	APPLICATION FOR DANGEROUS GOODS CERTIFICATION	Form	DG/APP/01
		Edition	01
	Public Authority for Civil Aviation- DGCAR	Revision	00
		Date	11/11/2019

## 1. Instruction

- The form once completed should be returned to the Authority.
- Failure to complete this form in full may result in a delay in processing the application.
- The issuing of this form does not in itself constitute a certification to carry dangerous goods

## 2. References:


- CAR 92;
- ICAO Technical Instruction DOC 9284/AN 905;
- Supplement to DOC 9284.

## 3. REASON FOR APPLICATION

- Initial Issue (first application)
- Variation / Amendment
- Renewal

## 4. DESIRED DANGEROUS DOODS CERTIFICATE FOR

- SHIPPER
- FREIGHT FORWARDER
- CARGO GROUND HANDLING AGENT
- AIR OPERATOR
- PACKAGING SUPPLIER

	APPLICATION FOR DANGEROUS GOODS CERTIFICATION	Form	DG/APP/01
		Edition	01
	Public Authority for Civil Aviation- DGCAR	Revision	00
		Date	11/11/2019

## 5. APPLICANT DETAILS

Full legal name of the undertaking:	
Business address:	
Operating / Trading name (if different from above):	
Name of the person within undertaking with overall responsibility for the transport of dangerous goods by air:	
Telephone:	Fax :
E-mail address:	Internet:
Name of the person (Dangerous Goods Coordinator) with delegated responsibility for the transport of dangerous goods by air in the Sultanate of Oman	
Address:	
Telephone:	Fax:
E-mail address:	


## 6. APPENDICES

### DETAILS OF ATTACHMENTS AS REQUIRED

All attachments to this submission shall be recorded in the table below. Failure to declare attachments will result in a submission being returned. Incorrect number of declared attachments being attached will result in submission being returned.


Add more rows or continue on another sheet if necessary;

Attachment Number	Brief Description of Attachment	Initials Confirming Attachment
Total Number of Attachments:		

	<b>APPLICATION FOR DANGEROUS GOODS CERTIFICATION</b>	<b>Form</b>	DG/APP/01
		<b>Edition</b>	01
	<b>Public Authority for Civil Aviation- DGCAR</b>	<b>Revision</b>	00
		<b>Date</b>	11/11/2019


## 7. DETAILS OF THE DANGEROUS GOODS PROGRAMME

General Information									
1	Type of Application				Initial			<input type="checkbox"/>	
					Renewal			<input type="checkbox"/>	
					Amendment			<input type="checkbox"/>	
Dangerous Goods Operations									
2	Classes of Dangerous Goods								
	<input type="checkbox"/>	Class 1	<input type="checkbox"/>	Class 4	<input type="checkbox"/>	Division 6.2	<input type="checkbox"/>	Class 9	
	<input type="checkbox"/>	Class 2	<input type="checkbox"/>	Class 5	<input type="checkbox"/>	Class 7			
	<input type="checkbox"/>	Class 3	<input type="checkbox"/>	Class 6.1	<input type="checkbox"/>	Class 8			
3	Types of Operations								
	<input type="checkbox"/>	Domestic Operations			<input type="checkbox"/>	International Operations			
	<input type="checkbox"/>	Year-round Operation			<input type="checkbox"/>	Seasonal Operation			
	<input type="checkbox"/>	Aircraft			<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"/>	Combi-Operation			<input type="checkbox"/>	Medical Evacuation Operation			
	<input type="checkbox"/>	Scheduled Pax and Cargo			<input type="checkbox"/>	Charter Operations			
4	Provision of Information on Transport of Dangerous Goods to Employees								
	<input type="checkbox"/>	Operations Manual			<input type="checkbox"/>	Dangerous Goods Manual			
	<input type="checkbox"/>	Ground Operations Manual			<input type="checkbox"/>	Cabin Safety Manual			
	<input type="checkbox"/>	Cargo Services Manual			<input type="checkbox"/>	Other (Specify)			
5	Dangerous Goods Training Programmes								
	Dully completed– Application for Approval of Dangerous Goods Training Programme is attached							<input type="checkbox"/>	

	APPLICATION FOR DANGEROUS GOODS CERTIFICATION	Form	DG/APP/01
		Edition	01
	Public Authority for Civil Aviation- DGCAR	Revision	00
		Date	11/11/2019

## 8. COMPLIANCE CHECKLIST FOR OPERATIONS MANUAL'S/SOP DANGEROUS GOODS SEGMENT


N°	Legal Ref.	Information to employees	Operator's Ref:	For PACA Use Only
				U/S
<b>General Restrictions</b>				
1	ICAO TI 7;4.2/1;1.1	a. States the types of dangerous goods operations the operator is engaged in.		
	ICAO TI 7;4.2/1;1.1	b. States which dangerous goods the operator do not accept for transport for all destinations (Operator's variations)		
	ICAO TI 7;4.2/1;1.1	c. There is a list of all locations where the various operations manuals are kept		
	ICAO TI 7;4.2/1;1.1	d. List all State's exemptions or approvals affecting the operator		
<b>Dangerous Goods Co-ordinator</b>				
2	CAR 92.515 S-7 Ch 8 Att 2	a. Contact information for the operator Dangerous Goods Coordinator(s), or designated person(s) and their role(s) with respect to the administration of the company's dangerous goods program.		
		b. The list of all third parties acting on their behalf of the operator for training, handling, offering for transport or transporting dangerous goods.		
<b>Applicable Regulations</b>				
3		a. The operator identifies the applicable regulations and documents the company uses, where they're located and how they're accessed		
<b>Aircraft Specific</b>				
4	) ICAO TI 7;4.2/7;2.4	a. Details of the location and the numbering system of cargo compartments for each aircraft type		
		b. Instructions on the loading restrictions by aircraft type		
		c. Maximum quantity of dry ice permitted in each compartment		
		d. Maximum sum of transport indexes for radioactive material permitted in each compartment		

	<b>APPLICATION FOR DANGEROUS GOODS CERTIFICATION</b>	<b>Form</b>	DG/APP/01
		<b>Edition</b>	01
	<b>Public Authority for Civil Aviation- DGCAR</b>	<b>Revision</b>	00
		<b>Date</b>	11/11/2019

Training			
5	CAR 92.600 ICAO TI 1;4.2.5	a. States who is responsible for the air operator's Training Program and Training Records	
	ICAO TI 7;4.10	b. States which company employees require training, type of training and frequency of recurrent training;	
	ICAO TI 1;4.1.2	c. States that the air operator training programs must be approved by the State of authority	
Passenger Handling			
6	ICAO TI 7;5.2/8;1	a. Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person	
	ICAO TI 7;5.2/8;1.1.4	b. Describe the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage	
	ICAO TI 7;5.1	c. Describes the procedures for and the form of promulgating information to passengers	
	ICAO TI 7;5.2	d. States what the acceptance procedures are for passengers and baggage.	
	ICAO TI 7;5.1.1	e. Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase	
	ICAO TI 7;5.1.1	f. Describe how information provided via the internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, had indicated that they have understood the restriction on dangerous goods in baggage	

	ICAO TI 7;5.1.2	g. Describe how the operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at a airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft		
	ICAO TI 7;5.1.3	h. Describe how an operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information		
	ICAO TI 7;5.1.4	i. Describe if provision is made for the check-in process to be completed remotely (via the internet) the operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information may be in text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage		

N°	Legal Ref.	Information to employees	Operator's Ref:	For PACA Use Only
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	ICAO TI 7;5.1.5	j. Describe when provision is made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility), the operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information must be in pictorial form and should be such that the check-in process cannot be completed until the passenger has indicated that they have understood the restrictions on dangerous goods in baggage		
<b>COMAT Shipment</b>				
7	ICAO TI 1;2.2/7;4.2	a. If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect.		
		b. State who is responsible/qualified to prepare dangerous goods COMAT for transport		
		c. Describes how dangerous goods COMAT are prepared for transport		
		d. Explains how dangerous goods COMAT are to be processed once prepared		
<b>Acceptance Procedures</b>				
	CAR 92. ICAO 7;1,3	a. Describe the procedures and information regarding acceptance of dangerous goods		
8	ICAO 7;1,2	b. Describes how dangerous goods are prevented from entering the system without appropriate preparation		
	ICAO TI 7;6	c. States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted		
	ICAO TI 7;1	d. State the procedures for accepting dangerous goods cargo and use of an acceptance checklist		
	ICAO TI 7;4.5	e. States the procedures for handling rejected dangerous goods in cargo		


	<b>APPLICATION FOR DANGEROUS GOODS CERTIFICATION</b>	<b>Form</b>	DG/APP/01
		<b>Edition</b>	01
	<b>Public Authority for Civil Aviation- DGCAR</b>	<b>Revision</b>	00
		<b>Date</b>	11/11/2019

	ICAO TI 7;4.8	f. Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport.		
<b>Retention of Documents</b>				
9	TI 7;4.11	a. Describes what documents must be retained		
	ICAO TI 7;4.11	b. States the length of time each type of document must be retained		
	ICAO TI 7;4.11	c. Describes who is responsible for retaining the document		
	ICAO TI 7;4.11	d. States the location where each is to be kept, including with third party		
<b>Ground Handling</b>				
10		a. Describes the duties of all personnel involved , especially with relevance to ground handling and aircraft handling		
	ICAO 7;2	b. Describes procedures and information regarding storage, prior to transport		
	ICAO 7;2	c. Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft		
	ICAO TI 7;2.7	d. Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices		
	ICAO 7;4.2	e. Describe procedures sufficient to assist persons in identifying packages that are marked or labelled as dangerous goods		
	ICAO 7;2.4/7;3.1	f. Describes the procedures for loading/unloading dangerous goods onto or from and aircraft.		
		g. Describes the procedures for inspection for damage, leakage or contamination or removal of any possible contamination		
<b>Cargo Aircraft</b>				
11	AMC3 ORO.MLR.100 9.1(f)	a. States the instructions on the carriage of the Operator's personnel on cargo aircraft when dangerous goods are being carried		
<b>Load Planning</b>				
12	SPA.DG.110(1) ICAO TI 7;4.1	a. Describes the procedures for load planning (including preparation of NOTOC where applicable).		



	ICAO TI 7;4.1	b. Describes the requirements for information to the PIC		
	SPA.DG.110(e)	c. Describes procedures that a copy of the NOTOC is retained on the ground and it or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers		
<b>Dangerous goods transport documents</b>				
13		a. Describes procedures to ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form;		
		b. Describes procedures to ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination		
<b>Emergency Procedures</b>				
14	ICAO TI 7;4.9	a. States emergency response information is available and where the pilot-in-command/other crew members can find it		
	SPA.DG.105(b)(3)	b. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried.		
	ICAO TI 7;4.3	c. States how the pilot-in-command is to report emergencies involving dangerous goods.		
	ICAO TI 7;4.1.8	d. Describes how the NOTOC is accessed during an emergency.		
	ICAO TI 7;3 ICAO Doc.9481 Sec.3	e. Describes the procedures for managing a dangerous goods incident/accident on the ground/on board.		
	ICAO TI 7;5, 7;6	f. Describes the procedures for managing mis-declared or undeclared dangerous goods.		

	ICAO TI 7;4.5	g. Describes the procedures to follow when reporting undeclared or mis-declared dangerous goods as cargo or mail		
	ICAO TI 7;4.5	h. Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage		
	ICAO TI 7;4.4/7;4.6	i. Describes procedures to follow when reporting dangerous goods occurrences incidents/accidents		
	ICAO TI 7;4.6 a	j. Describe the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in accordance with the TI		
	ICAO TI 7;4.6 a	k. Describes the procedures to follow when reporting dangerous goods are discovered to have been carried without information having been provided to the pilot-in-command		
	ICAO TI 7;4.7	l. In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board		
<b>Procedures for weapons, munitions of war and sporting weapons</b>				
15	LAW 19,20 CAR ops CAR 92	a. States conditions under which weapons, munitions of war and sporting weapons may be carried.		

	<b>APPLICATION FOR DANGEROUS GOODS CERTIFICATION</b>	<b>Form</b>	DG/APP/01
		<b>Edition</b>	01
	<b>Public Authority for Civil Aviation- DGCAR</b>	<b>Revision</b>	00
		<b>Date</b>	11/11/2019

## 9. CONFIRMATION OF REPRESENTATION

If the person named in paragraph 5 (Dangerous Goods Coordinator) is not employee of the undertaking applying for Dangerous Goods Certificate, please ensure that a letter accompanies this application from the undertaking which includes the following:

- Confirmation that the undertaking agrees that the person named in 5 will be responsible for the approval (Dangerous Goods Certificate).
- That the undertaking understands that if person referred to in 5 no longer represents the undertaking, the contact details of new responsible person will be sent to PACA immediately.

## 10. DECLARATION AND SIGNATURE

I declare that information given in this application form is correct to the best of my knowledge and belief:

Name :


Position :

Signature :

Date :

## 11. CHECKLIST

Items	PACA use only
Application form completed in full.	
All applicable attachments enclosed	
Letter containing the details as stated in 7 Confirmation of representation	
Others Document (if requested )	

	<b>APPLICATION FOR DANGEROUS GOODS CERTIFICATION</b>	<b>Form</b>	DG/APP/01
		<b>Edition</b>	01
	<b>Public Authority for Civil Aviation- DGCAR</b>	<b>Revision</b>	00
		<b>Date</b>	11/11/2019

**Checked by**

**Name of assistant to dangerous goods inspector**

**Date**

**Signature**

**Verified by Dangerous Goods Inspector**

**Date**

**Signature**