|  |  |
| --- | --- |
|  | FORM: AC-DG001-2 June 2018 |

**DANGEROUS GOODS TRANSPORT BY AIR APPROVAL JOB AID AND SCHEDULE OF EVENTS.**

|  |  |
| --- | --- |
| OFFICIAL NAME OF COMPANY | LOCATION ADDRESS |
| MAILING ADDRESS (if different from location) | EMAIL ADDRESS/ TEL NUMBER(S) |
| INSPECTORS | |

| **I** | **PHASE ONE- PRE APPLICATION** | | | | | | | | | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | |  |
| **a** | **AOC Applicant/holder to Submit the Formal Letter of Intent** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (1) | AOC Applicant/holder making an initial inquiry by submitting formal letter of intent to the Authority, Flight Operations Department | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (a) | For AOC initial certification. Submit AOC formal letter of intent, **REF: AOC initial certification** | | | | | | | | |  |
| (b) | For AOC variation. Submit formal letter of intent, **REF: AOC variation - Dangerous Goods transport by air approval** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (2) | The Manager Flight Operations will forward the letter of intent to the FOI/Dangerous Goods Inspectors | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **b** | **Initial Meeting** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (1) | FOI/DGI will call for an initial meeting | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (a) | For AOC initial certification. The meeting will be part of the AOC certification initial meeting | | | | | | | | |  |
| (b) | For AOC variation. The meeting with be specific for DGs certification | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (2) | Meeting arrangements | | | | Date: | | | Time: | |  |
|  |  | | | | | | | | |  |
| (3) | AOC/DGs certification team | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (a) | Flight operations Certification Dangerous Goods Insp. (name) | | | | |  | | | |  |
|  |  | | | | | | | | |  |
| (4) | AOC applicant/holder Dangerous Goods Co-ordinator (name) | | | | | |  | | |  |
|  |  | | | | | | | | |  |
| (5) | Objective. To advise the AOC applicant/holder to thoroughly review the appropriate regulations, advisory circulars, forms and to provide guidance concerning DGs certification requirements. AOC applicant/holder will be briefed by the dangerous goods inspector on; | | | | | | | | |  |
| (a) | The DGs certification process | | | | | | | | |  |
| (b) | The requirements of the Authority; and | | | | | | | | |  |
| (c) | For AOC variation. Dangerous Goods Transport By Air Approval- Application Form and the instructions for completing the form | | | | | | | | |  |
| For AOC certification. The pre application statement of Intent (PASI) form & Dangerous Goods Transport By Air Approval- Application Form and the instructions for completing the forms | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (6) | The FOI/DGI point will provide the AOC applicant/holder with the forms in part 5(c) | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **c** | **AOC Applicant/Holder Submit the Dangerous Goods Transport By Air Approval- Application Form** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (1) | For AOC variation. DGI will assess the application form for completeness; and: | | | | | | | | |  |
| (a) | If accepted, the DGI will inform the applicant and set up a Pre Application meeting; or | | | | | | | | |  |
| (b) | If rejected; DGI will inform the applicant in writing including reason(s) and request for the forms to be filled out as required | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (2) | For AOC certification. It will part of AOC applicant prospective operator’s pre-assessment statement assessment | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **d** | **Pre Application Meeting** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (1) | The AOC/DGs certification project manager will call for the pre-application meeting | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (2) | Meeting arrangements | | | Date: | | | | | Time: |  |
|  |  | | | | | | | | |  |
| (3) | AOC/DGs certification team | | | | | | | | |  |
| (a) | \*AOC/DGs certification project manager name | |  | | | | | | |  |
| (b) | Dangerous goods inspector team member name | |  | | | | | | |  |
| (c) | Flight operations inspector team member name | |  | | | | | | |  |
| (d) | Airworthiness inspector team member name | |  | | | | | | |  |
|  | ***\*For AOC variation the dangerous goods inspector is the DGs certification project manager*** | | | | | | | | |  |
|  |  | | | | | | | | |  |
| (4) | AOC applicant/holder team | | | | | | | | |  |
| (a) | AOC applicant/holder Dangerous Goods Co-ordinator |  | | | | | | | |  |
| (b) | Flight operations post holder name |  | | | | | | | |  |
| (c) | Crew training post holder name |  | | | | | | | |  |
| (d) | Ground operations post holder name |  | | | | | | | |  |
|  |  | | | | | | | | |  |
| (5) | Objective. To determine that, the AOC applicant/holder has sufficient knowledge of the appropriate CAA regulations and implementation procedures for DGs certification. The AOC applicant/holder will be briefed in details by the AOC/DGs certification team members on the 5 phase dangerous goods approval process, technical requirements and implementation procedures for each phase. The AOC/DGs certification team will provide the AOC applicant/holder with DGs approval guide(s), application(s), form(s), compliance list(s) etc. on soft and/or hard as applicable.  The applicant will also be required to provide the Authority with the documentation in (f) below. | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **e** | **Document Preparations/Amendments required from the AOC Applicant/Holder** | | | | | | | | |  |
| (1) | **Manuals/ Documents required by the CAA as part of the formal application package** | | | | | | | | |  |
| (a) | Form: AC-DG001 Dangerous Goods Transport by Air Approval- Application Form | | | | | | | | |  |
| (b) | Form: AC-DG001A Dangerous Goods-001A Dangerous Goods Transport by Air Approval job aid and schedule of events | | | | | | | | |  |
| (c) | Form:AC-DG001B Dangerous Goods Coordinator Biographical Data Form | | | | | | | | |  |
| (d) | Operations manual part A | | | | | | | | |  |
| ( e) | Cabin Crew Manual | | | | | | | | |  |
| (f) | Operations manual part D – AOC holder/ handling agent DGs training program | | | | | | | | |  |
| (g) | Ground operations procedures manual | | | | | | | | |  |
| (h) | Dangerous goods manual | | | | | | | | |  |
| (i) | Any other relevant manuals | | | | | | | | |  |
| (j) | Dangerous goods acceptance check lists | | | | | | | | |  |
| (k) | High consequence dangerous goods security plan | | | | | | | | |  |
| (l) | Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation. | | | | | | | | |  |
| (m) | Arrangements / contracts for ground handling operations – cargo handling operations | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **f** | **Pre-application Meeting Summary** | | | | | | | | |  |
| (1) | The AOC/DGs certification project manager will prepare minutes of the meeting signed by the AOC/DGs certification project manager and the AOC applicant/holder dangerous goods co-ordinator nominee that declare the following: | | | | | | | | |  |
| (a) | The AOC/DGs certification team statement that, they had briefed the AOC applicant/holder team about the CAAs requirements for each phase of the DGs certification and had provided the AOC applicant/holder team with and/or guided them to KCAAs website for the circulars, form(s), and any other guidance material applicable for the AOC DGs certification/variation. | | | | | | | | |  |
| (b) | The AOC applicant/holder statement that, the AOC applicant/holder team had been briefed about the CAAs requirements for each phase of the DGs certification and have received and/or guided to KCAAs website for the circulars, form(s), and any other guidance material applicable for the AOC DGs certification/variation. | | | | | | | | |  |
|  |  | | | | | | | | |  |
| **g** | **Pre-application Phase Summary** | | | | | | | | |  |
| (1) | The pre-application phase completion date is the date when the pre application meeting has been held and the AOC applicant/holder has been briefed appropriately on the formal application preparation.  The Pre application phase will be closed via letter | | | | | | | | |  |
| (2) | Pre application Phase Closed: YES  NO  Date:  Inspector Names and Signature: | | | | | | | | |  |

| **II** | **PHASE TWO- FORMAL APPLICATION** | | | | | | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **a** | **Formal Application Meeting** | | | | | |  |
|  |  | | | | | |  |
| (1) | The AOC/DGs certification project manager will call for the formal application meeting coordinated with the AOC applicant/holder Dangerous Goods Co-ordinator. The formal application meeting date will be on the same day of the AOC applicant/holder submitting the formal application | | | | | |  |
|  |  | | | | | |  |
| (2) | Meeting arrangements | | Date: | | Time: | |  |
|  |  | | | | | |  |
| (3) | AOC/DGs certification team | | | | | |  |
| (a) | AOC/DGs certification project manager name |  | | | | |  |
| (b) | Dangerous goods inspector team member name |  | | | | |  |
| (c) | Flight operations inspector name |  | | | | |  |
|  |  | | | | | |  |
| (4) | AOC applicant/holder team | | | | | |  |
| (a) | AOC applicant/holder Dangerous Goods Co-ordinator | | |  | | |  |
| (b) | Flight operations post holder name | | |  | | |  |
| (c) | Crew training post holder name | | |  | | |  |
| (d) | Ground operations post holder name | | |  | | |  |
|  |  | | | | | |  |
| (5) | Objective. To ensure that, the AOC applicant/holder has submitted the DGs formal application, formal application attachments, review the certification process and establish a common understanding on the future procedure for the DGs certification. | | | | | |  |
| **b** | **Formal Application Attachments** | | | | **Submitted Date** | **Initial** | **Remarks** |
|  |  | | | |  |  |  |
| (1) | Form: AC-DG001 Dangerous Goods Transport by Air Approval- Application Form | | | |  |  |  |
|  |  | | | |  |  |  |
| (2) | Cover Letter for the Formal Application | | | |  |  |  |
|  |  | | | |  |  |  |
| (3) | Form: AC-DG001A Dangerous Goods-001A Dangerous Goods Transport by Air Approval job aid and schedule of events | | | |  |  |  |
|  |  | | | |  |  |  |
| (4) | AOC applicant/holder Dangerous Goods Co-ordinator Nominee Bio data | | | |  |  |  |
|  |  | | | |  |  |  |
| (5) | **AOC Manuals/Documents** | | | | **Submitted Date** | **Initial** |  |
| (a) | Operations manual part A | | | |  |  |  |
| (b) | Operations manual part D - AOC holder-handling agent DGs training program | | | |  |  |  |
| (c) | AOC holder-handling agent DGs training program approval compliance list | | | |  |  |  |
| (d) | Cabin Crew Manual | | | |  |  |  |
| (e) | Ground operations procedures manual | | | |  |  |  |
|  |  | | | | **Submitted Date** | **Initial** |  |
| (f) | Dangerous goods manual | | | |  |  |  |
| (g) | Any other manual/document addressing dangerous goods | | | |  |  |  |
| (h) | Dangerous goods acceptance check lists | | | |  |  |  |
| (i) | High consequence dangerous goods security plan | | | |  |  |  |
| (j) | Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation | | | |  |  |  |
| (k) | Arrangement / contract for ground handling operations - cargo handling operations | | | |  |  |  |
|  |  | | | |  |  |  |
| **c** | **Formal Application Attachments** **Initial Assessment** | | | | **Accomplished Date** | **Initial** | **Remarks** |
|  |  | | | |  |  |  |
| (1) | **T**he AOC/DGs certification team members will review the submitted formal application and formal application attachments and define any missing attachment(s) | | | |  |  |  |
|  |  | | | |  |  |  |
| **d** | **Acceptance/ Rejection of the Formal Application.** The AOC/DGs certification project manager will inform the AOC applicant/holder in writing the acceptance/rejection of the formal application including reason(s) if rejected | | | |  |  | **Accepted**  **Rejected** |
|  |  | | | | | |  |
| **e** | **Formal Application Phase Summary** | | | | | |  |
| (1) | The formal application phase completion date is the date of the AOC/DGs certification team members’ letter to the AOC applicant/holder accepting the formal application package. This letter closes Phase II signals the start of phase III – Document Evaluation. | | | | | |  |
| (2) | Formal application Phase Closed: YES  NO  Date:  Inspector Names and Signature: | | | | | |  |

| **III** | **PHASE THREE- DOCUMENT EVALUATION** | | | **Remarks** |
| --- | --- | --- | --- | --- |
|  |  | **Accomplished Date** | **Initial** |  |
| **a** | **Flight Operations Application Attachments** |  |  |  |
| (a) | AOC applicant/holder Dangerous Goods Co-ordinator bio data |  |  |  |
| (b) | Operations manual part A |  |  |  |
| (c) | Operations manual part D - AOC holder-handling agent DGs training program |  |  |  |
| (d) | Cabin Crew Manual |  |  |  |
| (e) | Ground operations procedures manual |  |  |  |
| (f) | Dangerous goods manual |  |  |  |
| (g) | Dangerous goods acceptance check lists |  |  |  |
| (h) | High consequence dangerous goods security plan |  |  |  |
| (i) | Current edition of ICAO Technical Instructions/IATA Dangerous Goods Regulation |  |  |  |
| (j) | Arrangement / contract for ground handling operations - cargo handling operations |  |  |  |
| **b** | **Documents Non Compliance.** The AOC/DGs certification team members shall provide the AOC applicant/holder in writing discrepancies found in the documentation submitted. If necessary a meeting may be set up with the Applicant to debrief on non-compliance. |  |  |  |
| Debrief meeting required YES Date: Time:  NO |  |  |  |
| **c** | **Completion of Phase Three - Document Evaluation Phase.**  **Initial** The AOC/DGs certification team members will inform the AOC/DGs certification project manager in writing the satisfactory completion of phase three - document evaluation phase  **Variation** The Dangerous Goods certification team will inform the AOC applicant in writing the satisfactory completion of phase three- document evaluation phase |  |  |  |
| **d** | **Document Evaluation Phase Summary** | | |  |
| (1) | The document evaluation phase completion date is based on the date of AOC/DGs certification team members’ letter to the AOC/DGs certification project manager for the satisfactory completion of phase three - document evaluation phase. Documents or manuals that are satisfactory will be approved or accepted, as required by KCARs. Approval/acceptance shall be indicated by a signed document or manual and a letter of approval or acceptance of the document or manual. This closes Phase 3 and signifies the start of Phase four | | |  |
| (2) | Document Evaluation Phase Closed: YES  NO  Date:  Inspector Names and Signature: | | |  |

| **IV** | **PHASE FOUR-DEMONSTRATION AND INSPECTION** | | | **Remarks** |
| --- | --- | --- | --- | --- |
|  |  | **Accomplished Date** | **Initial** |  |
| **a** | **Demonstration and Inspection Schedule** |  |  |  |
|  |  |  |  |  |
| (1) | The AOC/DGs certification team members will provide the AOC applicant/holder with the demonstration and inspections required for the DGs certification, and will ask the AOC applicant/holder to provide them with the demonstration and inspection schedule and to copy the AOC/DGs certification project manager |  |  |  |
|  |  |  |  |  |
| (2) | The AOC/DGs certification team members will review the demonstration and inspection schedule proposed by the AOC applicant/holder to agrees on with them |  |  |  |
|  |  |  |  |  |
| **b** | **Inspections** |  |  |  |
|  |  |  |  |  |
| (1) | Organization and infrastructure inspection |  |  |  |
| (2) | Dangerous goods training instructor assessment to include training material and equipment |  |  |  |
| (3) | Dangerous goods training inspection record |  |  |  |
| (4) | Dangerous goods inspection |  |  |  |
| (5) | Ground operations inspection |  |  |  |
|  |  |  |  |  |
| **c** | **Demonstration and Inspection None Compliance**. The AOC/DGs team members shall provide the AOC applicant/holder with the demonstration and inspection none compliance in writing and to set a meeting(s) for the none compliance debrief if needed and to copy the AOC/DGs certification project manager |  |  |  |
| Debrief meeting required YES Date: Time:  NO |  |  |  |
|  |  |  |  |  |
| **d** | **Completion of Phase Four - Demonstration and Inspection Phase** The AOC/DGs certification team members will inform the project manager in writing the satisfactory completion of phase four - demonstration and inspection phase |  |  |  |
|  |  |  |  |  |
| **e** | **Demonstration & Inspection Phase Summary** |  |  |  |
|  |  |  |  |  |
| (1) | The demonstration and inspection phase completion date is based on the date of AOC/DGs certification team member letter to the AOC/DGs certification project manager for the satisfactory completion of phase 4 - demonstration and inspection phase. The satisfactory completion of the demonstration inspection phase means, AOC applicant/holder meets KCARs requirements for DGs approval issuance |  |  |  |
| (2) | The AOC/DGs certification project manager will inform the AOC/DGs certification team members in writing the start of phase five - certification phase, to prepare documents required for the operations specification issuance/amendment that is needed to be part of the DGs certification report and setting a date for the final certification meeting |  |  |  |
| (3) | Demonstration and Inspection Evaluation Phase Closed: YES  NO  Date:  Inspector Names and Signature: |  |  |  |

| **V** | **PHASE FIVE - CERTIFICATION** | | **Remarks** | | |
| --- | --- | --- | --- | --- | --- |
| **a** | **Final Certification Meeting** | |  | | |
|  |  | |  | | |
| (1) | The AOC/DGs certification project manager will call for the final certification meeting | |  | | |
|  |  | |  | | |
| (2) | Meeting arrangements  Date:  Time | |  | | |
|  |  | |  | | |
| (3) | AOC/DGs certification team | |  | | |
| (a) | AOC/DGs certification project manager name |  |  | | |
| (b) | Airworthiness Inspector team member name |  |  | | |
| (c) | Flight operations inspector team member name |  |  | | |
|  |  | |  | | |
| (4) | Objective. The AOC/DGs certification team members to compile documents required for the DGs approval issuance that is needed to be part of the DGs certification report. The report and recommendation for DG approval is then submitted to the Manager Flight Operations for action by Certification Project Manager. | |  | | |
|  |  | |  | | |
| **b** | **Certification Report Contents** | |  | **Document Status** | |
| **YES** | **NO** |
|  |  | |  |  |  |
| **(1)** | **Flight Operations Documents** | |  |  |  |
| (a) | Copy of AOC and Operations Specifications | |  |  |  |
| (b) | Copy of the FORM AC-DG001 Dangerous Goods Transport by Air Approval - Application Form | |  |  |  |
| (c) | Copy of Formal Application Letter | |  |  |  |
| (d) | Copy of the certification report | |  |  |  |
| (e) | Copy of the Inspections and Demonstration report | |  |  |  |
| (f) | A summary of the major difficulties experienced during the certification process | |  |  |  |
|  |  | |  |  |  |
|  |  | |  | | |
| **(2)** | **Authority Issuance/Amendment of the OPS SPECS for Dangerous Goods Transport by Air Approval** | |  | | |
| (a) | Copy of the Operations Specification (OPS SPECS) | |  | | |
|  |  | |  | | |
|  |  | |  | | |
|  |  | |  | | |