



Flight Operations Standards Directorate
Commercial Air Transport Section - Dangerous Goods Transport by Air
Freight Forwarder Approval SProcess Form

• Freight Forwarder Name			
• Freight Forwarder Dangerous Goods Point of Contact (DGPOC)	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	Freight forwarder Applicant to Submit the Freight Forwarder Approval Letter of Intent
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(1)	Freight forwarder applicant making an initial inquiry by submitting the freight forwarder letter of intent to CARC chief commissioner	
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(2)	The chief commissioner will forward the letter of intent to director flight operations standards	
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b	Pre Application Meeting
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(1)	Director flight operations will call for an initial meeting	
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(2)	Meeting arrangements	• Date		• Time	
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(3)	CARC/FOSD certification team	
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(a)	CARC/FOSD certification project manager name - Dangerous goods inspector		
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(b)	Flight operations inspector team member name		
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(4)	Freight forwarder applicant team	
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(a)	Freight forwarder applicant focal point name		
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(5)	Objective. To determine that, the freight forwarder applicant focal point has sufficient knowledge of the appropriate CARC regulations and certification procedures for freight forwarder . The freight forwarder applicant focal point will be briefed in details by the certification team on the 5 phase of the freight forwarder certification process, technical requirements and certification procedures for each phase. The certification team will provide the freight forwarder applicant focal point with freight forwarder application(s), compliance list(s) on soft and/or hard as applicable	
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c	Document Preparations During Pre application Phase - Flight Operations Standards Directorate Documents
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(1)	Freight forwarder certificate application form	
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(2)	Freight forwarder certificate issuance process form - This form	
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(3)	Freight forwarder procedures describing the entire freight forwarder and shipper part of the dangerous goods transport by air operations	
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(4)	Freight forwarder and shipper dangerous goods transport by air training programs	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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(5)	High consequence dangerous goods security plan	
(6)	Shipper checklist	
(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation	
(8)	Dangerous goods training sub-contract name	

d	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
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(1)	The pre-application phase completion date is the date when the freight forwarder applicant focal point completion of the formal application preparation			
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2	PHASE TWO - FORMAL APPLICATION PHASE	Remarks
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a	Formal Application Meeting
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(1)	Certification project manager will call for the formal application meeting coordinated with the freight forwarder applicant focal point. The formal application meeting date will be on the same day of the freight forwarder applicant focal point submitting the formal application	
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(2)	Meeting arrangements	• Date		• Time	
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(3)	CARC/FOSD team
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(a)	Certification project manager name - Dangerous goods inspector	
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(b)	Flight operations inspector team member name	
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(4)	Freight forwarder applicant team
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(a)	Freight forwarder applicant focal point name	
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(5)	Objective. To ensure that, the freight forwarder applicant focal point has submitted the freight forwarder formal application, application attachments, review the certification process and establish a common understanding on the future procedure for the freight forwarder certification	
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b	Formal Application Attachments - Flight Operations Standards Directorate	Submitted Date	Initial	Remarks
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(1)	Freight forwarder certificate application form			
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(2)	Freight forwarder certificate issuance process form - This form			
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(3)	Freight forwarder procedures describing the entire freight forwarder and shipper part of the dangerous goods transport by air operations			
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(4)	Freight forwarder and shipper dangerous goods transport by air training programs			
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(5)	High consequence dangerous goods security plan			
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(6)	Shipper checklist			
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(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
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(8)	Dangerous goods training sub-contract name			
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c	Formal Application Phase Summary
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(1)	The formal application phase completion date is the date of the certification project manager letter to the freight forwarder applicant focal point of any missing attachment(s)			
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(2)	Certification project manager will inform in writing the certification team and the freight forwarder applicant focal point the start of phase three - document evaluation phase			
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3	PHASE THREE - DOCUMENT EVALUATION PHASE	Accomplished Date	Initial	Remarks
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a	Flight Operations Standards Directorate Application Attachments
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(1)	Freight forwarder certificate application form			
(2)	Freight forwarder certificate issuance process form - This form			
(3)	Freight forwarder procedures describing the entire freight forwarder part of the dangerous goods transport by air operations			
(4)	Freight forwarder dangerous goods transport by air training programs			
(5)	High consequence dangerous goods security plan			
(6)	Shipper checklist			
(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(8)	Dangerous goods training sub-contract name			

b	Document Evaluation Phase Summary
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(1)	The document evaluation phase completion date is based on the date of the certification project manager letter to the freight forwarder applicant focal point for the satisfactory completion of phase three - document evaluation phase and the start of phase four - demonstration & inspection phase.			
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4	PHASE FOUR - DEMONSTRATION AND INSPECTION PHASE	Accomplished Date	Initial	Remarks
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a	Demonstration and Inspection Schedule
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(1)	Certification project manager will provide the freight forwarder applicant focal point with the demonstration and inspections required for the certification, and will ask the freight forwarder applicant focal point to provide him with the demonstration and inspection schedule			
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(2)	Certification team will review the demonstration and inspection schedule proposed by the freight forwarder applicant focal point and to agrees on with them			
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b	Flight Operations Standards Directorate Inspection
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(1)	Organization and procedures			
(2)	Consignment inspection			
(3)	Staff training			
(4)	Training programs			

c	Demonstration & Inspection Phase Summary
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(1)	The demonstration and inspection phase completion date is based on the date of the certification project manager letter to the freight forwarder applicant focal point for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, freight forwarder applicant meets JCARs requirements for freight forwarder certificate issuance			
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(2)	Certification project manager will inform the certification team in writing the start of phase five - certification phase, to prepare documents required for the freight forwarder certificate issuance that is needed to be part of the freight forwarder certification report and setting a date for the final certification meeting			
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Freight Forwarder General Manager Name	Signature	Date



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5	PHASE FIVE - CERTIFICATION PHASE	Remarks	
a	Final Certification Meeting		
(1)	Certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	CARC/FOSD certification team		
(a)	Certification project manager name - Dangerous goods inspector		
(b)	Flight operations inspector team member name		
(4)	Objective. The certification team to provide the certification project manager with the documents required for the freight forwarder certificate issuance that is needed to be part of the freight forwarder r certification report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Flight Operations Standards Directorate Documents		
(a)	Copy of the freight forwarder certificate letter of intent		
(b)	Copy of the freight forwarder certificate application form		
(c)	Copy of the freight forwarder certificate process form - This form		
(d)	Copy of the freight forwarder and shipper procedures acceptance letter		
(e)	Copy of the freight forwarder and shipper dangerous goods training program approval letter		
(f)	Copy of the freight forwarder and shipper - shipper checklist acceptance letter		
CARC/FOSD Certification Project Manager Name - Dangerous Goods Inspector		Signature	Date