Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO

Guidance Material / Information

Certification Leaflet Dangerous Goods Complex Aeroplanes

Source: FOCA, 3003 Berne

Scope	Dangerous goods for complex aeroplane operations
Applies to	Operators of complex aeroplanes
Version	Issue 2, Revision 3 (replaces ISS 2 / REV 2, dated 01 February 2018)
Valid from	21 June 2022
Purpose	Compulsory / Information

Process No	HE 58-30
Registration No	311.120.1-5/6/4
Prepared by	SBOC
Released by	L-SBOC, 16 June 2022
Distribution	Internal / External

LEFT BLANK

Log of Revision (LoR)

Date	Issue	Revision	Highlight of Revision
01.06.2012	1	0	First Issue
01.04.2013	1	1	Amendments according to ICAO TIs 2013-2014 Edition
01.10.2013	2	0	Page layout changed. Legal basis amended to Commission Regulation.
17.11.2014	2	1	Amendments according to ICAO TIs 2015-2016 Edition and ICAO Annex 6 Chapter 14.
01.02.2018	2	2	Amendments according to ICAO TIs 2017-2018 Edition List of Abbreviation amended
21.02.2022	2	3	Amendments according to ICAO TIs 2019-2021 and 2021-2022

List of Effective Chapters

CP	ISS 2 / REV 3 / 21.06.2022	Ch. 8.1	ISS 2 / REV 1 / 17.11.2014	Ch. 17.1	ISS 2 / REV 0 / 01.10.2013
LoA	ISS 2 / REV 3 / 21.06.2022	Ch. 8.2	ISS 2 / REV 3 / 21.06.2022	Ch. 17.2	ISS 2 / REV 0 / 01.10.2013
ToC	ISS 2 / REV 0 / 01.10.2013	Ch. 9	ISS 2 / REV 1 / 17.11.2014		
Ch. 0	ISS 2 / REV 3 / 21.06.2022	Ch. 9.1	ISS 2 / REV 1 / 17.11.2014		
Ch. 0.1	ISS 2 / REV 3 / 21.06.2022	Ch. 9.2	ISS 2 / REV 1 / 17.11.2014		
Ch. 0.2	ISS 2 / REV 3 / 21.06.2022	Ch. 9.3	ISS 2 / REV 1 / 17.11.2014		
Ch. 0.3	ISS 2 / REV 2 / 01.02.2018	Ch. 10	ISS 2 / REV 0 / 01.10.2013		
Ch. 0.4	ISS 2 / REV 0 / 01.10.2013	Ch. 10.1	ISS 2 / REV 0 / 01.10.2013		
Ch. 0.5	ISS 2 / REV 0 / 01.10.2013	Ch. 10.2	ISS 2 / REV 0 / 01.10.2013		
Ch. 1	ISS 2 / REV 1 / 17.11.2014	Ch. 11	ISS 2 / REV 1 / 17.11.2014		
Ch. 1.1	ISS 2 / REV 1 / 17.11.2014	Ch. 11.1	ISS 2 / REV 1 / 17.11.2014		
Ch. 1.2	ISS 2 / REV 1 / 17.11.2014	Ch. 11.2	ISS 2 / REV 1 / 17.11.2014		
Ch. 1.3	ISS 2 / REV 1 / 17.11.2014	Ch. 11.3	ISS 2 / REV 0 / 01.10.2013		
Ch. 1.4	ISS 2 / REV 3 / 21.06.2022	Ch. 11.4	ISS 2 / REV 0 / 01.10.2013		
Ch. 1.5	ISS 2 / REV 0 / 01.10.2013	Ch. 11.5	ISS 2 / REV 0 / 01.10.2013		
Ch. 1.5.1	ISS 2 / REV 0 / 01.10.2013	Ch. 11.6	ISS 2 / REV 1 / 17.11.2014		
Ch. 1.5.2	ISS 2 / REV 3 / 21.06.2022	Ch. 12	ISS 2 / REV 1 / 17.11.2014		
Ch. 1.5.3	ISS 2 / REV 0 / 01.10.2013	Ch. 12.1	ISS 2 / REV 1 / 17.11.2014		
Ch. 2	ISS 2 / REV 1 / 17.11.2014	Ch. 12.2	ISS 2 / REV 0 / 01.10.2013		
Ch. 2.1	ISS 2 / REV 3 / 21.06.2022	Ch. 12.3	ISS 2 / REV 0 / 01.10.2013		
Ch. 3	ISS 2 / REV 0 / 01.10.2013	Ch. 13	ISS 2 / REV 1 / 17.11.2014		
Ch. 3.1	ISS 2 / REV 0 / 01.10.2013	Ch. 13.1	ISS 2 / REV 1 / 17.11.2014		
Ch. 4	ISS 2 / REV 0 / 01.10.2013	Ch. 13.2	ISS 2 / REV 3 / 21.06.2022		
Ch. 4.1	ISS 2 / REV 3 / 21.06.2022	Ch. 13.3	ISS 2 / REV 0 / 01.10.2013		
Ch. 4.2	ISS 2 / REV 3 / 21.06.2022	Ch. 13.4	ISS 2 / REV 1 / 17.11.2014		
Ch. 5	ISS 2 / REV 0 / 01.10.2013	Ch. 14	ISS 2 / REV 1 / 17.11.2014		
Ch. 5.1	ISS 2 / REV 3 / 21.06.2022	Ch. 14.1	ISS 2 / REV 1 / 17.11.2014		
Ch. 5.2	ISS 2 / REV 2 / 01.02.2018	Ch. 14.2	ISS 2 / REV 3 / 21.06.2022		
Ch. 5.3	ISS 2 / REV 3 / 21.06.2022	Ch. 14.3	ISS 2 / REV 3 / 21.06.2022		
Ch. 6	ISS 2 / REV 1 / 17.11.2014	Ch. 14.4	ISS 2 / REV 0 / 01.10.2013		
Ch. 6.1	ISS 2 / REV 3 / 21.06.2022	Ch. 15	ISS 2 / REV 3 / 21.06.2022		
Ch. 7	ISS 2 / REV 0 / 01.10.2013	Ch. 15.1	ISS 2 / REV 3 / 21.06.2022		
Ch. 7.1	ISS 2 / REV 0 / 01.10.2013	Ch. 16	ISS 2 / REV 0 / 01.10.2013		
Ch. 7.2	ISS 2 / REV 0 / 01.10.2013	Ch. 16.1	ISS 2 / REV 3 / 21.06.2022		
Ch. 8	ISS 2 / REV 0 / 01.10.2013	Ch. 17	ISS 2 / REV 0 / 01.10.2013		

List of Abbreviations

LoA ISS 2 / REV 3 / 21.06.2022

The following abbreviations are within this GM/INFO:

Abbreviation	Definition
AOG	Aircraft On Ground
ARO	Authority Requirements Operations
Art.	Article
CAT	Commercial Air Transport
CBTA	Competency Based Training and Assessment
CCM	Cabin Crew Member
Ch.	Chapter
CL	Certification Leaflet
COMAT	Company Materials
DEF	Definitions
DETEC	Federal Department of the Environment, Transport, Energy and Communications
DG	Dangerous Goods
DGR	Dangerous Goods Regulations
DOC	Document
e.g.	For example
EASA	European Aviation Safety Agency
EC	European Commission
EDI	Electronic Data Interchange
EDP	Electronic Data Processing
Etc.	Et cetera
EU	European Union
FCM	Flight crew member
FOCA	(Swiss) Federal Office of Civil Aviation
GEN	General
GM	Guidance material
IATA	International Air Transport Association
IAEA	International Atomic Energy Agency
ICAO	International Civil Aviation Organisation
ID	Identification
MEL	Minimum Equipment List
MLR	Manuals, Logs and Records
NOTOC	Notification To Captain
OATr	Federal Air Transport Ordinance
OM	Operations Manual
OM-A	Operations Manual Part A
OM-D	Operations Manual Part D
ORO	Organisation Requirements for Air Operations
Par.	Paragraph
PBE	Protective Breathing Equipment
RPO	Radiological protection ordinance (Strahlenschutzverordnung)
SBB	Schweizerische Bundesbahnen
SPA	Specific Approvals
SR	Schweizerische Rechtssammlung
TIsStSV	Technical InstructionsStrahlenschutzverordnung (Radiological protection ordinance)
UNTIs	United NationsTechnical Instructions
UN	United Nations

Table of Contents (ToC)

ToC ISS 2 / REV 0 / 01.10.2013

0 Introduction 1

0.1 Legal References 1

0.2 Purpose of this GM/INFO 1

0.3 Scope 2

0.4 Terms and Conditions 2

0.5 Format of the GM/INFO 3

1 General Information 4

1.1 Background 4

1.2 IATA DG Regulations 4

1.3 Safety and Security 4

1.4 What are DG? 5

1.5 DG by Air 6

1.5.1 Transport conditions 6

1.5.2 Operator Responsibilities 6

1.5.3 Operators Approval 6

2 Operator's Policy in Relation to the Transport of DG 7

2.1 Operator's Policy in Relation to the Transport of DG 7

3 Terminology 9

3.1 Terminology 9

4 Duties of All Personnel Involved 10

4.1 DG Carriers 10

4.2 Non-DG Carriers 13

5 Exceptions 15

5.1 General Exceptions 15

5.2 Exceptions for DG of the operator 16

5.3 DG that may be Carried by Passengers and Crew 17

6 Spares (COMAT) Classified as DG 18

6.1 Spares (COMAT) Classified as DG 18

7 Forbidden DG 19

7.1 General 19

7.2 Description of Forbidden DG – DG Carriers 20

8 Approvals and Exemptions – DG Carriers 21

8.1 Approvals 21
8.2 Exemptions 22

9 Undeclared DG 23

9.1 Recognition of Undeclared DG 23
9.2 Hidden Shipment Indicators 24
9.3 Reporting of Undeclared DG 25

10 Marking, Labelling and Transport Documentation 26

10.1 Package Markings and Labelling 26
10.2 Transport Documentation 29

11 Acceptance and Handling Procedures – DG Carriers 31

11.1 General 31
11.2 Acceptance Procedures 32
11.3 Inspection for Damage, Leakage or Contamination 33
11.4 Removal of Contamination 34
11.5 Storage and Loading 35
11.6 Carriage of the Operator's Employees 37

12 Emergency Response 38

12.1 Emergency Response Information to Flight and Cabin Crew 38
12.2 Information to be provided by the operator in the event of an aeroplane incident or accident – DG Carriers 39
12.3 Information to be provided by the pilot-in-command in the event of an in-flight emergency – DG Carriers 40

13 Provision of Information 41

13.1 Provision of Information to Personnel 41
13.2 Provision of Information to Passengers 43
13.3 Provision of Information at Acceptance Points for Cargo 44
13.4 Provision of Information to the Commander (NOTOC) – DG Carriers 45

14 Reporting 47

14.1 General 47
14.2 Reportable Occurrences 48
14.3 Reporting Procedure 49
14.4 Content of the Reports 50

15 Training 51

15.1 Training 51

16 Retention of Documents 52

16.1 Retention of Documents 52

17 Weapons and Munitions 53

17.1 Weapons and Munitions of War 53

17.2 Sporting Weapons and Ammunition 54

0 Introduction

Ch. 0 ISS 2 / REV 3 / 21.06.2022

This Guidance Material / Information (GM/INFO) are intended to assist the organisation/operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Federal Office of Civil Aviation (FOCA). It is to be considered a tool for the organisation/operator in order to ease processes of obtaining required and defined approvals and authorisations issued by the Federal Office of Civil Aviation (FOCA). Using the GM/INFO will be conducive to establishing compliance with FOCA requirements and will lead through the respective certification or variation process in regard to administrative tasks.

0.1 Legal References

Ch. 0.1 ISS 2 / REV 3 / 21.06.2022

Regulations and References	Issue	Subject
Basic Regulation (EC) No 2018/1139	04.07.2018	Common rules in the field of civil aviation and establishing a European Aviation Safety Agency
Commission Regulation (EU) No 965/2012	05.10.2012	Technical requirements and administrative procedures related to air operations: • Annex I: DEF; • Annex II: Part-ARO; • Annex III: Part-ORO; • Annex IV: Part-CAT; • Annex V: Part-SPA.
Annex 6, Part I – International Commercial Air Transport Aeroplanes – Ninth edition	July 2018	Dangerous goods (State responsibilities and operators' requirements)
Annex 18 to the Convention of the ICAO – Fourth Edition	07.2011	Internationally agreed set of provisions governing the safe transport of DG by air.
ICAO DOC 9284: Technical Instructions for the Safe Transport of Dangerous Goods by Air hereafter called ICAO TIs	(issued every two years)	Detailed specifications amplifying the broad provisions of Annex 18.
Ordinance dated 17th August 2005 about air transport (OATr, SR 748.411)	01.04.2016 (under revision)	• Prescription of compliance with Annex 18 and ICAO TIs. • Training requirements (training programme approval and instructors qualifications) • Declaration requirements
Radiological protection ordinance dated 26.04.2017 (RPO, SR 814.501)	01.01.2022	Requirements about the air transport of radioactive materials.

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 2 / REV 3 / 21.06.2022

The purpose of this GM/INFO is to describe the specific requirements of the dangerous goods regulations and to provide operators of complex civil aircraft and FOCA inspectors with guidance material on how to implement relevant operations matters into the appropriate manuals.

0.3 Scope

Ch. 0.3 ISS 2 / REV 2 / 01.02.2018

Unless otherwise specified, this GM/INFO is intended for all air operators of complex civil aircraft, whether the operator is intending to transport dangerous goods other than those described in Chapter 5 (these operators are hereafter called DG Carriers) or not intending to transport dangerous goods other than those described in Chapter 5 (these operators are hereafter called Non-DG Carriers).

Where the requirements for DG Carriers and Non-DG Carriers differ they are specifically highlighted.

When the description of a topic in the operations manual is mandatory only for DG Carriers or for Non-DG Carriers, the carriers for which the description is not mandatory are advised to leave this part blank in the operations manual.

Operators are reminded that implementing relevant operations matters into the Operations Manual System alone does not authorise the transport of dangerous goods by air. In fact, a specific Operations Specification Approval has to be obtained from FOCA.

0.4 Terms and Conditions

Ch. 0.4 ISS 2 / REV 0 / 01.10.2013

When used throughout the GM/INFO the following terms shall have the meaning as defined below:

Term	Meaning	Reference
shall, must, will	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
may	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
shall not, will not	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
may not, must not	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
need not	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
should	This term expresses an obligation when an acceptable means of compliance should be applied .	EASA Acceptable Means of Compliance publications FOCA policies and requirements
could	This term expresses a possibility.	http://oxforddictionaries.com/definition/english/could
ideally	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

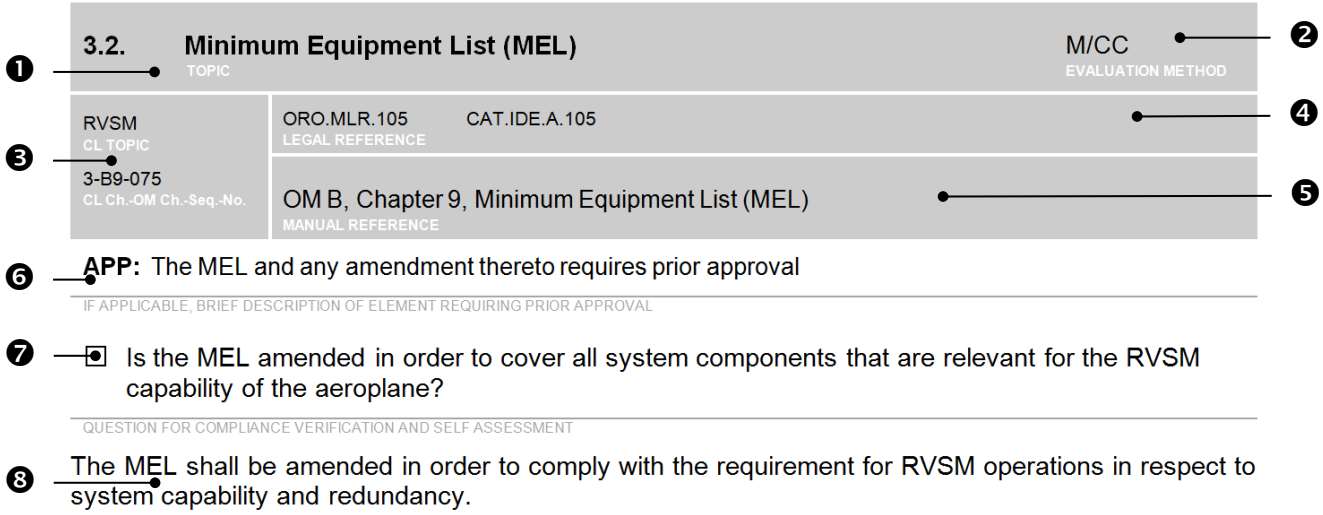
Note: To highlight information or an editorial note a specific note box is used.

- The use of the male gender should be understood to include male and female persons.
- Unless otherwise specified, the requirements apply to both DG Carriers and Non-DG Carriers.

0.5 Format of the GM/INFO

Ch. 0.5 ISS 2 / REV 0 / 01.10.2013

This GM/INFO has the format of a Certification Leaflet (CL). The CL consists of a standardised modular reference box system. The following presentation provides details of the defined format:



❶	Topic: subject description
❷	Abbreviation of FOCA evaluation method
❸	FOCA / Topic Reference Number which may be used as identification in addition to interlink between this leaflet and the Document Evaluation Report (Finding Report). The Number consists of a combination of: - a subject code related to the specific topic/ theme; and - sequence number in the respective chapter of the CL. The above example 3-B9-075 indicates: RVSM = CL regarding RVSM Specific Approval, 3 = CL section; B9 = OM chapter under evaluation (here OM-B, Chapter 9.), followed by 075 = sequence number.
❹	Associated legal reference and/ or reference to other relevant publications including information on formal Acceptance (ACC) or Approval (APP) where applicable.
❺	Reference to the part(s), chapter(s) and/or subchapters of the operator's document systems or manual system as required by the applicable Part.
❻	If the legal provision requires a formal approval, a short description of the content of this approval is provided.
❼	Questions for self-assessment and compliance verification.
❽	Provides instructions, provisions, regulatory requirements, guidelines, acceptable means of compliance and examples of current best practice.

1 General Information

Ch. 1 ISS 2 / REV 1 / 17.11.2014

1.1 Background

Ch. 1.1 ISS 2 / REV 1 / 17.11.2014

In order to achieve compatibility with the regulations covering the transport of DG by other modes of transport, the provisions of Annex 18 are based on

- the Recommendations of the United Nations Committee of Experts on the Transport of DG and on;
- the Regulations for the Safe Transport of Radioactive Materials by the International Atomic Energy Agency (IAEA).

The basic provisions of Annex 18 are amplified by the Technical Instructions for the Safe Transport of DG by Air (ICAO DOC 9284).

By virtue of Standard 2.2.1 of Annex 18, these instructions assume the character of Standards.

New versions of these instructions are issued every uneven year. Any addenda to the latest edition of the ICAO Technical Instructions issued by ICAO constitute part of these Instructions.

1.2 IATA DG Regulations

Ch. 1.2 ISS 2 / REV 1 / 17.11.2014

The International Air Transport Association (IATA) produces annually a guideline called the IATA DG Regulations (IATA DGR). This guideline reproduces the requirements of the ICAO TIs and may in some cases be more restrictive than the ICAO TIs.

Should a decision have been made to use this guideline instead of the ICAO TIs, references to the regulations must be completed accordingly in the operations manuals.

Operators are reminded that a new version of the IATA DGR is issued annually.

For user friendliness of this CL, the reference to the IATA DGR is mentioned in parantheses «(…)» in part ❹ of the reference boxes (see also Ch. 0.5).

1.3 Safety and Security

Ch. 1.3 ISS 2 / REV 1 / 17.11.2014

The safety regulations provide requirements for the safe transport of DG (protection against the danger deriving from the product itself).

The security regulations (contained in Annex 17) provide (among others) requirements to minimize theft or misuse of DG.

1.4 What are DG?

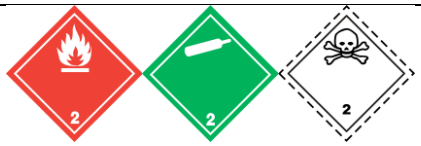
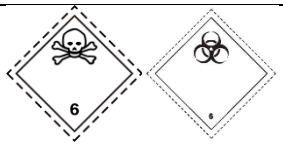
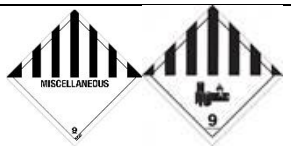
Ch. 1.4 ISS 2 / REV 3 / 21.06.2022

DG are articles or substances

- which, during transport, are capable of posing a risk to health, safety, property or the environment; and
- which are shown in the list of DG contained in the ICAO TIs, or which are classified according to these instructions (not all classified DG are shown in the list).

Substances (including mixtures and solutions) and articles classified as DG are assigned to one of nine classes according to the hazard or the most predominant of the hazards they represent.

These classes are:

Class	Danger	Labels (examples)
1	Explosives	
2	Gases	
3	Flammable liquids	
4	Flammable solids; substances liable to spontaneous combustion; substances which, on contact with water, emit flammable gases	
5	Oxidizing substances and organic peroxides	
6	Toxic and infectious substances	
7	Radioactive material	
8	Corrosive substances	
9	Miscellaneous dangerous substances and articles, including environmentally hazardous substances	

The classes and their numbers give an indication of the hazard. Their numerical order does not denote the degree of danger. The latter is specified by the packing group.

For packing purposes, substances of some classes are assigned to three packing groups in accordance with the degree of danger they present:

- Packing Group I: Substances posing high danger,
- Packing Group II: Substances posing medium danger,
- Packing Group III: Substances posing low danger.

1.5 DG by Air

Ch. 1.5 ISS 2 / REV 0 / 01.10.2013

1.5.1 Transport conditions

Ch. 1.5.1 ISS 2 / REV 0 / 01.10.2013

- According to CAT.GEN.MPA.200, the transport of DG by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the 'Technical instructions for the safe transport of dangerous goods by air' (ICAO Doc 9284-AN/905), including its supplements and any other addenda or corrigenda.
- These requirements are intended to facilitate transport while giving a level of safety such that DG can be carried without placing an aircraft or its occupants at risk.
- In addition to the general information, the main topics of the ICAO TIs are:
  - The classification of the DG (DG are divided into 9 classes);
  - The DG list.
    This list is non-exhaustive. It contains, as far as practicable, all dangerous substances of commercial importance and indicates the acceptability of the product for transport by air and under what conditions.
  - The general packing requirements and the detailed packing instructions;
  - The shipper's responsibilities (package markings, labelling, documentation);
  - The packaging nomenclature, marking, requirements and tests;
  - The operators responsibilities;
  - The provisions concerning passengers and crew.

1.5.2 Operator Responsibilities

Ch. 1.5.2 ISS 2 / REV 3 / 21.06.2022

The operator's responsibilities are described in CAT.GEN.MPA.200, Annex 6 Part I Chapter 14 and 15 as well as Annex 18/ICAO TIs Part 7 and 8.

1.5.3 Operators Approval

Ch. 1.5.3 ISS 2 / REV 0 / 01.10.2013

DG, unless excepted by virtue of

- ICAO TIs Part 1, Chapter 1, 1.1.5 (general exceptions)
- ICAO TIs Part 1 Chapter 2, 2.2 (exceptions for DG of the operator)
- ICAO TIs Part 8 (Provisions concerning passengers and crew) ICAO TIs (see 5.3 of this CL)

may only be transported if an approval to do so has been granted by the authority in accordance with SPA.DG.100 (see Ch. 2).

However, nothing contained in the ICAO TIs should be interpreted as:

- requiring an operator to transport DG;
- preventing an operator from imposing special requirements on the transport of particular DG (operators variations to be notified to ICAO and IATA).

2 Operator's Policy in Relation to the Transport of DG

Ch. 2 ISS 2 / REV 1 / 17.11.2014

2.1 Operator's Policy in Relation to the Transport of DG

Ch. 2.1 ISS 2 / REV 3 / 21.06.2022

M/CC
EVALUATION METHOD

	CAT.GEN.MPA.200 (b) SPA.DG.100 SPA.DG.105 (b) (1) ORO.MLR.100 RPO Art. 9 and 10
DG CL TOPIC	Annex 6 Part I Chapter 14 and App. 3 Air Operator Certificate (AOC) LEGAL REFERENCE
2-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.1 Policy in relation to the transport of dangerous goods MANUAL REFERENCE

APP: Transport of dangerous goods by air requires approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a policy defining whether an approval for the transport of DG is held or not?
- ☐ In case an approval for the transport of DG is held, has an operational point of contact for DG been foreseen and stated?
- ☐ If there is the intention to transport radioactive materials, has, if applicable, a general authorisation for the transport of radioactive materials been obtained from the Federal Office of Public Health and is this authorisation stated?
- ☐ If applicable, are the operator's specific requirements (operator variations) stated?
- ☐ If no approval for the transport of DG is held, are the DG that are allowed onboard the aircraft stated (See Ch. 5)?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Transport of DG

Should be decided to transport DG other than the excepted DG, an approval for the transport of DG has to be applied for. In this case, evidence must be shown to FOCA that:

- adequate training as stated in ICAO TIs Part 1 Chapter 4 has been given;
- the operations manuals OM-A and OM-D contain all information and procedures to be used to ensure the safe handling of DG at all stages of air transport. These information and procedures will have to be updated in accordance with the amendments of the ICAO TIs (see Ch. 1.1, Regulations and References).

Transport of radioactive materials

According to the «Radiological protection ordinance» all transport of radioactive material (except the UN-numbers mentioned in article 10 c) within, as well as into and out of Switzerland, is subject to a general authorisation issued to the operator by the Federal Office of Public Health, Radiation protection Division, 3003 Berne, Switzerland, facsimile +41 31 322 83 83. Further information may be obtained from the surveillance authority, SUVA, 6002 Lucerne, Switzerland.

Operator variations

If special concerns or issues make it necessary to impose more restrictive requirements, such variations:

- are assumed to apply to all air transport performed by the operator;
- must not be less restrictive than the requirements of the ICAO TIs and should refer only to safety matters;

- should be notified to ICAO for inclusion in the attachment 3 chapter 2 ICAO TIs. This publication in the attachment of the ICAO TIs is for information only and should not be interpreted as having any regulatory status;
- should be mentioned in the operations manual to assist the personnel in assuming their responsibilities.

ENTRY in the manual:

- Specify whether an approval for the transport of DG by air is held or not;
- Specify whether a general authorisation from the Federal Office of Public Health for the transport of radioactive materials has been obtained or not;
- If an approval for the transport of DG is held, specify an operational point of contact. This point of contact can be one of the nominated persons or a person, especially nominated for DG. The contact details have to include at least the telephone numbers, including the country code, and the e-mail address ;
- Mention operator's specific requirements (operators variations), if applicable;
- If no approval for the transport of DG is held, the following statement must be made:
  Only the DG mentioned in OM-A Chapter 9.X may be accepted onboard the aircraft.

3 Terminology

Ch. 3 ISS 2 / REV 0 / 01.10.2013

3.1 Terminology

Ch. 3.1 ISS 2 / REV 0 / 01.10.2013

CA
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200	SPA.DG.105	SPA.DG.100	ORO.MLR.100	ICAO TIs Part 1 Ch. 3 + Attachment 2 (IATA DGR Appendix A)
	LEGAL REFERENCE				
3-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Terminology MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the meanings of the specific terms related to DG explained?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Specific terms related to DG should be explained.
- Those terms should match the type of operations.

For further reference, see:

- ICAO TIs Part 1 Chapter 3
- ICAO TIs Attachment 2
- IATA DGR Appendix A

4 Duties of All Personnel Involved

Ch. 4 ISS 2 / REV 0 / 01.10.2013

4.1 DG Carriers

Ch. 4.1 ISS 2 / REV 3 / 21.06.2022

CC/IN
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100 LEGAL REFERENCE
4-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.3 Duties of all personnel involved MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the duties of all personnel involved assigned and described?

☐ If applicable, is there a statement about the delegation of functions to third companies?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The key responsibilities and duties associated with the transport of DG:
  - are always to be fulfilled in accordance with the operator's policy and the current regulations;
  - need to be assigned and described in the operations manual.
- The functions, which have been delegated to third companies, need to be stated.

Example of the assignment and description of key responsibilities and duties associated with the transport of DG:

Personnel involved	*Key responsibilities and duties*
Person nominated as operational point of contact for DG (operational management)	• *Oversight and control of the processing of DG;* • *Ensuring all necessary permissions, approvals and exemptions are held;* • *Generating (or acceptance) of relevant procedures;* • *Responding to queries regarding the carriage of DG.*
Nominated person crew training	*Ensuring that:* • *all personnel (including instructors and assessors) identified during the training needs analysis (see Ch. 15) are competent to perform their duties;* • *the qualification of all personnel is verified prior to the personnel performing any DG related duty;* • *DG training programmes are approved by the authority.*
Compliance monitoring manager / Quality auditors	• *Establishment and operation of the Quality System to monitor compliance with procedures for DG, provision of DG training, etc.;* • *Gathering and assessment of details about DG incidents, accidents, occurrences and the discovery of undeclared DG within the accident prevention and flight safety programme.*
Reservations staff (passenger booking)	• *Ensuring that information is provided to the passenger with the ticket or in another manner, such that the passenger receives the information prior to or during the check-in process;* • *Considering passenger requests for approval of the operator for items of DG requiring such approval. (see 5.3 of this CL «DG that may be carried by passenger and crew»).*
Cargo Department / Cargo Sales Agents	• *Arrangement of the carriage of DG;* • *Recognition of undeclared DG;*

Personnel involved	*Key responsibilities and duties*
Staff accepting cargo, mail or stores (supplies) other than DG	*Recognition of undeclared DG and the seeking of confirmation from the shipper about the content of any item/package when DG is suspected.*
Staff accepting DG	• *Carrying out the acceptance procedures;* • *Provision to the commander for signature of written information about DG loaded on board (NOTOC);* • *Retention of documentation on the ground;* • *Reporting of DG incidents, accidents and occurrences (incl. undeclared DG) to the appropriate authorities.*
Staff involved in the handling, storage and loading of cargo, mail or stores (supplies) and baggage (incl. DG)	• *Recognition of undeclared DG;* • *Inspection during the processing of DG for transport;* • *Dealing with DG that are found damaged or leaking during processing for transport;* • *Loading, segregation, stowage and securing of DG;* • *Reporting of DG incidents and accidents (incl. undeclared DG) to the appropriate authorities.*
Passenger-handling staff	• *Ensuring that notices are displayed in sufficient number and prominence at each of the places at an airport where tickets are issued, passengers checked in and in aircraft boarding areas, as well as at any other location where passengers are checked in (e.g. SBB Check in);* • *Ensuring that the provisions concerning passengers and DG are complied with;* • *Recognition of undeclared DG and the seeking of confirmation from the passenger about the content of any item/baggage when DG is suspected;* • *Ensuring that the discovery of prohibited DG after check-in is reported to the appropriate authority.*
Operations Personnel	• *Personnel to be supplied with the same information that must be provided to the pilot-in-command (see Ch. 13.4);* • *In case of an aircraft incident or accident:* - Providing of information to emergency services and state authorities; - *Reporting to the appropriate authorities.*
Flight Crew	• *Taking note of NOTOC and confirming its receipt;* • *Responding to a DG incident or accident;* • *If an in-flight emergency occurs, as soon as the situation permits, providing of details of DG on board to the appropriate Air Traffic Services Unit;* See also CAT.GEN.MPA.100 and Art. 3 and 13 Ordinance sr 748.225.1 (Verordnung vom 22.01.1960 über die Rechte und Pflichten des Kommandanten eines Luftfahrzeuges).
Cabin Crew	• *Ensuring that the provisions concerning passengers and DG are complied with;* • *Responding to a DG incident or accident in the cabin;* • *Ensuring that a DG incident or accident in the cabin, or the discovery of prohibited DG is reported to the appropriate authority;* See also CAT.GEN.MPA.100

Personnel involved	*Key responsibilities and duties*
Personnel of subcontractors	Some of the functions related to the carriage of cargo, passengers and their baggage may be carried out by a designated ground handling agent. Such ground handling agents are subject to the operator's responsibilities of Part 7 ICAO TIs and must be provided with sufficient information to enable the operator's policies and procedures to be followed. See Ch. 13 «Provision of information».
Persons undertaking the responsibility of shippers	*Preparation of DG COMAT shipments.*
Personnel involved in DG training and assessment	*Personnel involved in one or several tasks related to the establishing and maintening of the DG training programme (See Ch. 15)*
DG instructors and assessors	*Conducting of DG training and/or assessment*
Other personnel	*Identified upon the training needs analysis required in relation with the DG CBTA programme (see Ch. 15)*

4.2 Non-DG Carriers

Ch. 4.2 ISS 2 / REV 3 / 21.06.2022

CA/IN
EVALUATION METHOD

DG CL TOPIC 4-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 ORO.MLR.100 LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.3 Duties of all personnel involved MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the duties of all personnel involved assigned and described?

☐ Is there a statement about the delegation of functions to third parties?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The key responsibilities and duties associated with DG:
  - are always to be fulfilled in accordance with the operator's policy and the current regulations;
  - need to be assigned and described in the operations manual;
- The functions, which have been delegated to a ground handling agent, need to be stated.

Example of the assignment and description of key responsibilities and duties associated with the carriage of DG:

Personnel involved	*Key responsibilities and duties*
Nominated person crew training	*Ensuring that:* • *all personnel (including instructors and assessors) identified during the training needs analysis (see Ch. 15) are competent to perform their duties;* • *the qualification of all personnel is verified prior to the personnel performing any DG related duty;* • *DG training programmes are approved by the authority.*
Person nominated as operational point of contact for DG	*Responding to queries regarding the carriage of DG.*
Compliance monitoring manager / Quality auditors	• *Establishment and operation of the Quality System to monitor compliance with procedures for DG, provision of DG training, etc.;* • *Gathering and assessment of details about DG incidents, accident, occurrences and the discovery of undeclared DG within the accident prevention and flight safety programme.*
Reservations staff (passenger booking)	• *Ensuring that information is provided to the passenger with the ticket or in another manner such that prior to or during the check-in process the passenger receives the information;* • *Considering passenger requests for approval of the operator for items of DG requiring such approval. (see 5.3 of this CL «DG that may be carried by passenger and crew»).*
Cargo Department / Cargo Sales Agents	*Recognition of undeclared DG and, when necessary, the seeking of confirmation from a shipper about the content of any item where there are suspicions that it may contain DG.*
Staff accepting cargo, mail or stores (supplies) other than DG	*Recognition of undeclared DG and, when necessary, the seeking of confirmation from a shipper about the content of any item where there are suspicions that it may contain DG.*

Personnel involved	*Key responsibilities and duties*
Staff involved in the handling, storage and loading of cargo, mail or stores (supplies) and baggage	• *Recognition of undeclared DG;* • *Reporting of DG incidents and accidents (incl. undeclared DG) to the appropriate authorities.*
Passenger-handling staff	• *Ensuring that notices are displayed in sufficient number and prominence at each of the places at an airport where tickets are issued, passengers checked in and in aircraft boarding areas, as well as at any other location where passengers are checked in (e.g. SBB Check-in);* • *Ensuring that the provisions concerning passengers and DG are complied with;* • *Recognition of undeclared DG and the seeking of confirmation from the passenger about the content of any item/baggage when DG is suspected;* • *Ensuring that the discovery of prohibited DG after check-in is reported to the appropriate authority.*
Flight Crew	*Responding to a DG incident or accident;* See also CAT.GEN.MPA.100 and Art. 3 and 13 Ordinance sr 748.225.1 (Verordnung vom 22.01.1960 über die Rechte und Pflichten des Kommandanten eines Luftfahrzeuges).
Cabin Crew	• *Ensuring that the provisions concerning passengers and DG are complied with;* • *Responding to a DG incident or accident in the cabin;* • *Ensuring that a DG incident or accident in the cabin, or the discovery of prohibited DG (after a passenger has boarded), is reported to the appropriate Authority;* See also CAT.GEN.MPA.100
Personnel of subcontractors	Some of the functions related to the carriage of cargo, passengers and their baggage may be carried out by a designated ground handling agent. Such ground handling agents are subject to the operator's responsibilities of Part 7 ICAO TIs and must be provided with sufficient information to enable the operator's policies and procedures to be followed. See Ch. 13 «Provision of information».
Persons undertaking the responsibility of shippers	*Preparation of DG COMAT shipments.*
Personnel involved in DG training and assessment	*Personnel involved in one or several tasks related to the establishing and maintening of the DG training programme (See Ch. 15)*
DG instructors and assessors	*Conducting of DG training and/or assessment*
Other personnel	*Identified upon the training needs analysis required in relation with the DG CBTA programme (see Ch. 15)*

5 Exceptions

Ch. 5 ISS 2 / REV 0 / 01.10.2013

5.1 General Exceptions

Ch. 5.1 ISS 2 / REV 3 / 21.06.2022

CC
EVALUATION METHOD

DG CL TOPIC 5-A9-005 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Ch. 1.1.5 (IATA DGR 1.2.7)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Exceptions OM-A, Chapter 9.1.4.x General exceptions MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the general exceptions described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

Note: The text mentioned in ICAO TIs Part 1 Ch. 1.1.5 could be used. *The examples that do not suit to the operator's operations should be deleted.*

5.2 Exceptions for DG of the operator

Ch. 5.2 ISS 2 / REV 2 / 01.02.2018

CC
EVALUATION METHOD

DG CL TOPIC 5-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Ch. 2.2 (IATA DGR 2.5.1) LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Exceptions OM-A, Chapter 9.1.4.x Exceptions for dangerous goods of the operator MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the exceptions for DG of the operator described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description of these exceptions:

The provisions of the ICAO TIs do not apply to DG which are required to be aboard the aircraft:

a) in accordance with the pertinent airworthiness requirements and operating regulations;

b) aerosols, alcoholic beverages, perfumes, colognes, liquefied gas lighters and portable electronic devices containing lithium metal or lithium ion cells or batteries provided that the batteries meet the provisions of ICAO TIs Part 8; carried aboard an aircraft by the operator for use or sale on the aircraft during the flight or series of flights, but excluding non-refillable gas lighters and those lighters liable to leak when exposed to reduced pressure;

c) dry ice intended for use in food and beverage service aboard the aircraft;

d) 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 for such devices carried by the operator for use on the aircraft during the flight or series of flights, provided that the batteries meet the provisions of ICAO Tis Part 8;

e) spare lithium batteries must be individually protected so as to prevent short circuits when not in use.

For information about DG intended as replacements, see OM A Chapter 9.x Shipping / Transporting of spares for COMAT.

5.3 DG that may be Carried by Passengers and Crew

Ch. 5.3 ISS 2 / REV 3 / 21.06.2022

CC
EVALUATION METHOD

DG CL TOPIC 5-A9-015 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 8 (IATA DGR 2.3 and 9.5.2.1)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Exceptions OM-A, Chapter 9.1.4.x Dangerous goods that may be carried by passengers and crew MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a description of the DG that may be carried by passengers and crew?
- ☐ Is there a description of the procedure ensuring that the personnel involved always have the most recent list of DG items which may be carried by passengers and crew at their disposal?
- ☐ Is there a description of the procedure to follow when the DG allowed have to fulfil some test requirements?
- ☐ Is there a description of the procedure to follow when the approval of the operator is required?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *Except for the incident reporting provisions, the provisions of the ICAO TIs do not apply to some items when*
  - *carried by passengers or crew members or*
  - *in baggage that has been separated from its owner during transit or*
  - *in excess baggage carried as cargo.*
- *See the current list of the DG items which may be carried by passengers and crew in the regulations.*
- *These provisions do not take into account the EU Aviation Cabin Baggage Security Regulations (liquids, gels and pastes). In case of discrepancy, the most restrictive provision is applicable.*

Note: Operator's specific requirements for particular DG may be added.

In addition, the following procedures have to be described:

- The procedure ensuring that the personnel involved always have an up-to-date version of the list;
- The procedure to follow when the DG allowed have to fulfill some test requirements (possible procedure: to seek confirmation from the shipper, etc);
- The procedure to follow when the approval of the operator is required.

6 Spares (COMAT) Classified as DG

Ch. 6 ISS 2 / REV 1 / 17.11.2014

6.1 Spares (COMAT) Classified as DG

Ch. 6.1 ISS 2 / REV 3 / 21.06.2022

CC
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100 LEGAL REFERENCE	Annex 6 Chapter 14 ICAO TIs, Part 1 Ch. 2.2.2., 2.2.3, 2.2.4 + Part 5 (IATA DGR 2.5.2)
6-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.5 Shipping / Transporting of spares (COMAT) classified as DG MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the transport requirements for spares (COMAT) classified as DG described?
- ☐ Non-DG Carriers: is there a statement that DG spares (COMAT) will not be loaded onboard the aircraft?
- ☐ Is it explicitly stated that employees preparing the shipment of DG spares (COMAT) are to be trained?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

COMAT is an industry term developed and used by certificate holders to describe a wide array of company materials including aircraft spares and replacement items for installed equipment and consumable materials. Some of these COMAT are classified as DG.

According to ICAO TIs Part 1 Chapter 2.2.1, the provisions of the ICAO TIs do not apply to the company materials unless these articles and substances are intended as replacements (spares).

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *All spares and replacement items shall be evaluated and identified by their hazardous or non-hazardous classification before being introduced into the transportation system. Spares that are classified as DG have to be transported in full compliance with the ICAO TIs.*
- Add-on for Non-DG Carriers*: …through a DG carrier only.*
  DG spares (COMAT) will not be loaded onboard our aircraft.
- *The offering of DG COMAT for transport is a shipper function according to ICAO TIs Part 5 and includes classifying, documenting, marking, labelling, and packaging of the DG shipment. The shipping and acceptance functions must only be accomplished by employees trained in accordance with ICAO TIs, Part 1, Chapter 4.*

7 Forbidden DG

Ch. 7 ISS 2 / REV 0 / 01.10.2013

7.1 General

Ch. 7.1 ISS 2 / REV 0 / 01.10.2013

					EVALUATION METHOD
DG CL TOPIC	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Ch. 1.1.2 + 1.1.3 (IATA DGR 2.1)
7-GEN-005 CL Ch.-OM Ch.-Seq.-No.	MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Non-DG Carriers: is there a statement that DG others than those mentioned in OM-A 9.x Exceptions are forbidden for transport?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the operations manual:

- Non-DG Carriers: only the transport of excepted DG is allowed, therefore, a statement that DG others than those mentioned in OM-A 9.x Exceptions (see Ch. 5) are forbidden for transport is enough.
- DG Carriers: Forbidden DG must be brought to the attention of the personnel and therefore precisely described (see below 7.2 of this CL).

7.2 Description of Forbidden DG – DG Carriers

Ch. 7.2 ISS 2 / REV 0 / 01.10.2013

CA
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100 ICAO TIs Part 1 Ch. 1.1.2 + 1.1.3 (IATA DGR 2.1) LEGAL REFERENCE
7-A9-010 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.6 Forbidden dangerous goods MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the categories of forbidden DG described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

The different categories of forbidden DG are:

- DG forbidden for transport by air under any circumstance.

  Any article or substance which are identified as too dangerous to ever be carried on any aircraft (i.e. liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous emission of toxic, corrosive or flammable gases or vapours under conditions normally encountered in transport) must not be carried on aircraft under any circumstance;

- Forbidden DG authorised for air transport by approval.

  Certain DG, which are normally forbidden, may be specifically authorised for air transport through approval by the national authority of the state of origin where the DG are first loaded on an aircraft and of the state of the operator. These DG are identified in Table 3-1 of the ICAO TIs by Special Provision A1 and A2;

- Forbidden DG authorised for air transport under exemption from all states concerned (see Ch. 8).

8 Approvals and Exemptions – DG Carriers

Ch. 8 ISS 2 / REV 0 / 01.10.2013

8.1 Approvals

Ch. 8.1 ISS 2 / REV 1 / 17.11.2014

M/CC
EVALUATION METHOD

DG CL TOPIC 8-A9-005 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Chapter 1.1.2 (IATA DGR 1.2.5) LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.7.x Approvals and exemptions OM-A, Chapter 9.1.7.x Approvals MANUAL REFERENCE				

APP: Where specifically stated in the ICAO TIs, the State of Origin and the State of the Operator may grant an approval:

a) To transport dangerous goods forbidden on passenger and/or cargo aircraft where these Instructions state that such goods may be carried under an approval;

b) For other purposes as specified in these Instructions; provided that in such instances an overall level of safety in transport which is at least equivalent to the level of safety provided for in these Instructions is achieved.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the topic «Approvals» described?

☐ Is the point of contact in Switzerland for the obtaining of such approvals mentioned?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The State of Origin of the transport and the State of the Operator may grant an approval
  - to transport DG forbidden on passenger and/or cargo aircraft where the ICAO TIs state that such goods may be carried under an approval;
  - for other purposes as specified in the ICAO TIs

  provided that in such instances an overall level of safety in transport which is at least equivalent to the level of safety provided for in the ICAO TIs is achieved.
- In Switzerland, requests for approvals have to be sent to *gefahrgut@bazl.admin.ch*.

ENTRY in the manual:

For the guidance of operations personnel, describe the topic and mention the point of contact in Switzerland (gefahrgut@bazl.admin.ch) for the obtaining of such approvals.

8.2 Exemptions

Ch. 8.2 ISS 2 / REV 3 / 21.06.2022

M/CC
EVALUATION METHOD

DG CL TOPIC 8-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100 ICAO TIs Part 1 Chapter 1.1.3 + 1.1.4 (IATA DGR 1.2.6) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.7.x Approvals and exemptions OM-A, Chapter 9.1.7.x Exemptions MANUAL REFERENCE

APP: In instances of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to public interest, the States concerned may grant an exemption from the provisions of the ICAO TIs.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the topic «Exemptions» and the procedure related to it described?

☐ Are the application form and the point of contact in Switzerland for the obtaining of exemptions mentioned?

☐ If applicable, are non-expiring exemptions and the conditions of carriage mentioned?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- In instances of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to public interest, transports which are not fully compliant with the ICAO TIs may be carried out provided that all states concerned (states of origin of the transport, operator, transit, overflight and destination) have granted an exemption and that the conditions on the exemption are complied with.
- In such instances an overall level of safety in transport which is at least equivalent to the level of safety provided for in the ICAO TIs has to be achieved.
- In Switzerland, requests for exemptions have to be sent to *gefahrgut@bazl.admin.ch*. The application form to be used is available on FOCA's website under Dangerous goods: Operation (admin.ch).

ENTRY in the manual:

For the guidance of operations personnel, describe the topic and the procedure for the obtaining of such exemptions.

9 Undeclared DG

Ch. 9 ISS 2 / REV 1 / 17.11.2014

9.1 Recognition of Undeclared DG

Ch. 9.1 ISS 2 / REV 1 / 17.11.2014

CA
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200 (c) SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 1, 5 and 6 (IATA DGR 2.2) Annex 6 Chapter 14 LEGAL REFERENCE
9-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.8 Recognition of undeclared dangerous goods OM-A, Chapter 9.1.8.x General MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the topic «Undeclared DG» described?

☐ DG Carriers: Is a procedure ensuring that undeclared DG will not be loaded onboard the aircraft?

☐ Non-DG Carriers: Is a procedure ensuring that items found containing DG other than specified under OM-A Chapter 9.x (Exceptions) will not be loaded onboard the aircraft described? (see Ch. 7.1)

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *General cargo and baggage might contain undeclared and/or forbidden DG.*
  Indicators for DG may be:
  - *Information provided on air waybills;*
  - *General information marked on packages;*
  - *Consumer warning labels on packages;* *e.g.:*

  - *DG markings and labels (e.g.: UN numbers, proper shipping names or hazard labels).*
- *In case of suspicion of a DG content in general cargo and baggage:*
  - *Cargo acceptance and passenger handling staff must be alert,*
  - *Consideration must be given to verify that no undeclared/forbidden DG are present, e.g. in seeking confirmation from passengers and shippers.*
- Additional entry for DG Carriers:
  Description of a detailed procedure ensuring that:
  - *undeclared DG will not be loaded before they are declared properly;*
  - *forbidden DG will not be loaded at all.*
- Additional entry for Non-DG Carriers:
  Description of a detailed procedure ensuring that items found containing DG other than specified under OM-A Chapter 9.x (Exceptions) will not be loaded onboard the aircraft.

9.2 Hidden Shipment Indicators

Ch. 9.2 ISS 2 / REV 1 / 17.11.2014

CA
EVALUATION METHOD

DG CL TOPIC 9-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 6 (IATA DGR 2.2.4) Annex 6 Chapter 14 LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.8 Recognition of undeclared dangerous goods OM-A, Chapter 9.1.8.x Hidden shipment indicators MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is a list of hidden DG shipment indicators available in the OM-A?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

For further reference and an example of a hidden DG shipment indicators list, refer to ICAO TIs Part 7 Chapter 6 or IATA DGR 2.2.4.

9.3 Reporting of Undeclared DG

Ch. 9.3 ISS 2 / REV 1 / 17.11.2014

CC/IN
EVALUATION METHOD

DG CL TOPIC 9-A9-015 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.5 (IATA DGR 9.6.2) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.8 Recognition of undeclared dangerous goods OM-A, Chapter 9.1.8.x Reporting of undeclared dangerous goods MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the reporting requirements for undeclared DG described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

Any occasion must be reported

- *When undeclared or misdeclared DG are discovered in cargo or mail. Such a report must be made to Swiss FOCA (State of the operator) as well as to the appropriate authority of the State in which the DG has been detected;*
- *When DG not permitted under 8;1.1.1 ICAO TIs are discovered in passengers' baggage after check-in. Such a report must be made to the appropriate authority of the State in which the DG has been detected.*

For more details about reporting: see Ch. 14.

10 Marking, Labelling and Transport Documentation

Ch. 10 ISS 2 / REV 0 / 01.10.2013

10.1 Package Markings and Labelling

Ch. 10.1 ISS 2 / REV 0 / 01.10.2013

CA
EVALUATION METHOD

	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
DG **CL TOPIC**	ICAO TIs Part 5 Chapter 2 and 3 (IATA DGR 7) **LEGAL REFERENCE**
10-A9-005 **CL Ch.-OM Ch.-Seq.-No.**	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A 9.1.9 Marking, labelling and transport documentation OM-A, Chapter 9.1.9.x Package markings and labelling **MANUAL REFERENCE**

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding marking and labelling described?

☐ Non-DG Carriers: is it stated, that shipments bearing DG markings and labelling will not be loaded onboard the aircraft?

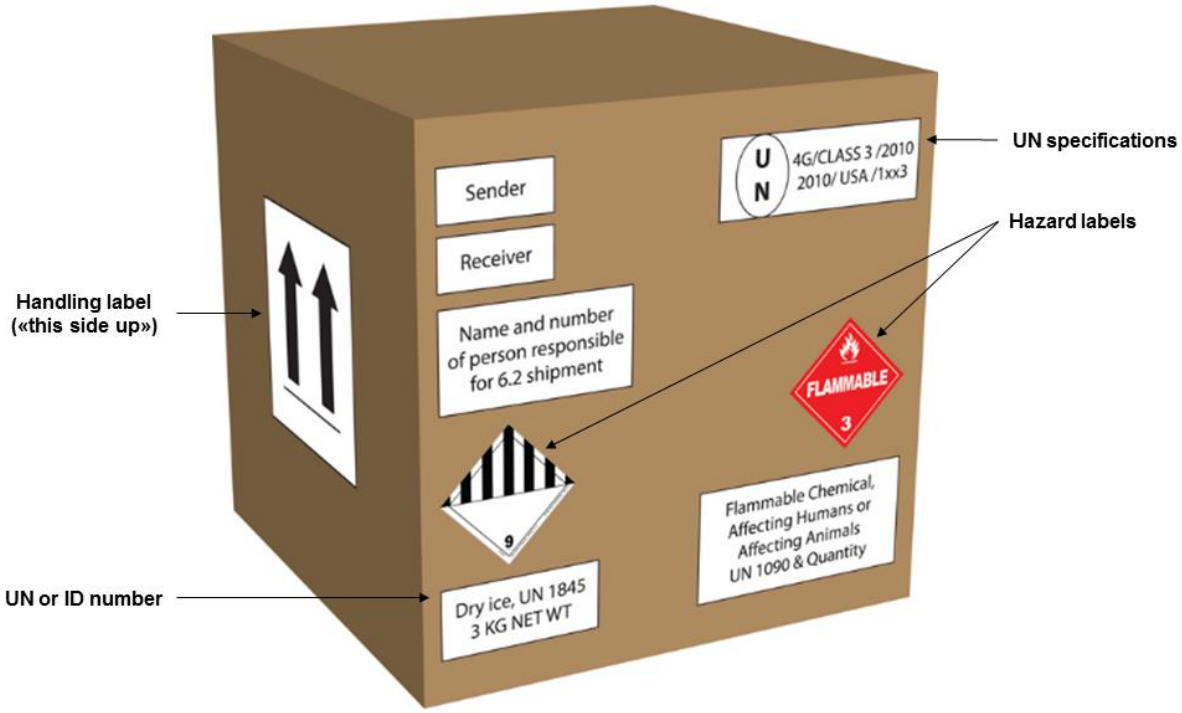
QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Unless otherwise stated in the ICAO TIs, packages and overpacks containing DG offered for transport by air must be:

- marked as required by ICAO TIs Chapter 2;
- labelled with danger class labels for the primary and subsidiary hazard shown in column 3 and 4 of Table 3-1 ICAO TIs. These labels must bear the class or division number and be able to withstand open weather exposure without a substantial reduction in effectiveness,
- labelled with applicable handling labels according to ICAO TIs Part 5 Chapter 3.5.2.

- Examples of labels:

- Example of a marked and labelled package:



ENTRY in the manual:

For the guidance of operations personnel, the requirements shall be described.

Additional entry for Non-DG Carriers:

The following cursive text constitutes an example of the description for this topic:

Packages and overpacks bearing DG markings and labelling must not be loaded onboard our aircraft.

10.2 Transport Documentation

Ch. 10.2 ISS 2 / REV 0 / 01.10.2013

CA
EVALUATION METHOD

DG CL TOPIC 10-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 5 Chapter 4 (IATA DGR 8) LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A 9.1.9 Marking, labelling and transport documentation OM-A, Chapter 9.1.9.x Transport documentation MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding transport documentation described?

☐ Non-DG Carriers: is it stated, that shipments accompanied by such documentation will not be loaded onboard the aircraft?

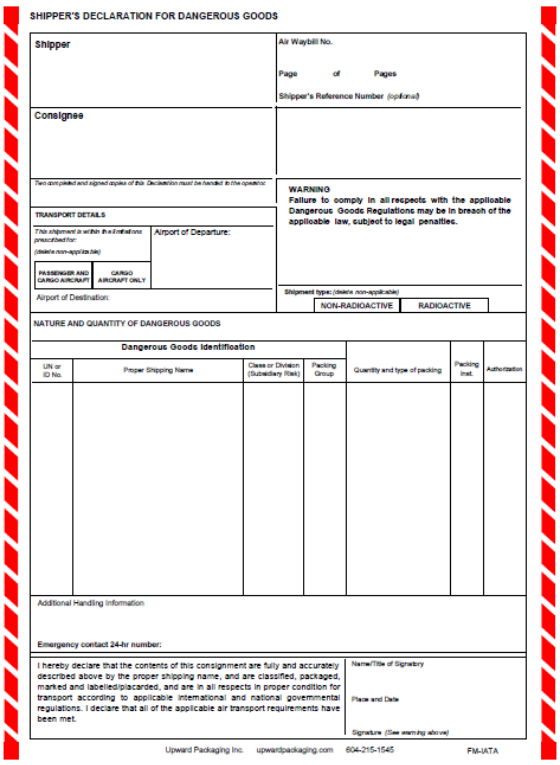
QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

The person who offers DG for transport by air must provide to the operator the information required in ICAO TIs Part 5 Chapter 4. This information may be supplied

- on a paper document or
- by EDP or EDI techniques.

If a paper document is used, two copies, completed and signed, must be provided (see an example below):



SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper

Air Waybill No.

Page of Pages

Shipper's Reference Number (optional)

Consignee

Two completed and signed copies of this Declaration must be handed to the operator.

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: (delete non-applicable)

PASSENGER AND CARGO AIRCRAFT | CARGO AIRCRAFT ONLY

Airport of Departure:

Airport of Destination:

Shipment type: (delete non-applicable)

NON-RADIOACTIVE | RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group	Quantity and type of packing	Packing Inst.	Authorization

Additional Handling Information

Emergency contact 24-hr number:

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

Name/Title of Signatory

Place and Date

Signature (See warning above)

Upward Packaging Inc. upwardpackaging.com 604-215-1545 FM-IATA

- Where the DG transport information is provided by EDP or EDI techniques, the data must be able to be produced as a paper document without delay, with the data in the sequence required.

ENTRY in the manual:

For the guidance of operations personnel, the requirements shall be described.

Additional entry for Non-DG Carriers:

The following cursive text constitutes an example of the description for this topic:

Shipment accompanied by such documentation will not be loaded onboard our aircraft.

11 Acceptance and Handling Procedures – DG Carriers

Ch. 11 ISS 2 / REV 1 / 17.11.2014

11.1 General

Ch. 11.1 ISS 2 / REV 1 / 17.11.2014 EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
11-GEN-005 CL Ch.-OM Ch.-Seq.-No.	ICAO TIs Part 7 (IATA DGR 9) Annex 6 Chapter 14.3 LEGAL REFERENCE
	MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

This part details the responsibilities of operators with regard to the acceptance, handling and loading of DG.

Nothing in this part

- should be interpreted as preventing an operator from imposing special requirements on the transport of a particular article or substance.
- is intended to preclude a ground handling agent from carrying out some or all of the functions of an operator. Such ground handling agents are subject to the operator's responsibilities.

11.2 Acceptance Procedures

Ch. 11.2 ISS 2 / REV 1 / 17.11.2014

CC/IN
EVALUATION METHOD

DG CL TOPIC 11-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 1 (IATA DGR 9.1) Annex 6 Chapter 14.3 LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.10 Acceptance and handling procedures OM-A, Chapter 9.1.10.x Acceptance procedures MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the acceptance procedure described?

☐ Is an acceptance checklist attached?

☐ Is the rejection procedure described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

In addition to the description of the requirements, an acceptance checklist shall be attached to the OM-A Chapter 9 and used. This acceptance list shall contain all steps described in ICAO TIs Part 7 Chapter 1.

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *DG shall not be accepted unless:*
  - *packages,*
  - *overpacks,*
  - *freight containers and*
  - *transport documentation has been inspected in accordance with the acceptance procedures in the ICAO TIs.*
- *See acceptance checklist in the attachment to the OM-A Chapter 9.*
- *An acceptance check is not required for DG in excepted quantities and radioactive material in excepted packages.*
- *Rejections:*
  - *Non-compliant DG shipments shall be rejected and segregated from all other cargo shipments to prevent accidental introduction into the transportation system.*
  - *In case of undeliverable consignments of radioactive material:*
    - *the consignments must be placed in a safe location,*
    - *the appropriate competent authority must be informed as soon as possible and*
    - *a request must be made for instructions on further action.*

11.3 Inspection for Damage, Leakage or Contamination

Ch. 11.3 ISS 2 / REV 0 / 01.10.2013

CA/IN
EVALUATION METHOD

DG CL TOPIC 11-A9-015 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 3 (IATA DGR 9.3.6 and 9.4) Annex 6 Chapter 14.3 LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.10 Acceptance and handling procedures OM-A, Chapter 9.1.10.x Inspection for damage, leakage or contamination MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding inspections for damage, leakage or contamination described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *A package, overpack or unit load device containing DG shall not be loaded onto an aircraft or into a unit load device unless it has been inspected immediately prior to loading and found free from evidence of leakage or damage;*
- *Packages or overpacks containing DG must be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device.*

11.4 Removal of Contamination

Ch. 11.4 ISS 2 / REV 0 / 01.10.2013

CA/IN
EVALUATION METHOD

DG CL TOPIC 11-A9-020 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 3 (IATA DGR 9.3.6.3 and 9.4.1) Annex 6 Chapter 14.3 LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.10 Acceptance and handling procedures OM-A, Chapter 9.1.10.x Removal of contamination MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding the removal of contamination described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *If evidence of damage or leakage is found, the position where the DG or unit load device was stowed on the aircraft must be inspected for damage or contamination and any hazardous contamination removed.*
- *The special responsibilities regarding infectious substances are detailed in ICAO TIs Part 7 Chapter 3.1.4.*
- *Any contamination resulting from the leakage of or the damage to articles or packages containing DG must be removed without delay and steps must be taken to nullify any hazard.*

Additional entry for carriers of radioactive material:

- *An aeroplane which has been contaminated by radioactive materials must immediately be taken out of service and not returned until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the ICAO TIs.*
- *In the event of non compliance with any limit in the Technical Instructions applicable to radiation level or contamination:*
  - *Ensure that the shipper is informed if the non-compliance is identified during transport;*
  - *Take immediate steps to mitigate the consequences of the non-compliance;*
  - *Communicate the non-compliance to the shipper and relevant competent Authority(ies), respectively, as soon as practicable and immediately whenever an emergency situation has developed or is developing;*
  - *Investigate the non-compliance and its causes, circumstances and consequences;*
  - *Take appropriate action, to remedy the causes and circumstances that led to the non-compliance and to prevent a recurrence of similar circumstances that led to the non-compliance;*
  - *Communicate to the relevant competent Authority(ies) on the causes of the non-compliance and on corrective or preventative actions taken or to be taken.*

11.5 Storage and Loading Ch. 11.5 ISS 2 / REV 0 / 01.10.2013	CA/IN EVALUATION METHOD
	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 2 (IATA DGR 9.2 and 9.3) Annex 6 Chapter 14.3 LEGAL REFERENCE
DG CL TOPIC 11-A9-025 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.10 Acceptance and handling procedures OM-A, Chapter 9.1.10.x Storage and loading or OM-A, Chapter 8 MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the general requirements about storage and loading described?

☐ If applicable, are the special provisions for the carriage of
- battery-powered wheelchairs,
- intermediate bulk containers (IBCs),
- radioactive material
described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

- *Loading restrictions on the flight deck and for passenger aircraft*
  - *Unless excepted according to OM-A Chapter 9.x (Exceptions), DG must not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft;*
  - *DG bearing the «Cargo aircraft only» label must not be carried on a passenger aircraft. See OM-A Chapter 9.x Carriage of the operator's employees;*
  - *DG may be carried in a main deck cargo compartment of a passenger aircraft provided that the compartment meets all the certification requirements for a class B or a class C aircraft cargo compartment;*
  - *Cargo compartment classification is described in the ICAO document Emergency Response Guidance for Aircraft Incidents Involving DG (Doc 9481).*
- *Loading on cargo aircraft* (if applicable)
  - *Packages or overpacks of DG bearing the «Cargo aircraft only» label must be loaded on a cargo aircraft in accordance with one of the following provisions:*
    - *in a Class C aircraft cargo compartment; or*
    - *in a unit load device equipped with a fire detection/suppression system equivalent to that required by the certification requirements of a Class C aircraft cargo compartment; or*
    - *in such a manner that in the event of an emergency involving such packages or overpacks, a crew member or other authorised person can access those packages or overpacks, and can handle and, where size and mass permit, separate such packages or overpacks from other cargo.*
  - *These requirements do not apply to:*

- *Substances of Class 3, Packing Group III, other than those with a subsidiary risk of Class 8;*
- *Toxic substances (Division 6.1) with no subsidiary risk other than class 3;*
- *Infectious substances (Division 6.2);*
- *Miscellaneous DG (Class 9).*

- *Loading and securing (cargo aircraft and passenger aircraft)*
  - *Incompatible DG (Segregation)*
    - *Packages containing DG which might react dangerously one with another must 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.*
    - *As a minimum, the segregation scheme shown in Table 7-1 ICAO TIs must be followed in order to maintain acceptable segregation between packages containing different DG classes. The scheme applies irrespective of whether the hazard is the primary or subsidiary risk.*
  - *Liquid DG*
    - *Combination packagings and overpacks bearing the package orientation label prescribed in ICAO TIs Part 5 Chapter 3 must be loaded and stowed aboard an aircraft and handled at all times in accordance with such a label:*

    - *Single packagings containing liquid DG must be loaded and stowed aboard an aircraft with closures upwards.*
  - *DG must be secured in the aircraft in a manner that will prevent any movement;*
  - *The packages must be protected from being damaged, including by the movement of baggage, mail, stores or other cargo.*
    Particular attention must be paid to:
    - *the handling of packages during their preparation for transport,*
    - *the type of aircraft on which they are to be carried and*
    - *the method required to load that aircraft,*

    so that accidental damage is not caused through dragging or mishandling of the packages;
  - *Lost, detached or illegible DG labels have to be replaced;*
  - *Where any package loaded on an aircraft appears to be damaged or leaking, it has to be removed from the aircraft. It must be ensured that the remainder of the consignment as well as other package, baggage and cargo has not been contaminated.*

Note: For further reference about:
- the loading of battery-powered wheelchairs, see ICAO TIs Part 8 Table 8-1;
- the loading of intermediate bulk containers (IBCs), see ICAO TIs Part 7 Chapter 2.15;
- the carriage of radioactive material, see ICAO TIs Part 7 Chapter 2.10.

11.6 Carriage of the Operator's Employees

Ch. 11.6 ISS 2 / REV 1 / 17.11.2014

CA/IN
EVALUATION METHOD

DG CL TOPIC 11-A9-030 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 AMC3 ORO.MLR.100, A, 9.1 f) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.10 Acceptance and handling procedures OM-A, Chapter 9.1.10.x Carriage of the operator's personnel MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

When an aircraft is carrying DG which can only be carried on a cargo aircraft, additional personnel can also be carried provided they are in an official capacity, which means they have duties concerned with the preparation or undertaking of the flight or on the ground once the aircraft has landed.

12 Emergency Response

Ch. 12 ISS 2 / REV 1 / 17.11.2014

12.1 Emergency Response Information to Flight and Cabin Crew

Ch. 12.1 ISS 2 / REV 1 / 17.11.2014

CA/IN
EVALUATION METHOD

DG CL TOPIC 12-A9-005 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	Annex 18 Chapter 9.2 and 9.4 ICAO TIs Part 7 Chapter 4.9 (IATA DGR 9.5.1.2) LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.11 Emergency response OM-A, Chapter 9.1.11.x Emergency response information to flight and cabin crew MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the emergency response information described?

☐ Is the procedure ensuring the availability of the emergency response information to flight and cabin crew during flight described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

It must to be ensured, that for consignments for which a DG transport document is required by the ICAO TIs, appropriate information is immediately available at all times for use in emergency response to accidents and incidents involving DG in air transport or (if no DG is involved) when DG are being carried.

ENTRY in the manual:

The emergency response information as well as the procedure ensuring their availability to flight and cabin crew during flight must be described.

The information can be provided by:

- the ICAO document Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (Doc 9481); or
- any other document which provides similar information concerning the DG on board.

12.2 Information to be provided by the operator in the event of an aeroplane incident or accident – DG Carriers

Ch. 12.2 ISS 2 / REV 0 / 01.10.2013

CC
EVALUATION METHOD

DG CL TOPIC 12-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.7 (IATA DGR 9.6.3) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.11 Emergency response OM-A, Chapter 9.1.11.x Information to be provided by the operator in the event of an aeroplane incident or accident MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding the information to provide to emergency services and FOCA in case of accidents or serious incidents described?

☐ Are the manuals and/or emergency plans containing the description of the required procedure mentioned?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

In the event of an aircraft accident or a serious incident where DG carried as cargo may be involved, information about the DG on board, as shown on the copy of the NOTOC, must be provided

- without delay, to emergency services responding to the accident or serious incident;
- as soon as possible, to FOCA and to the appropriate authority of the State in which the accident or serious incident occurred;

If requested, the same requirement applies in the event of a non serious incident.

Note: The terms «accident», «serious incident» and «incident» are defined in Annex 13.

Procedures shall be included in appropriate manuals and accident contingency plans (emergency response plan) to enable this information to be provided.

ENTRY in the manual:

- The requirements must be described;
- In this regard, it should be mentioned where exactly the required procedures have been described.

12.3 Information to be provided by the pilot-in-command in the event of an in-flight emergency – DG Carriers

Ch. 12.3 ISS 2 / REV 0 / 01.10.2013

CA/IN
EVALUATION METHOD

DG CL TOPIC 12-A9-015 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.3 (IATA DGR 9.5.1.3) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.11 Emergency response OM-A, Chapter 9.1.11.x Information to be provided by the pilot-in-command in the event of an in-flight emergency MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements regarding the information to be provided by the pilot-in-command in the event of an in-flight emergency described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

In the event of an in-flight emergency, the pilot-in-command must, as soon as the situation permits,

inform the appropriate air traffic services unit, for the information of aerodrome authorities,

of any DG carried as cargo on board an aircraft.

Wherever possible, this information should include

- the proper shipping name and/or
- the UN number,
- the class/division,
- for Class 1, the compatibility group,
- any identified subsidiary risk(s),
- the quantity and
- the location on board the aircraft or a telephone number where a copy of the information provided to the pilot-in-command can be obtained.

When it is not considered possible to include all the information,

- the most relevant information in the circumstances or
- a summary of the quantities and class (or division) of DG in each cargo compartment should be given.

ENTRY in the manual:

The requirements must be described.

13 Provision of Information

Ch. 13 ISS 2 / REV 1 / 17.11.2014

13.1 Provision of Information to Personnel

Ch. 13.1 ISS 2 / REV 1 / 17.11.2014

CA/IN
EVALUATION METHOD

DG CL TOPIC 13-A9-005 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (d)	SPA.DG.100	SPA.DG.105	SPA.DG.110	ORO.MLR.100
	Annex 18 Chapter 9.	ICAO TIs Part 7 Chapter 4.2 (IATA DGR 1.4.2)			Annex 6 Chapter 14.3
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.12 Provision of information OM-A Chapter 9.1.12.x Provision of information to personnel MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the sources of information at the disposal of the personnel described?

☐ Is the access to these sources of information described?

☐ Is the procedure ensuring personnel are made aware of the details of short-term provisions described?

☐ When applicable, is the procedure ensuring that information is provided to ground handling agents described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

Information must be provided to all employees to enable them to carry out their responsibilities with regard to the transport of DG.

Where applicable, this information must also be provided to ground handling agents.

Example of information (not exclusive):

- With the aim of preventing undeclared DG from being loaded on an aircraft, and preventing passengers from taking on board those DG which they are not permitted to have in their baggage:
  a) General descriptions that are often used for items in cargo or in passengers' baggage which may contain DG;
  b) Other indications that DG may be present (e.g. labels, markings); and
  c) Those DG which may be carried by passengers in accordance with 8;1.1.2.

  This information must be provided to cargo reservations and sales staff; cargo acceptance staff; passenger reservations and sales staff; passenger check-in staff, and must be readily available to such staff.

  See Ch. 5.3 and 9.
- Instructions about the action to be taken in the event of emergencies involving DG (See Ch. 12).
- Details of the location and numbering system of cargo compartments together with:
  a) the maximum quantity of dry ice permitted in each compartment; and
  b) if radioactive material is to be carried, instructions on the loading of such DG based on the requirements of 7;2.10 ICAO TIs.

ENTRY in the manual:

The following has to be described:

- The sources of information at the disposal of the personnel (e.g. operations manual and/or others, intranet, quick reference guide);
- The procedure on how these information are provided and available to the personnel;
- The procedure ensuring personnel are made aware of the details of short-term provisions (e.g. through the issue of crew notices);
- When applicable, the procedure ensuring that information is supplied to ground handling agents (See Ch. 4).

13.2 Provision of Information to Passengers

Ch. 13.2 ISS 2 / REV 3 / 21.06.2022

CA/IN
EVALUATION METHOD

DG CL TOPIC 13-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 f) SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 5 (IATA DGR 9.5.2) LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.12 Provision of information OM-A, Chapter 9.12.x Provision of information to passengers MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the notification system to inform passengers and crew about the DG forbidden aboard an aircraft described?

☐ Is the procedure ensuring that confirmation from passengers is sought described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

Operators must inform passengers about DG that they are forbidden to transport aboard an aircraft.

For this purpose, operators must have a notification system in place ensuring the following:

- The information is provided:
  a) at the point of ticket purchase or, if this is not practical, made available in another manner to passengers prior to boarding pass issuance; and
  b) at boarding pass issuance, or when no boarding pass is issued, prior to boarding the aircraft.
- Where the ticket purchase and/or boarding pass issuance can be completed by a passenger without the involvement of another person, the system must include an acknowledgement by the passenger that he or she has been presented with the information.
  The information may be provided in text or pictorial form, electronically, or verbally, as described in the operator's manuals.
- The information is also presented at each of the places at an airport where tickets are issued, boarding passes are issued, passenger baggage is dropped off and aircraft boarding areas are maintained, and at any other location where boarding passes are issued and/or checked baggage is accepted.
  This information must include visual examples of dangerous goods forbidden from transport aboard an aircraft.
- The information on those DG which may be carried by passengers is available prior to the boarding pass issuance process on the website of the operator or other sources of information.
- Upon check-in:
  Check-in staff, as well as any organisation or enterprise accepting excess baggage consigned as cargo, should seek confirmation from passengers that they are not carrying DG, which are not permitted (See Ch. 9).

ENTRY in the manual:

The notification system must be described in operations manual and/or other appropriate manuals.

13.3 Provision of Information at Acceptance Points for Cargo

Ch. 13.3 ISS 2 / REV 0 / 01.10.2013

CA/IN
EVALUATION METHOD

DG CL TOPIC 13-A9-015 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (g) SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.8 (IATA DGR 9.5.3) LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.12 Provision of information OM-A, Chapter 9.12.x Provision of information at acceptance points for cargo MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements about the provision of information at acceptance points for cargo described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

The following cursive text constitutes an example of the description for this topic:

Notices giving information about the transport of DG must be

- *sufficient in number,*
- *prominently displayed and*
- *provided at a visible location(s) at the cargo acceptance points*

to alert shippers/agents about any DG that may be contained in their cargo consignment(s). These notices must include visual examples of DG, including batteries.

13.4 Provision of Information to the Commander (NOTOC) – DG Carriers

Ch. 13.4 ISS 2 / REV 1 / 17.11.2014

CA/IN
EVALUATION METHOD

DG CL TOPIC 13-A9-020 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 4.1 (IATA DGR 9.5.1.1) Annex 6 Chapter 14.3 LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.12 Provision of information OM-A, Chapter 9.12.x Provision of information to the commander (NOTOC) MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements about the provision of information to the commander, incl. form and content, described?

☐ Is the accessibility of the information contained in the NOTOC until after the arrival of the flight described?

☐ Are there procedures in place for ad hoc charters?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

What has to be done?

For those DG, for which a DG transport document is required, the commander of an aircraft carrying such goods must be provided, as early as practicable before departure of the aircraft, with information about

- the DG to be carried on the aircraft, including information about DG loaded at a previous departure point and which are to be carried on the subsequent flight as well as
- the information that can be used on board to plan the response to an in-flight emergency involving DG.

The same information must be provided to personnel with responsibilities for operational control of the aircraft. The personnel (job title or function) to be supplied with this information must be specified in the operations manual and/or other appropriate manuals.

Form and content of the information:

- Form:
  - The information must be accurate, legible written or printed, in English and readily available to the pilot-in-command during flight.
  - It should be presented on a dedicated form and, should not be by means of air waybills, DG transport documents, invoices, etc.
- Content:
  - In addition to the minimum content described in the ICAO TIs Part 7 Chapter 4.1.1, it must also include a signed confirmation, or some other indication, from the person responsible for loading the aircraft that there was no evidence of any damage to, or leakage from the packages loaded on the aircraft.
  - The pilot-in-command must indicate on a copy of the NOTOC, or in some other way, that the information has been received.
  - In the event that the volume of information supplied to the pilot-in-command is such, that in-flight radiotelephony transmission would be impracticable in an emergency situation, a

summary of the information should also be provided containing at least the quantities and class or division of the DG in each cargo compartment.

Retention of the information on the ground

A legible copy of the information provided to the pilot-in-command must be retained on the ground and must be readily accessible to the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations until after the arrival of the flight.

ENTRY in the manual:

The requirements must be described.

In this regard, it should be also

- established how accessibility of NOTOCs on the ground for the duration of flight is to be achieved;

  If this is to be carried out by a handling agent, procedures need to be in place and described, particularly for ad hoc charters carrying DG.

14 Reporting

Ch. 14 ISS 2 / REV 1 / 17.11.2014

14.1 General

Ch. 14.1 ISS 2 / REV 1 / 17.11.2014 EVALUATION METHOD

DG CL TOPIC 14-GEN-005 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (e) SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6) Annex 6 Chapter 14 LEGAL REFERENCE
	MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

There are two possible ways of describing this topic in the OM-A:

1. Description in OM-A, Chapter 9.14 Reporting with a reference to this chapter in OM-A Chapter 11 Handling, notifying and reporting accidents, incidents and occurrences or
2. Description in OM-A, Chapter 11 Handling, notifying and reporting accidents, incidents and occurrences with a reference to this chapter in Chapter 9.14 Reporting

14.2 Reportable Occurrences

Ch. 14.2 ISS 2 / REV 3 / 21.06.2022

CC/IN
EVALUATION METHOD

DG CL TOPIC 14-A9-010 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 e) SPA.DG.100 SPA.DG.105 SPA.DG.110 ORO.MLR.100
	ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6) Annex 6 Chapter 14 LEGAL REFERENCE
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.13 Reporting OM-A, Chapter 9.1.13.x Reportable occurrences or OM-A Chapter 11.x MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the reportable occurrences defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS:

The reporting of the following events must be ensured:

- Any type of DG incident or accident, irrespective of whether the DG are contained in cargo, mail, passengers' baggage or crew baggage.
  This includes incidents involving DG that are not subject to all or part of the ICAO TIs through the application of an exception or of a special provision;
- The finding of undeclared or misdeclared DG discovered in cargo or mail (incl. lithium ion cells or batteries of Section II);
- The finding in passengers' or crew baggage of DG not permitted under ICAO TIs Part 8; Chapter 1.1. (See Ch. 5.3);
- Dangerous goods occurrences:
  - when loading, segregation or securing are not according to ICAO TIs Part 7; 2 or
  - when the information provided to the pilot-in-command is not in accordance with ICAO TIs Part 7;4.1.

ENTRY in the manual:

The requirements must be described.

14.3 Reporting Procedure

Ch. 14.3 ISS 2 / REV 3 / 21.06.2022

CC/IN
EVALUATION METHOD

	CAT.GEN.MPA.200 e) SPA.DG.100 SPA.DG.105 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6) LEGAL REFERENCE
DG CL TOPIC 14-A9-015 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.13 Reporting OM-A, Chapter 9.1.13.x Reporting procedure or OM-A Chapter 11.x MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a comprehensive reporting procedure defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

	Report must be sent to the appropriate authority of	
	The State of the Operator	The State where the event occurred
DG incidents and accidents	✓	✓
Undeclared or misdeclared DG discovered in cargo or mail	✓	✓
The finding of DG not permitted under ICAO TIs Part 8; Chapter 1.1 discovered in passengers' baggage after check-in		✓
DG occurrences	✓	

- The reporting address is: www.aviationreporting.eu
- The first report shall be dispatched within 72 hours of the event unless exceptional circumstances prevent this.
- It may be sent by any means, including e-mail, telephone or fax. If a report has been made verbally, written confirmation shall be sent as soon as possible.
- This report shall include the details that are known at that time. If necessary, a subsequent report shall be made as soon as possible, giving all the details that were not known at the time the first report was sent.

ENTRY in the manual:

The procedure ensuring the fulfillment of the abovementioned requirements must be described.

14.4 Content of the Reports Ch. 14.4 ISS 2 / REV 0 / 01.10.2013	CA EVALUATION METHOD
	CAT.GEN.MPA.200 e) SPA.DG.100 SPA.DG.105 ORO.MLR.100 ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6 + Figure 9.6.A) LEGAL REFERENCE
DG CL TOPIC 14-A9-020 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.13 Reporting OM-A, Chapter 9.1.13.x Content of the reports or OM-A Chapter 11.x MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the required content of a dangerous goods report described (may be by means of an attached occurrence report form)?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

The first report and any subsequent report shall be as precise as possible and contain the following data if relevant:

a) Date of the incident or accident or the finding of undeclared or misdeclared DG;
b) Location, the flight number and flight date;
c) Description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket, etc;
d) Proper shipping name (including the technical name, if appropriate) and UN/ID number, when known;
e) Class or division and any subsidiary risk;
f) Type of packaging, and the packaging specification marking on it;
g) Quantity;
h) Name and address of the shipper, passenger, etc.;
i) Any other relevant details;
j) Suspected cause of the incident or accident;
k) Action taken;
l) Any other reporting action taken; and
m) Name, title, address and telephone number of the person making the report.

Copies of relevant documents and any photographs taken should be attached to a report.

ENTRY in the manual:

The required content of the report must be described.

15 Training

Ch. 15 ISS 2 / REV 3 / 21.06.2022

15.1 Training

Ch. 15.1 ISS 2 / REV 3 / 21.06.2022

M/CC
EVALUATION METHOD

DG CL TOPIC 15-D-010 CL Ch.-OM Ch.-Seq.-No.	ORO.GEN.110 (j)	CAT.GEN.MPA.200	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 7 Ch. 4.10 + Part 1 Ch. 4 (IATA DGR 1.5)
	OATr Art. 16c LEGAL REFERENCE				
	OM-D and other appropriate manuals (if applicable) MANUAL REFERENCE				

APP: Approval for establishing and maintaining staff training programme in accordance with the ICAO TIs

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Have a DG CBTA programme been established?

☐ Has the DG CBTA programme been approved by FOCA?

☐ Has a procedure for the maintaining of the DG CBTA programme been foreseen?

Requirements:

Information on how to implement the training provisions and to obtain the required approvals can be found on FOCA Website under Dangerous Goods: Training (admin.ch)

16 Retention of Documents

Ch. 16 ISS 2 / REV 0 / 01.10.2013

16.1 Retention of Documents

Ch. 16.1 ISS 2 / REV 3 / 21.06.2022

CA/IN
EVALUATION METHOD

DG CL TOPIC	ORO.GEN.220 CAT.GEN.MPA.200 SPA.DG.105 SPA.DG.110 ORO.MLR.100
16-D4-005 CL Ch.-OM Ch.-Seq.-No.	ICAO TIs Part 7 Chapter 4.11 (IATA DGR 9.8) LEGAL REFERENCE
	OM-D Chapter 4 MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Have the documents and information which need to be stored and their storage periods been described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Requirements:

The following DG documents must be stored for the required period in an acceptable form and accessible to the employee or national authority:

Documents	Minimum storage period
• DG transport documents, • acceptance checklist (when this is in a form which requires completion), • the identification of the person who performed the acceptance check, and • the written information to the commander about DG.	3 months after completion of the flight. Until the goods have reached their final destination, these documents must be accessible within a reasonable period of time.
DG training records	3 years

ENTRY in the manual:

The requirements must be described.

17 Weapons and Munitions

Ch. 17 ISS 2 / REV 0 / 01.10.2013

17.1 Weapons and Munitions of War

Ch. 17.1 ISS 2 / REV 0 / 01.10.2013

CC
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.155 CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100 LEGAL REFERENCE
17-A9-005 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.2 Weapons, munitions of war and sporting weapons OM-A, Chapter 9.2.1.x Weapons and munitions of war MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the legal basis for the transport of weapons and munitions of war described?

☐ Are the requirements for the transport of weapons and munitions of war described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ENTRY in the manual:

The following cursive text constitutes an example of the description for this topic:

War material, weapons and munitions may only be transported in accordance with CAT.GEN.MPA.155 and the regulations of the Swiss federal law on war material (sr 514.51).

Add on for DG Carriers only:

When war material, weapons and munitions are transported, they must be:

- *stowed in the aircraft in a place that is inaccessible to passengers during flight; and*
- *in the case of firearms, unloaded.*

Before a flight begins, the commander must be notified of the details and location on board the aircraft of any weapons of war and munitions of war intended to be carried.

17.2 Sporting Weapons and Ammunition

Ch. 17.2 ISS 2 / REV 0 / 01.10.2013

CC
EVALUATION METHOD

DG CL TOPIC	CAT.GEN.MPA.160 CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100
	ICAO TIs Part 8 Ch. 1.1.2 14) (IATA DGR 2.3.2.1) LEGAL REFERENCE
17-A9-010 CL Ch.-OM Ch.-Seq.-No.	OM-A, Chapter 9.2 Weapons, munitions of war and sporting weapons OM-A, Chapter 9.2.1.x Sporting Weapons and ammunition MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the requirements for cargo shipments of ammunition described?

☐ Are the requirements for the transport of sporting weapons and ammunition in passenger baggage described?

☐ Are the requirements about the acceptance of weapons described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

The following cursive text constitutes an example of the description for this topic in the OM-A:

- *Cargo Shipments of ammunition have to be transported in full compliance with the ICAO TIs.*
  Add on for *Non-DG Carriers: …and must therefore not be transported onboard our aircraft.*
- *Sporting Weapons and ammunition in passenger baggage:*
  - *Ammunition are subject to the provisions of ICAO TIs Part 8 Chapter 1.1.2 14) (see OM-A Chapter 9.x Dangerous goods that may be carried by passengers and crew);*
  - *Weapons and ammunition must be transported as follows:*
    - *Any sporting weapons intended to be carried by air must be reported to the operator.*
    - *The weapons must be stowed in the aircraft in a place that is inaccessible to passengers during flight; and in the case of firearms or other weapons that can contain ammunition, unloaded.*

Acceptance of weapons (incl. weapons of bodyguards): see OM-A Chapter 10 (Security). The flight personnel are not allowed to carry private weapons while on duty.