

**GIBRALTAR**

**DIRECTOR OF CIVIL AVIATION**

**PROCEDURE – 04**

**Dangerous Goods**

## DCA Procedure 04 – Dangerous Goods

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### Amendment Record

Revision	Item	Date
1	Initial Issue	29 January 2009
2	Revision	3 December 2015

## **DCA Procedure 04 – Dangerous Goods**

### **Introductory Notes**

1. The policy paper DCA Policy 04 identified the Requirement for aircraft operators not registered in EU Member States to obtain a Dangerous Goods Approval from the Director of Civil Aviation prior to the carriage of Dangerous Goods to or from Gibraltar.

2. This publication – DCA Publication 04 – describes how such an approval is obtained.

### **Requirements**

3. The Civil Aviation (Dangerous Goods) Regulations 2009 require that dangerous goods be carried in accordance with the International Civil Aviation Organization (ICAO) "Technical Instructions for the Safe Transport of Dangerous Goods by Air" (ICAO Doc 9284).

4. UK Civil Air Publication 483 (CAP 483 - "Training in the Safe Transport of Dangerous Goods by Air") is a comprehensive source of information for organisation involved in the processing of Dangerous Goods

### **Short Term Approvals**

5. Applying for Approval to carry Munitions of War and/or Class 1 Dangerous Goods – the Form at Annex A, together with the appropriate fee, should be sent to the Director of Civil Aviation.

6. Applying for Approval to carry Dangerous Goods (other than Class 1) – the Form at Annex B, together with the appropriate fee, should be sent to the Director of Civil Aviation.

### **Long Term Approvals**

7. Applying for Approval to carry Dangerous Goods - the Form at Annex C, together with the appropriate fee, should be sent to the Director of Civil Aviation.

### **Munitions of War Approvals**

8. Applying for Long Term Permission to transport Munitions of War by air – the Form at Annex D, together with the appropriate fee, should be sent to the Director of Civil Aviation.

## **DCA Procedure 04 – Dangerous Goods**

**Annex A to**  
**DCA Procedure 04**  
**Dated 03 December 2015**

### **APPLICATION TO CARRY CLASS 1 DANGEROUS GOODS**

1. This form only applies to those requests to carry Class 1 dangerous goods where the ICAO Technical Instructions indicates that they may only be carried with a prior approval or an exemption, or where they do not comply with the normal requirements of the Technical Instructions. All parts of this form must be completed. If there is insufficient space to list all items, they can be listed on a separate sheet.
2. Applications must be accompanied by the appropriate fee and the Application for permission should be made at least 10 working days before the date of the flight on which the dangerous goods are to be carried.
3. If the items to be carried also meet the definition of a 'munition of war' described in Article 30 (7) of the Civil Aviation (Air Navigation) Regulations 2009, the operator must hold an approval/permission to carry munitions of war granted by the Director of Civil Aviation. Applications for such an approval/permission can be made by completing form at Annex D.

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### APPLICATION TO CARRY CLASS 1 DANGEROUS GOODS

#### 1 APPLICANT DETAILS

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 2 FLIGHT DETAILS

Aircraft operator: \_\_\_\_\_  
Date of flight: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Aircraft type: \_\_\_\_\_  
Shipper: \_\_\_\_\_ Consignee: \_\_\_\_\_

Airport of departure: \_\_\_\_\_

Airport of destination: \_\_\_\_\_

#### 3 DANGEROUS GOODS

Proper Shipping Name	UN No.	Class	NEQ in Kg	ESTC No./HSE No.
Total NEQ				

Commercial Names of Items and Quantity: \_\_\_\_\_

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Please use additional sheet if necessary.

**Annex B to**  
**DCA Procedure 04**  
**Dated 03 December 2015**

### **APPLICATION TO CARRY DANGEROUS GOODS (OTHER THAN CLASS 1)**

1. This form applies to only those requests to carry dangerous goods where they do not comply with the normal requirements of the Technical Instructions. All parts must be completed. If there is insufficient space to list all items, they can be listed on a separate sheet.
2. Applications must be accompanied by the appropriate fee and the application for permission should be made at least 10 working days before the date of the flight on which the dangerous goods are to be carried.

## **DCA Procedure 04 – Dangerous Goods**

### **APPLICATION TO CARRY DANGEROUS GOODS (OTHER THAN CLASS 1)**

#### **1 APPLICANT DETAILS**

Name:

Telephone:

Company:

Fax:

Email:

#### **2 FLIGHT DETAILS**

Aircraft operator:

Date of flight:

Airport of departure:

Flight No.:

Airport of destination:

AWB No.:

Shipper:

Consignee:

#### **3 DANGEROUS GOODS**

Proper shipping name:

UN No.:

Class/Division:

Packing

Instruction No.:

Net quantity per package  
(total):

Net quantity  
(total):

Gross weight  
(total):

Number of  
Packages:

Full Package Specification  
Marking:

#### **4 REASON FOR REQUEST**

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Annex C to  
DCA Procedure 04  
Dated 03 December 2015

### **APPLICATION FOR APPROVAL TO TRANSPORT DANGEROUS GOODS BY AIR FROM OPERATORS OF AIRCRAFT NOT REGISTERED IN THE EUROPEAN UNION**

- 1 The form once completed should be returned to the address below by post, fax or e-mail: Director of Civil Aviation, Suite 631, Europort, Gibraltar (e-mail: [dca@gibraltar.gov.gi](mailto:dca@gibraltar.gov.gi)).
- 2 If there is insufficient space to answer questions in full please use the end of the form or a separate sheet of paper.
- 3 Failure to complete this form in full may result in a delay in processing the application.
- 4 The issuing of this form does not in itself constitute permission or approval to carry dangerous goods.
- 5 Applications must be accompanied by the appropriate fee.
- 6 Throughout this application form the term "operator" refers specifically to that so identified in section 1.1.



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### APPLICATION FOR APPROVAL TO TRANSPORT DANGEROUS GOODS BY AIR FROM OPERATORS OF AIRCRAFT NOT REGISTERED IN THE EUROPEAN UNION

#### 1 GENERAL

1.1 Full legal name of the operator:

1.2 Operating/Trading Name (if different from above):

1.3 Name of the person within the operator with overall responsibility for the transport of dangerous goods by air **to or from Gibraltar**:

1.4 Address for the person in 1.3:

1.5 Contact numbers for the person in 1.3:

(a) telephone number:

(b) facsimile number:

.....

.....

(c) e-mail address:

.....

1.6 Name of the person within the operator with overall responsibility for the transport of dangerous goods by air **in the State of the Operator**:

1.7 Address for the person in 1.6:

1.8 Contact numbers for the person in 1.6:

(a) telephone number:

(b) facsimile number:

.....

.....

(c) e-mail address:

.....

1.9 Approval type (please tick the appropriate box):

(a) Non-expiring approval (subject to an annual fee) <sup>(Note 1)</sup>

or

## DCA Procedure 04 – Dangerous Goods

(b) Short-term approval (valid for one year only) <sup>(Note 2)</sup>

**Note 1:** The non-expiring approval is valid until varied, suspended or revoked. As there is no specific expiry date to the approval, an annual fee, as shown in Para 10 of the main body of this Procedure, is applicable in order to maintain the approval. The annual charge will be invoiced for each April; if the approval is no longer required by the operator, written notification to the Director of Civil Aviation will be required in order to revoke the approval.

**Note 2:** The short term approval does not limit the number of flights carried out in one year, however, the approval has a specific expiry date (i.e. it is only valid for one year).

### 2 HANDLING AGENTS

Please list in the table below the handling agent information. If any aspect is carried out by staff of the operator, state "SELF":

HANDLING AGENTS					
Cargo/ Dangerous Goods Acceptance	Cargo Transfer to Aircraft	Aircraft Loading	Dispatch	Passenger Check-in	Baggage Handling

### 3 TRAINING

3.1 If the operator does not carry out any of the functions in section 2, go to section 4.

3.2 Has the "State of the operator" (i.e. the State in which the aircraft are registered) approved the dangerous goods training programmes for **Gibraltar based staff** of the operator:  
YES/NO

(If YES go to section 4)

3.3 Is training for **Gibraltar based staff** carried out by the operator or another organisation:

3.4 If another organisation, give the name of the organisation and state the categories of staff (i.e. cargo staff, passenger handling staff) to whom such training has been given:

3.5 Name of the person within the operator with responsibility for the training of **Gibraltar based staff**:

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### 4 NATIONAL APPROVAL

- 4.1 Does the operator hold an approval, permission or other certificate granted by the competent authority of the State of the operator, permitting the transport of dangerous goods by air:  
YES/NO

A copy of the approval/permission/certificate must be enclosed with the application.

### 5 CONFIRMATION OF REPRESENTATION

- 5.1 If the person named in 1.3 is not an employee of the operator, please ensure that a letter accompanies this application from the operator which includes the following:

- Confirmation that the operator agrees for the representing company to be responsible for the approval.
- That the operator understands that an annual fee applies to the approval which must be paid in order to maintain the validity of the approval.
- That the operator understands that if the company referred to in 1.3 no longer represents the operator, the contact details of the new responsible person will be sent to the Dangerous Goods Office immediately.

### 6 DECLARATION AND SIGNATURE

#### Checklist:

- Application form completed in full.
- A copy of the permission/approval/certificate granted to the operator by the competent authority of the State of the operator permitting the transport of dangerous goods.
- If applying on behalf of an operator, a copy of a letter containing the details as stated in Section 5.
- If applicable, any supplementary sheets.

**The information given in this application form is correct to the best of my knowledge and belief.**

(a) Signed: *(Note 3)*

(b) Name:

.....

.....

(c) Position in the operator:

(d) Date:

.....

.....

**Note 3:** If the form is being returned by e-mail the signature may be omitted but it will be assumed by the Director of Civil Aviation that the person whose name is shown in (b) will take full responsibility for the correctness of all the details provided in this application form.

## **DCA Procedure 04 – Dangerous Goods**

**Annex D to**  
**DCA Procedure 04**  
**Dated 03 December 2015**

### **APPLICATION FOR PERMISSION TO TRANSPORT MUNITIONS OF WAR BY AIR**

1. The form once completed should be returned to the address below by post, fax or e-mail: Director of Civil Aviation, Suite 631, Europort, Gibraltar (e-mail: [dca@gibraltar.gov.gi](mailto:dca@gibraltar.gov.gi)).
2. Failure to complete this form in full may result in a delay in processing the application.
3. The issuing of this form does not in itself constitute a permission to carry munitions of war.
4. Applications must be accompanied by the appropriate fee.

## DCA Procedure 04 – Dangerous Goods

### APPLICATION FOR PERMISSION TO TRANSPORT MUNITIONS OF WAR BY AIR

#### 1 GENERAL

1.1 Full legal name of the operator:

1.2 Operating/Trading Name (if different from above):

1.3 Name of the person within the operator with overall responsibility for the transport of munitions of war by air **in Gibraltar**:

1.4 Address for the person in 1.3:

1.5 Contact numbers for the person in 1.3:

(a) telephone number:

(b) facsimile number:

.....

.....

(c) e-mail address:

.....

1.6 *Name of the person within the operator with overall responsibility for the transport of munitions of war by air **in the State of the Operator**:*

1.7 Address for the person in 1.6:

1.8 Contact numbers for the person in 1.6:

(a) telephone number:

(b) facsimile number:

.....

.....

(c) e-mail address:

.....

1.9 Permission type (please tick the appropriate box):

(a) Non-expiring permission (subject to an annual fee) <sup>(Note 1)</sup>

## DCA Procedure 04 – Dangerous Goods

(b) Short-term permission (valid for one year only) <sup>(Note 2)</sup>

\_\_\_\_\_ or

**Note 1:** The non-expiring permission is valid until varied, suspended or revoked. As there is no specific expiry date to the approval, an annual fee, as shown in Para 10 of the main body of this Procedure, is applicable in order to maintain the approval. The annual charge will be invoiced for each April; if the permission is no longer required by the operator, written notification to the Director of Civil Aviation will be required in order to revoke the approval.

**Note 2:** The short term permission does not limit the number of flights carried out in one year, however, the permission has a specific expiry date (i.e. it is only valid for one year).

### 2 CONFIRMATION OF REPRESENTATION

2.1 If the person named in 1.3 is not an employee of the operator, please ensure that a letter accompanies this application from the operator which includes the following:

- Confirmation that the operator agrees for the representing person to be responsible for the permission.
- That the operator understands that an annual fee applies to the permission which must be paid in order to maintain the validity of the permission.
- That the operator understands that if the person referred to in 1.3 no longer represents the operator, the contact details of the new responsible person will be sent to the Dangerous Goods Office immediately.

### 3 DECLARATION AND SIGNATURE

#### Checklist:

- Application form completed in full.
- If applying on behalf of an operator, a copy of a letter containing the details as stated in Section 2.

**The information given in this application form is correct to the best of my knowledge and belief.**

(a) Signed: <sup>(Note)</sup>

(b) Name:

.....

.....

(c) Position in the operator:

(d) Date:

.....

.....

**Note:** If the form is being returned by e-mail the signature may be omitted but it will be assumed by the Director of Civil Aviation that the person whose name is shown in (b) will take full responsibility for the correctness of all the details provided in this application form.