

APPLICATION FOR DANGEROUS GOODS COORDINATOR ACCEPTANCE

The completed application together with appendices and correct fee should be sent to:

CROATIAN CIVIL AVIATION AGENCY

Flight Operations Department

HR-10000 ZAGREB, Ulica grada Vukovara 284

Application is hereby made for Dangerous Goods Coordinator Acceptance

APPLICANT DETAILS:

Name of applicant: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

UNDERTAKINGS DETAILS (if applicable):

Name of undertaking: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

APPENDICES:

- Detailed CV;
- Copies of diplomas and certificates to support CV (please specify):

- Any other document proving candidate's experience and expertise:

- Administrative fee in amount of : _____,____ kn.

Applicant Name: _____

Date: _____

Signature: _____

Notes:

In accordance with the Article 13 of the Dangerous Goods Transport Ordinance (Official Gazette, No 30/13)

(1) Each shipper, freight forwarder, cargo ground handling agent and air operator, the activities of which are related to transport of dangerous goods consignment(s) by air shall appoint one or more dangerous goods coordinators.

(2) Dangerous goods coordinator may be a head of the undertaking, a person with other duties in the undertaking, or person not directly employed by that undertaking provided that that person is capable of performing the duties of dangerous goods coordinator.

(3) With regard to the undertaking's activities, the dangerous goods coordinator has the following duties in particular:

- a) monitoring compliance with the requirements governing the carriage of dangerous goods by air;*
- b) advising his undertaking on the carriage of dangerous goods;*
- c) preparing an annual report to the management of his undertaking (Such annual reports shall be preserved for five years and made available to the Agency on request);*
- d) ensuring that all persons are knowledgeable in their own function area of work and that are in possession of valid certificates;*
- e) maintaining of dangerous goods records;*
- f) implementing of proper emergency procedures;*
- g) preparing and keeping up-to date in-house procedures and other relevant documentation;*
- h) investigating and writing a report on any dangerous goods occurrence;*
- i) verifying that all associated parties and subcontractors involved in carriage of dangerous goods are legally capable of doing so.*

(4) In order to be accepted, dangerous goods coordinator shall provide the Agency with:

- a) copy of valid certificate confirming that he/she has successfully completed Category 6 dangerous goods training.*
- b) evidence that he has a minimum of two (2) years working knowledge and experience in dangerous goods and safety operations and/or experience in cargo operations, including dangerous goods handling and acceptance; and*
- c) curriculum vitae.*

(5) At the time of submission of application for acceptance, the dangerous goods training certificate shall be valid for a minimum period of 3 months and recurrent training shall be arranged accordingly.

(6) After the completion of recurrent training dangerous goods coordinator or undertaking shall submit valid training certificate.