

SAFETY REGULATION FLIGHT OPERATIONS

DANGEROUS GOODS NOTICE



1/2014

Applicability: All Aeroplane and Helicopter AOC Holders

Appointment of a Dangerous Goods Coordinator

1. Introduction

- 1.1 The Authority has recognised through its safety oversight programme, that there is a level of difficulty coordinating the various aspects of Dangerous Goods required by the regulations and the oversight programme. Typically, aspects of policy, training, handling and loading of Dangerous Goods may be undertaken across many departments in an airline/operator setting resulting in difficulty establishing accountability.
- 1.2 The purpose of this Dangerous Goods Notice is to require the appointment of a Dangerous Goods Coordinator to act as the focal point to the Authority for all regulatory matters surrounding the safe transportation of Dangerous Goods.

2. Dangerous Goods Coordinator appointment

- 2.1 By the 1st of December 2014, all operators holding Dangerous Goods Approval shall appoint a person to act as the Dangerous Goods Coordinator on its behalf.
- 2.2 The Dangerous Goods Coordinator shall be experienced in the handling of Dangerous Goods and shall hold a certificate having completed a Dangerous Goods training programme to a level of Category 6.
- 2.3 Operators may appoint persons dedicated to this role or include such a function within existing roles dependent on the level and complexity of Dangerous Goods handling activity and scope.
- 2.4 Operators may use any designation for the coordinator on condition that the terms of reference are adequately covered. Example of designations include Dangerous Goods Manager, Dangerous Goods Executive, Dangerous Goods Programme Manager etc...

3. Dangerous Goods Coordinator appointment terms of reference

- 3.1 The terms of reference for the Dangerous Goods Coordinator shall include as a minimum the following:
 - (a) Coordinating the exchange of all information pertaining to the safe transportation of Dangerous Goods between Authority and the Air Operator's staff in his or her area of responsibilities.

- (b) Coordinating the initial submission and further amendments to the Authority, of any dangerous goods segment of operations manual and/or other appropriate manuals, notably Part A Section 9 and 11 and Part D Section 2.3 (OPS 1.1045).
- (c) Ensuring all other relevant documents (e.g. for ground handling, aeroplane handling, cargo handling etc...) contain information, instructions or references thereto on dangerous goods, and that there are procedures in place to ensure the safe handling of dangerous goods at all stages of air transport (OPS 1.1155).
- (d) Ensuring the operator has an acceptable Dangerous Goods Acceptance procedure and related documentation (OPS 1.1195).
- (e) Ensuring the operator has in place adequate inspection procedures to identify any damage, leakage or contamination in consignments during any stage of loading or unloading (OPS 1.1200).
- (f) Ensuring the operator has in place adequate procedures for the removal of any contamination resulting from the leakage from or damage to articles or packages containing dangerous goods (OPS 1.1205).
- (g) Ensuring personnel are provided such information in the operations manual and/or other appropriate manuals as will enable them to carry out their responsibilities with regard to the safe transport of dangerous goods, including the actions to be taken in the event of emergencies involving dangerous goods (OPS 1.1215a).
- (h) Ensuring all handling agents are provided such information in the operations manual and/or other appropriate manuals as will enable them to carry out their responsibilities on behalf of the operator with regard to the safe transport of dangerous goods, including the actions to be taken in the event of emergencies involving dangerous goods (OPS 1.1215a).
- (i) Ensuring that information is promulgated as required by regulations so that passengers are warned as to the types of goods which they are forbidden from transporting aboard an aeroplane and notices are provided at acceptance points for cargo giving information about the transport of dangerous goods (OPS 1.1215b).
- (j) Ensuring that the operator's notification to the pilot in-command (NOTOC) documentation and retention meets the regulation (OPS 1.1215c).
- (k) In collaboration with the post holder crew training, ensuring that the operator establishes and maintains staff training programmes, as required by the regulations and approved by the Authority (OPS 1.1220a).
- (l) In collaboration with the post holder crew training and other departments, ensuring staff receive training and associated tests in the requirements commensurate with their responsibilities as required by the regulations (OPS 1.1220b).

- (m) Ensuring that all staff who require dangerous goods training receive recurrent training at intervals of not longer than two years (OPS 1.1220e).
- (n) Ensuring that records of dangerous goods training are maintained for all staff as required by the regulations (OPS 1.1220f).
- (o) Ensure that contracted handling agent's staff are trained as required by the Technical Instructions (OPS 1.1220g).
- (p) Ensuring that a dangerous goods incident and accident report is made to the Authority and the appropriate Authority in the State where the accident or incident occurred in accordance with the regulations within 72 hours of the event unless exceptional circumstances prevent this and include the details that are known at that time (OPS 1.1225a).
- (q) Ensuring that in the event of finding undeclared or mis-declared dangerous goods discovered in cargo or passengers' baggage, a report is made to the Authority and the appropriate Authority in the State where the event occurred in accordance with the regulations (OPS 1.1225a).
- (r) Coordinate and collaborate with the Authority on any investigation of Dangerous Goods incidents and accidents (OPS 1.1215d).

3. Queries

- 3.1 Any queries as a result of Dangerous Goods Notice should be addressed to the Dangerous Goods Inspector at the following e-mail address: DO@scaa.sc

4. Cancellation

Nil

01 October 2014

Recipients of new DGNs are asked to ensure that these are copied to their 'in house' or contracted organisations, to relevant outside contractors, and to all members of their staff who could have an interest in the information or who need to take appropriate action in response to this Dangerous Goods Notice.
