

SLCAP 4400




CIVIL AVIATION AUTHORITY OF SRI LANKA

MANUAL ON TRANSPORT OF DANGEROUS GOODS

Third Edition - 2006

APPROVED AND PUBLISHED BY THE AUTHORITY
OF DIRECTOR –GENERAL OF CIVIL AVIATION – SRI LANKA

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Civil Aviation Authority of Sri Lanka

MANUAL ON TRANSPORT OF DANGEROUS GOODS

Master Copy

Third Edition - 2006

APPROVED AND PUBLISHED BY THE AUTHORITY
OF DIRECTOR –GENERAL OF CIVIL AVIATION – SRI LANKA

Rev : 00	Civil Aviation Authority of Sri Lanka	Date : 01.06.2006
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RECORD OF REVISIONS

Control Number	Issued to :	

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PREFACE


The objective of this document is to explain in detail the conditions and requirements that an operator who wishes to transport/handle Dangerous Goods into, out of, over or within Sri Lanka should satisfy in order to obtain required authorization from the Director-General of Civil Aviation in terms of the Air Navigation Regulations 129 for the handling and/or carriage of Dangerous Goods by air. The contents of this document are presented in four sections viz;

Section 1 - stipulates the minimum requirements that an operator shall satisfy in order to obtain approval from the Director General of Civil Aviation for handling and/ or transport Dangerous Goods by air.

Section 2 - outlines the format of a Dangerous Goods Manual, which an air operator is required to prepare as a prerequisite for obtaining approval of DGCA as stated under Section 1. An operator is encouraged to follow the same format in the preparation of Dangerous Goods Manual giving adequate information on its procedures and arrangements which are in place, under each item described therein. Dangerous Goods Manual of an Operator and its subsequent amendments shall receive prior approval from the Director-General of Civil Aviation. In essence, it is the Dangerous Goods Manual which, after approval, explains in detail the procedures / arrangements agreed between the Director General of Civil Aviation of Sri Lanka and the operator with regard to the latter's activities relating to handling/transporting of Dangerous Goods.

Section 3 - stipulates the minimum requirements with regard to initial and recurrent training that an operator should organize for operational personnel as categorized under Annex 18 to the Convention on International Civil Aviation. Training Programmes of an Operator shall receive prior approval from the Director-General of Civil Aviation.

No operator shall handle or transport Dangerous Goods by air without the explicit approval from the Director-General of Civil Aviation in writing. In order to obtain such approval, an operator shall submit, an application on a prescribed format as explained in this Manual. Such application shall accompany the operator's Dangerous Goods Manual and the Dangerous Goods Training Manual along with the applicable fee. Should the Operator consider it convenient, he may submit both Manuals in one document as presented in this Document or opt to produce two separate Manuals. In either case, the Manual shall address as many items relating to the subject as possible but at least the items described in this Document.

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The approval granted by the Director-General of Civil Aviation for an operator to handle or transport Dangerous Goods, would be valid only for a period of one year from the date of issue. The renewal of such approval will be in effect only after detailed inspections/assessment of the actual operations.

H.M.C. Nimalsiri,
Director General of Civil Aviation and
Chief Executive Officer


Civil Aviation Authority of Sri Lanka of Sri Lanka,
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15 Sept 2010



ABBREVIATIONS

CAA	-	Civil Aviation Authority of Sri Lanka
CAO	-	Cargo Aircraft Only
COMAT	-	Company Material
DG	-	Dangerous Goods
DGC	-	Dangerous Goods Co-ordinator
DGCA	-	Director General of Civil Aviation of Sri Lanka
Doc.	-	Document
FDG	-	Finding
IATA	-	International Air Transport Association
ICAO	-	International Civil Aviation Organization
TI	-	Technical Instructions
NOTOC	-	Notification to Captain



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DEFINITIONS

Absorbent Material is the material used to absorb the liquid should it leak from the inner packaging and that when used will not react dangerously with the liquid.

Cargo Aircraft means any aircraft, other than a passenger aircraft, which is carrying goods or property.

Combi Aircraft means an aircraft in which both cargo and passengers are carried on the main deck.

Combination Packaging is a combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging in accordance with the relevant provisions. (The "inners" in combination packaging are termed as inner packaging and not as inner receptacles)

Composite Packaging is packaging consisting of an outer packaging and an inner receptacle so constructed that the inner receptacle and the outer packaging form an integral packaging. Once assembled it remains thereafter an integrated single unit; it is filled, stored, transported and emptied as such. (The "inners" in composite packaging are termed as inner receptacles and not as inner packaging)


Crew Member means a person assigned by an operator to duty on an aircraft during flight time.

Cushioning Material is the material used to safeguard inner packaging from breakage and movement within the outer packaging during normal conditions of transport and that will not react dangerously with the contents of the inner packaging or be substantially impaired by any leakage of the contents of the inner packaging.

Dangerous Goods means articles, substances which are capable of posing a risk to health, safety, property or the environment which are classified according to Technical Instructions (ICAO Doc. 9284).

Dangerous Goods Accident is an occurrence associated with and related to the transport of Dangerous Goods by air, which results in fatal or serious injury to a person or major property damage.

Dangerous Goods Incident is an occurrence other than a Dangerous Goods accident associated with and related to the transportation of Dangerous Goods by air, 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

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jeopardizes an aircraft or its occupants is also deemed to be a Dangerous Goods incident.

Dangerous Occurrence in the Transportation of Dangerous Goods Regulations and for immediate reporting where an aircraft, an aerodrome or an air cargo handling facility adjacent to an aerodrome is involved means the same as "Dangerous Goods Accident" or "Dangerous Goods Incident".

Exception means a provision in the ICAO TIs, which excludes a specific item of Dangerous Goods or procedure from the requirements normally applicable to that item or procedure.

Exemption means an authorization issued by an appropriate national authority providing relief from the provisions of the ICAO TIs.

Flash Point is the lowest temperature of a liquid at which flammable vapor is given off in a test vessel in sufficient concentration to be ignited in air when exposed momentarily to sources of ignition.

Flight crewmember means a licensed crewmember charged with duties essential to the operation of an aircraft during flight time.

Gross Mass means the total mass of the package.

Handling means loading, unloading, packing or unpacking Dangerous Goods in a means of containment or transport for the purposes of, in the course of or following transportation and includes storing them in the course of transportation.

Inner Packaging is packaging for which an outer packaging is required for transport.


Means of Containment means a container or packaging, or any part of a means of transport that is or may be used to contain goods.

Means of Transport means a road or railway vehicle, aircraft, ship, pipeline or any other contrivance that is or may be used to transport persons or goods.

Net Quantity means the mass or volume of the Dangerous Goods contained in a package excluding the mass or volume of any packaging material, except in the case of explosive articles and of matches where the net mass is the mass of the finished article excluding packaging.

Operator is a person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Outer Packaging is the outer protection of a composite or combination packaging

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together with any absorbent materials, cushioning and any other components necessary to contain and protect inner receptacles or inner packaging.

Overpack is an enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and storage. (A unit load device is not included in this definition)

Package is the complete product of the packing operation consisting of the packaging (single, inner, outer, composite as applicable) and its contents prepared for transport. (An overpack is not included in this definition)

Passenger Aircraft means an aircraft that carries any person other than a crewmember, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

Pilot-in-Command the pilot designated by the operator as being in command and charged with the safe conduct of a flight.


Single Packaging is packaging which does not require any inner packaging to perform the containment function during transport.

Unit Load Device means any type of freight container, aircraft container, and aircraft pallet with a net or aircraft pallet with a net over an igloo. (An overpack, or a freight container for radioactive materials is not included in this definition).



SECTION - 1

**CIVIL AVIATION
REQUIREMENTS**

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CIVIL AVIATION REQUIREMENTS

1. Legal Requirements

- 1.1 According to Annex 18 – “Safe Transport of Dangerous Goods by Air” to the Convention on International Civil Aviation, Sri Lanka has an obligation to take necessary measures to ensure compliance with the detailed provisions contained in the Technical Instructions for the safe Transport of Dangerous Goods by Air (ICAO Doc. 9284) as implemented by Aviation Safety Notice (ASN) 077.
- 1.2 Air Navigation Regulations make provision for the Director-General of Civil Aviation to impose conditions on operators, prior to granting approval for carriage of Dangerous Goods by air.
- 1.3 This Document stipulates the minimum conditions that an Operator is required to satisfy, in order to obtain approval from the Director - General of Civil Aviation for handling and/or transport of Dangerous Goods by Air.
- 1.4 The permit from the Director - General of Civil Aviation, for Operators to handle/transport Dangerous Goods is issued only for a period of one year. It will be renewed annually depending on the operator’s past performance and continued capability to maintain its Dangerous Goods Programme to the satisfaction of the Director General of Civil Aviation of Sri Lanka. A prototype of the permit issued to operators to carry Dangerous Goods is given in Appendix “A” of this Section.

2. Appointment of the Dangerous Goods Co-ordinator

- 2.1 An Operator shall designate a **suitable person to act as the “Dangerous Goods Co-ordinator ” (DGC)** who shall be responsible directly to the Director General of Civil Aviation of Sri Lanka in respect of all matters relating to, and/or arising out of Dangerous Goods handled and/or transported by the operator.
- 2.2 The DGC should have a thorough knowledge and understanding in the subject of Dangerous Goods in accordance with the International Civil Aviation Organisation (ICAO) Standards, specified in Doc. 9284-AN/905 “Technical Instructions for the Safe Transport of Dangerous Goods by Air” and all emergencies arising out of Dangerous Goods as specified in ICAO Doc. 9481 “Emergency Response Guidance for Aircraft incidents involving Dangerous Goods”.

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- 2.3 The DGC should be senior enough in the hierarchy of the Operator's organisational set-up, to make timely and independent decisions on the subject matter on behalf of the Operator. The DGC shall have the authority to communicate with the Director General of Civil Aviation of Sri Lanka directly, in connection with any matter coming under the purview of the DGC, notwithstanding the channel of communication established within the Operator. The operator shall be bound on such communications of the DGC whether written or oral, with the Director General of Civil Aviation of Sri Lanka.
- 2.4 At the time of nomination of the DGC for approval, the Operator shall forward to the Director General of Civil Aviation of Sri Lanka a Resume with the experience and training of the nominee.
- 2.5 The DGC, once nominated by the Operator and approved by the Director General of Civil Aviation of Sri Lanka, shall not be removed from his/her post without an alternative person, who shall be acceptable and approved by the Director General of Civil Aviation, is found for replacement.
- 2.6 The duties and responsibilities that the Director General of Civil Aviation of Sri Lanka requires a DGC to hold are given at **Appendix "B"** of this Section. The Operator may add additional responsibilities if the operator so wishes.

3. Compliance with ICAO Technical Instructions

An operator who is granted an approval for handling and/or transporting Dangerous Goods by air shall act in strict accordance with the ICAO Technical Instructions contained in the latest edition of the ICAO Doc. 9284-AN/905 referred to above.

4. Responsibility of a Handling Agent

When authorised for handling, the Handling Agent shall ensure that goods coming under the classification of Dangerous Goods are not loaded to any aircraft unless they in all respect conform to the ICAO Technical Instructions for carriage by air. **This requirement shall not be wavered or relaxed at the behest of the operator concerned.**

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The Handling Agent shall not undertake to handle or to transport Dangerous Goods by an operator who is not holding a valid permit issued by the Director-General of Civil Aviation of Sri Lanka to transport Dangerous Goods by air.

5. Dangerous Goods Manual

5.1 An Operator shall prepare a **Dangerous Goods Manual** containing information on its responsibilities, procedures and practices with regard to the transport of Dangerous Goods for reference and guidance of all Company personnel concerned, the Shippers and the Freight Forwarding Agencies. It shall also provide instructions as to the action to be taken in the event of an emergency involving Dangerous Goods. The Dangerous Goods Manual shall form part of the Operations Manual, whether or not it is issued as a separate volume or incorporated directly into the Operations Manual.

5.2 **The Dangerous Goods Manual and any of its subsequent amendments shall receive prior approval from the Director – General of Civil Aviation of Sri Lanka.**


5.3 A blueprint of a Dangerous Goods Manual is given under Section 2, so that an operator can develop its own Manual in close association with the format. The manual shall be prepared conforming to the SLCAP 5300 – Standards for Manuals and Documents – published by the DGCA.

5.4 Where an operator does not intend to carry dangerous goods, the following requirements shall apply;

5.4.1 The operator shall provide information with regard to the company's policy on transport on Dangerous Goods in its Operations Manual.

5.4.2 Operator shall provide information in his operations manual about the policy on transporting Company Material (COMAT). The operator shall give specific written instructions/ guidance to its technical and operational staff in this regard and copy thereof shall be filed with the CAA.

5.4.3 Operator is required to provide applicable dangerous goods training for crew members, security staff and personnel involved in the handling of passengers and cargo, in order to prevent the inadvertent carriage of Dangerous goods either in the cabin or

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cargo hold of aircraft operated by the operator. Relevant information concerning above requirement shall be filed with the CAA.

6. Training

- 6.1 An Operator shall organise and offer initial and recurrent training for all personnel who are involved / employed in handling and/or transport of Dangerous Goods. The recurrent training shall be conducted once every two years. The validity of the training shall expire on the 1st day of the 25th month.
- 6.2 The Training Programme shall receive prior approval from the Director General of Civil Aviation.
- 6.3 All instructors conducting Dangerous Goods Training Programmes shall receive prior approval from the Director – General of Civil Aviation. They should have knowledge in Category 6 training and experience in the subject matter and have successfully completed a course on Instructional Techniques. They shall also undergo recurrent training once every two years.
- 6.4 All personnel who are required to be trained on Dangerous Goods in accordance with the Technical Instructions shall be given an approved training (classroom training). Their level of knowledge should be evaluated at a written examination conducted at the end of such training programme. Pass marks of such an examination shall not be less than 90%.
- 6.5 Civil Aviation requirements with regard to training are specified in detail in the Section Three of this Document.

7. Transport of Company Material (COMAT)

All Operators shall ensure that they strictly adhere to the ICAO Technical Instructions when transporting Company materials (COMAT). The Operator shall give specific written instructions / guidance to its technical staff in this regard.

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8. Dangerous Goods forbidden for transport by air

8.1 Any aircraft under any circumstance shall, not transport articles and substances that are specifically identified by name or by generic description in the ICAO Technical Instructions as being forbidden for transport by air.

8.2 The Dangerous Goods described hereunder shall be forbidden on aircraft unless exempted by the States concerned under the Part 1 Chapter 2.2.1 of ICAO Doc. 9284 or unless the provisions of the Technical Instructions indicate that they maybe transported under an approval issued by the State of Origin.

8.2.1. Articles and substances that are identified in the Technical Instructions as being forbidden for transport in normal circumstance and

8.2.2. Infected live animals.

9. Labeling and Marking

9.1 Unless otherwise provided for in the Technical Instructions, each package of Dangerous Goods shall be labeled with the appropriate labels in accordance with the provisions set forth in those Instructions.

9.2 All markings related to Dangerous Goods shall be made in English in addition to any other language used for such marking.


9.3 Each package shall contain the address and the 24- hour contact telephone number of a person who has all information of the contents of the package.

10. Shipper's Responsibilities

10.1 Any person performing duties as a Shipper or Freight Forwarder shall ensure that the staff engaging in handling Dangerous Goods have undergone training programme as specified in Section 3 of this manual.

10.2 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 the Technical Instructions. English should be used for the completion of Dangerous Goods Transport


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11. Operator's Responsibilities


- 11.1 An Operator shall not accept Dangerous Goods for transport by air unless the Dangerous Goods are accompanied by a completed Dangerous Goods Transport Document and until the package, over-pack or freight container containing such goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions.
- 11.2 An Operator shall ensure that its Check-in and Security Staff are adequately trained to identify and detect whether passengers carry Dangerous Goods in their hand luggage, other than that, what are permitted under ICAO Technical Instructions.
- 11.3 Persons trained in accordance with an approved Training Programme shall only undertake checking and acceptance of Dangerous Goods handled and/or transported by an operator.
- 11.4 Only a person who holds a permit issued by the Director General of Civil Aviation for handling of Dangerous Goods shall accept Dangerous Goods for transport by air.
- 11.5 A person who has undergone a course of training in Dangerous Goods but has no recent experience in handling within the preceding one year **shall not** engage in handling / transporting Dangerous Goods unless he has undergone a refresher course of training in the subject matter.
- 11.6 The Director General of Civil Aviation may give necessary authority to the DGC to issue appropriate certificates to such persons who are qualified to handle such functions. In such an event a sample of the certificate that will be issued to qualified personnel shall be enclosed in the Operator's Dangerous Goods Manual.
- 11.7 The DGC shall furnish to the Director General of Sri Lanka periodically on behalf of the Operator a list of such persons who have been so authorized to handle such functions.
- 11.8 An Operator shall develop and use an acceptance checklist for the use of Acceptance staff. It should be published in the Dangerous Goods Manual

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- 11.9 Leaking or damaged Packages, over packs or freight containers containing Dangerous Goods shall not be loaded to an aircraft.
- 11.10 Where any package of Dangerous Goods loaded to an aircraft appears to be damaged or leaking, the Operator shall take action to remove such packages from the aircraft forthwith.
- 11.11 If there is a sign of damage or leaking upon loading a package containing radioactive materials to an aircraft, it should be removed and the area where the package was stowed shall be inspected for damage or contamination.
- 11.12 An Operator shall produce to the Director General of Civil Aviation a certificate obtained from the Sri Lanka Atomic Energy Authority confirming that the arrangements made by the Operator are adequate for safe handling of Radioactive substances.
- 11.13 A methodology for disposal of Radioactive substances, which have not been cleared within 3 days of arrival at the airport, shall be worked out in consultation with Atomic Energy Authorities. A similar certificate is required in respect of Operator's procedure for handling of emergencies involving Radioactive materials as well.
- 11.14 A methodology for disposal of infectious substances, which have not cleared within fourteen days of arrival at the airport, should also be worked out in consultation with the Health Authorities.
- 11.15 Dangerous Goods shall not be carried in an aircraft cabin occupied by passengers or in the flight deck of an aircraft unless provisions in the Technical Instructions permit it.
- 11.16 An Operator shall ensure that it has obtained the required approval from the authorities concerned, prior to commencement of flights, carrying Dangerous Goods to another State. The Operator shall abide by all requirements and instructions issued by the State with regard to such operations.


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- 11.17 An Operator shall obtain prior specific written approval, of the Director – General of Civil Aviation for the carriage of all categories of firearms and ammunition for each such carriage, whether it may be into, out of, over or within Sri Lanka in accordance with the National Civil Aviation Security Programme of Sri Lanka.
- 11.18 An Operator shall abide by all instructions/ directives issued from time to time by the Director General of Civil Aviation with regard to carriage of Dangerous Goods by Air.
- 11.19 An Operator shall have in its library in Sri Lanka a copy of SLCAP 4400- Manual on Transport of Dangerous Goods issued by the Director General of Civil Aviation’ Annex 18 – Safe Transport of Dangerous Goods By Air, ICAO Doc – 9284 –Technical Instructions for The Safe Transport of Dangerous Goods by Air and/or the current edition of the IATA Manual on Dangerous Goods Regulations, ICAO Doc. 9481- Emergency Response Guidance involving Dangerous Goods and Aviation Safety Notices or/and instructions issued by DGCA from time to time in relation to transport of Dangerous Goods by air.
- 11.20 An Operator shall not accept from a Shipper or freight forwarder any package containing Dangerous Goods for carriage by air unless the package is packed, labeled and documented in accordance with the Technical Instructions.
- 11.21 An Operator shall take appropriate measures in consultation with the authorities concerned to ensure that any substance categorized under Dangerous Goods are not introduced to an aircraft under mail of any nature.
- 11.22 An Operator shall ensure that employees of the operator who are involved in the transport of dangerous goods are trained to consider security requirements for the dangerous goods in commensuration with their responsibilities.

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12. Provisions of information

- 12.1 The Operator of an aircraft in which Dangerous Goods are to be carried shall provide the pilot-in-command as early as practicable before departure, of the aircraft with written information as specified in the Technical Instructions and a sample of this notification method should be included in the Dangerous Goods Manual.
- 12.2 The Company shall devise a scheme for retaining the said notification (NOTOC) on the ground and readily accessible to the aerodromes of last departure and next scheduled arrival for each of its flights on which dangerous goods are carried.
- 12.3 An Operator shall ensure that the information is promulgated in such a manner that passengers are warned as to the types of goods, which they are forbidden from transporting aboard an aircraft as checked or carry-on baggage. This information must be provided in the passenger's ticket and notices should be prominently displayed at each place where tickets are issued, passengers are checked in, aircraft boarding areas and baggage claim areas.
- 12.4 When undeclared or misdeclared dangerous goods are discovered in cargo, a report shall be made immediately to the Director General of Civil Aviation and to the respective National Authority of the country who is in charge of transport of Dangerous Goods when in overseas.
- 12.5 When Dangerous Goods not permitted for carriage are discovered in passenger and/or crew carry-on- baggage a report shall be made to the Director General of Civil Aviation and to the respective National Authority of the country who is in charge of transport of Dangerous Goods when in overseas.
- 12.6 When any part of Dangerous Goods consignment containing an explosive, infectious substance or radioactive substance is discovered as being lost, stolen or misplaced, the discovery shall be immediately reported to the local police with a copy to the Director General of Civil Aviation. Where an infectious substance is involved, it shall also be reported to the Ministry in charge of the subject of Health.
- 12.7 If an in-flight emergency occurs, the pilot-in-command shall inform the

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appropriate air traffic service unit, for the information of the aerodrome authorities, of any Dangerous Goods carried on board. Such information should include the proper shipping name, class, subsidiary risks, compatibility group for Class 1 and the quantity and location.

12.8 An Operator of an unscheduled flight into, out of or over Sri Lanka airspace, which carry Dangerous Goods, shall provide all such information with regard to the Dangerous Goods carried, to the Director General of Civil Aviation, when applying for permission of such flights.

12.9 An aircraft (which is registered in Sri Lanka) carrying Dangerous Goods is involved in an accident or an incident, the operator of that aircraft should inform as soon as possible the State where the accident or incident occurred the details as specified in 12.4 above and inform the Director General of Civil Aviation-Sri Lanka as well.

13. Compliance & Enforcement Mechanism


13.1 If the Handling Agent observes, during handling, that any Shipper, Freight Forwarder, Operator or any of its employees has not complied with the applicable provisions either in the ICAO Technical Instructions or IATA Dangerous Goods Regulations, such matters shall be reported in writing with sufficient details to the Director General of Civil Aviation- Sri Lanka forthwith.

13.2 Inspectors attached to the Civil Aviation Authority of Sri Lanka shall have unrestricted access to operator's facilities for matters relating to inspection, surveillance and enforcement.

13.3 Inspectors will follow the SLCAP 4410 – Dangerous Goods Inspectors Guidance Manual published by the Civil Aviation Authority of Sri Lanka for matters relating to Dangerous Goods inspections, surveillance and enforcement.

13.4 Inspectors may examine any document, cargo and Operator's procedures and practices during their inspections.

13.5 In case of doubt, Inspectors may require the operators' staff to open packages containing Dangerous Goods to ensure that they have been packed as per the specifications in the Technical Instructions.

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13.6 Non-compliance with the instructions in this document and those in the Technical Instructions will result in the withdrawal of the permit for carriage of Dangerous Goods issued by the Director General of Civil Aviation in addition to the penalties applicable.

14. Dangerous Goods Accident and Incident Reporting

14.1 Emergency Handling Procedures should be prepared for the reference & guidance of staff handling Dangerous Goods for any emergency involving Dangerous Goods and shall obtain approval from the Director General of Civil Aviation. These procedures should be prepared in close association with the DGCA approved Emergency Response Plan of the Operator. Procedures for reporting Dangerous Goods Accidents and Incidents to the Director General of Sri Lanka shall be explained in the Operator's Dangerous Goods Manual and it shall receive prior approval of the Director General of Civil Aviation.

14.2 Dangerous Goods Co-ordinator shall report to the Director General of Civil Aviation as early as possible of any incident or accident involving Dangerous Goods.

14.3 Initial reports may be made by any means, but in all cases a written report should be made as soon as possible not later than 14 days of such occurrence.


14.4 The report should be submitted as detailed in **Appendix "C"**.

15. Contingency Plan for dealing with Dangerous Goods Incidents

15.1 An Operator shall establish a contingency plan for dealing with Incidents pertaining to Dangerous Goods and it shall be incorporated in the company DG manual.

15.2 An Operator shall prominently display a notice containing at least the following telephone numbers with the accountable person;

- Airport Authority
- Air Traffic Services
- Airport Fire Service
- Hospital
- Expert to dispose of the commodity
- Emergency Response Teams

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- Health Authority (for Division 6.1 and 6.2)
- Radioactive Material protection (for Class 7)
- Explosive Disposal Agency
- Police
- Customs Authority
- Postal Authority
- Food and Drug
- Major Shippers

16. Storage


- 16.1 The Operator should establish a separate area, which is located well outside of commodity items, for the storage of Dangerous Goods at the cargo complex.
- 16.2 The Operator should have separate cool-room facilities for the storage of infectious substances, Division 6.2.
- 16.3 The Operator should have a separate area specified for storage of Radio Active Material, Class 7.

17. Keeping of Records

An Operator shall preserve documents pertaining to transportation of Dangerous Goods for each consignment for a period of not less than three months from the date of shipment. As a minimum the documents which must be retained are the Dangerous Goods Transport Document, the acceptance checklist and the written information to the pilot-in- command.

18. Application for Approval

- 18.1 An operator who seeks the approval from the Director - General of Civil Aviation to handle and/or transport Dangerous Goods by air, shall submit an application on the prescribed Form as shown in Appendix "D". The Application Form should be supported with a "Declaration of Conformance" which indicates the degree of the operator's compliance with each item detailed under section one of this document and the Aviation Safety Notice 077 issued by the Director General of Civil Aviation. In the Declaration of Conformance the operator may use the following terminology to indicate its position with regard to each such item.

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“Noted” - to indicate that the operator made note of it.

“Noted & Complied “ – to indicate that the operator made note of it and action is taken to comply with the requirement. **In such a situation the operator shall explain the method of compliance by giving the necessary cross-references to the provisions either in its Dangerous Goods Manual or in the Dangerous Goods Training Manual.** (Eg. In respect of item 5.2 – operator may state “Noted” and regarding item 5.1 – operator may state “Noted and Complied – see the Dangerous Goods Manual which is submitted herewith”).

It is essential that the Operator shall submit all relevant documents /details as has been specified in this document together with the application. Approval will be granted only after physical inspection of the operator’s arrangements and facilities, and close perusal of operator’s documents relating to the transport of Dangerous Goods by air. The Director - General of Civil Aviation may specify a fee for issuing such approval.

18.2 The approval granted by the Director General of Civil Aviation for an operator to handle or transport Dangerous Goods, would be valid for a period maximum of one year from the date of issue.


19. Approval for Foreign Air Operators

Foreign Air Operators are required to submit the Application form described in paragraph 18 along with a copy of approval granted to him by the State of the Operator.

20. Renewal of Approval

20.1 An operator who requires renewing his/ her permit to transport Dangerous Goods by air shall forward a renewal application as per Attachment D-2 along with the applicable fee at least 30 days prior to the date of expiry of his permit.

20.2 The renewal of such approval shall be in effect only after successful inspections/ assessment of the actual operations.

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Appendix – A

Sample Certificate of Approval issued by the Director - General of Civil Aviation for operators for Transport of Dangerous Goods

Ref. No:

Ministry of Ports and Aviation



Civil Aviation Authority of Sri Lanka

**PERMIT FOR TRANSPORT OF
DANGEROUS GOODS BY AIR**


This is to certify that ABC Airline/Organization has satisfactorily complied with all the requirements stipulated in the Air Navigation Regulations of Sri Lanka and the Standards contained in the Annex – 18 to the Convention on International Civil Aviation and its Technical Instructions in respect of carriage of Dangerous Goods by Air. Hence ABC Airline/Organization has been authorized to handle / transport Dangerous Goods by Air into, out of, over or within Sri Lanka.

This permit remains valid for a period of one year from the date of issue unless sooner suspended, revoked or withdrawn.

The validity of this permit is dependant on the permit holder's continued compliance with the initial certification requirements.

Director General of Civil Aviation


Civil Aviation Authority of Sri Lanka,
64, Galle Road,
Colombo 03.
Date :-

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Appendix – B

Duties & Responsibilities of the Dangerous Goods Co-ordinator(DGC)

1. To act as the designated representative of the operator with regard to all matters relating to handling and transport of dangerous goods by air.
2. To Develop and Implement a comprehensive Programme for the operator, for safe transport of Dangerous Goods by air in strict accordance with the International Standards contained in Annex 18, Technical Instructions for the Safe Transport of Dangerous Goods by Air, Doc-9284, Air Navigation Regulations and rules and procedures adopted from time to time by the Director General of Civil Aviation.
3. To prepare, for approval of the Director General of Civil Aviation, a Dangerous Goods Manual for the Operator, giving complete instructions and detailed guidance for the staff involved in the transport of Dangerous Goods and to maintain currency of the Manual after approval.
4. To prepare for approval of the Director General of Civil Aviation a Dangerous Goods Training Programme for the Operator and to maintain currency of the Manual after approval.
5. To recommend Company personnel for approval from the Director General of Civil Aviation, who are qualified to impart instructions in Dangerous Goods.
6. To train all employees of the establishment who are required to have such training to perform their duties and maintain currency of such personnel.
7. To issue Certificates to persons who have undergone an approved course of training and to monitor the validity of such certificates.
8. To publish and maintain a current list of the general and company approved exceptions for dangerous goods carried by passengers.
9. To publish and maintain current procedures:
 - for handling dangerous goods detected in passenger baggage,
 - for leakage or spillage of dangerous goods in passenger baggage and
 - for reporting such occurrences.
10. To Develop and implement a procedure when prohibited dangerous goods are detected and removed from carry on baggage of passengers/ crew.
11. To Develop and implement a procedure for reporting undeclared, misdeclared, lost or stolen dangerous goods.

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12. To Develop and implement procedures to handle incidents & accidents caused when dealing with dangerous goods.
13. To Develop and implement a procedure to follow during an emergency involving dangerous goods and disposal of damaged or leaking packages containing dangerous goods.
14. To Execute any other duty that would be entrusted to DGC from time to time by the Director General of Civil Aviation of Sri Lanka in order to secure compliance with the applicable Standards, Rules, Procedures and Practices.
15. To Prepare and submit a report of Dangerous Goods shipments (import/Export) once in every three months to the Director General of Civil Aviation, Sri Lanka. The report must include information such as date of flight, flight number, route, and name of Dangerous Goods, UN number and quantity carried. If Dangerous Goods have not been carried a nil report is necessary.
16. To Develop & Implement a procedure for Dangerous Goods which are not cleared within 30 days.

Appendix "C"

HAZMAT INCIDENT REPORT INVOLVING CARGO

1. LOCATION	2. CITY	3. AIRPORT	4. DATE	5. TIME
-------------	---------	------------	---------	---------

6. INCIDENT OCCURRED		7. FLIGHT INFORMATION	
Warehouse/ Terminal		Type of aircraft	
Onboard		Registration number	
When transporting to/ From the aircraft		Pax/ Cargo/ Charter	
While loading/unloading from the aircraft		Origin/ Transit/ Destination	
		Hours flown from the origin	

8. AWB Number/ AV7 Number	9. Flight Number/ Date
---------------------------	------------------------

- 10. Shipper's Name and Address:
- 11. Consignee's Name and Address:
- 12. Origin Address of the shipper if it defers from No 9:
- 13. Destination address of the Consignee of defers from No 10:
- 14. Proper Shipper Name:
- 15. Chemical/ Trade Name:
- 16. Hazard Class/ Division:
- 17. UN Number/ ID Number:
- 18. Consequences of the Incident:
- 19. Estimated Quantity of Hazardous Materials Released:

Insert "√" or "X" as relevant.

Fatalities	Hospitalized Injured	Non-Hospitalized Injures
Aircraft Damage	No of People evacuated	Damage to the other shipments

20. Consequences Associated with the incident

Spillage	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Explosion	<input type="checkbox"/>
Vapour/ Gas Dispersion	<input type="checkbox"/>	Leakage	<input type="checkbox"/>	Other	<input type="checkbox"/>

21. Packaging Information

Type of Package	Inner	Outer
Description		
Weight/ Capacity		
No of Packages failed		
No of Packages in the shipment	N/A	
Package specification Identification		
Type of Labeling	N/A	

22. Exemption/ Approvals from the Competent Authority:

23. Description of the Package Failure:

Transport vehicle collision	<input type="checkbox"/>	Corrosion	<input type="checkbox"/>
Overloading of Cargo	<input type="checkbox"/>	Friction	<input type="checkbox"/>
Loose Fittings	<input type="checkbox"/>	Fire/ Heat	<input type="checkbox"/>
Outer Package not strong	<input type="checkbox"/>	Venting	<input type="checkbox"/>
Dropped	<input type="checkbox"/>	Incompatible	<input type="checkbox"/>
Rammed	<input type="checkbox"/>	No Absorbent Materials	<input type="checkbox"/>
Improper Loading	<input type="checkbox"/>	Other	<input type="checkbox"/>

24. Object causing failure:

Other Freight	<input type="checkbox"/>	No absorbent Material	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	None	<input type="checkbox"/>
Nail protrusion	<input type="checkbox"/>	Other	<input type="checkbox"/>
Water	<input type="checkbox"/>		<input type="checkbox"/>

25. How Package Failed

Punctured	<input type="checkbox"/>	Burst	<input type="checkbox"/>
Cracked	<input type="checkbox"/>	Crushed	<input type="checkbox"/>
Broken	<input type="checkbox"/>	Other	<input type="checkbox"/>
Ripped	<input type="checkbox"/>		<input type="checkbox"/>

26. Package Area that failed

Bottom	<input type="checkbox"/>	Top	<input type="checkbox"/>
Side left	<input type="checkbox"/>	Centre (Bottom)	<input type="checkbox"/>
Side Right	<input type="checkbox"/>	Other	<input type="checkbox"/>

27. What failed on the Package

Package Material	<input type="checkbox"/>	Closure	<input type="checkbox"/>
Fittings	<input type="checkbox"/>	Seam	<input type="checkbox"/>
Valves	<input type="checkbox"/>	Inner Liner	<input type="checkbox"/>

Description of the Event:

28. Describe the sequence of the incident:

29. Action taken at the time it was discovered:

30. Any recommendations to prevent this type of accident:

31. Attached to the Report:

Photographs	<input type="checkbox"/>	AWB	<input type="checkbox"/>	DGD	<input type="checkbox"/>
Checklist	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

Name of the person responsible for preparing

This Report

.....

Title


.....

Telephone Number

.....

Signature

Date

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Appendix "D-1"

**Application for issuance of Approval for Handling / Transporting
Dangerous Goods by Air**

1. Name of the Operator :-

2. Name of the Chief Executive Officer:-

3. Postal Address :-

4. Nominee for the post of the Dangerous Goods Co-ordinator (DGC):-
(Person within the operator with overall responsibility for the transport of dangerous goods by air)
 - i. Name :-

 - ii. Qualifications:-

 - iii. Experience:-


 - iv. Contacts:-
 - a) Address:

 - b) Telephone:

 - c) E-mail:

 - d) Fax:

5. Has the Operator prepared a Dangerous Goods Manual? :-
 (Please attach a copy thereof)

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6. Has the Operator prepared a Training Programme for its Staff? :-
(Please attach a copy of the training programme)

7. If the Operator has not prepared its own training programmes, specify as to how the Operator intends training its staff in Dangerous Goods.

8. Types / Nature of Dangerous Goods, the Operator wish to transport :


9. Destinations where the Operator intends transporting Dangerous Goods from/to

Signature of the Chief Executive Officer

Name

Official Stamp

Date

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Appendix "D-2"

**Application for Renewal of Approval for Handling / Transporting
Dangerous Goods by Air**

1. Name of the Operator :-

2. Name of the Chief Executive Officer:-

3. Postal Address :-

4. Appointed Dangerous Goods Co-ordinator (DGC):-*(Person within the operator with overall responsibility for the transport of dangerous goods by air)*
 1. Name :-
 2. Contact:-
 - a) Address:
 - b) Telephone:
 - c) E-mail:
 - d) Fax:

3. Types / Nature of Dangerous Goods, the Operator wish to transport :

4. Destinations where the Operator intends transporting Dangerous Goods from/to

5. Statement of the Dangerous Goods Co-ordinator:

I certify that the findings of last Air carrier inspection report were rectified.
(Please enclose proof to support the above statement if applicable.)


Signature of the Dangerous Goods Co-ordinator

Signature of the Chief Executive Officer

Name


Official Stamp

Date

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SECTION - 2

**OPERATOR'S DANGEROUS GOODS
MANUAL
(A PROTOTYPE)**

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OPERATOR'S DANGEROUS GOODS MANUAL (A PROTOTYPE)

1. General

1.1 Purpose

The purpose of this document is to provide direction and assistance to all personnel of (*enter name of the airline*), involved in the handling, transporting or in offering Dangerous Goods for transportation by air.


1.2 Dangerous Goods Co-ordinator of the Operator(Airline)

The Dangerous Goods Coordinator of (*airline*) is (*Individual Name, Title and telephone number*). The Dangerous Goods Coordinator is responsible for maintaining the Dangerous Goods programme of (*airline*) in full compliance with the requirements of the Director General of Civil Aviation of Sri Lanka and acting as the liaison between (*enter name of the airline*) and the Director General of Civil Aviation of Sri Lanka. The responsibilities, duties and functions of the Dangerous Goods Co-ordinator are specified in detail at **Appendix "A"**. Any procedure or practice developed by the Dangerous Goods Co-ordinator for safe handling or transporting of Dangerous Goods will be published in the Dangerous Goods Manual under **Appendix "B"**.

1.3 Legislation

- a) The following legislation governs the handling, offering for transport and transporting of Dangerous Goods by air:
 - i. The Air Navigation Act No. 15 of 1950;
 - ii. The Air Navigation Regulations of 1955;
 - iii. The International Civil Aviation Organisation Technical Instructions for the safe Transport of Dangerous Goods by Air (ICAO TI-Doc 9284); and
 - iv. The International Civil Aviation Organization Technical Instructions for the safe Transport of Dangerous Goods by Air – Supplement (ICAO SUPP Doc).
 - v. Aviation Safety Notice No. 077 issued by the Director General of Civil Aviation.

- b) These documents can be found at (*insert the name the place(s) or location(s) within each facility*).

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Note: While the ICAO Technical Instructions document is the legal publication, the current IATA Dangerous Goods Regulations may be used by Company personnel to comply with the provisions of the ICAO Technical Instructions.

2. Training

2.1 Regulatory Requirement


International Civil Aviation Organization has specified that;

“No person shall handle, offer for transport or transport Dangerous Goods, or direct another person to handle, offer for transport or transport Dangerous Goods, unless the person who is performing or who is directed to perform those activities

- i. is a trained person ; or
- ii. is performing those activities under the direct supervision of a trained person.”

2.2 Training Programmes

- a) All Training programmes of the Operator are required to be approved by the Director-General of Civil Aviation.
- b) Training Programmes shall be conducted only by Instructors approved by the Director-General of Civil Aviation.
- c) Pass mark for Assessments conducted at the end of Training Courses is 90%. All training records shall be kept as long as he/she is employed.
- d) All training courses conducted by **(enter name of the Operator)** for its staff will be under the direct control and/or supervision of Dangerous Goods Co-ordinator.
- e) The Dangerous Goods Co-ordinator will ensure that personnel engaged in acceptance, loading and handling of Dangerous Goods for the Company at line stations have undergone the required training.

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2.3 Direct Supervision

- a) “Direct Supervision” For the purpose of handling, offering for transport and transporting Dangerous Goods, of **(enter the name of the airline)** means as being within unobstructed eyesight and capable of an oral communication between the two persons concerned.

2.4 Record of Training

- a) Each employee, that is a **“trained person”**, shall have undergone required training applicable to him as laid down in Technical Instructions and be in possession of the Certificate or a record of Training in that regard. It shall be produced on the request of a Dangerous Goods Inspector attached to Civil Aviation Authority of Sri Lanka

2.5 Non-Company Personnel

- a) No person shall handle, offer for transport or transport Dangerous Goods on behalf of **(enter the name of the airline)** unless that person is a **“trained person”** or performing those duties under the direct supervision of a trained person.

3. Operator Responsibilities

3.1 Prohibited Dangerous Goods Operations, Cargo Embargoes and Variations


Note: *The Air Operator shall clearly identify its procedures for dealing with prohibited Dangerous Goods operations, cargo embargoes and variations, OR enter “Not applicable”.*

3.2 Cabin Crewmembers

- a) Dangerous Goods procedures for cabin crewmembers are set out in the Company Cabin Crewmembers Manual.

Note: *When there are no Cabin crewmembers, enter “Not applicable”.*

3.3 Display of Dangerous Goods Notices

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- a) Notices of information regarding the transportation of Dangerous Goods and its hazards shall be prominently displayed in sufficient numbers , in the following areas as applicable:
- i. Passenger baggage check-in areas;
 - ii. Ticket issuance areas;
 - iii. Passenger screening areas;
 - iv. Aircraft boarding areas;
 - v. Baggage claim areas; and
 - vi. Cargo acceptance areas


Note: Where the air operator does not have such an area, enter **“Not applicable”**.

3.4 Passenger Handling

- a) To assist in identifying prohibited Dangerous Goods in passenger baggage and responding to Dangerous Goods inquiries from passengers, all passenger-handling staff should be “trained persons”. This requirement also applies to non-Company personnel contracted to provide passenger-handling services.
- b) The Company Dangerous Goods Coordinator shall publish and maintain a current list of the general and Company approved exceptions for Dangerous Goods carried by passengers and/or crewmembers. A copy of this list is shall in **Appendix “C”**. **Passengers should not be permitted carry any other exempted Dangerous Goods without the prior approval of the Company Dangerous Goods Coordinator.** A current copy must be available for reference by the Company and contract personnel in each passenger baggage check-in and aircraft boarding area.
- c) Passenger check-in staff must obtain confirmation from the passenger about the contents of any item where there is reasonable suspicion that it may contain Dangerous Goods.

3.5 Baggage Handling

- a) To assist in identifying prohibited Dangerous Goods in passenger baggage and responding to leakage or spillage of Dangerous Goods in passenger baggage, all baggage handling staff should be “trained persons”. This requirement also applies to non-Company

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personnel contracted to provide baggage-handling services.

- b) The Company Dangerous Goods Coordinator shall publish and maintain current procedures for handling Dangerous Goods detected in passenger baggage, emergency procedures for leakage or spillage of Dangerous Goods in passenger baggage and reporting procedures for such occurrences. A current copy must be available for reference by Company and contract personnel in each baggage handling area and is reproduced in this Manual at **Appendix "D"**.

3.6 Security Screening

- a) All persons engaged in the security screening of passengers, crew and their baggage should be "trained persons" and capable of identifying prohibited Dangerous Goods in passenger and crew carry-on baggage. This requirement also applies to non-Company personnel contracted to provide security-screening services.
- b) The Company Dangerous Goods Coordinator shall implement procedures to be taken when prohibited Dangerous Goods are detected and removed from passenger or crew carry-on baggage. Such procedures shall be published in the Dangerous Goods Manual under **Appendix "E"**.


3.7 Company Dangerous Goods Consignments

The preparation and offering for transport of a Dangerous Goods consignment either for road or air transport, shall comply with the applicable training, classification, packaging, labeling, marking, and documentation requirements. The receiving and handling of a Dangerous Goods consignment, when the Company is the consignee shall comply with the applicable training, recognition, handling, safety and reporting requirements.

All persons engaged in the transport of dangerous goods should consider security requirements for the dangerous goods commensurate with their responsibilities.

3.8 Operating Procedure

(Enter Name of the airline) will operate flights carrying Dangerous Goods cargo only to and from Countries, which have granted approval for the airline to engage in such operations. A list of Countries from which **(Enter Name of the airline)** has obtained such approval is listed under **Appendix – "F"**.

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4. Handling Procedures

4.1 Acceptance Procedures

- a) All Dangerous Goods consignments and accompanying documentation offered for transport must be checked for compliance with the applicable regulatory requirements. The appropriate Company Dangerous Goods acceptance checklist attached as **Appendix "J"** shall be used.
- b) When a Dangerous Goods consignment does not meet the requirements, it shall be refused for transport. A copy of the completed Company Dangerous Goods acceptance checklist outlining the reason(s) for refusal shall be given to the person offering the consignment.
- c) A Consignment which is not declared as Dangerous Goods and when, it is suspicious that the contents of that consignment may contain Dangerous Goods, cargo acceptance employees shall seek confirmation from the shipper that the consignment does not contain Dangerous Goods.

4.2 Storage within the facility

- a) While on Company property, all Dangerous Goods consignments are to be stored in a manner that prevents leakage or spillage, interaction between Dangerous Goods and conforms to the requirements of the various laws regarding health and safety. Where practicable, Dangerous Goods consignments will be positioned so that all Dangerous Goods safety labels are visible.
- b) Where practicable, the person in charge of each warehouse or cargo facility shall ensure Dangerous Goods in transit are stored separately in an accessible and prominently signed area. Compliance with all airport and local fire regulations is mandatory.
- c) Dangerous Goods shall not be stored with commodity items and under no circumstance, should the packages containing radioactive material or infectious substances are stored with or in close proximity to food items.

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4.3 Loading of Dangerous Goods on Aircraft


- a) All Dangerous Goods shall be inspected immediately before loading to determine that it is free of leakage or damage. In the case of leakage, spillage or damage, the Dangerous Goods shall not be loaded on board the aircraft. The Company Dangerous Goods Coordinator will be immediately informed and necessary action be taken to remedy the situation.
- b) The pilot-in-command shall be given as early as practicable before departure written information concerning the Dangerous Goods loaded on board the aircraft. The information will also include confirmation that there was no evidence of damage or leakage at the time of loading. The appropriate Company Dangerous Goods Pilot Notification Form attached as **Appendix "K"** shall be used.
- c) At a minimum, Dangerous Goods, which might react dangerously with one another, must be stowed on board the aircraft according to the segregation table on the reverse side of the Pilot Notification form.
- d) Dangerous Goods shall be protected from being damaged during flight. They shall also be secured to prevent movement during flight, which would change the orientation of the package.
- e) Packages or overpacks of Dangerous Goods bearing the "**Cargo Aircraft Only**" label shall not be loaded on board passenger carrying aircraft.
- f) The location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment are as indicated in the aircraft layouts shown in **Appendix "L"**.

4.4 Full Load of Radioactive Materials

Note: Where the air operator transports bulk and full loads of radioactive material, detailed handling, loading and unloading procedures shall be recorded here. If not applicable, enter "Not Applicable".

4.5 Unloading Dangerous Goods From Aircraft

All Dangerous Goods when being unloaded from the aircraft shall be

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inspected for signs of damage or leakage. If evidence of damage or leakage is discovered, the Dangerous Goods consignment shall be detained. The position where the Dangerous Goods were loaded on board the aircraft shall be inspected. The Company Dangerous Goods Coordinator shall be immediately informed for further action.

4.6 Contracted Services

- a) ***(Name of third party)*** is contracted for the ***(State the type of service such as: shipping, acceptance, loading and unloading of Dangerous Goods)*** at ***(State the location where the service is being performed)*** and shall comply with all regulatory requirements for handling, offering for transport or transporting Dangerous Goods and the applicable procedures set out in this manual.

- b) Where documents of the contracted service are used, they will be shown in the appropriate appendix to this chapter.

Note: If there are no contracted services, enter "Not applicable".

4.7 Record Keeping

- a) Copies of the shipping and related documents shall be retained for the required period of time at ***(State location)***
_____.


- b) ***(Name of third party)*** _____ shall retain copies of the shipping and related documents for the required period of time at ***(State location)***
_____.

Note: Delete the above sentence if there is no contracted third party.

5 Reporting

5.1 Reporting Undeclared or Misdeclared Dangerous Goods

When undeclared or misdeclared Dangerous Goods are discovered in cargo, a full report must be made immediately to the Director General of Civil Aviation and the respective National Authority of the country; if not in Sri Lanka.

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5.2 Reporting of Dangerous Goods in Passenger Baggage

When Dangerous Goods not permitted for carriage by passenger and crew carried baggage are discovered a report must be made to the Director General of Civil Aviation and the respective National Authority of the country

5.3 Lost, Stolen or Misplaced Dangerous Goods

When any part of Dangerous Goods consignment containing an explosive, infectious substance or radioactive substance is discovered as being lost, stolen or misplace, the discovery shall be immediately reported to the local police with copy to the Director General of Civil Aviation. Where an infectious substance is involved, it will also be reported to Ministry in charge of the subject of Health.

5.4 Reporting Dangerous Occurrences

- a) **A Dangerous occurrence means**, where an aircraft and aerodrome or an air cargo handling facility adjacent to an aerodrome is involved. It also includes the ICAO Technical Instructions definitions for a "Dangerous Goods Accident" and a "Dangerous Goods Incident". For air transport, there is no minimum quantity of Dangerous Goods required to qualify as a dangerous occurrence.
- b) **A Dangerous Goods accident means**, "An occurrence associated with and related to the transport of Dangerous Goods by air which results in fatal or serious injury to a person or major property damage".
- c) **A Dangerous Goods incident means**, "An occurrence other than a Dangerous Goods accident associated with and related to the transport of Dangerous Goods 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. An occurrence relating to the transport of Dangerous Goods which seriously jeopardizes an aircraft or its occupants is also deemed to be a Dangerous Goods incident".
- d) At the time of a dangerous occurrence, any Company employee, or any person acting on behalf of the Company, who has the charge, management or control of the involved Dangerous Goods shall immediately report it to the Director General of Civil Aviation of Sri Lanka (Telephone 94-011-2333447). If the place of occurrence is an airport, the airport operator shall also be immediately informed.
- e) A Dangerous Occurrence report (DOR) must be completed by the Company Dangerous Goods Coordinator and forwarded within 14 days of the occurrence to the following address:

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Director General of Civil Aviation ,
64, Supreme Building,
Galle Road,
Colombo 3,
Sri Lanka.

(Telephone: 94-011-2333447, Facsimile: 94-011-2424540)
E-mail : sldgca@slt.lk

- f) The Dangerous Occurrence Report form is set out in **Appendix “M”**

5.5 In-flight Emergency Involving Dangerous Goods

Where an in-flight emergency occurs on board an aircraft transporting Dangerous Goods, the pilot-in-command shall, where possible, notify an air traffic control unit or a flight service station of the identification, quantity and location of the Dangerous Goods on board.


6 Emergency Procedures

6.1 Company Dangerous Goods Coordinator

The Company procedures to follow during an emergency involving Dangerous Goods are given at Appendix “N”. The Company Dangerous Goods Coordinator will be the contact point for information on the decontamination and disposal of damaged or leaking packages containing Dangerous Goods.

6.2 Onboard Aircraft

- a) Where a package of Dangerous Goods loaded on board an aircraft appears to be damaged or leaking, the person in charge must have the package removed from the aircraft and arrange for its safe disposal. In the case of a package that appears to be leaking, the person in charge, must inspect to ensure the remainder of the consignment is in proper condition for air transport and that no other package has been contaminated.
- b) The position where the Dangerous Goods or unit load device was stowed on board the aircraft must be inspected for damage or contamination and any hazardous contamination must be removed.

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6.3 Infectious Substances

(The air operator shall identify its procedures for dealing with damaged and leaking infectious substance packaging. If the cargo handling is conducted by a contracted third party, its procedures are to be inserted here. If the air operator does not handle or transport infectious substance consignments, a declaration to that effect shall be inserted here.)

6.4 Radioactive Material

The air operator shall identify the procedures for monitoring and dealing with damaged radioactive material packaging. The location of the monitoring device(s) must also be identified. If the cargo handling is conducted by a contracted third party, its procedures are to be inserted here. If the air operator does not handle or transport radioactive material consignments, a declaration to that effect shall be inserted here.)

6.5 Emergency Procedures for Flight Crew

Emergency procedures for flight crew can be found in the current ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods. A copy of this document is available at (**specify the place(s).**)


Note: *The air operator must provide such information to the pilot-in-command; either by the above document or by any other document which provides similar information. If another document is used, enter the document title in place of the ICAO document title. If another document is used to supplement the ICAO document, enter the document title after the ICAO title.*

6.6 Emergency Procedures for Ground Handling and Cargo acceptance Staff

(Specify the Emergency procedures for Passenger and Baggage Handling, Company Stores, Commissary, Warehouse, Ramp and cargo Acceptance Staff)

6.7 Dangerous Goods Emergency and Information Telephone Number

a) Provide list of Telephone numbers

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6.8 Action in case of an Emergency

6.8.1 General

- Dangerous goods incidents may involve cargo or passengers' baggage
- They may occur in a freight shed, a passenger terminal or on the apron
- They may also occur on an aircraft, such as when a package is damaged through misleading
- They may involve a fire, major spillage, leakage or finding undeclared dangerous goods
- The Contingency Plan need 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 Technical Instructions, 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:

6.8.2 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

6.8.3 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

6.8.4 Cargo related incidents - minor 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

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- 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 recorded
- ensure operator notified of incident, if not already aware

6.8.5 Cargo related incidents - minor leakage (eg: wetting of part of the outer packaging)

- keep persons away from immediate vicinity; avoid breathing in fumes
- consider if calling airport fire service is 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 airport fire service not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if relevant


6.8.6 Passenger related incidents

- keep persons away from immediate vicinity; avoid breathing in fumes
- ask passenger to identify item 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 fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible). If further investigation needed; ensure full and accurate details recorded



6.8.7 Subsequent Actions

- if container shows emergency actions, deal with incident accordingly
- 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 not immediately identifiable but container 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 detected or more serious leakage found on closer inspection; call the airport fire service or other specialist assistance
- if there are fumes, they can be contained by covering spillage with plastic sheeting 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 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


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- 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.
- Make appropriate log entry
- Notify Dangerous Goods Co-ordinator
- Notify the Director General of Civil Aviation

Note: *The Company Dangerous Goods Coordinator should review these steps above to ensure they meet the Company's needs and sequence of an emergency.*

SECTION- 3

TRAINING PROGRAMME

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OPERATOR'S TRAINING PROGRAMME

1. ADMINISTRATIVE NOTES

1.1 The International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO TIs) contain the internationally agreed rules to ensure Dangerous Goods is carried safely.

2. INTRODUCTION

2.1 In Sri Lanka, legislation for the transportation of Dangerous Goods by air is contained in Air Navigation Regulations of 1955, and by reference the *International Civil Aviation Organization Technical Instructions for the safe Transport of Dangerous Goods by Air* (ICAO TIs).


2.2 An amendment to the *ICAO TIs* incorporated the responsibility for the National Authority (Director General of Civil Aviation of Sri Lanka) to review and approve Dangerous Goods training programmes.

2.3 Section 3 of this document has been developed to assist Sri Lankan air carriers and other related parties to fulfil this requirement. Throughout the document, an air carrier is referred to as "Operator".

2.4 An operator may incorporate additional information/requirements, which he deems necessary to achieve a higher standard of training.

3. APPROVAL OF TRAINING PROGRAMMES

3.1 Part 6, Chapter 1 of the *ICAO TIs* states that all Dangerous Goods training established and maintained by or on behalf of the operator must be subjected to review and approval by the appropriate authority of the state (Director General of Civil Aviation of Sri Lanka). Dangerous Goods training includes initial and recurrent training programmes. "An operator may choose training provided by a third party Organization (i.e.; ICAO, IATA or like association, training consultants or community college). The training must include the relevant ICAO minimum requirements and the Sri Lankan requirements. The use of a third party Organization must be indicated on the "Application Form". Third party training conducted on behalf of the operator must be reviewed and approved by the Director General of Civil Aviation of Sri Lanka.

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3.2 To have the training programmes approved operator need to complete the "Application Form" shown at Appendix "A" and return it with proposed training programmes to the Civil Aviation Authority of Civil Aviation of Sri Lanka, 64, Supreme Building, Galle Road, Colombo 03.

4. SOURCES OF TRAINING INFORMATION

4.1 The operator, trainer or person developing Dangerous Goods training programme may use the reference material and sources of information.

4.2 **The first source** is the regulatory requirements for any person or Company handling, offering for transport and transporting Dangerous Goods set out in the Regulation and the ICAO TI's

4.3 **The second source** involves the dangerous good chapter of the Company operations manual. The ICAO TI's state that "An operator must provide such information to flight crews and other employees in his operations manual as will enable these employees to carry out their responsibilities with regard to the transport of Dangerous Goods. This information must include instructions as to the action to be taken in the event of emergencies arising involving Dangerous Goods and details of the location and numbering system of cargo compartments together with the maximum total sum of transport indexes of radioactive material permitted in each compartment".

4.4 **A third source** incorporates the numerous "Self Taught" training programmes available through the ICAO, the IATA, training consultants and other third party training sources.

4.5 **A fourth source** consists of a large selection of general and specialised publications on Dangerous Goods classification, handling and emergency procedures for individual products, chemicals or classes of Dangerous Goods.

4.6 **A fifth source** may involve actual consultation or expert advice.

5. CONTENT OF TRAINING COURSES

5.1 Identified below is the minimum training requirements, required by the various categories of employees that are involved in the handling, offering for transport or transporting of Dangerous Goods as it relates to their assigned duties. The references are from the ICAO TI. (Eg. 2;3.2 means Part 2, Chapter 3, Paragraph 3.2)




5.2 An Operator who does not transport Dangerous Goods as a policy shall provide its staff identified in paragraph 5.4.3 of Section 1 of this document of awareness training and column 11 of the following table is recommended.

Aspects of transport of dangerous goods by air with which they should be familiar as a minimum	Shippers and packers		Freight forwarders			Operators and ground/ passenger handling agents				Crew Members & load Planners		Security
	1	2	3	4	5	6	7	8	9	10	11	
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X		X	X		X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						
List of dangerous goods	X	X	X			X				X		
Packing requirements	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

KEY

- 1- Shippers and persons undertaking the responsibilities of shippers
- 2- Packers
- 3- Staff of freight forwarders involved in processing dangerous goods
- 4- Staff of freight forwarders involved in processing cargo(other than dangerous goods)
- 5- Staff of freight forwarders involved in the handling, storage and loading of cargo
- 6- Operator's and ground handling agent's staff accepting dangerous goods
- 7- Operator's and ground handling agent's staff accepting cargo (other than dangerous goods)
- 8- Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo baggage
- 9- Passenger-handling staff
- 10- Flight crewmembers and load planners

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- 11- Crewmembers (other than flight crew members)
- 12- Security staff who deal with the screening of passengers and their baggage and cargo

5.2 SHIPPERS AND PERSONS UNDERTAKING THE RESPONSIBILITIES OF SHIPPERS

5.2.1 General Philosophy

- General applicability (1;1)
- Definition of Dangerous Goods (1;3.1)
- State and Operator Variations (Attachments 3;1 and 2)
- Unit of Measurements (1;3.2)

5.2.2 Limitation of Dangerous Goods on Aircraft


- Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)
- Exceptions for Dangerous Goods of the Operator (1;2.2)
- Dangerous Goods in Excepted Quantities (1;2.4)
- Dangerous Goods in Limited Quantities (1;2.5)

5.2.3 General Requirements for shippers

- General (5;1.1)
- Additional general requirements for infectious substances (5;1.2)
- General provision for Class 7 (5;1.3)
- Information to employees (5;1.4)
- Training (5;1.5)
- Salvage packaging (5;1.6)
- Empty packaging (5;1.7)
- Mixed packing (5;1.8)

5.2.4 Classification

- Classes and divisions (Introductory Chapter 2;2.1)
- Complete List of Classes, divisions and definitions (2;1 to 2;9)
- Packing Groups (Introductory Chapter 2;2.4)
- UN Numbers and Proper shipping name (Introductory Chapter 3 and 3;1.2)
- Classification of Substances and Articles with Multiple Hazards

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(Introductory Chapter 2;2.5,2;2.7,4;4.1 and Table 2-1)

Transport of samples (Introductory Chapter 5)

5.2.5 List of Dangerous Goods

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

5.2.6 Packing requirements

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1, 2;7.2,7.7 and 7.9)

Marking of packaging other than inner packaging (4;2.4,5;2.4 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)

Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous Goods List (4;2.1 and 4;3)

5.2.7 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)


Handling Labels (5;3.4.2)

5.2.8 Dangerous Goods transport document and other relevant documentation

Dangerous goods transport document (5;4.1)

Signature of the Shipper (5;4.1.6)

Infectious substances (5;4.2)

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Air Waybill information (5;4.3)

Additional documentation for other than radioactive material (5;4.4)

5.2.9 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.2.10 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.2.11 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.3 PACKERS

5.3.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

5.3.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)


Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.3.3 Classification

Classes and divisions (Introductory Chapter 2;2.1)

Complete List of Classes, divisions and definitions (2;1 to 2;9)

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Packing Groups (Introductory Chapter 2;2.4)

UN Numbers and Proper shipping name (Introductory Chapter 3 and 3;1.2)

Classification of Substances and Articles with Multiple Hazards (Introductory Chapter 2;2.5, 2;2.7,4;4.1 and Table 2-1)

Transport of samples (Introductory Chapter 5)

5.3.4 List of Dangerous Goods

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

5.3.5 Packing requirements

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1, 2;7.2,7.7 and 7.9)

Marking of packaging other than inner packaging (4;2.4,5;2.4 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)

Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous Goods List (4;2.1 and 4;3)

5.3.6 Labelling and marking


Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.3.7 Recognition of undeclared dangerous goods

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Provisions to aid recognition of undeclared dangerous goods (7;6)

5.3.8 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.3.9 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.4 STAFF OF FREIGHT FORWARDERS INVOLVED IN PROCESSING DG

5.4.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

5.4.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.4.3 General Requirements for shippers

General (5;1.1)

Additional general requirements for infectious substances (5;1.2)


General provision for Class 7 (5;1.3)

Information to employees (5;1.4)

Training (5;1.5)

Salvage packaging (5;1.6)

Empty packaging (5;1.7)

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Mixed packing (5;1.8)

5.4.4 Classification

Classes and divisions (Introductory Chapter 2;2.1)

Complete List of Classes, divisions and definitions (2;1 to 2;9)

Packing Groups (Introductory Chapter 2;2.4)

UN Numbers and Proper shipping name (Introductory Chapter 3 and 3;1.2)

Classification of Substances and Articles with Multiple Hazards (Introductory Chapter 2;2.5, 2;2.7,4;4.1 and Table 2-1)

Transport of samples (Introductory Chapter 5)

5.4.5 List of Dangerous Goods

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

5.4.6 Packing requirements

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1, 2;7.2,7.7 and 7.9)

Marking of packaging other than inner packaging (4;2.4,5;2.4 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)


Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous Goods List (4;2.1 and 4;3)

5.4.7 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

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Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.4.8 Dangerous Goods transport document and other relevant documentation

Dangerous goods transport document (5;4.1)

Signature of the Shipper (5;4.1.6)

Infectious substances (5;4.2)

Air Waybill information (5;4.3)

Additional documentation for other than radioactive material (5;4.4)

5.4.9 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.4.10 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.4.11 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.5 STAFF OF FREIGHT FORWARDERS INVOLVED IN PROCESSING CARGO (OTHER THAN DG)


5.5.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

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5.5.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.5.3 General Requirements for shippers

General (5;1.1)

Additional general requirements for infectious substances (5;1.2)

General provision for Class 7 (5;1.3)

Information to employees (5;1.4)

Training (5;1.5)

Salvage packaging (5;1.6)

Empty packaging (5;1.7)

Mixed packing (5;1.8)

5.5.4 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.5.5 Dangerous Goods transport document and other relevant documentation

Dangerous goods transport document (5;4.1)

Signature of the Shipper (5;4.1.6)

Infectious substances (5;4.2)

Air Waybill information (5;4.3)


Additional documentation for other than radioactive material (5;4.4)

5.5.6 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.5.7 Provisions for passenger and crew

Information to passengers (7;5.1)

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Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.5.8 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.6 STAFF OF FREIGHT FORWARDERS INVOLVED IN THE HANDLING, STORAGE AND LOADING OF CARGO

5.6.1 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.6.2 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.6.3 Storage and loading procedures

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2)

Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Replacement of labels (7;2.6)

Identification of unit load devices containing dangerous goods (7;2.7)


Stowage of (toxic) and infectious substances (7;2.8)

Handling and loading of Radioactive Material (7;2.9)

Loading of magnetized materials (7;2.10)

Loading of dry ice (7;2.11)

Loading of expandable polystyrene beads (7;2.12)

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Handling of self-reactive substances and organic peroxides (7;2.13)
 Inspection for damage or leakage (7;3.1)
 Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

5.6.4 Provisions for passenger and crew

Information to passengers (7;5.1)
 Passenger check-in procedures (7;5.2)
 List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
 Dangerous goods carried by passengers or crew (8;1.1)

5.6.5 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)
 Reporting of Dangerous goods accidents and incidents (7;4.4)
 Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
 Emergency response information (7;4.8)

5.7 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF ACCEPTING DG

5.7.1 General Philosophy


General applicability (1;1)
 Definition of Dangerous Goods (1;3.1)
 State and Operator Variations (Attachments 3;1 and 2)
 Unit of Measurements (1;3.2)

5.7.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)
 Exceptions for Dangerous Goods of the Operator (1;2.2)
 Dangerous Goods in Excepted Quantities (1;2.4)
 Dangerous Goods in Limited Quantities (1;2.5)

5.7.3 General Requirements for shippers

General (5;1.1)
 Additional general requirements for infectious substances (5;1.2)
 General provision for Class 7 (5;1.3)

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Information to employees (5;1.4)

Training (5;1.5)

Salvage packaging (5;1.6)

Empty packaging (5;1.7)

Mixed packing (5;1.8)

5.7.4 Classification

Classes and divisions (Introductory Chapter 2;2.1)

Complete List of Classes, divisions and definitions (2;1 to 2;9)

Packing Groups (Introductory Chapter 2;2.4)

UN Numbers and Proper shipping name (Introductory Chapter 3 and 3;1.2)

Classification of Substances and Articles with Multiple Hazards (Introductory Chapter 2;2.5, 2;2.7,4;4.1 and Table 2-1)

Transport of samples (Introductory Chapter 5)

5.7.5 List of Dangerous Goods

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

5.7.6 Packing requirements

General packing requirements (4;1 and 4;2)

Types of packaging (1;3.1, 2;7.2,7.7 and 7.9)


Marking of packaging other than inner packaging (4;2.4,5;2.4 and 6;2)

Different substances packed together (4;1.1.7 and 4;1.1.8)

Over Packs (1;3.1 and 5;1.1)

Packing Instructions (4;3 to 4;11)

Use of the packing instructions in conjunction with the Dangerous

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Goods List (4;2.1 and 4;3)

5.7.7 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.7.8 Dangerous Goods transport document and other relevant documentation

Dangerous goods transport document (5;4.1)

Signature of the Shipper (5;4.1.6)

Infectious substances (5;4.2)

Air Waybill information (5;4.3)

Additional documentation for other than radioactive material (5;4.4)

5.7.9 Acceptance procedures

General inspection requirements before acceptance (7;1.2)

Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (7;1.2)

Special Responsibilities – Infectious Substances (7;1.2)

Acceptance Checklist (7;1.3)

Cargo Acceptance procedures (7;1.4)

Undeliverable consignments of radioactive material (7;1.5)

5.7.10 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.7.11 Storage and loading procedures

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2)


Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Replacement of labels (7;2.6)

Identification of unit load devices containing dangerous goods (7;2.7)

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Stowage of (toxic) and infectious substances (7;2.8)
 Handling and loading of Radioactive Material (7;2.9)
 Loading of magnetized materials (7;2.10)
 Loading of dry ice (7;2.11)
 Loading of expandable polystyrene beads (7;2.12)
 Handling of self-reactive substances and organic peroxides (7;2.13)
 Inspection for damage or leakage (7;3.1)
 Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

5.7.12 Pilot's notification

Information to Pilot-in-Command (7;4.1)
 Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)
 Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.6)

5.7.13 Provisions for passenger and crew

Information to passengers (7;5.1)
 Passenger check-in procedures (7;5.2)
 List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
 Dangerous goods carried by passengers or crew (8;1.1)


5.7.14 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)
 Reporting of Dangerous goods accidents and incidents (7;4.4)
 Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
 Emergency response information (7;4.8)

5.8 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF ACCEPTING CARGO (OTHER THAN DG)

5.8.1 General Philosophy

General applicability (1;1)
 Definition of Dangerous Goods (1;3.1)
 State and Operator Variations (Attachments 3;1 and 2)

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Unit of Measurements (1;3.2)

5.8.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.8.3 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.8.4 Dangerous Goods transport document and other relevant documentation

Dangerous goods transport document (5;4.1)

Signature of the Shipper (5;4.1.6)

Infectious substances (5;4.2)

Air Waybill information (5;4.3)

Additional documentation for other than radioactive material (5;4.4)

5.8.5 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.8.6 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)


Dangerous goods carried by passengers or crew (8;1.1)

5.8.7 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

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Emergency response information (7;4.8)

5.9 OPERATOR'S AND GROUND HANDLING AGENT'S STAFF RESPONSIBLE FOR HANDLING, STORAGE AND LOADING OF CARGO AND BAGGAGE

5.9.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

5.9.2 Limitation of Dangerous Goods on Aircraft

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.9.3 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.9.4 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.9.5 Storage and loading procedures

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2)

Loading of packages containing liquid dangerous goods (7;2.3)

Loading and securing of dangerous goods (7;2.4)


Damaged packages of dangerous goods (7;2.5)

Replacement of labels (7;2.6)

Identification of unit load devices containing dangerous goods (7;2.7)

Stowage of (toxic) and infectious substances (7;2.8)

Handling and loading of Radioactive Material (7;2.9)

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Loading of magnetized materials (7;2.10)

Loading of dry ice (7;2.11)

Loading of expandable polystyrene beads (7;2.12)

Handling of self-reactive substances and organic peroxides (7;2.13)

Inspection for damage or leakage (7;3.1)

Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

5.9.6 Pilot's notification

Information to Pilot-in-Command (7;4.1)

Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)

Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.6)

5.9.7 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.9.8 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.10 PASSENGER – HANDLING STAFF

5.10.1 General Philosophy


General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

5.10.2 Limitation of Dangerous Goods on Aircraft

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Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.10.3 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.10.4 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.10.5 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.10.6 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.11 FLIGHT CREW MEMBERS AND LOAD PLANNERS

5.11.1 General Philosophy

General applicability (1;1)


Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

5.11.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any

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circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.11.3 List of Dangerous Goods

Arrangement of the Dangerous Goods List (3;2.1 and Table 3-1)

Method of using the Dangerous Goods List for articles or substances specifically listed by name (3;1.1.2)

Mixtures and solution containing one or more dangerous substances (3;1.3)

Forbidden dangerous goods entries in the Dangerous Goods List (3;2.1.1 and Note 1)

Special provision entries in the Dangerous Goods List (3;3 and Table3-2)

Quantity Limitations for types of aircraft (3;2.1)

Dangerous goods in limited quantities (3;4)

5.11.4 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.11.5 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.11.6 Storage and loading procedures

Loading restrictions on the flight deck and on passenger aircraft (7;2.1)

Loading of incompatible dangerous goods and segregation (7;2.2)

Loading of packages containing liquid dangerous goods (7;2.3)


Loading and securing of dangerous goods (7;2.4)

Damaged packages of dangerous goods (7;2.5)

Replacement of labels (7;2.6)

Identification of unit load devices containing dangerous goods (7;2.7)

Stowage of (toxic) and infectious substances (7;2.8)

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Handling and loading of Radioactive Material (7;2.9)
 Loading of magnetized materials (7;2.10)
 Loading of dry ice (7;2.11)
 Loading of expandable polystyrene beads (7;2.12)
 Handling of self-reactive substances and organic peroxides (7;2.13)
 Inspection for damage or leakage (7;3.1)
 Damaged or leaking packages of radioactive material contaminated packaging (7;3.2)

5.11.7 Pilot's notification

Information to Pilot-in-Command (7;4.1)
 Information by Pilot-in-Command in case of In-Flight Emergency (7;4.3)
 Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board (7;4.6)

5.11.8 Provisions for passenger and crew

Information to passengers (7;5.1)
 Passenger check-in procedures (7;5.2)
 List of general descriptions to aid recognition of undeclared dangerous goods (7;6)
 Dangerous goods carried by passengers or crew (8;1.1)


5.11.9 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)
 Reporting of Dangerous goods accidents and incidents (7;4.4)
 Reporting of undeclared or misdeclared Dangerous goods (7;4.5)
 Emergency response information (7;4.8)

5.12 CREW MEMBERS (OTHER THAN FLIGHT CREW MEMBERS)

5.12.1 General Philosophy

General applicability (1;1)
 Definition of Dangerous Goods (1;3.1)
 State and Operator Variations (Attachments 3;1 and 2)
 Unit of Measurements (1;3.2)

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5.12.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.12.3 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.12.4 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.12.5 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.12.6 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)

Emergency response information (7;4.8)

5.13 SECURITY STAFF WHO DEAL WITH THE SCREENING OF PASSENGERS AND THEIR BAGGAGE AND CARGO


5.13.1 General Philosophy

General applicability (1;1)

Definition of Dangerous Goods (1;3.1)

State and Operator Variations (Attachments 3;1 and 2)

Unit of Measurements (1;3.2)

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5.13.2 Limitation of Dangerous Goods on Aircraft

Dangerous goods Forbidden for Transport by Air under any circumstances (1;2.1)

Exceptions for Dangerous Goods of the Operator (1;2.2)

Dangerous Goods in Excepted Quantities (1;2.4)

Dangerous Goods in Limited Quantities (1;2.5)

5.13.3 Labelling and marking

Package marking (5;2) (IATA 1.3.2.3, 7.1)

Labelling (5;3)

Over packs (5;1.1 and 5;2.4.9)

Handling Labels (5;3.4.2)

5.13.4 Recognition of undeclared dangerous goods

Provisions to aid recognition of undeclared dangerous goods (7;6)

5.13.5 Provisions for passenger and crew

Information to passengers (7;5.1)

Passenger check-in procedures (7;5.2)

List of general descriptions to aid recognition of undeclared dangerous goods (7;6)

Dangerous goods carried by passengers or crew (8;1.1)

5.13.6 Emergency procedures

Definition of Dangerous goods accident and incident (1;3.1)

Reporting of Dangerous goods accidents and incidents (7;4.4)

Reporting of undeclared or misdeclared Dangerous goods (7;4.5)


Emergency response information (7;4.8)

6. SECURITY TRAINING

6.1 The training specified in Paragraph 5 above should include elements of security awareness.

6.2 Security training awareness training should address the nature of security risks, recognizing security risks methods to address and reduce such risks, and actions to be taken in the event of a security breach.

6.3 An operator may forego this requirement if the employees received

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training covering the elements of paragraph 6.2 above in national security plan or other security requirements.

6.4 Records of the security training undertaken should be retained for two years.

7. EXAMINATION

It is recommended that an examination be designed to ensure employees demonstrate an understanding of the regulatory requirements and that a minimum mark of 90%, corrected to 100%, be achieved to pass the examination. This recommendation is a general standard currently in use by the industry.

8. KEEPING OF RECORDS

Records of training should be kept on who has received training and to help plan recurrent training.

A record of training should show the type of course (initial/recurrent), the type of training and the course date(s). If an employee arranges his/her own training, proof of achievement should be made available to the employer.


Based on this document and the regulatory requirements for the type of operation, it is the employer's responsibility to ascertain and provide what training an employee must have and decide what further training is required.

9. CERTIFICATE / RECORD OF TRAINING

When a training course is successfully completed and when the employer is satisfied that the employee has received adequate training in the aspects of handling, offering for transport or transporting of Dangerous Goods related to the duties he assigns to that person, the employer shall issue a certificate of training or maintain a record of training for that employee.

The Certificate of Training or the record of training shall indicate the date the person completed an initial training, each subsequent training and the aspects of handling, offering for transport or transporting of Dangerous Goods for which the person was trained. The Training is valid for a period of 24 months.

On request by an inspector, a trained person shall produce a certificate of training issued to him by his employer.

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Appendix "A"

TRANSPORT OF DANGEROUS GOODS BY AIR

APPLICATION FOR APPROVAL OF TRAINING PROGRAMMES

1. GENERAL INFORMATION

1.1 Name of Company:-

1.2 Full Address:-

1.2.1 Telephone Number:-

1.2.2 Facsimile Number:-

1.2.3 E-mail:-

1.3 Name of Company Dangerous Goods Co-ordinator:-

1.3.1 Contact Telephone Number:-

1.3.2 Facsimile Number:-

1.3.3 E-mail:-

1.4 What classes of dangerous goods does your company handle, offer or transport?

1.5 Is the proposed training to be in-house or by a third party?


1.6 If by a third party, specify the training organization?

1.7 In the event your training programme is to be conducted by a third party has it received approval from this Authority?

2. TYPE OF TRAINING PROGRAMME

2.1 Indicate which type of training programme(s) you are requesting approval for:

- Shippers and persons undertaking responsibilities of shippers
- Packers
- Staff of freight forwarders involved in processing cargo (other than DG)
- Staff of freight forwarders involved in the handling, storage and loading of cargo
- Operator's and ground handling agent's staff accepting DG

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- Operator's and ground handling agent's staff accepting cargo (other than DG)
- Operator's and ground handling agent's staff responsible for handling, storage and loading of cargo and baggage.
- Passenger – handling staff
- Flight crew members and load planners
- Crew members (other than flight crew members)
- Security staff who deal with the screening of passengers and their baggage and cargo

3. LOCATION

- 3.1 Address of the location where the dangerous goods courses will be conducted or taken and dates (if applicable)
- 3.2 List the Training Aids that will be used in the Training Plan (if applicable) (a full set of training materials used shall be submitted to DCA)
- 3.2.1 Audio:
- 3.2.2 Video:
- 3.2.3 Reference Material:
- 3.2.4 Posters:
- 3.2.5 Handouts:
- 3.2.6 Others (Please specify)

4. COURSE SYLLABUS

- 4.1 For company training programme the complete dangerous goods training programme which must detail:
- 4.1.1 Your objective and method of achieving it;
- 4.1.2 The list of subjects to be covered in your training program;
- 4.1.3 The list of subjects to be covered in your recurrent training programme;
- 4.1.4 The duration of each subject and total time of training;
- 4.1.5 The duration of each subject and total time of recurrent training
- 4.1.6 Courses tests with marking details (samples).

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4.1.7 Copy of Course Completion Certificate(s).

4.2 If using third party training, a complete copy of the course syllabus.

4.3 Are the Reference manuals mentioned? (Operations Manual , ICAO Emergency Response Guidance, other manuals)

4.4 Are all pages identified, dated and numbered?

5. INSTRUCTORS

In respect of each inspector to be used for imparting instructions please provide the following details:

- a. Name
- b. Qualifications
- c. Experience in the subject matter
- d. Experience as an Instructor

6. TYPE OF DANGEROUS GOODS OPERATION, SPECIALITY AND REGIONAL OPERATIONS

Indicate the type (s) of operation your company is involved in:

- Year-round
- Seasonal (From: _____ to _____)
- Land-base
- Water-base
- Multi-base
- Hunting, fishing, lodge and camp supply
- Passenger and Cargo
- Cargo Aircraft Only
- Combi-Operation
- Type of Cargo Compartments (A ___ B ___ C ___ D ___ E ___)
- Charter Operations
- Scheduled passenger/ Cargo Operations
- Medical Evacuation Operations
- Operator-owned dangerous goods
- Charter-owned dangerous goods
- Offered dangerous goods
- Dangerous goods to extend flight
- Dangerous goods to supply remote settlements

- Bulk dangerous goods operations (i.e. fuel etc..)
- Acceptance conducted by Company Personnel
- Acceptance conducted by third party (_____)
- Loading and unloading conducted by Company Personnel)
- Loading and unloading conducted by third party(_____)
- Passenger handling conducted by Company Personnel
- Passenger handling conducted by third party (_____)
- Baggage handling conducted by Company Personnel
- Baggage handling conducted by third party (_____)
- Security Screening conducted by Company Personnel
- Security Screening conducted by third party (_____)
- Cargo handling conducted by Company Personnel
- Cargo handling conducted by third party (_____)

.....
Signature of the Dangerous Goods Co-ordinator

.....
Date

