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| BORANG PERMOHONAN UNTUK MANUAL BARANGAN BERBAHAYA <i>Application Form for Dangerous Goods Manual</i> | |  |
| Dokumen: CAAM/BOP/3/06-1 | Tarikh Permohonan: <i>Application Date</i> | |
| MAKLUMAT AM <i>GENERAL INFORMATION</i> | | |
| <p>1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/06-1 dan akan diproses dalam tempoh tiga puluh (90) hari (waktu bekerja). <i>Each application must use CAAM/BOP/3/06-1 form and will be process within 90 days (working days)</i></p> <p>2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten and bear the signature and official stamp(Original) Company/ Department / Agency.</i></p> <p>3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result a delay in processing the application</i></p> <p>4. Setiap permohonan individu/syarikat/jabatan yang membawa barangan berbahaya melalui udara adalah tertakluk kepada peraturan/undang-undang yang terpakai di dalam Negara ini. <i>Each application individual/ company/ department carrying dangerous goods by air is subject to regulation / laws that apply in this State</i></p> <p>5. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada Pihak Berkuasa Penerbangan Awam. Surat kelulusan akan diberikan setelah Pihak Berkuasa Penerbangan Awam berpuas hati dengan segala prosedur yang diambil oleh pemohon. <i>The issuing of this form does not in itself constitute an approval of Special Provision. Approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant</i></p> <p>6. Sila serahkan borang permohonan ini yang lengkap berserta dokumen sokongan kepada: <i>Please submit this form once completed with the supporting document to:</i></p> <p>Dangerous Goods Unit, Flight Operation Division, Civil Aviation Authority Malaysia, Level 2, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA Tel : 03 8871 4099 Fax: 03 8890 1641</p> | | |

A. OPERATOR DETAILS

Full legal name of Applicant / Operator:

Address:

Operator Type:

 Dangerous Goods Carrier Non Dangerous Goods Carrier Postal Operator

Responsible person:

Position:

Telephone:

No. Fax:

E-mail:

B. GENERAL REQUIREMENT

| The company should submit the complete Dangerous Goods Manual which should include: | Reference in Operator Dg Manual (Page) | Document Evaluation | CAAM Inspector Comments (If Any) |
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| 2.1 Endorsement and approval | | CAAM Use | |
| 2.2 Table of Contents | | CAAM Use | |
| 2.3 Record of revision | | CAAM Use | |
| 2.4 List of effective pages | | CAAM Use | |
| 2.5 Dangerous Goods Manual Management | | CAAM Use | |

| C. INFORMATION PROVIDED TO THE EMPLOYEES | | | | |
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| The company should submit the complete Dangerous Goods Manual which should include: | | Reference in Operator DG Manual (Page) | Document Evaluation | CAAM Inspector Comments (If Any) |
| 3.1 General Restrictions | | | | |
| 3.1.1 | States the types of dangerous goods operations are engaged in: - | | | |
| | a) Aeroplane or and helicopter operations | | CAAM Use | |
| | b) Passenger carrying or and all cargo aircraft | | CAAM Use | |
| | c) Domestic or international operations | | CAAM Use | |
| | d) Carrying dangerous goods as cargo | | CAAM Use | |
| | e) Carrying dangerous goods in stores | | CAAM Use | |
| | f) Carrying dangerous goods in mail | | CAAM Use | |
| 3.1.2 | States which dangerous goods operators do not accept for transport for all destinations (Operators Variations) | | CAAM Use | |
| 3.1.3 | There is a list of all locations where the various operations manuals are kept | | CAAM Use | |
| 3.1.4 | List all State's exemptions or approvals affecting the operators | | CAAM Use | |
| 3.1.5 | If using the exemption for electronic devices, such as electronic flight bags, personal entertainment devices and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries, provide the conditions for the carriage and use of these electronic and for the carriage of spare batteries. | | CAAM Use | |
| 3.2 Dangerous Goods Coordinator | | | | |

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| 3.2.1 | Contact information for the operator Dangerous Goods Coordinators or designated person and their role with respect to the administration of the company dangerous goods program | | CAAM Use | |
| 3.2.2 | The list of all third parties acting on their behalf of the operator for training, handling, offering for transport or transporting dangerous goods | | CAAM Use | |
| 3.3 Applicable Regulations | | | | |
| 3.3.1 | The operator identifies the applicable regulations and document the company uses including where they're located and how they're accessed | | CAAM Use | |
| 3.4 Aircraft Specific | | | | |
| 3.4.1 | Detail of the location and the numbering system of cargo compartment for each aircraft type | | CAAM Use | |
| 3.4.2 | Instruction on the loading restrictions for each aircraft type | | CAAM Use | |
| 3.4.3 | Maximum quantity of dry ice permitted in each compartment | | CAAM Use | |
| 3.4.5 | Maximum sum of transport indexes for radioactive material permitted in each compartment | | CAAM Use | |
| 3.5 Training | | | | |
| 3.5.1 | Who is responsible for the operators Training Program | | CAAM Use | |
| 3.5.2 | Who is responsible for the operators Training Records | | CAAM Use | |
| 3.5.3 | Which employees require training | | CAAM Use | |
| 3.5.4 | The frequency of recurrent training | | CAAM Use | |
| 3.5.5 | The air operator training programs must be approved by the State of Authority | | CAAM Use | |
| 3.5.6 | Record | | CAAM Use | |
| 3.6 Passenger Handling | | | | |
| 3.6.1 | Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person | | CAAM Use | |

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| 3.6.2 | Describes the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage | | CAAM Use | |
| 3.6.3 | Describes the procedures for and the form of promulgating information to passengers. | | CAAM Use | |
| 3.6.4 | Describe the acceptance procedures are for passengers and baggage. | | CAAM Use | |
| 3.6.5 | Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase | | CAAM Use | |
| 3.6.6 | Describe how information provided via the Internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage | | CAAM Use | |
| 3.6.7 | Describe how the operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at an airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft | | CAAM Use | |
| 3.6.8 | Describe how an operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information. | | CAAM Use | |
| 3.6.9 | Describe if provision is made for the check-in process to be completed remotely (e.g. via the internet), the operator must ensure that Information on the types of dangerous goods, which a passenger is forbidden to transport aboard an aircraft, is presented to passengers. Information may be In text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has been presented with this information and indicated that they have understood the | | CAAM Use | |

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

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

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| 3.12.4 | Describes the procedures for managing a dangerous goods incident/accident on the ground. | | CAAM Use | |
| 3.12.5 | Describes the procedures for managing misdeclared or undeclared dangerous goods. | | CAAM Use | |
| 3.12.6 | Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods as cargo or mail. | | CAAM Use | |
| 3.12.7 | Describes the procedures to follow when reporting dangerous goods in passenger / crew baggage | | CAAM Use | |
| 3.12.8 | Describes procedures to follow when reporting dangerous goods incidents / accidents. | | CAAM Use | |
| 3.12.9 | Describes the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in Accordance ICAO | | CAAM Use | |
| 3.12.10 | Describes the procedures to follow when reporting dangerous goods dangerous goods are discovered to have been carried without information having been provided to the pilot-in command | | CAAM Use | |
| 3.12.11 | In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board. | | CAAM Use | |

D. DECLARATION AND SIGNATURE

The information given in this application form is correct to the best of my knowledge and belief.

NAME : **ORGANIZATION:**

POSITION: **SIGNATURE:**

DATE:

E. FOR OFFICE USE ONLY*Untuk Kegunaan Pejabat***Remark:****Name and title:****Signature:****Date:**