

Kingdom of Saudi Arabia
General Authority of Civil Aviation
Safety and Economic Regulation

Safety Department

Aerodrome Safety and Standards Division
GUIDANCE MATERIAL ON THE SAFE TRANSPORT
OF DANGEROUS GOODS BY AIR

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General Authority of Civil Aviation	Aerodrome Safety and Standards
Safety & Economic Regulation	Guidance Material on The Safe Transport of Dangerous Goods by Air Certification GACA 18-01

FORWARD

This Manual is approved for use by the General Authority of Civil Aviation (GACA).

The Manual is intended for the use and guidance of the Industry stakeholders and GACA staff involved in the transport of Dangerous Good by air.

The General Manager of Safety is responsible for updating and over-sighting this Manual as required.

The scope of this manual is confined to the safety, regularity and efficiency aspects of transport of Dangerous Good by air.

Original Signed

01 April 2014

Captain MOHAMMED ALI JAMJOOM
Vice-President,
General Authority of Civil Aviation
Safety & Economic Regulation

EFFECTIVE DATE

General Authority of Civil Aviation	Aerodrome Safety and Standards
Safety & Economic Regulation	Guidance Material on The Safe Transport of Dangerous Goods by Air Certification GACA 18-01

APPROVAL

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CHANGE SUMMARY

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NOTE:

1. When amended, this document will be re-issued in full. Each page will indicate the edition number and the effective date. The edition number should be the same on each page.
2. When printed this document is un-controlled. Check GACA website for the current release edition.

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SECTION 1. DEFINITIONS

1.1 Definitions

For the purpose of this Section the following definitions shall apply:

Acceptance Check List: A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met.

Accident: An occurrence associated with the operation of an aircraft which takes place between the times any person boards the aircraft with the intention of flight until such times as all such persons have disembarked, in which:

1. a person is fatally or seriously injured as a result of:
 - a. being in the aircraft, or
 - b. direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - c. direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
2. the aircraft sustains substantial damage or structural failure which:
 - a. adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - b. would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or
3. The aircraft is missing or is completely inaccessible.

Cargo Aircraft: Any aircraft, other than a passenger aircraft, which is carrying goods or property

Consignment: One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.

Crew member: A person assigned by an operator to duty on an aircraft during a flight duty period.

Dangerous Goods: Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or IATA DG Regulations which are classified according to those Instructions.

Dangerous Goods Accident: 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: An occurrence, other than a dangerous goods accident, associated with and related to the transport 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 jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

Dangerous Goods Transport Document: A document, which is specified by the Technical Instructions or IATA DG Regulations, it is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

Exception: A provision in this Section which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

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Exemption: An authorization issued by an appropriate national authority providing relief from the provisions of this Section.

EXCESS BAGGAGE (Baggage consigned as cargo) Baggage which a passenger has presented to check-in as accompanied checked baggage, but which exceeds the passenger's baggage allowance specified by the operator and which is consequently consigned as cargo in order to be sent to the same destination as the passenger.

Note:- This is commonly referred to as “unaccompanied baggage” or “baggage consigned as cargo”

Flight Crew Member: A licensed crew member charged with duties essential to the operation of an aircraft during flight duty period.

Freight Container: A freight container is an article of transport equipment for radioactive materials, designed to facilitate the transport of such materials, either packed or unpacked, by one or more modes of transport. (**Note:** See Unit Load Device where the dangerous goods are not radioactive materials)

Ground Handling Agent (GHA): An agency, which performs on behalf of the operator some or all of the latter's functions including receiving, loading, unloading, transferring or other processing of passengers or cargo.

IATA Regulation: The Latest edition of IATA Dangerous Goods Regulation as promulgated by the IATA dangerous goods board and its relevant amendments.

ICAO Regulation: The current edition of ICAO Dangerous Goods Regulation the Technical Instructions for the Safe Transport of Dangerous Goods by Air. (Doc 9284) as promulgated by the ICAO board and its relevant amendments

Incident: An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

Note: - The types of incidents which are of main interest to the International Civil Aviation Organization for accident prevention studies are listed in the Accident/Incident Reporting Manual (Doc 9156).

Incompatible: Describing dangerous goods, this if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

Operator: A person, organization, or enterprise engaged in or offering to engage in an aircraft operation.

Over Pack: An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

Note: A unit load device is not included in this definition.

Package: The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Packaging: Receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with the packing requirements of this Section.

Packing: The art and operation by which article or substances are enveloped in wrapping and/or enclosed in packaging or otherwise secured.

Passenger Aircraft: An aircraft that carries any person other than a crew member, 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, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Proper Shipping Name: The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.

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Serious incident: An incident involving circumstances indicating that an accident nearly occurred. The difference between an accident and a serious incident lies only in the result.

Serious Injury: An injury, which is sustained by a person in an accident and which: -

- Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- Results in a fracture of any bone (except simple fracture of fingers, toes or nose; or
- Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- Involves injury to any internal organ; or e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
- Involves verified exposure to infectious substances or injurious radiation.

State of Origin: The state in the territory of which the cargo was first loaded on an aircraft.

State of the Operator: The state in which the operator has his principal place of business or, if he has no such place of business, his permanent residence.

State of Registry: The state on whose register the aircraft is entered.

Technical Instructions: The latest effective edition of the Technical Instructions (Doc. 9284-AN/905) for the Safe Transport of Dangerous Goods by Air, including the supplement, amendments, and any Addendum, approved and published by decision of the council of the International Civil Aviation Organization.

UN Number: The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

Unit Load Device: Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

1.2 Abbreviations

When the following abbreviations are used in this regulation, they shall have the following meanings:

AIP	Aeronautical Information Publication	IATA	International Air Transport Association
AOC	Air Operator Certificate	ICAO	International Civil Aviation Organization
ASSD	Airport Standards and Safety Division	NPA	Notices of Proposed Amendments
DG	Dangerous Goods	SARP	Standards & Recommended Practices
FIR	Flight Information Region	SD	Safety Department
GACA	General Authority of Civil Aviation	S&ER	Safety & Economic Regulation
GACAR	General Authority of Civil Aviation Regulation	SDD	Shipper's Declaration Document
GHA	Ground Handling Agencies	TD	Transport Document

1.3. Contact Details

For guidance and policy on points that are not covered within this publication, advice should be sought from GACA Safety and Economic Regulation, Aerodrome Safety and Standards Department.

General Authority of Civil Aviation.
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ser-aerodrome@gaca.gov.sa

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SECTION 2. APPLICABILITY

2.1 General Applicability

The requirements of this Section shall be applicable to all international operations of civil aircraft.

GACA has established **Airport Standards and Safety Division (ASSD)** within the **Safety Department (SD)** of the **Safety and Economic Regulation Sector (S&ER)** to carry out the function of safety regulation of aerodrome, to ensure and enforce compliance with the applicable specifications of GACAR, and to provide safety oversight of aerodromes to include audits, inspections, regulatory violation investigations, data analysis, and there view of all safety related technical documents with the coordination with the concerned technical departments.

The ASSD is the Designated Entity Authority in the Kingdom of Saudi Arabia for the Safe Transportation of Dangerous Goods by Air. In cases of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the Kingdom of Saudi Arabia GACA may grant exemptions from these provisions provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided by these provisions.

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

Kingdom of Saudi Arabia Civil Aviation Safety Regulation expressly forbids the Airline, Operator, GHA, Shippers and Freight Forwarders to accept, process or transport of dangerous goods by air unless it is approved/accepted by the General Authority of Civil Aviation subject to the applicable conditions laid down in this Section.

No person shall accept process or transport Class 1 explosive material unless they hold a valid written permission from the Ministry of Interior and of the Kingdom of Saudi Arabia and GACA.

No person shall accept, process or transport Class 7 radioactive materials unless they hold a valid written permission from Ministry of Health of the Kingdom of Saudi Arabia and GACA

Dangerous goods in excepted quantities as specified in the Technical Instructions or IATA DG Regulations may be exempted from the marking, labelling and documentation requirements of this Section

2.2 Movement of Dangerous Goods within Kingdom of Saudi Arabia's Territory

GACA of the Kingdom of Saudi Arabia shall facilitate movement of dangerous goods within its territory which are consigned from another Contracting State in accordance with an amendment to the Technical Instructions with an immediate applicability, provided the goods comply in total with the revised requirements and in accordance with the following:

The safe transport of dangerous goods by air requires the compliance with the following:

- The transportation of all classes of dangerous goods to all Saudi airports must be in accordance to the instructions of the current guidance Material and ICAO Technical Instructions for Transport of Dangerous Goods By Air (Doc.9284-AN/905);
- Prior approval is required for the carriage of any dangerous good by air as defined by
- munitions of war, all classes of explosives and radioactive materials including those intended for medical purposes to any destination in Saudi Arabia;

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2.3.2. Service Context

The following diagram depicts the relationships between the service and the related processes and elements (inputs, outputs, events, applications, etc.).

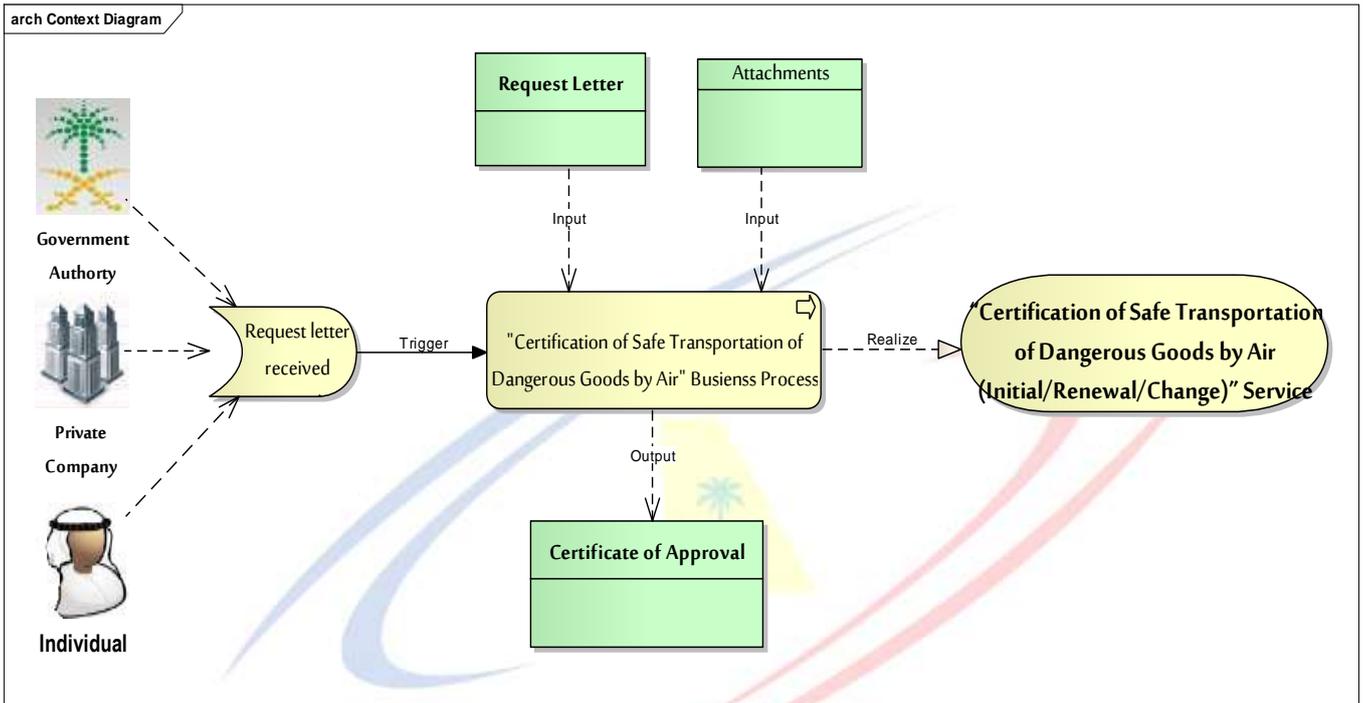


Figure 1. "Certification of Safe Transportation of Dangerous Goods by Air" Service Context Diagram

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2.3.2. Business Process Diagram

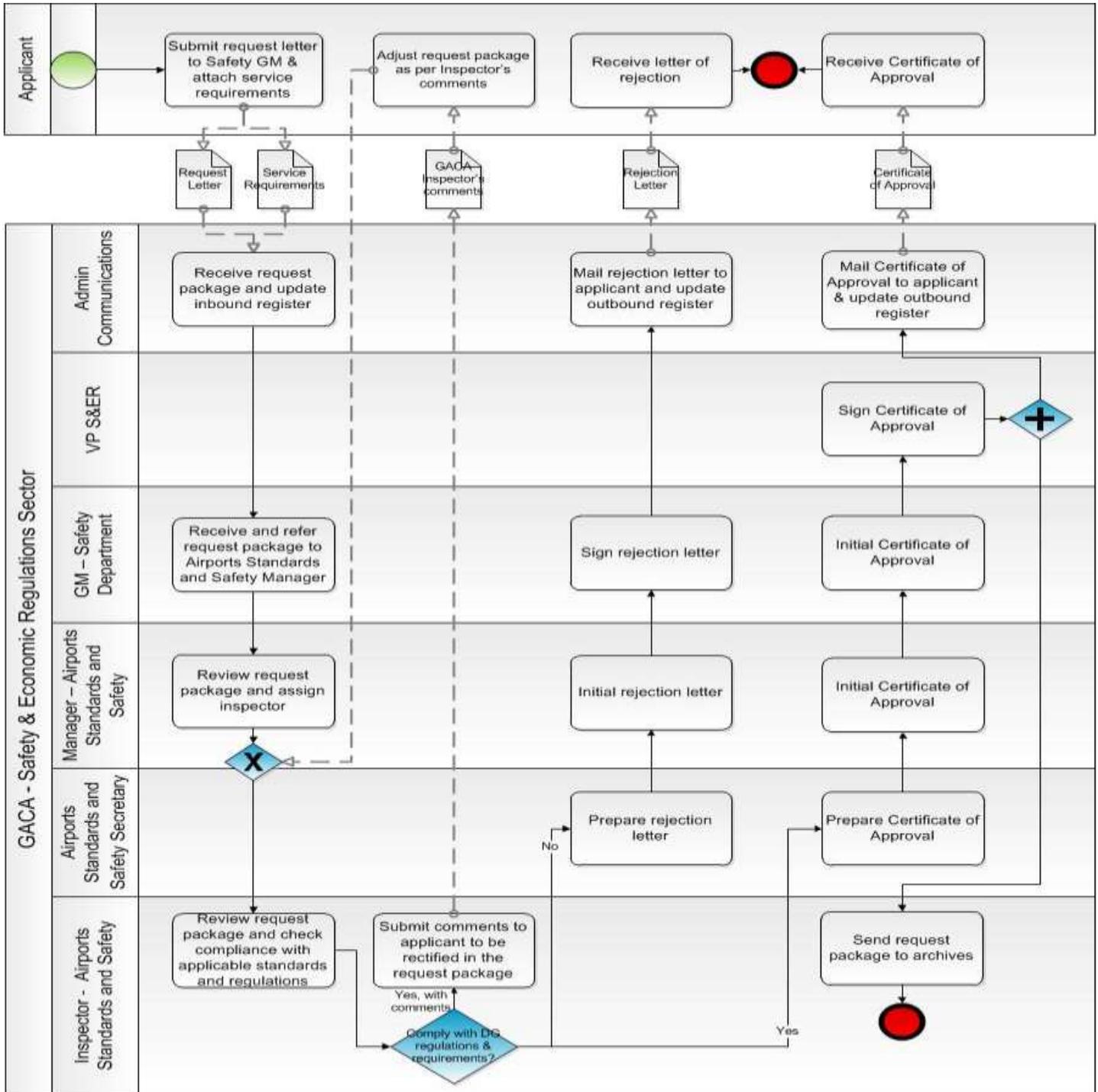


Figure 2. "Certification of Safe Transportation of Dangerous Goods by Air" Business Process Diagram

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2.3.3. Business Process's Activities & Steps

No.	Activity
1.	The applicant submits a request letter addressed to the GM of the Safety Department & attaches the supporting documents.
2.	The administrative communication section receives the request package, updates the inbound register and forward it the Safety Department GM.
3.	The Safety Department GM receives and refers the request package to the Airports Standards and Safety Manager for processing.
4.	The Airports Standards and Safety Manager review the request package and assign it to Dangerous Goods (DGs) inspector.
5.	The Inspector reviews the request package and checks compliance with the safe transportation of DGs by air regulations and requirements.
6.	If the request package is <i>not</i> in compliance with the safe transportation of DGs regulations and requirements, the Inspector rejects the request.
7.	The Airports Standards and Safety Secretary prepares a letter addressing the main reasons of rejection which is initialled by the Airports Standards and Safety Manager and signed by the Safety Department GM.
8.	The administrative communication section mails the rejection letter to the applicant and updates the outbound register.
9.	If the request package is found in compliance with the safe transportation of DGs regulations and requirements with some comments, the Inspector sends these comments back to the applicant to be incorporated in the request package.
10.	If the request package is completely in compliance with the safe transportation of DGs regulations and requirements, the Airports Standards and Safety Secretary prepare a Certificate of Approval for the Transportation of Dangerous Goods.
11.	The Airports Standards and Safety Manager initials the Certificate of Approval.
12.	The Safety Department GM initials the Certificate of Approval.
13.	The VP S&ER signs the Certificate of Approval and forward it to the Administrative Communications through the VP S&ER Secretary.
14.	The Administrative Communications Section sends the Certificate of Approval to the applicant and updates the outbound register.
15.	The Airports Standards and Safety Inspector and sends the request package to archives.

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2.4. Request for Authorization of Transportation of Dangerous Goods by Air (Multi-Use / One time)

2.4.1. Service Description

Service description													
This service allows the beneficiaries to obtain an authorization to transport dangerous goods by air for one time or multi times (applicable for renewal on annual basis) by the General Authority of Civil Aviation (GACA) according to the international standards and regulations.													
Beneficiaries	Airlines, Operator, Ground Handling Agencies, Shippers and Freight Forwarders.												
Related Business Processes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; background-color: #d9e1f2;">#01 BP Name: "Issuance of Authorization to Transport Dangerous Goods by Air"</td> <td style="width: 20%; background-color: #d9e1f2;">BP Owner</td> <td style="width: 50%; background-color: #d9e1f2;">Airports Standards and Safety</td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;">Inputs</td> <td style="background-color: #d9e1f2;"> <ol style="list-style-type: none"> 1. Request Letter 2. GACA license 3. Approval from concerned authorities (where applicable). </td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;">Outputs</td> <td style="background-color: #d9e1f2;">Letter of Authorization</td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;">Actors</td> <td style="background-color: #d9e1f2;"> <ol style="list-style-type: none"> 1. VP S&ER 2. Safety Department GM 3. Airports Standards and Safety Manager 4. Airports Standards and Safety Inspector 5. Administrative Communications Section </td> </tr> </table>	#01 BP Name: "Issuance of Authorization to Transport Dangerous Goods by Air"	BP Owner	Airports Standards and Safety		Inputs	<ol style="list-style-type: none"> 1. Request Letter 2. GACA license 3. Approval from concerned authorities (where applicable). 		Outputs	Letter of Authorization		Actors	<ol style="list-style-type: none"> 1. VP S&ER 2. Safety Department GM 3. Airports Standards and Safety Manager 4. Airports Standards and Safety Inspector 5. Administrative Communications Section
#01 BP Name: "Issuance of Authorization to Transport Dangerous Goods by Air"	BP Owner	Airports Standards and Safety											
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Organizational & Regulatory Considerations	GACA Regulation – Section 18 – The Safe Transportation of Dangerous Goods by Air – Edition 3.0												

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2.4.2. Service Context

The following diagram depicts the relationships between the service and the related processes and elements (inputs, outputs, events, applications, etc.).

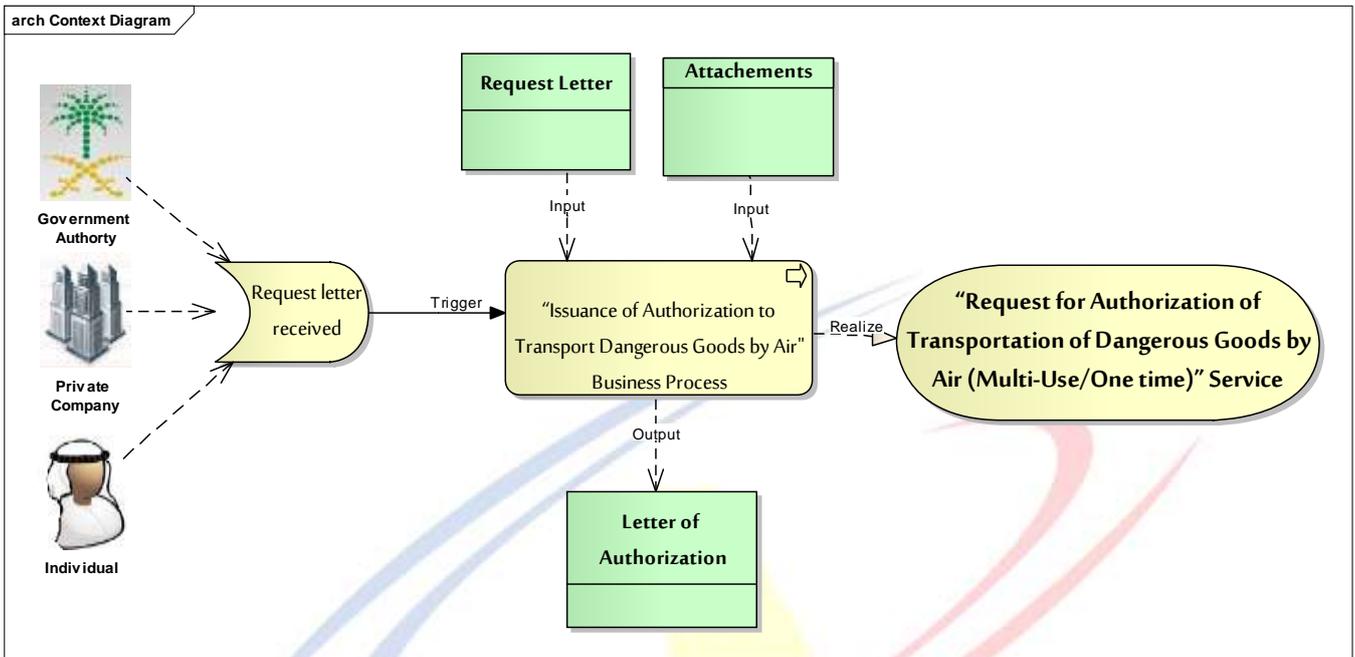


Figure 3. "Request for Authorization of Transportation of Dangerous Goods by Air (Multi-Use / One time)" Service Context Diagram

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2.4.3. Business Process Diagram

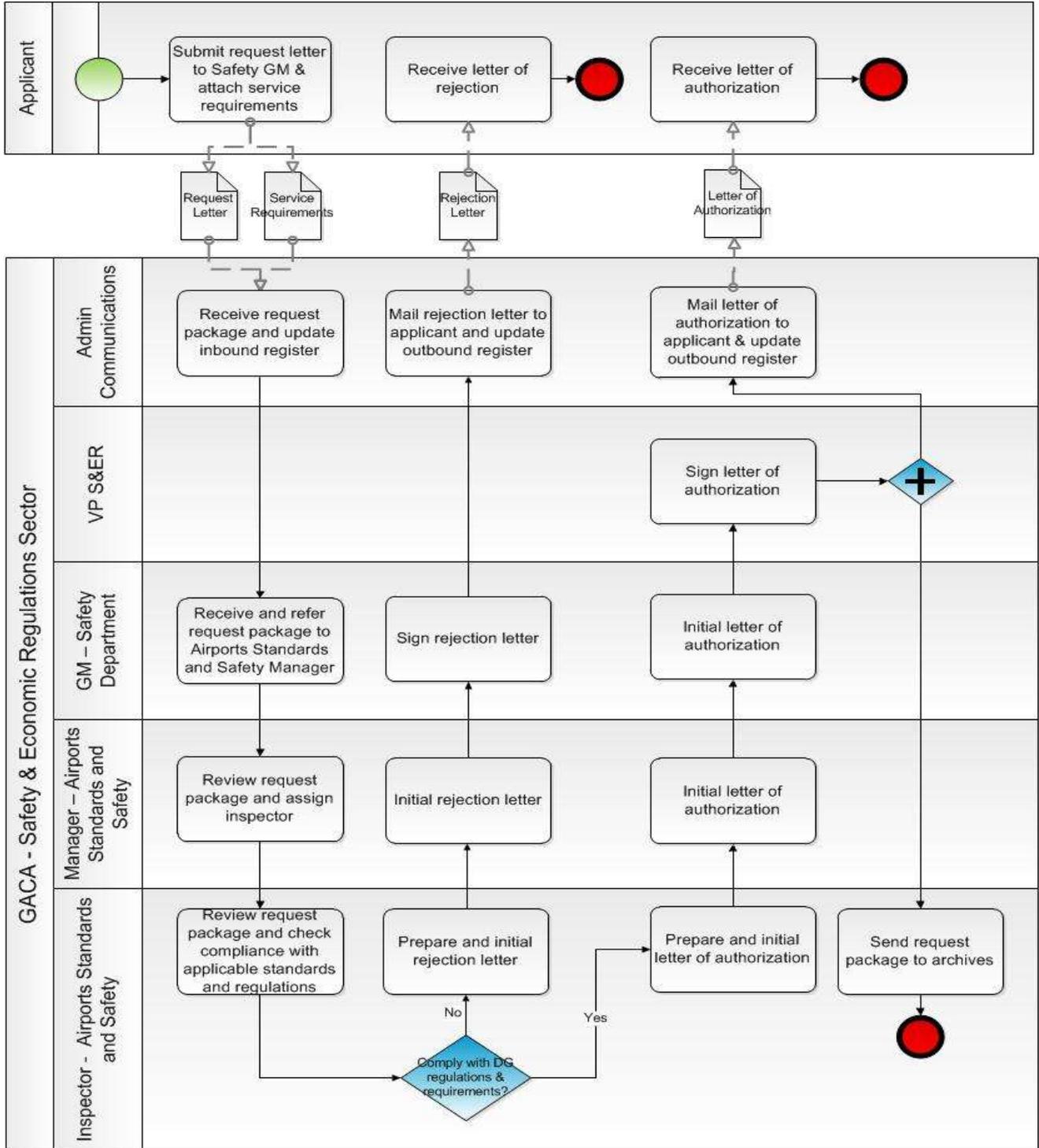


Figure 4. "Issuance of Authorization to Transport Dangerous Goods by Air" Business Process Diagram

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2.4.4. Business Process's Activities & Steps

No.	Activity
1.	The applicant submits a request letter addressed to the GM of the Safety Department & attaches the supporting documents (request package)
2.	The administrative communication section receives the request package, updates the inbound register and forward it the Safety Department GM.
3.	The Safety Department GM receives and refers the request package to the Airports Standards and Safety Manager for processing.
4.	The Airports Standards and Safety Manager review the request package and assigns it to Dangerous Goods (DGs) inspector.
5.	The Inspector reviews the request package and checks compliance with the safe transportation of DGs by air regulations and requirements.
6.	If the request package is <i>not</i> in compliance with the safe transportation of DGs regulations and requirements, the Inspector rejects the request, prepares and initials a letter addressing the main reasons of rejection which will be initialled by the Airports Standards and Safety Manager and signed by the Safety Department GM..
7.	The administrative communication section mails the rejection letter to the applicant and updates the outbound register.
8.	If the request package is completely in compliance with the safe transportation of DGs regulations and requirements, the Inspector prepares and initials a letter of authorization for the transportation of dangerous goods request.
9.	The Airports Standards and Safety Manager initial the letter of authorization.
10.	The Safety Department GM initials the letter of authorization.
11.	The VP S&ER signs the letter of authorization and forward it to the Administrative Communications through the VP S&ER Secretary.
12.	The Administrative Communications Section sends the letter of authorization to the applicant and updates the outbound register.
13.	The Airports Standards and Safety Inspector and sends the request package to archives.

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2.5.2. Service Context

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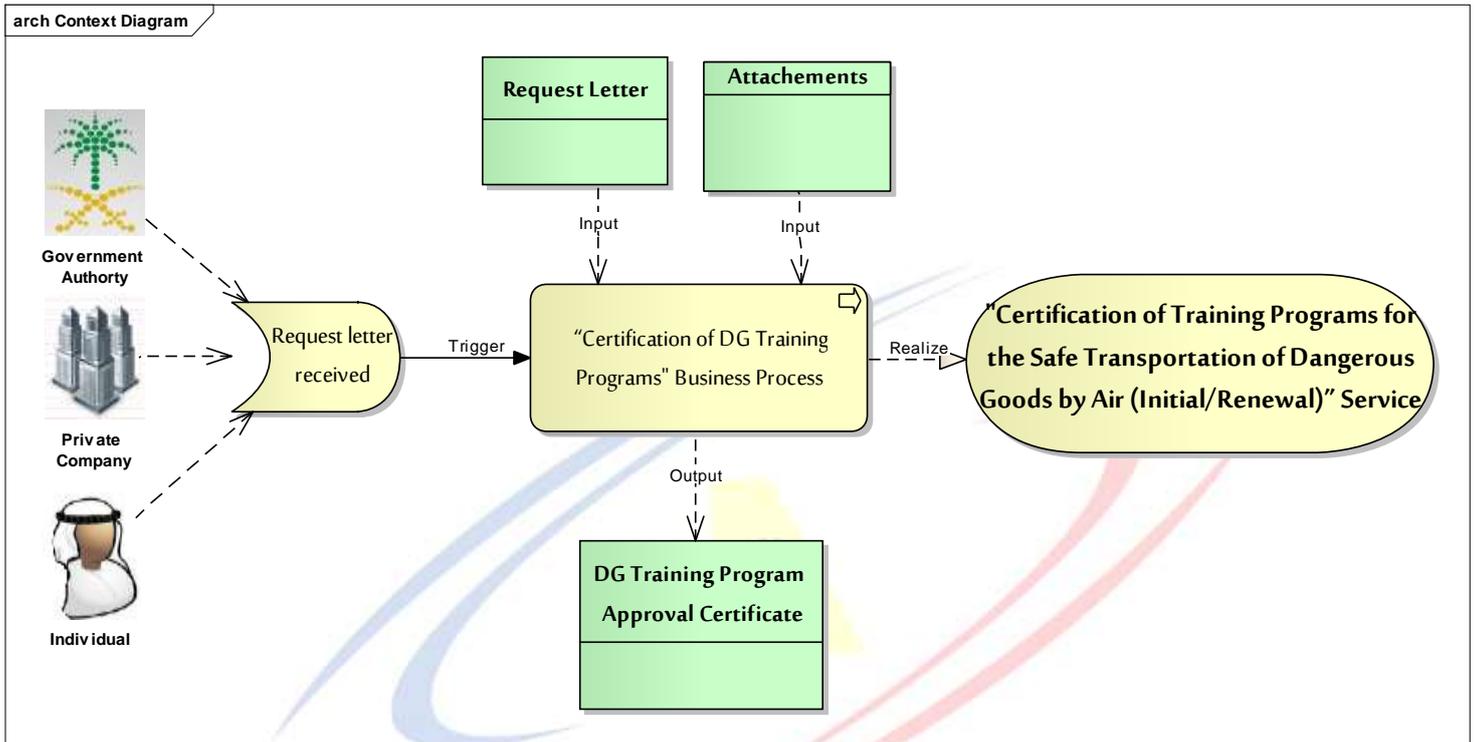


Figure 5. "Certification of Training Programs for the Safe Transportation of Dangerous Goods by Air (Initial/Renewal)" Service Context Diagram

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2.5.3. Business Process Diagram

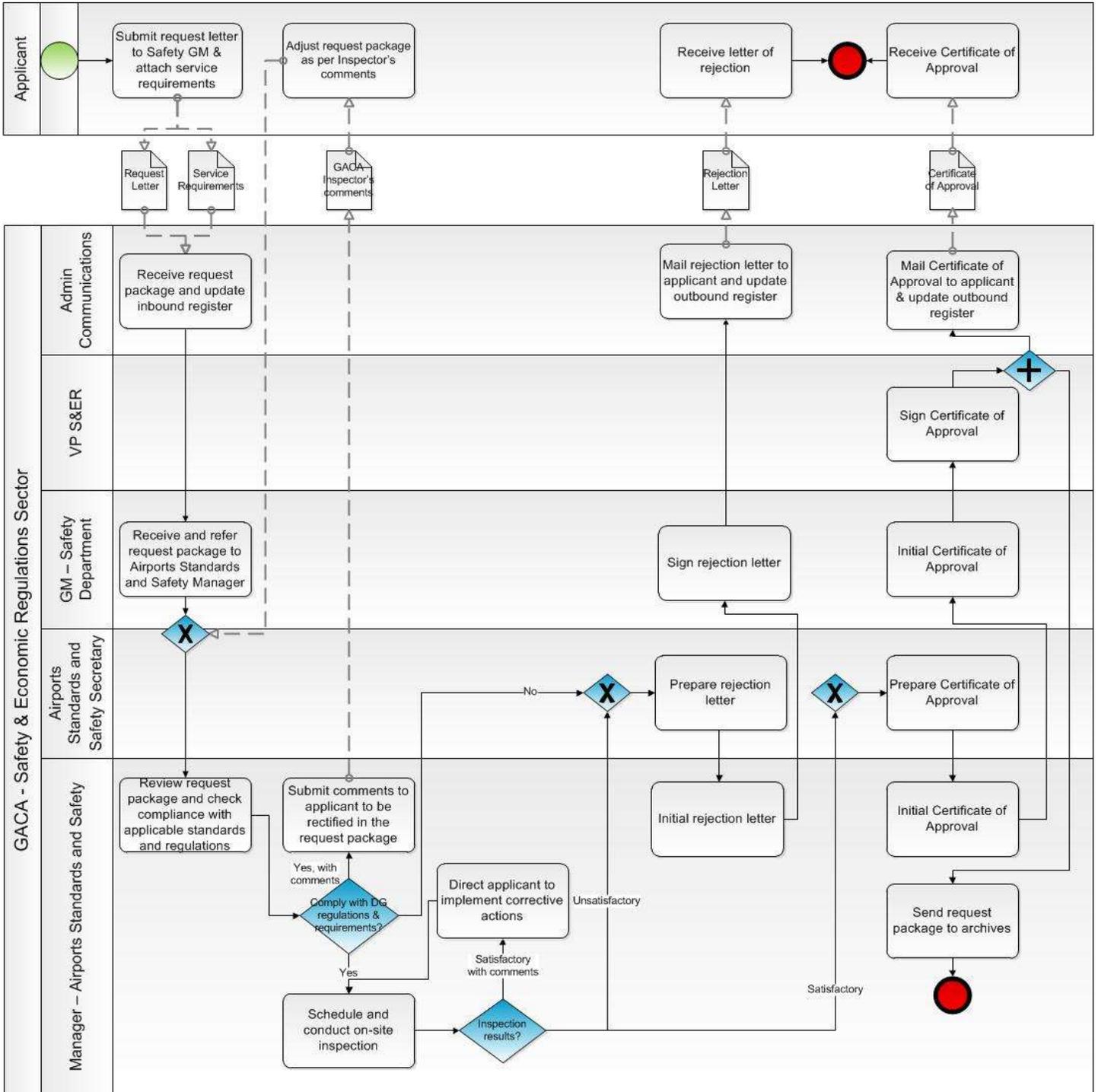


Figure 6. "Certification of DG Training Programs" Business Process Diagram

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2.5.4. Business Process's Activities & Steps

No.	Activity
1.	The applicant submits a request letter addressed to the GM of the Safety Department & attaches the supporting documents (request package)
2.	The administrative communication section receives the request package, updates the inbound register and forward it the Safety Department GM.
3.	The Safety Department GM receives and refers the request package to the Airports Standards and Safety Manager for processing.
4.	The Airports Standards and Safety Manager review the request package and checks compliance with the safe transportation of DGs by air regulations and requirements.
5.	If the request package is <i>not</i> in compliance with the safe transportation of DGs regulations and requirements, the Airports Standards and Safety Manager reject the request.
6.	The Airports Standards and Safety Secretary prepares a letter addressing the main reasons of rejection which is initialled by the Airports Standards and Safety Manager and signed by the Safety Department GM.
7.	The administrative communication section mails the rejection letter to the applicant and updates the outbound register.
8.	If the request package is found in compliance with the safe transportation of DGs regulations and requirements with some comments, the Airports Standards and Safety Manager sends these comments back to the applicant to be incorporated in the request package.
9.	If the application package was found complete and in compliance with GACA regulations and standards, the Airports Standards and Safety Manager schedules and conducts a physical inspection to the training facility.
10.	If the inspection findings were found satisfactory with some comments and observations, the Airports Standards and Safety Manager will communicate the missing requirements or the corrective actions required. If a re-inspection is required, then please go back to step number 9.
11.	If the inspection findings were found unsatisfactory, then steps 6,7 will be followed.
12.	If the inspection findings were found satisfactory, or no re-inspection was required based on the corrective actions implemented by the applicant, the Airports Standards and Safety Secretary prepares a Certificate of Approval for the Transportation of Dangerous Goods.
13.	The Airports Standards and Safety Manager initials the Certificate of Approval.
14.	The Safety Department GM initials the Certificate of Approval.
15.	The VP S&ER signs the Certificate of Approval and forward it to the Administrative Communications through the VP S&ER Secretary.
16.	The Administrative Communications Section sends the Certificate of Approval to the applicant and updates the outbound register.
17.	The Airports Standards and Safety Manager and sends the request package to archives.

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2.6. Dangerous Goods Accident/Incident Reporting

2.6.1. Service Description

Service description													
This service allows the beneficiaries who deal with dangerous goods to report mandatory about any type of accident or incidents, involving dangerous goods at the Kingdom of Saudi Arabia or when a package containing Dangerous Goods is suspected to be damaged, leaking or emitting dangerous fumes, to the General Authority of Civil Aviation (GACA).													
Beneficiaries	Airlines, Operator, Ground Handling Agencies, Shippers and Freight Forwarders												
Related Business Processes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">#01 BP Name: "Dangerous Goods Accident/Incident Reporting"</td> <td style="width: 20%;">BP Owner</td> <td style="width: 50%;">Airports Standards and Safety</td> </tr> <tr> <td></td> <td style="background-color: #d9e1f2;">Inputs</td> <td style="background-color: #d9e1f2;">Dangerous Goods Accident/Incident Reporting Form (GACA Form No. DG – 02)</td> </tr> <tr> <td></td> <td style="background-color: #d9e1f2;">Outputs</td> <td style="background-color: #d9e1f2;">Investigation report and recommendations</td> </tr> <tr> <td></td> <td style="background-color: #d9e1f2;">Actors</td> <td style="background-color: #d9e1f2;"> <ol style="list-style-type: none"> 1. Applicant 2. General Manager – Safety Department 3. Airports standards and Safety Manager 4. Concerned authorities </td> </tr> </table>	#01 BP Name: "Dangerous Goods Accident/Incident Reporting"	BP Owner	Airports Standards and Safety		Inputs	Dangerous Goods Accident/Incident Reporting Form (GACA Form No. DG – 02)		Outputs	Investigation report and recommendations		Actors	<ol style="list-style-type: none"> 1. Applicant 2. General Manager – Safety Department 3. Airports standards and Safety Manager 4. Concerned authorities
#01 BP Name: "Dangerous Goods Accident/Incident Reporting"	BP Owner	Airports Standards and Safety											
	Inputs	Dangerous Goods Accident/Incident Reporting Form (GACA Form No. DG – 02)											
	Outputs	Investigation report and recommendations											
	Actors	<ol style="list-style-type: none"> 1. Applicant 2. General Manager – Safety Department 3. Airports standards and Safety Manager 4. Concerned authorities 											
Organizational Considerations & Regulatory	GACA Regulation – Section 18 – The Safe Transportation of Dangerous Goods by Air – Edition 3.0												

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2.6.2. Service Context

The following diagram depicts the relationships between the service and the related processes and elements (inputs, outputs, events, applications, etc.).

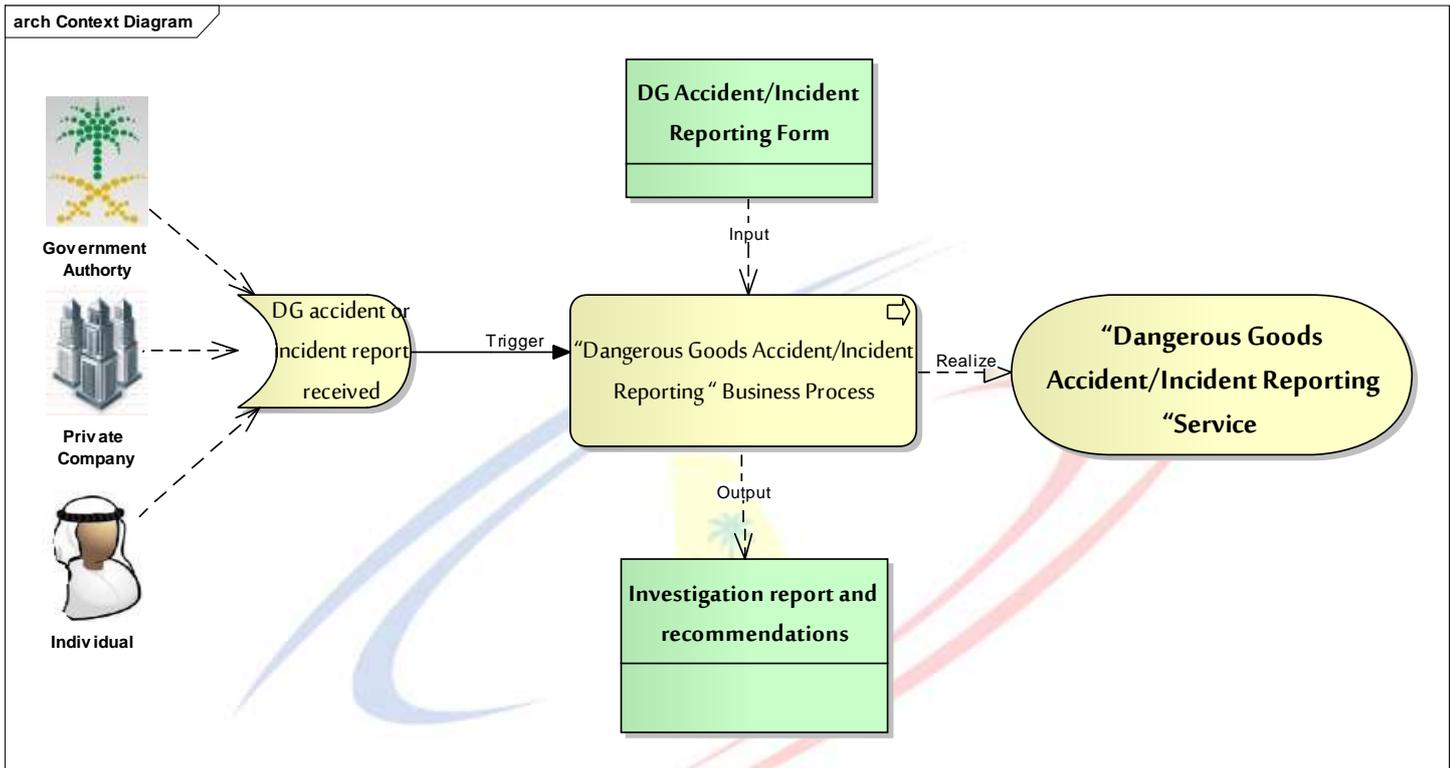


Figure 7. "Dangerous Goods Accident/Incident Reporting" Service Context Diagram

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2.6.3. Business Process Diagram

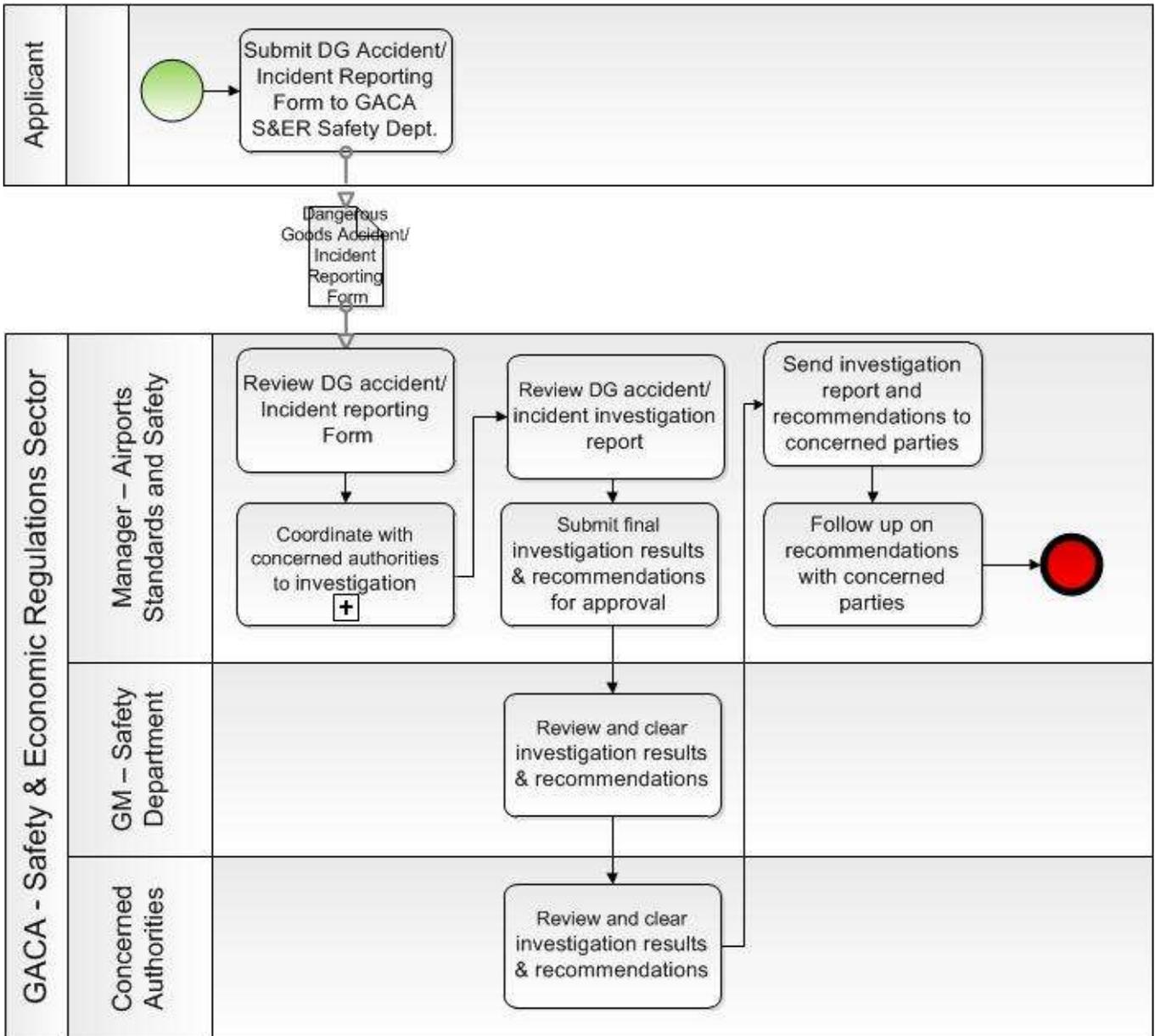


Figure 8. “Dangerous Goods Accident/Incident Reporting” Business Process Diagram

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2.6.4. Business Process's Activities & Steps

No.	Activity
1.	The applicant (reporter) submits the Dangerous Goods (DGs) Accident/Incident Reporting Form (GACA Form No. DG – 02) to GACA S&ER Safety Department by fax.
2.	The Airports Standards and Safety Manager reviews the Dangerous Goods Accident/Incident Reporting Form and coordinates with concerned authorities to conduct DGs accident/incident investigation.
3.	Based on the DGs accident/incident investigation results, the Airports Standards and Safety Manager prepares the DGs accident/incident investigation report and provides recommendations of corrective actions in accordance with GACA and ICAO guidelines.
4.	The Airports Standards and Safety Manager submits the final DGs accident/incident investigation results and recommendations to the Safety Department General Manager for review.
5.	The Safety Department General Manager submits the final accident/incident investigation results and recommendations to the concerned authorities for review, clearance and approval.

2.7 Over-flight Permission for Aircraft Carrying Dangerous Goods

An Operator desirous to carry dangerous goods and applying for permission to overfly the Kingdom of Saudi Arabia Flight Information Region (FIR), must ensure that all dangerous goods have been packed, marked, labelled and handled in accordance with ICAO Annex 18 – Safe Transport of Dangerous Goods by Air, and the requirements of ICAO Technical Instructions Doc. 9284-AN/905 or IATA DG Regulations, and must make an undertaking to GACA to this effect. This undertaking must be made at the time of providing notification of over flight and or applying for the required permission.

A copy of any written exemption granted by GACA shall accompany the relevant consignment.

2.8 Dangerous Goods Technical Instructions

Each Operator, GHA, Shipper and Freight Forwarder shall take the necessary measures to achieve compliance with the detailed provisions contained in the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council. Each Operator, GHA, Shipper and Freight Forwarder shall also take the necessary measures to achieve compliance with any amendment to the Technical Instructions which may be published during the specified period of applicability of an edition of the Technical Instructions.

2.9 Domestic Civil Aircraft Operations

In the interests of safety and of minimizing interruptions to the international transport of dangerous goods, all operators shall take necessary measures to achieve compliance with this Section and the ICAO Technical Instructions or IATA DG Regulations for domestic civil aircraft operations.

2.10 Exemptions

In instances of extreme urgency or when other forms of transport are inappropriate or when full compliance with the prescribed requirements is contrary to the public interest, the States concerned may grant exemption from the provisions of the Regulations provided that in such instances every effort is made to achieve an over-all level of safety in transport which is equivalent to the level of safety provided for in these Regulations.

The exemption should include, as a minimum, the following:

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- (a) The UN/ID number, proper shipping name and classification;
- (b) Packaging and quantity applicable;
- (c) Any special handling required and any special emergency response information;
- (d) Name and address of shipper and consignee;
- (e) Airports of departure, transit and destination and the proposed dates of transport; and
- (f) Duration of validity of the exemption.

A copy of the exemption issued by all States concerned must be provided to the operator and must accompany the consignment. If the exemption documents are not in English, an accurate translation in English must accompany the consignment.

Acceptance of dangerous goods offered for transport under the provisions of an exemption is at the discretion of the operator(s) concerned. Shippers are encouraged to make advance arrangements with the operator(s) as part of the planning process associated with any exemption application.

2.11 Exceptions

This section is related to a provision in GACA Regulations which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

1. Except for information provided to operator employees the provisions of these Regulations do not apply to dangerous goods carried by an aircraft where the dangerous goods are:

- a) To provide medical aid to a patient during flight when those dangerous goods:
 - i. Have been placed on board with the approval of the operator; or
 - ii. Form part of the permanent equipment of the aircraft when it has been adapted for specialized use; providing that:
 - (i) Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
 - (ii) Equipment containing wet cell batteries is kept and, when necessary secured, in an upright position to prevent spillage of the electrolyte.

Note: For the dangerous goods passengers are permitted to carry as medical aid.

- b) To provide veterinary aid or a humane killer for an animal during flight;
- c) For dropping during flight in connection with agricultural, horticultural, forestry, avalanche control or pollution control activities;
- d) to provide aid in connection with search and rescue operations during flight;
- e) vehicles carried in aircraft designed or modified for vehicle ferry operations if all of the following requirements are met:
 - i. Authorization has been given by the appropriate authorities of the States concerned and such authorities have prescribed specific terms and conditions for the particular operator's operation;
 - ii. Vehicles are secured in an upright position;
 - iii. Fuel tanks are so filled as to prevent spillage of fuel during loading, unloading and transit; and
 - iv. Adequate ventilation rates are maintained in the aircraft compartment in which the vehicles are carried.
- f) dangerous goods that are required for the propulsion of the means of transport or the operation of its specialized equipment during transport (e.g. refrigeration units) or that are required in accordance with the operating regulations (e.g. fire extinguishers)

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- g) contained within items of excess baggage (see definition of “excess baggage” being sent as cargo provided that:
1. The excess baggage has been consigned as cargo by or on behalf of a passenger;
 2. The dangerous goods may only be those that are permitted by and in accordance with IATA Dangerous Good Regulation Section 2.3. to be carried in checked baggage;
 3. The excess baggage is marked with the words “Excess baggage consigned as cargo”.
2. Provision must be made to stow and secure dangerous goods transported under 2.11.1 (a), (b), (c) and (d) during take-off and landing and at all other times when deemed necessary by the pilot-in-command.
3. The dangerous goods must be under the control of trained personnel during the time when they are in use on the aircraft.
4. Dangerous goods transported under 2.11.1 (a), (b), (c) and (d) may be carried on a flight made by the same aircraft before or after a flight for the purposes identified above, when it is impracticable to load or unload the dangerous goods immediately before or after the flight, subject to the following conditions:
- a) The dangerous goods must be capable of withstanding the normal conditions of air transport;
 - b) The dangerous goods must be appropriately identified (e.g. by marking or labelling);
 - c) The dangerous goods may only be carried with the approval of the operator;
 - d) The dangerous goods must be inspected for damage or leakage prior to loading;
 - e) Loading must be supervised by the operator;
 - f) The dangerous goods must be stowed and secured in the aircraft in a manner that will prevent any movement in flight which would change their orientation;
 - g) The pilot-in-command must be notified of the dangerous goods loaded onboard the aircraft and their loading location. In the event of a crew change, this information must be passed to the next crew;
 - h) All personnel must be trained commensurate with their responsibilities;

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SECTION 3. LIMITATION ON THE TRANSPORT OF DANGEROUS GOODS BY AIR

3.1 Dangerous Goods Permitted For Transport by Air

The transport of dangerous goods by air shall be forbidden except as established in this Section and the detailed specifications and procedures provided in the ICAO Technical Instructions or IATA DG Regulations.

3.2 Dangerous Goods Forbidden For Transport by Air Unless Exempted

Radioactive material which is:

- In vented type B (M) packages;
- In packages which require external cooling by an ancillary cooling system;
- In packages subject to operational controls during transport;
- Explosive;
- A pyrophoric liquid.
- Unless otherwise provided, articles and substances (including those described as “not otherwise specified”) with a UN number, which are identified in the List of Dangerous Goods as being forbidden;
- Infected live animals;
- Liquids having a vapour inhalation toxicity which requires Packing Group I packaging;
- Substances that are offered for transport in a liquid state at temperatures equal to or exceeding 100°C (212°F), or in a solid state at temperatures equal to or exceeding 240°C (464°F);
- Any other articles or substance as specified by the appropriate national authority.

3.3 Dangerous Goods Forbidden For Transport by Air under Any Circumstances

No person shall accept, process or transport articles or substances that are specifically identified by name or by generic description in the ICAO Technical Instructions or IATA DG Regulations as being forbidden for transport by air under any circumstances.

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SECTION 4. PACKING

4.1 General Requirements

Dangerous goods shall be packed in accordance with the provisions of this chapter and as provided for in the ICAO Technical Instructions or IATA DG Regulations.

4.2 Packaging

1. Packaging used for the transport of dangerous goods by air shall be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.
2. Packaging shall be suitable for the contents. Packaging in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods.
3. Packaging shall meet the material and construction specifications in the Technical Instructions or IATA DG Regulations.
4. Packaging shall be tested in accordance with the provisions of the Technical Instructions or IATA DG Regulations.
5. Packaging for which retention of a liquid is a basic function, shall be capable of withstanding, without leaking, the pressure stated in the Technical Instructions or IATA DG Regulations.
6. Inner packaging's shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials shall not react dangerously with the contents of the packaging.
7. No packaging shall be re-used until it has been inspected and found free from corrosion or other damage. Where a packaging is re-used, all necessary measures shall be taken to prevent contamination of subsequent contents.
8. If, because of the nature of their former contents, unclean, empty packaging may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.
9. No harmful quantity of a dangerous substance shall adhere to the outside of packages

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SECTION 5. LABELING AND MARKING

5.1 Labels

Unless otherwise provided for in the ICAO Technical Instructions or IATA DG Regulations, each package of dangerous goods shall be labelled with the appropriate labels and in accordance with the provisions set forth in those Instructions or Regulations.

5.2 Markings

1. Unless otherwise provided for in the ICAO Technical Instructions or IATA DG Regulations, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.
2. Specification markings on packaging. Unless otherwise provided for in the Technical Instructions or IATA DG Regulations, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions or Regulations.

5.3 Languages to Be Used for Markings

In addition to the languages required by the State of Origin, English should be used for the markings related to dangerous goods.

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SECTION 6. RESPONSIBILITIES OF SHIPPERS AND FREIGHT FORWARDERS

6.1 General Rules and Requirements

1. Before a person offers a 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, labelled and accompanied by a properly executed dangerous goods transport document, as specified in this Section and the ICAO Technical Instructions or IATA DG Regulations.
2. The shipper, and the shipper alone, is responsible for properly preparing a shipment of dangerous goods for transport by air as he is the only person having direct knowledge of what is being shipped. All other parties subsequently involved in the shipment are reliant on information provided by the shipper. Where the shipper does not have staff trained in accordance with the Technical Instructions or IATA DG Regulations, the freight forwarder may act on the shipper's behalf to provide such technical support/advise as may be required in order to correctly and safely prepare the shipment.
3. Shippers of dangerous goods shall process such goods for transport by air utilizing the services of only those freight forwarder agencies that have been inspected and certified by GACA as being competent to perform such operations. All Freight Forwarders shall submit an application, staff qualification to GACA ASSD. Such agencies will prominently display a GACA DG Acceptance Certificate. The DG training of a minimum of two freight forwarding staff members shall be current.
4. Acceptance and processing of dangerous goods by air by a non-certified freight forwarder (either directly or temporary assignment to an alternative freight forwarder in subversion of 6.1 (a) above) would be considered to be in violation of the Kingdom of Saudi Arabia Civil Aviation Safety Regulations and will subject the violator to applicable penalties.
5. Before consigning any package of dangerous goods for carriage by air, the shipper and freight forwarder shall ensure that:
 - a. The goods are correctly identified and classified. When in doubt as to the correct identification of the goods in question, the shipper should refer to the manufacturer to obtain the necessary information – or – should seek the services of a reputable chemical laboratory for substance analysis. The latter also applies as/when a leak or spill occurs in the aircraft cargo hold, on the apron, or elsewhere on the aerodrome, of a substance of unknown and questionable composition;
 - b. The goods are not of a category whose carriage by air is prohibited by relevant provisions of the Technical Instructions or IATA DG Regulations;
 - c. The goods are packed, marked, labelled, and transported to or from aerodrome (surface transport) in accordance with the Technical Instructions or IATA DG Regulations and that the packing used is in compliance with specifications as stipulated in those documents;

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- d. Packaging used for the transport of dangerous goods by air shall be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.
- e. Packaging shall be suitable for the contents. Packaging in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods.
- f. Packaging shall meet the material and construction specification in the Technical Instruction.
- g. Packaging shall be tested in accordance with the provisions of Technical Instructions.
- h. Packaging for which retention of a liquid is a basic function, shall be capable of withstanding, without leaking, the pressure stated in the Technical Instructions.
- i. Inner packaging shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials shall not react dangerously with the content of the inner packaging.
- j. No packaging shall be re-used until it has been inspected and found free from corrosion or other damage. Where a packaging is re-used, all necessary measures shall be taken to prevent contamination of subsequent contents.
- k. If, because of the nature of their former contents, unclean, empty packaging may present a hazard, they shall be tightly closed and treated according to the hazard they constitute
- l. No harmful quantity of a dangerous substance shall adhere to the outside of packages. m) Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be labelled with the appropriate labels and in accordance with the provisions set forth in those Instructions.
- m. Unless otherwise provided for in the Technical Instructions or IATA DG Regulations, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions or Regulations.
- n. Specification markings on packaging. Unless otherwise provided for in the Technical Instructions or IATA DG Regulations, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions or Regulations.
- o. In addition to the language which may be required by the State of Origin, English shall be used for the markings related to dangerous goods.
- p. The special provisions and the State and Operator variations applied to articles and substances as contained in the list of dangerous goods are appropriately administered.;

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- q. The dangerous goods transport document or shipper's declaration as required by 7.2 of this Section, has been completed and the declaration therein has been signed by the true shipper of the goods

6.2 Transport Document (TD) & Shipper's Declaration (SE&R)

The Dangerous Goods Transportation Document (TD) or Dangerous Goods Shipper's Declaration (SDD).

1. An aircraft shall not carry dangerous goods unless the shipper of the goods has furnished the operator of the aircraft, with TD or ASSD except that such document shall not be required in respect of those categories of dangerous goods specified in the Technical Instructions or IATA DG Regulations as being goods for which such document is not required.
2. The TD or SDD shall be completed and signed only by the actual shipper of the goods and it shall:-
 - a. describe the dangerous goods in accordance with, and contain such information as is required by, the provisions of the Technical Instructions or IATA DG Regulations; and
 - b. contain a declaration stating that the dangerous goods are:-
 - i. fully and accurately described by their proper shipping name;
 - ii. correctly classified, packaged, marked and labeled; and
 - iii. in all respects in proper condition for carriage by air according to applicable international and national governmental regulations.
3. The TD or SDD shall be completed and signed in duplicate by the shipper (the second copy may be a carbon copy). One copy of the document will be attached to the Air Waybill and the second copy (or carbon copy) shall be retained on file by the operator or the ground handling service acting on his behalf for a minimum of three months, together with any other document in respect of dangerous goods furnished him in accordance with these regulations (as a minimum: the acceptance checklist and a copy of the written information provided by the pilot-in-command and which has been receipt-acknowledged with his signature)

In addition to information specified by the Technical Instructions/IATA DG Regulations as required for inclusion on the TD or SDD, the emergency (24 hr) telephone numbers for consigner and consignee shall also be included in the entries identifying each.

6.3 Languages to Be Used

In addition to the languages required by the State of Origin, English should be used for the dangerous goods transport documents.

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SECTION 7. TIES OF OPERATORS OR GROUND HANDLING AGENCIES (GHA) ACTING ON BEHALF OF THE OPERATOR

7.1 Acceptance for Transport

An Operator or GHA acting on behalf of the operator shall not accept dangerous goods for transport by air:

1. unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions or IATA DG Regulations indicate that such a document is not require; and
2. Until the package, over pack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions or IATA DG Regulations along with appropriate acceptance checklist which shall be completed in duplicate.
3. The operator of an aircraft or GHA shall ensure that dangerous goods to be transported by air are received from Kingdom of Saudi Arabia GACA certified freight forwarders and that the accompanying Air Waybill contains the statement "GACA Certified Dangerous Goods Agency No. _____" in the Handling Information box.

7.2 Acceptance Checklist

An operator or GHA acting on behalf of the operator shall develop and use an acceptance checklist as an aid to compliance with the provisions of 7.1.

7.3 Loading and Stowage

Packages and over packs containing dangerous goods and freight containers containing radioactive materials shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions or IATA DG Regulations.

7.4 Inspection for Damage or Leakage

1. Packages and over packs containing dangerous goods and freight containers containing radioactive materials shall be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device. Leaking or damaged packages, over packs or freight containers shall not be loaded on an aircraft;
2. A unit load device shall not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein;
3. Where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator shall remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated. Operator shall also ensure that the

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other cargo or baggage loaded on or suspended beneath that aircraft is in a fit state for carriage by air and has not been contaminated.

4. Package or over packs containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.

7.5 Loading Restrictions in Passenger Cabin or on Flight Deck

Dangerous goods shall not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in circumstances permitted by the provisions of the Technical Instructions or IATA DG Regulations.

7.6 Removal of Contamination

1. Any hazardous contamination found on an aircraft as a result of leakage or damage to dangerous goods shall be removed without delay.
2. An aircraft which has been contaminated by radioactive materials shall immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions or IATA DG Regulations.

7.7 Separation and Segregation

1. Packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.
2. Packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions or IATA DG Regulations.
3. Packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions or IATA DG Regulations.

7.8 Securing Dangerous Goods Cargo Loads

When dangerous goods subject to the provisions contained herein are loaded in an aircraft, the operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages. For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of 8.6 are met at all times.

7.9 Loading on Cargo Aircraft

Except as otherwise provided in the Technical Instructions or IATA DG Regulations, packages of dangerous goods bearing the "Cargo aircraft only" label shall be loaded in such a manner that a crew member or other

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authorized person can see, handle and, where size and weight permit, separate such packages from other cargo in flight.

7.10 Inspection after Unloading

1. The operator or GHA shall, after unloading, inspect for signs of damage or contamination on any part of the aircraft, or on any sling or other apparatus, which has been used to suspend goods beneath the aircraft, in which;
 - a. a unit load device containing dangerous goods was stowed; or
 - b. damaged or leaking package of dangerous goods was loaded, and the operator shall remove or repair any contamination or damage.
2. The operator of an aircraft or GHA shall not permit the aircraft to fly for the purpose of carrying passengers or cargo if he knows or suspects that radioactive materials have leaked or otherwise contaminated any part of the aircraft or any sling or other apparatus attached to the aircraft.
3. This paragraph is not applicable if the radiation resulting from the fixed contamination on any accessible surface and non-fixed contamination are not more than the relevant values specified in the Technical Instructions or IATA DG Regulations.

7.11 GACA Approval for the Transportation of Dangerous Goods by Air.

To obtain the GACA approval for the safe transportation of dangerous goods by air the applicant shall submit the following to GACA, ASSD:-

1. Duly filled application (see Attachment "A") GACA Form No. DG - 01;
2. Biographical details of persons nominated in respect of approval, GACA Form No. DG – 04;
3. the dangerous goods regulation manual prepared by the applicant;
4. qualification of personnel who are responsible to handle dangerous goods in Kingdom of Saudi Arabia;
5. list of all stations (including outstations) involved in handling the dangerous goods
6. in case if the Operators or GHA wish to add additional stations to the existing, they should submit a duly filled application form, qualifications of personnel handling dangerous goods in the additional stations to the GACA, ASSD.
7. After evaluation of the above documents, GACA ASSD shall conduct an inspection on the Operator and/or GHA and the Operator/GHA storage facility for evaluation. If the Operator/GHA is located outside Kingdom of Saudi Arabia, the applicant shall be responsible for necessary arrangements as per Section 18 of GACAR for such inspections. If the documents are found satisfactory, GACA, ASSD shall issue an approval certificate to transport the dangerous goods that is valid for two (2) years.

Note: General Authority of Civil Aviation, Kingdom of Saudi Arabia reserves the right to inspect the facilities/outstations at any time of the year during the validity of the approval. The inspections shall be scheduled or non-scheduled without prior notification. In case of any violations from this Section found during the inspection, GACA, ASSD reserves the right to suspend, revoke or cancel the approval and/or penalize the company/organization as per Chapter 14 "Enforcement Sanctions Guidance Table" of this Regulation of this Section.

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7.12 Dangerous Goods (DG) Manual

1. The operator or GHA shall prepare a dangerous goods manual which should cover all dangerous goods activities such as chain of responsibilities, training, handling and processing, emergency response, committees, etc.;
2. The dangerous goods manual shall be accepted/approved by Kingdom of Saudi Arabia GACA, ASSD.

7.13 Surrender of Documents / Records

The operator of an aircraft shall, within a reasonable time after being required to do so by a GACA, ASSD, DG Inspector, cause to be transferred such of the following documents as may have been required by that inspector:

1. The dangerous goods transport document as referred to in 7.2 of this Section;
2. The completed acceptance checklist in respect of any dangerous goods as referred in 7.2.
3. A copy of the written information provided to the commander of the aircraft in respect of any dangerous goods as referred to 7.2



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SECTION 8. PROVISION OF INFORMATION

8.1 Information to Pilot-in-Command

The operator of an aircraft or GHA in which dangerous goods are to be carried shall, before the flight begins, provide the pilot-in-command with a document/form (in duplicate) containing all the elements of information concerning the dangerous goods shipment as required by the relevant provisions of the Technical Instructions or IATA DG Regulations. The pilot-in-command shall indicate by his signature on the copy of the document/form that the information has been received or understood.

8.2 Information and Instructions to Flight Crew Members

The operator shall appropriately incorporate the following in its Operations Manual:-

1. such information as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods;
2. instructions as to action to be taken in the event of emergencies involving dangerous goods; and
3. Details of the location and numbering system of cargo compartments together with the maximum total sum of the transport indices of radioactive material permitted in each compartment.

8.3 Information to Passengers

The operator of an aircraft or GHA in which passengers are to be carried, shall notify the passengers of the categories of dangerous goods which may not be taken on board an aircraft either as checked baggage or as hand baggage accompanying the passenger, or in the passenger's unaccompanied baggage, by:

- providing information with each passenger ticket sufficient in prominence to achieve purpose;
- displaying notices sufficient in number and prominence for this purpose;
- at each of the places where the operator issues tickets; and
- at any location where baggage is checked in.

8.4 Information to Other Persons

Operators, shippers or other organizations involved in the transport of dangerous goods by air shall provide such information to their personnel as will enable them to carry out their responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

8.5 Information from Pilot-in-Command to Aerodrome Authorities.

If an in-flight emergency occurs, the pilot-in-command shall, as soon as the situation permits, inform the appropriate air traffic services unit, for the information of aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions or IATA DG Regulations.

8.6 Information in the Event of an Aircraft Accident or Incident.

In the event of:

1. an aircraft accident; or

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2. a serious incident where dangerous goods carried as cargo may be involved, the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command.

The operator of an aircraft or GHA shall notify the GACA Safety Department of any incident/accident involving Dangerous Goods by Telephone and Fax or by other means as soon as possible as follows;

Notification during Official Working Hours **Dial one of the following numbers:**
+ (966 2 685-5515) or +(966 2 685-5491);
Ask for the Safety Department Duty Manager;
Provide all possible information.

Note: Working hours is from 07:30 to 14:30 local time, Sunday to Thursday inclusive. Local time in Saudi Arabia is UTC +3.

Notification during Official Working Hours **Contact the GACA Safety Duty Manager according to the assigned GACA schedules which are circulated weekly. The Safety Duty Manager will coordinate with all concerned departments;**
If unable to contact the Safety Duty Manager, contact the GACA Switchboard for assistance in locating the Safety Duty Manager, on one of the following numbers: + (966 2 640-5000), + (966 2 640-1100) or + (966 2 640-3888);
Provide all possible information.
Safety Department Facsimile Number: + (966) (2) 685-5507 (24 hours).

Following the notification, the operator of an aircraft or GHA shall submit a written report as soon as possible but not later than 72 hours to:

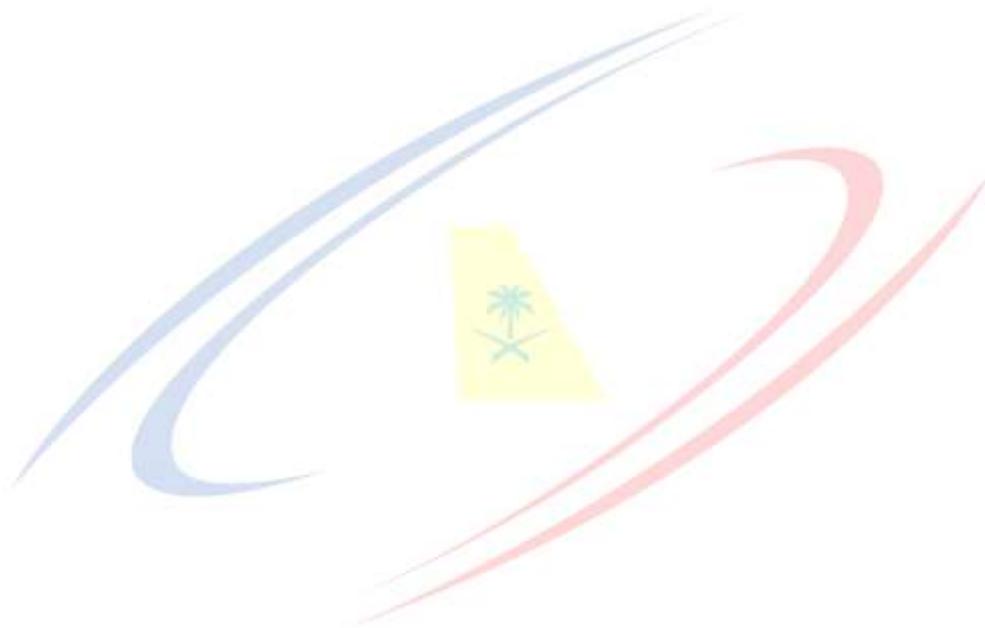
Notification not later 72 hours **Safety Department,**
General Authority of Civil Aviation, Safety and Economic Sector,
P.O. Box 887, Jeddah, 21421, Saudi Arabia
Facsimile Number: +(966) (2) 685-5507)

For this purpose GACA Form No. DG-02, as shown in Attachment "A" or a similar form which contains all elements of required information as specified on above form shall be used. This reporting requirement also pertains to undeclared or erroneously declared dangerous goods when/as discovered in cargo or when baggage contains dangerous goods which passengers are not permitted.

The operator shall also provide the accident/incident information to the appropriate authority of the State in which the accident/incident occurred;

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In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, if requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.



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SECTION 9. ESTABLISHMENT OF TRAINING PROGRAM

The shipper of dangerous goods by air or the freight forwarder acting on his behalf, the aircraft operator and ground handling agents acting on his behalf, agencies engaged in the security screening of passengers and their baggage and cargo, shall inform any of their respective employees whose duties include a function concerned with the carriage of passengers or cargo by air, of the provisions of the Technical Instructions or IATA DG Regulations. For this purpose, they shall establish and undertake training programs as required and outlined in Section 6, Chapter 1 of the Technical Instructions and its amendments or Section 1.5 of the IATA DG Regulations and its amendments pertaining to various categories of personnel. Dangerous goods training programs conducted in or outside Kingdom of Saudi Arabia for the operator's personnel and the instructors conducting such programs shall be subject to approval by the Kingdom of Saudi Arabia GACA. The current records/certificates of staff/employees for whom training is required shall be maintained on file and be readily available for inspection as/when required by a GACA, ASSD, DG inspector.

9.1 Approval of DG Training Organization and Instructors.

No person may conduct a certified DG Training without, or in violation of, Training Approval issued by the GACA, A&SD.

9.2 Training Facilities Approval

Training facilities shall be adequate to ensure that training objectives can be achieved. Facilities shall be:-

1. quiet and free of distractions;
2. suitably lighted for the type of instructions to be given, e.g. lectures, slides and audio-visual;
3. furnished with sufficient desks, chairs, chalkboards, and other appropriate equipment; and
4. Equipped with training aids such as films, Vu-graphs, systems components, audio-visual, DGR Manuals, and other documents related to Dangerous Goods Regulation Course.

9.3 Training Course Approval

In order to obtain approval from GACA, ASSD to conduct DGR Course, the Organization shall:-

1. Submit the duly filled application GACA Form No. DG-03 (See Attachment "A");
2. qualifications and experience of instructors to be used;
3. training Program Curriculum with final questions;
4. Training Programs to be conducted; after evaluation of the above documents, GACA, ASSD will conduct an initial evaluation on the facilities. If the training is found satisfactory, the GACA, ASSD will issue a preliminary approval for the organization to conduct the Course. The final approval certificate valid for two years will be issued after GACA; ASSD evaluates 1 to 3 courses conducted by the organization.

The General Authority of Civil aviation, of Kingdom of Saudi Arabia reserves the right to inspect the organization at any time of the year during the validity of the approval. The inspections could be scheduled or non-scheduled without prior notification. In case of any violations from this Section found during the inspection GACA, ASSD reserves the right to suspend, revoke or cancel the approval as per Chapter 14 "Enforcement Sanctions Guidance Table" of this Section.

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9.4 Instructors Requirements.

The instructors used for dangerous goods training should have:-

1. University graduation (science) with at least 2 years of experience in dangerous goods working field or have a high school diploma (science) with at least 4 years of experience in dangerous goods working field.
2. successfully completed a current ICAO DGR course or IATA dangerous goods training accreditation; and
3. successfully completed at least a cargo acceptance personnel dangerous goods training course; and
4. Successfully completed a course in Instructor Techniques.

9.5 Instructor Approval

1. In order to receive GACA, ASSD approval for the instructor to conduct the DGR Course, the applicant shall Submit all relevant documents showing his/her qualification and experience to the GACA, ASSD for evaluation;
2. After evaluation of the documents submitted, GACA, ASSD will issue a provisional approval to the applicant for conducting 1 to 3 DGR courses under the supervision of GACA authorized instructor and/or GACA, ASSD DG Inspector. Upon completion of the courses, GACA Authorized Instructor and GACA, ASSD, DG Inspector shall submit an evaluation report of the applicant to the GACA, ASSD. Based on the evaluation report, and if found satisfactory, GACA, ASSD will issue a permanent approval for the applicant valid for 2 years.

GACA, ASSD reserves the right to suspend, revoke or cancel the Instructor's approval if found violating the requirement or standards mentioned in this Section.

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SECTION 10. COMPLIANCY AND ENFORCEMENT

10.1 Inspection System

1. An operator, GHA, Freight Forwarders, or Shippers shall permit a GACA, A&SD Inspector to carryout safety inspections and audits, both in the State of Kingdom of Saudi Arabia and out stations, which may be necessary to determine compliance with this Section.
2. A GACA, A&SD, Inspector may examine, take samples of, and seize any goods, which the GACA ASSD DG Inspector has reasonable grounds to suspect may be dangerous goods in respect of which the provisions of this Section have not been complied with.
3. A GACA , A&SD, Inspector may open, or require to be opened, any baggage or package, which the GACA, A&SD, Inspector has reasonable grounds to suspect, may contain dangerous goods in respect of which the provisions of this Section have not been complied with.
4. Any sample taken or goods seized by a GACA, A&SD ,DG Inspector under this Section shall be retained for so long as the GACA considers necessary in all the circumstances and shall be disposed of in such manner as the GACA considers appropriate.
5. Samples taken or goods seized under this Section may be retained or detained;
 - a. for forensic examination; or
 - b. investigation in connection with an offence; or
 - c. for use as evidence at a trial for an offence.

10.2 Cooperation between States

GACA shall participate in cooperative efforts with other States concerning violations of dangerous goods regulations, with the aim of eliminating such violations. Cooperative efforts could include coordination of investigations and enforcement actions; exchanging information on a regulated party's compliance history; joint inspections and other technical liaisons, exchange of technical staff, and joint meetings and conferences. Appropriate information that could be exchanged include safety alerts, bulletins or dangerous goods advisories; proposed and completed regulatory actions; incident reports; documentary and other evidence developed in the investigation of incidents; proposed and final enforcement actions; and educational/ outreach materials suitable for public dissemination.

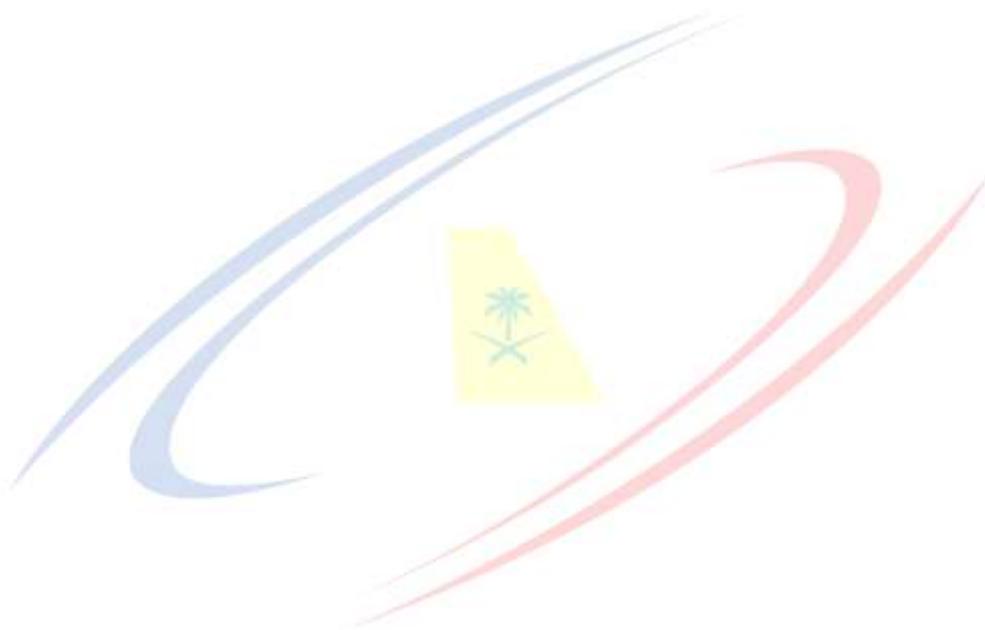
10.3 Penalties

1. GACA shall take such measures as it may deem appropriate to achieve compliance with its dangerous goods regulations including the prescription of appropriate penalties for violations.
2. Non-compliance with the provisions of this Section may result in penalties as specified in the Section 14 of the current Guidance, titled: "*Enforcement Sanctions Guidance Table*"

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10.4 Dangerous Goods by Mail

GACA shall ensure that the Ministry of Transportation is in compliance with the procedures established by the Universal Postal Union for transportation of dangerous goods into air transport through postal services.



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SECTION 11. DANGEROUS GOODS ACCIDENT/INCIDENT REPORTING

11.1 Accident/Incident Inspection System

1. In case of an accident involving Dangerous Goods at Kingdom of Saudi Arabia International Airport the operator shall follow the Kingdom of Saudi Arabia International Airport Emergency Plan.
2. In case of an incident or when a package containing Dangerous Goods is suspected to be damaged, leaking or emitting dangerous fumes, the following action shall be taken immediately:-
 - a. Call and report the incident to the Airport Management Control Center
 - b. Ensure the area is sealed off and that all persons are kept clear.
 - c. Inform GACA, Safety Department either by:

MAIL (English only)	P.O. Box 887, Jeddah 21421, Saudi Arabia
	AFS: OEJDAYX
	TELEX:601093 CIVAIR SJ

TELEFAX	+(966-2-640-1477) or +(966-2-640-3837)
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3. Scrutinize cargo documents to identify hazards to assist the fire service.

Complete the GACA Form No. DG - 02 with whatever information is available and forward it, as soon as possible to:

Safety Department Fax	+(966-2-695-5507)
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11.2 Investigation

In case of violations, accidents and or incidents involving the transportation of Dangerous Goods by air, the Safety Department of GACA Safety and Economic Regulation shall undertake the necessary investigation and submit reports and recommendations in accordance with GACA and ICAO guidelines.

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SECTION 12. DANGEROUS GOODS SECURITY PROVISIONS

Each operator, shippers, or any other individual engaged in the transport of dangerous goods by air shall establish dangerous goods security measures to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment. These measures shall be commensurate with security provisions specified in other GACAR and the ICAO Technical Instructions.



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SECTION 13. ENFORCEMENT AND SANCTIONS GUIDANCE TABLE

Violations of Safe Transportation of Dangerous Goods by Air Committed by:-
A1. Failure to Comply with GACA Regulation Section 18–The Safe Transportation of Dangerous Goods by Air.

A. Holders of Air Operator Certificate (AOC) Issued by Kingdom of Saudi Arabia	
Violation	Sanction
1. For the first time	Warning letter
2. Second time	Suspension approval to transport Dangerous Goods by air for three (3) months
3. Third time	Suspend/Revoke approval to transport Dangerous Goods by air.

B. Holders of Air Operator Certificate (AOC) Not Issued by the Kingdom of Saudi Arabia (see note below)	
1. For the first time	Warning letter
2. Second time	Suspension approval to transport Dangerous Goods by air for three (3) months
3. Third time	Suspend/Revoke approval to transport Dangerous Goods by air.
Note: violations committed by the air operator certificate holder with transportation of Dangerous Goods by air will be reported to the state of registry of the aircraft and international civil aviation organization	

C. Ground Handling Agencies	
1. For the first time	Warning letter
2. Second time	Suspension of approval to transport Dangerous Goods to kingdom of Saudi Arabia for three (3) Months.

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3. Third time	Suspend/Revoke approval to transport Dangerous Goods to kingdom of Saudi Arabia
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D. Freight Forwarders	
1. For the first time	Warning letter
2. Second time	Suspension acceptance certificate approval to transport Dangerous Goods to kingdom of Saudi Arabia for three (3) months
3. Third time	Suspend/Revoke acceptance certificate approval to transport Dangerous Goods kingdom of Saudi Arabia

E. Training Organizations	
1. For the first time	Warning letter
2. Second time	Suspend/Revoke approval to conduct DGR Training.

F. DGR Training Instructors	
1. For the first time	Warning letter
2. Second time	Suspend/Revoke approval to conduct DGR Training.

SECTION 14. FORMS

GACA Form DG-01. Issue/Renewal/Change Application for Certificate of Approval for: Operator/GHA for the Transportation of Dangerous Goods.

<p>Kingdom of Saudi Arabia General Authority of Civil Aviation Safety and Economic Regulations</p>		<p>المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والتراخيص الاقتصادية</p>
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Instructions: Print/Type this application form. Forward the completed form to the:
 VP. Safety and Economic Regulations
 General Authority of Civil Aviation, Safety and Economic Sector,
 P.O. Box 887, Jeddah, 21421, Saudi Arabia
 along with the requirements stipulated in the General Authority of Civil Aviation Regulation
 Section 18 ,

1	Address (INCL. SITA, TEL and FAX)	
2	Reason for submission (TICK):	<input type="checkbox"/> Issue <input type="checkbox"/> Renewal <input type="checkbox"/> Additional Stations (attach List of Stations) <input type="checkbox"/> Change Location <input type="checkbox"/> If Others Specify
3	<p>Applicant undertaking: We undertake the following:</p> <ol style="list-style-type: none"> 1. To train and maintain competency of personnel handling Dangerous Goods in accordance with Dangerous Goods provisions. 2. To ensure that the goods will be packed, marked, labelled and handled in accordance with GACA Regulation Section 18 and ICAO Annex 18: Safe Transport of Dangerous Goods by Air, and the requirements of the ICAO Technical Instructions Doc. 9284-AN/905 or IATA DGG Regulations. 3. To ensure that required Dangerous Goods procedures, including reporting of accidents/incidents, 4. are complied with in accordance with General Authority of Civil Aviation Regulations in Part 	
4	Authorized Signature	_____

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The above application is hereby approved for a period from _____ to _____
 On condition that the provisions of ICAO Technical Instructions or IATA DG Regulations and General Authority of Civil Aviation Regulation Section 18 are complied with.
 Signature _____ Date : _____
V.P. SAFETY & ECONOMIC REGULATIONS
 STAMP:

GACA Form DG-02. Dangerous Goods Accident/Incident Reporting Form

(NB. See the notes on the next page of this form. Those boxes where the heading is in italics need only be completed if applicable)

Kingdom of Saudi Arabia General Authority of Civil Aviation Safety and Economic Regulations		المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والتراخيص الاقتصادية
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Operator	
Flight No. and Date	
Date of occurrence	
Airports of Departure and Destination	
Aircraft Registration and Type	
Location of occurrence	
Origin of the goods	
Description of the occurrences, including details of injury, damage etc. (if necessary, continue on the next page of this form)	
Proper UN Shipping Name (including the technical name)	
UN ID No (When Known)	
Class / Division (When Known)	
Subsidiary Risk(s)	
Packing Group	
Type of packing	
Packaging Specification Marking	
No. Packages and quantity	

Reference No. of Air Waybill	
Reference No. of courier pouch, baggage tag or passenger ticket	
Name, Address and telephone number of shipper, passenger, etc.	
Other relevant information (including suspected cause, any action taken etc.)	
Name and title of person making report	
Signature	
Address	
Telephone Number	
Fax Number	

Description of the occurrence

Notes:

Any type of dangerous goods occurrence shall be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.

A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

for this purpose serious injury is an injury which is sustained by a person in an accident and which:

Requires hospitalization for more than 48 hours, commencing from the date of the injury was received;

Results in fracture of any bones (except simple fractures of fingers toes etc);

Involves laceration which causes severe haemorrhage, nerve, muscle or tendon damages;

Involves injury to an internal organ;

Involves second or third degree burns or any burns affecting more than 5% of the body

Surface; or

Involves verified exposure to infectious substances or injuries radiation.

A dangerous goods accident may also be an aircraft accident; in which case the normal procedure reporting of air accident shall be followed.

A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage, of fluid or radiation or other evidence that the integrity seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

This form should also be used to report any occasion when undeclared or misdeclared dangerous goods which passengers are not permitted to take on aircraft.

An initial report shall be dispatched with 48 hours of occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report shall be sent as soon as possible, even if all the information is not available.

Copies of all relevant documents and any photographs should be attached to this report.

Providing it is safe to do so, all dangerous goods, packing, documents etc. related to the occurrence shall be retained until after the initial report has been sent to the GACA – ASSD, Safety Department and they have indicated whether or not these should continue to be retained.

GACA Form DG-03. Issue/Renewal Application for: Certificate of Approval of Training School / Organization to Conduct Dangerous Goods Regulations Course.

<p>Kingdom of Saudi Arabia General Authority of Civil Aviation Safety and Economic Regulations</p>		<p>المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والتراخيص الاقتصادية</p>
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Instructions: Print/Type this application form. Forward the completed form to the:
 VP. Safety and Economic Regulations
 General Authority of Civil Aviation, Safety and Economic Sector,
 P.O. Box 887, Jeddah, 21421, Saudi Arabia
 along with the requirements stipulated in the General Authority of Civil Aviation Regulation Section 18 ,

1	Name of the organization	
2	Location where the business will be conducted	
3	Office mailing address	
4	Telephone and Fax	
5	Reason for submission	<input type="checkbox"/> New Issuance <input type="checkbox"/> Renewal <input type="checkbox"/> If Others Specify
6	Attach copy(s) of all general authority of civil aviation approvals held	
7	<p>I hereby certify that I have been authorized by the organization identified in item 1 to make this application and that statements and attachment hereto are true and correct .</p> <p>Name :</p> <p>Designation : :</p> <p>Signature : :</p> <p>Date :</p>	

GACA Form DG-04. Biographical Details of Person Nominated by a DG Organization in Respect of Approval

<p>Kingdom of Saudi Arabia General Authority of Civil Aviation Safety and Economic Regulations</p>		<p>المملكة العربية السعودية الهيئة العامة للطيران المدني السلامة والتراخيص الاقتصادية</p>
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Note: In accordance with General Authority of Civil Aviation Regulations Section 18, organizations are required to forward this form to:
VP. Safety and Economic Regulations
General Authority of Civil Aviation, Safety and Economic Sector,
P.O. Box 887, Jeddah, 21421, Saudi Arabia
duly completed and signed by the nominated person identified in GACAR Section 18.

1	Name and Address of the Organization	
2	Full Name of Nominated Person	
3	Designation	
4	Date of Birth	

Educational Background and Technical Qualifications including Apprenticeship, Training, if any. (Give date and duration)

5	
---	--

Employment Record (add separate sheet if necessary)

6	
---	--

7 Brief description of last position held

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8 Employment Record (add separate sheet if necessary)

I hereby certify that the above nominated person is qualified for the appropriate task(s) and conversant with the GACA requirements and procedures on matters for which he is responsible

Name	Designation	Signature	Date
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FOR GACA USE ONLY

Remarks:

Application: **Accepted** **Rejected**

GACA/ASSD hereby approve:

for the position of:

Name	Designation	Signature	Date
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