



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

• Handling Agent Name			
• Handling Agent 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 Handling Agent Approval Letter of Intent	
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(1)	Airport operator making an initial inquiry by submitting the handling agent 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)	Handling agent applicant team	
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(a)	Handling agent applicant focal point name	
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(5)	Objective. To determine that, the handling agent applicant has sufficient knowledge of the appropriate CARC regulations and certification procedures for the handling agent dangerous goods transport by air approval. The handling agent applicant focal point will be briefed in details by the certification team on the 5 phase of the handling agent dangerous goods transport by air approval process, technical requirements and certification procedures for each phase. The certification team will provide the handling agent with handling agent 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)	Handling agent DGs approval application form	
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(2)	Handling agent dangerous goods transport by air approval issuance process form - This form	
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(3)	Handling agent dangerous goods manual describing the entire handling agent part of the dangerous goods transport by air operations	
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(4)	Handling agent dangerous goods transport by air training programs	
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(5)	High consequence dangerous goods security plan	
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1	PHASE ONE - PRE APPLICATION PHASE	Remarks		
(6)	Dangerous goods acceptance checklist			
(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(8)	Dangerous goods raining sub-contract name - if applicable			
d	Pre-application Phase Summary	Accomplished Date	Initial	Remarks
(1)	The pre-application phase completion date is the date when the handling agent applicant 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 handling agent applicant focal point. The formal application meeting date will be on the same day of the handling agent 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)	Handling agent applicant team
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(a)	Handling agent applicant focal point name	
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(5)	Objective. To ensure that, the handling agent applicant focal point has submitted the handling agent formal application, application attachments, review the approval process and establish a common understanding on the future procedure for the handling agent certification
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b	Formal Application Attachments - Flight Operations Standards Directorate	Submitted Date	Initial	Remarks
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(1)	Handling agent DGs approval application form			
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(2)	Handling agent dangerous goods transport by air approval issuance process form - This form			
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(3)	Handling agent dangerous goods manual describing the entire handling agent part of the dangerous goods transport by air operations			
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(4)	Handling agent dangerous goods transport by air training programs			
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(5)	High consequence dangerous goods security plan			
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(6)	Dangerous goods acceptance checklist			
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(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
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(8)	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 the certification project manager letter to the handling agent 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 handling agent 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)	Handling agent DGs approval application form			
(2)	Handling agent dangerous goods transport by air approval issuance process form - This form			
(3)	Handling agent dangerous goods manual describing the entire handling agent part of the dangerous goods transport by air operations			
(4)	Handling agent dangerous goods transport by air training programs			
(5)	High consequence dangerous goods security plan			
(6)	Dangerous goods acceptance checklist			
(7)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(8)	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 the certification project manager letter to the handling agent 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 handling agent applicant focal point with the demonstration and inspections required for the handling agent dangerous goods transport by air approval and will ask the handling agent applicant 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 handling 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 | | | |
| (5) | Passenger warning notices | | | |

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 handling agent applicant for the satisfactory completion of phase 4 - demonstration and inspection phase and the start of phase five - certification phase. The satisfactory completion of the demonstration inspection phase means, handling agent applicant meets JCARs requirements for handling agent dangerous goods transport by air approval 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 handling agent dangerous goods transport by air approval issuance that is needed to be part of the handling agent dangerous goods transport by air 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 the documents required for the handling agent dangerous goods transport by air approval issuance that is needed to be part of the handling agent approval report		
b	Certification Report Contents	Documents Status	
		YES	NO
(1)	Flight Operations Standards Directorate Documents		
(a)	Copy of the handling agent approval letter of intent		
(b)	Copy of the handling agent DGs approval application form		
(c)	Copy of the handling agent dangerous goods transport by air approval issuance process form - This form		
(d)	Copy of the handling agent danger goods manual approval letter		
(e)	Copy of the handling agent dangerous goods transport by air training programs approval letter		
(f)	Copy of the dangerous goods acceptance checklist		
CARC/FOSD Certification Project Manager - Dangerous Goods Inspector Name		Signature	Date