



Flight Operations Standards Directorate
Commercial Air Transport Section - Dangerous Goods Transport by Air
Designated Postal Dangerous Goods Transport by Air Approval Process Form

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

1	PHASE ONE - PRE APPLICATION PHASE	Remarks
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a	Designated Postal Applicant to Submit the Designated Postal Approval Letter of Intent
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| (1) | Designated postal applicant making an initial inquiry by submitting the designated postal letter of intent to CARC chief commissioner |
| (2) | The chief commissioner will forward the letter of intent to director aviation security and facilitation |

b	Pre Application Meeting
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| (1) | Director aviation security and facilitation will call for an initial meeting | | | | |
| (2) | Meeting arrangements | • Date | | • Time | |
| (3) | CARC certification team | | | | |

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|-----|--|--|
| (a) | CARC certification project manager name | |
| (b) | Dangerous goods inspector team member name | |

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| (4) | Designated postal applicant team |
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| (a) | Designated postal applicant focal point name | |
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(5)	Objective. To determine that, the designated postal applicant focal point has sufficient knowledge of the appropriate CARC regulations and certification procedures for designated postal. The designated postal applicant focal point will be briefed in details by the certification team on the 5 phase of the designated postal certification process, technical requirements and certification procedures for each phase. The certification team will provide the designated postal applicant focal point with designated postal 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) | Designated postal DGs approval application form |
| (2) | Designated postal dangerous goods transport by air approval issuance process form - This form |
| (3) | Designated postal procedures describing the entire designated postal part of the dangerous goods transport by air operations |
| (4) | Designated postal dangerous goods transport by air training programs |
| (5) | Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation |
| (6) | Dangerous goods raining 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 designated postal 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 designated postal applicant focal point. The formal application meeting date will be on the same day of the designated postal 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)	Designated postal applicant team
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(a)	Designated postal applicant focal point name				
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(5)	Objective. To ensure that, the designated postal applicant has submitted the designated postal formal application, application attachments, review the approval process and establish a common understanding on the future procedure for the designated postal certification
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b	Formal Application Attachments - Flight Operations Standards Directorate	Submitted Date	Initial	Remarks
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(1)	Designated postal DGs approval application form				
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(2)	Designated postal dangerous goods transport by air approval issuance process form - This form				
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(3)	Designated postal procedures describing the entire designated postal part of the dangerous goods transport by air operations				
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(4)	Designated postal dangerous goods transport by air training programs				
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(5)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation				
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(6)	Dangerous goods raining 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 team letter to the designated postal 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 designated postal 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)	Designated postal DGs approval application form			
(2)	Designated postal dangerous goods transport by air approval issuance process form - This form			
(3)	Designated postal procedures describing the entire designated postal part of the dangerous goods transport by air operations			
(4)	Designated postal dangerous goods transport by air training programs			
(5)	Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation			
(6)	Dangerous goods raining 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 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 designated postal applicant focal point in writing 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 team will provide the designated postal applicant focal point with the directorate demonstration and inspections required for the designated postal certification, and will ask the designated postal applicant 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 designated postal applicant and to agrees on with them			
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b	Flight Operations Standards Directorate Inspection
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(1)	Organization and procedures			
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(2)	Staff training			
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(3)	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 date of the certification team letter to the certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, designated postal applicant meets JCARs requirements for designated postal 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 designated postal certificate issuance that is needed to be part of the designated postal certification report and setting a date for the final certification meeting			
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Designated Postal General Manager Name	Signature	Date



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5	PHASE FIVE - CERTIFICATION PHASE	Remarks
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a	Final Certification Meeting
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(1)	Certification project manager will call for the final certification meeting
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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)	Objective. The certification team to provide the certification project manager with documents required for the designated postal certificate issuance that is needed to be part of the designated postal certification report
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b	Certification Report Contents	Documents Status	
		YES	NO

(1)	Flight Operations Standards Directorate Documents
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(a)	Copy of the designated postal approval letter of intent		
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(b)	Copy of the Designated postal DGs approval application form		
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(c)	Copy of the designated postal dangerous goods transport by air approval issuance process form - This form		
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(d)	Copy of the designated postal procedures describing the entire designated postal part of the dangerous goods transport by air operations		
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(e)	Copy of the designated postal dangerous goods transport by air training programs		
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Dangerous Goods Inspector Name	Signature	Date