



**Flight Operations Standards Directorate**  
**Commercial Air Transport Section - Special Approvals - Dangerous Transport by Air Goods Approval**  
**Dangerous Goods Transport by Air Approval Process Form**

<b>• Operator Name</b>			
<b>• AOC Applicant/Holder Focal Point</b>	<b>Name</b>	<b>Telephone No.</b>	<b>E-Mail</b>

<b>1</b>	<b>PHASE ONE - PRE APPLICATION PHASE</b>	<b>Remarks</b>
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<b>a</b>	<b>AOC Applicant/holder to Submit the AOC Certification/Variation Letter of Intent</b>	
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(1)	AOC Applicant/holder making an initial inquiry by submitting the AOC certification/variation letter of intent to CARC chief commissioner	
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(a)	<input type="checkbox"/> For AOC initial certification. Submit AOC certification letter of intent, subject AOC initial certification	
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(b)	<input type="checkbox"/> For AOC variation. Submit AOC variation letter of intent, subject AOC variation - Dangerous goods transport by air approval	
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(2)	The chief commissioners will forward the letter of intent to the director flight operations standards	
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<b>b</b>	<b>Initial Meeting</b>	
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(1)	Director flight operations standards will call for an initial meeting	
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(a)	<input type="checkbox"/> For AOC initial certification. The meeting will be part of the AOC certification initial meeting	
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(b)	<input type="checkbox"/> For AOC variation. The meeting will be specific for DGs certification initial meeting	
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(2)	Meeting arrangements	<b>• Date</b>		<b>• Time</b>	
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(3)	AOC/DGs certification team	
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(a)	Flight operations standards directorate focal point name		
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(4)	AOC applicant/holder focal point name		
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(5)	Objective. To advise the AOC applicant/holder focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning DGs certification requirements. AOC applicant/holder will be briefed by flight operations standards directorates focal points on:	
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(a)	The DGs certification process	
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(b)	The requirements of flight operations standards directorate; and	
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(c)	<input type="checkbox"/> For AOC variation. AOC variation application form - prospective operator's pre-assessment statement	
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(c)	<input type="checkbox"/> For AOC certification. The prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
(6)	The flight operations standards focal point will provide the AOC applicant/holder focal point with the prospective operator's pre-assessment statement form and the instructions for completing the pre-assessment statement form or AOC variation application form - prospective operator's pre-assessment statement	
<b>c</b>	<b>*AOC Applicant/Holder Forward the Prospective Operator's Pre-assessment Statement</b>	
(1)	<input type="checkbox"/> For AOC variation. Flight operations standards focal point will assess the AOC variation application form - prospective operator's pre-assessment statement; and:	
(a)	If accepted, director flight operations standards will inform the AOC holder focal point with the AOC variation initial acceptance subject to conduct a satisfactory quality system inspection; or	
(b)	If rejected; director flight operations standards will recommends in writing to CARC chief commissioner the rejection of the AOC applicant prospective operator's pre-assessment statement including reason(s)	
(2)	<input type="checkbox"/> For AOC certification. It will part of AOC applicant prospective operator's pre-assessment statement assessment	
*AOC applicant/holder request for dangerous goods transport by air approval is conditioned for AOC holder holding cargo operations approval or AOC applicant/holder submitting parallel request for cargo operation approval		
<b>d</b>	<input type="checkbox"/> <b>Quality System Inspection - AOC Variation only</b>	
(1)	Inspection arrangements	• <b>Date</b>
(2)	CARC will conduct quality system inspection on the AOC holder; and	• <b>Time</b>
(a)	If operator meets JCAR OPS 1 requirement; director flight operations standards will recommends in writing to CARC chief commissioner to nominate DGs certification project manager and DGs certification team ; or	
(b)	If operator did not meet JCAR OPS 1 requirement; director flight operations standards will inform the AOC holder focal point in writing the rejection of the variation including reasons(s)	
<b>e</b>	<b>Pre Application Meeting</b>	
(1)	The AOC/DGs certification project manager will call for the pre-application meeting	
(2)	Meeting arrangements	• <b>Date</b>
(3)	AOC/DGs certification team	
(a)	*AOC/DGs certification project manager name	
(b)	Dangerous goods inspector team member name	
(c)	Flight operations inspector team member name	

\*For AOC variation the dangerous goods inspector is the DGs certification project manager



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<b>1</b>	<b>PHASE ONE - PRE APPLICATION PHASE</b>	<b>Remarks</b>
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(4)	AOC applicant/holder team	
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(a)	AOC applicant/holder focal point name		
(b)	Flight operations post holder name		
(c)	Crew training post holder name		
(d)	Ground operations post holder name		

(5)	Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CARC regulations and implementation procedures for DGs certification. The AOC applicant/holder will be briefed in details by the AOC/DGs certification team members on the 5 phase the DGS approval process, technical requirements and implementation procedures for each phase. The AOC/DGs certification team will provide the AOC applicant/holder with DGs approval guide(s), application(s), form(s), compliance list(s) etc on soft and/or hard as applicable	
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<b>f</b>	<b>Document Preparations/Amendment During Pre application Phase</b>
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<b>(1)</b>	<b>Flight Operations Standards Directorate Documents</b>
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(a)	Dangerous goods approval application form	
(b)	Dangerous goods approval process form - this form	
(c)	Operations manual part A	
(d)	Operations manual part D - AOC holder-handling agent DGs training program	
(e)	Ground operations procedures manual	
(f)	Dangerous goods manual	
(g)	Dangerous goods acceptance check lists	
(h)	High consequence dangerous goods security plan	
(i)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation	
(j)	Arrangement / contract for ground handling operations - cargo handling operations	

<b>g</b>	<b>Pre-application Meeting Summary</b>
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(1)	The AOC/DGs certification project manager will prepare a minutes of meeting signed by the AOC/DGs certification team members and the AOC applicant/holder focal point that declare the following:	
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(a)	The AOC/DGs certification team statement that, they had briefed the AOC applicant/holder team about flight operations standards directorate requirements for each phase of the DGs certification and had provided the AOC applicant/holder team with and/or guided them to CARC website for the directorate guide(s), application(s), form(s), compliance list(s) etc applicable for the DGs certification	
(b)	The AOC applicant/holder focal point statement that, the AOC applicant/holder team had been briefed about flight operations standards directorate requirements for each phase of the DGs certification and had received and/or guided to CARC website for the directorate guide(s), application(s), form(s), compliance list(s) etc applicable for AOC variation/certification	



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1	PHASE ONE - PRE APPLICATION PHASE	Accomplished Date	Initial	Remarks
<b>h</b>	<b>Pre-application Phase Summary</b>			
(1)	The pre-application phase completion date is the date when AOC applicant/holder completion of formal application preparation			



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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks						
<b>a Formal Application Meeting</b>								
(1)	The AOC/DGs certification project manager will call for the formal application meeting coordinated with the AOC applicant/holder focal point. The formal application meeting date will be on the same day of the AOC applicant/holder submitting the formal application							
(2)	Meeting arrangements	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">• Date</th> <th style="width: 30%;">• Time</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	• Date	• Time				
• Date	• Time							
(3)	AOC/DGs certification team							
(a)	AOC/DGs certification project manager name							
(b)	Dangerous goods inspector team member name							
(c)	Flight operations inspector name							
(4)	AOC applicant/holder team							
(a)	AOC applicant/holder focal point name							
(b)	Flight operations post holder name							
(c)	Crew raining post holder name							
(d)	Ground operations post holder name							
(5)	Objective. To ensure that, the AOC applicant/holder has submitted the DGs formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the DGs certification							
<b>b Formal Application Attachments</b>								
		<b>Submitted Date    Initial    Remarks</b>						
(1)	<b>Copy of the AOC Variation Study Fee Slip - AOC variation only</b>							
(2)	<b>Dangerous Goods Approval Application Form</b>							
(3)	<b>Cover Letter for the Formal Application</b>							
(4)	<b>Dangerous Goods Approval Process Form - This Form</b>							
(5)	<b>Flight Operations Standards Directorate Formal Application Attachments</b>							
(a)	Operations manual part A							
(b)	Operations manual part D - AOC holder-handling agent DGs training program							
(c)	AOC holder-handling agent DGs training program approval compliance list							
(d)	Ground operations procedures manual							



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2	PHASE TWO - FORMAL APPLICATION PHASE	Submitted Date	Initial	Remarks
(e)	Dangerous goods manual			
(f)	Dangerous goods manual compliance list			
(g)	Dangerous goods acceptance check lists			
(h)	Dangerous goods acceptance check lists compliance list			
(i)	High consequence dangerous goods security plan			
(j)	High consequence dangerous goods security plan compliance list			
(k)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(l)	Arrangement / contract for ground handling operations - cargo handling operations			

c	Formal Application Attachments Initial Assessment	Accomplished Date	Initial	Remarks
(1)	The AOC/DGs certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s)			
<b>d</b>	<b>Acceptance/ Rejection of the Formal Application.</b> The AOC/DGs certification project manager will inform the AOC applicant/holder verbally and in writing the acceptance/rejection of the formal application including reason(s) if rejected			

e	If the formal application was verbally accepted	Accomplished Date	Initial	Remarks
(1)	The AOC/DGs certification team members will review the DGs approval process with the AOC applicant/holder team in details; and			
(2)	The AOC/DGs certification team member(s) will inform the AOC applicant/holder in writing of any missing attachment(s)			

f	Formal Application Phase Summary	Accomplished Date	Initial	Remarks
(1)	The formal application phase completion date is the date of the AOC/DGs certification team members letter to the AOC applicant/holder of any missing attachment(s)			
(2)	The AOC/DGs project manager will inform in writing the AOC/DGs certification team members and the AOC applicant/holder focal point the start of phase three - document evaluation phase			



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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished date	Initial	Remarks
<b>a</b>	<b>Flight Operations Standards Directorate Application Attachments</b>			
(a)	Operations manual part A			
(b)	Operations manual part D - AOC holder-handling agent DGs training program			
(c)	Ground operations procedures manual			
(d)	Dangerous goods manual			
(e)	Dangerous goods acceptance check lists			
(f)	High consequence dangerous goods security plan			
(g)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(h)	Arrangement / contract for ground handling operations - cargo handling operations			
<b>b</b>	<b>Documents None Compliance.</b> The AOC/DGs certification team members shall provide the AOC applicant/holder with the documents contents none compliance in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/DGs certification project manager			
<b>c</b>	<b>Completion of Phase Three - Document Evaluation Phase.</b> The AOC/DGs certification team members will inform the AOC/DGs certification project manager in writing the satisfactory completion of phase three - document evaluation phase			
<b>d</b>	<b>Document Evaluation Phase Summary</b>			
(1)	The document evaluation phase completion date is based on the date of AOC/DGs certification team members letter to the AOC/DGs certification project manager for the satisfactory completion of phase three - document evaluation phase. Documents or manuals that are satisfactory will be approved or accepted, as required by JCARS. Approval/acceptance shall be indicated by a signed document or manual and a letter of approval or acceptance of the document or manual			
(2)	The AOC/DGs certification project manager will inform the AOC/DGs certification team members and the AOC applicant/holder focal point in writing the start of phase four - demonstration & inspection phase			



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<b>4</b>	<b>PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE</b>	<b>Accomplished date</b>	<b>Initial</b>	<b>Remarks</b>
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<b>a</b>	<b>Demonstration and Inspection Schedule</b>
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(1)	The AOC/DGs certification team members will provide the AOC applicant/holder with the flight operations standards directorate demonstration and inspections required for the DGs certification, and will ask the AOC applicant/holder to provide them with the demonstration and inspection schedule and to copy the AOC/DGs certification project manager			
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(2)	The AOC/DGs certification team members will review the demonstration and inspection schedule proposed by the AOC applicant/holder and to agrees on with them			
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<b>b</b>	<b>Flight Operations Standards Directorate Inspection</b>
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|-----|--|--|--|--|
| (1) | Organization and infrastructure inspection   |  |  |  |
| (2) | Dangerous goods training instructor assessment to include training material and equipments |  |  |  |
| (3) | Dangerous goods training inspection record   |  |  |  |
| (4) | Dangerous goods inspection   |  |  |  |
| (5) | Ground operations inspection   |  |  |  |

<b>c</b>	<b>Demonstration and Inspection None Compliance.</b> The AOC/DGs team members shall provide the AOC applicant/holder with the demonstration and inspection none compliance in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/DGs certification project manager			
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<b>d</b>	<b>Completion of Phase Four - Demonstration and Inspection Phase</b> The AOC/DGs certification team members will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase			
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<b>e</b>	<b>Demonstration &amp; Inspection Phase Summary</b>
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(1)	The demonstration and inspection phase completion date is based on the date of AOC/DGs certification team member letter to the AOC/DGs certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC applicant/holder meets JCARs requirements for DGs approval issuance			
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(2)	The AOC/DGs certification project manager will inform the AOC/DGs certification team members in writing the start of phase five - certification phase, to prepare flight operations standards directorate documents required for the operations specification issuance/amendment that is needed to be part of the DGs certification report and setting a date for the final certification meeting			
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<b>Accountable Manager Name</b>	<b>Signature</b>	<b>Date</b>





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<b>5</b>	<b>PHASE FIVE - CERTIFICATION PHASE</b>	<b>Remarks</b>	
<b>a</b>	<b>Final Certification Meeting</b>		
(1)	The AOC/DGs certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• <b>Date</b>	• <b>Time</b>
(3)	AOC/DGs certification team		
(a)	AOC/DGs certification project manager name		
(b)	Dangerous goods inspector team member name		
(c)	Flight operations inspector team member name		
(4)	Objective. The AOC/DGs certification team members to provide the AOC/DGs certification project manager with flight operations standards directorate documents required for the DGs approval issuance that is needed to be part of the DGs certification report		
<b>b</b>	<b>Certification Report Contents</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>
(1)	<b>Flight Operations Standards Directorate Documents</b>		
(a)	Copy of the AOC variation application form - Prospective operator's pre-assessment statement - AOC variation only		
(b)	Copy of the AOC variation study fee slip - AOC variation only		
(c)	Copy of the DGs approval application form		
(d)	Copy of the DGs approval process form		
(e)	Copy of the DGs approval fee slip		
(f)	Copy of the flight operations standards dangerous goods approval letter		
(2)	<b>Director Flight Operations Standards Issuance/Amendment of the OPS SPECS for Dangerous Goods Transport by Air Approval</b>		
(a)	Copy of the Operations Specification (OPS SPECS)		
<b>c</b>	<b>AOC/DGs Certification Project Manager to Copy Airworthiness Standards Directorate with</b>	<b>Documents Status</b>	
		<b>YES</b>	<b>NO</b>
(1)	The Operations Specification (OPS SPECS)		
<b>AOC/DGs Certification Project Manager Name</b>		<b>Signature</b>	<b>Date</b>