



Flight Operations Standards Directorate
Commercial Air Transport Section - Dangerous Goods Transport by Air
Passenger Security Screening Dangerous Goods Transport by Air Approval Process Form

• Passenger Security Screening Name			
• Passenger Security Screening Dangerous Goods Point of Contact (DGPOC)	Name	Telephone No.	E-Mail

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	Airport Operator to Submit the Passenger Security Screening Approval Letter of Intent	
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(1)	Airport operator making an initial inquiry by submitting the passenger security screening dangerous goods transport by air approval 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 standards 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)	Certification project manager name - Dangerous goods inspector		
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(b)	Flight operations inspector team member name		
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(4)	Passenger security screening applicant team	
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(a)	Passenger security screening applicant focal point name		
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(5)	Objective. To determine that, the passenger security screening applicant focal point has sufficient knowledge of the appropriate CARC regulations and certification procedures for passenger security screening dangerous goods transport by air approval. The passenger security screening applicant focal point will be briefed in details by the certification team on the 5 phase of the passenger security screening approval process, technical requirements and certification procedures for each phase. The certification team will provide the passenger security screening with passenger security screening application(s) and 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)	Passenger security screening DGs approval application form	
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(2)	Dangerous goods transport by air approval issuance process form - This form	
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(3)	Designated postal dangerous goods transport by air training programs	
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(4)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation	
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(5)	Dangerous goods raining sub-contract name - if applicable	
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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 passenger security screening completion of 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 passenger security screening applicant focal point. The formal application meeting date will be on the same day of the passenger security screening applicant submitting the formal application	
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(2)	Meeting arrangements	• Date		• Time	
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(3)	CARC/FOSD certification 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)	Passenger security screening applicant team
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(a)	Passenger security screening applicant focal point name			
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(5)	Objective. To ensure that, the passenger security screening applicant focal point has submitted the passenger security screening formal application, application attachments, review the approval process and establish a common understanding on the future procedure for the passenger security screening approval	
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b	Formal Application Attachments - Flight Operations Standards Directorate	Submitted Date	Initial	Remarks
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(1)	Passenger security screening DGs approval application form			
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(2)	Dangerous goods transport by air approval issuance process form - This form			
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(3)	Designated postal dangerous goods transport by air training programs			
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(4)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
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(5)	Dangerous goods raining sub-contract name - if applicable			
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c	Formal Application Phase Summary
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(1)	The formal application phase completion date is the date of certification project manager team letter to the passenger security screening applicant focal point of any missing attachment(s)			
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(2)	Certification project manager will inform in writing certification team and the passenger security screening 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)	Passenger security screening DGs approval application form			
(2)	Dangerous goods transport by air approval issuance process form - This form			
(3)	Designated postal dangerous goods transport by air training programs			
(4)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(5)	Dangerous goods raining sub-contract name - if applicable			

b	Document Evaluation Phase Summary
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(1)	The document evaluation phase completion date is based on the date of certification project manager letter to the passenger security screening 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 passenger security screening applicant focal point with demonstration and inspections required for the passenger security screening dangerous goods transport by air approval, and will ask the passenger security screening applicant focal point to provide them with the demonstration and inspection schedule			
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(2)	Certification team will review the demonstration and inspection schedule proposed by the passenger security screening applicant focal point and to agree on with them			
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b	Flight Operations Standards Directorate Inspection
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(1)	Staff training			
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(2)	Training programs			
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c	Demonstration & Inspection Phase Summary
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(1)	The demonstration and inspection phase completion date is based on the certification project manager letter to the passenger security screening applicant focal point for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, passenger security screening applicant meets JCARs requirements for passenger security screening 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 documents required for the passenger security screening approval issuance that is needed to be part of the passenger security screening approval report and setting a date for the final certification meeting			
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Airport Operator 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 certification project manager with documents required for the passenger security screening dangerous goods transport by air approval issuance		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Flight Operations Standards Directorate Documents		
(a)	Copy of the passenger security screening approval letter of intent		
(b)	Copy of the passenger security screening DGs approval application form		
(c)	Copy of the passenger security screening dangerous goods transport by air approval issuance process form - This form		
(d)	Copy of the passenger security dangerous goods transport by air training programs approval letter		
CARC/FOSD Certification Project Manager - Dangerous Goods Inspector Name		Signature	Date