



FOCA GM/INFO

Guidance Material / Information

Certification Leaflet Dangerous Goods Helicopter

Operators policy in relation to the transport of Dangerous Goods in the operations manuals A and D



Source: Unsplash

Scope	Specific requirements of DG regulations for helicopter operators
Applies to	Helicopter operators active in Part-CAT, Part-NCC, Part-SPO
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List of Abbreviations

LoA ISS 1 / REV 4 / 26.10.2017

The following abbreviations are within this GM/INFO:

Abbreviation	Definition	Abbreviation	Definition
AOG	Aircraft On Ground	IAEA	International Atomic Energy Agency
APP	Approvals	ICAO	International Civil Aviation Organisation
ARO	Authority Requirements Operations	ID	Identification
Art.	Article	LTrV	Verordnung über den Lufttransport
CAT	Commercial Air Transport	MEL	Minimum Equipment List
CBT	Computer Based Training	MLR	Manuals, Logs and Records
CCM	Cabin Crew Member	NCC	Non-commercial operations with complex motor-powered aircraft
Ch.	Chapter	NCO	Non-commercial operations with other-than-complex motor-powered aircraft
CL	Certification Leaflet	NOTOC	Notification To Captain
COMAT	Company Materials	OATr	Federal Air Transport Ordinance
DEF	Definitions	OM	Operations Manual
DETEC	Federal Department of the Environment, Transport, Energy and Communications	OM-A	Operations Manual Part A
DG	Dangerous Goods	OM-D	Operations Manual Part D
DGR	Dangerous Goods Regulations	ORO	Organisation Requirements for Air Operations
DOC	Document	Par.	Paragraph
EASA	European Aviation Safety Agency	PBE	Protective Breathing Equipment
e.g.	For example	SBB	Schweizerische Bundesbahnen
EC	European Commission	SOP	Standard operating procedure
EDI	Electronic Data Interchange	SPA	Specific Approvals
EDP	Electronic Data Processing	SPO	Specialised operations
Etc.	Et cetera	sr	Schweizerische Rechtssammlung
EU	European Union	StSV	Strahlenschutzverordnung (Radiological protection ordinance)
FCM	Flight crew member	TIs	Technical Instructions
FOCA	(Swiss) Federal Office of Civil Aviation	UN	United Nations
GEN	General	AOG	Aircraft On Ground
GM	Guidance Material	ARO	Authority Requirements Operations
IATA	International Air Transport Association		

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0 Introduction

Ch. 0 ISS 1 / REV 4 / 26.10.2017

This Certification Leaflets (CL) is intended to assist all operators in the implementation of relevant matters into the activities and document system of the operator, as well as to ensure compliance with legal requirements. It is to be considered a tool for the operator in order to ease processes of obtaining required and defined acceptances, approvals and authorisations issued by the Federal Office of Civil Aviation (FOCA). Using the CL will facilitate establishing compliance with defined requirements and will lead through the respective certification or variation process. This is achieved by the presentation of key questions to be used by the operator to question completeness and compliance of the information contained in the respective document system by performing a self- assessment prior to submitting the documentation to FOCA.

It is important to understand, that FOCA will use the identical CL when evaluating regulatory compliance to a specific requirement. The CL is also used as a checklist when performing the authorities' technical finding during the certification or variation process. The questions used by the operator during the self-assessment are identical to those used by the responsible inspector during the evaluation process.

0.1 Legal References

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Regulations and References	Issue	Subject
Basic Regulation (EC) No 216/2008	20.02.2008	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: <ul style="list-style-type: none"> • Annex I: DEF • Annex II: Part-ARO • Annex III: Part-ORO • Annex IV: Part-CAT • Annex V: Part-SPA • Annex VI: Part-NCC • Annex VII: Part-NCO • Annex VIII: Part-SPO
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.
Art. 16 Ordinance dated 17th August 2005 about air transport (LTrV, SR 748.411)	01.01.2009	<ul style="list-style-type: none"> • Prescription of compliance with Annex 18 and ICAO TIs. • Training requirements (training programme approval and instructors qualifications)
Radiological protection ordinance (StSV, SR 814.501)	01.01.2013	Requirements about the air transport of radioactive materials.

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 4 / 26.10.2017

The purpose of this GM/INFO is to describe the specific requirements of the dangerous goods regulations and to provide the helicopter operators and FOCA inspectors with guidance material on how to implement relevant operations matters into the operations manuals A (SPO OM-A), and D.

Note: The structure of the OM-A (SPO OM-A) Chapter 9 Dangerous goods and weapons is designed in such a way that it can be used as part of the required training content. Only the general philosophy aspect of training and a few additional aspects for DG Carriers (see CL 15 Training) will have to be added.

0.3 Scope

Ch. 0.3 ISS 1 / REV 4 / 26.10.2017

Unless otherwise specified, this CL is for all helicopter operators, whether the operator is intending to transport dangerous goods other than those described in CL 6 (these operators are hereafter called DG Carriers) or not intending to transport dangerous goods other than those described in CL 6 (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 1 / REV 2 / 04.12.2014

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

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
<i>may</i>	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
<i>should</i>	This term expresses an obligation when an acceptable means of compliance should be applied .	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	http://oxforddictionaries.com/definition/english/could
<i>ideally</i>	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 1 / REV 2 / 04.12.2014

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:

①	3.2. Minimum Equipment List (MEL) <small>TOPIC</small>	②		
	<div style="float: right;">M/CC <small>EVALUATION METHOD</small></div>			
③	<table border="1"> <tr> <td data-bbox="207 470 438 560"> RVSM CL TOPIC 3-B9-075 CL Ch.-OM Ch.-Seq.-No. </td> <td data-bbox="438 470 1428 560"> <div style="display: flex; justify-content: space-between;"> <div> ORO.MLR.105 LEGAL REFERENCE </div> <div> CAT.IDE.A.105 </div> </div> <div style="margin-top: 10px;"> OMB, Chapter 9, Minimum Equipment List (MEL) <small>MANUAL REFERENCE</small> </div> </td> </tr> </table>	RVSM CL TOPIC 3-B9-075 CL Ch.-OM Ch.-Seq.-No.	<div style="display: flex; justify-content: space-between;"> <div> ORO.MLR.105 LEGAL REFERENCE </div> <div> CAT.IDE.A.105 </div> </div> <div style="margin-top: 10px;"> OMB, Chapter 9, Minimum Equipment List (MEL) <small>MANUAL REFERENCE</small> </div>	④
RVSM CL TOPIC 3-B9-075 CL Ch.-OM Ch.-Seq.-No.	<div style="display: flex; justify-content: space-between;"> <div> ORO.MLR.105 LEGAL REFERENCE </div> <div> CAT.IDE.A.105 </div> </div> <div style="margin-top: 10px;"> OMB, Chapter 9, Minimum Equipment List (MEL) <small>MANUAL REFERENCE</small> </div>			
⑥	APP: The MEL and any amendment thereto requires prior approval <small>IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL</small>	⑤		
⑦	<input checked="" type="checkbox"/> Is the MEL amended in order to cover all system components that are relevant for the RVSM capability of the aeroplane? <small>QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT</small>			
⑧	The MEL shall be amended in order to comply with the requirement for RVSM operations in respect to system capability and redundancy.			

①	Topic: subject description
②	FOCA evaluation method
③	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: <ul style="list-style-type: none"> - 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.
④	Associated legal reference and/ or reference to other relevant publications including information on formal Acceptance (ACC) or Approval (APP) where applicable.
⑤	Reference to the part(s), chapter(s) and/or subchapters of the organisation's document systems or manual system as required by the applicable Part.
⑥	If the legal provision requires a formal approval, a short description of the content of this approval is provided.
⑦	Questions for self-assessment and compliance verification.
⑧	Provides instructions, provisions, regulatory requirements, guidelines, acceptable means of compliance and examples of current best practice.

1 General Information

Ch. 1 ISS 1 / REV 4 / 26.10.2017

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.

1.1 CH State Approval (Alleviation)

Ch. 1.1 ISS 1 / REV 4 / 26.10.2017

Due to the differences in the type of operations carried out by helicopters compared to aeroplanes operations a dangerous goods category 6 training may not be appropriate for staff involved in this type of operation. Therefore an alleviation is granted to Swiss helicopter operators transporting DG within the Swiss territory. This alleviation implies that all aspects of the “acceptance procedures”, which are normally part of category 6 training, must be integrated for category 10/11 (flight crew, loadmasters and load planners) training and has to be included into the respective documentation. If training is provided by an external company/instructor, the operator is responsible to ensure that the “acceptance procedure” is included into the category 10/11 training.

1.2 IATA DG Regulations

Ch. 1.2 ISS 1 / REV 2 / 04.12.2014

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 be 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 between () in part ② of the reference boxes (see also CL 0.4 Format).

1.3 Safety (in Connection with DG) versus Security

Ch. 1.3 ISS 1 / REV 2 / 04.12.2014

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 1 / REV 2 / 04.12.2014


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	

Class	Danger	Labels (examples)
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 1 / REV 2 / 04.12.2014

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.

1.5.1 Transport Conditions

Ch. 1.5.1 ISS 1 / REV 2 / 04.12.2014

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.

Due to the differences in the type of operations carried out by helicopters compared with aeroplanes, there may be circumstances when the full provisions of the ICAO technical instructions are not appropriate or necessary due to the operations involving unmanned sites, remote locations, mountainous areas or construction sites, etc. In such circumstances and when appropriate, the state of the operator may grant an approval in order to permit the carriage of dangerous goods without all of the normal requirements of these instructions being fulfilled.

1.5.2 Operator Responsibilities

Ch. 1.5.2 ISS 1 / REV 2 / 04.12.2014

The operator's responsibilities are described in CAT.GEN.MPA.200 and ICAO Annex 6 Part III and Annex 18/TIs Part 7 and 8.

1.5.3 Operators Approval

Ch. 1.5.3 ISS 1 / REV 2 / 04.12.2014

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 has been granted by the authority in accordance with SPA.DG.100 (see CL 2).

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

Ch. 2 ISS 1 / REV 4 / 26.10.2017

2.1 Operator's policy on the transport of DG		M/CC			
Ch. 2.1 ISS 1 / REV 4 / 26.10.2017		EVALUATION METHOD			
DG CL TOPIC	CAT.GEN.MPA. 200 (b) LEGAL REFERENCE	SPA.DG.100 and SPA.DG.105	ORO.MLR.100	StSV Art. 125	Annex 6, Part. III, Air Operator Certificate (AOC)
2-A9-001 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 on 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, if applicable, has a general authorisation for the transport of radioactive materials been obtained from the Federal Office of Public Health and is this authorisation stated?
- ☐ If no approval for the transport of DG is held, are the DG allowed on board the aircraft stated (See CL 3).

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Transport of DG

Due to the differences in the type of operations carried out by helicopters compared with aeroplanes, there may be circumstances when the full provisions of the ICAO technical instructions are not appropriate or necessary due to the operations involving unmanned sites, remote locations, mountainous areas or construction sites, etc. In such circumstances and when appropriate, the state of the operator may grant an approval in order to permit the carriage of dangerous goods without all of the normal requirements of these Instructions being fulfilled.

Should it 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 Chapter 0.1 Legal References).

Transport of Radioactive Materials (paragraph from the ICAO TIs - State Variation)

CH — SWITZERLAND

CH 1 Not used.

CH 2 Not used.

CH 3 According to the radiological protection ordinance, transport within, as well as into and out of Switzerland does not require a prior authorization for the following UN numbers: 2908, 2909, 2910, 2911, 2912, 2915, 2916, 3321 and 3332. Prior authorizations for transport of Class 7 substances under other UN numbers are issued by the: 1;1.2
5;1.2
7;1

Federal Office of Public Health
Radiation Protection Division
3003 Berne, Switzerland
Facsimile: +41 31 322 83 83

For further information, please contact the surveillance authority:

Suva
6002 Lucerne, Switzerland
Telephone: +41 41 419 61 33
Facsimile: +41 41 419 62 13)

CH 4 Nuclear materials containing plutonium in any quantity must not be transported in Swiss airspace. Not considered as nuclear materials are any special fissile materials with a weight of up to 15 grams. 2;7
Table 2-12

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 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 (if available);
- If no approval for the transport of DG is held, the following statement must be made:
If no approval is held for the transport of DG, only the DG mentioned in OM-A Chapter X.X may be accepted on board the aircraft.

3 Exceptions

Ch. 3 ISS 1 / REV 4 / 26.10.2017

3.1 General exceptions		CC			
Ch. 3.1 ISS 1 / REV 2 / 04.12.2014		EVALUATION METHOD			
DG CL TOPIC 3-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 CH.1.1.5 (IATA DGR 1.2.7)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the Requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.1 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

The following cursive text based on ICAO TIs Part 1 Ch. 1.1.5 constitutes an example of the description for this topic:

Except for 7;4.2 ICAO TIs (information to employees), the ICAO TIs do not apply to DG carried on an aircraft where the DG are:

- a) *to provide, during flight, medical aid to a patient when those DG:*
- *Have been placed on board with the approval of the operator;*
 - *Form part of the permanent equipment of the aircraft when it has been adapted for specialized use; providing that:*
 - o *Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;*
 - o *Equipment containing wet cell batteries is kept and, when necessary, secured in an upright position to prevent spillage of the electrolyte;*
- b) *to provide, during flight, or [in situations] related to the flight, veterinary aid or a humane killer for an animal;*
- c) *for dropping in connection with agricultural, horticultural, forestry, avalanche control, ice jam control and land side clearance or pollution control activities;*
- d) *to provide, during flight, aid in connection with search and rescue operations;*
- e) *required for the propulsion of the means of transport or the operation of its specialized equipment during transport (e.g. refrigeration units) or that are required in accordance with the operating regulations (e.g. fire extinguishers);*

Note: *The previous examples that do not suit to the operator's operations should be deleted.*

The DG must be under the control of trained personnel during the time when they are in use on the aircraft.

DG transported under a), b), c) and d)

- *must be stowed and secured during take-off and landing and at all other times when deemed necessary by the pilot-in-command.*
- *may be carried on a flight made by the same aircraft before or after a flight for the purposes identified above, when it is impracticable to load or unload the DG immediately before or after the flight, subject to the following conditions:*
 - a) *The DG must be capable of withstanding the normal conditions of air transport;*
 - b) *The DG must be appropriately identified (e.g. by marking or labelling);*
 - c) *The DG may only be carried with the approval of the operator;*
 - d) *The DG must be inspected for damage or leakage prior to loading;*
 - e) *The loading must be supervised by the operator;*
 - f) *The DG must be stowed and secured in the aircraft in a manner that will prevent any movement in flight which would change their orientation;*
 - g) *The pilot-in-command must be notified of the DG loaded on board the aircraft and their loading location. In the event of a crew change, this information must be passed to the next crew;*
 - h) *All personnel must be trained commensurate with their responsibilities;*
 - i) *The provisions of 7;4.2 (information to employees) and 7;4.4 (Reporting) ICAO TIs apply.*

3.2 Exceptions for DG of the Operator					CC
Ch. 3.2 ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 3-A9-001 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 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.2 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:

- j) *in accordance with the pertinent airworthiness requirements and operating regulations;*
- k) *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 devices carried by the operator for use on the aircraft during the flight or series of flights, provided that the batteries meet the provisions ICAO TIs Part 8;*
- l) *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 Chapter 3.3 and OM A Chapter 9.x
Exceptions - Shipping / Transporting of spares for COMAT.*

3.3 Spares (COMAT) Classified as DG					CC
Ch. 3.3					ISS 1 / REV 2 / 4.12.2014
					EVALUATION METHOD
DG CL TOPIC 3-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 SPA.DG.100 SPA.DG.105 ORO.MLR.100				ICAO TIs, Part 1 Ch. 2.2.2., 2.2.3, 2.2.4 + Part 5 (IATA DGR 2.5.2)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.3 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.*

3.4 DG that may be carried by passengers and crew					CC
Ch. 3.4 ISS 1 / REV 2 / 4.12.2014					EVALUATION METHOD
DG CL TOPIC 3-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 8 (IATA DGR 2.3 and 9.5.2.1)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.4 Dangerous goods that may be carried by passengers and crew MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there an attachment to the OM-A Chapter 9 describing 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 fulfill 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.*
- *These goods are divided into*
 - *medical necessities,*
 - *articles used in dressing and grooming,*
 - *consumer articles and*
 - *security-type equipment.*
- *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 approval of the operator is required.

4 Forbidden DG

Ch. 4 ISS 1 / REV 4 / 26.10.2017

4.1 General		EVALUATION METHOD			
Ch. 4.1 ISS 1 / REV 2 / 4.12.2014					
DG CL TOPIC 4-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Ch. 1.1.2 + 1.1.3 (IATA DGR 2.1)
	LEGAL REFERENCE				
		OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.5 General 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. 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 CL 3) 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 4.2 of this CL).

4.2 Description of Forbidden DG - DG Carriers					CA
Ch. 4.2 ISS 1 / REV 2 / 4.12.2014					EVALUATION METHOD
DG CL TOPIC 4-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 1 Ch. 1.1.2 + 1.1.3 (IATA DGR 2.1)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods				
	OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods				
	OM-A, Chapter 9.1.2.6 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 CL 5).

5 Approvals and Exemptions - DG Carriers

Ch. 5 ISS 1 / REV 4 / 26.10.2017

5.1 Approval		M/CC			
Ch. 5.1 ISS 1 / REV 4 / 26.10.2017		EVALUATION METHOD			
DG CL TOPIC 5-A9-001 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 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.7 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:

- m) To transport dangerous goods forbidden on passenger and/or cargo aircraft where these Instructions state that such goods may be carried under an approval;
- n) 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 «Approval» 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 gefahrqut@bazl.admin.ch.

ENTRY in the manual

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

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																																										
APPLICATION FORM FOR EXEMPTIONS																																											
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1/2																																											

51-08.04 Ausnahmewilligungen

Special handling requirements or special emergency response information (24-hour emergency response phone number):

Reason why transport by air is essential (e.g. urgent need, security, see ICAO TI 1.1.2):

Statement by which means an equivalent level of safety is achieved:

Name of Representative or Appointed Person (Applicant):

Send by email to the Federal Office of Civil Aviation, Safety Division Flight Operations, Standardisation and Enforcement, gefahrung@baf.admin.ch

The following documents should be sent together with the application form:

- a. Shippers Declaration for Dangerous Goods
- b. Air Operator Certificate (AOC)
- c. Exemption from country of origin (if other than Switzerland)
- d. Exemption from State of the Operator

Additional Information:

- FOCA requests a minimum processing time of 72 hours.
 - FOCA's invoice amounts to CHF 300,— according the Swiss GebV (Gebührenverordnung);
 Diplomatic Clearances are not concerned.

Explanations (ICAO-TI (Technical Instructions) and Supplement):

The Technical Instructions for the Safe Transport of Dangerous Goods by Air give the General recommendations to be considered when issuing exemptions (TI 1.1.2 and Supplement 1.1/1.2).

- a) Notification should be provided to the authorities at the relevant airports within that State.
- b) The packing method to be used should, where possible, be as shown in the supplementary dangerous goods list. The packaging to be used should provide a level of safety at least equivalent to that which is needed in order to meet the applicable requirements of Parts 4 and 6 of the Technical Instructions.
- c) Copies of the relevant exemption documents should be attached to the dangerous goods transport document which accompanies the goods.
- d) A Copy of the exemption must be provided to the operator concerned.

51-08.04 Ausnahmewilligungen

2/2

6 Undeclared and Hidden DG

Ch. 6 ISS 1 / REV 4 / 26.10.2017

6.1 Recognition of Undeclared and Hidden DG		CA			
Ch. 6.1 ISS 1 / REV 4 / 26.10.2017		EVALUATION METHOD			
DG CL TOPIC 6-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (c)	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 1, 5 and 6 (IATA DGR 2.2)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.9 Recognition of undeclared dangerous goods 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 CL 4)

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:
 - General information marked on packages;
 - Consumer warning labels on packages(e.g.:  or );
 - 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 alerted,
 - Consideration must be given to verify that no undeclared/forbidden DG are present, e.g. in seeking confirmation from passengers and shippers.

6.2 Hidden Shipment Indicators					CA
Ch. 6.2 ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 6-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 6 (IATA DGR 2.2.4)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.10 Recognition of Hidden shipments 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.

6.3 Reporting of Undeclared DG					CC/IN
Ch. 6.3 ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 6-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.5 (IATA DGR 9.6.2)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.11 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. 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 CL 10.

7 Marking, Labelling and Transport Documentation

Ch. 7 ISS 1 / REV 2 / 04.12.2014

7.1 Package Markings and Labelling		CA			
Ch. 7.1 ISS 1 / REV 2 / 04.12.2014		EVALUATION METHOD			
DG CL TOPIC 7-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 5 Chapter 2 and 3 (IATA DGR 7)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A 9.1.2.12 Package markings and labelling MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

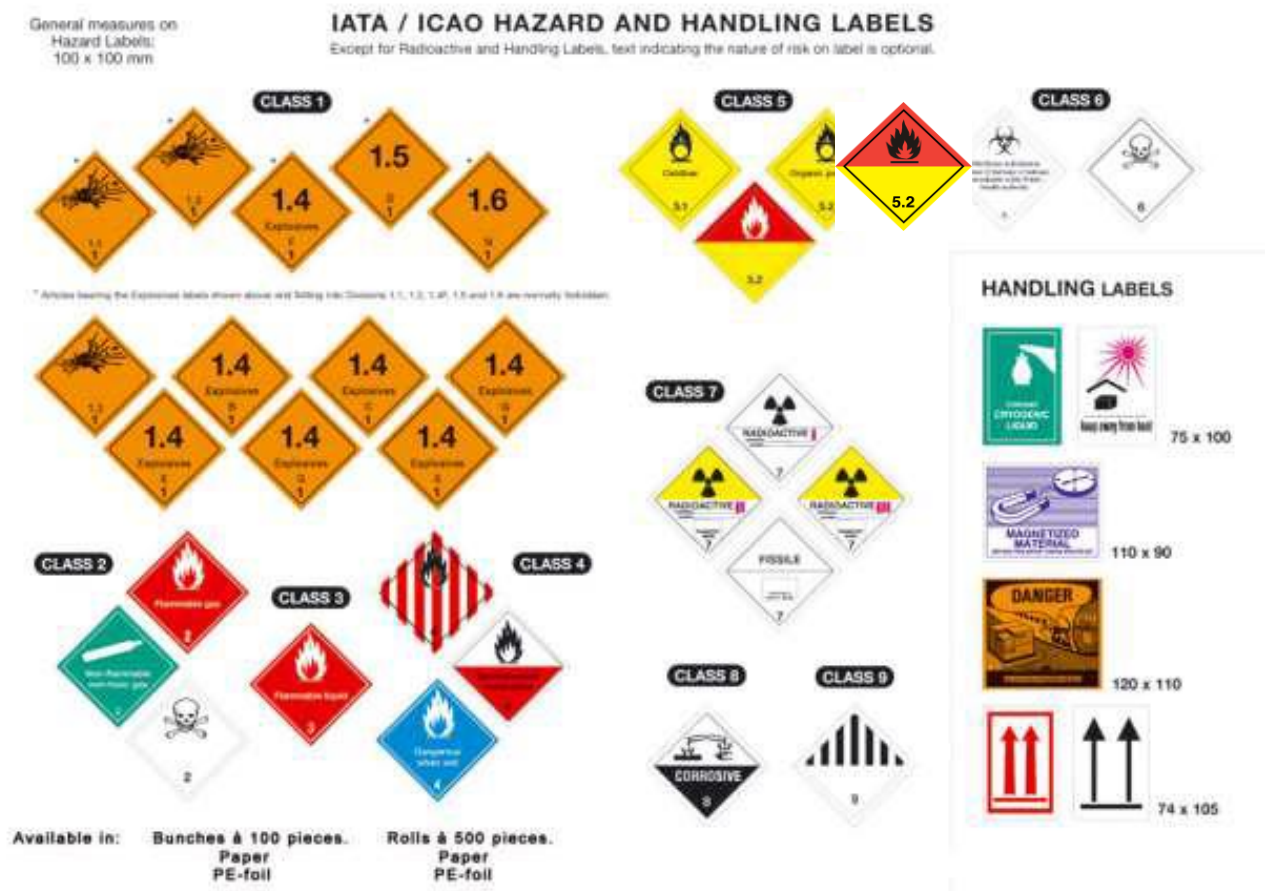
- ☐ The item must be clearly identifiable as DG if it is not marked and labelled as required in the TI's (description?).
- ☐ Non DG Carriers: is it stated, that shipments bearing DG markings and labelling will not be loaded onboard the aircraft?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

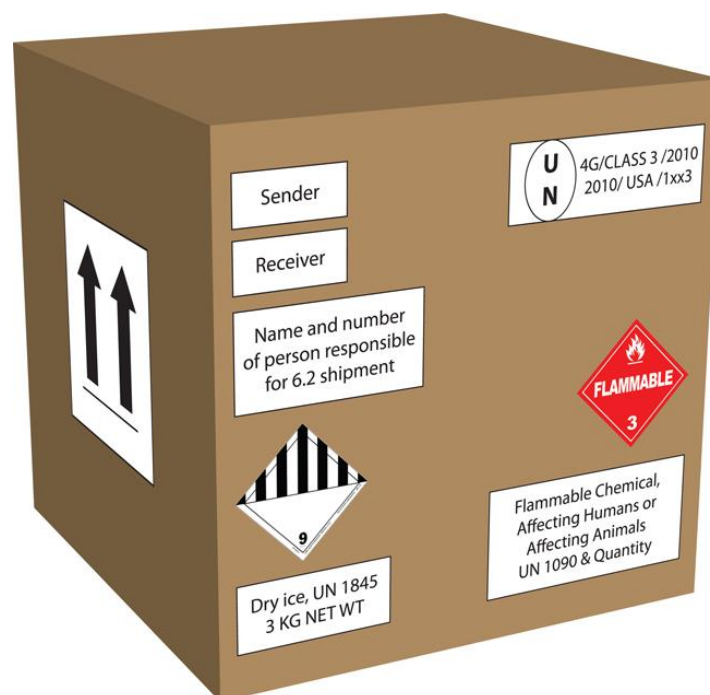
Unless otherwise stated in the ICAO TIs, packages and overpacks containing DG offered for transport by air must be

- 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.
- If the circumstances do not allow to fulfill the above mentioned requirements, the packages can be accepted when it is clearly identifiable as DG.

Below, an example of overview of hazard and handling 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 bearing DG markings and labelling must not be loaded onboard our aircraft.

7.2 Transport Documentation					CA
Ch. 7.2 ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 7-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105 and 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, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.13 Transport documentation MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the requirements regarding transport documentation described? If the circumstances do not allow to fulfill the above mentioned requirements another form of transport documentation is acceptable and has to be described.
- ☐ Non DG Carriers: is it stated, that shipments, where the DG is clearly identified and accompanied by such documentation or similar will not be loaded onboard the aircraft?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

Approval for international operations:

For international DG operations the person who offers DG for transport by air must provide the operator with the information required in ICAO TIs Part 5 Chapter 4. This information includes all needed documents.

Approval within national territory:

Operations involving short, repetitive flights or a series of flights from different locations are undertaken by a helicopter to unmanned sites, remote locations, mountainous areas, construction sites or where cargo is picked up without the helicopter landing, the required DG documents stated in the ICAO Technical Instructions are optional.

If a paper document is used, two copies, completed and signed, must be provided.

See an example below:

The image shows a sample of an IATA Dangerous Goods Declaration form. It includes sections for Shipper's Declaration, Receiver's Declaration, and a table for Dangerous Goods. The form is bordered with a red and white striped pattern.

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.

8 Acceptance and Handling Procedures - DG Carriers

Ch. 8 ISS 1 / REV 4 / 26.10.2017

8.1 General		EVALUATION METHOD			
Ch. 8.1		ISS 1 / REV 4 / 26.10.2017			
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 (IATA DGR 9)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.14 General 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.

For international operations (compliance according ICAO TIs):

For international DG operations the person who offers DG for transport by air must provide the operator with the information required in ICAO TIs Part 5 Chapter 4. This information includes all needed paper documents. For the operation the usage of the acceptance checklist is mandatory. Approval within national territory:

Approval within national territory:

Operations involving short, repetitive flights or a series of flights from different locations are undertaken by a helicopter to unmanned sites, remote locations, mountainous areas, construction sites or where cargo is picked up without the helicopter landing, acceptance of DG is permitted without transport documents and the usage of the acceptance checklist is optional

8.2 Acceptance Procedures					CC/IN
Ch. 8.2 ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 1 (IATA DGR 9.1)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.15 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?
- ☐ Is the procedure within national territory described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

For International operations (compliance according ICAO TIs):

The usage of the below acceptance checklist is mandatory. In addition to the description of the requirements, an acceptance checklist shall be attached to the OM-A Chapter 9.

Approval within national territory:

Operations involving short, repetitive flights or a series of flights from different locations are undertaken by a helicopter to unmanned sites, remote locations, mountainous areas, construction sites or where cargo is picked up without the helicopter landing, the usage of the acceptance checklist is optional.

HELIKOPTER CHECKLISTE FÜR GEFABRGUT TRANSPORTE

Diese Kontrollliste dient zu Kontrolle der Gefahrgut Sendung am Abgangsort und ist für Operationen innterhalb der Schweiz optional. Sendungen dürfen nie angenommen oder abgelehnt werden bevor alle Punkte überprüft wurden. Gefahrgüter dürfen nur als Unterlast oder im Frachtabteil mitgeführt werden (in der Kabine nur mit Sondergenehmigung erlaubt). Sollte eine Frage mit „NEIN“ beantwortet werden, ist die Sendung abzulehnen.

TRANSPORT DOKUMENT

- | | JA | NEIN | N/A |
|--|-----------------------|-----------------------|-----------------------|
| 1. DGD Dokument ist vollständig ausgefüllt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Keine Passagiere (andere als "task specialist") an Board | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Sondergenehmigung für den Transport liegt vor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Für radioaktives Material (ausser excepted package) liegt ein DGD vor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Identifikation - Markierung und Kennzeichnung

- | | JA | NEIN | N/A |
|---|-----------------------|-----------------------|-----------------------|
| 5. UN oder ID Nummer(n), mit den vorangestellten Buchstaben ausgewiesen | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Richtige Versandbezeichnung und ggf. technischer Name in Klammern aufgeführt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Nebengefahr in Klammern unmittelbar nach der Klasse oder Unterklasse aufgelistet | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Verpackungsgruppe aufgeführt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Bruttogewicht innerhalb der Grenzen | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Alle relevanten Markierungen (zBsp. Trockeneis, Pfeile, ansteckungsgefährliche Stoffe etc.) vorhanden | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Alle benötigten Kennzeichen sind richtig angebracht und alle nicht zutreffenden Markierungen und Kennzeichen wurden entfernt oder unkenntlich gemacht | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Transport-Index und Radionuklid bei readioaktiven Sendungen (nur für II- & III-Yellow) auf Lable vermerkt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Name oder Symbol des Radionuklides aufgeführt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Aktivität in Becquerel (Bq) innerhalb der zulässigen Dosis im HTD vermerkt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Menge, Verpackungsart und Verpackungsanweisung

- | | JA | NEIN | N/A |
|---|-----------------------|-----------------------|-----------------------|
| 15. Anzahl und Typ der Versandstücke gemäss DGD / Dokument | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. Für Klasse 1 (ausser für Klasse 1.4S): die Nettomenge ergänzt mit der Netto-Explosivstoff-Menge, gefolgt von der Masseinheit aufgeführt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. Beim Verpacken verschiedener gefährlicher Güter ist die Verträglichkeit gemäss Tabelle 9.3A zu beachtet | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Für Klasse 7 Verpackung entspricht den Vorgaben | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Abfertigung

- | | JA | NEIN | N/A |
|--|-----------------------|-----------------------|-----------------------|
| 19. Packstücke sind unbeschädigt und dicht | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 20. Bei offener Aussenlast: | | | |
| - Lastaufnahmemittel entspricht der Ladung | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| - Ladung widersteht Wind und Wetter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| - Verhinderung elektrostatischer Aufladung beim Landen oder Lösen der Ladung | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. Bei Kunststoffeinzelverpackungen Verfalldatum gültig | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 22. Alle Verschlüsse (Fässer, Kanister, Gasflaschen etc.) gesichert | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 23. Lastaufnahmemittel (Aussen- und Unterlast) ist funktionstüchtig und unbeschädigt | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

DG Sendung

- | | JA | NEIN | N/A |
|---|-----------------------|-----------------------|-----------------------|
| 24. Kann diese DG Sendung akzeptiert werden | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

HELIKOPTER CHECKLISTE FÜR GEFAHRGUT TRANSPORTE

Diese Kontrollliste dient zu Kontrolle der Gefahrgut Sendung am Abgangsort und ist für Operationen innerhalb der Schweiz optional. Sendungen dürfen nie angenommen oder abgelehnt werden bevor alle Punkte überprüft wurden. Gefahrgüter dürfen nur als Unterlast oder im Frachtabteil mitgeführt werden (in der Kabine nur mit Sondergenehmigung erlaubt). Sollte eine Frage mit „NEIN“ beantwortet werden, ist die Sendung abzulehnen.

Abfertigung	JA	NEIN	N/A
19. Packstücke sind unbeschädigt und dicht	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Bei offener Aussenlast:			
- Lastaufnahmemittel entspricht der Ladung	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Ladung widersteht Wind und Wetter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Verhinderung elektrostatischer Aufladung beim Landen oder Lösen der Ladung	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Bei Kunststoffeinzelpackungen Verfalldatum gültig	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Alle Verschlüsse (Fässer, Kanister, Gasflaschen etc.) gesichert	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Lastaufnahmemittel (Aussen- und Unterlast) ist funktionstüchtig und unbeschädigt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DG Sendung	JA	NEIN	N/A
24. Kann diese DG Sendung akzeptiert werden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8.3 Inspection for Damage, Leakage or Contamination					CA/IN
Ch. 8.3 ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 3 (IATA DGR 9.3.6 and 9.4)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.16 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

A procedure must ensure that immediately prior to loading cargo containing DG, following requirements are complied with. This process must be described in the Operational Manual:

- Packages are undamaged and leak-proofed
- All closures (barrels, canisters, gas cylinders, etc.) secured
- Cargo and packages are appropriate and resist wind and weather
- Load-handling device corresponds to the load
- Load-handling equipment (external carriage) is functional and undamaged
- Prevention of electrostatic charge when landing or releasing the cargo

8.4 Removal of Contamination					CA/IN
Ch. 8.4 ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 3 (IATA DGR 9.3.6.3 and 9.4.1)
	LEGAL REFERENCE OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.17 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 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

- *A helicopter 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.*

8.5 Storage and Loading					CA/IN
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 2 and Supplement Part S-7.2 (IATA DGR 9.2 and 9.3)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods				
	OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods				
	OM-A, Chapter 9.1.2.18 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 the circumstances do not allow to fulfill the above mentioned requirements the carriage of dangerous goods for helicopter operations may be permitted in the cabin (specific procedures must be described in this chapter).

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 loading dangerous goods for open external carriage by a helicopter, consideration should also be given to the type of packaging used and to the protection of those packagings, where necessary, from the effect of airflow and weather (e.g. by damage from rain or snow), in addition to the general loading provisions.*
- *When dangerous goods are carried suspended from a helicopter, the operator must ensure that consideration is given to the dangers of static discharge upon landing or release of the load.*
- *When helicopters are carrying passengers, in accordance with the Supplement of Part S-7; 2.2.4 of the Supplement, the carriage of dangerous goods is permitted either in the cabin, when those dangerous goods are associated with and accompanied by the passengers or in cargo compartments that do not meet the above mentioned requirements.*
- *For the transport of dangerous goods in the cabin the following factors should be considered:*
 - *The size/mass of packages making it impractical to carry them as an external load;*
 - *Accessibility to the packages; and*
 - *Duration of the flight.*
- *The dangerous goods must comply fully with all other applicable requirements of the Technical Instructions*
- *The dangerous goods must be in combination packagings, if the applicable packing instruction provides for such a packing method*
- *The quantity per package must not exceed that permitted for transport on passenger aircraft according to Table 3-1 of the TI's.*
- *Specific procedures for dealing with any incidents that may occur during flight must be described in this Manual.*
- *Specific procedures for dealing with any incidents that may occur during flight must be described in this Manual.*
- *Loading on cargo aircraft (if applicable)*
- *Loading in cargo compartments that do not meet the requirements of Part 7;2.1.1*

- Packages of DG bearing the “Cargo aircraft only” label may be carried in the cabin of a helicopter operating as a cargo aircraft. The packages must be loaded in accordance with the following provisions (description must made of the types and quantity of dangerous goods involved):
 - The types of packaging used
 - The duration of the flight(s)
 - the types of operations and
 - the ability to land quickly in the event of an emergency.
- Loading and securing
- 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 packaging 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 packaging 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,
- 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.



8.6 Retention of Documents					CA/IN
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 8-A9-001 Ch.-OM Ch.-Seq.-No.	ORO.GEN.220 LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.11 (IATA DGR 9.8)
	OM –A, Chapter 9.1 Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, chapter 9.1.2.19 Retention of documents MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Have the documents 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
Notification of special loads including written information to the commander about DG, DG transport documents, acceptance checklist or similar information	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.

ENTRY in the manual

The requirements must be described.

9 Provision of Information

Ch. 9 ISS 1 / REV 4 / 26.10.2017

9.1 Provision of information to personnel		CA/IN		
ISS 1 / REV 2 / 04.12.2014		EVALUATION METHOD		
DG CL TOPIC 9-A9-001 CL Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (d)	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100
	ICAO TIs Part 7 Chapter 4.2 (IATA DGR 1.4.2)			
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A Chapter 9.1.2.20 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:
 - o) General descriptions that are often used for items in cargo or in passengers' baggage which may contain DG;
 - p) Other indications that DG may be present (e.g. labels, markings); and
 - q) Those DG which may be carried by passengers in accordance with 8;1.1.2.

This information must be provided to all personnel involved in the transport of dangerous goods. See CL 3.4 and 6.
- Instructions about the action to be taken in the event of emergencies involving DG (See CL 11).

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).

9.2 Provision of Information to Passengers					CA/IN
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 9-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 f)		SPA.DG.100	SPA.DG.105 and SPA.DG.110	ICAO TIs Part 7 Chapter 5 (IATA DGR 9.5.2)
	LEGAL REFERENCE			ORO.MLR.100	
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.21 Provision of information to passengers MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the means of promulgating such information to passengers described?
- ☐ Is the procedure ensuring that confirmation from passengers is sought described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

Passengers have to be warned about the types of goods which they are forbidden to transport aboard an aircraft:

- Information to be provided at the time of ticket purchase, at check-in and in boarding areas:
An operator must ensure that notices (including visual examples) warning passengers of the types of DG and the one which are forbidden to transport aboard an aircraft are prominently displayed.
Information provided via the internet may be in text or pictorial form.
In both cases (internet to automated check-in facility), ticket purchase and check in process must not be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on DG in baggage.
- Check-in procedures
Check-in staff and 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 CL 3).

ENTRY in the manual

The following has to be described:

- The means of promulgating such information to passengers (ticket, notices, internet, etc);
- The procedure ensuring that confirmation from passengers is sought.

9.3 Provision of Information at Acceptance Points for Cargo					CA/IN EVALUATION METHOD
ISS 1 / REV 2 / 04.12.2014					
DG CL TOPIC 9-A9-0015 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (g) LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.8 (IATA DGR 9.5.3)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.22 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.

9.4 Provision of Information to the Commander (NOTOC) - DG Carriers					EVALUATION METHOD
ISS 1 / REV 4 / 26.10.2017					
DG CL TOPIC 9-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.1 (IATA DGR 9.5.1.1)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.2 Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods OM-A, Chapter 9.1.2.23 Provision of information to the commander (NOTOC or other form of information) MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the requirements about the provision of information to the commander (or similar) , described?
- ☐ Is the accessibility of the information contained in the NOTOC (or other form of information) until after the arrival of the flight described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

What has to be done?

For those DG, for which a DG transport document (or other form of information) 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 by helicopter, 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 information must be accurate, legible written or printed and readily available to the pilot in command during flight.

Where circumstances make it impractical to produce written or printed information or to use a dedicated form, the notification to the pilot in command may be abbreviated or be by other means (e.g. radio communication, as part of the working flight documentation such as a journey log or operational flight plan etc.). The information should provide at least the classification and if possible the quantity of dangerous goods.

Examples:

- When the helicopter does not land in order to pick up the DG such that it is not possible to provide written information at the location.
- Where the helicopter is in-flight and the planned load is changed prior to being picked up without the helicopter landing.
- When short, repetitive flights or a series of flights from different locations are undertaken by a helicopter where it is impractical to provide separate written information for each flight.
- Where dangerous goods are picked up from an un-manned site.

Availability 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 how to provide the information to the pilot must be described.

In this regard, it should also be established how accessibility of NOTOCs (or other form of information) on the ground for the duration of flight is to be achieved.

10 Reporting

Ch. 10 ISS 1 / REV 2 / 04.12.2014

10.1 General		ISS 1 / REV 2 / 04.12.2014				EVALUATION METHOD
DG CL TOPIC 10-A9-003 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 (e) LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6)	
	OM-A, Chapter 9.1 Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.3 Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried OM-A, Chapter 9.1.3.1 General 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.XX 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.XX Reporting

10.2 Reportable Occurrences					CC/IN
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 10-A9-003 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 e)	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6)
	LEGAL REFERENCE				
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods				
	OM-A, Chapter 9.1.3 Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried				
	OM-A, Chapter 9.1.3.2 Reportable occurrences				
	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, 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 in cargo;
- The finding in passengers' or crew baggage of DG not permitted under ICAO TIs Part 8; Chapter 1.1. (See 3.4 of this CL).

ENTRY in the manual

The requirements must be described.

10.3 Reporting Procedure ISS 1 / REV 4 / 26.10.2017					CC/IN EVALUATION METHOD
DG CL TOPIC 10-A9-003 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 e) LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.4, 4.5, 4.6 (IATA DGR 9.6)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.3 Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried OM-A, Chapter 9.1.3.3 Reporting procedure				
	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	The state of origin
DG incidents and accidents	✓	✓	
Undeclared or misdeclared DG discovered in cargo or in passenger's 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 above mentioned requirements must be described. This can be done for instance with a table:

Step	Who (responsible)	How (form)	Goes to (address)	Time limit (after occurrence)

10.4 Content of the Reports					CA
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 10-A9-003 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 e) LEGAL REFERENCE	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)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.3 Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried OM-A, Chapter 9.1.3.4 Content of the reports 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.

11 Emergency Response

Ch. 11 ISS 1 / REV 4 / 26.10.2017

11.1 Emergency Response Information to Flight Crew					CA/IN
ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 11-A9-004 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	Annex 18 Ch. 9.2 und 9.4; ICAO TIs Part 7 Chapter 4.9 (IATA DGR 9.5.1.2)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Procedures for responding to emergency situations involving dangerous goods OM-A, Chapter 9.1.4.1 Emergency response information to flight 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 crew during flight described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

It must be ensured, that for consignments for which a DG transport document (or similar information) 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 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.

Note: This requirement is only mandatory for DG Carriers, but highly recommended by FOCA to Non DG Carriers.

11.2 Information by the Operator in the Event of a Helicopter Incident or Accident –DG Carriers					CC
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC 11-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.7 (IATA DGR 9.6.3)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Procedures for responding to emergency situations involving dangerous goods OM-A, Chapter 9.1.4.2 Information to be provided by the operator in the event of an helicopter 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 (or similar information), 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.

11.3 Information by the Pilot in Command in the Event of a Helicopter Incident or Accident – DG Carriers					CA/IN EVALUATION METHOD
ISS 1 / REV 2 / 04.12.2014					
DG CL TOPIC 11-A9-001 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.3 (IATA DGR 9.5.1.3)
	OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods OM-A, Chapter 9.1.4 Procedures for responding to emergency situations involving dangerous goods OM-A, Chapter 9.1.4.3 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.

12 Duties of all Personnel Involved

Ch. 12 ISS 1 / REV 4 / 26.10.2017

12.1 Duties of all Personnel Involved - DG Carriers					CC/IN
ISS 1 / REV 2 / 04.12.2014					EVALUATION METHOD
DG CL TOPIC	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	
12-A9-005 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 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.
- If applicable, 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 transport of DG:

Personnel involved	Key responsibilities and duties
<i>Person nominated as operational point of contact (operational management)</i>	<ul style="list-style-type: none"> • 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.
<i>Nominated person crew training</i>	Shall ensure that <ul style="list-style-type: none"> • Personnel identified in the categories specified in Table 1-4 or 1-5 Part 1 ICAO TIs are trained; • Training is verified prior to the person performing any duty specified in Table 1-4 or 1-5 Part 1 ICAO TIs; • Training programmes are approved by the authority; • DG instructors are qualified according to their responsibilities.
<i>Compliance Monitoring Manager</i>	<ul style="list-style-type: none"> • Establishment and operation of the compliance monitoring system 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.
<i>Reservations staff (passenger booking) (see also Passenger-handling Staff)</i>	<ul style="list-style-type: none"> • 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 3.4 of this CL "DG that may be carried by passenger and crew").

Personnel involved	Key responsibilities and duties
<i>Staff accepting cargo other than DG</i>	<i>Recognition of undeclared DG and the seeking of confirmation from the shipper about the content of any item/package when DG is suspected.</i>
<i>Staff accepting DG</i>	<ul style="list-style-type: none"> • <i>Carrying out the acceptance procedures;</i> • <i>Provision to the commander for signature of written information about DG loaded on board (NOTOC or other form of information);</i> • <i>Retention of documentation on the ground;</i> • <i>Reporting of DG incidents, accidents and occurrences (incl. undeclared DG) to the appropriate authorities.</i>
<i>Staff involved in the handling, storage and loading of cargo and baggage (incl. DG)</i>	<ul style="list-style-type: none"> • <i>Recognition of undeclared DG;</i> • <i>Inspection during the processing of DG for transport;</i> • <i>Dealing with DG that are found damaged or leaking during processing for transport;</i> • <i>Loading, segregation, stowage and securing of DG;</i> • <i>Reporting of DG incidents and accidents (incl. undeclared DG) to the appropriate authorities.</i>
<i>Passenger-handling staff (see also Reservations staff)</i>	<ul style="list-style-type: none"> • <i>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;</i> • <i>Ensuring that the provisions concerning passengers and DG are complied with;</i> • <i>Recognition of undeclared DG and the seeking of confirmation from the passenger about the content of any item/baggage when DG is suspected;</i> • <i>Ensuring that the discovery of prohibited DG after check-in is reported to the appropriate authority.</i>
<i>Operations Personnel</i>	<ul style="list-style-type: none"> • <i>Personnel to be supplied with the same information that must be provided to the pilot-in-command (see CL 9.4);</i> • <i>In case of an aircraft incident or accident:</i> <ul style="list-style-type: none"> - <i>Providing of information to emergency services and state authorities;</i> - <i>Reporting to the appropriate authorities.</i>
<i>Flight Crew</i>	<ul style="list-style-type: none"> • <i>Taking note of NOTOC (or other form of information) and confirming its receipt;</i> • <i>Responding to a DG incident or accident;</i> • <i>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;</i> <p><i>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).</i></p>
<i>Persons undertaking the responsibility of shippers</i>	<i>Preparation of DG COMAT shipments.</i>

12.2 Duties of all Personnel Involved - Non DG Carriers <small>ISS 1 / REV 4 / 26.10.2017</small>		CA/IN <small>EVALUATION METHOD</small>
DG <small>CL TOPIC</small> 12-A9-005 <small>Ch.-OM Ch.-Seq.-No.</small>	<small>CAT.GEN.MPA.200 ORO.MLR.100</small> <small>LEGAL REFERENCE</small>	
	<small>OM-A, Chapter 9.1. Information, instructions and general guidance on the transport of dangerous goods</small> <small>OM-A, Chapter 9.1.5 Duties of all personnel involved</small> <small>MANUAL REFERENCE</small>	

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 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;
- if applicable, 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:

<i>Personnel involved</i>	<i>Key responsibilities and duties</i>
<i>Nominated person crew training</i>	<p>Ensuring that:</p> <ul style="list-style-type: none"> • <i>Personnel identified in the categories specified in Table 1-4 or 1-5 ICAO TIs are trained;</i> • <i>Training is verified prior to the person performing any duty specified in Table 1-4 or 1-5</i> • <i>Training programmes are approved by the authority;</i> • <i>DG instructors are qualified according to their responsibilities.</i>
<i>Compliance Monitoring Manager</i>	<ul style="list-style-type: none"> • <i>Establishment and operation of the compliance monitoring system with procedures for DG, provision of DG training, etc.;</i> • <i>Gathering and assessment of details about DG incidents, accident, occurrences and the discovery of undeclared DG within the accident prevention and flight safety programme.</i>
<i>Reservations staff (passenger booking) (see also Passenger-handling staff)</i>	<ul style="list-style-type: none"> • <i>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;</i> • <i>Considering passenger requests for approval of the operator for items of DG requiring such approval. (see 3.4 of this CL "DG that may be carried by passenger and crew").</i>
<i>Staff accepting cargo, other than DG</i>	<ul style="list-style-type: none"> • <i>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.</i>
<i>Staff involved in the handling, storage and loading of cargo and baggage</i>	<ul style="list-style-type: none"> • <i>Recognition of undeclared DG;</i> • <i>Reporting of DG incidents and accidents (incl. undeclared DG) to the appropriate authorities.</i>
<i>Passenger-handling staff</i>	<ul style="list-style-type: none"> • <i>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;</i> • <i>Ensuring that the provisions concerning passengers and DG are complied with;</i> • <i>Recognition of undeclared DG and the seeking of confirmation from the passenger about the content of any item/baggage when DG is suspected;</i> • <i>Ensuring that the discovery of prohibited DG after check-in is reported to the appropriate authority.</i>
<i>Flight Crew</i>	<ul style="list-style-type: none"> • <i>Responding to a DG incident or accident;</i> <p>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).</p>

ENTRY in the manual

Define the key responsibilities and duties of the personnel involved.

13 Carriage of the Operator's Personnel on Cargo Aircraft

Ch. 13 ISS 1 / REV 4 / 26.10.2017

13.1 Carriage of the Operator's Personnel on Cargo Aircraft					CA/IN
ISS 1 / REV 4 / 26.10.2017					EVALUATION METHOD
DG CL TOPIC 13-A9-006 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 9.1.6 Instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ The instructions on the carriage of the operator's personnel on an all cargo flight 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 a helicopter is carrying DG which can only be carried by open external carriage or in a separate cargo compartment, additionnel personnel can also be carried, provided they are in an official duty. This additionnel personnel must have tasks in connection with the preparation or undertaking of the flight or on the ground once the aircraft has landed.

14 Weapons and Munitions

Ch. 14 ISS 1 / REV 4 / 26.10.2017

14.1 Weapons and Munitions of War ISS 1 / REV 4 / 26.10.2017		CC EVALUATION METHOD			
DG CL TOPIC 14-A9-002 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.155 LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.100	SPA.DG.105	ORO.MLR.100
	OM-A, Chapter 9.2 Weapons, munitions of war and sporting weapons OM-A, Chapter 9.2.1 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). Requested approvals have to be checked by all the States concerned before a flight.

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.*

In exceptional circumstances weapons and munitions of war may be carried other than in an inaccessible place on the aircraft and may be loaded, provided an approval to do so has been granted by all the States concerned before the flight.

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.

14.2 Sporting Weapons and Ammunition ISS 1 / REV 2 / 04.12.2014		CC EVALUATION METHOD			
DG CL TOPIC 14-A9-002 Ch.-OM Ch.-Seq.-No.	CAT.GEN.MPA.160 LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.100 and SPA.DG.105	ORO.MLR.100	ICAO TIs Part 8 Ch. 1.1.2 14) (IATA DGR 2.3.2.1)
	OM-A, Chapter 9.2 Weapons, munitions of war and sporting weapons OM-A, Chapter 9.2.2 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

ENTRY in the manual

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 9.1.2.4 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 is not allowed to carry private weapons while on duty.*

14.3 Carriage of Sporting Weapons and Ammunition other than in an Inaccessible Location		CC
ISS 1 / REV 2 / 04.12.2014		EVALUATION METHOD
DG CL TOPIC	EC Regulation No. 300/2008 for all other helicopters LEGAL REFERENCE	
14-A9-002 Ch.-OM Ch.-Seq.-No.	OM-A Chapter 9.2 Weapons, munitions of war and sporting weapons OM-A Chapter 9.2.3 Sporting Weapons and Ammunition other than in an inaccessible location (for helicopters with a maximum certified take-off mass (MCTOM) not exceeding 3,175 kg MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the requirements for the transport of sporting weapons and ammunition other than in an inaccessible location described?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Procedures for the carriage of sporting weapons may need to be considered if the helicopter does not have a separate compartement in which the weapons can be stowed. These procedures should take into account the nature of the flight, its origin and destination, and the possibility of unlawful interference.

ENTRY in the manual

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

- *If the helicopter does not have a separate compartement in which the weapons can be stowed, the weapons and ammunition should be stowed in the aircraft in a place that is not immediately accessible to passengers during flight, e.g. in locked boxes, in checked baggage that is stowed under other baggage or under fixed netting.*

15 Training

Ch. 15 ISS 1 / REV 2 / 04.12.2014

The training issue consists of training programmes, courses, modules, syllabi and lesson plans:

- A training programme specifies which training and checking modules are integrated within which course for personnel education, in order to achieve and maintain required competence and standard of performance.
- A (key-)course (e.g. conversion course, recurrent training, initial safety training, etc.) is defined through the combination of training and checking modules, and among them the DG module.
- The DG module contains the training items (syllabi) including test (and pass mark). The training items of the DG module vary according to the category of personnel (qualification requirements) specified in Table 1-4 or 1-5 ICAO TIs Part 1 Chapter 4, therefore, each category of personnel has its specific DG module. The description of the DG modules in the manuals shall also state the required training intervals and the reference to subcontractor, if applicable.
- A syllabus consists of the list of training items (aspects of transport of DG) required for each category of personnel in Table 1-4 (for DG Carrier) or 1-5 (for Non DG Carrier) ICAO TIs Part 1 Chapter 4.
- A lesson plan is an instructor's detailed description and guidance of an individual lesson and one of the main instruments to ensure well organised, effective and standardised training. They typically list the following information:
 - What to do – definition of single units/events to achieve defined training modules;
 - Objectives, goals and standards of performance defined for a single event;
 - The sequence/flow of units/events and activities;
 - Time required for the lesson delivered;
 - Method and means used to teach/facilitate the material of a lesson.

The advantages are

- The modules can easily be amended or revised without having to change the various (key-) courses concerned;
- The training elements which are required for more than one category of personnel have to be defined only once;
- Subcontractors may be changed without affecting the content of each single module.

The training programme (including the DG modules with their training elements) must be described in the operations manuals and submitted to FOCA for approval.

15.1 Qualification Requirements ISS 1 / REV 4 / 26.10.2017					CC EVALUATION METHOD
DG CL TOPIC	CAT.GEN.MPA.200 LEGAL REFERENCE	SPA.DG.100	SPA.DG.105	ORO.MLR.100	ICAO TIs Part 7 Ch. 4.10 + Part 1 Ch. 4 (IATA DGR 1.5)
15-A5-005 Ch.-OM Ch.-Seq.-No.	OM-A Chapter 5. (see table below) "Qualification requirements" MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Have the qualification requirements for all personnel involved in the transport of DG been identified?
- ☐ Have the qualification requirements for the personnel involved in the transport of DG been taken into consideration in the preparation of the training programme?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

It must be ensured that involved personnel, including the personnel of agencies employed to act on the operator's behalf (e.g. handling agents), have successfully completed a DG training in the applicable category prior to perform any duty.

Recurrent training must be provided within 24 months of previous training to ensure knowledge is current. If recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.

Function	Training according to category of personnel		OM-A
	DG Carrier	Non DG Carrier	
Flight crew	10	16	5.2 "Flight crew"
Instructor (qualified to train categories of personnel 1-5 and 7-17)	6		5.4 "Training, checking and supervision personnel"
Instructor (qualified to train all categories of personnel)	6 + FOCA DG exam acc. LTrV Art. 16a par. 3		5.4 "Training, checking and
Operator's and ground handling agent's staff accepting DG*	6		5.5 "Other operations personnel"
Operator's and ground handling agent's staff accepting cargo (other than DG)	7	13	
Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo and baggage	8	14	
Passenger-handling staff	9	15	
Loadmasters and load planners	10	16	

ENTRY in the manual

It is the operator's decision to mention in OM-A chapter 5 either the exact DG qualification requirements (category of personnel) or just the key-courses. The key-courses are to be described in OM-D and must cover the DG requirements according to the training programme.

15.2 DG Modules				M/CC
ISS 1 / REV 4 / 26.10.2017				EVALUATION METHOD
DG CL TOPIC 15-D-0xx Ch.-OM Ch.-Seq.-No.	ORO.GEN.110 (j) LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.105	ORO.MLR.100 and LTrV Art. 16a par. 1 + 3 + 6 ICAO TIs Part 7 Ch. 4.10 + Part 1 Ch. 4 (IATA DGR 1.5)
	OM-D 2.4.1 "DG – Modules" (see Table below) 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 the required DG modules been stated in the appropriate courses?
- ☐ Have the required training intervals been stated?
- ☐ Have the instructors or, if applicable, the subcontractors been stated?
- ☐ Have the training items (syllabi) for each function been described?
- ☐ Has a procedure for the approval of the training programme content through FOCA been foreseen?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

REQUIREMENTS

Qualification requirements		Training programme	Entry in the manual		
Function:	Requirements: Category of personnel		Training syllabi and checking programs described in OM-D	Syllabi (training items) according to ICAO TIs DG Carrier	Syllabi (training items) according to ICAO TIs Non DG Carrier
Flight crew	10/16	Element of <ul style="list-style-type: none"> Conversion training Recurrent training 	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> General philosophy Limitations List of DG Labelling and marking Recognition of undeclared DG Storage and loading procedures Pilots' notification Provisions for passengers and crew Emergency procedures Swiss alleviation * <ul style="list-style-type: none"> DG Transport document and other relevant documentation* Acceptance procedures 	<ul style="list-style-type: none"> General philosophy Limitations Labelling and marking Recognition of undeclared DG Provisions for passengers and crew Emergency procedures

Operator's and ground handling agent's staff accepting DG*	6	DG Training	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> • General philosophy • Limitations • General requirements for shippers • Classification • List of DG • Packing requirements • Labelling and marking • DG Transport document and other relevant documentation • Acceptance procedures • Recognition of undeclared DG • Storage and loading procedures • Pilots notification • Provisions for passengers and crew • Emergency procedures 	n/a
Operator's and ground handling agent's staff accepting cargo, (other than DG)	7/13	DG Training	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • DG Transport document and other relevant documentation • Recognition of undeclared DG • Provisions for passengers and crew • Emergency procedures 	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • DG Transport document and other relevant documentation • Recognition of undeclared DG • Provisions for passengers and crew • Emergency procedures
Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo and baggage	8/14	DG Training	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • Recognition of undeclared DG • Storage and loading procedures • Pilots' notification • Provisions for passengers and crew • Emergency procedures 	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • Recognition of undeclared DG • Provisions for passengers and crew • Emergency procedures
Passenger-handling staff	9/15	DG Training	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • Recognition of undeclared DG • Provisions for passengers and crew • Emergency procedures 	<ul style="list-style-type: none"> • General philosophy • Limitations • Labelling and marking • Recognition of undeclared DG • Provisions for passengers and crew • Emergency procedures

Loadmasters/load planners/flight operations officers/flight dispatchers	10/16	DG Training	2.4 "Operations personnel concerned including crew members"	<ul style="list-style-type: none"> General philosophy Limitations List of DG Labelling and marking Recognition of undeclared DG Storage and loading procedures Pilots' notification Provisions for passengers and crew Emergency procedures <p>Swiss alleviation *</p> <ul style="list-style-type: none"> DG Transport document and other relevant documentation* Acceptance procedures * 	<ul style="list-style-type: none"> General philosophy Limitations Labelling and marking Recognition of undeclared DG Provisions for passengers and crew Emergency procedures
Instructor (qualified to train categories of personnel 1-5 and 7-17)	6	DG Training	OM-A Ch. 5/2.5 "Training and checking personnel"	<ul style="list-style-type: none"> General philosophy Limitations General requirements for shippers Classification List of DG Packing requirements Labelling and marking DG Transport document and other relevant documentation Acceptance procedures Recognition of undeclared DG Storage and loading procedures Pilots' notification Provisions for passengers and crew Emergency procedures 	<ul style="list-style-type: none"> General philosophy Limitations General requirements for shippers Classification List of DG Packing requirements Labelling and marking DG Transport document and other relevant documentation Acceptance procedures Recognition of undeclared DG Storage and loading procedures Pilots' notification Provisions for passengers and crew
Instructor (qualified to train all categories of personnel)	6 + FOCA DG exam	DG Training	OM-A Ch. 5/2.5 "Training and checking personnel"	<ul style="list-style-type: none"> General philosophy Limitations General requirements for shippers Classification List of DG Packing requirements Labelling and marking DG Transport document and other relevant documentation Acceptance procedures Recognition of undeclared DG Storage and loading procedures Pilots' notification Provisions for passengers and crew Emergency procedures 	n/a

* CH State approval (alleviation):

Due to the differences in the type of operations carried out by helicopters compared to aeroplanes operations a dangerous goods category 6 training may not be appropriate for staff involved in this type of operation. Therefore an alleviation is granted to Swiss helicopter operators transporting DG within the Swiss territory. This alleviation implies that all aspects of the “acceptance procedures”, which are normally part of category 6 training, must be integrated for category 10/11 (flight crew, loadmasters and load planners) training and has to be included into the respective documentation. If training is provided by a external company/instructor, the operator is responsible to ensure that the “acceptance procedure” is included into the category 10/11 training.

Examples of entry in the OM-D for flight crew:

2.1.x

Training Module	Course	Instructor	Duration	Syllabus	Checking method
DG and weapons	Ground Training OM-Dxxxx	OM-D xxx	xxxx	Xxxxx or Appendix xxx	Written test

or

2.4.x Operations personnel incl. crew members

Transportation of DG (DG)

DG initial training of flight crews – precise if classroom training or CBT- will be conducted by - precise internal DG-instructor or subcontractor - (Category 6) during the course xxxx (see OM D, flight crew Par. 2.1.x. The DG training will be concluded with a written test.

Recurrent training will be conducted within 24 month from previous training - precise if classroom training or CBT - by - precise internal DG-instructor or subcontractor – (Category 6). The DG training will be concluded with a written test. If recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.

2.1.x Flight crews

DG training of FCM covers at least the following topics:

- *General Philosophy*
- *Limitations*
- *List of DG*
- *Labelling and marking of DG*
- *Recognition of undeclared DG*
- *Storage and Loading Procedures*
- *Pilot's notification (NOTOC)*
- *Provisions for passengers and crew*
- *Emergency Procedures*

Swiss alleviation

- *Acceptance procedures*
- *DG Transport document and other relevant documentation**

15.3 Training Records ISS 1 / REV 2 / 04.12.2014					CA/IN EVALUATION METHOD
DG CL TOPIC 15-D-0xx Ch.-OM Ch.-Seq.-No.	ORO.GEN.110 (j) LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.105 and SPA.DG.110	ORO.MLR.100 and ORO.MLR.115	ICAO TIs Part 1 Chapter 4.2.5 (IATA DGR 1.5.6)
	OM-D 2.4.1 "Training records" MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Do the training records include the information required?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Requirements: A record of training must be maintained, which must include

- The individual's name;
- The most recent training completion month;
- A description, copy or reference to training materials used to meet the training requirements;
- The name and address of the organisation providing the training; and
- Evidence which shows that a test has been completed satisfactorily.

ENTRY in the manual

The requirements must be described.

15.4 Retention of Documents ISS 1 / REV 2 / 04.12.2014					CA/IN EVALUATION METHOD
DG CL TOPIC 15-D4-005 Ch.-OM Ch.-Seq.-No.	ORO.GEN.220 LEGAL REFERENCE	CAT.GEN.MPA.200	SPA.DG.105 and SPA.DG.110	ORO.MLR.100	ICAO TIs Part 7 Chapter 4.11 (IATA DGR 9.8)
	OM-D 2.4.1 "Retention of training documents" MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Have the documents 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 training records (content: see CL 15.3) for flight crew and for personnel other than flight crew	3 years

ENTRY in the manual

The requirements must be described.