained in the TI.

6.5.2 Documents inspection

A document inspection is to determine, as far as possible, that a dangerous goods consignment meets all applicable requirements. Information is contained in several documents and to transport out, a thorough check it is necessary to cross refer from one document to another.

Where the operator or handling agent has packages of dangerous goods in his premises, the associated documents are to be checked. Where there are no packages available, a document check only is made

The method is to look at the documents for every consignment that was carried during a specific period.

Inspection documents must be a legible copy.

For export consignments, the documents that need to be inspected are:

- the air waybill;
- the dangerous goods transport document (shipper's declaration);
- the acceptance check list;
- the "notice to captain" or "notification to pilot-in-command" (NOTOC);
- other documents relating to a consignment that may assist in assessing it.

The purpose of inspecting the air waybill, dangerous goods transport document and other documents relating to a consignment is to ensure that they have been completed correctly and that, as far as can be ascertained, the correct classification and method of packing was used.

The acceptance check list is inspected to establish that the operator or handling agent uses a form or other system which allows for completion by the acceptance clerk, either manually or mechanically, and that consignments of dangerous goods were accepted in accordance with the requirements or that any errors were correctly identified.

The "notice to captain" or "notification to pilot-in-command" (NOTOC) is checked to establish that form contains all the necessary information and all the required information was given, that the form was correctly signed and that the loading / stowage requirements were met.

6.5.3 Inspection of general cargo for suspected undeclared dangerous goods

There is an increasing tendency for undeclared dangerous goods to be consigned as general cargo. There are safety implications with this practice, since it results, among other things, and the commander may not be aware of all the potential hazards that may be present on an aircraft.

Inspections of general cargo are made in association with consignment checks at cargo acceptance facilities. Inspections of general cargo are helpful to know what is transported and undeclared dangerous goods can be discovered during those inspections.

The method of carrying out an inspection is to examine carefully all the general cargo or a representative sample of it, or to examine the documentation available such as air waybill or invoice. When inspecting a package, concentrate on looking for hazard labels, UN packaging specification markings and other markings and labels that are required to be used when consigning declared dangerous goods or which relate to identification of substances hazardous to health; documents in pouches attached to packages should be checked for any that identify the hazards of the contents.

Should anything be found which appears to be suspicious, the relevant transport documents (such as an invoice or air waybill) should be checked for any additional indications which suggest the goods are dangerous goods or conversely that they are not. If it cannot be ascertained with certainty whether or not the goods are dangerous goods, the operator or handling agent should be asked to retain the goods and the shipper should be contacted and asked for a copy of the material safety data sheet (MSDS). In the absence of any other evidence to the contrary, the information on the MSDS should be believed.

Follow up action.

If suspected undeclared dangerous goods are found, it is likely it will be considered that a dangerous goods incident occurrence.

6.6 Ramp inspection (loading and stowage)

Ramp inspections take place on or adjacent to an aircraft and, sometimes, also in a warehouse/freight shed prior to loading, with the aim of checking that the operator has prepared for loading and loaded the aircraft according to the principles of the Technical Instructions, that the training for the crew (both flight and cabin crew, if appropriate), that all required manuals/staff instructions, etc., are on board and up-to-date and that any necessary approvals/exemptions are being carried and the conditions on them have been complied with.

A ramp inspection is likely to be concerned primarily with confirming that loading and stowage of dangerous goods meets the requirements of the TI.

6.6.1 Loading and stowage

An inspection on loading and stowage includes ensuring that dangerous goods are adequately secured to prevent movement, that any radioactive material has been stowed so the required segregation distances can be maintained; that any cargo aircraft only dangerous goods are on the main deck and accessible, as far as required by the TI; and that toxic or infectious substances are not in close proximity to animals or foodstuffs.

6.6.2 Competency-based approach to dangerous goods training and assessment

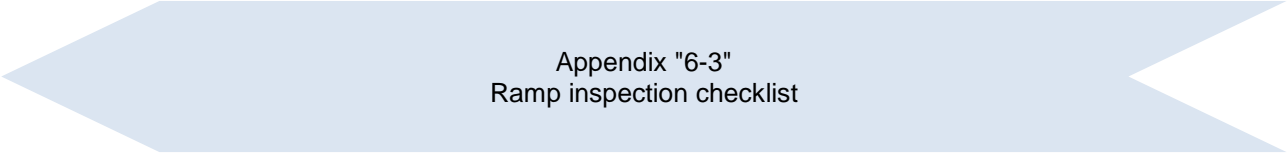
Training and assessment records of ground personnel should be inspected in their office.

An inspection of the training and assessment for flight crew and cabin crew consists of talking to the crew or a representative selection of them and asking for details of their last training and assessment when it was and who carried it out. Their names should be recorded and the operator, subsequently, asked to send details of their training and assessment records. The training and assessment inspection should also confirm that both flight and cabin crew understand what actions to take in the event of emergencies whilst the aircraft is in flight, as required by the TI.

6.6.3 Manuals and staff instructions

An inspection of the manuals and staff instructions consists of looking in the aircraft library to see if there is a copy of the manual; there shall also be the ICAO Doc.9481 - Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods or similar information in another form. The inspection should confirm that there are instructions for actions in emergencies, including notification to Air Traffic Services, as set down in the TI.

If a major non-compliance is suspected and it is believed that the safety of the aircraft will be at risk if it is allowed to make the flight, dangerous goods should be unloaded from the aircraft, or detention of the aircraft should be considered.

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Appendix "6-3"
Ramp inspection checklist

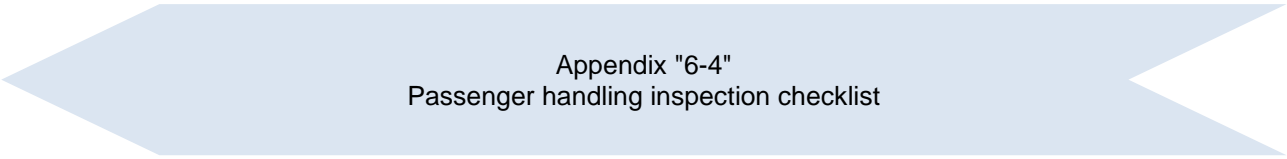
6.7 Passenger handling inspection

In addition to the common inspection to inspect (training, reference documents, documentation, etc.), TI require that the operator (or his handling agent) to provide information for passengers about the types of dangerous goods forbidden from transporting aboard the aircraft. This information must consist of notices, warning passengers of the prohibition on dangerous goods in baggage, to be prominently displayed and in sufficient number so that passengers see them during their normal progression through departure procedures.

The aim of inspecting these notices is to ascertain that operators (or their agents) are providing such information.

The method of inspecting notices is to check those areas in terminals where the operator (or his handling agent) issues tickets, checks in passengers and assembles them to board an aircraft. The inspection should confirm that notices are at the required places (check-in desks, ticket sales desks and operator-maintained aircraft boarding areas). Notices should be conspicuous and in sufficient number so as to be seen by passengers during their normal progression through the check-in procedures to departure.

The method of inspecting warning material in or with tickets is to ask to look at passenger's tickets. Passengers must be assured that the inspection concerns operator's responsibilities and in no way directly involves them.

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Appendix "6-4"
Passenger handling inspection checklist

6.8 In-depth audits

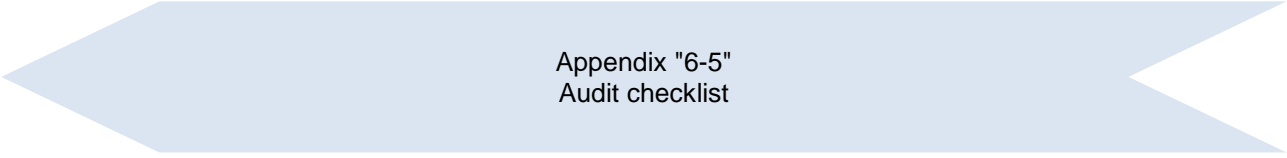
Advance arrangements shall be made with the operator/handling agent in order that the necessary staff and documents can be made available. A blank copy of the audit form to be used should be sent to the company to be audited.

The object of an audit is to determine whether an operator or handling agent has procedures / instructions etc., in place to ensure the operator's responsibilities of the TI are met.

Ensure that checklists for all areas of the audit are fully completed and identify any findings or observations. Checklists for operations manual inspection, staff training inspection, consignment inspection, ramp inspection and passenger information inspection should be used in addition of the In-depth audit checklist. In the case of an operator, if the procedures are found to be seriously deficient, it may be necessary to consider revocation of the company's dangerous goods approval, or the company's dangerous goods training programme Approval. If follow-up action concerns shipper/freight agent, etc., ensure details are recorded.

6.8.1 Debriefing

Prior to debriefing summarize non-compliances found during inspection. The person(s) dealt with should be fully debriefed, identifying the areas (if any) which are in need of attention. The time period for rectification of findings should be agreed. The original form shall be given to the responsible person and the copy retained by the Dangerous Goods Inspector.



Appendix "6-5"
Audit checklist

6.9 Other places of inspection

6.9.1 Shippers / agents inspection

Before a person offers any package or over pack of dangerous goods for transport by air, that person shall ensure that the dangerous goods are not forbidden for transport by air and are properly classified, packed, marked, labeled and accompanied by a properly executed dangerous goods transport document as specified in CT-TABP.

The frequent shippers are often identified during the consignment inspections or audits at the operator's or handling agent's premises.

The aim of inspecting frequent shippers is to determine whether the shipper has procedure in place to meet the shipper's responsibilities of the TI. A shipper's inspection is carried out to ensure that dangerous goods are properly classified, packaged, marked and labeled, the dangerous goods transport document is properly completed and declaration signed and the persons involved in the preparation of the shipments have received training enable them to carry out their responsibilities.

When an inspection is scheduled, adequate notice should be given to the shipper and arrangements made to meet the person responsible of the shipping.

6.9.2 Consignment inspection

For a shipper / agent, inspections consist of an on-site review or examination of a shipper's processes, conducted by the CAA inspector, for the purpose of independently verifying compliance with applicable dangerous goods transportation regulations. The shipping area is any location where cargo and/or small packages are packaged, build-up, sorted, stored and ready for pick-up by a freight forwarder or operator.

This location may also include a location where unit load devices (ULD) are loaded by the shipper with cargo for subsequent loading onto an aircraft. The package production area includes those locations in a shipper's facility where packages are filled and receive final closing prior to being transferred to the facility's shipping department.

6.9.3 Staff training and assessment

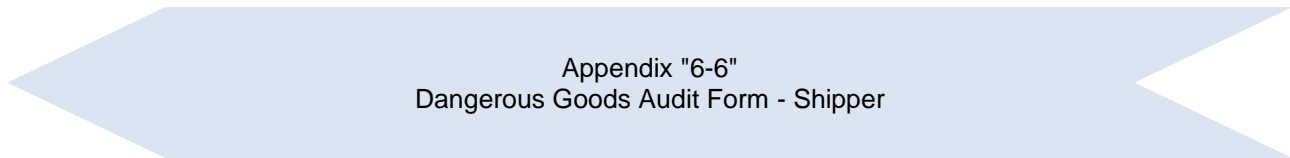
A training / assessment inspection needs to confirm that all relevant staff of the freight agent or shipper have been trained and assessed, that the training and assessment have been performed to the required standard and given within required periods.

6.9.4 Competency-based approach to dangerous goods training and assessment programmes

The TI require initial and recurrent dangerous goods CBTA programmes be established and maintained by or on behalf of shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper. Freight forwarders are also subject to this requirement. (CT-TABP 8.1)

6.9.5 Results of inspections

The results of inspection are recorded so as to produce a record of what was seen and noted at the time. The record should be sufficiently comprehensive to identify any faults or deficiencies, since these will need to be identified in the request to the freight agent or shipper to take action to remedy them. The request should include a timescale for taking remedial actions.



Appendix "6-6"
Dangerous Goods Audit Form - Shipper

6.9.6 Security check-in and screening desks inspection

When doing passenger information inspection, it is also important to verify the procedure of the security check-in desks and screening employees.

The aim of inspecting security check-in and screening desks is to prevent passengers from taking on board not permitted dangerous goods. A security check-in and screening desks inspection is carried out to ensure that employees have received appropriate training and assessment, enabling them to carry out their responsibilities and the procedures concerning the provisions for dangerous goods transported by passenger or crew are followed.

Should a dangerous good be found during manual search or screening by the security personal involved with the screening of passengers and crew and their baggage, they should maintain the control of the item and refer the matter to the supervisory staff who, in his turn, should refer the item to the dangerous goods expert of the ground handling agent for resolution, in accordance with the adopted procedures and protocols.

NOTE: *Security personal who are involved with the screening of passengers and crew and their baggage and cargo or mail are required to be trained irrespective of whether the operator on which the passenger or cargo is to be transported carries dangerous goods as cargo.*

6.10 On site action / Initial action findings

At any time during an inspection or check it might become apparent that there are deficiencies with differing levels of potential seriousness. A deficiency is an error or an omission and covers different type from the trivial to the serious, no matter who is the perpetrator.

The cause of the deficiencies should be established. Deficiencies may be such as: simple administrative errors in paperwork, incorrect preparation of a consignment for transport, finding of undeclared dangerous goods, lack of training for flight crew, or an incorrect procedure. A decision should be taken, based on the cause of the deficiencies, as to what is the appropriate action given the circumstances. Other factors should also be considered before taking appropriate action such as previous recorded history of non-compliance and the nature and the reoccurrence of the non-compliance.

If it is considered the deficiencies should be followed-up, the likely organization(s) responsible should be identified. There must be some evidence (e.g. documents, photographs) which can be shown to the potential offender(s), demonstrating the error.

Very simple deficiencies (e.g. incorrect spellings) may not require any action. For operator/handling agent deficiencies, ensure inspection checklists are fully completed with all necessary details.

Non-compliance with legal requirements or the procedures of the operator/handling agent shall be identified as a finding against the details on checklists. Deficiencies, which are not in contravention of legal requirements or are minor errors in procedures, can be annotated on the forms as observations.

6.11 Preparation of report and record keeping

A report will be produced no longer than 5 days after an inspection. Before commencing the report, all information, documents, etc., shall be reviewed to ensure there are no loose ends or outstanding action. Confirm that all deficiencies have been identified and recorded on the inspection checklists, as appropriate; confirm action taken or intended to be taken.

If there are deficiencies, confirm the decision taken during the inspection as to whether or not an incident may have occurred.

If there has been an incident, ensure actions are taken as required. Collect all documents, etc., which are relevant to the report. Include in the narrative any deficiencies found which are considered to be errors by other than the operator/handling agent. If taking action on an incident, also include brief details. Attach all documents to report. See chapter 8 for detailed information.

For operators / handling agents, produce a letter to confirm the findings and observations. Send the letter to the responsible person in the inspected organization. For shippers and others, write a letter to the potential offender seeking an explanation; this will usually preclude the possibility of formal investigation due to prejudicial action.

If under a Safety Management System (SMS), you may request from them details on the following:

- an investigation report indicating the probable / root causes;
- proposed short term corrective action plan;
- proposed long term / system wide corrective action plan;
- proposed method to verify the effectiveness of corrective action plans (specifying frequency and how documentation will be retained).

Alternatively, if all that is needed is to provide advice, this can be done without seeking an explanation. A letter must not assign blame and may offer advice or help for the future.

Ensure all outstanding follow-up action has been identified and documented.

6.12 Follow-up

Follow-up action is to ensure that all outstanding matters on inspection reports are pursued to a conclusion. Inspection and audit reports will identify when follow-up action is required; it covers sending letters to seek action to deal with deficiencies encountered during an inspection and ensuring satisfactory responses are received, filling in Form 200.

6.12.1 Processing of responses

As answers are received to letters, they are reviewed by the relevant inspector or in their absence, by another inspector. They are considered against the report / correspondence for completeness and satisfactoriness of reply. If the response is deemed to deal completely with the outstanding matter, the inspector indicates the matter is to be closed otherwise shall be applied sanctions or specific operational limitations in the AOC.

6.12.2 Non-satisfactory responses

If the response is not considered complete or satisfactory, the inspector will decide what further action to take, such as writing again to seek a further response.

6.12.3 Closing an outstanding matter without resolution

It is possible that an addressee may choose not to respond to a letter no matter how often a reply is requested. In such circumstances the inspector is to decide when it ceases to be productive to keep open an outstanding matter and close it.

6.12.4 Record keeping

Letters and responses concerning findings and observations are placed on the relevant file for the operator / handling agent.

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CHAPTER 7 - SAFE WORKING PRACTICES

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7.1 General

Dangerous goods inspections and audits often take place in areas and involve the taking of samples, where personal injury could occur suitable precautions should be taken.

7.2 Protective clothing and equipment

When carrying out inspections or audits, various items of protective clothing and equipment should be worn. These items include shoes or boots with protective toecaps, high visibility reflective tabards and jackets, reflective waterproof trousers, gloves, goggles, dust masks, hearing protectors and overalls. These items must be used whenever appropriate according to the potential risk of the activity being undertaken.

7.3 Risk assessment

The level of risk involved in the inspection or audit to be undertaken must be assessed before that activity commences and should be reviewed at appropriate intervals during the activity in case the level of risk has changed. The level of risk will be affected by the precautions taken and vice versa.

The dangerous goods inspector must assess the risk and take the appropriate precautions to ensure that the risk is kept as low as reasonably practical. It may be that despite the precautions taken, it will be decided that the activity should not be undertaken in the first place, or that it shall stop if it has already commenced.

7.4 Warehouse safety

Normally, handling agents or operators provide health and safety information when visitors first arrive at their premises. In any event, and particularly if such information has not been provided, it should be determined whether there is any unusual activity taking place in the warehouse prior to entering it, which may require particular attention (such as construction work).

Whenever working in a warehouse, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Many warehouses have specific walkways that should be used but even so, a careful watch must be kept to ensure that maneuvering vehicles, particularly forklift trucks, are avoided. Other hazards that should be borne in mind are wet or slippery floors and trip hazards.

Most warehouses use racking to store freight and often packages that need to be inspected are stored under a shelf providing low headroom. Care must therefore be taken when inspecting packages and it is often advisable to ask for the packages concerned to be taken out of the racking system first.

Hands should be washed thoroughly as soon as possible after working in a warehouse, whether or not protective gloves have been worn.

7.5 Ramp safety

When on the ramp, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Care must be taken to keep well clear of aircraft engines, propellers and rotor blades and a watch must be kept to avoid maneuvering aircraft, vehicles and baggage / freight trolleys. Ear protection should be worn whenever near aircraft with engines or Auxiliary Power Units (APUs) running.

When working on board an aircraft on the ground, exit and cargo doors are often left open and care must be taken to avoid falling out. On freighter aircraft, the hold floors normally contain roller systems and again, care must be taken to avoid slipping.

7.6 Handling packages

Dangerous goods packages have to be closely checked during an inspection; this often means they have to be moved. Before attempting to move a package that may be heavy or awkward due to its size, shape or the contents' weight distribution, the risk of injury should be assessed and consideration should be given to asking for assistance rather than move it alone. If the decision is made to move or lift the package alone then this must be carried out with care, with the back straight and as vertical as possible and by bending the knees. Care should also be taken to ensure that the correct orientation of the package is maintained at all times. Before handling a damaged package, the dangerous goods inspector must assess whether it is safe to do so and what precautions should be taken.

7.7 Radioactive materials

All dangerous goods have an inherent risk to health, safety or property, but correct packaging means this risk is obviated for transport providing the package remains intact. The same is not necessarily true for radioactive materials; many of them emit ionizing radiation through the packaging. To reduce the dose of radiation received as low as possible, time spent close to the packages and handling them must be kept to the minimum. When not working directly with the packages, as much distance as is reasonably practical must be maintained from those packages.

If it is suspected that a package of radioactive materials does not meet all the requirements, in no circumstances should it be opened or tampered with; access to the package concerned must be restricted and advice must be sought from the appropriate National Authority for radioactive materials.

7.8 Opening packages

With the exception of radioactive materials, if it is suspected that a package does not comply with the requirements the decision may be taken to open it. In taking this decision, the hazard of the contents, the location of the package and whether there is an adequate supply of fresh air should be considered. Protective equipment appropriate to the assessed risk must be worn. Before opening a package it may be possible to get some idea of the contents by having it x-rayed.

7.9 Taking samples

It may be necessary to take samples of dangerous goods or goods suspected of being dangerous. Where possible, the complete receptacle should be taken, to avoid the need to open it. However, if a sample needs to be taken from a receptacle, this should only be considered if the hazard can be correctly identified. The quantity of sample taken must be sufficient for analysis to be undertaken. Care must be taken to ensure there are as few persons as possible in the vicinity and that they do not touch or otherwise come into contact with the sample.

7.10 Contaminated clothing and equipment

Any contaminated item of clothing must be removed with care to avoid contact with the contamination. Arrangements must be made to dispose of them as quickly as possible, using expert assistance depending upon the type of substance that causes the contamination.

Appendix "7-1" Contingency plan for dealing with dangerous goods incidents

- dangerous goods incidents may involve cargo or passengers' baggage;
- these may occur in a freight shed, a passenger terminal or on the apron;
- these may also occur on an aircraft, such as when a package is damaged through miss loading;
- these may involve a fire, major spillage, leakage or finding undeclared dangerous goods;
- the contingency plan shall not be implemented for undeclared dangerous goods, where the package is intact and there are no signs of leakage, although they still need to be identified;
- if it is suspected there has been non-compliance with the TI, the dangerous goods need to be retained for further investigation (provided it is safe to do so);
- to implement the contingency plan, take the following actions.

All incidents

- record brief details, including the names of all persons involved;
- make an initial assessment of the potential seriousness;
- if there is fire, leakage or spillage, call the airport fire service, if not already in attendance;
- notify the relevant airport authority, if not already in attendance.

Any incident involving a suspected infectious substance

- clear the immediate area (do not touch or move the container, bag, etc.);
- contact the shipper or consignee (if not contactable, contact the nearest hospital).

Cargo related incidents - fire, major leakage or spillage

- clear the immediate area (do not touch or move the dangerous goods or any container; do not attempt to clean-up a spillage or leakage; avoid breathing in fumes);
- call the airport fire service, if not already in attendance;
- look at container for details of the contents (name, UN no., etc.), if this is possible without risking injury;
- locate shipping documents and use to confirm or establish details (retain for further investigation if the airport fire service is not available or other action needed, see subsequent actions);
- ensure container and contents placed in a safe location (if this is considered safe to do so and possible) if further investigation needed; ensure full and accurate details are recorded;
- ensure that the operator is notified of the incident, if not already aware.

Cargo related incidents - minor leakage (e.g. wetting of part of the outer packaging)

- keep persons away from immediate vicinity (avoid breathing in fumes);
- consider calling airport fire service, if justified;
- look at container for details of the contents (name, UN no., etc.);
- locate shipping documents and use to confirm or establish details (retain for further investigation if the airport fire service is not called and other action needed, see subsequent actions);
- if the airport fire service deals with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation is needed; ensure full and accurate details are recorded);
- ensure that the operator is notified of incident, if relevant.

Passenger related incidents

- keep persons away from immediate vicinity (avoid breathing in fumes);
- ask passengers to identify items or potential hazard;
- consider if calling airport fire service is justified
- if airport fire service is not called and other action needed, see subsequent actions;
- if airport the fire service deals with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation is needed; ensure full and accurate details are recorded.

Subsequent actions

- if container shows emergency actions, deal with the incident according to them;
- if commodity identifiable, seek expert help if there are no emergency actions or if they cannot be followed;
- do not use water, cloth or paper to deal with any spillage, unless it is certain that it is safe to do so;
- if commodity is not immediately identifiable but the container is safe to handle (little evidence of leakage, no fumes), remove to well-ventilated place, use rubber gloves to protect hands and check for labels or markings on outer container; open if there are inner containers and check again for labels or markings;
- orientate any leaking container so further leakage is prevented;
- stop all actions immediately if fumes are detected or more serious leakage are found on closer inspection; call the airport fire service or other specialist assistance;
- if there are fumes, covering spillage with plastic sheeting can contain them or plastic bags (unless emergency actions identify possible adverse reaction) but be aware this may lead to a build-up of fumes under the covering; remain at a safe distance;
- a spillage can be contained by surrounding with dry sand to prevent spread (unless emergency actions identify a possible adverse reaction);
- use dry sand to cover a spillage, unless commodity is identified as an acid;
- use sodium bicarbonate to cover a spillage of acid, but be aware this may result in bubbling and evolution of carbon dioxide (but there will be no other reaction);
- seek expert help for cleaning up the scene; if help is not immediately available and it is desired to remove containers, spillage, etc, assess whether or not it is safe to continue;
- using rubber gloves to protect the hands put any container in a plastic bag; avoid breathing in any fumes; tie bag tightly;
- using rubber gloves and plastic based tools or rigid plastic material, pick-up contaminated sand/sodium bicarbonate and place in another plastic bag; tie bag tightly;
- place all plastic bags in a further bag and tie tightly;
- place the bag(s) in a secure, well ventilated location well away from any occupied area; if in the open air, ensure moisture, rain, etc., cannot come into contact with the plastic bag(s);
- check the bag(s) at frequent intervals for any adverse reaction;
- seek expert help to dispose of the commodity, if not being retained.

CHAPTER 8 - DANGEROUS GOODS ACCIDENTS AND INCIDENTS

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8.1 Introduction

Dangerous goods accidents and incidents need to be recorded and investigated to establish their cause in order to discover, among other things if the requirements of the TI are inadequate or there has been a violation of them and to avoid reoccurrence.

8.2 Reporting of dangerous goods accidents and incidents

As required by the ICAO TI and CT-TABP an operator must report dangerous goods accidents or incidents to the authorities of the State of the operator and the State in which the accident or incident occurred in accordance with the reporting requirements of those appropriate authorities. A suspected violation of the requirements (undeclared or misdeclared dangerous goods) must also be reported to the appropriate authorities of the State of the operator, or the State in which this occurred.

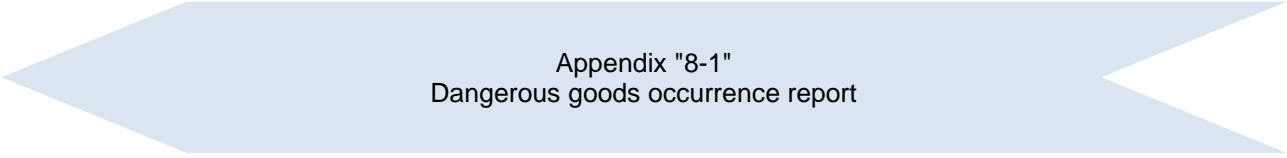
When a report of a dangerous goods accident or incident is received it must be checked as quickly as possible to confirm that all relevant details have been reported. If any details are missing, the reporter is to be asked to supply them as soon as they are available.

A review of all information currently available will be undertaken in order to establish what action needs to be taken. If it is decided that no action needs to be taken or action is not possible, the record is annotated to show this.

The review will aim to establish whether or not the incident is regarded as serious (i.e.: there is evidence of noncompliance with the TI such that there was a potentially unsafe situation) or not serious (e.g.: misunderstanding of the requirements but not resulting in a potentially unsafe situation).

The aims of investigating a dangerous goods accident and incident are to establish its potential seriousness and determine the cause so that action can be taken to prevent a recurrence. Also, any other state from which, or through which, the dangerous goods travelled needs to be notified quickly of all relevant details, particularly if it seems likely that persons in that state may have been exposed to the dangerous goods.

To aid the reporting of dangerous goods accidents and incidents by operators, a recommended form for reporting is included.



Appendix "8-1"
Dangerous goods occurrence report

8.3 Investigating dangerous goods accidents and incidents

With the aim of preventing the recurrence of dangerous goods accidents and incidents, the investigation authority of the Republic of Moldova establishes procedures for investigating and compiling information concerning such accidents and incidents which occur on its territory, and which involve the transport of dangerous goods originating in or destined for another State, involving the CAA.

8.3.1 Dangerous goods accident

A dangerous goods accident is a very serious occurrence and may involve air accident investigators. If there has been a dangerous goods accident any request for information or assistance from other organizations must be dealt with immediately. Any request from another state for details about the dangerous goods on board an aircraft involved in an accident in that state must also be dealt with immediately.

The state in which a dangerous goods accident occurs, involving goods originating in or destined for another state must institute an investigation into the circumstances of the accident.

If it becomes known or is suspected that dangerous goods were a causative factor in an aircraft accident, any dangerous goods investigation of the investigation authority of the Republic of Moldova will need to be coordinated with the CAA.

There is information on the recording and investigation of dangerous goods accidents in the TI SUP, Part S-7; 4.

8.3.2 Dangerous goods incident

The state in which a dangerous goods incident occurs involving goods originating in or destined for another state must carry out an investigation into the circumstances of the incident such as is considered appropriate to its seriousness.

Preliminary enquiries will be made to establish what has happened, who is involved and what evidence is available. The enquiries will identify if the incident warrants investigation by professional investigators with the aim of securing evidence for prosecution. If professional investigation is not justified or not possible (e.g.: all evidence needed is not available), a detailed investigation has still to be carried out. This has to be thorough, to confirm the cause and identify the organizations or individuals responsible for the incident.

When making preliminary enquiries it has to be determined whether the dangerous goods in their current state are a danger to persons. If they are, arrangements must be made to make them safe or dispose of them as quickly as possible, using expert assistance. If an investigation is to be made of the dangerous goods, it is essential that personal safety be taken into account, since many dangerous goods have the potential to cause permanent injury. Protective clothing must be worn, including gloves and goggles. Although it is important to confirm identification of the dangerous goods, this should not be done if in order to do so there is a risk of personal injury.

NOTE: *An example of a contingency plan for dealing with dangerous goods incidents is presented in Appendix "7-1".*

On completion of an investigation into a serious incident, a report will be produced outlining the details of the incident, the findings of the investigation and recommended action. The report will be reviewed to determine what further action has to be taken. If the investigation shows that the requirements of the ICAO TI were inadequate or to prevent the recurrence of similar incidents, a report of the incident must be forwarded to ICAO and to the other states concerned. For import consignments, a copy of the report must be sent to the aviation authorities and any other state involved. For export consignments, if the report has evidence of wrongdoing such that penalty action is justified against those responsible, this must be initiated.

Appendix "8-2"
Investigation report

8.4 Recording of dangerous goods accidents and incidents

A record is to be maintained of all reported dangerous goods accidents and incidents. The aim is for the record to be kept in such a way that all relevant details are included for each accident and incident, so as to provide a permanent record of all reportable accidents and incidents, to allow for a review to establish the cause, to facilitate reporting to other involved states and to allow analysis to establish weaknesses in the requirements or trends. The record can be used also to establish if a particular shipper, operator, agent, etc, is causing an excessive number of problems.

Details of an accident or incident are to be entered into the OPS records database as soon as possible, even if initially few details are known; it is to be up-dated as additional information becomes available. The record will indicate when all action on an accident or incident is complete, and a review made at regular intervals to identify any outstanding action. Past records are not destroyed but may be archived, providing they can be retrieved if the need arises.

8.5 Cooperation between states in the investigation of DG accidents and incidents

CT-TABP, Chapter 11.2 provides that contracting states should participate in cooperative efforts with other states concerning violations of dangerous goods regulations, with the aim of eliminating such violations. It is envisaged that cooperative efforts include coordination of investigations and enforcement action, exchanging information and joint inspections.

8.5.1 The aims of cooperation between states

States need to cooperate in the investigation of occurrences in order to establish what has happened, take remedial action if required and deal with any violator. They need to show that they are in joint control of dealing with the response to the occurrence so that a suspected violator cannot try to exploit any situation where one enforcing agency takes a different or more lenient view of an investigation than the other. Cooperation between states is needed to ensure all the relevant information about an occurrence is identified, so that correct decisions can be made as to the measures needed to deal with it and prevent any recurrence. Cooperation is also needed to ensure that where a violator is identified, it is possible to take penalty action no matter in which state the violator is situated.

8.5.2 Liaison and cooperation between states

Wherever possible, states should liaise and cooperate with other states on a regular basis, so that the members of the enforcing agencies know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation.

If there has been no contact with a State and it is necessary to report an occurrence to them, contact details for the aviation agencies throughout the world can be asked to:

*Secretary, Dangerous Goods Panel
International Civil Aviation organization
999 University Street
Montreal, Quebec
Canada, H3C 5H7
E-MAIL: krooney@icao.int*

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CHAPTER 9 - PASSENGER PUBLIC AWARENESS PROGRAMME

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9.1 Introduction

In addition to the mandatory information that must be promulgated by operators, the states shall encourage all agencies involved in air transport to assist in raising the level of public awareness of the risks of dangerous goods in air transport.

9.2 Awareness plan achievement

A dangerous goods awareness plan is designed to increase public knowledge in the safe transport of dangerous goods.

Providing information to the travelling public may be achieved through the assistance of all agencies involved in air transportation.

9.3 Avenues of communication

Several avenues of communication are available to assist states in raising the level of public awareness of the risks of dangerous goods in air transportation, such as:

- travel agents;
- tour operators;
- airport authorities;
- air operators;
- sports associations;
- outdoors association;
- publication in newspapers;
- magazines;
- trade publications;
- newsletters;
- websites;
- exhibits at trade shows;
- conferences.

9.4 Passenger public awareness devices

There are different devices that may be used to convey easy to understand information to the public regarding restrictions or prohibitions associated with the transport of dangerous goods in passenger transport on and checked baggage or on the person.

Examples of passenger public awareness devices:

- posters;
- brochures;
- display cabinet;
- electronic media;
- handouts;
- websites;
- information articles;
- advisory bulletin.

9.5 Availability of materials for passenger public awareness programme

The ICAO TI SUP, Part S-8 illustrates some examples of materials that may be used for a passenger public awareness programme.

The artwork for each of the examples showed is available by contacting ICAO dangerous goods panel secretary e-mail: krooney@icao.int or by writing to:

*Chief dangerous Goods Standards
Transport Canada building
4th Floor. Tower C, Place de Ville
330 Sparks Street
Ottawa, Ontario
Canada K1A 0N8*

Other website addresses pertaining to passenger awareness information are also available from ICAO dangerous goods panel secretary.

CHAPTER 10 - SOURCE OF ADDITIONNAL INFORMATION

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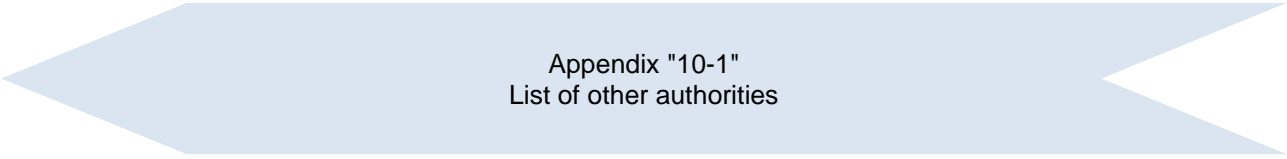
10.1 Introduction

Appropriate information that could be exchanged includes safety alerts, bulletins or advisory, incident reports, and educational/outreach materials suitable for public dissemination.

10.2 Cooperation

Wherever possible, the CAA is liaise and cooperate with other authorities so that the members know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation or simply exchange information.

The operator shall keep list of other authorities who could have an impact on the transport of dangerous goods and their contact information up-to-date.



Appendix "10-1"
List of other authorities

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APPENDIX "5-1"

Application for approval to transport dangerous goods by air operators of airplanes / helicopters registered in Republic of Moldova

Refer to Annex 1 to CT-TABP

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APPENDIX "5-2" (C2A2C)

OPERATIONS MANUAL (DANGEROUS GOODS SEGMENT)
DANGEROUS GOODS MANUAL

Operator			
Edition		Data of edition	
Last amendment		Date of the last amendment	
OM Part A ch. 09 / Dangerous Goods Manual			

For item COMPLIANCE mark in the „C” column;
 For items NON COMPLIANCE mark in the „N” column;
 For items NOT APPLICABLE mark „NA” in the „REMARKS” column;
 For items NOT EVALUATED mark „0” in the „REMARKS” column.

№	INSPECTION ITEM	REFERENCE in the applicable manual	C	NC
1	General restrictions (CAT.GEN.MPA.200, SPA.DG.105) (CAT.GEN.MPA.155,160, GM1 CAT.GEN.MPA.155, 160)			
1.1	Operator's policy on the transport of dangerous goods. States the types of operations (Year Long, Ad Hoc, CAO...) and types of DG operations the company is engaged in (AMC 1 ORO.MLR.100 (9), CAT.GEN.MPA.200 (a)) (SPA.DG.105 (b)(6))			
1.2	States which DG 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 telephone number or telephone number of the company DG Programme Coordinator(s), or designated person(s). Detailed assignments of duties of all personal involved to the administration of the company's CBTA programme (including ground handling & aircraft handling) (SPA. DG.105, CAT.GEN.MPA.200 (d))			
2.2	The Operator list names & contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting DG			
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 (ensure that the air operator provides subcontractor with appropriate documents and manuals)			
3.2	Instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried (AMC1 ORO.MLR.100 (9)(f))			
4	Aircraft specific			
4.1	The manual provides instructions on loading restrictions of the Operator (if applicable) (TI 7;4.2)			
4.2	States any aircraft DG loading restrictions by aircraft type (TI 7;2) (SPA.DG.105)			
4.3	The manuals provide details of the location and the numbering system of cargo compartments (TI 7;4.2)			
5	Training (AMC1 SPA.DG.105(a))			
5.1	States who is responsible for the air Operator's CBTA programme & training, assessment records (TI 1;4.2.5)			
5.2	States which company employees require training and assessment, type of training and frequency of recurrent training and assessment (AMC1 SPA.DG.105(a)(f), TI 7;4.9)			
5.3	States that the air Operator CBTA programmes must be reviewed & approved by the State of authority (TI 1;4.1.2)			
6	Passenger handling			
6.1	Describes which DG are permitted & not permitted in passenger or crew baggage or on the person. Verify that passengers are warned as to the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft (TI 8;1) (CAT.GEN.MPA.200 (b)(2))			
6.2	Describes the procedures for and the form of promulgating information to passengers (TI 7;5) (CAT.GEN.MPA.200 (f))			
6.3	States what the acceptance procedures are for passengers and baggage (TI 7;5) (CAT.GEN.MPA.200 (b)(2))			

№	INSPECTION ITEM	REFERENCE in the applicable manual	C	NC
7	COMAT shipment (TI 7;4.2)			
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			
7.2	State who is responsible / qualified to prepare DG COMAT for transport			
7.3	Describes how DG COMAT are prepared for transport			
7.4	Explains how DG COMAT are to be processed once prepared			
8	Acceptance procedures (TI 7; 1) (AMC1 ORO.MLR.100(9), SPA.DG.105)			
8.1	Describes how DG are prevented from entering the system without appropriate preparation (TI 7;4.7)			
8.2	States the procedures for accepting general cargo ensuring that DG does not enter the system when they are not permitted. Recognition of undeclared / hidden dangerous goods (TI 7;6.1) (CAT.GEN.MPA.200(e))			
8.3	States the procedures for accepting / rejecting DG cargo use of Operator's DG acceptance checklist (TI 7;1)			
8.4	States the procedures for handling rejected DG in cargo			
8.5	Describes the procedures for and the form of promulgating information at cargo acceptance areas (provision of information) (TI 7;4.8)			
8.6	Does the Operator have developed an acceptance checklist to prevent acceptance of dangerous goods for transport by air unless they are accompanied by a completed dangerous goods transport document (may be published in another manual) (TI 7;1)			
9	Retention of documents (TI 7;4.10) (ORO.MLR.115 (b)(4), SPA.DG.110(f))			
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 (TI 7;2) (CAT.GEN.MPA.200, AMC1 CAT.GEN.MPA.200(e), GM1 CAT.GEN.MPA.200)			
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, over packs, freight or unit load devices (TI 7;2.6)			
10.4	Describes procedures for loading / unloading DG onto or from an aircraft (ensuring proper loading & segregation processes and inspection for damage or leaking packages prior to the execution of the above) (AMC1 ORO.MLR.100(9), SPA.DG.105(b)(2))			
11	Load planning (TI 7;4.1)			
11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable) (TI Part 7)			
11.2	Describes the procedures for NOTOC uplift to the pilot-in-command and its retention and accessibility (to the aerodromes of last departure and next scheduled arrival) both on ground and in-flight when DG are carried on board the aircraft (AMC SPA.DG.110(a))			

№	INSPECTION ITEM	REFERENCE in the applicable manual	C	NC
12	Emergency procedures (TI 7;4) (AMC1 SPA.DG.105(b))			
12.1	States emergency response information is available and where the pilot-in-command / other crew members can find it (TI 7;4.8) (SPA.DG.110)			
12.2	Does the Operator have procedures to convey information to emergency services and to appropriate authorities in the event of an incident or accident of an aircraft carrying dangerous goods (TI 7;4.5) (AMC1 SPA.DG.105(b)); States how the pilot-in-command is to report emergencies involving DG (TI 7;4.3) (AMC1 SPA.DG.105(b), CAT.GEN.MPA.200(e))			
12.3	Describes how the NOTOC is accessed during an emergency (TI 7;4.1.3) (SPA.DG.110)			
12.4	Describes the procedures for managing DG incident / accident on the ground (TI 7;3)			
12.5	Describes the procedures for managing misdeclared or undeclared DG (TI 7;4.5) (CAT.GEN.MPA.200(e))			
12.6	Describes the procedures to follow when reporting misdeclared or undeclared DG (TI 7;4.5)			
12.7	Describes the procedures to follow when reporting DG in passengers / crew baggage (TI 7;4.5)			
12.8	Describes the procedures to follow when reporting DG incident / accident (TI 7;4.4)			
13	Transport high consequence dangerous goods			
13.1	Sufficient procedures to transport high consequence dangerous goods Dangerous goods security plan (TI 1;5.3)			
14	Carry of weapons, munitions of war and sporting weapons			
14.1	Conditions under which weapons, munitions of war and sporting weapons may be carried (CAT.GEN.MPA.155, CAT.GEN.MPA.160)			
14.2	Notifying commander of the carriage of munitions of war (CAT.GEN.MPA.155)			
14.3	Carriage of sporting weapons when inaccessible to passengers during flight (CAT.GEN.MPA.160)			
15	National requirements (TR transport of dangerous goods by air)			
15.1	CAA notification on transport of dangerous goods (CT-TABP 2.1.5, 2.1.6)			
15.2	Acceptance procedures (CT-TABP 8.1)			

FINDINGS / CONCLUSION

Name and Title of Inspector (s)	Signature:	Date:
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APPENDIX “5-3”

Application for approval of dangerous goods training programmes for operators not carrying DG
Application for approval of dangerous goods training programmes
Checklist DG CBTA Training Programme

Refer to Annex 3, Annex 4 and Annex 5 to CT-TABP

Checklist DG CBTA Training Programme

Dangerous Goods Training programme approval

This checklist is to be used by the responsible CAA Inspector to document compliance verification before issuing approval.

		Special Information	Evaluation of training programme components	Reference to the operator's documentation	C	NC
1. Result of training needs analysis						
Ch. 1	a)	1. CBTA Training Programme must include the result of training needs analysis with following 2 elements: Tasks and involved personnel	<ul style="list-style-type: none"> • Check / Verify identification and documentation of all functions / tasks* ensuring that DG are transported in accordance with the regulations * performed by the personnel of the company and the personnel of its contractors • Check/Verify identification of all personnel performing these tasks and assignment of these personnel to a role <i>Ref. to Appendix 1 of this document to check completeness</i> 			
		2. Training specifications	<ul style="list-style-type: none"> • Check that for each defined role the training specifications includes: <ul style="list-style-type: none"> ➢ Competencies required ➢ Particularities of involved personnel ➢ Objective of training <i>Ref. to Supplement 1 to Appendix 5-3 of this document to check completeness</i>			
2. Training plan						
Ch. 1	b)	CBTA Training Programme must include a training plan . At least the following points must be considered for each training event (initial / recurrent): <ul style="list-style-type: none"> ➢ Syllabi ➢ Lesson plans ➢ Training types ➢ Instructor(s) 	<ul style="list-style-type: none"> • Check that the training plan provides a clear understanding of the training process, and covers, for each defined role and training event (initial / recurrent), at least below elements with the corresponding description of <p>1.Syllabi</p> <ul style="list-style-type: none"> ➢ Verify that all topics required to achieve the training objectives are covered <p>2.Lesson plans</p> <ul style="list-style-type: none"> ➢ Verify that the lesson plans (schedules) are plausible <p>3.Training types</p> <ul style="list-style-type: none"> ➢ Verify that the training formats (types and methods) are appropriate (acc. to IT and language competencies of the participants, infrastructure, number of participants, etc.) <p>4.Instructor(s)</p> <ul style="list-style-type: none"> ➢ Verify qualification <i>Ref. to Supplement 3 to Appendix 5-3 of this document to check completeness</i>			

3. Assessment plan						
Ch. 1	c)	CBTA Training Programme must include the assessment plan	<ul style="list-style-type: none"> • Check that the Assessment plan, provides a clear understanding of the whole assessment process, and contains, for each defined role, the description of <ul style="list-style-type: none"> ➢ Assessment types ➢ Assessment scheduling ➢ Assessment procedures ➢ Assessor(s) qualification <p><i>Ref. to Appendix 4 of this document to check completeness</i></p>			
4. Continuous assessment plan / Evaluation of the effectiveness of the training and assessment programme						
Ch. 1	d)	CBTA Training Programme must include a continuous assessment plan	<ul style="list-style-type: none"> • Check the continuous assessment procedure and types • Check the procedure/process ensuring the analysis of the results of the continuous assessment and the implementation of changes/improvements (integration in SMS) • Check qualification of assessor(s) <p><i>Ref. to Supplement 5 to Appendix 5-3 of this document to check completeness</i></p>			

Dangerous Goods Training on Competency Based Training and Assessment (CBTA)						
Part 1; Ch. 4	4.4.1	The employer must maintain a record of training and assessment for personnel.	✓ Verify that training records are included			
	4.4.2	Description of the training records content requirements	Verify that following elements are included: <ul style="list-style-type: none"> ➢ The individual's name ➢ The month of completion of the most recent training and assessment ➢ The validity of the qualification ➢ A description, copy or reference to training and assessment materials used ➢ The competencies that have been acquired ➢ The identification of instructors and assessors ➢ Evidence, which shows that the personnel have been assessed as competent. 			
	4.4.3	Training and assessment records must be retained for a minimum period of 48 months	✓ Verify that retention of training records is described			

We hereby confirm, that

- all functions / tasks aimed at ensuring that dangerous goods are transported in accordance with CT-TABP have been identified and
- that all personnel performing these functions / tasks have been identified and assigned to at least one of the abovementioned roles.

Date:

Operator's name:

Name and signature Responsible for the training programme:

Supplement 1 to Appendix 5-3 - Analysis Tasks and Personnel

This table is applicable to operators, regardless of whether or not they are approved to transport dangerous goods as cargo. It aims at identifying and documenting the analysis of

- the functions/tasks ensuring that dangerous goods are transported in accordance with the regulations and
- of all personnel performing these functions/tasks.

In order to be able to organize and coordinate the trainings within the company, each involved personnel of the operator* should be assigned to a so- called role:

- a role consists of a compilation of functions/tasks performed by one or more personnel.
- all personnel assigned to the same role perform the same (or at least similar) functions/tasks and have the same particularities.
- to facilitate training coordination and avoid double-trained topics, each involved personnel should be assigned only to one role.

* For functions / tasks performed by another organization, the operator shall ensure that the involved personnel of the contractors are trained according to the applicable requirements and that the specificities of the operator are taken into consideration (see ORO.GEN.205).

Functions / Tasks ensuring that DG are transported in accordance with the regulations Note: This list includes all potentially involved personnel and not only the operations personnel. It is not exhaustive and must be completed by the operator, if needed.	Role or name of the employee <i>Please name the roles or insert name of the employee identified and tick the boxes related to the functions/tasks performed</i>	If a task/function is not covered by any role, please explain (for example: not applicable to operator's operations or function/task subcontracted to..., etc.)	CAA comments
Nominated persons (as defined in ORO.AOC.135 a))			
Operational point of contact for DG (including DG coordinators abroad)			
Personnel in charge of establishing and maintain the DG training programme (e. g. training needs analysis etc.)			
The personnel in charge of the conduction of trainings (instructors)			
The personnel in charge of the conduction of assessments (assessors)			
Personnel in charge of auditing DG topics/supervising			
Personnel in charge of auditing / supervising (not DG related)			
Personnel in charge of collecting safety data			
Preparing consignments (COMAT)			

<p>Functions / Tasks ensuring that DG are transported in accordance with the regulations</p> <p>Note: This list includes all potentially involved personnel and not only the operations personnel. It is not exhaustive and must be completed by the operator, if needed.</p>	<p>Role or name of the employee</p> <p>Please name the roles or insert name of the employee identified and tick the boxes related to the functions/tasks performed.</p>	<p>If a task/function is not covered by any role, please explain</p> <p>(for example: not applicable to operator's operations or function/task subcontracted to..., etc.)</p>	<p>CAA comments</p>
Organizing Dangerous Goods Transport			
Personnel responsible for the planning of aircraft loading (such as loadmasters...)			
Flight operations officers and flight dispatchers			
Applying for approvals and exemptions according to ICAO TIs Part 1, Chapter 1			
Customer service desk			
Personnel in charge of passengers' and / or cargo booking / selling, answering questions, handling claims, etc.			
Accepting passenger and crew baggage (check-in), managing aircraft boarding areas and other tasks involving direct passenger contact at an airport			
Processing or accepting goods (cargo)			
• DG cargo			
• cargo other than DG			
Handling			
• Handling of baggage			
• Handling of cargo in warehouse			
• Loading and unloading unit load devices and/or aircraft cargo compartments			
Managing DG in flight			
• Flight crew			
• Cabin crew			
• Personnel with a function related to the cargo			
• Task specialists (SPO)			
Other tasks / functions identified by the operator			

Supplement 2 to Appendix 5-3 - Training specifications

Role (according to Appendix 1)		Competencies requirements (Knowledge / Attitude / Skills)	Objective of training	CAA comments
Designation	Particularities (e.g. DG current qualifications, language, IT competences, access to infrastructure, etc.)	Please enter reference to operator's documentation / manuals		
CAA comments				

Supplement 3 to Appendix 5-3 - Training plan

Role designation (according to Sup. 1)	Syllabus (which topics/modules the training is composed of)		Lesson plan (agenda / schedule)		Training type		Instructor(s)	CAA comments
	Initial	Recurrent	Initial	Recurrent	Initial	Recurrent		
	Please enter reference to operator's documentation / manuals							
CAA comments						1		

Supplement 4 to Appendix 5-3 - Assessment plan

Role designation (according to Sup. 1)	Assessment types (method: theoretical (multiple choice quiz (MCQ), written test, ...), practical (exercise...))		Assessment scheduling (continuous assessment during training / one-time final assessment, etc.)		Assessment procedures (criteria for success, actions to be taken if a trainee fails, etc.)		Assessor(s)	CAA comments
	Initial	Recurrent	Initial	Recurrent	Initial	Recurrent		
	Please enter reference to operator's documentation / manuals							
CAA comments								

Supplement 5 to Appendix 5-3 - Continuous assessment plan / Evaluation of effectiveness of training and assessment programme

Role designation (according to Sup.1)	Continuous assessment procedure and types (Examples: feedback from trainees, instructors, employees, auditors, authorities / performance monitoring such as number of rejections at cargo acceptance / occurrences, incidents, accidents / etc.)						Assessor(s)	Procedure / Process ensuring the analysis of the results of the continuous assessment and the implementation of changes/improvements (integration in SMS)	CAA comments
	Please enter reference to operator's documentation / manuals								
CAA comments									

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APPENDIX "5-4"
Dangerous goods training / assessment monitoring - report

Name of organization:		Data:	
Name and Title of Instructor:		Training <input type="checkbox"/>	
		Assessment <input type="checkbox"/>	
CAA Inspector(s):		Location:	

Training programme	
<i>Title of CBTA programme:</i>	
<i>Function (category) of personnel to whom the training and assessment was provided:</i>	
<i>Number of persons attending:</i>	<i>Number of persons who obtained a passing grade on the exam:</i>

Comment on training course

Comments on the examination

Comment on assessment

Does the course meet the objectives and the syllabus or curriculum:	YES	NO

Name and Title of the Inspector	Signature	Date:

Head of OPS decision	
Signature:	Date:

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APPENDIX "5-5"
Dangerous goods
monitoring instructor / assessor competence

Name of organization:		Data:	
Name and Title of Instructor:		Training Course:	
CAA Inspector(s):		Location:	

Training programme	
<i>Title of training programme:</i>	
<i>Function (category) of personnel to whom the training and assessment was provided:</i>	
<i>Number of persons attending:</i>	<i>Number of persons who obtained a passing grade on the exam:</i>

Training area	
<i>Address of Facility:</i>	
<i>Name of Facility:</i>	

Points	Explanation
5 - Excellent	Outstanding, meet all requirements and delivered in an exceptional manner
4 - Good	Above average, message clearly delivered, drawing interest and participation of trainees
3 - Average	Message delivered and understandable. Objectives met
2 - Below average	Message delivered but somewhat difficult to understand. Objectives barely met
1 - Not up to standard	Message incomplete or difficult understand. Objectives not met
0 - Not applicable	Not addressed

Introduction	
Evaluation Criteria	Remarks
<i>Stimulating</i>	
<i>Effective linking to title</i>	
<i>Importance of lesson stressed</i>	
<i>Objective / Scope of lesson given</i>	

Lesson content	
Evaluation Criteria	Remarks
<i>Content relevant to objective/scope</i>	
<i>Content in logical order</i>	
<i>Content sufficient to cover objective/scope</i>	
<i>Demonstration / explanations given</i>	
<i>Class participation evoked</i>	
<i>Subject clarification provided where necessary</i>	
<i>Students given practice/exercise</i>	

Instructional Techniques	
Evaluation Criteria	Remarks
<i>Effective use of voice</i>	
<i>Effective use of questions to students</i>	
<i>Effective eyes contact</i>	
<i>Effective use of body language</i>	
<i>Effective movement around the class</i>	
<i>Logical explanation given</i>	
<i>Enthusiasm during presentation</i>	
<i>Effective handling of questions from students</i>	

Use of teaching aid	
Evaluation Criteria	Remarks
Effective use of aids	
Quality of aids	

Does the course meet the objectives and the syllabus or curriculum:	YES	NO

Positive remarks:

Critical remarks:

Recommendations:

Name and Title of Inspector	Signature	Date:
Name and Title of Operator's Representative	Signature	Date:

Head of OPS decision	
Signature:	Date:

APPENDIX "5-6"
Register of approvals

competency-based approach to dangerous goods training and assessment programmes (CBTA)

1. Personnel responsible for preparation of dangerous goods consignments (B) (CAT 1 & CAT 2 & CAT 3)
2. Persons responsible for processing or accepting goods presented as general cargo (C) (CAT 4 & 7) (CAT 13)
3. Personnel responsible for processing or accepting dangerous goods consignments (D) (CAT 6)
4. Persons responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments (E) (CAT 5 & 8) (CAT 14)
5. Persons responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport (F) (CAT 9)
6. Personnel responsible for the planning of aircraft loading (G) (CAT 10) (16)
7. Flight crew (H) (CAT 10) (CAT 16)
8. Flight operations officers and flight dispatchers (I) (CAT 10) (CAT 16)
9. Cabin crew (J) (CAT 11) (CAT 17)
10. Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail (K) (CAT 12) (CAT 15)

STAFF OF DESIGNATED POSTAL OPERATORS

“**A**” – Staff of designated postal operators involved in accepting mail containing dangerous goods

“**B**” - Staff of designated postal operators involved in processing mail (other than dangerous goods)

“**C**” - Staff of designated postal operators involved in the handling, storage and loading of mail

Registration number	Date of issuance	Type of issuance	Operator's name	Functions (category) of personnel

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APPENDIX "5-7"
Application for approval or exemption to
transport dangerous goods under special circumstances

Refer to Annex 2 to CT-TABP

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**APPENDIX "6-1" (C2A2F-DG)
Training / assessment record inspection**

Date of Inspection:		Name of Facility:	
Operator:		CAA Inspector (s):	
Type of operations:	<input type="checkbox"/> CARRY DG	<input type="checkbox"/> NO CARRY DG	

Availability of training records	YES	NO
Are the records of training available when requested?		
If No, specify why:		

Content of Training Records			
Name of the employee			
Recurrent training / assessment within 24 months of previous training			
The most recent training / assessment completion date			
A description, copy or reference to training / assessment materials used to meet the requirements			
Name and address of the organization providing the training / assessment			
A copy of the certification showing that a training / assessment have been completed satisfactorily in the employee file			
Copy of record of training / assessment attached			

FINDINGS / CONCLUSION

Name and Title of Inspector	Signature	Date:
Name and Title of Operator's Representative	Signature	Date:

Head of OPS decision
Signature: _____ Date: _____

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APPENDIX "6-2"
Consignment inspection checklist

Date of Inspection:		Operator	
CAA Inspector (s):		Name of contact person	

Type of operation		
<input type="checkbox"/> Year Long	<input type="checkbox"/> Maintenance Only	<input type="checkbox"/> Ad Hoc
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Cargo Acceptance Only	<input type="checkbox"/> Sub-Contract
Note:		

Hidden dangerous goods warning									
Yes	FDG	N/C	N/A		Yes	FDG	N/C	N/A	
				Where documents are accepted					Where the cargo is accepted
Note:									

Documents	Yes	No	N/C	N/A	Last edition
National regulations					
State's exemption					
ICAO Technical Instructions					
Supplement to the ICAO Technical Instructions					
ICAO - Emergency response guide					
OPS manual					
Company policy - Embargo/restrictions					
IATA Dangerous Goods Regulations					

Dangerous goods consignment inspection					
1	PACKAGE/ OVER PACKS/ FREIGHT CONTAINER	OK	FDG	N/A	N/C
1.1	Markings				
1.1.1	<i>Proper Shipping Name including technical name (if app.) and UN No.</i>				
1.1.2	<i>Name and address of shipper and consignee</i>				
1.1.3	<i>Package specification markings:</i>				
	• Correct code for type				
	• Correct packing group for contents (X, Y or Z)				
	• Correct gross mass (combination packs)				
	• Legitimacy of markings, if it can be checked				
1.1.4	<i>Explosives - net quantity and gross mass</i>				
1.1.5	<i>Refrigerated liquefied gases - indication of:</i>				
	• Upright position				
	• "Keep upright"				
	• "Do not drop - handle with care"				
1.1.6	<i>Dry Ice / Carbon Dioxide Solid - net mass</i>				
1.1.7	<i>"Limited quantity "</i>				
1.1.8	<i>"Diagnostic Specimen" if Instruction 650 used</i>				
1.1.9	<i>Radioactive materials Markings:</i>				
	• Industrial type: TYPE IP-1, TYPE IP-2, or TYPE IP-3				
	• Industrial package Type 2, Type 3 or Type A: (VRI CODE) of the country				
	• Type A, Type B(U), Type B(M), or Type C				
	• Type B(U), Type B(M) and Type C packages - design identifier / trefoil symbol				
	• Packages > 50kg gross mass,				
1.1.10	<i>Over pack</i>				
	• Markings of packages clearly visible or reproduces on outside				
	• For UN specification markings or Type A, B or C, statement: "over pack"				
1.2	Labelling				
1.2.1	<i>Hazard label(s):</i>				
	• Appropriate to contents				
	• Correct specification				
1.2.2	<i>Number for primary / subsidiary risk</i>				
1.2.3	<i>"Cargo Aircraft Only" label, if required</i>				
1.2.4	<i>Package orientation labels x 2, if required</i>				
1.2.5	<i>"Cryogenic Liquid" labels if required</i>				
1.2.6	<i>For magnetized Material, handling label if required</i>				
1.2.7	<i>Keep away from heat</i>				

1	PACKAGE/ OVER PACKS	OK	FDG	N/A	N/C
1.2.8	<i>Radioactive materials labeling:</i>				
	• Transport Index for (Cat II & III only)				
	• Contents and activity				
	• Transport Index for (Cat II & III only)				
	• Contents and activity				
	• Two labels on opposite side				
	• Fissile material label (CSI) for other than excepted				
	• Radioactive material, excepted package				
1.3	Condition				
1.3.1	<i>Package appears to be in good condition</i>				
2	DOCUMENTS	OK	FDG	N/A	N/C
2.1	Dangerous goods transport document				
2.1.1	<i>Numbered if more than one page</i>				
2.1.2	<i>Name and address of shipper</i>				
2.1.3	<i>Name and address of consignee</i>				
2.1.4	<i>Statement of "Passenger & CAO" or "CAO"</i>				
2.1.5	<i>Correct order for:</i>				
	• UN / ID no.				
	• Proper shipping name				
	• Class / division				
	• Packing group				
2.1.6	<i>Sequence of description of Dangerous Goods</i>				
2.1.7	<i>Additional information</i>				
	• Subsidiary risks				
	• Number of packages				
	• Net quantity / gross mass for each package				
	• Packing instruction number				
	• Special provision reference				
	• "Over pack used"				
	• "Limited quantity"				
	• "Salvage package"				
2.1.8	<i>Infectious substances - contact name & telephone no</i>				
2.1.9	<i>Packages of mixed dangerous goods:</i>				
	• "Q" value shown and does not exceed 1.0				
	• Segregation requirements met				
	• Self-reactive subs. Division 4.1 and 5.2, indication that the package must be protected from direct sunlight and heat				
2.1.10	• <i>Declaration that the goods are properly packaged, marked and labeled and in accordance with the applicable regulations</i>				
	• <i>Declaration must be signed and dated by the shipper</i>				

2	DOCUMENTS	OK	FDG	N/A	N/C
2.1.11	<i>Radioactive materials:</i>				
	• "Radioactive materials" if not part of name				
	• Name or symbol of radionuclide(s)				
	• Description of physical or chemical form or special form if not part of name				
	• Total activity for LSA-II, LSA-III, SCO-I and SCO-II				
	• Category of package(s) or over pack(s)				
	• Transport index (es) (Cat II & III only)				
	• Package dimensions (Cat II & III only)				
	• Certificates (i.e.: special form, Type B package design)				
	• Supplementary requirements for loading, stowage, carriage, or a statement that no such requirements are necessary				
	• Emergency arrangements appropriate to the consignment.				
2.2	Air Waybill (if used)				
2.2.1	<i>Statement concerning the attached document "shipper's declaration"</i>				
2.2.2	<i>"Cargo Aircraft Only"</i>				
2.2.3	<i>Statement for "Excepted packages of radioactive materials"</i>				
2.3	Exemptions / Special approvals				
2.3.1	<i>Copy of document attached (exemptions or approval)</i>				
2.3.2	<i>Conditions complied with</i>				
3	Acceptance check list				
3.1	Use of check list and accurate completion				
4	Notification to captain (NOTOC)	OK	FDG	N/A	N/C
4.1	<i>Use of a NOTOC</i>				
4.2	<i>Information for each item:</i>				
	• AWB no.				
	• Proper shipping name and UN/ID no				
	• Class / division, subsidiary risks and Compatibility group for Class 1				
	• Packing group and number of packages				
	• Net quantity / gross mass				
	• Loading location on aircraft				
	• Indication "Cargo Aircraft Only"				
	• Point of unloading				
	• Category & transport index - radioactive materials				
	• Indication of a State exemption				
4.3	<i>Confirmation that no damaged / leaking packages, from person responsible for loading</i>				
5	Training and Assessment				
5.1	<i>Adequate number staff on duty</i>				
5.2	<i>Acceptance staff received in depth of training and assessment</i>				
5.3	<i>Recent training and assessment within 24 months</i>				

Employees Names	Function	Date of last training and assessment

FINDINGS / CONCLUSION

Name and Title of Inspector	Signature	Date:
Name & Title of Operator's Representative	Signature	Date:

Head of OPS decision	
Signature:	Date:

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APPENDIX "6-3"
Ramp inspection checklist

Date of inspection		Operator	
CAA Inspector (s)		Name of contact person	

Type of operation			
<input type="checkbox"/>	Year Long	<input type="checkbox"/>	Maintenance Only
<input type="checkbox"/>	Seasonal	<input type="checkbox"/>	Cargo Acceptance Only
<input type="checkbox"/>		<input type="checkbox"/>	Ad Hoc
<input type="checkbox"/>		<input type="checkbox"/>	Sub-Contract
Note:			

Ramp Inspection					
1	Package condition	OK	FDG	N/A	N/C
1.1	Package appears to be in good condition No damage - No leaking				
2 Notification to captain (NOTOC)					
2.1	Use of a NOTOC				
2.2	Information for each item:				
	<ul style="list-style-type: none"> • AWB no. • proper shipping name and UN/ID no. • class / division, subsidiary risks and Compatibility group for Class 1 • packing group and number of packages • net quantity / gross mass (if applicable) • loading location on aircraft • indication "Cargo Aircraft Only" if applicable • point of unloading • category & transport index - radioactive materials • if applicable indication of a State exemption • confirmation no damaged/leaking packages, from person responsible for loading. 				
2.3	Indication from the pilot-in-command that the information has been received				
3 Loading and Securing					
3.1	All Aircraft				
3.1.1	Correct loading of liquids				
3.1.2	Goods segregated and secured as required				
3.1.3	Toxic & infectious substances segregated from animals / foodstuffs				
3.1.4	Radioactive materials:				
	<ul style="list-style-type: none"> • separated from persons, film & animals (minimum distance) 				
3.1.5	Unit Load Devices:				
	<ul style="list-style-type: none"> • segregation requirements met • correct loading of liquids • goods secured against movement • hazard labels visible or tag used • "CAO" labels visible or tag used • if tag used: red hatching on both side, dimension 148 X 210 mm 				

Ramp Inspection					
3	Loading and Securing (continue)	OK	FDG	N/A	N/C
3.1.6	Check loading position conforms to NOTOC				
3.2	Passenger and Combi Aircraft				
3.2.1	No "Cargo Aircraft Only" loaded				
3.2.2	Aircraft without main deck "Class B" holds: - no dangerous goods in main deck hold				
3.3	Cargo Aircraft				
3.3.1	Accessibility requirements met for cargo aircraft only dangerous goods				
4	Exemptions / Special approvals				
4.1	Conditions complied with				
5	Information				
5.1	Operations Manual has suitable entry				
5.2	Holding on board aircraft copies of:				
	• Operations manual				
	• ICAO ERG (or similar)				
	• all appropriate legislation				
	• all relevant approvals, exemptions, etc.				
6	Training and Assessment				
6.1	Adequate number of staff on duty				
6.2	Acceptance staff received in depth training and assessment				
6.3	Training and assessment given to ground handling staff				
6.4	Recent training and assessment within 24 months				

Employees Names	Function	Date of last training and assessment

FINDINGS / CONCLUSION

Name and Title of Inspector	Signature	Date:
Name & Title of Operator's Representative	Signature	Date:

Head of OPS decision
Signature: _____ Date: _____

APPENDIX "6-4"
Passengers handling checklist

Date of Inspection:		Airport Name:	
Operator:		Name of Facility:	
Name of DG Coordinator		CAA Inspector (s):	

Reference Documents									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
				National regulations					OPS manual
				State's exemption					Company policy - Embargo / restrictions
				ICAO Technical Instructions					Company - Emergency procedures
				Supplement to the ICAO Technical Instructions					IATA Dangerous Goods Regulations
				ICAO – Emergency response guide					Label Master Air Shipper
Documents				Last version / edition				Status	

Passengers Handling Procedures				
Is the Passenger Handling Staff aware of	Yes	FDG	N/C	N/A
Procedures for handling of wheelchairs or other battery-powered mobility aids with non-spill able batteries				
Procedures for handling of wheelchairs or other battery-powered mobility aids with spill able batteries				
Procedures for handling of Dry Ice in Passenger or Crew baggage				
Procedures for dealing with undeclared or misdeclared dangerous goods found in baggage				
Verify that passengers are warned as to the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft				
Note:				

Hidden Dangerous Goods Warning									
Yes	FDG	N/C	N/A		Yes	FDG	N/C	N/A	
				Where tickets are issued					Aircraft boarding areas
				Where the passengers are checked					
Note:									

Passengers Handling Inspection									
TRAINING					OK	FDG	N/A	N/C	
Adequate number of staff on duty									
Acceptance staff received in depth training and assessment									
Training and assessment given to ground handling staff									
Recent training and assessment within 24 months									
Employees Names		Function			Date of last training				
Items Commonly Seized									
	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Camping Fuel					Undeclared Dry Ice				
Matches					Paint				
Large quantity of lighters					Antique barometer with mercury				
Lighter fuel					Carbon dioxide cartridge				
Self-defense Spray					Large quantity of lithium batteries				
Fireworks					Large quantity of cosmetic aerosols				
Over proof alcohol (more than 70% per volume)					Marine Flares				
Gas refill for hair curler					Insect repellent aerosol				
Undeclared ammunition									
Note									

FINDINGS / CONCLUSION

Name and Title of Inspector	Signature	Date:
Name & Title of Operator's Representative	Signature	Date:

Head of OPS decision
Signature: _____ Date: _____

APPENDIX "6-5"
Audit checklist

Date of Inspection:	
Operator:	
CAA Inspector (s):	
Type of operations:	CARRY DG <input type="checkbox"/> NO CARRY DG <input type="checkbox"/>

For item COMPLIANCE mark in the „C“ column;
 For items NON COMPLIANCE mark in the „N“ column;
 For items NOT APPLICABLE mark „NA“ in the „REMARKS“ column;
 For items NOT EVALUATED mark „0“ in the „REMARKS“ column.

Pre-Inspection					
	Item	Ref	C	N/C	Remarks
1	Identify any outstanding audit findings respecting the last audit	N/A			
2	Determine the current type of operator service and identify any changes since the last audit	N/A			
3	Review prior company records to establish compliance history	N/A			
4	Review dangerous goods occurrence reports, where applicable	N/A			
5	Determine if the company currently has any exemptions	N/A			
Review manual and determine if there					
6	Has been any amendments to the dangerous goods operations manual/other manuals	7;4.2			
7	Determine if the company has an approval for the transport of dangerous goods on main deck cargo compartments of passenger aircraft	7;2.1			
8	Determine if the company has an approved dangerous goods CBTA programme Check: Validity of the approval	1;4.1			
9	Determine if the CBTA programme reflects all regulatory or operational amendments	1;4.2			

Various lower-level managers are generally delegated, by senior management, the responsibility of managing the systems for ensuring that the operators dangerous goods manual is appropriately distributed, is current and kept up to date, that training records are maintained and various dangerous goods transport documents are retained. The following checklist is applicable to all levels of management who hold those responsibilities.

Site Inspection					
	Item	Ref	C	N/C	Remarks
1	Administration				
1-1	Does the company's CBTA programme match State approved programme? Check CBTA programme	1;4.2			
1-2	Determine that the recurrent training and assessment take place within 24 months of previous training.	1;4.2.3			
1-3	Determine that the companies maintain a record of training and assessment for trained employees	1;4.2			
1.4	Verify that handling responsibilities if subcontracted to an external handling company and that the air operator provides subcontractor with appropriate documents and manuals. Check manuals and other instructions have been provided. Verify the arrangements if the operator engages the services of handling agents	CT-TABP			
1.5	Verify that the Operator has a designated person responsible for all issues related to carriage of dangerous goods by air. Check the certificate	AMC CT-TABP			

ACCEPTANCE, HANDLING, STORAGE AND LOADING OF DANGEROUS GOODS

The operator must have procedures in place to ensure that dangerous goods are accepted, handled, temporary stored (segregation and consideration to goods who need to be stored away from certain environmental condition (heat, light or water) and loaded on aircraft as per the requirements. "CONSIGNMENT INSPECTION CHECKLIST" and the "RAMP INSPECTION CHECKLIST» should be used in addition to this checklist.

Site Inspection					
	Item	Ref	C	N/C	Remarks
2	Acceptance of dangerous goods				
2-1	Determine who accepts the dangerous goods cargo and general cargo for the operator.				
2-2	Determine if the Operations Manual is available to acceptance staff as required.	7;4.2			
2-3	Determine if the company's acceptance procedures comply with the regulations. Adequacy and use of acceptance checklist, accessibility of DG documents. Check Operators relevant manuals. Verify use and adequacy of the procedures and check lists. Few checklists that were used for acceptance dangerous goods.	7;1			
2-4	Determine if the Pilot Notification System procedures comply with the appropriate regulations. Verify correct completion (including signature / some other indication) and accessibility. Check Documentation that details the procedures. NOTOC contains all information required and detailed in the Technical Instructions. Check whether the NOTOC has been completed correctly including signature	7;4.1			
2-5	Determine if at least one copy of appropriate documents to the transport is retained for a minimum period of three months.	7;4.10			
2-6	Determine if the operator's acceptance staff are adequately trained and assessed to assist them to identify and detect dangerous goods presented as general cargo	7;1.4			
2-7	Determine the capability of the operator to replace lost or stolen safety marks.	7;2.6			
3	Storage, handling and loading of dangerous goods				
3-1	Verify the company's storage procedures comply with the regulations.	7;2			
3-2	Determine that operator has procedure to ensure inspection for leaking or damage before and after loading	7;3			
3-3	Determine that operator has procedures for removal of damaged or leaking packages from aircraft	7;3.2 7;3.3			
3-4	Determine that pilots have been supplied with appropriate written or printed information regarding dangerous goods to be carried as cargo	7;4.1			
3-5	Determine that the notification to the pilot (NOTOC) includes signed confirmation of no evidence of any damage to or leakage from the package	7;4.1			
3-6	Determine that the pilot indicates on one copy or in some other way that the information was received.	7;4.1			
3-7	Determine if the operator provided the pilot in command with the "Emergency Response Guidance" or a similar document concerning dangerous goods on board.	7;4.8			
3-8	Determine that the company has procedures for loading and stowing a wheelchair for a passenger. (including notification to the pilot in command)	8;1.1.2j			
3-9	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	7;4.10 1;4.2.7 note 2			

PASSENGER INFORMATION

Except as otherwise provided in Technical Instructions Part 8; 1.1.2, dangerous goods must not be transported by passengers or crew members. Passengers and crew are permitted to transport certain dangerous goods either in checked baggage or carry-on baggage. Some of these permitted items require the express approval of the operator. In order to do this, safety check-in staff must be provided with the appropriate training and material at the check-in counter to be able to identify those items "PASSENGER TERMINAL NOTICES INSPECTION CHECKLIST" should be used in addition to this section.

Site Inspection					
	Item	Ref	C	N/C	Notes
4	Passenger check-in				
4-1	Determine if there is a documented policy or process concerning dangerous goods carried by passengers or crew.	8;1			
4-2	Determine that the company complies with the requirements for provision of information to passengers and crew. Verify notices in place and information provided with passenger ticket or in another manner.	7;5.1.2			
4-3	Determine that passenger check-in procedures comply with the regulations.	7;5.2			
4-4	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained and assessed.	7;5.2.1			

REPORTING OF INCIDENT, ACCIDENT OR UNDECLARED DANGEROUS GOODS

It is important to remember that dangerous goods incident is not incidents until the product in question has been formally accepted for uplift by the airline operator. However, once formally accepted there are a number of aspects that must be addressed by the operator.

Site Inspection					
	Item	Ref	C	N/C	Notes
5	Reporting of dangerous goods				
5-1	Verify the company has the proper dangerous occurrence procedures in place, in case of an aircraft accident or incident.	7;4.6			
5-2	Determine if a reporting system exists to report DG accidents and incidents to the State of operator and state where accident or incident occurred.	7;4.4			
5-3	Determine if a reporting system exists to identify undeclared or misdeclared dangerous goods.	7;4.5			
5-4	Determine that pilots have been supplied with appropriate information concerning his responsibility to inform appropriate air traffic services in case of in-flight emergency	7;4.3			
5-5	Determine that pilots have been supplied with appropriate information regarding emergency response.	7;4.8			

FINDINGS / CONCLUSION	

Head of OPS decision	
Signature:	Date:

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**APPENDIX "6-6"
Dangerous Goods Audit Form**

SHIPPER

Date of Inspection:	
Shipper name:	
CAA Inspector (s):	

Pre inspection research

CAA database: Review previous inspections associated with the shipper and record previous violation information below:

State safety risk management (SRM) database: Run "company search" or "incident summaries" on the shipper. Note any information from inspections on the same shipper from other locations besides the one you plan to inspect. Print out the report and attach it to this job aid for your files. Record any notable information below:

State SRM database: Review the following additional information:

Does the shipper hold any exemption?

No:

Yes:

If yes, record the exemption(s) and obtain copies to review and take to the inspection:

Does the shipper hold any approval?

No:

Yes:

If yes, record the approval (s) and obtain copies to review and take to the inspection:

Other Public Information: Note any information from other sources on the shipper that may be helpful in conducting the inspection:

Conduct of the Inspection

General company information:

Shippers:
Address:
Phone number:
Email:
Company point-of-contact (name/title):

General company information: Business organization:

Individual:	<input type="checkbox"/>
Partnership:	<input type="checkbox"/>
Corporation:	<input type="checkbox"/>
If corporation, is this a branch or division?	
No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>
If the corporation is a branch or division, then record the parent corporation's information here:	
Corporation headquarters:	
Address:	
Phone number:	
Email:	
Company point-of-contact (name/title):	

Shipper profile information:

Days / Hours of operation:

Operators that are offered dangerous goods for air transportation from the shippers

Exemptions used by the shipper:

Approvals used by this shipper:

Determine if the shipper is required to have a security plan (Technical Instructions, Part 1;5):	
No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>
If yes, what dangerous goods require the shipper to have a security plan?	

Shipping area / package production area:

Observation/interview/verification:
Inspect completed dangerous goods packages awaiting pick-up for air transport by an operator for:
Transport documents
Marking
Labeling
Packaging (authorized for air transport)
Classification

Does the shipper use a checklist to ensure shipments are offered in compliance with the Technical Instructions?

No:

Yes:

If packages are being prepared, then review if workers are properly closing UN specification packagings as per the package manufacturer's closing instructions. Also, verify if single packagings and the inner packagings of combination packages are permitted by the Technical Instructions for the substances being shipped (Technical Instructions, Part 4 and 5).

Record names of all workers who you observe performing dangerous goods functions to verify training records:

Warehouse:

Observation / interview / document review / verification:

Perform a complete physical walk-through of the shipper's warehouse/storage area during the inspection. Look for, and question the company on, any products that are marked or labeled as dangerous goods.

Administrative office:

Interview:

Have the knowledgeable company official describe how the shipper retains dangerous goods shipping documentation (Technical Instructions, Part 5):

- Separate dangerous goods transport document file (folder)
- Record the rejected consignments
- Electronic records (separate file)
- Transport document filed with purchase/invoice order
- Transport document filed with customer file
- Transport document filed with other shipping documentation
- Test reports and instructions for packaging
- Other

Describe used methods and note if the shipper maintains other transport documents in different locations.

Administrative office:

Document review/verification:

Review dangerous goods transport documents on file.

Any transport documents that are in violation of the dangerous goods regulations?

No:

Yes:

If yes, document for possible further investigation.

List all names of individuals who certified shipments according to the transport documents for verification of training (Technical Instructions, Part 1):

Review all transport documents that indicate that a State exemption was used by the shipper. Verify that the shipper complied with the used exemptions (Technical Instructions, Part 1).

List used exemptions:

Review all transport documents that indicate a State approval was used by the shipper. Verify that the shipper complied with the approval (Technical Instructions, Part 1).

List used approvals:

Review all transport documents that indicate a security plan would be required. Verify that the shipper complied with all security plan requirements (Technical Instructions, Part 1).

Classification of dangerous goods:

Review all dangerous goods classifications listed on transport documents against supporting documentation that the shipper used to classify the material.

What is the primary method used by the shipper to classify their dangerous goods shipments?

- Material safety data sheet
- Product information (manufacture)
- Lab analysis
- State approval
- Other

List:

Obtain a roster of all employees, agents, and contractors who perform a dangerous goods function and/or transport functions for the shipper (Technical Instructions, Part 1 and 5).

Obtain training and assessment records that shipper has on file (Technical Instructions, Part 1 and 5):

Record the following CBTA programme information:

Name of CBTA programme:

Description of training and assessment material(s):

Location of training and assessment material(s):

Name and address of person providing training and assessment:

Review, verify, and compare worker rosters against training and assessment records provided by the shipper.

Compare names of workers you observed performing dangerous goods functions against shipper's training and assessment records.

FINDINGS / CONCLUSION

Name and Title of Inspector	Signature	Date:
Name & Title of Operator's Representative	Signature	Date:

Head of OPS decision	
Signature:	Date:

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APPENDIX “7-1”
Contingency plan for dealing with dangerous goods incidents

The following is a list of contacts that may be able to provide assistance, when dealing with a dangerous goods incident or accident.

Contacts	Name of experts or contact personnel	Telephone numbers
SE “MoldATSA”	Flight director	078494006
SE “Aeroportul International Chisinau”	Operational manager	079930481
SE “Aeroportul International Chisinau”	Head of security shift	079930482
LTD “Aeroport Handling”	Manager on duty	078390505
ИЛДЦМП / Doctor coordinator on duty	Doctor on duty	062011544 (112)
SE “Aeroportul International Chisinau”	Chief physician of the medical centre	079930428
General Inspectorate for Emergency Situations (GIES)		022290081
Republican operational dispatch centre		079604103
SE “Aeroportul International Chisinau”	Head of telecommunication service	079930404
SE “Aeroportul International Chisinau”	Head of operations service	079930460
SE “Aeroportul International Chisinau”	Head of access control and urgent response division	079930409
SE “Aeroportul International Chisinau”	Head of aerodrome service	079300554
CAA RM	Director	079400015
CAA RM	Airports division	067208004
CAA RM	Aviation security division	069185111
Ministry of infrastructure and regional development/ Air transport division	Head	069263610
Border police, Ministry of internal affairs, Chisinau Airport	Shift supervisor	069200030
Fire Fighting Service of Aeroportul International Chisinau	RFFS	079930436
National Emergency Call Service		112

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APPENDIX "8-1"
Dangerous goods occurrence report

DGOR No:

See the Notes on the reverse of this form. Those boxes where the heading is in italics need only to be completed if applicable.

1. Operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:			5. Flight no:		
6. Departure airport:			7. Destination airport:		
8. Aircraft type:			9. Aircraft registration:		
10. Location of occurrence:			11. Origin of the goods:		
12. Description of the occurrence, including details of injury, damage, etc., (if necessary continue on the reverse of this form):					
13. Proper shipping name (including the technical name):				14. UN/ID no. (when known):	
15. Class/division (when known):		16. Subsidiary risk(s):	17. Packing group	18. Category, (class 7 only)	
19. Type of packaging:	20. Packaging specification marking:	21. No. of packages:	22. Quantity (or transport index, if applicable):		
23. Reference no of Air Waybill:					
24. Reference no. of courier pouch, baggage tag, or passenger ticket:					
25. Name and address of shipper, agent, passenger, etc.:					
26. Other relevant information (including suspected cause, any action taken):					
27. Name and title of the person making report:				28. Telephone no.:	
29. Company:				30. Reporters ref:	
31. Address:				32. Signature:	
				33. Date:	
Description of the occurrence (continuation):					

NOTES to Appendix "8-1"

1. *Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.*
2. *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 hospitalization 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 hemorrhage, 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.*
3. *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 jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.*
4. *This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.*
5. *An initial report, which may be made by any means, must be dispatched within 72 hours of the occurrence, to the investigation authorities 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.*
6. *Copies of all relevant documents and any photographs should be attached to this report.*
7. *Providing it is safe to do so, all dangerous goods, packaging, documents, etc., relating to the occurrence must be retained until after the initial report has been sent to the dangerous goods state authority and they have indicated whether or not these should continue to be retained.*

**APPENDIX "8-2"
Dangerous goods investigation report**

Time and Date of incident:	Report number:
Place of occurrence:	Type of Report:
	Violation observed
	Incident
	Accident
Name and address of the shipper:	Documents attached:
	Air waybill
	Shipper's declaration
	Acceptance check list
Name and address of the consignee:	Notification to captain
	Photographs
	Analysis report
	Witness statement
	Police report
Name and address of the operator:	Other
	Additional Information:
	Airport of departure:
	Airport of destination:
	Aircraft registration:
	Flight No:

Dangerous Goods involved:

UN/ ID no.	Proper shipping name	Class / Division	Sub risk	Number and type of packages	Packing instruction and packing group

REPORT COMPILED BY:
Signed: _____ Date: _____

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APPENDIX "10-1"
List of other authorities

Contacts
Customs Authority
Postal Authority
Explosives Bureau of Experts (for class 1)
Radioactive Material Protection (for class 7)
Health Authority (for Division 6.1 and 6.2)
Airport authority
Police Authority
Air Traffic Services (ATS)
Airport Fire Service
OTHER SOURCES
National Emergency Call Service - 112

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