


PERMOHONAN KELULUSAN MANUAL BARANGAN BERBAHAYA <i>Application for Approval Dangerous Goods Manual</i>		
No. Dokumen	CAAM/BOP/3/06-1	
MAKLUMAT AM <i>GENERAL INFORMATION</i>		
<p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/06-1 dan akan diproses dalam tempoh lapan puluh (80) hari (waktu bekerja). <i>Each application must use the CAAM/BOP/3/06-1 form and will be processed within 80 days (working days).</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten, and bear the signature and official stamp (Original) of the Company/ Department / Agency.</i></p> <p>3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result in a delay in processing the application.</i></p> <p>4. Setiap permohonan individu/syarikat/jabatan yang membawa barangan berbahaya melalui udara adalah tertakluk kepada peraturan/undang-undang yang terpakai di dalam Negara ini. <i>Each application individual/ company/ department carrying dangerous goods by air is subject to regulations/laws that apply in this State.</i></p> <p>5. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada CAAM. Surat kelulusan akan diberikan setelah CAAM berpuas hati dengan segala prosedur yang diambil oleh pemohon. <i>The issuing of this form does not in itself constitute approval. The approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant.</i></p> <p>6. Borang permohonan yang lengkap boleh dihantar melalui ops.dg@caam.gov.my atau ke: <i>The completed application form can be sent via ops.dg@caam.gov.my or to:</i></p> <p>Dangerous Goods Unit, Flight Operation Division, Civil Aviation Authority Malaysia, Level 2, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA Tel: 03 8871 4099 Fax: 03 8890 1641</p>		

1. OPERATOR DETAILS

Full legal name of Applicant / Operator:		
Address:		
Operator Type:	Submission type:	
<input type="checkbox"/> Dangerous Goods Carrier	<input type="checkbox"/> Initial	
<input type="checkbox"/> Non-Dangerous Goods Carrier	<input type="checkbox"/> Revision	
Responsible person:		Position:
Telephone:	No. Fax:	E-mail:

2. GENERAL REQUIREMENT

The company should submit the complete Dangerous Goods Manual which should include:	Reference in Operator DG Manual (Page)
2.1 Endorsement and Approval	
2.2 Table of Contents	
2.3 Record of revision	
2.4 List of effective pages	
2.5 Dangerous Goods Manual Management	

3. INFORMATION PROVIDED TO THE EMPLOYEES

The company should submit the complete Dangerous Goods Manual which should include:		Reference in Operator DG Manual (Page)
3.1 General Restrictions		
3.1.1	States the types of dangerous goods operations are engaged in: -	
	a) Aeroplane or helicopter operations	
	b) Passenger carrying or/and all cargo aircraft	
	c) Domestic or international operations	

	d) Carrying dangerous goods as cargo	
	e) Carrying dangerous goods in stores	
	f) Carrying dangerous goods in mail	
3.1.2	States which dangerous goods operators do not accept for transport for all destinations (Operators Variations)	
3.1.3	There is a list of all locations where the various operations manuals are kept.	
3.1.4	List all State's exemptions or approvals affecting the operators.	
3.1.5	If using the exemption for electronic devices, such as electronic flight bags, personal entertainment devices and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries, provide the conditions for the carriage and use of these electronic and for the carriage of spare batteries.	
3.2 Dangerous Goods Coordinator		
3.2.1	Contact information for the operator Dangerous Goods Coordinators or designated person and their role concerning the administration of the company's dangerous goods program	
3.2.2	The list of all third parties acting on behalf of the operator for training, handling, offering for transport or transporting dangerous goods	
3.3 Applicable Regulations		
3.3.1	The operator identifies the applicable regulations and documents the company uses including where they're located and how they're accessed.	
3.4 Aircraft Specific		
3.4.1	Detail of the location and the numbering system of cargo compartment for each aircraft type	
3.4.2	Instruction on the loading restrictions for each aircraft type	
3.4.3	Maximum quantity of dry ice permitted in each compartment	
3.4.5	Maximum sum of transport indexes for radioactive material permitted in each compartment	
3.5 Training		

3.5.1	Who is responsible for the operator's training program	
3.5.2	Who is responsible for the operator's training records	
3.5.3	Which employees require training	
3.5.4	The frequency of recurrent training	
3.5.5	The air operator training programs must be approved by the State Authority.	
3.5.6	Record keeping	
3.6 Passenger Handling		
3.6.1	Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person	
3.6.2	Describes 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	
3.6.3	Describes the procedures for and the form of promulgating information to passengers.	
3.6.4	Describe the acceptance procedures for passengers and baggage.	
3.6.5	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.	
3.6.6	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, has indicated that they have understood the restrictions on dangerous goods in baggage.	
3.6.7	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 numbers, at each of the places at an 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.	
3.6.8	Describe how an operator of passenger aircraft should have information on those dangerous goods that passengers may carry made available before the check-in process on their websites or other sources of information.	

3.6.9	Describe if provision is made for the check-in process to be completed remotely (e.g. 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 presented 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 been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage.	
3.6.10	Describe if provision is made for the check-in process to be completed remotely 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 presented to passengers. Information should be in pictorial form and must be such that the check-in process cannot be completed until the passenger has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage.	
3.7 STORES (COMPANY MATERIAL (COMAT) SHIPMENT		
3.7.1	If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect.	
3.7.2	State who is responsible/qualified to prepare dangerous goods COMAT for transport.	
3.7.3	Describes how dangerous goods COMAT are prepared for transport	
3.7.4	Explains how dangerous goods COMAT are to be processed once prepared.	
3.8 ACCEPTANCE PROCEDURES		
3.8.1	Describes how dangerous goods are prevented from entering the system without appropriate preparation	
3.8.2	Describe the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted.	
3.8.3	Describe the procedures for accepting/rejecting dangerous goods cargo.	
3.8.4	Describe the procedures for handling rejected dangerous goods in cargo.	
3.8.5	Describe the procedures for accepting general cargo, which ensure that dangerous goods do not enter the transportation system when they are not permitted.	

3.8.6	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (ICAO TI 7;4.8)	
3.9 RETENTION OF DOCUMENTS		
3.9.1	Describes what documents must be retained	
3.9.2	States the length of time each type of document must be retained	
3.9.3	Describes who is responsible for retaining the document;	
3.9.4	States the location where each is to be kept, including with a third party;	
3.10 GROUND HANDLING		
3.10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft	
3.10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft	
3.10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices.	
3.10.4	Describes the procedures for loading/unloading dangerous goods onto or from an aircraft	
3.11 LOAD PLANNING		
3.11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable).	
3.12 EMERGENCY PROCEDURES		
3.12.1	States emergency response information is available and where the pilot-in-command/other crew members can find it.	
3.12.2	States how the pilot-in-command is to report emergencies involving dangerous goods.	
3.12.3	Describes how the NOTOC is accessed during an emergency	
3.12.4	Describes the procedures for managing a dangerous goods incident/accident on the ground.	

3.12.5	Describes the procedures for managing misdeclared or undeclared dangerous goods.	
3.12.6	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods as cargo or mail.	
3.12.7	Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage	
3.12.8	Describes procedures to follow when reporting dangerous goods incidents/accidents.	
3.12.9	Describes the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in Accordance ICAO	
3.12.10	Describes the procedures to follow when reporting dangerous goods dangerous goods are discovered to have been carried without information having been provided to the pilot-in-command	
3.12.11	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.	

4. DECLARATION

The information provided in this application form is accurate and true to the best of my knowledge and belief.

Signature and Name (Company Stamp)		Date	
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5. FOR OFFICE USE ONLY

Signature and Name (Official Stamp)		Received Date	
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