

## APPLICATION AND CHECK LIST FOR APPROVAL OF THE OPERATIONS MANUAL'S DANGEROUS GOODS SEGMENT

**Instruction:**

1. The form once completed should be returned to the:  

CROATIAN CIVIL AVIATION AGENCY, Flight Operations Department  
 HR-10000 ZAGREB, Ulica grada Vukovara 284
2. Failure to complete this form in full may result in a delay in processing the application.
3. The issuing of this form does not in itself constitute an approval of the operations manual.

Operator's Name:	
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For each of the item listed on the left, indicate in which manual the information is located as well as a precise reference.

No	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (Specify)	Reference in the Applicable Manual	Findings
<b>1</b>	<b>GENERAL RESTRICTIONS</b>			
1.1	States the types of dangerous goods operations the company is engaged in.			
1.2	States which dangerous goods they do or do not accept for transport in which locations.			
1.3	There is a list of all locations where the operations manual is/are kept.			
<b>2</b>	<b>DANGEROUS GOODS COORDINATOR</b>			
2.1	The operator states the Company Title and telephone number or Individual's name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company's dangerous goods program			
2.2	The operator list names and contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting dangerous goods.			
<b>3</b>	<b>APPLICABLE REGULATIONS</b>			
3.1	The operator identifies the applicable regulations and documents the company uses, where they're located and how they're accessed			
<b>4</b>	<b>AIRCRAFT SPECIFIC</b>			
4.1	The manual provides instructions on loading restrictions of the operator (if applicable). (ICAO TI 7;4.2)			
4.2	States any aircraft dangerous goods loading restrictions by aircraft type (ICAO TI Part 7;2)			
4.3	The manual provides details of the location and the numbering system of cargo compartments. (ICAO TI 7;4.2)			
4.4	The manual specifies the maximum total sum of transport indexes of radioactive material permitted in each compartment. (ICAO TI 7;4.2)			

No	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (Specify)	Reference in the Applicable Manual	Findings
<b>5 TRAINING (ICAO TI 1;4 and 7;4.9)</b>				
5.1	States who is responsible for the air operator's Training Program and Training Records (ICAO TI 1;4.2.5)			
5.2	States which company employees require training, type of training and frequency of recurrent training; (ICAO TI 7;4.9)			
5.3	States that the air operator training programs must be approved by the State of authority (ICAO TI 1;4.1.2)			
<b>6 PASSENGER HANDLING (ICAO TI 7;5 and 8;1)</b>				
6.1	Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person (ICAO TI 8;1)			
6.2	Describes the procedures for and the form of promulgating information to passengers. (ICAO TI 7;5)			
6.3	States what the acceptance procedures are for passengers and baggage. (ICAO TI 7;5)			
<b>7 COMAT SHIPMENT (ICAO TI 7;4.2)</b>				
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 (ICAO TI 7;4.2)			
7.2	States who is responsible/qualified to prepare dangerous goods COMAT for transport.			
7.3	Describes how dangerous goods COMAT are prepared for transport			
7.4	Explains how dangerous goods COMAT are to be processed once prepared.			
<b>8 ACCEPTANCE PROCEDURES (ICAO TI 7;1)</b>				
8.1	Describes how dangerous goods are prevented from entering the system without appropriate preparation (ICAO 7;4.7)			
8.2	States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted. (ICAO TI 7;6.1)			
8.3	States the procedures for accepting/rejecting dangerous goods cargo (ICAO TI 7;1)			
8.4	States the procedures for handling rejected dangerous goods in cargo.			
8.5	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (ICAO TI 7;4.7)			
<b>9 RETENTION OF DOCUMENTS (ICAO TI 7;4.10)</b>				
9.1	Describes what documents must be retained			
9.2	States the length of time each type of document must be retained			
9.3	Describes who is responsible for retaining the document;			
9.4	States the location where each is to be kept, including with third party;			
<b>10 GROUND HANDLING (ICAO TI 7;2)</b>				
10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft			
10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft			
10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices. (ICAO TI 7;2.6)			
10.4	Describes the procedures for loading/unloading dangerous goods onto or from and aircraft			

No	Information provided to the employees (ICAO TI 7;4.2)	Operations Manual or Other Manual (Specify)	Reference in the Applicable Manual	Findings
<b>11</b>	<b>LOAD PLANING (ICAO TI 7;4.1)</b>			
11.1	Describe the procedures for load planning (including preparation of NOTOC where applicable) (ICAO TI 7;4.1)			
<b>12</b>	<b>EMERGENCY PROCEDURES (ICAO TI 7;4)</b>			
12.1	States emergency response information is available and where the pilot-in-command/other crew members can find it (ICAO TI 7;4.8)			
12.2	States how the pilot-in-command is to report emergencies involving dangerous goods. (ICAO TI 7;4.3)			
12.3	Describes how the NOTOC is accessed during an emergency (ICAO TI 7;4.1.3)			
12.4	Describes the procedures for managing a dangerous goods incident/accident on the ground. (ICAO TI 7;3)			
12.5	Describes the procedures for managing misdeclared or undeclared dangerous goods. (ICAO TI 7;4.5)			
12.6	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods. (ICAO TI 7;4.5)			
12.7	Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage (ICAO TI 7;4.5)			
12.8	Describes procedures to follow when reporting dangerous goods incidents/accidents. (ICAO TI 7;4.4)			
12.9	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. (ICAO TI 7;4.6)			

### Declaration and Signature

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

Name of responsible person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Zapažanja / Observation

Ime i titula inspektora / <i>Name and Title of Inspector</i>	Potpis / <i>Signature</i>	Datum / <i>Date</i>



1. U skladu s primjenjivim nacionalnim i međunarodnim propisima koji reguliraju prijevoz opasnih roba, svi operatori moraju propisati procedure i naputke u Operativnom priručniku kako bi omogućili članovima posade da obavljaju dodijeljene im dužnosti. Tehničke instrukcije propisuju da Operativni priručnik ili drugi priručnici moraju sadržavati određene informacije kad operator namjerava prevoziti opasnu robu. Osim toga Operativni priručnik treba sadržavati dovoljno naputaka i smjernica kako bi omogućili svima onima na koje se odnose (zemaljsko osoblje, letačka i kabinska posada) da može obaviti svoje dužnosti.
  2. Pregled Operativnog priručnika se obavlja s ciljem ustanovljavanja da li su informacija koje je dao operator odgovarajuće, cjelovite i aktualne, a isto tako da pružatelji usluga imaju kopije odgovarajućih dijelova priručnika ili drugih instrukcija u svezi s politikom i procedurama operatora.
  3. I kod operatora koji nemaju namjeru prevoziti opasnu robu, također je potrebno provjeriti Operativni priručnik u prikladnom trenutku kako bi se uvjerali da sadrži politiku operatora u odnosu na opasne robe, politiku o prijevozu COMAT-a (rezervni dijelovi i druga roba za potrebe kompanije) i instrukcije o prijevozu putnika s opasnom robom.
  4. Prvi pregled Operativnog priručnika i drugih instrukcija namijenjenih osoblju mora se obaviti prije nego li operator započne s prijevozom opasne robe. Nakon prvog pregleda Operativnog priručnika, treba s vremena na vrijeme obaviti provjeru ukoliko je došlo do nekih promjena vezanih za izvođenje operacija ili propisa.
1. *As required by national and international applicable dangerous goods transport regulations, each air operator shall provide procedure and information, in the Operations Manual as will enable the flight crew to carry out its responsibilities. The Technical Instructions require the Operations Manual or other manuals to contain certain information when the operator intends to transport dangerous goods. In addition to this information, the Operations Manual needs to contain sufficient guidance material and instructions to enable all those concerned (both ground staff and flight and cabin crew) to meet their responsibilities.*
  2. *The Operations Manual inspection aims to confirm the information provided by the operator is adequate, complete and up-to-date; also that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.*
  3. *When an operator does not intend to transport dangerous goods, the Operations Manual is still to be checked at any appropriate times to ensure it contains information about the policy of the operator in regard to dangerous goods, the policy for the transport of COMAT (company material, spare parts) and instructions about the carriage of passengers with dangerous goods.*
  4. *An initial inspection of the Operations Manual and other staff instructions must be made before an operator start to transport dangerous goods. Following the initial inspection of the Operations Manual, periodic inspections are to be made if there are some modifications to the operations or regulations.*