



Advisory Circular

Subject: *Procedures for the carriage of dangerous goods to the Company Operations Manual*

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1.0 INTRODUCTION

This Advisory Circular (AC) describes an acceptable means, but not the only means of demonstrating compliance with regulations and standards. This AC in and of itself does not change, create, amend or permit deviations from regulatory requirements nor does it establish minimum standards. The applicant may elect to follow an alternate method, which must be acceptable to Transport Canada.

1.1 Purpose

- (1) The purpose of this document is to provide guidance to the Air Operators (Operator) formulating "procedures for the carriage of dangerous goods", in compliance with the Air Operator Certificate (AOC).
- (2) Operators, who do not handle, offer for transport or transport dangerous goods are to use Sections of this AC, as appropriate, when formulating their Company Operations Manual "procedures for the carriage of dangerous goods" entry.

1.2 Applicability

- (1) This document is applicable to all Transport Canada Civil Aviation personnel, delegates and industry.
- (2) These procedures provide a description of how an organization intends to comply with the Company Operation Manual (COM) requirements. Each COM will reflect the size, scope, and type of the air operator's dangerous goods operation. The content and intent matter, the format does not.
- (3) Third parties who conduct dangerous goods related duties on behalf of the operator are subject to the appropriate provisions of the COM, as outline in Section 4.4 entitled "Third party".

1.3 Description of Changes

This document, formerly Dangerous Goods Chapter Company Operations Manual Guidance Document, RDIMS# 1424737 v.4 (Feb. 9, 2006), is reissued as AC 700-001 as per CAD QUA 002.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

It is intended that the following reference materials be used in conjunction with this document:

- (a) *Aeronautics Act;*
- (b) *Part 7 Subpart 2 of the Canadian Aviation Regulations (CAR) – Aerial Work;*
- (c) *Part 7 Subpart 3 of the CAR – Air Taxi Operations;*
- (d) *Part 7 Subpart 4 of the CAR – Commuter Operations;*
- (e) *Part 7 Subpart 5 of the CAR – Airline Operations;*
- (f) *Commercial and Business Aviation Policy Letter 143 (CBAPL) dated 2002-02-22 – Civil Aviation Service Levels – Air Operation;*
- (g) *CBAPL 144 dated 2002-04-05 – Review of Company Manuals;*
- (h) *CBAPL 148 dated 2003-01-27 – Canadian Aviation Regulations (CARs) 703/704 Generic Company Operations Manual and checklist & guide for the development of a Company Operations Manual;*
- (i) *CBAPL 156 dated 2003-08-27 – Compliance with Company Operations Manuals;*

- (j) *Commercial and Business Aviation Advisory Circular (CBAAC) #201 dated 2002-04-05 – Review of Company Manuals by Transport Canada Inspectors;*
- (k) *TP12208 dated June 30, 2003 – Guidelines and References for the Development and Standardization of Dangerous Goods Training Programs for Air Transport in Canada;*
- (l) *Consultation Record – RDIMS #2232855.*

2.2 Cancelled Documents

As of the effective date of this document, the following documents are cancelled:

- (a) The *Dangerous Goods Chapter Company Operations Manual Guidance Document*, RDIMS # 1336207 v.1, dated Feb. 1, 2002;
- (b) The *Dangerous Goods Chapter Checklist*, RDIMS #186461 v.9, dated Aug. 24, 2005;
- (c) Chapter 5 of TP10839 "*Guide to Air Ambulance Operations*";
- (d) Chapter 8 to the "*703 Company Operations Manual*";
- (e) Chapter 8 to the "*Generic Company Operations Manual – CAR704*";
- (f) All other similar documents, including regional documents providing guidance to operators or associations.

2.3 Definitions and Abbreviations

- (1) Definitions and abbreviations supporting this document may be found in various legislative documents as stipulated in the Interpretation Act, such as the Transportation of Dangerous Goods Act, 1992 (TDGA, 1992) and Regulations (TDGR), the Aeronautic Act and the CAR, the Canadian Nuclear Safety Act and Regulations, the Explosives Regulations, or the ICAO TIs. Where a term or abbreviation is defined in more than one document including the TDGA, 1992 and TDGR, the definition provided by the TDGA, 1992 or TDGR takes precedence.
- (2) Where the TDGA, 1992, TDGR, or the ICAO TI's are silent on a given term or abbreviations, definitions from another Canadian authority (e.g. Canadian Nuclear Safety Commission for radioactive material) or from a dictionary may be used on a case by case.
- (3) The following Acronyms applies for the purpose of this document:
 - (a) **AOC** - Air Operator Certificate.
 - (b) **ATA300** - Air Transport Association Specification 300.
 - (c) **CANUTEC** - Canadian Transportation Emergency Centre.
 - (d) **CARs** - Canadian Aviation Regulations.
 - (e) **CASI-DG** - Civil Aviation Safety Inspector – Dangerous Goods.
 - (f) **CASS** - Commercial Air Services Standard.
 - (g) **COM** - Company Operation Manual.
 - (h) **ERAP** - Emergency Response Assistance Plan as per the TDGR Part 7.
 - (i) **ICAO TIs** - International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air.
 - (j) **NOTOC** - Form used to provide Information to Pilot in Command.
 - (k) **TDG Act, 1992** - Transportation of Dangerous Goods Act, 1992.
 - (l) **TDGR** - Transportation of Dangerous Goods Regulations.
 - (m) **T of C** – Table of Concordance.

- (4) The following definitions applies for the purpose of this document:
- (a) **Charter aircraft** - Commercial aircraft as per the definition in the CAR. Under the TDGR the term “charter” is not used; an aircraft is either a passenger aircraft or a cargo aircraft only based on the TDGR definition of a passenger.
 - (b) **Direct supervision** - TDGR Clear language stipulates that an untrained person must be working in the presence of and under the direct supervision of a trained person. The trained person must be physically with the untrained person for the notion of “in the presence of and under the direct supervision” to be complied with (<http://www.tc.gc.ca/tdg/clear/questions.asp>).
 - (c) **Embargo** - Identifies specific articles or substances that must not be handled, offered for transport or transported by the operator.
 - (d) **Immediate** - Occurring or done at once or without delay (Oxford). The employee will show proof of training immediately upon request, as required under TDGR Section 6.8, when dangerous goods are handled, offered for transport or transported at the time of inspection. No delay is tolerated.
 - (e) **Operator** - Air operator holding a valid certificate also referred to in the TDGR as “carrier”.
 - (f) **Operator Restrictions** - Stipulates the operator dangerous goods activities including type of operations under TDGR Part 12, and dangerous goods that will not be handled, offered for transport or transported.
 - (g) **Substantive changes** - Amendments to either the regulations governing the transport of dangerous goods or the operation of the air operator that change an air operator handling, offering for transport or transporting of dangerous goods activities.
 - (h) **Third Party** - Any person who is not a direct employee of the operator who assumes operator’s responsibilities performing ground handling, offering for transport, or transporting of dangerous goods.
 - (i) **Undeclared or misdeclared dangerous goods in passenger baggage** – Dangerous goods in passenger baggage are reportable as undeclared or misdeclared when:
 - (i) The air operator takes possession of the checked baggage at the check-in counter and issues a baggage claim ticket;
 - (ii) The air operator accepts the boarding pass while the passenger is boarding the flight and allows the passenger to bring the carry-on baggage (including items on his/her person), in the cabin of the aircraft, or accepts the carry-on baggage. This could happen at a curbside check-in.

3.0 BACKGROUND

3.1 Aeronautic Act (Sec. 4.3, 4.9 and 6.71)

The Governor in Council may make regulations respecting aeronautics and, without restricting the generality of the foregoing, may make regulations respecting the certification of air carriers, and the conditions under which persons or personal belongings, baggage, goods or cargo of any kind may be transported by aircraft. The Minister may refuse to issue or amend a Canadian aviation document on various grounds.

3.2 Canadian Aviation Regulations

- (1) Subject to Section 6.71 of the Act, the Minister shall, on receipt of an application submitted in the form and manner required by the CASS, issue or amend an air operator certificate where the applicant demonstrates to the Minister the ability to conduct operations safely.

- (2) For the purposes of subsection (1), an applicant shall have a COM that meets the requirements of Sections (702.81, 703.104, 704.120 and 705.134).
- (3) Every air operator shall establish and maintain a company operations manual that meets the requirements of (702.82, 703.105, 704.121 and 705.135).
- (4) An air operator shall submit its company operations manual, and any amendments to that manual, to the Minister.
- (5) Where there is a change in any aspect of an air operator's operation or where the COM no longer meets the CASS, the operator shall amend its COM.
- (6) The Minister shall, where the CASS is met, approve those parts of a COM, or any amendments to those parts, that relate to the information required by Section (702.82, 703.105, 704.121 and 705.135).
- (7) An air operator shall include a detailed syllabus of its ground and flight training program in its COM (702.76, 703.98, 704.115 and 705.124).
- (8) A COM, which may be issued in separate parts corresponding to specific aspects of an operation, shall include the instructions and information necessary to enable the personnel concerned to perform their duties safely and shall contain the information required by the CASS - Procedures for the carriage of dangerous goods.

4.0 GENERAL

- (1) To assist in the revision and approval process, the Dangerous Goods Coordinator should complete the T of C to guide the CASI-DG to the appropriate text of the COM.
- (2) The COM – Procedures for the carriage of dangerous goods may be submitted on hard copy or electronic copy.

4.1 Dangerous Goods Program Coordinator(s)

- (1) The operator states the Company Title and telephone number or Individual's name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company's dangerous goods program, such as:
 - (a) Dissemination of information and advice concerning dangerous goods;
 - (b) Training, maintaining records and the issuing of training certificates to company personnel;
 - (c) Developing, maintaining and promulgating appropriate procedures to be followed in the event of an emergency involving dangerous goods;
 - (d) Analyzing reports of dangerous goods that were: leaking or damaged, misdeclared or discovered in passenger/crew baggage; and taking appropriate action to prevent re-occurrence;
 - (e) Keeping transport of dangerous goods related documentation;
 - (f) Posting dangerous goods notices in a prominent position in all company passenger handling facilities;
 - (g) Reporting any undeclared or misdeclared dangerous goods and all "dangerous goods accidents" or "dangerous goods incidents";
 - (h) Maintaining the air operator's dangerous goods library; and
 - (i) Maintaining the "procedures for the carriage of dangerous goods".

E.g.,

The company Dangerous Goods Coordinator(s) is/are responsible **(Company Title and telephone number or Individual's Name and telephone number)** for maintaining the company dangerous goods program and acting as the liaison between the company and the Regional Commercial and Business Aviation Dangerous Goods Office of Transport Canada.

4.2 Publications/references

The operator identifies the applicable regulations and documents the company uses, including excerpts from regulatory text, where they are located and how they are to be accessed by employees.

E.g.,

| Applicable Regulations and documents | Location | Employee Access |
|--|-----------------------------|--|
| TDGR | At all stations | Contact DG Coordinator at (xxx) xxx-xxxx |
| ICAO TIs | At all stations | |
| Supplement to the ICAO TIs | Head Office | |
| The International Civil Aviation Organization Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods | Flight Deck of all aircraft | |
| North American Emergency Response Guide Book | At all stations | |
| IATA Dangerous Goods Regulations | At all stations | |
| Alternate documents containing equivalent regulatory text | At all stations | |
| Permits or Equivalent Level of Safety | At all stations | In the COM and/or accompanying the dangerous goods consignment |

4.3 Retention of Document

The operator

- (a) Describes what documents must be retained;
- (b) States the location where each is to be kept;
- (c) Describes who is responsible for retaining the document;
- (d) States the length of time each type of document must be retained;

E.g.

The Shipper's Declaration, air waybill, acceptance checklist, NOTOC are to be kept for a period of two years in head office by the Dangerous Goods Coordinator.

Documents required by Section 12.9 are to be kept by the Dangerous Goods Coordinator in head office for a period of one year.

- (e) Describes where any third party contractors retain the required documents;

E.g.

(Name of third party) retains copies of the transport document and other related documents for the required period of (time) at (State location).

4.4 Third party contracts

The operator list the names and contact information for all third parties acting on their behalf for training, accepting, handling, offering for transport or transporting dangerous goods. This must include a declaration from both the air operator that Transport Canada can communicate directly to the third party and the third party that they agree to communicate directly with Transport Canada on behalf of the air operator.

E.g.

Third party information, including Park-N-Fly baggage check-in, where applicable.

| Company Name | Company Contact, address, and phone number | Nature and scope of business |
|-------------------|--|------------------------------|
| Company ABC, Ltd. | Joe Smith (708)123-1234 | Dangerous Goods acceptance |

Or

Copy of a letter sent to Transport Canada, which includes the above information.

4.5 Operator restrictions

The operator

- (a) States the category (ies) of dangerous goods activities from Part 12 of the TDGR in which the company is engaged.

E.g.

Category of Operations – Part 12 of the TDGR

| Part 12 – Type of Category | Description | Company involvement |
|----------------------------|--|---------------------|
| Section 12.1 | International and Domestic | Yes |
| 12.4 | Explosives Class 1.4S | Yes |
| 12.5 | Forbidden Explosives | No |
| 12.6 | Handling and Transporting of Toxic and Infectious Substances | No |
| 12.7 | Infectious Substances General | Etc. |
| 12.8 | Packing Instruction 910 (Consumer Commodities) | |
| 12.9 | Limited Access | |
| 12.11 | Geological Core Samples | |
| 12.12 | Aerial Work | |
| 12.13 | Measuring Instruments | |

| | | |
|--------------------------------------|----------------------------------|--|
| 12.14 | Medical Aid | |
| 12.15 | Air Ambulance | |
| 12.16 | Emergency Response | |
| 12.17 | Flight Deck Loading Restrictions | |
| Permit of Equivalent Level of Safety | | |

Or

- (i) Section 12.1 – International and Domestic – See Section 1.1 of the Guidance Document
 - (ii) Section 12.4 – Explosives Class 1.4S – See Section 1.1
 - (iii) Section 12.5 – Forbidden Explosives
 - (iv) Section 12.9 – Limited Access
- (b) States which dangerous goods they do/do not accept for transport in which locations.

E.g.#1

Radioactive material, infectious substances and explosives will not be accepted for transport from any location.

Only flammable liquids and internal combustion engines will be accepted for transport from Station A.

No dangerous goods are to be transported in external load.

E.g.#2

Passenger Baggage Dangerous Goods Embargo

The company Dangerous Goods Coordinator publishes and maintains a current list of the general and company-approved exceptions for dangerous goods carried by passengers and crew.

- (c) States any aircraft dangerous goods loading restrictions by aircraft type.

E.g.

Restricted Locations on board aircraft

Dry ice must only be stored in the aft cargo compartment of the aircraft.

| Aircraft | Location | DG Allowed | Dry Ice Location and Quantity Limits |
|----------|------------|------------|--------------------------------------|
| CRJ | Bulk cargo | All | Bulk xx kg |
| A319 | Lower | Deck | Forward xx kg |

- (d) Describes the procedures to be followed to ensure adherence to the operator restrictions.

4.6 Training

The operator

- (a) States, which company employees, require training, the type of training and frequency of recurrent training.

E.g.

| Title of Employee | Type of Training | Frequency of Training |
|-------------------|-------------------------------------|-----------------------|
| Flight Attendants | Flight Crew | Once every 2 years |
| Ground Handler | Ground Handling/Storage and Loading | Once every year |
| Acceptance Staff | Cargo Acceptance | Once every 2 years |
| Etc. | | |

E.g.#2

Air operator employee training is one year to a maximum of 24 months, or as required by regulatory or operational changes.

E.g.#3

Employee training will be every 24 months from the date of issuance of the Training Certificate, or as required by regulatory or operational changes.

- (b) States all air operator TDG Training Programs must be Transport Canada approved.

E.g.

All dangerous goods training programs shall be in compliance with the CAR and the TDGR and must be submitted for review and approval by Transport Canada prior to conducting training of company and non-company personnel.

Note: Training certificates are not transferable from one operator to another.

- (c) States who is responsible for the air operator's TDG Training Program and Training Records.

E.g.

The company Dangerous Goods Coordinator keeps a record of training or a statement of experience. Human Resources shall retain a copy of the Training Certificates for two years after the expiry date of the Certificate.

- (d) Describes how "direct supervision" of an untrained employee will be instituted, where applicable.

E.g.

An untrained employee must be supervised by (position title) when accepting, handling, offering for transport or transporting dangerous goods.

- (e) States that a TDG Training Certificate is to be given to a Transport Canada Inspector immediately upon request.

E.g.

Training Certificates

- (i) A trained employee must have a company issued TDG Training Certificate that can be presented to an inspector immediately upon request.

- (ii) The company Dangerous Goods Coordinator shall ensure a record of training or a statement of experience, and a copy of each Training Certificate is retained for two years after the expiry date of the Certificate.
- (f) Provides an example of a Company TDG Training Certificate.
- (g) Trains employees on the content of the COM – procedures for the carriage of dangerous goods.

5.0 OPERATOR'S PROCEDURES

- (1) This section is designed to address the needs of an air operator operating pursuant to Section 12.1 of the TDGR. When the operator is operating pursuant to Sections 12.4 to 12.17, the operator amends these procedures to reflect the appropriate requirements of those sections.
- (2) The employee is able to distinguish which Section (number or title e.g., Section 12.9 or Limited Access) of the TDGR applies to which of the operator procedures.

5.1 Shipper responsibilities as applicable

The operator

- (a) States who is responsible/qualified to prepare dangerous goods for transport.
E.g.
Only Dangerous Goods Certified Maintenance personnel are permitted to prepare COMAT shipments.
- (b) Describes how dangerous goods are prevented from entering the system without appropriate preparation.
E.g.
Parts and stores that are dangerous goods will be inventoried separately.
- (c) Describes how dangerous goods are prepared for transport, including any specific regulatory requirements and any applicable State or Operator variations.
E.g.1
Each dangerous goods is listed by shipping name and UN number in the Parts Department database and shall be prepared for transport in accordance with the company checklist.
E.g.2
All medical oxygen compressed gas cylinders shall be stowed in ATA specification 300 containers.
- (d) Explains how to offer the shipment for transport
E.g.1
Company dangerous goods shipments shall be presented to an authorized acceptance agent and undergo formal acceptance checklist scrutiny.
- (e) Includes a statement indicating that it does not perform the responsibilities of a shipper.

5.2 Accepting passengers and baggage

The operator

- (a) Describes which dangerous goods are permitted and not permitted in passenger baggage or on the person.
E.g.

The company's Dangerous Goods Coordinator publishes and maintains a current list of the general and company-approved exceptions for dangerous goods carried by passengers and crew.

- (b) States what the acceptance procedures are for passengers and baggage, which ensure that dangerous goods do not enter the transportation system when they are not permitted.

E.g.

Passenger Check-in Staff must obtain a description of the content of any suspicious items and determine that none of the contents are dangerous goods other than those accepted in passenger baggage.

- (c) Describes the procedures for and the form of displaying information to passengers.

E.g.

Notices shall be prominently displayed at each passenger acceptance point.

5.3 Accepting cargo

The operator

- (a) States the procedures for accepting general cargo, which ensure that dangerous goods do not enter the transportation system when they are not permitted.

E.g.

Cargo staff must obtain a description of the content of any suspicious items and determine that none of the contents are dangerous goods. The dangerous goods coordinator(s) may be of assistance.

- (b) States the procedures for accepting/rejecting dangerous goods cargo.

E.g.

All dangerous goods consignments and accompanying documentation offered for transport must be checked for compliance with the applicable regulatory requirements, including any State and/or Operator variations using the appropriate company dangerous goods acceptance checklist.

- (c) States the procedures for handling rejected dangerous goods cargo.

E.g.

When a dangerous goods consignment does not meet the requirements, it shall be refused for transport and segregated from other cargo. The company shall retain a copy of the completed company dangerous goods acceptance checklist outlining the reason(s) for refusal, and another copy given to the person offering the consignment.

- (d) Describes the procedures for and the form of displaying information to those offering dangerous goods or cargo for transport.

E.g.

Notices shall be prominently displayed at each cargo acceptance point.

- (e) Includes ERAP documentation requirements, where appropriate as part of the acceptance process.

5.4 Storage and handling

The operator

- (a) Describes procedures for storing cargo in the course of transportation, other than on the aircraft.

E.g.

- (i) While on company property, dangerous goods consignments are to be stored in a manner that prevents leakage or spillage, or interaction with other dangerous goods or non-dangerous goods (e.g., food stuffs) and are to conform to the requirements of the various laws regarding health and safety. Where practicable, dangerous goods consignments will be positioned so that the dangerous goods safety labels are visible.
 - (ii) Where practicable, the person in charge of each warehouse or cargo facility shall ensure dangerous goods in transport are stored separately in an accessible and prominently signed area. Compliance with all airport and local fire regulations is mandatory.
- (b) Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft.

E.g.

The employee will ensure that dangerous goods are handled in such a way as to prevent damage, maintain proper orientation and segregation.

5.5 Dangerous goods loading and unloading

The operator

- (a) Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight containers or unit load devices.

E.g.

When safety marks on a shipment are found to be lost, detached or illegible, the shipment is to be stopped and the dangerous acceptance specialist notified. The hazard labels can be replaced as per regulatory requirements and the transport document provided with the shipment.

- (b) Describes procedures for loading/unloading dangerous goods onto or off the aircraft. This should include information about any cargo compartment restrictions, segregation requirements, and separate information that should be provided for special dangerous goods such as Radioactive Material.

E.g.

Packages with orientation arrows shall be loaded with the arrows pointed up.

The (position title) will confirm the loading location as specified in the NOTOC prior to presenting the form to the pilot-in-command.

Packages or overpacks of dangerous goods bearing the "**Cargo Aircraft Only**" label shall not be loaded on board passenger carrying aircraft.

- (c) Describes the procedures for Load Planning, including preparation of NOTOC where applicable.

E.g.

- (i) The (position title) is responsible for load planning.
- (ii) Segregation requirements are located in (reference).

5.6 In-flight emergencies involving dangerous goods

The operator

- (a) States what emergency response information is available and where the pilot-in-command/other crewmembers can find it. The air operator provides emergency response information to the pilot-in-command either by the ICAO Emergency Response Guidance

for Aircraft Incidents Involving Dangerous Goods, mentioned in Section 1.3 Publications/References, or by another document, which provides similar information.

E.g. 1

The current Emergency Response Guidebook. If another document is used, enter the document title in place of the ICAO document title. If another document is used to supplement the ICAO document, enter the document title after the ICAO title.

E.g. 2

- (i) The ICAO Emergency Response Guidance document will be located on the flight deck of each aircraft, accessible to the pilot-in-command.
 - (ii) If an emergency occurs in-flight and it is inappropriate or impossible to take specific emergency response action the pilot-in-command responds in accordance with the Aircraft Emergency Checklist.
- (b) States how the pilot-in-command reports emergencies involving dangerous goods.

E.g.,

Step 1 – Consider landing as soon as possible

Step 2 – Identify the type, quantity and location of all dangerous goods on board the aircraft.

Step 3 – Implement fire or smoke removal emergency procedures as applicable

Step 4 – Implement fire suppression procedures as applicable. Water may spread any spillage, increase the rate of burning, react negatively with Division 4.3 dangerous goods, or electrical circuits and should not be considered as a primary extinguisher.

Step 5 – Notify an air traffic control unit or a flight service station, where possible. As minimum, provide the air traffic control unit, or flight service station with a telephone number for Dispatch (111)222-3333. The Proper Shipping Name, UN/ID Number, quantity, location of the dangerous goods involved, and ERAP information as applicable are available at that location. The NOTOC is the document used to retrieve this information.

Step 6 – After identifying the dangerous goods, determine from the “Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods” recommended actions to be taken.

Step 7 – After landing, pass on all the information related to the dangerous goods being transported to responding emergency services.

Step 8 – Brief emergency response services of the location of the dangerous goods loaded on the aircraft and allow them to open the cargo compartment doors/hatches when required.

Step 9 – Notify the Company Dangerous Goods Coordinator.

- (c) Describes how the completed NOTOC is accessed during an emergency.

E.g.

- (i) During an in-flight emergency the pilot-in-command must have access to the NOTOC.
 - (ii) During an in-flight emergency the NOTOC is located at the flight dispatch and can be obtained by calling (xxx)xxx-xxxx.
- (d) Describes emergency procedures for handling emergencies involving external loads.

E.g.

Notify the air traffic control unit, and the local first responders.

5.7 Dangerous goods incidents or accidents occurring on the ground

The operator

- (a) States what emergency response information is available and where it can be found.

E.g. 1

The Emergency Response Guidebook is located in the dispatch office.

E.g. 2

Emergency procedures for Passenger and Baggage Handling, Company Stores, Commissary, Warehouse, Ramp and Cargo Acceptance Staff can be found in the current Emergency Response Guidebook.

- (b) Describes the procedures for managing a dangerous goods incident/accident on the ground. These emergency steps will need to take into consideration dangerous goods specific hazards such as those associated with radioactive materials and infectious substances. Such information may include

E.g.

- (i) Dangerous Goods Emergency and Information Telephone Number
Dangerous Goods Emergency and Information Telephone Number

The Canadian Transport Emergency Response Centre, or 'CANUTEC' is located in Ottawa, Ontario and operated by Transport Canada.

For 24-Hour Emergency Response Information, call collect:
(613) 996-6666 or *666 on a cellular phone.

For 24-Hour General Information, call: (613) 992-4624.

- (ii) Emergency Action

STEP 1 - Evacuate and secure the area where the damaged or leaking dangerous goods were found

STEP 2 - Identify the dangerous goods, quantity and, if possible, the name of the consignor.

STEP 3 - Notify your supervisor and, if practicable, the company Dangerous Goods Coordinator.

STEP 4 - In the case of injury, call the nearest ambulance.

STEP 5 - Call the nearest Fire or Police Department who will assist you in contacting the nearest source of expert assistance. Make sure you clearly identify your location, the package consignor and the extent of any injury or damage.

STEP 6 - As appropriate, call CANUTEC for emergency response information.

STEP 7 - Have a person standby for any telephone reply and to give direction to the responding fire, police, and/or ambulance services.

STEP 8 - Notify the Regional Superintendent, Commercial and Business Aviation Dangerous Goods, Transport Canada.

STEP 9 – Notify Airport Authority/Manager if emergency is at an airport.

If you have a dangerous goods accident or incident where there is an ERAP number and associated telephone number, you have to initiate the ERAP.

5.8 Discovery of misdeclared or undeclared dangerous goods

The air operator describes the procedures for managing misdeclared and undeclared dangerous goods discovered or found in cargo or baggage.

E.g.

Upon detection of undeclared or misdeclared dangerous goods a report will be made to the Dangerous Goods Coordinator as soon as possible.

5.9 Reporting

The operator

- (a) Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods.

E.g.

When undeclared or misdeclared dangerous goods are discovered in cargo, a report must be made immediately to the Dangerous Goods Coordinator

- (b) Describes the procedures to follow when reporting Dangerous Goods in Passenger/crew Baggage.

E.g.

When dangerous goods not permitted for carriage are discovered in passenger or crew baggage, a report must be made to the Dangerous Goods Coordinator.

- (c) Describes the procedures to follow when reporting Dangerous Goods Incidents/Accidents (Part 8 – Accidental Release or Imminent Accidental Release Report Requirements).

E.g.

Where a “Dangerous goods accident**” or a “Dangerous goods incident***”, as defined in the ICAO TI’s, occurs on board an aircraft, in an aerodrome or at an air cargo facility, the person who has possession of the dangerous goods at the time must immediately report to the individuals prescribed below.

| Organization or individual | Contact Information (E.g., phone number and name, where appropriate.) |
|---|---|
| Appropriate provincial authority (See Table to Part 8, TDGR) | |
| The person’s employer | |
| The consignor of the dangerous goods | |
| Regional Civil Aviation Office (See the following website address for the list of Regional Offices information: www.tc.gc.ca/CivilAviation/commerce/DangerousGoods) | |
| CANUTEC | (613) 996-6666 |
| Operator of the airport | |

- (d) Have procedures to provide information without delay to emergency service responders about dangerous goods on board in the event of an aircraft accident or serious incident.

E.g.

Landing gear malfunction, hydraulic failure resulting in an emergency landing, the emergency service responders are made aware of dangerous goods and location on board the aircraft.

6.0 CONTACT OFFICE

For more information please contact:

Chief, Dangerous Goods Standards (AARTD)

Phone: 613-990-1060
Facsimile: 613-954-1602
E-mail: branscg@tc.gc.ca

Suggestions for amendment to this document are invited and should be submitted via the Transport Canada Civil Aviation Issues Reporting System (CAIRS) at the following Internet address:

<http://www.tc.gc.ca/CivilAviation/QualityAssurance/QA/cairs.htm>

<http://www.tc.gc.ca/CivilAviation/QualityAssurance/QA/cairs.htm>

or by e-mail at: CAIRS_NCR@tc.gc.ca

Original signed by Brian Whitehead Sept 11, 2007 for

D.B. Sherritt
Director, Standards

APPENDIX A – TABLE OF CONCORDANCE

Table of Concordance for the Company Operation Manual – Procedures for the carriage of dangerous goods

This Table of Concordance (T of C) should be used as a checklist by both Transport Canada and the air operator to ensure the COM meets all appropriate dangerous goods related requirements. The T of C contains information to be taken into consideration for all types of operations.

Legend to the T of C:

| Item | Content | Regulatory References (where applicable) | N/A* | COM Reference | Comments | Validation |
|---|---------|---|--|---|--|------------|
| The Item and Content columns respectively relates to an entry in the Guidance Document Dangerous Goods Chapter Company Operations Manual (In parentheses are TDGR references to assist the operator to properly inform their employees) | | The Regulatory Reference column relates directly to the respective CARs and CASS references. These references do not necessarily follow sequentially in this text | If it does not apply the operator is to check the Not Applicable (N/A) column adjacent to the appropriate entry. | The air operator will insert the appropriate reference to the COM where the information may be found. | The “Comments and Validation” columns are for Transport Canada’s internal use only. The departmental policy will determine the level of review required and those areas selected for review will be documented | |

In instances where an operator is choosing not to be involved in whole or in part in a dangerous goods related activity, the operator indicates how it ensures that dangerous goods are not inadvertently introduced into their system through those activities.

A completed T of C should be signed and dated by the Accountable Executive, and submitted to Transport Canada for review and approval. An assessment may be conducted by Transport Canada to ensure that the COM accurately describes the organization and that the policies and procedures are effective in meeting regulatory requirements.

TABLE OF CONCORDANCE – Procedures for the carriage of dangerous goods

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|---|--|--|------|---------------|----------|--------------------------|
| 1.1 | The operator states the purpose of the COM “procedures for the carriage of dangerous goods” | 722.82(1)(xii) &(3)(d) 703 Fixed wing 723.105(1)(d), (20d), & (3)(d) 703 Rotary 723.105(1)(e), (20d), & (3)(d) 724.121(d) 725.135(d) | | | | |
| 4.1 | The operator states the Company Title and telephone number or Individual’s name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company’s dangerous goods program | 722.82(1)(f) 703 Fixed wing 723.105(f) 703 Rotary 723.105(g) 724.121(f) 725.135(f)) | | | | |
| 4.2 | The operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed | 722.82(1)(k) & (2)(o) <i>703 Fixed wing</i> 723.105(1)(k) & (2)(m) <i>703 Rotary</i> 723.105(1)(l) 724.121(k) 725.135(cc) | | | | |
| 4.3 Retention of Documents The operator: | | | | | | |
| 4.3(a) | Describes what documents must be retained (TDGR sec. 12.1, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, | TDGR Requirements | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|---------------------------|---|--|------|---------------|----------|--------------------------|
| | 12.15 et 12.16) | | | | | |
| 4.3(b) | States the location where each is to be kept, including third party; | | | | | |
| 4.3(c) | Describes who is responsible for retaining the document; | | | | | |
| 4.3(d) | States the length of time each type of document must be retained (TDGR Sections 12.1, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 12.15, & 12.16, & ICAO TIs Part 7;4) | TDGR Requirements | | | | |
| 4.3(e) | Describes where any third party contractors retain the required documents; | | | | | |
| 4.4 | The operator list names and contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting dangerous goods. | | | | | |
| 4.5 Operator restrictions | | | | | | |
| The operator: | | | | | | |
| 4.5(a) | States the category of dangerous goods operations the company is engaged in | 722.82(1)(xii) &(3)(d) 703 Fixed wing 723.105(1)(d), (20d), & (3)(d) 703 Rotary 723.105(1)(e), (20d), & (3)(d) 724.121(d) 725.135(d) | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|---------------|--|---|------|---------------|----------|--------------------------|
| 4.5(b) | States which dangerous goods they do or do not accept for transport in which locations | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 4.5(c) | States any aircraft dangerous goods loading restrictions by aircraft type (TDGR sec. 12.1 & ICAO TIs Part 7;2, or TDGR sec. 12.4 to 12.9, 12.12, 12.15 & 12.17) | 702.08(f) 703.08(f) 704.08(f) 705.08(f) | | | | |
| 4.5(d) | Describes the procedures to be followed to ensure adherence to the operator restrictions | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 4.6 Training | | | | | | |
| The operator: | | | | | | |
| 4.6(a) | States which company employees require training, type of training and frequency of recurrent training; (TDGR Part 12, & ICAO TIs Part 1;4) | 702.77 703.99 704.117 705.127 | | | | |
| 4.6(b) | States air operator training | 702.76 703.98 | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|---------------------------|---|--|------|---------------|----------|--------------------------|
| | programs must be approved by the Minister (TDGR Part 12, & ICAO TIs Part 1;4) | 704.115 705.124 | | | | |
| 4.6(c) | States who is responsible for the air operator's TDG Training Program and Training Records | 722.07(2)(a)(ii)(B) 723.07(2)(a)(ii)(B) 724.07(2)(a)(ii)(B) 725.07(2)(a)(ii)(B) | | | | |
| 4.6(d) | Describes how "direct supervision" of an untrained employee will be instituted, where applicable. (TDGR Part 12) | TDGR Requirements | | | | |
| 4.6(e) | States an employee must have a TDG training certificate that is to be given to a Transport Canada inspector immediately upon request (TDGR Part 12) | TDGR Requirements | | | | |
| 4.6(f) | Provides an example of the Company TDG training certificate. | | | | | |
| 4.6(g) | Trains employees on the content of the COM – procedures for the carriage of dangerous goods | 722.76(4) & (6) 723.98(5) 724.115(6) 725.124(5) | | | | |
| 5.0 Operator's Procedures | | | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|---------------|--|---|------|---------------|----------|--------------------------|
| The operator: | | | | | | |
| 5.1(a) | State who is responsible/qualified to prepare dangerous goods for transport. | 722.82(f) 723.105(f) 724.121(f) 725.135(f) | | | | |
| 5.1(b) | Describes how dangerous goods are prevented from entering the system without appropriate preparation | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.1(c) | Describes how dangerous goods are prepared for transport (TDGR Part 12, & ICAO TIs Part 1, 3, 4 & 5) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.1(d) | Explains how they are to be processed once prepared and other applicable requirements (TDGR Part 12 & ICAO TIs Part 5 & 7) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.1(e) | If the air operator does not perform the responsibilities of a shipper then the air operator will include a statement to this effect | 702.82 703.105 704.121 725.135(d) | | | | |
| 5.2(a) | Describes which | 722.82(1)(t) & (2)(q) | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|--|---|------|---------------|----------|--------------------------|
| | dangerous goods are permitted and not permitted in passenger baggage or on the person (TDGR Part 12 & ICAO TIs Part 1, 3, 4 & 5) | 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.2(b) | States what the acceptance procedures are for passengers and baggage (TDGR Part 12, & ICAO TIs Part 5 & 7) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.2(c) | Describes the procedures for and the form of promulgating information to passengers. (TDGR Part 12) | TDGR Requirements | | | | |
| 5.3(a) | States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted. (TDGR sec. 12.1 & ICAO TIs Part 7) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.3(b) | States the procedures for accepting/rejecting dangerous goods cargo (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) | | | | |

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|---|---|------|---------------|----------|--------------------------|
| | 12.4 to 12.9 & 12.17) | 724.121(u) 725.135(u) | | | | |
| 5.3(c) | States the procedures for handling rejected dangerous goods in cargo. (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.4 to 12.9 & 12.17) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.3(d) | Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.4 to 12.8) | TDGR Requirements | | | | |
| 5.3(e) | Includes documentation requirements for ERAP under the TDGR Part 7, part of the acceptance process (TDGR sec. 12.1, 12.5, 12.8 & 12.17) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.4(a) | Describes procedures for storing cargo in the course of air transportation, other than on the aircraft (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.4 to 12.8 & | TDGR Requirements | | | | |

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| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|--|---|------|---------------|----------|--------------------------|
| | 12.17) | | | | | |
| 5.4(b) | Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.4 to 12.8 & 12.17) | TDGR Requirements | | | | |
| 5.5(a) | Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices (TDGR sec. 12.1 & ICAO TIs Part 7) | TDGR Requirements | | | | |
| 5.5(b) | Describes the procedures for loading/unloading dangerous goods onto or from and aircraft (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.4 to 12.17) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.5(c) | Describes the procedures for load planning (including preparation of NOTOC where applicable). (TDGR sec. 12.1 & ICAO TIs Part 7) | | | | | |
| 5.6(a) | States emergency | 722.82(1)(t) & (2)(q) | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|---|---|------|---------------|----------|--------------------------|
| | response information is available and where the pilot-in-command/other crew members can find it (TDGR sec. 12.1 & ICAO TIs Part 7) | 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.6(b) | States how the pilot-in-command is to report emergencies involving dangerous goods. (TDGR sec. 12.1 & ICAO TIs Part 7) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.6(c) | Describes how the NOTOC is accessed during an emergency (TDGR sec. 12.1 & ICAO TIs Part 7) | TDGR Requirements | | | | |
| 5.6(d) | In the event of an emergency involving dangerous goods in an external load, the operator describes procedures for handling such emergencies. (TDGR sec. 12.12) | 702.82, 722.82(1)(c-c)(i) & 722.82(2)(y)(i) | | | | |
| 5.7(a) | States emergency response information is available and where it can be | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|--|--|------|---------------|----------|--------------------------|
| | found. (TDGR sec. 12.1 & ICAO TIs Part 7) | (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.7(b) | Describes the procedures for managing a dangerous goods incident/accident on the ground. (TDGR sec. 12.1 & ICAO TIs Part 7) | 702.82, 722.82(1)(w) & 722.82(2)(t) 703.105, 723.105(1)(x) (fixed wing) & (y) (rotary) 704.121, 724.121(1)(x) 725.135(1)(x) | | | | |
| 5.8 | Describes the procedures for managing misdeclared or undeclared dangerous goods. (TDGR sec. 12.1 & ICAO TIs Part 7, or TDGR sec. 12.9, 12.12 & 12.15) | TDGR Requirements | | | | |
| 5.9(a) | Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods. (TDGR sec. 12.1 & ICAO TIs Part 7;4) | TDGR Requirements | | | | |
| 5.9(b) | Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage (TDGR sec. 12.1 & ICAO TIs Part 7;4) | TDGR Requirements | | | | |
| 5.9(c) | Describes procedures to | 722.82(1)(t) & (2)(q) | | | | |

Procedures For The Carriage of Dangerous Goods To The Company Operations Manual

| Item | Content | Regulatory References | N/A* | COM Reference | Comments | Approval (or assessment) |
|--------|--|---|------|---------------|----------|--------------------------|
| | follow when reporting dangerous goods incidents/accidents. (TDGR sec. 12.1 & ICAO TIs Part 7;4) | 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |
| 5.9(d) | In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board. (TDGR sec. 12.1 & ICAO TIs Part 7;4.6.1 & 7;4.6.2) | 722.82(1)(t) & (2)(q) 703 Fixed wing 723.105(1)(u), (2)(o) & (3)(k) 703 Rotary 723.105(1)(v), (2)(o) & (3)(k) 724.121(u) 725.135(u) | | | | |

I am/we are the accountable executive(s), Chief pilot and Operations Manager of this Canadian air operator in accordance with section _____ of the Canadian Aviation Regulations and certify that our "procedures for the carriage of dangerous goods" are in compliance with the CAR and CASS.

All statements contained in this application are true and complete to the best of my knowledge and belief.

Air Operator accountable executive: _____
"Name in print" and signature above

Concurrence of Operations Manager: _____
"Name in print" and signature above

Concurrence of Chief Pilot: _____
"Name in print" and signature above

Date: _____