



# Technical Circular

## CT 90-001 – TRANSPORTATION OF DANGEROUS GOODS BY AIR – PROCESS AND APPLICATION

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Date: 30/05/2016

### SECTION 1 GENERAL

#### 1.1 OBJECTIVE

This Technical Circular provides guidance to prospective and existing air operators on the process for applying and obtaining IACM's approval for the transport of dangerous goods by air. It also contains guidance on the preparation of a dangerous goods manual.

#### 1.2 APPLICABILITY

This CT applies to prospective and existing air operators applying for IACM's approval for the transport of dangerous goods by air in aircraft of Mozambique registry and/or as the holder of an air operator certificate.

#### 1.3 REFERENCES

- (1) International Civil Aviation Organization (ICAO)
  - (a) Annex 18, Safe Transportation of Dangerous Goods by Air;
  - (b) Technical Instructions (TI) – The TI amplify the basic provisions of ICAO Annex 18 and contain the detailed instructions necessary for the safe international transport of dangerous goods by air.
- (2) International Air Transport Association (IATA)
  - (a) Dangerous Goods Regulations – These regulations are published by IATA for their members and associate members. They are closely aligned with the ICAO TI with few exceptions. IATA Dangerous Goods Regulations are published on an annual basis.
- (3) Law 21/2009, 28<sup>th</sup> September, Aviation Law;
- (4) Decree 42/2014 – Aviation Enforcement Regulation;
- (5) MOZCAR Parts 91, 92, 121, 127 and 135;
- (6) TC 90-002 - Dangerous Goods Training programme (TBD)

#### 1.4 CHANGES

This is an original issuance of this TC.

#### 1.5 BACKGROUND

1.5.1 In accordance with ICAO provisions in Annex 18, dangerous goods may not be offered or accepted for transportation by air unless that material is properly classified, described, packaged, marked, labeled, and in condition for shipment as required or authorized by either national or international regulations in force. Dangerous goods may not be transported by air unless that material is handled, loaded, and transported in accordance with the provisions of the pertinent national or international regulations in force at the time of transport.

1.5.2 ICAO Annex 6 standards require an air operator to hold a specific approval before engaging in the transport of dangerous goods by air.

1.5.3 ICAO Annex 18 standards require that a State must complete an assessment of an individual, organization or entity before issuing an authorization allowing these entities to engage in the process of transportation of dangerous goods by air.

1.5.4 In order to fulfill its international safety oversight obligations, Mozambique has established national legislation and regulations detailing the requirements applicable to the safe transportation of dangerous goods by air. The IACM, being the national responsible authority, has established a certification process and an inspection programme to ensure industry compliance with the international standards and national regulations related to the transport of dangerous goods by air.

## **SECTION 2 - THE CERTIFICATION PROCESS**

### **2.1 GENERAL**

2.1.1 The certification process is designed to ensure that prospective and existing air operators applying for the issuance of an approval to transport dangerous goods understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the operator is able to comply with the international standards and Mozambique Aviation Law and civil aviation regulations pertaining to the safe transport of dangerous goods.

2.1.2 The process for approval of air operators to transport dangerous goods follows, in general, the basic five phase certification process applied by the IACM for granting operational approvals and authorizations.

### **2.2 PHASE ONE: PRE-APPLICATION**

#### **2.1.1 Declaration of Intent**

2.1.1.1 As far in advance as possible of the anticipated start of operations, an applicant should contact the IACM – Operations Department and inform of its intent to apply for authorization to transport dangerous goods. This is normally accomplished by the submission of a formal letter of intent.

2.1.1.2 A brief meeting may be convened by the parties for a preliminary discussion, covering, in general terms, the dangerous goods certification process and related procedures.

2.1.1.3 The meeting should serve the following purpose:

- (1) to direct the applicant to thoroughly review the applicable regulations and guidance material;
- (2) to provide guidance concerning personnel, facilities, training and technical data requirements;
- (3) to provide a brief explanation of the certification process;
- (4) to provide the applicant with the application information.

#### **2.1.2 Pre-application Meeting**

2.1.2.1 In the Pre-Application Phase, the applicant is provided with current application information and guidance.

2.1.2.2. This phase is designed to advise the applicant of the requirements of the regulations and the IACM guidance material pertaining to the issuance of a dangerous goods authorization.

2.1.2.3. The applicant operator is entitled to a pre-application meeting to provide more specific guidance regarding the submission of a complete formal application.

2.1.2.4. The operator may, however, choose to submit the application without attending the meeting.

### **2.1.3 Pre-application Meeting Objectives**

2.1.3.1 The pre-application meeting will normally include the following main objectives:

- (1) an overview of the certification process and the formal application;
- (2) to inform the applicant of contents of the formal application;
- (3) answering any questions the applicant may have about the certification process;

2.1.3.2 By the end of the pre-applicant meeting the applicant should have a clear understanding of the certification process and be well informed for the preparation of the formal application and related attachments.

2.1.3.3 The applicant is encouraged to informally co-ordinate the draft formal application with the IACM certification team. Time spent on informal co-ordination can significantly reduce the workload for both parties once the formal application is submitted.

## **2.2 PHASE TWO: FORMAL APPLICATION**

### **2.2.1 Submission Of The Formal Application**

2.2.1.1. The applicant must submit a complete application package with all required attachments.

2.2.1.2 The formal application package contents is as follows—

- (1) A duly completed Application Form F90-001
- (2) MOZCAR Part 92 Statement of Compliance;
- (3) Dangerous goods policies and procedures in the following manuals, as applicable:
  - (a) Operations manual;
  - (b) Cabin crew manual;
  - (c) Station/ground operations manual;
  - (d) Dangerous goods manual;
- (4) Dangerous goods training programme;
- (5) Dangerous goods quality assurance programme;
- (6) Copy of arrangements with contracted service providers;

2.2.1.3 The applicant should use the following references during the development of its formal application submission—

- (1) Civil Aviation Law;
- (2) MOZCAR Part 92;
- (3) IACM Dangerous Goods guidance material
- (4) ICAO Technical Instructions;
- (5) IATA Dangerous Goods Regulations; and
- (6) other relevant published international safety practices.

2.2.1.4 The application form must be signed by the accountable manager or an authorized representative of the applicant.

2.2.1.5 The applicant may wish to have a meeting to present the application, but the IACM will not comment on the quality of the application at that time.

2.2.1.6 It is recommended that the formal application is submitted at least 60 days before revenue operations are expected to begin, although the application should be submitted to the IACM as far in advance of the proposed start-up date as possible.

### **2.2.2 Initial Review**

2.2.2.1 At the first opportunity following its receipt, the IACM certification team will review the application to determine if it contains the required information and attachments.

2.2.2.2 The following criteria are to be applied in the evaluation of the formal application—

- (1) Completeness – The application form is properly completed and all required attachments are included; and
- (2) Conformity – The application and its attachments contain the required information.

2.2.2.3 The initial review of the formal application package constitutes a cursory review of the contents and is not intended to evaluate in detail the individual attachments. Such in-depth evaluation is carried out during Phase 3.

2.2.2.4 The purpose of cursory review is to ensure:

- (1) the type of info required has been submitted;
- (2) the overall quality of the submission is satisfactory, indicating that the applicant is proceeding in an appropriate manner

2.2.2.5 If there are omissions or errors, the formal application and all attachments will be returned with a letter acknowledging the receipt and outlining the reasons for its return. However, a reasonably flexible attitude should be used, since many omissions or questions may be handled informally or during the formal application meeting.

### **2.2.3 Formal Application Meeting**

2.2.3.1 If the results of the initial review are satisfactory a formal application meeting with the applicant should be scheduled.

2.2.3.2 The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party.

2.2.3.3 The IACM team will produce minutes of the meeting to document the event and the agreed actions and timelines for the correction of minor deficiencies in the application.

2.2.3.4 If the certification team finds it unnecessary to hold a formal application meeting, considering the quality of the application, it may skip this step and send an official letter to the applicant accepting the application.

### **2.2.3 Formal Rejection Or Acceptance**

6.2.3.1. If the results of the initial review and formal application meeting are found to be acceptable, the certification team will then accept the application for further processing.

6.2.3.2 It is emphasized that the rejection of the application must be properly justified.

6.2.3.3 The rejection or acceptance of the formal application must be done by an official letter.

## **2.3 PHASE THREE: DOCUMENT CONFORMANCE**

After the formal application has been accepted, the certification team will begin a thorough evaluation of all the manuals and documents submitted with the application.

### **2.3.1 Application Form F90-001**

The completed application form should provide clear information on the intended type and scope of operations to be conducted by the applicant and be duly signed.

### **2.3.2 Statement Of Compliance With MOZCAR Part 92**

2.3.2.1. The most accurate indicator of the completeness of the dangerous goods certification is the Statement of Compliance with MOZCAR Part 92 in its final form.

2.3.2.2 Detailed information on the preparation of a compliance statement is provided in IACM CT 100-001

2.3.2.3 It is acceptable that the initial statement of compliance submitted by an applicant is not fully completed in relation to all regulatory requirements. The applicant may not have at this stage all the required references and arrangements in place and may state “TBD” (To be developed) in the reference column.

2.3.2.4 The applicant should continually update this checklist during this process to reflect the accurate or revised manual procedures. However, the final Statement of Compliance should be complete before the demonstration and inspection phase is initiated.

2.3.2.5 The final Statement of Compliance checklist will be inserted in the completed certification report binder as one of the primary “proofs” that, at the time of certification, the applicant was in conformance with the minimum standards of the applicable regulations.

#### **2.3.4 DGs Policy and Procedures MANUALS**

2.3.4.1 The IACM will evaluate the dangerous goods policies and procedures contained in the applicant’s manual system through comparisons of the proposed information with the—

- (1) Submitted application form F90-001;
- (2) Submitted Statement of compliance with MOZCAR Part 92;
- (3) ICAO Technical Instructions; and
- (4) IACM dangerous goods guidance material.

2.3.4.2 The IACM will also evaluate the applicant’s arrangements for ensuring that all persons involved in DG preparation or acceptance have direct and immediate access to the DG reference manuals.

2.3.4.3 The preparation of the dangerous goods manual, as part of the operations manual, should follow the guidelines detailed in Section 3.

#### **2.3.5 Operator’ Dangerous Goods Training**

2.3.5.1 The operator’s dangerous goods training programme should include as a minimum:

- (1) training requirements for its personnel and service providers;
- (2) who is to be trained to what level and how often;
- (3) approved training organization(s) that may be used;
- (4) curriculums that may be used;
- (5) operator-specific material to be covered by employees who attend a generic external course;
- (6) recording of training qualifications; and
- (7) retention of training records.

2.3.5.2 Detailed guidance on the contents of a dangerous goods training programme is provided in specific IACM guidance material.

#### **2.3.6 Dangerous Goods Quality Assurance Programme**

2.3.6.1 The applicant should describe the establishment of a quality system, including periodic audits and random inspections to ensure continued conformance of the internal and contracted dangerous goods services and activities with the applicable standards in the operators manuals and the Technical Instructions.

2.3.6.2 The operator’s dangerous goods quality assurance programme should include the—

- (1) Responsibility for quality assurance of the dangerous goods acceptance, storage, loading and transportation process.
- (2) Auditing checklists to be used to evaluate each phase of the process from—
  - (a) Original packaging of the dangerous goods
  - (b) Completion of shipping papers

- (c) Acceptance or rejection at the operator
- (d) Storage and handling
- (e) Loading in shipping containers
- (f) Loading on the aircraft
- (g) Notification of pilot in command
- (h) In-flight operations
- (i) Any in-flight incidents regarding a dangerous goods shipment \\  
(j) Any ground incidents, including leakage or storage location
- (k) Training records and completion of all requirements
- (l) Reporting of dangerous goods incidents

2.3.6.3 The quality assurance programme should cover all dangerous goods processes on a 12-month cycle, performed by the operator and service providers and other agents.

2.3.6.4 The dangerous goods quality assurance programme records and, in particular, the results of audits and inspections, including the actions taken to correct all audit findings should be retained for at least 5 years

## **2.4 PHASE FOUR: INSPECTION & DEMONSTRATION**

In practice, the applicant will experience four identifiable groupings of inspections in this phase—

- 1) training;
- 2) preparatory;
- 3) shipments; and
- 4) operational demonstration.

### **2.4.1 TRAINING INSPECTIONS**

2.4.1.1 The participants will need to receive the qualifying training early in the process. This may be done in a centralized class or will be done in several non-concurrent locations depending on the work functions of the participants.

2.4.1.2 The applicant's training system and activities will be inspected, as necessary, to validate the completeness and quality of the training related to the specific curriculum and objectives.

2.4.1.3 The performance of the instructors used in the DG training must be satisfactory.

### **2.4.2 PREPARATORY INSPECTIONS**

2.4.2.1 The applicant's and service providers' facilities will be inspected to ensure that the necessary infrastructure exists.

2.4.2.2 These inspections will include—

- (1) facilities, including signage and equipment necessary for movement of DG;
- (2) current and sufficient copies of manuals, documents and forms necessary to the DG process including;
  - (a) ICAO Technical Instructions/ IATA Dangerous Goods Regulations.
  - (b) operator's dangerous goods manuals and any staff instructions;
  - (c) copies of all forms proposed to be used by company personnel and service providers, if applicable;
- (3) adequacy of the supplies necessary to the DG process; and
- (4) adequacy of facilities for the handling and storage of the classes of DG to be handled.

### **2.4.3 SHIPPING INSPECTIONS**

The following actual activities will be monitored—

- (1) preparation and packaging of the first dangerous goods to be shipped as cargo on the validation flight.
- (2) acceptance of the dangerous goods packages by the operator or agent;
- (3) completion of the shipping papers that accompany the dangerous goods package; and
- (4) performance of the personnel at these critical steps in the dangerous goods process.

#### **2.4.4 CARRY VALIDATION FLIGHT AUTHORIZATION**

2.4.4.1 During the performance of above inspection activities issues may have been identified by the certification team. When all those issues are resolved, the IACM will issue a letter authorizing the operator to conduct a validation first flight carrying dangerous goods under the supervision of the IACM.

2.4.4.2 The applicant must carry a copy of this letter in the aircraft flight deck during the flight.

#### **2.4.5 OPERATIONAL INSPECTIONS**

The following applicant's or service providers' activities will be monitored:

- (1) loading and unloading of the aircraft;
- (2) completion of the loading documents related to transport of DG by air, including the NOTOC;
- (3) flight crew procedures relative to the presence of dangerous goods, understanding of the NOTOC, possible dangers and emergency procedures.

#### **2.4.6 VALIDATION FLIGHT RESULTS**

If the results were—

- (1) acceptable, the IACM will proceed to the completion of the necessary operational authorizations.
- (2) not acceptable, the IACM will ensure the correction of the issues before authorizing another validation flight.

### **2.5 PHASE FIVE: FINAL CERTIFICATION ACTIONS**

#### **2.5.1 ISSUANCE OF OPERATIONAL APPROVALS**

2.5.1.1 All documents previously accepted or found satisfactory during the document conformance phase will now be granted approval by the IACM, as applicable.

2.5.1.2 At a minimum, these approvals will be given to DG—

- (1) operations manual, cabin crew manual or dangerous goods manual; and:
- (2) training programs and/or curriculums;
- (3) dangerous goods quality assurance programme.

#### **2.5.2 AMENDMENT OF OPERATIONS SPECIFICATIONS**

For AOC holders the operations specifications will be amended to show the authorization for transportation of dangerous goods by air for each aircraft make, model and series that the operator may use for transport of dangerous goods.

## **SECTION 3 DANGEROUS GOODS MANUAL**

### **3.1 GENERAL DGs MANUAL REQUIREMENTS**

3.1.1 The operator's dangerous goods manual must detail the proper procedures for dealing with the carriage of dangerous goods on board the operator's aircraft.

3.1.2 The nature of the operation and the operator's policy on what classes or quantities of dangerous goods will be accepted for carriage will dictate the type of information and/or the level of detail that needs to be published for the information of employees.

3.1.3 The information contained in the dangerous goods manual should be readily accessible to all relevant company employees, including any ground handling agent who is acting for or on behalf of the operator.

### **3.2 OPERATORS WHO DO NOT TRANSPORT DANGEROUS GOODS**

Operators who do not accept, handle, or store dangerous goods must provide procedures and instructions in the operations manual as follows—

- (1) to ensure that all personnel responsible for accepting and handling any cargo or packaged materials receive adequate training on the recognition of items classified as dangerous goods;
- (2) to ensure that no packages are accepted by the operator containing a dangerous good;
- (3) for reporting that damaged packages found to contain, or that are suspected of containing, dangerous goods or dangerous goods are reported in compliance with MOZCAR Part 92;
- (4) to ensure that all company material (COMAT) containing dangerous goods will be offered to a different mode of transportation (e.g., ground) and/ or an operator that is authorized to transport dangerous goods; and
- (5) to ensure that any employee, agent, or contract employee of the operator who prepares and/or offers COMAT containing dangerous goods for shipment via any mode is fully trained as a dangerous goods shipper.

### **3.3 OPERATORS WHO ACCEPT DANGEROUS GOODS FOR TRANSPORT**

Operators who transport dangerous goods must complete a dangerous goods certification process that includes the submission of an acceptable manual containing the policies and procedures detailed in this Section:

### **3.4 DETAILED DGS MANUAL REQUIREMENTS**

The following policies and procedures should be included in the operators dangerous goods manual

- (1) Reference To Requirements
  - (a) A listing and explanation of the applicable Mozambique legislation covering consignment and carriage of dangerous goods
  - (b) A listing and explanation of the applicable technical documents relating to dangerous goods matters and their location
- 3) Company Policy Statement
  - (a) A policy statement emphasizing the need to comply with the company policy and procedures detailed in the manual.
  - (b) Instructions to employees covering the dangerous goods which may be carried on the operator's aircraft including where applicable:
    - (i) dangerous goods which may not be carried
    - (ii) dangerous goods of the operator (COMAT);
    - (iii) dangerous goods which may be carried on special operations (e.g. air ambulance, search and rescue, etc.)
  - (d) Operator variations
  - (e) Existing IACM exemptions, deviations and waivers relating to dangerous goods that have been granted to the company.
- (2) Responsibilities Of Company Personnel
  - (a) For keeping the dangerous goods manual amended and up to date



- (b) For ensuring that company policies and procedures related to the handling of dangerous goods are strictly adhered to;
  - (c) For acquiring and distributing reference materials and documentation (e.g., IATA DGRs, checklists etc)
  - (d) For ensuring that employees maintain currency in DG training and that records are up to date
  - (e) For ensuring that agents and other deemed employees are trained, maintain currency in training and that records are up to date.
- (4) Dangerous Goods Carried By Passengers And Crew
- (a) Dangerous goods which passengers are permitted to have in carry-on baggage, on their person, and in their checked baggage, including the procedures and responsibilities for obtaining and granting operator approval for those items that may only be carried with the approval of the operator;
  - (b) Provision of information to passengers at passenger check-in points, ticketing areas, baggage collection areas etc.
  - (c) Disposal of dangerous goods confiscated on the aircraft, on the ground or in flight.
- (5) Dangerous Goods Acceptance Procedures
- (c) Acceptance procedures;
    - (a) the operator's dangerous goods acceptance checklist;
    - (b) Employees authorized to accept dangerous goods on behalf of the operator and to approve carriage of passenger/crew dangerous goods that require operator approval for carriage (may be expressed by name or position title). Where this responsibility is contracted to a ground handling agent, a reference to that arrangement should be made;
    - (d) Evaluation of the accompanying dangerous goods transport documents;
  - (e) Inspection of the—
    - (i) Marking'
    - (ii) Packaging;'
    - (iii) Overpack; and/or
    - (iv) Freight container.
  - (f) Rejection processes
  - (g) Methods to aid the identification of hidden and/or mis-declared dangerous goods
    - (i) Common mis-declared items
    - (ii) Requirements for consignor of cargo to make a signed statement of contents of cargo
  - (h) Procedures for reporting discrepancies with the loading or the shipper's papers
  - (i) Acceptable documentation of dangerous goods—
    - (i) Checklists
    - (ii) NOTOCs
    - (iii) Freight manifests
- (6) Package Evaluation
- (a) Procedures and responsibilities for obtaining and granting operator approval for those items that may only be carried with the approval of the operator. Where the responsibility is contracted to an agent, a reference to that agent should be made.
  - (b) Procedures for evaluating packaging:
    - (a) for proper marking, labeling and documentation (shipping papers and or competent authority certificates).
    - (b) for quantity limitations;
  - (c) Procedures to ensure that the package is damage-free (leaks, other damages)
  - (d) Procedures to ensure that the package is properly authorized for transport by air, either in passenger-carrying aircraft or, if it is not acceptable for such aircraft, clearly labeled for cargo-only aircraft;

(7) Storage & Handling

- (a) Procedures for accepting and storing cargo/ dangerous goods;
- (b) Retention of documentation
- (c) Segregation, storage and handling
- (d) Procedures for storage of Class 8 (corrosive) materials to prevent these materials from being stored next to, or in contact with, Class 4, Division 4.2 or 4.3 (flammable) solids or Class 5, Division 5.1 (oxidizing) materials.
- (e) Procedures for storing any packages containing dangerous goods that might react dangerously when stored in a position that causes or contributes to leakage.
- (f) Procedures for storing Class 7 (radioactive) materials to include—
  - (i) Ensuring that the storage of Class 7 (radioactive) materials labeled yellow II and/or yellow III will not exceed the prescribed transport index (TI) in a single storage location.
  - (ii) Ensuring that these materials are stored in an area that is isolated from people and does not permit pedestrian traffic or loitering.
  - (iii) Maintaining the minimum separation distances prescribed in the TI between radioactive materials labeled yellow II and yellow III and packages of undeveloped film.
- (g) Procedures to ensure that packages bearing a Class 6, Division 6.1 toxic substance label will not be stored in the same location as foodstuffs, feeds, or any edible materials intended for consumption by either humans or animals.

(8) Company Aircraft Loading Instructions

- (a) Aircraft hold diagrams location and numbering system;
- (b) Inspection requirements for damage or leakage;
- (c) Aircraft loading and unloading procedures, including measures to ensure that “Cargo Aircraft Only” packages of dangerous goods are not loaded onto passenger aircraft;
- (d) Loading and carriage of dangerous goods in cargo-only aircraft, when other means of transportation are not available or impracticable;
- (e) Loading of dangerous goods in cargo compartments or freight containers within cargo compartments;
- (f) A prohibition against loading packages bearing a poison label in the same compartment that holds foodstuffs, feeds, or any edible materials intended for consumption by humans or animals unless both commodities are in separate, closed-unit load devices known as freight containers.
- (g) Stowage and segregation after loading.
- (h) Specific instructions relating to stowage of radioactive materials, (transport index limits) dry ice and magnetized material on the operator’s aircraft.
- (i) Operator-specific requirements considering the nature of the hazard presented by certain classes of dangerous goods and the specific aircraft configuration (e.g., not storing corrosives next to emergency oxygen bottles or primary control cables);
- (j) Potential hazards associated with each class:
  - (i) Emergency action in the event of fire, spills or leakages;
  - (ii) First aid

(9) Notification To Captain [NOTOC]

- (a) Responsibilities of load planners to ensure that the pilot in command is notified of the presence, location and possible dangers of any dangerous goods loaded on the aircraft.
- (b) Method of providing written advice to PIC of DG on board the aircraft
- (c) Responsibilities of the pilot-in-command to acknowledge the advice.
- 4) Procedures to have the NOTOC information for each flight on which dangerous goods are carried readily available to ground personnel during the flight by—

- (i) Retaining a copy of the NOTOC at the departure airport; and
- (ii) Transmitting a copy of the NOTOC to the intermediate and destination airports prior to the expected time of arrival at those airports.

(10) Emergency Procedures

- (a) Actions to be taken by employees in the event of an incident such as a spillage or leakage, on the ground or in-flight;
- (b) In-flight emergency response information;
- (c) Method of providing emergency response information to the pilot in command;
- (d) Instructions to PIC to report to ATS details of dangerous goods carried, in the event of an in-flight emergency;
- 5) Methods to be used to convey information to emergency services and to appropriate authorities in the event of an incident or accident of an aircraft carrying dangerous goods.

(11) Damage To Dangerous Goods Packages

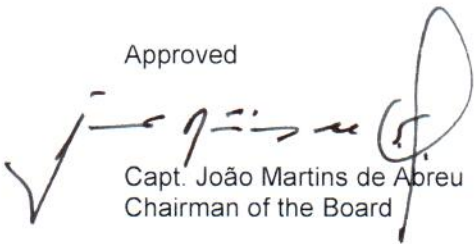
- (a) Procedures for handling—
  - (i) Damaged packages,
  - (ii) Radioactive contamination, and
  - (iii) Substances in Class 6, Division 6.2 (infectious substances).
- (b) Contact information (list of telephone number, addresses and emails) for organizations that can provide technical advice on—
  - (i) Clean-up techniques; and
  - (ii) Precautions to minimize the possibility of injury to employees and the general public.

(12) Procedures For Reporting Dangerous Goods Incidents

- (a) Definition of a dangerous goods incident;
- (b) Initial action;
- (c) Follow-up action;
- (d) Responsibility of employees to report; and
- (e) Procedures for reporting dangerous goods incidents, in compliance with MOZCAR Part 92.

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Approved



Capt. João Martins de Abreu  
Chairman of the Board

**APPENDIX A**

**Application for an Authorization to Carry Dangerous Goods in Normal Circumstances**

REPUBLICA DE MOÇAMBIQUE  INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE Civil Aviation Authority		APPLICATION FOR AUTHORIZATION TO CARRY DANGEROUS GOODS IN NORMAL CIRCUMSTANCES	
<b>1. Applicant</b>			
Operator Name:			
AOC/Operator N°:		Date of Issue	Expiry date:
Date on which the operator intends to start DGs operations:			
<b>2. Organisation information</b>			
Business Address			
Telephone		E-mail	
Base of Operations Address			
<b>3. Management Personnel (as applicable)</b>			
Person responsible For	Name	Address	Telephone./E-mail
Operations Mgr.			
Ground Operations			
Quality Assurance			
Person with overall responsibility for the transport of DGs			
4. Dangerous Goods Operations <input type="checkbox"/> Initial Authorisation <input type="checkbox"/> Renewal			
<b>4.1 Classes of DGs</b>			
ADD	Classes of Dangerous Goods	ADD	Navigation-related approval
<input type="checkbox"/>	Class 1 - Explosives	<input type="checkbox"/>	Class 6 - Toxic / Infectious Substances
<input type="checkbox"/>	Class 2 - Gases	<input type="checkbox"/>	Class 7 – Radioactive Material
<input type="checkbox"/>	Class 3 – Flammable Liquids	<input type="checkbox"/>	Class 8 – Corrosive Substances
<input type="checkbox"/>	Class 4 – Flammable Solids	<input type="checkbox"/>	Class 9 – Miscellaneous Substances / Articles
<input type="checkbox"/>	Class 5 - Oxidizing Substances, Organic Peroxides	<input type="checkbox"/>	
<b>4.2 Types of Operation</b>			
<input type="checkbox"/>	Domestic destinations	<input type="checkbox"/>	International destinations
<input type="checkbox"/>	Year-round operation	<input type="checkbox"/>	Seasonal operation: From _____ to _____
<input type="checkbox"/>	Aeroplane	<input type="checkbox"/>	Helicopter
<input type="checkbox"/>	Land-base	<input type="checkbox"/>	Water-base
<input type="checkbox"/>	Passenger and cargo	<input type="checkbox"/>	Cargo aircraft only
<input type="checkbox"/>	Scheduled operations	<input type="checkbox"/>	Charter operations
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5. HANDLING AGENTS

(Please list all operating locations and associated handling agent information. If any aspect is carried out by staff of the operator, state 'SELF'.)

Airport	Are DG Accepted Here? Y/N	HANDLING AGENTS					
		Cargo/DGs Acceptance	Cargo Transfer to Aircraft	Aircraft Loading	Dispatch	Passeng. Check-in	Baggage Handling

6. Application Attachments			
1	<input type="checkbox"/> Compliance Statement with MOZCAR Part 92	3	<input type="checkbox"/> Copy of DGs contractual arrangements
2	DGs Policies and Procedures Manuals, as applicable: <input type="checkbox"/> General OM <input type="checkbox"/> Cabin crew manual <input type="checkbox"/> Station/ground operations manual <input type="checkbox"/> Dangerous goods manual	3	DGs training programmes, as applicable <input type="checkbox"/> Flight Crew <input type="checkbox"/> Cabin crew <input type="checkbox"/> Ground Staff (e.g. cargo staff, passenger handling staff)
4	<input type="checkbox"/> DGs Quality Assurance programme		
7. Additional Information to this application			
8. Applicant Certification Signature – the undersigned certify that all statements and answers provided on this application form and as attachments are complete and true to the best of their knowledge and agree that they are to be considered as part of basis for issuance of any DGs authorisation.			
Accountable Manager/Authorised person:			Date:
9. IACM Certification			
9.1 <input type="checkbox"/> APPROVED <input type="checkbox"/> All Requests Granted		<input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> Limitations ( <i>describe</i> ):			
9.3 Signature	9.4 Title	9.5 Date	9.6 RAS Code/ID:
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