



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

<b>• Regulated Agent Name</b>			
<b>• Regulated Agent Dangerous Goods Point of Contact (DGPOC)</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>Regulated Agent Applicant to Submit the Regulated Agent Approval Letter of Intent</b>	
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(1)	Regulated agent applicant making an initial inquiry by submitting the regulated agent letter of intent to CARC chief commissioner	
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(2)	The chief commissioner will forward the letter of intent to director aviation security and facilitation	
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<b>b</b>	<b>Pre Application Meeting</b>	
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(1)	Director aviation security and facilitation will call for an initial meeting	
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(2)	Meeting arrangements	<b>• Date</b>		<b>• Time</b>	
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(3)	Regulated agent approval team	
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(a)	Regulated agent approval project manager name		
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(b)	Dangerous goods inspector team member name		
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(4)	Regulated agent applicant team	
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(a)	Regulated agent applicant focal point name		
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(5)	Objective. To determine that, the regulated agent applicant focal point has sufficient knowledge of the appropriate CARC regulations and certification procedures for regulated agent. The regulated agent applicant focal point will be briefed in details by the certification team on the 5 phase of the regulated agent certification process, technical requirements and certification procedures for each phase. The certification team will provide the regulated agent applicant focal point with regulated agent application(s), compliance list(s) on soft and/or hard as applicable	
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<b>c</b>	<b>Document Preparations During Pre application Phase - Flight Operations Standards Directorate Documents</b>	
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(1)	Regulated agent DGs approval application form	
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(2)	Regulated agent dangerous goods transport by air approval issuance process form - This form	
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(3)	Regulated agent procedures describing the entire regulated agent part of the dangerous goods transport by air operations	
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(4)	Regulated agent dangerous goods transport by air training programs	
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(5)	High consequence dangerous goods security plan	
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(6)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation	
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(7)	Dangerous goods raining sub-contract name	
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<b>d</b>	<b>Pre-application Phase Summary</b>	<b>Accomplished Date</b>	<b>Initial</b>	<b>Remarks</b>
(1)	The pre-application phase completion date is the date when the regulated agent applicant completion of formal application preparation			



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

<b>b</b>	<b>Document Evaluation Phase Summary</b>
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(1)	The document evaluation phase completion date is based on the date of the certification team letter to certification project manager for the satisfactory completion of phase three - document evaluation phase.			
(2)	Certification project manager will inform the certification team and the regulated agent applicant 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)	Certification team will provide the regulated agent applicant focal point with the demonstration and inspections required for the regulated agent certification, and will ask the regulated agent applicant focal point to provide them with the demonstration and inspection schedule and to copy CARC certification project manager			
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(2)	Certification team will review the demonstration and inspection schedule proposed by the regulated agent applicant 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)	Staff training			
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(2)	Training programs			
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<b>c</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 the certification team letter to certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, regulated agent applicant meets JCARs requirements for regulated agent approval issuance			
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(2)	Certification project manager will inform the certification team member in writing the start of phase five - certification phase, to prepare the documents required for the regulated agent certificate issuance that is needed to be part of the regulated agent certification report and setting a date for the final certification meeting			
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<b>Regulated Agent Applicant General Manager Name</b>	<b>Signature</b>	<b>Date</b>



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**FOR CARC USE ONLY**

<b>5</b>	<b>PHASE FIVE - CERTIFICATION PHASE</b>	<b>Remarks</b>	
<b>a</b>	<b>Final Certification Meeting</b>		
(1)	Certification project manager will call for the final certification meeting		
(2)	Meeting arrangements	• Date	• Time
(3)	CARC certification team		
(a)	Certification project manager name		
(b)	Dangerous goods inspector team member name		
(4)	Objective. The certification team to provide the certification project manager with the documents required for the regulated agent certificate issuance that is needed to be part of the regulated agent 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 regulated agent approval letter of intent		
(b)	Copy of the regulated agent DGs approval application form		
(c)	Copy of the regulated agent dangerous goods transport by air approval issuance process form - This form		
(d)	Copy of the regulated agent procedures acceptance letter		
(e)	Copy of the regulated agent dangerous goods transport by air training programs approval letter		
<b>Dangerous Goods Inspector Name</b>		<b>Signature</b>	<b>Date</b>