AIR CARGO OPERATIONS

OPERATING REGULATIONS

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SECTION – I

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Chapter 1

AUTHORITY, SCOPE, STATUS AND APPLICABILITY

1.1 AUTHORITY

1.1.1 The Operating Regulations regarding Air Cargo Operations at (International and Domestic) Airports have been promulgated by the Director General Civil Aviation Authority in exercise of the powers vested in him under Rule 4(2)(h) of Civil Aviation Rules, 1994 (as amended).

1.2 SCOPE:

1.2.1 The Operating Regulations are applicable to all Air Operator Certificate holders, shippers, handling agents, service providers, organizations and enterprises engaged in an aircraft operation within Pakistan or any other stake holder, which may have direct bearing on Air Cargo Operations.

1.3 STATUS OF THE COMPONENTS OF OPERATING REGULATIONS: Each part of the Operating Regulations includes all or some of the following components:

1.3.1 Material comprising the Operating Regulations:

1.3.1.1 Standard: Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of air navigation and air transport. Compliance of the standards is mandatory (for Regulators, Air Navigation Service Providers and Operators). The “standards” contain the word “shall” and are printed in normal font throughout the document.

1.3.1.2 Recommended Practice: Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interests of safety, regularity or efficiency of air navigation and air transport, and to which Regulators, Air Navigation Service Providers and Operators will endeavour to conform in accordance with the National Aviation Legislation. The “recommended practices” contain the word “should” and are printed in italic font throughout the document.

1.3.1.3 Appendices: Comprise of material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by Pakistan.

1.3.1.4 Definitions: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have any accepted dictionary meanings. A definition does not have an independent status but is an essential part of the Standard and/or Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

1.3.1.5 Tables and Figures: Tables and figures are added to illustrate a Standard and/or Recommended Practice and form part of the associated Standard and/or Recommended Practice.

1.3.2 Material approved for publication in association with the Operating Regulations/Standards and Recommended Practices:

1.3.2.1 Notes: Notes are included in the text, where appropriate, to give factual information and/or references to Standards and/or Recommended Practices in question, but not constituting part of the Standards and/or Recommended Practices.

1.3.2.2 Attachments: Attachments comprise of material supplementary to the Standards and Recommended Practices, or included as a guide to their application.
1.4 APPLICABILITY OF OPERATING REGULATIONS:

1.4.1 The applicability of Standards and Recommended Practices (SARPs) and Procedures prescribed in the Operating Regulations govern Air Cargo Operations in Pakistan and shall be used in conjunction with Civil Aviation Ordinance 1960, Pakistan Civil Aviation Authority Ordinance 1982, Civil Aviation Rules 1994, relevant Manuals and applicable Procedures.

1.4.2 These Regulations comprise of V Sections. Regulations have been prescribed in a manner that the differences, where exists between National Aviation Legislation / Rules/ Regulations and ICAO SARPs is clear to the Public Authorities, Aerodrome Operators, Service Providers, Aircraft Operators and/or their Handling Agents as well as Shippers and Packers.

1.4.3 Definitions and abbreviations contained in Chapter 2 of Section I are applicable to each section/element of these regulations, where applicable.

1.4.4 It is the responsibility of the Authority (CAA), Public Authorities, Service Providers, Aerodrome Operators, Aircraft Operators and/or their Handling Agents as well as Shippers and Packers to ensure compliance of these Operating Regulations, in addition to relevant National Aviation Legislation, Civil Aviation Rules 1994, Air Navigation Orders, Safety Directives/Circulars and amendments thereto issued from time to time by the Federal Government and Civil Aviation Authority.

1.4.5 Compliance and enforcement is an adequate essential tool to ensure safety, regularity, efficiency and growth of national and international air transport operations. Therefore all concerned are expected to adhere to these regulations.

1.4.6 Pakistan Civil Aviation Authority shall ensure application and compliance of these regulations by all concerned, through its regular continual safety oversight mechanism - State Safety Programme (SSP).
Chapter 2
DEFINITIONS AND ABBREVIATIONS

2.1 DEFINITIONS: Following terms, when used in these Regulations, have the meanings assigned to them. Any term used hereunder but not defined, shall have the same meaning as given in Civil Aviation Ordinance 1960, Pakistan Civil Aviation Authority Ordinance, 1982 and Civil Aviation Rules, 1994.

2.1.1 ACCIDENT: An accident is defined as an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:
   — being in the aircraft, or
   — direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
   — direct exposure to jet blast,
   except, when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:
   — adversely affects the structural strength, performance or flight characteristics of the aircraft, and
   — would normally require major repair or replacement of the affected component,
   except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreen, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

Note 1:- For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, as a fatal injury.

Note 2:- An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Note 3:- The type of unmanned aircraft system to be investigated is addressed in Para 5.1 of Annex 13 to the Chicago Convention.

Note 4:- Guidance for the determination of aircraft damage can be found in Attachment G of Annex 13, to the Chicago Convention.
2.1.2 **ADDITIONAL DOCUMENTS:** A copy of the Airway Bill when one is required, a copy of the checklist used by the air operator in the acceptance of dangerous goods, a copy of the form used to give written notification to the pilot-in-command and the packaging certificate for some radioactive material packaging.

2.1.3 **AERODROME:** means any area of land or water designed, equipped, set apart or commonly used or intended to be used, either wholly or in part, for affording facilities for the landing and departure, of aircraft, and includes all buildings, sheds, vessels, piers, and other structures thereon or appertaining thereto (Civil Aviation Ordinance 1960).

In accordance with the relevant ICAO Annexes to the Chicago Convention, it is defined as a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

2.1.4 **AEROPLANE:** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

2.1.5 **AIR TRANSPORT SERVICE:** A service of aircraft for the purpose of effecting public transport for passengers, goods, mails and other things.

2.1.6 **AIRCRAFT:** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface.

2.1.7 **AIRCRAFT OPERATOR:** A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

2.1.8 **AIRCRAFT SECURITY CHECK:** An inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.

2.1.9 **AIRCRAFT SECURITY SEARCH:** A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances.

2.1.10 **AIRPORT:** means an aerodrome at which facilities have, in the opinion of the Federal Government, been sufficiently developed to be of importance to civil aviation.

2.1.11 **AIRSIDE:** The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

2.1.12 **ANIMAL PRODUCT:** means anything originating or made, whether in whole or in part, from an animal or from a carcass and includes blood, bones, casings, dairy products, eggs, fat, feed-stuffs of animal origin, fish products, hair, hides, horns, hooves, hormones and their biological preparations, offals, seed materials for research purposes, semen, skins, tendons, viscera, wool and any other substance of animal origin which may be specified by the Federal Government by notification in the official Gazette.

2.1.13 **APPROVAL:** means approval by the Director General.

In the case of transport of dangerous goods by air, an authorization granted by an Appropriate National Authority for:

a) the transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or

b) other purposes as provided in the ICAO Doc 9284 Technical Instructions for the Safe Transport of Dangerous Goods by Air.

*Note:* In the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption shall be sought.
2.1.14 **APRON**: A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

2.1.15 **AUDIT**: An in depth inspection of an aerodrome/airline operator, their handling agents and associated elements of cargo operations to verify conformance with the regulations in force.

2.1.16 **AUTHORITY**: Authority means the Civil Aviation Authority established under Section 3 of the Pakistan Civil Aviation Authority Ordinance, 1982;

2.1.17 **AUTHORIZED AGENT**: A person who represents an aircraft operator and who is authorized by or on behalf of such operator to act on formalities connected with the entry and clearance of the operator’s aircraft, crew, passengers, cargo, mail, baggage or stores and includes, where National Law permits, a third party authorized to handle cargo on the aircraft.

2.1.18 **CARCASE**: means the carcase of an animal and includes any part or portion thereof.

2.1.19 **CARGO AIRCRAFT**: Any aircraft, other than a passenger aircraft, which is carrying goods or property.

2.1.20 **CARGO**: Cargo means things other than passengers carried in aircraft.

2.1.21 **CIVIL AVIATION INSPECTOR**: means an individual, designated by a Contracting State, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority.

2.1.22 **CLEARANCE OF GOODS**: The accomplishment of the custom formalities necessary to allow goods to enter home use, to be exported or to be placed under another customs procedure.

2.1.23 **COMMERCIAL FLIGHT OPERATION**: Commercial Flight Operations means a flight operation other than a private operation.

2.1.24 **COMPLIANCE**: The state of conforming to specified requirements of civil aviation related Laws, regulations, ANOs and Safety Directives.

2.1.25 **CONSIGNMENT**: One or more packages of goods including dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.

2.1.26 **CREW MEMBER**: A person assigned by an operator to duty on an aircraft during a flight time, and any reference to “crew” has a corresponding meaning.

2.1.27 **DANGEROUS GOODS**: Any articles or substances which are capable of posing a significant risk to health, safety, or property when transported by air and which are included in the classes of dangerous goods specified in the ICAO Technical Instructions for the safe transport of dangerous goods by Air (Doc 9284–AN/905) as amended from time to time, hereafter referred to as Technical Instructions.

2.1.28 **DANGEROUS GOODS ACCIDENT**: An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property damage.

2.1.29 **DANGEROUS GOODS INCIDENT**: An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

2.1.30 **DESIGNATED POSTAL OPERATOR**: Any Governmental or Non-Governmental entity officially designated by a Universal Postal Union (UPU) member country to operate postal services and to fulfill the related obligations arising from the acts of the UPU Convention on its territory.
2.1.31 **DISEASE (PLANTS):** Any pathological abnormal condition of a plant caused by insects, mites, nematodes, protozoa, fungi, bacteria and viruses, recognizable by the presence of symptoms or of the organism inciting it.

2.1.32 **DISEASED:** Diseased means suffering from or carrying any infectious or contagious disease or such disease as may be declared by the Federal Government from time to time by notification in the official Gazette.

2.1.33 **DISINFESTATION OR DISINFECTION:** Any scientific treatment applied for the purpose of destroying or reducing any infection or infestation that may occur on, in or amongst plant materials.

2.1.34 **EXCEPTION:** A provision in the Civil Aviation Rules, these Operating Regulations and Air Navigation Order which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

2.1.35 **EXEMPTION:** An authorization, granted by an appropriate National Authority providing relief from the provisions of Civil Aviation Rules, Operating Regulations, ANO and Technical Instructions.

2.1.36 **EXPORT:** Taking out of Pakistan.

2.1.37 **FLIGHT CREW MEMBER:** A licensed crew member charged with duties essential to the operation of an aircraft during flight times and any reference to “flight crew” has a corresponding meaning.

2.1.38 **FODDER:** Fodder means hay, roughage, concentrate or any other substance used for feeding animals.

2.1.39 **FREIGHT FORWARDER:** A person or organization who offers the service of arranging the transport of cargo by air.

2.1.40 **GROUND HANDLING AGENT:** A person, organization or enterprise engaged in or offering to engage in ground handling of aircraft operation in accordance with the Civil Aviation Rules and Regulations of the Authority.

2.1.41 **HEALTH CERTIFICATE (ANIMALS):** A certificate issued by a Quarantine Officer in respect of the health status of animals and animal products.

2.1.42 **HELICOPTER:** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

   **Note:** Some States use the term “rotorcraft” as an alternative to “helicopter”.

2.1.43 **HIGH-RISK CARGO OR MAIL:** Cargo or mail presented by an unknown entity or showing signs of tampering shall be considered high risk if, in addition, it meets one of the following criteria:

   2.1.43.1 Specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or

   2.1.43.2 The cargo or mail shows anomalies that give rise to suspicion; or

   2.1.43.3 The nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft.

Regardless of whether the cargo or mail comes from a known or unknown entity, a specific intelligence (including National Security Agencies) about a consignment may render it as high risk.

2.1.44 **IMPORT DUTIES AND TAXES:** Customs duties and all other duties, taxes or charges, which are collected on or in connection with the importation of goods. Not included are any charges which are limited in amount to the approximate cost of services rendered or collected by the customs on behalf of another national authority.

2.1.45 **IMPORT:** Bringing into Pakistan.
2.1.46 **IMPORT** AND **EXPORT**: respectively means bringing into or taking out of Pakistan by sea, land or air.

2.1.47 **INCIDENT**: An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

   *Note:* The types of incidents which are of main interest to the International Civil Aviation Organization for accident prevention studies are listed in the Accident/Incident Reporting Manual (Doc 9156).

2.1.48 **INCOMPATIBLE**: Describing dangerous goods which, if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

2.1.49 **INDUSTRY CODES OF PRACTICE**: Guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the International Civil Aviation Organization’s Standards and Recommended Practices, other aviation safety requirements and the best practices deemed appropriate.

2.1.50 **INFECTION (PLANTS)**: Infection by any insect, fungus, or other pest injurious to a crop or plant.

2.1.51 **INSPECTION**: Systematic search for and documentation of facts relevant to an occurrence or suspected violation, from which a decision to take appropriate action can be made.

2.1.52 **INVESTIGATION**: A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and/or contributing factors and, when appropriate, the making of safety recommendations.

2.1.53 **KNOWN CONSIGNOR**: A consignor who originates cargo or mail for its own account and whose procedures meet common security Rules and Standards sufficient to allow the carriage of cargo or mail on any aircraft.

2.1.54 **LADING**: The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

2.1.55 **LITTER**: Any substance used as bedding for animals or for holding or containing animals in the process of transportation.

2.1.56 **MAIL**: Dispatches of correspondence and other items tendered by an intended for delivery to postal services in accordance with the Rules of the Universal Postal Union (UPU).

2.1.57 **MANOEUVRING AREA**: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

2.1.58 **MONITORING**: Supervising activities in progress to ensure they are in accordance with the provisions of the applicable Law, Civil Aviation Rules, Operating Regulations, prescribed procedures and are meeting the safety objectives and performance targets.

2.1.59 **OPERATIONAL PERSONNEL**: Personnel involved in aviation activities who are in a position to report safety information.

   *Note:* Such personnel include, but are not limited to: flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing organizations; cabin crews; flight dispatchers, apron personnel and ground handling personnel.

2.1.60 **OPERATOR**: A person, organization or enterprise engaged in or offering to engage in an aircraft operation.
2.1.61 **OVERPACK**: An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

*Note:* A unit load device is not included in this definition.

2.1.62 **PACKAGE**: The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

2.1.63 **PACKAGING**: Receptacles and any other components or materials necessary for the receptacle to perform its containment function.

*Note:* For radioactive material, see Part 2, Paragraph 7.2 of ICAO Doc 9284 of the Technical Instructions for the Safe Transport of Dangerous Goods by Air.

2.1.64 **PASSENGER AIRCRAFT**: An aircraft that carries any person other than a crew member, an operator’s employee in an official capacity, an authorized representative of an appropriate National Authority or a person accompanying a consignment or other cargo.

2.1.65 **PEST**: Any living stage of any or all insects, nematodes, slugs, snails, protozoa, or other invertebrate animals, fungi, bacteria, or other parasitic plants or reproductive parts thereof, virus or any organism, or any infections substance which may directly or indirectly injure or cause disease to any crop or plant.

2.1.66 **PILOT-IN-COMMAND**: The pilot designated by the operator or the owner in case of general aviation, as being in command and charged with the safe conduct of a flight.

2.1.67 **PLANT OR PLANT MATERIAL**: All species of plants or parts thereof, whether living or dead, including stems, branches, tubers, bulbs, corns, stocks, bud wood, cuttings, layers, slips, suckers, roots, leaves, flowers, fruits, seeds, seedling and any other product of plant origin which has not been processed, such as bark, husk and peelings.

2.1.68 **PLANT PEST**: Any living animal or plant in any stage of its development known, suspected or liable to be harmful to the existence or growth of economic plants or to plant materials, whether by direct infestation or attach by or causing or spreading diseases in economic plants and known to infest land or water, thereby preventing or obstructing its possible agricultural uses.

2.1.69 **PLANT QUARantine DIVISION**: The Plant Quarantine Division of the Department of Plant Protection.

2.1.70 **PLANT QUARantine OFFICER**: Any person authorized in writing by the Director General of Department of Plant Protection to act on his behalf.

2.1.71 **PLANT**: All species of plants or parts thereof whether living or dead including stems, branches, tubers, bulbs, corns, stock, bud-wood, cuttings, layers, slips, suckers, roots, green scum on stagnant pools, leaves, flowers, fruits and seeds.

2.1.72 **POINTS OF ENTRY** AND “POINTS OF EXIT**: Ground positions, Harbours, or Airports along the authorized land, sea or air route declared by the Federal Government from time to time by notification in the Official Gazette. BBIAP–Islamabad, JIAP–Karachi, ALLAP–Lahore, BKIAP–Peshawar, QIAP–Quetta, and SIAP–Sialkot are the declared points of entry and points of exit for the purpose of air cargo.

2.1.73 **PROCEDURE**: A documented process or method or system or modus operandi or course of action or formula to perform a specified function.

2.1.74 **PUBLIC AUTHORITIES**: Any authority which has a legal mandate to govern, administer a part or aspect of public life, such as Customs, Immigration, Health, Anti Narcotics Force, Quarantine departments, Airport Security Force, etc

2.1.75 **QUARantine**: A site or premises provided or approved by the Federal Government for the isolation and examination of animals and animal products intended for import or export.
2.1.76 **QUARANTINE OFFICER:** Any veterinarian duly authorized by the Federal Government to exercise and perform the powers and functions of Quarantine Officer under Pakistan Animal Quarantine Ordinance, 1979.

2.1.77 **REGULATED AGENT:** An agent, freight forwarder or any other entity that conducts business with an operator and provides security controls that are accepted or required by the appropriate authority in respect of cargo or mail.

2.1.78 **RELEASE OF GOODS:** The action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

2.1.79 **RELIEF FLIGHTS:** Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven within Pakistan or another State willing to receive such persons.

2.1.80 **SAFETY:** The state, in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.

2.1.81 **SAFETY MANAGEMENT SYSTEM (SMS):** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

2.1.82 **SAFETY PERFORMANCE:** A State or a service provider’s safety achievement as defined by its safety performance targets and safety performance indicators.

2.1.83 **SAFETY PERFORMANCE INDICATOR:** A data-based parameter used for monitoring and assessing safety performance.

2.1.84 **SAFETY PERFORMANCE TARGET:** The planned or intended objective for safety performance indicator(s) over a given period.

2.1.85 **SAFETY RISK:** The predicted probability and severity of the consequences or outcomes of a hazard.

2.1.86 **SCREENING:** The application of technical or other means which are intended to identify and/or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference.

*Note:* Certain dangerous articles or substances are classified as dangerous goods by the Federal Government and the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) and must be transported in accordance with those instructions. In addition, the Aviation Security Manual (Doc 8973 — Restricted) provides a list of prohibited items that must never be carried in the cabin of an aircraft.

2.1.87 **SECURITY:** Safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.

2.1.88 **SECURITY AUDIT:** An in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Programme.

2.1.89 **SECURITY CONTROL:** means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented.

2.1.90 **SECURITY EQUIPMENT:** Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

2.1.91 **SECURITY INSPECTION:** An examination of the implementation of Relevant National Civil Aviation Security Programme requirements by an airline, airport, or other entity involved in security
2.1.92 **SECURITY SURVEY:** An evaluation of security needs including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions.

2.1.93 **SECURITY TEST:** A covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.

2.1.94 **SERIOUS INCIDENT:** An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

*Note:* The difference between an accident and a serious incident lies only in the result.

2.1.95 **SERIOUS INJURY:** An injury which is sustained by a person in an accident and which:

a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or

b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or

c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or

d) involves injury to any internal organ; or

e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or

f) involves verified exposure to infectious substances or injurious radiation.

2.1.96 **SHIPPER:** A person offering goods for transport by air, which includes packer and freight forwarder.

2.1.97 **STATE OF DESIGN:** The State having jurisdiction over the organization responsible for the type design.

2.1.98 **STATE OF DESTINATION:** The State in the territory of which the consignment is finally to be unloaded from an aircraft.

2.1.99 **STATE OF MANUFACTURE:** The State having jurisdiction over the organization responsible for the final assembly of the aircraft.

2.1.100 **STATE OF ORIGIN:** The State in the territory of which the cargo was first loaded on an aircraft.

2.1.101 **STATE OF THE OPERATOR:** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator’s permanent residence.

2.1.102 **STATE SAFETY PROGRAMME (SSP):** An integrated set of regulations and activities aimed at improving safety.

2.1.103 **TECHNICAL INSTRUCTIONS:** The *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (ICAO Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council.

2.1.104 **TRANSFER CARGO AND MAIL:** Cargo and mail departing on an aircraft other than that on which it arrived.
2.1.105 **UN NUMBER:** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

2.1.106 **UNACCOMPANIED BAGGAGE:** Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

2.1.107 **UNIDENTIFIED BAGGAGE:** Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

2.1.108 **UNIT LOAD DEVICE:** Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo used to load freight for its air transportation.

*Note:* An over pack is not included in this definition.

2.1.109 **UNLADING:** The removal of cargo, mail, baggage or stores from an aircraft after a landing.

2.1.110 **UN LAYOUT KEY:** The United Nations Layout Key is a model form that incorporates agreed specifications on paper size, margins, forms design sheet and presentation of data. It indicates places for the location of specific type of information.

### 2.2 ABBREVIATIONS:

#### 2.2.1 DESCRIPTION OF ABBREVIATIONS USED IN THESE REGULATIONS:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAR</td>
<td>AIRSPACE AND AERODROME REGULATIONS</td>
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<tr>
<td>ADREP</td>
<td>ACCIDENT/INCIDENT DATA REPORTING</td>
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<td>AIS</td>
<td>AERONAUTICAL INFORMATION SERVICE</td>
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<td>AW</td>
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<tr>
<td>CAA</td>
<td>CIVIL AVIATION AUTHORITY</td>
</tr>
<tr>
<td>CARs, 1994</td>
<td>CIVIL AVIATION RULES, 1994</td>
</tr>
<tr>
<td>DAAR</td>
<td>DIRECTORATE OF AIR SPACE AND AERODROME REGULATIONS</td>
</tr>
<tr>
<td>DAT&amp;ER</td>
<td>DIRECTORATE OF AIR TRANSPORT AND ECONOMIC REGULATIONS</td>
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<td>DAW</td>
<td>DIRECTORATE OF AIRWORTHINESS</td>
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<tr>
<td>DFS</td>
<td>DIRECTORATE OF FLIGHT STANDARDS</td>
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<tr>
<td>DG CAA</td>
<td>DIRECTOR GENERAL CIVIL AVIATION AUTHORITY</td>
</tr>
<tr>
<td>E&amp;M</td>
<td>ELECTRO-MECHANICAL</td>
</tr>
<tr>
<td>F&amp;S</td>
<td>FIRE AND SAFETY</td>
</tr>
<tr>
<td>ICAO</td>
<td>INTERNATIONAL CIVIL AVIATION ORGANIZATION</td>
</tr>
<tr>
<td>OPI</td>
<td>OFFICE OF PRIME INTEREST</td>
</tr>
<tr>
<td>OPR</td>
<td>OPERATING REGULATIONS OR OPERATOR AS APPOPROTATE</td>
</tr>
<tr>
<td>SECP</td>
<td>SECURITY EXCHANGE COMMISSION OF PAKISTAN</td>
</tr>
<tr>
<td>SMS</td>
<td>SAFETY MANAGEMENT SYSTEM</td>
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<tr>
<td>SSP</td>
<td>STATE SAFETY PROGRAMME</td>
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SECTION – II
GENERAL PROVISIONS
FOR AIR CARGO OPERATIONS
Chapter 1
DEFINITIONS

Note 1: Through the text of this section the term “service” is used as an abstract noun to designate functions, or service rendered, the term “unit” is used to designate a collective body performing a service.

Note 2: The designation (RR) in these definitions indicates a definition which has been extracted from the Radio Regulations of the International Telecommunication Union (ITU) (see Handbook on Radio Frequency Spectrum Requirements for Civil Aviation including statement of approved ICAO policies (Doc 9718)).

1.1 DEFINITIONS:

1.1.1 The definitions/meanings of the terms used in the Standards and Recommended Practices for “General Cargo Operations at International and Domestic Airports have been prescribed in Section – I of these Operating Regulations.

1.2 APPLICABILITY:

1.2.1 This section is applicable to the Authority, Aerodrome/Airport Operators, Aircraft/Airline Operators and Ground Handling Agents of aircraft operators, Air Cargo Operators, Postal Authorities, Dangerous Goods Handling Agents, Shippers and Public Authorities of Airports including authorities responsible for the Security of air cargo & airports.
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Chapter 2

DESIGN AND FACILITIES REQUIRED FOR AIR CARGO WAREHOUSES/COMPLEXES ASSOCIATED WITH THE AIRPORTS

2.1 GENERAL PROVISIONS OF CARGO AND MAIL FACILITIES:

2.1.1 The Aerodrome/Airport and Aircraft operators, should

2.1.1.1 ensure, as far as practicable, that cargo terminals are designed to facilitate the safe, sanitary, efficient and secure processing and storage of cargo in accordance with applicable Laws and these Regulations:-

2.1.1.2 provide appropriate facilities for the safe, efficient and secure processing and storage of mail consignments, at those airports where the volume of mail so warrants and in accordance with applicable laws and regulations; and

2.1.1.3 ensure that a safe, sanitary and efficient system is instituted, at airports, for the removal and disposal of all waste, waste water and other matters dangerous to the health of persons, animals or plants, in compliance with the Pakistan Aircraft Public Health Act 2011, International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and other relevant National laws and Regulations.

2.1.2 The Aerodrome/Airport operators:

a) shall ensure maintenance of public health, including human, animal and plant quarantine at international airports;

b) should ensure that there are, at or near all their major international airports, facilities and services for vaccination or revaccination, and for delivery of corresponding certificates;

c) should ensure that International airports have available, access to appropriate facilities for administration of public health, animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores;

d) should ensure that crew/animals in transit can remain in premises, free from any danger of infection/insect vectors of diseases and, when necessary, provision of facilities for the transfer of animals to another terminal or airport nearby without exposure to any health hazard.

2.1.3 The Aerodrome/Airport Operators should make appropriate provisions for clearance facilities of all-cargo aircraft.

2.2 DESIGN AND FACILITIES - CARGO WAREHOUSE / COMPLEX:

2.2.1 Design and facilities shall commensurate with the magnitude of the cargo operations. Following are the basic requirements:

a) Adequate parking and handling space for all cargo aircraft;

b) Compliance of National/Provincial Building Control Laws, Air Cargo Rules/Regulations and procedures regarding design and construction of the Cargo Terminals / Warehouses / Sheds;

c) Provision of Emergency exits for each Cargo Complex/Warehouse including Cold Storage;
d) Provision of adequate space at the cargo terminals/warehouses/sheds for:

i. The receipt of consignments by Airline Operators and/or their Designated Ground Handling Agents;
ii. Customs formalities (for export/import of cargo);
iii. Narcotics checks by Anti Narcotics Force (ANF);
iv. Human, Plant and Animal quarantine (for export/import);
v. Storage in accordance with type of goods until its dispatch for loading on an aircraft or its exit to landside after necessary formalities/clearance;
vi. Segregated space for handling and storage of Dangerous Goods in accordance with the classification;
vii. Cold Storage for heat sensitive items;
viii. Adequate and compatible in-built fire fighting system and facilities;
ix. Security facilities/services compatible to cargo to be handled; and

Note: Please see Para 5.5 of this Section for Mandatory Security Standards Checklist.

x. First aid arrangement.

e) Loading and un-loading ramp areas for trucks/vehicles;

f) Parking of vehicles, and
g) Appropriately designed landside access roads to provide efficient access.

Note:- Aerodrome operators shall ensure that all changes, whenever planned / made in the cargo warehouse / complex, conform to the Operating Regulations-Air Cargo Operations prescribed in this document and Technical Instructions.

2.2.2 Aerodrome Operators shall ensure that:

a) The dangerous goods are:

i. not kept / stored with the other goods in the warehouse/complex
ii. appropriately segregated from other cargo for safety and security; and
iii. are handled in accordance with the “Technical Instructions for the Safe Transport of Dangerous Goods by Air” prescribed in ICAO Doc 9284;

b) The fire fighting arrangements required to deal with the type of Dangerous Goods being handled are in place; and

c) Cargo goods are not kept on the apron except for loading and unloading.

2.2.3 Aerodrome Operators, Airline Operators and/or their Ground Handling Agents shall have a training programme for their staff, adequate to meet the demands of the assigned functions i.e.:

a) Training of staff monitoring/handling air cargo operations including dangerous goods;

b) Training of fire fighters appropriate to deal with the fires related to type of goods stored / kept at air cargo warehouses/complexes; and

c) Training of scanning machine operators.

2.2.3.1 All trainings shall be arranged from the Approved Training Organizations.

2.2.3.2 The staff deployed for the air cargo operations shall be fully conversant with the related air cargo operations system of the airport and related procedures.

2.2.3.3 Training records shall be maintained adequately.

2.2.4 Aerodrome operators shall develop mechanism and procedures for:
a) Monitoring the operations of cargo warehouse/complex by its licensees, concessionaries, operators and agencies within the airport premises to ensure compliance of applicable Laws, Rules and Regulations;

b) Implementation of their Security Programme in accordance with the National Civil Aviation Security Programme; and

c) Internal audit programme.

2.2.4.1 Records of internal audit shall be maintained.

2.3 REQUIREMENT OF GROUND HANDLING OPERATIONS CERTIFICATE (GHOC):

2.3.1 GHOC ISSUING AUTHORITY:

2.3.1.1 The Authority shall issue Ground Handling Operations Certificate (GHOC) after ascertaining that the applicant meets the following requirements:

a) Ground Handling Agency/Agent is License holder of the Authority/Aerodrome Operator and/or AOC Holder;

b) Availability of compatible, serviceable and adequate aircraft handling equipment;

c) Availability of trained manpower to operate and use the equipment safely; and

d) Payment of Certification Fees as prescribed by the Authority.

2.3.1.2 The application for obtaining the GHOC shall be submitted to the Director General Pakistan Civil Aviation Authority (Attention Director Airworthiness).

2.3.2 VALIDITY OF GHOC:

2.3.2.1 Ground Handling Operations Certificate (GHOC)

a) shall be valid for one year only;

b) may be renewed subject to satisfying the pre-requisites prescribed below in Para D2.3.3;

c) may be terminated upon the violation of applicable Civil Aviation Rules, Regulations, Air Navigation Orders, Safety Circulars/Directives and prescribed procedures;

d) shall deemed terminated upon the:

i. expiry of License issued by the Authority/Aerodrome Operator;
ii. termination of AOC by the Authority (in case of the AOC holder is GHOC holder as well); and
iii. Non-payment of fees prescribed by the Authority.

2.3.3 DOCUMENTS AND MANUALS TO BE SUBMITTED BY THE GHOC APPLICANT:

2.3.3.1 The applicant is required to provide following documents to the Authority (Airworthiness Directorate) for its evaluation to determine applicants capability for the award of certificate for ground handling as requested:

a) Exposition Manual of the Agency/Agent/AOC Holder, which shall, at least cover the following elements:

i. Brief description of the Agency/Agent/AOC Holder;
ii. Statement of compliance;
iii. Aviation experience of the applicant;
iv. Type of service to be provided (Passenger, Baggage, Cargo/Mail Handling(s), Ramp Operation, etc)

v. Compliance of minimum ground handling equipments list as appropriate to the type of aircraft expected to be handled by the applicant;

vi. Details of type of equipment (with serial # & quantity) whether owned or to be loaned or on sharing basis etc. including evidence to this affect;

vii. Organizational structure (including duties & responsibilities) of officers and staff; Management and Operating personnel résumés providing qualifications and operating experience;

viii. Working hours for their officers/staff/operators with respect to their task for Airside/Ramp operation, Cargo ware house, Airport offices and landside; and

ix. aircraft handling specifications;

b) Training manual for operations and ground personnel;

c) Training on Dangerous Goods handling to the concerned officials;

d) Training facilities;

e) Fire Prevention/Fighting arrangements within their area of operation;

f) Maintenance programme including maintenance schedule of the equipment;

g) Plan for emergency evacuation and demonstration;

h) Procedure for retention of maintenance record of apron vehicles etc;

i) Medical records of operators of Ramp Vehicles;

j) Maintenance procedure & schedule of apron vehicles equipment;

k) Internal inspection/audit programme of apron vehicles/equipment and its complete system;

l) Emergency Response Plan;

m) SMS Manual, including a description of the aircraft safety document system; and


2.3.3.2 All manuals are to be provided with procedures for the development, control and distribution of manual, the means to keep the manual up to date and the means for the publication and distribution of amendments.

2.3.3.3 Manuals will require appropriate revision and amendment when new requirements, operations or equipment are introduced.

2.4 SCRUTINY AND EVALUATION OF DOCUMENTS AND MANUALS SUBMITTED BY THE GHOC APPLICANT TO DETERMINE ITS COMPETENCY AND FITNESS:

2.4.1 The Authority [Directorates of Airworthiness (OPI), Airspace & Aerodrome Regulations (E&M, Fire & Safety and SMS – Aerodrome Operations element of Aerodrome Standards Branch of AAR Directorate)] shall evaluate the request of the applicant and process the approval of Certificate for fitness or otherwise.

2.4.2 The inspectors of the Authority shall ensure that the applicant:

a) meets the requirements for the intended type of aircraft operations;

b) is fully conversant with the handling of the aircraft, safety and security regulations;
c) has adequately trained staff for the handling of intended types of aircraft.

2.5 RESPONSIBILITIES OF THE AERODROME OPERATOR WITH REGARDS TO AIRCRAFT OPERATORS AND/OR THEIR DESIGNATED GROUND HANDLING AGENTS:

2.5.1 The Aerodrome Operators shall establish procedures and system commensurate with the aerodrome operations for the:

   a) Operation of vehicles and personnel on the apron, movement/manoeuvring areas of the aerodrome and vehicular tracks established in accordance with applicable CARs-1994, Operating Regulations, ANOs and Directives of the Authority;

   b) Issuance of Apron Vehicle Permits (AVP) after ensuring necessary electro-mechanical and other related requirement for each vehicle employed on the airside;

   c) Issuance of Apron Driving Permits to the operators/drivers of the vehicles employed on the airside;

   d) Effective surveillance during the hours of operation; and

   e) Ensuring compliance of applicable Laws, Rules and Operating Regulations, through monitoring within and around the cargo warehouse/complex including parking areas, apprehending the offenders and penalize them in accordance with the CARs-1994.

2.5.2 The Aerodrome Operators, in cooperation with Airport Security Force (ASF), Aircraft & Cargo Operators and their Handling Agents shall ensure that:

   a) Neither a vehicle is issued with Apron Entry Permit nor allowed to enter and operate on airside unless it has valid AVP and the Driver has valid ADP;

   b) No consignment of cargo or any article is permitted to leave cargo warehouse/complex until it has been cleared by the public authorities and screened and/or checked/cleared by the Security Authorities or their Authorized/Certified operator;

   c) No consignment of cargo or any article is loaded on an aircraft if its packing is found tampered; and

   d) No smoking is observed on airside and within the cargo warehouse/complex.
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Chapter 3

CARGO INFORMATION
REQUIRED BY THE PUBLIC AUTHORITIES

3.1 DATA REQUIREMENTS:

3.1.1 The data requirements shall be limited to only those particulars which are deemed necessary by the Public Authorities to release or clear goods imported or intended for exportation.

3.1.2 The Authority, in cooperation with the Public Authorities shall make such arrangements for the collection of statistical data so that the release of imported goods or those intended for exportation is not delayed thereby.

3.1.3 Subject to the technological capabilities of the Public Authorities and Aerodrome Operators, documents for the importation or exportation of goods, including the Cargo Manifest and/or Air-Way Bills, shall be accepted when presented in electronic form transmitted to an information system of the Public Authorities.

3.1.4 The production and presentation of Cargo Manifest and Air-Way Bill(s) shall be the responsibility of the Aircraft Operator or his Designated Authorized Agent. The production and presentation of other documents required for the clearance of the goods shall be the responsibility of the Declarant.

3.1.5 Where additional documents such as commercial invoices, declaration forms, import licences and the like are required, for import, export or transit formalities, who shall not make it the obligation of the Aircraft Operator to ensure that these documentary requirements are met nor shall the Operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents unless he is declarant himself or is acting on his behalf or has specific legal responsibilities.

3.1.6 Aerodrome Operators, Aircraft Operators and/or their Designated Handling Agents/Shippers in cooperation with relevant Public Authorities, in order to promote trade facilitation and application of security measures, shall implement compatible systems and use appropriate internationally accepted standards and protocols for the purpose of standardization and harmonization of electronic data interchange.

3.1.7 The Public Authorities should, to the greatest extent possible, remove requirement to manually produce supporting documents and should establish procedures whereby they can be produced by electronic means.

3.1.8 The Public Authorities shall not require consular formalities or charges or fees in connection with documents required for the release or clearance of goods.

3.2 ELECTRONIC SUBMISSION OF CARGO INFORMATION:

3.2.1 Aerodrome Operators, in consultation with the Public Authorities, should make arrangements for the electronic submission of cargo information prior to the arrival or departure of cargo.

3.2.2 When documents for the importation or exportation of goods are presented in paper form, the format shall be based on the UN layout key, for goods declaration, and for cargo manifest on the format contained in Appendix-1, as regards the Cargo Manifest.

3.2.3 Electronic information systems for the release and clearance of goods should cover their transfer between air and other modes of transport.
3.3 REQUIREMENT OF SUPPORTING DOCUMENTS:

3.3.1 Public Authorities that require supporting documents, such as licences and certificates, for the importation or exportation of certain goods shall publish their requirements and establish convenient procedures for requesting the issue or renewal of such documents.

3.4 MAIL:

3.4.1 MAIL FORMS: Standard forms for the identification and clearance of international / domestic mail prescribed by the Universal Postal Union (UPU) shall be used.

3.5 NUMBER OF COPIES OF DOCUMENTS:

3.5.1 Three copies of each required form be the maximum number requested by the Public Authorities.

Note: It is understood that for subsequent inspection operations, in particular the clearance of inbound air cargo, additional copies of the General Declaration and manifest may be needed to satisfy the various inspection agencies, e.g. customs, quarantine, health environment, food and drugs; however, production of these copies may be done after the clearance of the aircraft — there is no need to delay the aircraft operation or its clearance while additional copies are being made.

3.6 AIRCRAFT DOCUMENTS SUBMITTED ELECTRONICALLY:

3.6.1 The information comprising any or all of the aircraft documents mentioned above may be submitted electronically, provided both the Aircraft Operator and the Public Authorities concerned have the necessary electronic data interchange capability. In such a case, if the Operator provides a document electronically, Public Authorities should refrain from requiring the same document in paper form.

Note: It is understood that when an electronic data interchange system is first established, a period of testing is usually necessary before the paper document(s) may be dispensed with. However, it is also understood that the Public Authorities should promptly eliminate the paper requirement as soon as the Authorities and the Aircraft Operators feel confident that the electronic system is stable and reliable.
Chapter 4

ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

4.1 REGULATIONS AND PROCEDURES:

4.1.1 In order to facilitate and expedite the release and clearance of goods carried by air, prescribed regulations and procedures shall be applied in such a manner as to prevent unnecessary delays.

4.2 RELEASE AND CLEARANCE OF EXPORT CARGO:

4.2.1 The Public Authorities including Airport Operators that require documents for export clearance shall normally limit their requirement to a simplified export declaration.

4.2.2 The Public Authorities shall make necessary arrangements for export cargo to be released up to the time of departure of an aircraft.

4.2.3 The Customs Authorities shall allow to present goods to be exported, for clearance at any customs office designated for that purpose.

4.2.4 Transfer from the designated customs office to the airport from which the goods are to be exported shall be carried out in accordance with applicable Laws, Regulations and Procedures.

4.2.5 Public Authorities shall not require evidence of the arrival of exported goods for import, export or transit formalities as a matter of course.

4.2.6 When the Public Authorities require goods to be examined, but those goods have already been loaded on a departing aircraft, the aircraft operator or, where appropriate, the Operator's Authorized Agent, should normally be permitted to provide security to the Customs for the return of the goods rather than delay the departure of the aircraft.

4.3 RELEASE AND CLEARANCE OF IMPORT CARGO:

4.3.1 When scheduling examinations, priority shall be given to the examination of live animals and perishable goods and to other goods which the Public Authorities accept are urgently required.

4.3.2 Consignments declared as personal effects and transported as unaccompanied baggage shall be cleared under simplified arrangements.

4.3.3 The Customs Authorities shall provide for the release or clearance of goods under simplified customs procedures provided that:

   a) the goods are valued at less than a maximum value below which no import duties and taxes will be collected; or

   b) the goods attract import duties and taxes that fall below the amount that the Federal Government has established as the minimum for collection; or

   c) the goods are valued at less than specified value limits below which goods may be released or cleared immediately on the basis of a simple declaration and payment of, or the giving of security to the Customs for, any applicable import duties and taxes; or

   d) the goods are imported by an authorized person and are of a specified type.

4.3.4 For authorized importers who meet specified criteria, including an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records,
Public/Customs Authorities should establish special procedures, based on the advance supply of information, which provide for the immediate release of goods on arrival.

4.3.5 Goods not afforded the simplified or special procedures should be released or cleared promptly on arrival, subject to compliance with customs and other requirements.

4.3.6 The Public Authorities should establish, as a goal the release of all goods that do not need any examination, within three hours of their arrival and submission of the correct documentation. Public Authorities, and Aircraft Operators and Importers or their Authorized Agents, should coordinate their respective functions to ensure that this goal is met.

4.3.7 The Public Authorities should process requests for the release of part consignments when all information has been submitted and other requirements for such part consignments have been met.

4.3.8 The Public Authorities shall allow goods that have been unladen from an aircraft at an international airport to transfer to any designated customs office concerned for clearance. The customs procedures covering such transfer shall be as simple as possible.

4.3.9 When, because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, the Public Authorities and Aerodrome operators shall not impose penalties, fines or other similar charges provided:

   a) the Aircraft Operator or his Authorized Agent notifies the Customs of this fact, within any time limit laid down;
   b) a valid reason, acceptable to the Customs Authorities, is given for the failure to unload the goods; and
   c) the Cargo Manifest is duly amended.

4.3.10 When, because of error or handling problems, goods are unladen at an international airport without being listed on the Cargo Manifest, the Public Authorities and Aerodrome Operators shall not impose penalties, fines or other similar charges provided:

   a) the Aircraft Operator or his Authorized Agent notifies the Customs of this fact, within any time limit laid down;
   b) a valid reason, acceptable to the Customs, is given for the non-reporting of the goods;
   c) the Cargo Manifest is duly amended; and
   d) the goods are placed under the appropriate Customs arrangements.

4.3.10.2 Where applicable, the Public Authorities shall, subject to compliance with its requirements, facilitate the forwarding of the goods to their correct destination.

4.3.11 If goods are consigned to a destination in a Contracting State, but have not been released for home use in that State and subsequently are required to be returned to the point of origin or to be redirected to another destination, the Public Authorities shall allow the goods to re-forward without requiring import, export or transit licences if no contravention of the Laws and Regulations in force is involved.

4.3.12 The Authority and concerned Public Authorities as the case may be, shall absolve the Aircraft Operator or, where appropriate, his Authorized Agent, from liability for import duties and taxes when the goods are placed in the custody of the Public Authorities or, with the latter’s agreement, transferred into the possession of a third party who has furnished adequate security to the Customs.
4.4 CUSTOMS REQUIREMENTS CONCERNING CARGO AND OTHER ARTICLES:

4.4.1 Formalities related to importation, transhipment, exportation are carried out in accordance with relevant Customs Laws, Rules and Procedures concerning cargo at the International Airports in Pakistan. Please see “THE CUSTOMS ACT, 1969 (IV OF 1969)” and Rules framed thereunder.

4.4.2 DOCUMENTS REQUIRED FOR IMPORTED GOODS:

4.4.2.1 Following documents are required to be filed with Customs for clearance of imported goods:

a) Bill of Entry (entry form);

b) Invoice showing full description and value paid for goods;

c) Import Licence (if required);

d) Valuation import Form A or B; and

e) Any other documents relevant to Customs requirements.

4.4.2.2 Special simplified Customs documentation applied to shipments, without limits, of perishable goods like vaccines, and one day old chicks, which arrive at odd hours and where it is not possible to file the bill of entry and undergo usual procedures. In such cases, on written request, immediate clearance is allowed subject to completion of documentary formalities later on.

4.4.2.3 All air cargo shipments are free of consular formalities and charges.

4.4.2.4 As regards air cargo simply being transhipped from one flight to another flight at the same airport under Customs supervision, transhipment is allowed on filing a transhipment permit. The same formality is also observed in case of cargo and other articles being transferred to another International Airport in Pakistan.

4.4.2.5 No clearance documents are required by the Customs with respect to goods retained on board an aircraft for on-carriage to a destination outside Pakistan.

4.4.3 DOCUMENTS REQUIRED FOR GOODS TO BE EXPORTED:

4.4.3.1 The following documents are required to be filed with Customs for clearance of shipments to be exported by air:

a) Bill of Export;

b) Invoice permit - in case of restricted goods only;

c) Export permit - in case of restricted goods only;

d) 'E' Form - for remittance of foreign exchange in case of commercial goods;

e) Valuation Export Form A or B;

f) Grading Certificate under grading and marking Act, 1937;

g) AEC 2 and AR 4 (Excise Forms) in case excise rebate on the goods is involved; and

h) Any other document relevant to Customs requirement.

4.5 CARRIAGE OF ARMS AND EXPLOSIVES:

4.5.1 The carriage in aircraft of any arms, ammunition, explosives, military stores or articles of a highly inflammable nature are prohibited under the Civil Aviation Rules, 1994 excepting explosives or
other articles required exclusively for the working of the aircraft and such arms and ammunition as may reasonably be required for private use.

4.5.2 No civil registered aircraft, whether national or foreign, shall carry ammunitions of war or implements of war in or across the territory of Pakistan.

4.5.3 Subject to the provisions of Arms Act, 1887 (XI of 1878) personal and sporting arms and ammunition accompanied or unaccompanied may be imported, exported or transited by air into, out of or through Pakistan subject to the condition that such arms and ammunition are kept in the custody of the Pilot-in-Command and stored in a place not accessible to passengers.

4.5.4 A licence for firearms to be carried on aircraft must be obtained from the appropriate Authorities. In case of aircraft entering Pakistan, the Authority to be addressed for an Arms Licence is the District Magistrate concerned (the district in which the airport is located). In all cases, the bore of the arm and amount of ammunition intended to carry, should be specified. It shall be particularly noted that the importation into Pakistan of arms and ammunition of 303 and 450 bores or 6.5 MM or 8 MM or 9 MM calibre or muskets of 410 bore, or rifles of any other bore containing important components of the aforesaid rifles, or pistols or revolvers of .441, .455 or any intermediate or .38 bore or 9 MM calibre, or parts or fittings, rifles, muskets, pistols or revolvers of such bores, or of ammunition which can be fired from such firearms, or of appliances the objective of which is the silencing of firearms, is prohibited under Arm Rules, 1924.

4.5.5 Sporting arms and ammunition, explosives (other than those which are used for handling and operating an aircraft), poisons, corrosives liquids or irritant gases, anaesthetic gases, liquids and compounds, flammable solids, liquids or gases, oxidizing materials shall not be carried in bulk on any passenger carrying aircraft, whether national or foreign in or across the territory of Pakistan except in such quantity as may be notified from time to time.

4.5.6 When any of the articles mentioned above in the Para 4.5.3 is carried, the carrier shall ensure that:

a) the quantity is within the prescribed limits:

b) it is properly and securely packed and correctly labelled showing the contents of the package with appropriate instructions for handling:

c) It is stored in such a place that if the container is damaged the crew, passenger and the main structure of the aircraft is not likely to be endangered by its effects.

4.6 TRANSIT CARGO:

4.6.1 Articles mentioned in above Para 4.5.5 may be transited in bulk through Pakistan on a foreign registered aircraft provided the owner of the aircraft has obtained prior permission of its Government for conveyance of the cargo on board and 24 hours advance notice of the arrival of aircraft is given to the Airport of intended landing in Pakistan.

4.6.2 National operator in Pakistan shall not undertake to remove any of the articles mentioned in Para 4.5.5 in bulk unless prior permission of the Federal Government has been obtained.

4.6.3 A list of articles which are classified as "Prohibited Cargo" or "Dangerous Cargo" is available at all civil aerodromes/airports.

4.7 PHYSICAL EXAMINATION OF CARGO TO BE IMPORTED OR EXPORTED:

4.7.1 Customs authorities shall not normally require the physical examination of cargo to be imported or exported and shall use risk management to determine which goods shall be examined and the extent of that examination.

4.7.2 Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.
4.8 CARGO MOVEMENT BY BOTH AIR AND SURFACE TRANSPORT:

4.8.1 With respect to cargo involving air and surface transport under an air waybill, same regulations and procedures, in the same manner should be applied as are applied to cargo moving solely by air.

4.9 CUSTOMS DUTY ON AIRCRAFT:

4.9.1 No customs duty shall be levied on an aircraft which is in transit or is to make a temporary stay in Pakistan for a period of less than 6 months. However, declaration must be supplied to the Customs Officer at the Airport of entry that the aircraft is in transit or that is intended to re-export within this period.

4.10 BONDED STORES ON BOARD AN ARRIVING OR DEPARTING AIRCRAFT:

**Note-1:** It shall be noted that ICAO (Annex 9 to the Chicago Convention) does not specify a standard form to provide a manifest of bonded stores on board an arriving or departing aircraft.

**Note-1:** The Chicago Convention on International Civil Aviation, in Article 24 (a), requires that stores retained on board an arriving foreign aircraft and departing on the same aircraft be exempted from duties and taxes.

4.10.1 Stores retained on board an arriving foreign aircraft and departing on the same aircraft shall be exempted from duties and taxes.

4.10.2 In the case of stores that are unladen from an arriving aircraft or laden on a departing aircraft (regardless of the nationality of the aircraft), the format of the written declaration is not specified. The data requirements shall be kept minimal and comparable to those elements provided in the Cargo Manifest.

4.11 SPARE PARTS, EQUIPMENT, STORES AND OTHER MATERIAL IMPORTED OR EXPORTED BY AIRCRAFT OPERATORS IN CONNECTION WITH INTERNATIONAL AIR SERVICES:

4.11.1 Stores and commissary supplies imported into Pakistan for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with the Customs laws and Regulations.

4.11.2 The Public Authorities should not require supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies.

4.11.3 The Public Authorities should permit, on board aircraft, the sale or use of commissary supplies and stores for consumption without payment of import duties and other taxes in the case where aircraft, engaged in international flights:

a) stop at two or more international airports within Pakistan without intermediate landing in the territory of another State; and

b) do not embark any domestic passengers.

4.11.4 Subject to compliance with Regulations and Requirements, the Public Authorities should allow relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into Pakistan, by or on behalf of an aircraft operator of another Contracting State for use by the Operator or his Authorized Agent, within the boundaries of an international airport or at an approved off-airport facility.
4.11.5 Public Authorities shall grant prompt release or clearance, upon completion of simplified documentary procedures by the Aircraft Operator or his Authorized Agent, of aircraft equipment and spare parts that are granted relief from import duties, taxes and other charges under Article 24 of the Chicago Convention.

4.11.6 Public Authorities shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or his authorized agent, of ground handling and security equipment and their replacement parts, instructional material and training aids imported or exported by an aircraft operator of another Contracting State.

4.11.7 Public Authorities shall allow the loan, between Aircraft Operators of other Contracting States or their Authorized Agents, of aircraft equipment, spare parts, ground handling, security equipment and their replacement parts, which have been imported with conditional relief from import duties and taxes.

4.11.8 Public Authorities should provide for the importation, free of import duties and taxes, of aircraft operators' documents, to be used in connection with international air services.

4.12 PROCEDURES FOR HANDLING, FORWARDING AND CLEARANCE OF MAIL:

4.12.1 The handling, forwarding and clearance of mail shall be carried out in accordance with the documentary procedures as prescribed by the Acts in force of the Universal Postal Union (UPU).

4.13 AGRICULTURAL QUARANTINE REQUIREMENTS:

4.13.1 Import and export of plants and seeds shall be in accordance with the Plant Quarantine Act, 1976 and Rules framed thereunder.

4.13.2 AGRICULTURAL IMPORTS:

4.13.2.1 Prior permission shall be obtained from the Department of Plant Protection, Government of Pakistan, in every case where it is intended to carry plants or plant materials on aircraft entering Pakistan.

4.13.2.2 No person shall import any plant or plant material which may be a source or medium of infestation or infection by diseases and plant pests destructive to agriculture or medium for the introduction of noxious weeds except under a valid import permit obtained prior to such importation in Form I issued by the Director or the Entomologist (Quarantine) and through the specified ports or points of entry.

4.13.2.3 The importation of all plants or plant material whether living or dead including propagation material, roots, leaves, fruits, and seeds or any other product of plant origin which has not been processed are governed by Plant Quarantine Rules under which Phytosanitary Certificate must be obtained from the country of origin confirming freedom from insect pests and diseases.

4.13.2.4 Coconut seedling and coconut plants are not allowed to enter Pakistan territory from anywhere in the world. However, un-sprouted coconut seeds are allowed only from Malaysia, Indonesia and Sri Lanka. Fruits; flowers, seeds and other plant material shall not be carried unless prior permission is obtained from the Department of Plant Protection, Government of Pakistan.

4.13.2.5 Any plant or plant material carried by passengers/ aircraft crew must be got examined by Plant Quarantine Inspectors posted at the airports.

4.13.3 EXPORTS OF PLANTS AND PLANT MATERIAL:

4.13.3.1 All exports of plants and plant material shall be subject to application for its inspection for issuance of certificate by the Plant Quarantine Department, Government of Pakistan, in accordance with the Plant Quarantine Act, 1976 and Rules thereunder.
4.13.3.2 If the plant or plant material upon inspection are found to be free from plant diseases and injurious insects, a certificate in Form V shall be issued by the Director or Entomologist (Quarantine) Department of Plant Protection, Government of Pakistan, to the exporter to accompany the shipment.

4.14  **ANIMAL QUARANTINE REQUIREMENTS:**

4.14.1 The Carrier(s) of Animals and Animal Products shall comply with the Pakistan Animal Quarantine (Import and Export of Animals and Animal Products) Ordinance 1979 and Rules framed thereunder.

4.14.2 Every animal product imported in Pakistan shall be accompanied by a health certificate in Form 1. Form II or Form III as appropriate issued by an Authorised Veterinary Officer of the country from where such animal is imported.

4.14.3 No animal or animal product shall be exported unless it is accompanied by a health certificate issued by the Quarantine Officer appointed by the Federal Government at the point of exit.

4.15  **CONTAINERS AND PALLETTS:**

4.15.1 Subject to compliance with regulations and requirements, the aircraft operators of other Contracting States shall be granted temporary admission of containers and pallets whether or not owned by the Aircraft Operator of the aircraft on which they arrive, provided they are to be used on an outbound international air service or otherwise re-exported.

4.15.2 Customs Authorities should require a temporary admission document for containers and pallets only when they consider it essential for the purposes of Customs control.

4.15.3 Where proof of the re-exportation of containers and pallets is required, the Customs Authorities should accept the appropriate usage records of the Aircraft Operator or his Authorized Agent as evidence thereof.

4.15.4 Aerodrome Operators shall make arrangements to allow aircraft operators, under supervision of the Public Authorities concerned, to unload transit cargo arriving in containers and pallets, so that they may sort and reassemble shipments for onward carriage without undergoing clearance for home use.

4.15.5 Containers and pallets imported into Pakistan under provisions of Para 4.15.1 shall be allowed to leave boundaries of the international airport for release or clearance of imported loads, or for export lading, under simplified documentation and control arrangements.

4.15.6 Where circumstances so require, the Aerodrome Operators in consultation with Customs Authorities shall allow the storage of temporarily admitted containers and pallets at off-airport locations.

4.15.7 The Customs Authorities shall allow the loan between aircraft operators of containers and pallets admitted under the provisions of Para 4.15.1 without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.

4.15.8 The Customs Authorities shall allow temporarily admitted containers and pallets to be re-export through any designated customs office.

4.15.9 The Customs Authorities shall allow the temporary admission of replacement parts when they are needed for the repair of containers and pallets imported under the provisions of Para 4.15.1.

4.16  **CARGO MANIFEST:**

4.16.1 Cargo manifest form is prescribed in Appendix-1 and shall be used for air cargo operations.

4.16.2 Cargo Manifest shall be used to provide a list of cargo shipments laden on departing aircraft or unladen from arriving aircraft, as required by Article 29 of Chicago Convention on International Civil Aviation. In addition to identifying details of the aircraft owner/operator and flight information and information identifying each shipment i.e. Air-Way Bill Number, Packages, and nature of the goods is also
required. Further details about each shipment shall be provided in the individual air waybills as part of the Cargo Manifest.

4.16.3 The format for the Cargo Manifest in paper form does not necessarily apply to the electronic submission of manifests in an Advance Cargo Information system. The Electronic Cargo Manifest is usually more detailed, and provides the Public Authorities with the opportunity to perform risk analysis of the cargo shipments listed therein.

4.16.4 The Public Authorities shall accept Cargo Manifests and Air-Way Bills in electronic form when properly transmitted to their information system.

Note: Please see Part 4 of ICAO Doc 9957 “The Facilitation Manual” for details regarding Electronic Cargo Manifest.

4.16.5 In the event electronic cargo manifest is transmitted by an operator to the authorities, any requirement for presentation of the paper form is redundant and should be eliminated.

4.17 RELEASE OF RADIOACTIVE MATERIAL:

4.17.1 FACILITATION BY AERODROME OPERATORS AND THE PUBLIC AUTHORITIES:

4.17.1.1 The Aerodrome Operators and Public Authorities shall facilitate the prompt release of radioactive material being imported by air, particularly material used in medical applications, provided applicable Laws and Regulations governing the importation of such material are complied with.

Note: The advance notification, either in paper or electronically form, of the transport of radioactive materials would likely facilitate the entry of such material at the State of destination.

4.17.1.2 The Public Authorities should avoid imposing customs or other entry/exit regulations or restrictions supplementary to the provisions of ICAO Doc 9284 - Technical Instructions for the Safe Transport of Dangerous Goods by Air.

Note: The Regulations pertaining to Safe Transport of Dangerous Goods by Air have been prescribed in Section III of these Regulations.
Chapter 5

SECURITY MEASURES AND FACILITATION RELATING TO CARGO, MAIL AND OTHER GOODS AT AIRPORTS

5.1 RESPONSIBILITY OF SECURITY:

5.1.1 Airports Security Force (ASF) shall be responsible for ensuring security of all aerodromes, airports, aircraft, civil aviation installations, maintenance of law and order therein and for matters connected therewith or ancillary thereto, in accordance with THE AIRPORTS SECURITY FORCE ACT, 1975 (ACT NO. LXXVII OF 1975).

5.2 ACCESS TO AIRSIDE, AIRCRAFTS AND SECURITY RESTRICTED AREAS:

5.2.1 Access to airside areas, aircrafts and security restricted areas at the airports shall be controlled by ASF to prevent unauthorized entry of personnel, vehicles, cargo, mail and other articles.

5.3 SECURITY CONTROLS AND PROCEDURES AT AIRSIDE AND SECURITY RESTRICTED AREAS:

5.3.1 The Authority, in cooperation with ASF, Public Authorities and Aerodrome/Aircraft Operators and their Aircraft/Cargo Handling Agencies/Agents, should whenever possible arrange for the security controls and procedures to cause a minimum of interference with, or delay to the activities of, civil aviation provided the effectiveness of these controls and procedures is not compromised.

5.3.2 The Authority shall ensure establishment of a supply chain security process, which includes the approval of regulated agents and/or known consignors, if such entities are involved in implementing screening or other security controls of cargo and mail.

5.3.3 Aerodrome Operators, in cooperation with ASF shall develop and implement a mechanism to regulate and control the entry and operation of vehicles and personnel on the airside and security restricted areas.

5.3.4 The Aerodrome Operators in cooperation with Airport Security Force shall ensure that:

a) Appropriate security controls, including screening where practicable, are applied to cargo and mail, prior to their transport from cargo ware-house/complex for loading onto an aircraft engaged in commercial air transport operations;

b) Cargo and mail to be carried on a commercial aircraft are protected from unauthorized interference from the point screening or other security controls are applied until departure of the aircraft;

c) Enhanced security measures apply to high-risk cargo and mail to appropriately mitigate the threats associated with it;

d) Operators do not accept cargo or mail for carriage on an aircraft engaged in commercial air transport operations unless the application of screening or other security controls is confirmed and accounted for by a regulated agent, or an entity that is approved by an appropriate authority. Cargo and mail which cannot be confirmed and accounted for by a regulated agent or an entity that is approved by an appropriate authority shall be subjected to screening;

e) Catering, stores and supplies intended for carriage on passenger commercial flights are subjected to appropriate security controls and thereafter protected until loaded onto the aircraft;
f) Merchandise and supplies introduced into security restricted areas are subject to appropriate security controls, which may include screening;

g) Cargo and mail that has been confirmed and accounted for, shall then be issued with a security status which shall accompany, either in an electronic format or in writing, the cargo and mail throughout the secure supply chain;

h) Transfer cargo and mail has been subjected to appropriate security controls prior to being loaded on an aircraft engaged in commercial air transport operations departing from Pakistan; and

i) Where screening of cargo and mail is conducted, screening is carried out using an appropriate method or methods, taking into account the nature of the consignment.

5.3.5 The Authority should establish appropriate mechanisms to confirm that transfer cargo and mail entering Pakistan has been subjected to appropriate security controls.

5.3.5.1 The Airline Operators, and/or their Handling Agents, shall provide evidence to this affect whenever required to do so by the Civil Aviation Inspectors, ASF and the relevant Public Authority.

5.3.6 National Civil Aviation Security Programme shall encompass the above mechanism.

5.4 SECURITY MEASURES RELATING TO THE LANDSIDE:

5.4.1 The Authority should ensure that:

a) Security measures in landside areas are established to mitigate the risk of and to prevent possible acts of unlawful interference in accordance with national and local risk assessments carried out by the relevant Security Authorities.

b) Coordination of landside security measures between relevant Departments, Agencies, organizations and entities identify appropriate responsibilities in Its National Civil Aviation Security Programme.

5.4.2 The Aerodrome Operators and ASF shall maintain close liaison with the Provincial and Federal Security agencies to mitigate the risk of and to prevent possible acts of unlawful interference. It shall be appropriate to establish a permanent mechanism for the coordination of airside and landside security measures.

5.5 MANDATORY SECURITY STANDARDS CHECKLIST FOR AIR CARGO WAREHOUSE / SHEDS / COMPLEX:

5.5.1 Aerodrome Operators and ASF shall use the following checklist to ensure compliance of the security standards for air cargo operations:

<table>
<thead>
<tr>
<th>AIR CARGO SECURITY STANDARDS CHECKLIST</th>
<th>SECURITY LEVEL</th>
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<tr>
<td>MANDATORY REQUIREMENTS</td>
<td>1</td>
</tr>
<tr>
<td>1. PREPARATION:</td>
<td></td>
</tr>
<tr>
<td>1.1. Risk assessment completed and accurate</td>
<td></td>
</tr>
<tr>
<td>2. MANAGEMENT COMMITMENT &amp; SUPPORT:</td>
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<tr>
<td>2.1. Security organisation in place with roles and responsibilities defined.</td>
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<tr>
<td>2.2. Security policy and procedures implemented and managed by the total organisation.</td>
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<tr>
<td>2.3. Security strategy implemented with clear objectives and targets.</td>
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</tr>
<tr>
<td>2.4. Process in place to implement and manage legal and other requirements related to threat and risks.</td>
<td></td>
</tr>
<tr>
<td>3. PHYSICAL SECURITY ARRANGEMENTS : PERIMETER SECURITY</td>
<td></td>
</tr>
<tr>
<td>3.1. Cargo handling and shipping and receiving yard enclosed by perimeter fencing.</td>
<td></td>
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AIR CARGO SECURITY STANDARDS CHECKLIST

<table>
<thead>
<tr>
<th>MANDATORY REQUIREMENTS</th>
<th>SECURITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2. CCTV external coverage of shipping and receiving yard, including entry/exit points, to cover movement of vehicles and individuals.</td>
<td>1</td>
</tr>
<tr>
<td>3.3. CCTV coverage of all external dock areas.</td>
<td>1</td>
</tr>
<tr>
<td>3.4. CCTV system able to view exterior sides of the facility.</td>
<td>1</td>
</tr>
<tr>
<td>3.5. Flood lighting of loading/unloading areas.</td>
<td>1</td>
</tr>
<tr>
<td>3.6. Dock doors illuminated externally at night.</td>
<td>1</td>
</tr>
<tr>
<td>3.7. Exterior and interior lighting levels that support high quality CCTV images and recording are adequate.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.8. All facility external doors alarmed and linked to main alarm system.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.9. All windows or other openings in warehouse walls and roof secured.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.10. Ground floor warehouse windows protected by anti-ram posts or other physical barrier.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.11. Dock doors of sufficient strength to delay forced entry by use of portable hand tools or ramming by vehicle.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.12. Reinforced exit doors from warehouse (steel doors and frames or suitable alternative).</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.13. Exterior walls and roof designed and maintained to resist penetration by removing building fabric, cutting or ramming by vehicle.</td>
<td>1, 2</td>
</tr>
<tr>
<td>3.14. External access to roof (ladder or stairs) controlled.</td>
<td>1, 2</td>
</tr>
</tbody>
</table>

4. PHYSICAL SECURITY ARRANGEMENTS: ACCESS CONTROLS

4.1. Visitor entry point(s) controlled.
4.2. Employee entry point(s) controlled.
4.3. Access control processes both during and outside normal operating hours to ensure access is granted only for authorized Supplier employees and visitors.
4.4. Security controlled access points (e.g., guard, card access or CCTV with intercom).
4.5. Only authorised employees and escorted visitors permitted access to dock/warehouse.
4.6. Restricted-access to caged/vault area for vulnerable cargo staged on-site for more than 4 hours: High-grade security mesh, chain-link, or hard-wall, including top/roof, CCTV, controlled access.
4.7. All external dock and warehouse doors closed and secured when not in active use.
4.8. Internal dock doors and dock areas covered by CCTV.
4.9. Motion detection alarms inside warehouse and activated when entire warehouse is vacated.

5. PHYSICAL SECURITY ARRANGEMENTS: SECURITY SYSTEMS:

5.1. Manned security monitoring posts; monitoring post secured from attack.
5.2. All security system alarms responded to in real-time.
5.3. Documented maintenance programs in place for all technical (physical) security installations / systems (CCTV, Access controls, Intruder detection, Lighting).
5.4. Minimum of 60 day records on system alarms.
5.5. Restricted access to alarm system.
5.6. Alarms Monitored (On or offsite).
5.7. All CCTV images are recorded digital in “real time”.
5.8. Restricted access to CCTV system functions.
5.9. Minimum 30-day retention of all CCTV recordings; recordings are held in secure storage area.
5.10. Minimum 60-day records on access control system transactions.
5.11. Restricted access to systems functions.
5.12. Quarterly review of access reports.

6. PROCEDURES:
<table>
<thead>
<tr>
<th>MANDATORY REQUIREMENTS</th>
<th>SECURITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1. Suitable documented procedures for secure handling of cargo on ramp and in warehouse areas.</td>
<td>1</td>
</tr>
<tr>
<td>6.2. Process in place to escort freight (done by security escorts) directly from or to the tarmac / plane parking location.</td>
<td>2</td>
</tr>
<tr>
<td>6.3. Process in place for timely reporting of lost, missing, damaged or stolen cargo to police by the Aerodrome Operator.</td>
<td>1</td>
</tr>
<tr>
<td>6.4. Emergency customer and local management contacts for security incidents listed and available</td>
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</tr>
<tr>
<td>6.5. Security Awareness Training provided to employees (to include robbery response and challenging un-identified persons).</td>
<td>1</td>
</tr>
<tr>
<td>6.6. Employees and contractors issued with and required to display company photo-ID card on landside of warehouse and Airport Entry Pass for airside.</td>
<td>1</td>
</tr>
<tr>
<td>6.7. Procedures in place to restrict access for Shipper's employees, visitors and contractors to cargo.</td>
<td>1</td>
</tr>
<tr>
<td>6.8. Visitor policy in place.</td>
<td></td>
</tr>
<tr>
<td>6.9. Control of shipping documents/information so that details of cargo are restricted to those with a &quot;need to know.&quot;</td>
<td>1</td>
</tr>
<tr>
<td>6.10. All keys controlled in areas where cargo is transiting or stored.</td>
<td></td>
</tr>
<tr>
<td>6.11. All drivers identified using Apron Driving Permit (ADP) on airside and government- issued photo-ID (e.g. Drivers license) or national ID card, etc as appropriate on landside.</td>
<td>1</td>
</tr>
<tr>
<td>6.13. No pre-loading or post-delivery storage of cargo in external trailers/containers on airside.</td>
<td>1</td>
</tr>
<tr>
<td>6.15. Personal containers (defined as lunch box, backpacks, coolers, purses etc.) controlled in the warehouse.</td>
<td>1</td>
</tr>
<tr>
<td>6.16. Searches or inspections performed on exit from restricted/secure areas used for cargo.</td>
<td></td>
</tr>
<tr>
<td>6.17. Personal vehicles access to shipping and receiving yard/area controlled.</td>
<td></td>
</tr>
<tr>
<td>6.18. Box and pallet integrity verified upon receipt.</td>
<td></td>
</tr>
<tr>
<td>6.19. Valuable/vulnerable handling procedures to be documented.</td>
<td></td>
</tr>
<tr>
<td>6.20. Controlled and authorised use of cargo-handling equipment by personnel and secured when not operating.</td>
<td>1</td>
</tr>
<tr>
<td>6.21. Uninterrupted Power Supply (UPS) in place to ensure all electronic systems are able to function, even during power-failure scenario.</td>
<td>1</td>
</tr>
<tr>
<td>6.22. Records maintained to consider background of previously terminated personnel before re-hiring.</td>
<td></td>
</tr>
<tr>
<td>6.23. Vendor management program in place that requires vendors compliance to Service Provider’s security policy</td>
<td></td>
</tr>
</tbody>
</table>

7. PERSONNEL SECURITY:

7.1. Employee security education and induction training in place including awareness of terrorist threats.

7.2. Threat awareness program in place to identify and maintain terrorist threats within the total supply chain.

7.3. Procedures in place to ensure communication of security management information.

8. EMPLOYEE INTEGRITY:

8.1. Process in place to screen all new employees.

8.2. Process in place to periodically re-screen current employees in general and with key positions in the organization in particular.
<table>
<thead>
<tr>
<th>AIR CARGO SECURITY STANDARDS CHECKLIST</th>
<th>SECURITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MANDATORY REQUIREMENTS</strong></td>
<td>1</td>
</tr>
<tr>
<td>8.3. Termination procedures in place for employees and contractors, ensuring return of IDs, AEP's, ADP's, keys and other sensitive information.</td>
<td></td>
</tr>
<tr>
<td>8.4. Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors.</td>
<td></td>
</tr>
<tr>
<td><strong>DATA AND INFORMATION SECURITY:</strong></td>
<td></td>
</tr>
<tr>
<td>9.1. Information Technology (IT) Security policies documented and implemented</td>
<td></td>
</tr>
<tr>
<td>9.2. Procedure in place to prevent systems access to data by terminated employees.</td>
<td></td>
</tr>
<tr>
<td>9.3. Processes in place to maintain system integrity, utilize data encryption and to protect against hacking, computer contaminants or malicious software.</td>
<td></td>
</tr>
<tr>
<td>9.4. Establish, implement and maintain process for controlling all documents, data and information.</td>
<td></td>
</tr>
<tr>
<td>9.5. Security Personnel ensure sufficient password protection of automated logistics systems and have procedures in place to protect business data.</td>
<td></td>
</tr>
<tr>
<td>9.6. A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data.</td>
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</tr>
<tr>
<td>9.7. Locally established, implemented and maintained process for hardware security, providing security for workstations, servers and server rooms, password protected screen savers.</td>
<td></td>
</tr>
<tr>
<td>9.8. Processes in place to ensure legible, complete and accurate shipping documents.</td>
<td></td>
</tr>
<tr>
<td>9.9. To help ensure the integrity of Cargo received, procedures in place to ensure that information received from business partners is reported accurately and timely.</td>
<td></td>
</tr>
<tr>
<td><strong>GOODS AND CONVEYANCE SECURITY FOR EXPORT FREE ZONES CARGO (WHERE APPLICABLE):</strong></td>
<td></td>
</tr>
<tr>
<td>10.1. Process in place to restrict, detect and report unauthorised access to all shipping, loading dock areas and closed transport units storage.</td>
<td></td>
</tr>
<tr>
<td>10.2. Solid-top, hard-sided or reinforced soft-sided trailers with lockable cargo doors.</td>
<td></td>
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<tr>
<td>10.3. Tamper-evident security seals for trucks carrying cargo.</td>
<td></td>
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<tr>
<td>10.4. Vehicle immobilisation devices utilised.</td>
<td></td>
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<tr>
<td>10.5. Two-way communication present during entire journey and monitored by Security Personnel.</td>
<td></td>
</tr>
<tr>
<td>10.6. Written contingency plans in place for reporting unscheduled events (i.e., stops, delays, route deviation).</td>
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<tr>
<td>10.7. Truck cab and ignition keys secured from unauthorised use at all times.</td>
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<tr>
<td>10.8. Proof of shipping and receiving records (Proof of Delivery, Bill of loading, Airway bill, etc.).</td>
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<tr>
<td>10.9. Policy in place requiring driver to be present for loading and unloading when allowed.</td>
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<tr>
<td>10.10 Pre-alert capability in place.</td>
<td></td>
</tr>
<tr>
<td>10.11 Security Personnel to be provided robbery response training. Details of training are to be available.</td>
<td></td>
</tr>
<tr>
<td>10.12 Processes in place to notify law enforcement authorities in case of illegal activities.</td>
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<tr>
<td>10.13 Process in place to report all shortages, overages and other significant discrepancies or anomalies, being resolved and/or investigated appropriately.</td>
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<tr>
<td>10.14 Security incident reporting system and method of tracking and recording local security incidents in place.</td>
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<tr>
<td>10.15 An established, implemented and maintained process to assess the risk level to planned routes, stopping points and schedules.</td>
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</tr>
<tr>
<td>Mandatory Requirements</td>
<td>Security Level</td>
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<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>11. Closed / Secure Cargo Transport Units:</td>
<td></td>
</tr>
<tr>
<td>11.1. Processes in place for routine security inspections and maintenance of empty and non-sealed cargo containers and/or trailers, whilst under facility control.</td>
<td></td>
</tr>
<tr>
<td>11.2. Processes in place for the recognising and reporting of compromised seals and/or containers and trailers to Management/Security and where considered necessary to the Local Authorities.</td>
<td></td>
</tr>
<tr>
<td>11.3. Processes in place for the safe storage of containers preventing unauthorised access and/or manipulation.</td>
<td></td>
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<tr>
<td>12. Transport of Dangerous Goods and Its Handling:</td>
<td></td>
</tr>
<tr>
<td>12.1. Dangerous goods being handled by authorized handling agents.</td>
<td></td>
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<tr>
<td>12.2. Authorized Dangerous Goods Handling Agents (DGHA’s) are deploying the trained personnel for handling of dangerous goods.</td>
<td></td>
</tr>
<tr>
<td>12.3. Processes in place for security of dangerous goods upon receipt.</td>
<td></td>
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<tr>
<td>12.4. Dangerous goods being placed as per classification and are segregated from other cargo.</td>
<td></td>
</tr>
<tr>
<td>12.5. Dangerous goods are being escorted throughout while being transported to and from aircraft for loading/unloading.</td>
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</tr>
<tr>
<td>12.6. Dangerous goods are not left un-attended while awaiting Customs clearance.</td>
<td></td>
</tr>
<tr>
<td>12.7. Packages of Dangerous goods are marked and labelled as per hazard classification</td>
<td></td>
</tr>
<tr>
<td>12.8. Dangerous goods are secure while in cargo warehouse/complex and are un-accessible to un-authorized personnel.</td>
<td></td>
</tr>
<tr>
<td>12.9. Packages of Dangerous goods are not tempered with. If so are being reported, checked and secured. Records to this affect are maintained.</td>
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</tr>
<tr>
<td>12.10. Handlers are aware of the security and safety procedures applicable to the class of dangerous goods being handled.</td>
<td></td>
</tr>
<tr>
<td>13. Additional Air Cargo Security Requirements:</td>
<td></td>
</tr>
<tr>
<td>13.1. Identify regulatory requirements to establish which security controls have been applied to cargo, and are they adequate /sufficient?</td>
<td></td>
</tr>
<tr>
<td>13.2. Processes established to ensure that mandatory application of security screening criteria is applied to cargo consignments tendered as air freight that has or believed to have been subjected to tampering.</td>
<td></td>
</tr>
<tr>
<td>13.3. Mandatory requirements for ensuring that Aviation Security instructions and Declarations of commitments are in place.</td>
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</tbody>
</table>

ADDITIONAL AIR CARGO SECURITY STANDARDS CH...
SECTION – III
SAFE TRANSPORT OF DANGEROUS GOODS BY AIR
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Chapter 1

DEFINITIONS

1.1 DEFINITIONS:

1.1.1 The definitions/meanings of the terms used in this section have been prescribed in Section – I of these Operating Regulations.

1.2 SAFE TRANSPORT OF DANGEROUS GOODS BY AIR - APPLICATION:

1.2.1 This Section, in addition to Section I, II and IV is applicable to:

a) All Aerodrome Operators;

b) Aircraft Operators, which intend to, or are using their aircraft for transport of dangerous goods by air;

c) Dangerous Goods Handling Agents/Shippers duly registered with the Authority;

d) Airport Security Force; and

e) Public Authorities dealing with dangerous goods at airports.
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Chapter 2

APPLICABILITY

2.1 GENERAL APPLICABILITY:

2.1.1 The Standards and Recommended Practices and procedures contained in this Section, in addition to Section I, II & IV shall be applicable to all international/domestic operations of civil aircraft at all airports for the safe transport of dangerous goods by air.

2.1.2 Where specifically provided for in the Technical Instructions, the Authority, with the consent of appropriate National Authority may grant an approval provided that in such instances an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions is achieved.

2.1.3 In instances:

a) of extreme urgency; or

b) when other forms of transport are inappropriate; or

c) when full compliance with the prescribed requirements is contrary to the public interest,

the Authority, in coordination with the appropriate National Authority may grant an exemption from the provisions of the Technical Instructions provided that in such instances every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions.

2.1.4 In the case of Over-flight (Transiting Aircraft), if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

Note 1: For the purpose of approvals, “States concerned” is the States of Origin and the Operator, unless otherwise specified in the Technical Instructions.

Note 2: For the purpose of exemptions, “States concerned” is the States of Origin, Operator, Transit, Over-flight and Destination.

Note 3: Guidance for the processing of exemptions, including examples of extreme urgency, may be found in the Supplement to the Technical Instructions (Part S-1, Chapter 1, Para 1.2 and 1.3).

Note 4: Refer to Para 4.3 of this Section for dangerous goods forbidden for transport by air under any circumstances.

Note 5: It is not intended that these regulations be interpreted as requiring an operator to transport a particular article or substance or as preventing an operator from adopting special requirements on the transport of a particular article or substance.

2.2 DANGEROUS GOODS TECHNICAL INSTRUCTIONS:

2.2.1 The Aerodrome Operators, Aircraft Operators and/or their designated DGHA’s/Shipper and the concerned Public Authorities shall take the necessary measures to achieve compliance with the detailed provisions contained in the Technical Instructions. They shall also take the necessary measures to achieve compliance with any amendment to the Technical Instructions which may be published during the specified period of applicability of an edition of the Technical Instructions.
2.2.2 The Authority should inform ICAO of difficulties encountered in the application of the Technical Instructions and of any amendments which it would be desirable to make.

2.2.3 Whenever an amendment to the Technical Instructions with an immediate applicability for reasons of safety may not yet have been implemented, the Aerodrome Operators and concerned Public Authorities should, nevertheless, facilitate the movement of dangerous goods in Pakistan which are consigned from another Contracting State in accordance with that amendment, provided the goods comply in total with the revised requirements and National Laws/Rules/Regulations.

2.2.4 RESPONSIBILITIES OF AERODROME OPERATORS:

2.2.4.1 The Aerodrome Operators shall ensure:

a) that Regulations prescribed in this document and Technical Instructions are being complied with by them as well as Airline Operators and/or their designated Dangerous Goods Handling Agents/Shipper/Packers; and

b) that the functions of Public/Security authorities are adequately facilitated for efficient and safe cargo operations in conformance with relevant laws.

2.3 DOMESTIC CIVIL AIRCRAFT OPERATIONS:

2.3.1 In the interests of safety and of minimizing interruptions to the international transport of dangerous goods, the Aerodrome Operators and concerned Public Authorities should also take the necessary measures to achieve compliance with these regulations and the Technical Instructions for domestic civil aircraft operations.

2.4 EXCEPTIONS:

2.4.1 Articles and substances which would otherwise be classed as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations, or for those specialized purposes identified in the Technical Instructions, shall be excepted from the provisions of these regulations.

2.4.2 Where articles and substances intended as replacements for those described in Para 2.4.1 or which have been removed for replacement are carried on an aircraft, they shall be transported in accordance with the provisions of these regulations except as permitted in the Technical Instructions.

2.4.3 Specific articles and substances carried by passengers or crew members shall be accepted from the provisions of these regulations to the extent specified in the Technical Instructions.

2.5 NOTIFICATION OF VARIATIONS FROM THE TECHNICAL INSTRUCTIONS:

2.5.1 Where the Authority adopts different provisions from those specified in the Technical Instructions, it shall notify ICAO promptly of such variations for publication in the Technical Instructions.

Note: - The Authority is expected to notify a difference to the provisions of Para 2.2.1 under Article 38 of the Convention only if they are unable to accept the binding nature of the Technical Instructions. Where the Authority has adopted different provisions from those specified in the Technical Instructions, they are expected to be reported only under the provisions of Para 2.5.

2.5.2 The Aircraft Operators whenever apply more restrictive requirements than those specified in the Technical Instructions, shall inform the Authority (Directorate of Air Transport & Economic Regulations). The notification of such operator’s variations shall be made by the Authority to ICAO for publication in the Technical Instructions.
2.6 **SURFACE TRANSPORT OF DANGEROUS GOODS:**

2.6.1 *The Public Authorities should, in accordance with the provisions of applicable laws and regulations, enable dangerous goods intended for air transport and prepared in accordance with the ICAO Technical Instructions to be accepted for surface transport to or from aerodromes/airports.*

2.7 **NATIONAL AUTHORITY:**

**(TO ENSURE COMPLIANCE WITH THE REGULATIONS PERTAINING TO “SAFE TRANSPORT OF DANGEROUS GOODS BY AIR” (ICAO ANNEX-18) AND TECHNICAL INSTRUCTIONS)**

2.7.1 The Authority (Air Transport & Economic Regulations Directorate of Pakistan Civil Aviation Authority) is responsible to issue the “No Objection Certificate” (NOC) to the Aircraft Operators and/or their Handling Agents for the carriage of Dangerous Goods by Air in coordination with appropriate National Authority.

2.7.2 PNRA - Pakistan Nuclear Regulatory Authority (Transport Waste and Safety Directorate) of Pakistan is the Appropriate Authority responsible for authorizing the transport of radioactive material.

2.7.3 The Authority shall be responsible to ensure compliance of these regulations and Technical Instructions by the Aircraft/Aerodrome Operators and their Handling Agents.

2.7.3.1 Safety oversight arrangement of the Authority shall be as under:

a) Aircraft Operations including Safe Transport of Dangerous Goods by Air – by Flight Standards Directorate;

b) Ground Handling Operations suitability element – by Airworthiness Directorate;

c) DGHA’s/Shippers – by Air Transport and Economic Regulations Directorate;

d) Aerodrome Operations – by Airspace & Aerodrome Regulations Directorate;

e) Security – by Security Directorate (Regulatory Element)
Chapter 3

CLASSIFICATION OF DANGEROUS GOODS

3.1 CLASSES OF HAZARD IDENTIFICATION:

3.1.1 The classification of an article or substance shall be in accordance with the provisions of the Technical Instructions. The dangerous goods has been divided into nine classes as under:

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>CLASS</th>
<th>TYPE OF MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class 1</td>
<td>Explosives</td>
</tr>
<tr>
<td>2</td>
<td>Class 2</td>
<td>Gases</td>
</tr>
<tr>
<td>3</td>
<td>Class 3</td>
<td>Flammable Liquids</td>
</tr>
<tr>
<td>4</td>
<td>Class 4</td>
<td>Flammable Solid;</td>
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<td></td>
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<td>Substances liable to spontaneous combustion;</td>
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<tr>
<td></td>
<td></td>
<td>Substances which, in contact with water, emit flammable gases</td>
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<tr>
<td>5</td>
<td>Class 5</td>
<td>Oxidizing substances;</td>
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<td></td>
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<td>Organic peroxides</td>
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<tr>
<td>6</td>
<td>Class 6</td>
<td>Toxic and infectious substances</td>
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<tr>
<td>7</td>
<td>Class 7</td>
<td>Radioactive material</td>
</tr>
<tr>
<td>8</td>
<td>Class 8</td>
<td>Corrosive substances</td>
</tr>
<tr>
<td>9</td>
<td>Class 9</td>
<td>Miscellaneous dangerous substances and articles, including environmentally hazardous substances</td>
</tr>
</tbody>
</table>

Note: For the detailed definitions and description of the classes of dangerous goods please see Technical Instructions.

3.1.1.1 These classes identify the potential risks associated with the transport of dangerous goods by air and are those recommended by the United Nations Committee of Experts on the Transport of Dangerous Goods.
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Chapter 4

LIMITATION ON THE TRANSPORT OF DANGEROUS GOODS BY AIR

4.1 DANGEROUS GOODS PERMITTED FOR TRANSPORT BY AIR:

4.1.1 The transport of dangerous goods by air shall be forbidden except as established in these Regulations and the detailed specifications and procedures provided in the Technical Instructions.

4.2 DANGEROUS GOODS FORBIDDEN FOR TRANSPORT BY AIR UNLESS EXEMPTED:

4.2.1 The dangerous goods described hereunder shall be forbidden on aircraft unless exempted by the Authority concerned under the provisions of Para 2.1 of this Section or unless the provisions of the Technical Instructions indicate that they may be transported under an approval granted by the State of Origin:

a) Dangerous goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; and

b) Infected live animals.

4.3 DANGEROUS GOODS FORBIDDEN FOR TRANSPORT BY AIR UNDER ANY CIRCUMSTANCES:

4.3.1 Articles and substances that are specifically identified by name or by generic description in the Technical Instructions as being forbidden for transport by air under any circumstances shall not be carried on any aircraft. The brief description is as under:

4.3.1.1 Any article or substance, which, as presented for transport, is liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous emission of toxic, corrosive or flammable gases or vapours under conditions normally encountered in transport must not be carried on aircraft under any circumstances.

Note 1:- Certain dangerous goods known to meet the description above have been included in the Dangerous Goods List (Table 3-1) with the word forbidden shown in column 2 and 3 (of Technical Instructions). It must be noted, however, that it would be impossible to list all dangerous goods which are forbidden for transport under any circumstance. Therefore, it is essential that appropriate care be exercised to ensure that no goods meeting the description are offered for transport. In case offered, they shall be refused and necessary action as admissible under relevant laws be initiated.

Note 2:- Para 4.3.1.1 is intended to include articles being returned to the manufacturer for safety reasons.
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Chapter 5

PACKING

5.1 **GENERAL REQUIREMENTS:**

5.1.1 Dangerous goods shall be packed in accordance with the provisions of this chapter and as provided for in the Technical Instructions.

5.2 **PACKAGINGS:**

5.2.1 Packagings used for the transport of dangerous goods by air shall be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.

5.2.2 Packagings shall be suitable for the contents. Packagings in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods.

5.2.3 Packagings shall meet the material and construction specifications prescribed in the Technical Instructions.

5.2.4 Packagings shall be tested in accordance with the provisions of the Technical Instructions.

5.2.5 Packagings for which retention of a liquid is a basic function, shall be capable of withstanding, without leaking, the pressure stated in the Technical Instructions.

5.2.6 Inner packagings shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials shall not react dangerously with the contents of the packagings.

5.2.7 No packaging shall be reused until it has been inspected and found free from corrosion or other damage. Where a packaging is reused, all necessary measures shall be taken to prevent contamination of subsequent contents.

5.2.8 If, because of the nature of their former contents, uncleaned empty packagings may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.

5.2.9 No harmful quantity of a dangerous substance shall adhere to the outside of packages.
Chapter 6

LABELLING AND MARKING

6.1 LABELS:

6.1.1 Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be labelled with the appropriate labels and in accordance with the provisions set forth in those Instructions.

6.2 MARKINGS:

6.2.1 Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.

6.2.2 SPECIFICATION MARKINGS ON PACKAGINGS:

6.2.2.1 Unless otherwise provided for in the Technical Instructions, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions.

6.3 LANGUAGES TO BE USED FOR MARKINGS:

6.3.1 In addition to the languages required by the State of Origin/Pakistan and pending the development and adoption of a more suitable form of expression for universal use, English shall be used for the markings related to dangerous goods.

6.3.1.1 LANGUAGES TO BE USED FOR MARKINGS FOR DANGEROUS GOODS TO/FROM PAKISTAN – THE STATE OF ORIGIN/DESTINATION:

   a) The English language must be used for marking of packages and overpacks. However, the language of the State of Origin is also to be used. Both these languages must be written side by side with prominent effect.

   b) A brief text indicating the nature of the risk involved must appear in English on all hazard labels.

   c) English language must be used in addition to the language of the State of Origin for the Dangerous Goods Transport Document. Document itself shall conform to the Appendix-2 – “Shipper’s Declaration of Dangerous Goods”.
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Chapter 7

SHIPPER’S RESPONSIBILITIES

7.1 GENERAL REQUIREMENTS:

7.1.1 Before a DGHA/Shipper offers any package or overpack of dangerous goods for transport by air, that DGHA/Shipper shall ensure that:

a) the dangerous goods are not forbidden for transport by air; and

b) are properly classified, packed, marked, labelled; and

c) accompanied by a properly executed dangerous goods transport document, as specified in these Regulations and Technical Instructions.

7.2 DANGEROUS GOODS TRANSPORT DOCUMENT:

7.2.1 Unless otherwise provided for in the Technical Instructions, the person who offers dangerous goods for transport by air shall complete, sign and provide to the operator a dangerous goods transport document, which shall contain the information required by those Instructions.

7.2.2 The transport document shall bear a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labelled, and in proper condition for transport by air in accordance with the relevant Regulations and Technical Instructions.

Note 1:- Please see Appendix - 2 for “Sample Dangerous Goods Transport Document”.

Note 2:- Please see Appendices – 8, 9 and 10 for Dangerous Goods Checklist for a Non-Radioactive Shipment, Dangerous Goods Checklist for a Radioactive Shipment and Acceptance Checklist for Dry Ice (Carbon Dioxide, solid) respectively.

7.3 LANGUAGES TO BE USED:

7.3.1 In addition to the languages which may be required by the State of Origin and pending the development and adoption of a more suitable form of expression for universal use, English shall be used for the dangerous goods transport documents for all such goods destined to and from Pakistan.
Chapter 8

OPERATOR’S RESPONSIBILITIES

Note 1: Safety management provisions for Air Operators prescribed in Civil Aviation Rules, Regulations and relevant ANO’s are applicable. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

Note 2: The carriage of dangerous goods is included in the scope of the Operator’s Safety Management System (SMS).

8.1 ACCEPTANCE FOR TRANSPORT:

8.1.1 An operator shall not accept dangerous goods for transport by air:

a) unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required, and

b) until the package, overpack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions.

Note 1: See Chapter 12 of this Section concerning the reporting of dangerous goods accidents and incidents.

Note 2: Special provisions relating to the acceptance of overpacks are contained in the Technical Instructions.

8.2 ACCEPTANCE CHECKLIST:

8.2.1 An operator shall develop and use an acceptance checklist as an aid to compliance with the provisions of Para 8.1.

Note: Please see Appendices-8, 9, 10 for Sample Acceptance Checklists.

8.3 LOADING AND STOWAGE:

8.3.1 Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions.

8.4 INSPECTION FOR DAMAGE OR LEAKAGE:

8.4.1 Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device. Leaking or damaged packages, overpacks or freight containers shall not be loaded on an aircraft.

8.4.2 A unit load device shall not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.

8.4.3 Where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator shall remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated.
8.4.4 Packages or overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.

8.5 LOADING RESTRICTIONS IN PASSENGER CABIN OR ON FLIGHT DECK:

8.5.1 Dangerous goods shall not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in the circumstances permitted by the provisions of the Technical Instructions.

8.6 REMOVAL OF CONTAMINATION:

8.6.1 Any hazardous contamination found on an aircraft as a result of leakage or damage to dangerous goods shall be removed without delay.

8.6.2 An aircraft which has been contaminated by radioactive materials shall immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.

8.7 SEPARATION AND SEGREGATION:

8.7.1 Packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.

8.7.2 Packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions.

8.7.3 Packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions contained in the Technical Instructions.

8.8 SECURING OF DANGEROUS GOODS CARGO LOADS

8.8.1 When dangerous goods subject to the provisions contained herein are loaded in an aircraft, the operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages. For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements as describe in Para 8.7.3 are met at all times.

8.9 LOADING ON CARGO AIRCRAFT:

8.9.1 Packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in accordance with the provisions prescribed in the Technical Instructions.

8.9.2 Except as otherwise provided in the Technical Instructions, packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in such a manner that a crew member or other authorised person can see, handle and, where size and weight permit, separate such packages from other cargo in flight.
Chapter 9

PROVISION OF INFORMATION

9.1 INFORMATION TO THE PILOT-IN-COMMAND:

9.1.1 The operator of an aircraft in which dangerous goods are to be carried shall provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.

9.1.2 This written information shall be presented on a dedicated form and not by means of “Air Waybills”, “Shipper’s Declaration for Dangerous Goods”, etc. Generally this information shall be presented as a “Special Load – Notification to Captain (NOTOC)” Form (Please see Appendix-3). The NOTOC is provided for use in an emergency situation and must include, as a minimum, the following:

**Note 1**: -This also includes information about dangerous goods loaded at a previous departure point and which are to be carried on the subsequent flight.

a) the Air Waybill Number (when issued);

b) the proper Shipping Name supplemented with the Technical Name(s) if appropriate, and the corresponding UN number or ID number as listed in the Technical Instructions;

c) the Class or Division, and subsidiary risks corresponding to the labels applied by numerals, and in the case of Class 1, the compatibility group;

d) the Packing Group as shown on the Shipper’s Declaration;

e) for non-radioactive material, the number of packages, the net quantity, or gross mass if applicable, of each package, except that this does not apply to dangerous goods where the net quantity or gross mass is not required on the Shipper’s Declaration, and their exact loading location. For a consignment consisting of multiple packages containing dangerous goods bearing the same proper shipping name and UN number, only the total quantity and an indication of the largest and smallest package at each loading location need to be provided;

f) for radioactive material, the number of packages, their category, their transport index, if applicable, and their exact loading location;

g) whether the package must be carried on cargo aircraft only;

h) the airport at which the package(s) is to be unloaded; and

i) where applicable, an indication that the dangerous goods are being carried under a state exemption.

**Note 2**: - Where the operator intends to make it possible for the pilot-in-command to provide a telephone number instead of the details about the dangerous goods on board the aircraft as specified in Technical Instructions, the telephone number from where a copy of the information shown on the NOTOC can be obtained during the flight must be included on the NOTOC.

9.1.2.1 This information must be provided prior to departure in writing, to enable the pilot-in-command to check should he wish to do so. The pilot-in-command must indicate on a copy of the NOTOC, or in some other way, that he has received the information.
9.1.2.2 The information to the pilot-in-command must also include signed confirmation, or some other indication, from the person responsible for loading the aircraft, that there is no evidence that any damaged or leaking packages have been loaded on the aircraft.

9.1.2.3 The NOTOC must be readily available to the pilot-in-command during flight.

9.1.2.4 A legible copy of the information to the pilot-in-command must be retained on the ground. This copy must have an indication on it or with it that the pilot-in-command has received the information. The copy, or the information contained on it must be readily accessible to the airport of last departure and next scheduled arrival, until after the flight to which the information refers.

9.1.2.5 When a pilot-in-command takes over a transit aircraft, a notification for all the dangerous goods loaded at previous airports, and which remain on board the aircraft, must be readily available.

Note:- The abbreviation NOTOC is also referred to as NOPIC and NOTAC.

9.1.3 NOTIFICATION TO CAPTAIN (NOTOC):

9.1.3.1 A NOTOC must be issued whenever dangerous goods requiring a Shipper’s Declaration or Carbon Dioxide, Solid (dry ice) is being carried as cargo. A NOTOC is not required for Dangerous Goods in Excepted Quantities or Excepted Packages of Radioactive Material.

9.1.3.2 Generally the DGHA holder of the operator is responsible for completion of all of the required information with the exception of loading position. The loading position should be completed by the Load Planner or inserted by the loading supervisor / ramp agent based on advice provided by the Load Planner.

9.1.3.3 The loading supervisor / ramp agent confirms by his signature that the stated loading position is identical with the actual loading position and that there is no evidence of any damage to, or leakage from, the packages loaded on the aircraft. The original and one copy of the NOTOC shall be handed over to the pilot-in-command for signature as early as possible before departure, to provide adequate time for the pilot-in-command to review the document. The original remains on board the aircraft and the copy signed by the pilot-in-command is kept on file at the departure station.

9.2 INFORMATION AND INSTRUCTIONS TO FLIGHT CREW MEMBERS:

9.2.1 The operator shall provide such information in the Operations Manual that will enable the flight crew to carry out their responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

9.3 INFORMATION TO PASSENGERS:

9.3.1 The Aerodrome and Aircraft Operators shall promulgate and ensure that the passengers are warned about the types of dangerous goods which are forbidden for transporting aboard an aircraft.

9.4 INFORMATION TO OTHER PERSONS

9.4.1 Aerodrome/Aircraft Operators, DGHA’s/Shippers or other Organizations that involved in the transport of dangerous goods by air shall provide such information to their personnel will enable them to carry out their responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

9.5 INFORMATION FROM PILOT-IN-COMMAND TO AERODROME AUTHORITIES

9.5.1 If an in-flight emergency occurs, the pilot-in-command shall, as soon as the situation permits, inform the appropriate Air Traffic Services (ATS) Unit, for the information of aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions.
9.5.2 The ATS unit, upon receipt of such information, shall inform the concerned aerodrome authorities. The Aerodrome authority shall inform the Aircraft Operator and/or their Handling Agent and take necessary emergency action as appropriate to the type of dangerous goods.

9.6 INFORMATION IN THE EVENT OF AN AIRCRAFT ACCIDENT OR INCIDENT:

9.6.1 In the event of:

a) an aircraft accident; or

b) a serious incident where dangerous goods carried as cargo may be involved,

the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command. As soon as possible, the aircraft operator shall also provide this information to the appropriate authorities of the State of the Operator and the State in which the accident or serious incident occurred.

9.6.2 In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, if requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.

Note:-The terms “accident”, “serious incident” and “incident” are defined in Section I of these Regulations.
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Chapter 10

TRAINING PROGRAMMES

10.1 ESTABLISHMENT OF TRAINING PROGRAMMES:

10.1.1 Initial and recurrent dangerous goods training programmes shall be established and maintained in accordance with the Technical Instructions.

10.2 APPROVAL OF TRAINING PROGRAMMES:

10.2.1 Dangerous goods training programmes for operators shall be approved by the Authority.

10.2.2 Dangerous goods training programmes for designated postal operators shall be approved by the Authority (Civil Aviation Authority of the State where the mail is accepted by the designated postal operator).

10.2.3 Dangerous goods training programmes required for entities other than Operators and designated postal operators should be approved as determined by the appropriate national authority.

10.3 REQUIREMENT OF DANGEROUS GOODS TRAINING PROGRAMMES:

10.3.1 Dangerous goods training programmes are required for all operators regardless of whether they are approved or not to transport dangerous goods.

Note: - Please see Para 11.4 of this Section for dangerous goods by mail.

10.4 RESPONSIBILITIES REGARDING PROVISION OF TRAINING:

10.4.1 Initial and recurrent dangerous goods training programmes must be established and maintained by or on behalf of:

a) Shippers of dangerous goods, including Packers and persons or organizations undertaking the responsibilities of the Shipper;

b) Aircraft/Aerodrome operators;

c) ground handling agencies who perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo, mail or stores;

d) Ground Handling Agencies located at an airport who perform, on behalf of the Operator, the act of processing passengers;

e) Agencies; not located at an airport, who perform, on behalf of the Operator, the act of checking in passengers;

f) Freight Forwarders; and

g) Agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or stores.

10.4.2 Dangerous Goods Training Programme required:

a) vide Para 10.4.1b) shall be subject to review by the operator and approval by the Authority;
b) other than Para 10.4.1b) shall be subject to review and approval as determined by the appropriate National Authority.

10.4.3 Aircraft Operators, Ground Handling Agents and Shippers dealing with the dangerous goods shall ensure compliance of the above requirements.

10.5 TRAINING CURRICULA

10.5.1 Operator shall ensure that personnel must receive training in the requirements commensurate with their responsibilities. Such training must include:

a) General familiarization training – which must be aimed at providing familiarity with the general provisions of cargo operations;

b) Function specific training – which must provide detailed training in the requirements applicable to the function for which that person is responsible; and

c) Safety training – which must cover the hazards, presented by dangerous goods, safe handling and emergency response procedures.

10.5.2 Operator shall ensure that:

a) Training must be provided or verified upon the employment of personnel identified in the categories specified in Appendix-4.

b) Recurrent training must take place within 24 month of pervious training to ensure knowledge is current. However, if recurrent training is completed within the final three months of validity of previous training, the period of validity would extends from the date on which the recurrent training was completed until 24 months from the expiry date of previous training.

c) A test to verify understanding must be undertaken following training. Confirmation that the test has been completed satisfactorily is required.

d) A record of training must be maintained which must include:

i. The individual’s name;

ii. The most recent training completion date;

iii. Description, copy or reference to training materials used to meet the training requirements;

iv. The name and address of the organization providing the training; and

v. Evidence which shows that a test has been completed satisfactorily.

10.5.3 The records of training must be retained for a minimum period of 36 months from the most recent training completion date and must be made available to the Authority as and when required.

10.5.4 Staff of operators not carrying dangerous goods as cargo, mail or stores must be trained commensurate with their responsibilities. The subject matter, to which their various categories of staff should be familiar with, is indicated in Appendix-5.

10.6 QUALIFICATIONS OF TRAINERS / INSTRUCTORS

10.6.1 Instructors of initial and recurrent dangerous goods training programmes must have adequate instructional skills and have successfully completed a dangerous goods training programme in the applicable category or Category-6, prior to delivering dangerous goods training programme and must have the approval of the Authority.

10.6.2 Instructors delivering initial and recurrent dangerous goods training programmes must at least every 24 months deliver such courses, or in the absence of this attend recurrent training.
Chapter 11

COMPLIANCE

11.1 INSPECTION SYSTEMS

11.1.1 The Authority shall establish inspection, surveillance and enforcement procedures for all entities performing any function prescribed in its regulations for air transport of dangerous goods with a view to achieve compliance with those regulations.

Note 1:- It is envisaged that these procedures would include provisions for:

a) inspecting dangerous goods consignments prepared, offered, accepted or transported by the entities referred to in above Para 11.1.1;

b) inspecting the practices of the entities referred to in above Para 11.1.1; and

c) investigating alleged violations (Please see Para 11.3 below).

Note 2: - Guidance on dangerous goods inspections and enforcement may be found in the Supplement to the Technical Instructions (Part S-5, Chapter 1 and Part S-7, Chapters 5 and 6).

11.1.2 THE OBJECTIVE OF THE OVERSIGHT/INSPECTIONS:

11.1.2.1 The objective of the Authority's Oversight Program as a component of State Safety Programme is

a) To encourage Service Providers/Operators to exceed the minimum regulatory requirements; and voluntarily improve safety to the highest possible level;

b) To verify the continued compliance of regulations by the Aircraft operators, Cargo Handling Agents/operators etc.;

c) To promote safety through counselling, education, training and thus enhancing safety levels;

Note: - Sanctions/Penalties are the administrative or legal tools depending on the severity of the violation of the Regulations and its impact on safety, and should be used as a last resort.

Note: - Please see also Section IV of these Regulations for Enforcement and Compliance.

11.2 COOPERATION BETWEEN STATES

11.2.1 The Authority should participate in cooperative efforts with other States concerning violations of dangerous goods regulations, with the aim of eliminating such violations. Cooperative efforts could include coordination of investigations and enforcement actions; exchanging information on a regulated party’s compliance history; joint inspections and other technical liaisons, exchange of technical staff, and joint meetings and conferences. Appropriate information that could be exchanged include safety alerts, bulletins or dangerous goods advisories; proposed and completed regulatory actions; incident reports; documentary and other evidence developed in the investigation of incidents; proposed and final enforcement actions; and educational/outreach materials suitable for public dissemination.
11.3 PENALTIES

11.3.1 The Authority shall take such measures as it may deem appropriate to achieve compliance with its dangerous goods Regulations including the prescription of appropriate penalties for violations.

11.3.2 The Authority should take appropriate action to achieve compliance with its dangerous goods regulations, including the prescription of appropriate penalties for violations, when information about a violation is received from another Contracting State, such as when a consignment of dangerous goods is found not to comply with the requirements of the Technical Instructions on arrival in a Contracting State and that State reports the matter to the Authority (the State of Origin).

Note: - Please see Section IV for enforcement and compliance.

11.4 DANGEROUS GOODS BY MAIL

11.4.1 The procedures developed by Designated Postal Operators for controlling the introduction of dangerous goods via mail through air transport shall be approved by the Authority.

Note 1: - In accordance with the Universal Postal Union (UPU) Convention, dangerous goods are not permitted in mail, except as provided for in the Technical Instructions.

Note 2: - International procedures for controlling the introduction of dangerous goods into air transport through the postal services have been established by the Universal Postal Union.

Note 3: - Guidance for approving the procedures established by designated postal operators to control the introduction of dangerous goods into air transport may be found in the Supplement to the Technical Instructions (Part S-1, Chapter 3).

11.4.2 The Authority, with a view to controlling the introduction of dangerous goods into air transport through its postal services should follow the “International procedures for controlling the introduction of dangerous goods into air transport through the postal services” established by the Universal Postal Union (UPU).

Note: - Please see the UPU Parcel Post Regulations and Letter Post Regulations.

11.4.3 The postal authorities should ensure that the provisions of Technical Instructions (ICAO DOC 9284) are complied with in relation to the transport of dangerous goods by air. It shall be noted that, in accordance with the Universal Postal Union (UPU) Convention, dangerous goods as defined in the Technical Instructions with the exception of those listed hereunder are not permitted by mail.

11.4.3.1 The following dangerous goods may be accepted in mail for air carriage subject to the provisions of the appropriate National Authorities concerned and these Technical Instructions which relate to such material:

a) Patient specimens as defined in Part 2 Para 6.3.1.4 of Technical Instructions, provided that they are classified, packed and marked as required by Part 2 Para 6.3.2.3.6 of Technical Instructions;

b) Infectious substances assigned to category B (UN 3373) only, when packed and marked in accordance with the requirements of packing instruction 650, and solid carbon dioxide (dry ice) when used as a refrigerant for UN 3373; and

c) Radioactive material, the activity of which does not exceed one tenth of listed in Table 2-15 of Technical instructions.
Chapter 12

DANGEROUS GOODS ACCIDENT AND INCIDENT REPORTING

12.1 The Authority, with the aim of preventing the recurrence of dangerous goods accidents and incidents, shall establish procedures for investigating and compiling information concerning such accidents and incidents which occur in its territory and which involve the transport of dangerous goods originating from or destined for another State. Reports on such accidents and incidents shall be made in accordance with the detailed provisions of the Technical Instructions.

12.2 The Authority, with the aim of preventing the recurrence of dangerous goods accidents and incidents, should establish procedures for investigating and compiling information concerning such accidents and incidents which occur in its territory other than those described in above Para 12.1. Reports on such accidents and incidents should be made in accordance with the detailed provisions of the Technical Instructions.

12.3 The Authority, with the aim of preventing the recurrence of instances of undeclared or misdeclared dangerous goods in cargo, shall establish procedures for investigating and compiling information concerning such occurrences which occur in its territory and which involve the transport of dangerous goods originating in or destined for another State. Reports on such instances shall be made in accordance with the detailed provisions of the Technical Instructions.

12.4 The Authority, with the aim of preventing the recurrence of instances of undeclared or misdeclared dangerous goods in cargo, should establish procedures for investigating and compiling information concerning such occurrences which occur in its territory other than those described in the above Para (12.3). Reports on such instances should be made in accordance with the detailed provisions of the Technical Instructions.

12.5 REPORTING OF EMERGENCY, ACCIDENT, INCIDENT, MISHANDLING DURING THE PROCESS OF TRANSPORT OF DANGEROUS GOODS BY AIR:

12.5.1 Aircraft/Cargo Operators and Aircraft Ground Handling Agents shall ensure that the information regarding the accident, incident, leakage, tampering etc. regarding dangerous goods, is provided to the Aerodrome Operator and other concerned authorities for appropriate emergency action at the earliest. The information to the Authority shall also be provided promptly.

12.5.2 Aircraft Operators and/or their Handling Agent shall ensure that consignments for which dangerous goods transport document is required under provisions of Technical Instructions, appropriate information is immediately available at all times for use in emergency response to accidents and incidents involving dangerous goods in air transport.

12.5.3 The information must be available to the pilot in command as prescribed in Para 9.1 of this Section.

12.6 PROCEDURES FOR INVESTIGATING AND COMPILING INFORMATION CONCERNING ACCIDENTS AND INCIDENTS DURING THE TRANSPORT OF DANGEROUS GOODS BY AIR:

12.6.1 The procedures, for investigating and compiling information concerning accidents and incidents during transport of dangerous goods by air, have been prescribed in Flight Operations Inspector Manual Volume VII CAAD-624 - "Procedures on Safe Transport of Dangerous Goods by air.

12.6.2 The Authority shall review the procedures upon amendment in the Annex 18 to the Chicago Convention and Technical Instructions.
Chapter 13

DANGEROUS GOODS SECURITY PROVISIONS

13.1 The Authority shall establish dangerous goods security measures, applicable to Shippers, Operators, Handling Agents and other individuals/organizations engaged in the transport of dangerous goods by air, implement them so as to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.

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Chapter 14

REGISTRATION OF DANGEROUS GOODS SHIPPERS

14.1 GENERAL:

14.1.1 Shippers shall register themselves with the Authority prior to dealing with the Transport of Dangerous Goods by Air. The procedure for registration is prescribed in Para 14.2.

Note 1: - No Shipper is authorized to handle “Transport of Dangerous Goods by Air” unless specifically registered with the Authority for this function.

Note 1: - The procedures for registration with the Authority has been prescribed in the Para 14.2 of this chapter.

14.1.2 The registered Shippers shall be treated as Shipper by the Authority in the performance of functions related to the “Safe Transport of Dangerous Goods by Air”.

14.1.3 Aircraft Operators shall ensure that dangerous goods are not accepted for any of their aircraft from the unregistered Shippers/Handling Agents.

14.2 THE PROCEDURES AND CONDITIONS FOR SHIPPER’S REGISTRATION:

14.2.1 The Shippers, who intend to register themselves with the Authority for the “Safe Transport of Dangerous Goods by Air”, shall:

a) Submit an application on-line, after taking ID and Password from the Licensing Branch of Air Transport & Economic Regulations (AT &ER) Directorate; and

b) Also submit separately Form CAAF-014-ATNR-1.0, duly filled, signed and stamped by the Chief Executive Officer (CEO) of the Company to Director AT & ER along with the following documents:

i. Covering letter on Company’s letter-head duly signed and stamped by CEO of the Company, with a brief introduction of their business activities;

ii. Evidence of the required training of handling staff in the Dangerous Goods Regulations, their handling in accordance with the Technical Instructions from the recognized and Approved Training Organizations (ATO) of the Authority (attested and notarized copies shall be attached).

iii. Evidence of the deposit of the following fees in the Authority’s (CAA’s) Collection Account No. 0048-79000740-03, Habib Bank Ltd., PIA Airport Branch, Karachi, Swift No.HABBPKKA048 or CAA Collection Account No. CZ56-8 held with National Bank of Pakistan, Terminal I Branch, JIAP Karachi:

- Registration Processing fee;
- Issuance fee; and
- Security deposit.

Note 1: - Please see Para 14.5 of this chapter.

Note 2: - Pay Order, Bank Draft and Online Transfers are also acceptable.

iv. Notarized/attested copies of CNIC and Photographs of the CEO and Directors

v. Attested/notarized copies of National Tax Number Certificate (NTN);
vi. Certification by IATA of the Shipper – The applicant (current copy of the certification shall be attached);

vii. An undertaking that the Shipper – The applicant will obtain NOC from Pakistan Nuclear Regulatory Authority (PNRA) before shipment of any radioactive material;

viii. Notarized/attested copies of Security Exchange Commission of Pakistan (SECP) NO-COST TO THE AUTHORITY (CAA)’s website www.caaapakistan.coom.pk for information & ready references.

14.2.2 An inspection visit “AT NO-COST TO THE AUTHORITY (CAA)” i.e. at the expense of the applicant may be carried out by the Inspectors of the Authority (from AT&ER, Flight Standards, Airworthiness and Airspace & Aerodrome Regulations Directorates), to verify the facilities available with the applicant/operator like suitable space, office/communication equipment and the appropriate staff at the applicant’s premises and offices.

14.2.3 The Registration on CAA Form CAAF-011--ATNR-1.1 along with Conditions of the Registration for Dangerous Goods Handling Agent/Shipper will be issued to Shipper. Handling Agent would be fully responsible for the authenticity of the details submitted for registration and would be liable for penalties under CARs-1994, Air Cargo Operations – Operating Regulations and relevant ANOs. Soft copies of CARs-1994, Regulations, ANOs and the Enforcement Manual are available on the Authority’s (CAA’s) website www.caaapakistan.coom.pk for information & ready references.

14.3 RENEWAL OF CERTIFICATE OF SHIPPER:

14.3.1 The Certificate is renewable annually on fulfilment of the following Condition:

a) A Shipper shall apply on Company’s letter-head along with Form CAAF-014-ATNR-1.0 signed by the Chief Executive Officer (CEO) of the Company or an authorized person and paid challan of applicable fee amounting to Rs. 5000/- addressed to D AT&ER , HQ CAA, Karachi at least 45 days before its expiry.

b) Failing above, the Certificate-holder, in addition to normal renewal fee, shall pay a surcharge amounting to Rs.1000/- per month.

c) No application for renewal of Certificate shall be entertained after expiry of the Certificate unless approval/extension is otherwise granted by the Authority (D. AT&ER). The Certificate-holder shall have no right to continue the privileges of the Certificate unless he justifies such delay to the satisfaction of the Authority (D AT& ER). In such delayed cases, the Certificate may be processed for renewal subject to imposition of a late surcharge as prescribed. The Authority, meanwhile, may grant an extension in the validity of the “Certificate of Shipper” for exercising the privileges upto a period not exceeding 60 days in exceptional circumstances to accommodate him.

14.3.2 The Certificate shall stand cancelled / revoked automatically, if the agent does not apply for its further renewal for a year after its date of expiry.

14.4 ISSUANCE OF DUPLICATE SHIPPER’S CERTIFICATE:

14.4.1 Where the holder of a Shipper certificate has lost his Certificate, an authorized person shall be required to apply to the Authority (D. AT&ER, HQCAA) on the prescribed Form for issuance of a duplicate certificate along with the following documents:

a) Attested copies of the FIR lodged with the concerned police station regarding loss of Shipper Certificate;

b) Copies of advertisement in this regard, published in two leading newspapers,

c) Prescribed Fee Voucher (non-refundable);

Note 1: - The application shall be filed in case the police does not recover certificate or no
response is received within 30 days of the lodging of FIR or issuance of the Press Notices.

Note 2: - In case the certificate is tempered or mutilated and rendered unusable, the applicant shall be required to apply to the Authority (D. AT&ER, HQCAA) on prescribed application Form along with prescribed fee and previous licence for issue of duplicate licence.

14.5 SHIPPER CERTIFICATE FEE /CHARGES:

14.5.1 Following fees shall be charged for issuance and renewal of Shipper Certificate:

a) Processing Fee : Rupees 5,000/-
b) Issuance Fee: Rupees 5,000/-
c) Renewal Fee: Rupees 5,000/-
d) Security Deposit (Refundable): Rupees 10,000/-
e) Duplicate Certificate issuance Fee: Rupees 5,000/-

Note: - The Authority may review the above fees as and when circumstance, like expenses so demand or directed by the Federal Government.

14.6 PUNITIVE ACTIONS UPON SUBMISSION OF INCORRECT INFORMATION AND/OR CONCEALMENT OF INFORMATION BY SHIPPER:

14.6.1 The Shipper Certificate holder of the Authority, its company & personnel; and the applicant for Shipper Certificate requesting for registration with the Authority, shall be:

a) responsible for the authenticity of the information provided;
b) held responsible/liable for concealment of any information if known later; and/or
c) subjected to punitive action upon submission of incorrect information, if so found.

14.6.2 The penalties in case of the above stated act shall be as under:

a) Imposition of financial penalty up to Rupees 100,000/- per occurrence;
b) Forfeiture of Security Deposit;
c) Cancellation of Registration; and/or
d) Any other action as per law.
Chapter 15

REQUIREMENT OF NO OBJECTION CERTIFICATE (NOC) FOR CARRIAGE OF DANGEROUS GOODS BY AIR

15.1 REQUIREMENT OF NOC:

15.1.1 Dangerous goods shall not be transported by air unless “No Objection Certificate” has been obtained from the Authority.

15.1.2 Registered DGHA’s/Shippers shall submit an application for issuance of NOC for the “Transport of Dangerous Goods by Air” to the Authority (D. AT&ER) in accordance with the provisions prescribed hereunder.

15.2 APPLICATION FOR OBTAINING NOC FOR TRANSPORT OF DANGEROUS GOODS BY AIR:

15.2.1 Following are the requirements for obtaining “NOC” from the Authority:

   a) Completion of Form CAAF-015-ATNR-1.0;
   b) Covering letter on Company’s letter-head;
   c) Copy of Airway bill;
   d) Shipper’s/Consignor’s declaration that the dangerous goods are not forbidden for Transportation by Air and are in compliance with the provisions of these Operating Regulations and Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO DOC 9284) as amended from time to time; and
   e) A declaration on the letter-head of the company duly signed and stamped by the CEO of the company that NOC has been issued if applicable, from Pakistan Nuclear Regulatory Authority (PNRA) for radioactive material. Certified true copy must be attached.

   Note:- The form CAAF -015-ATNR is available on CAA website www.caapakistann.com.pk/. The Form shall be properly filled and signed by an authorized person of the Company.

15.3 ISSUANCE OF THE NOC BY THE AUTHORITY:

15.3.1 The NOC on CAA Form CAAF-016-ATNR-1.0 will be issued to the DGHA/Shipper. The DGHA – the Handling Agent shall be entirely responsible for the authenticity of the details submitted for the issuance of NOC and would be liable for penalties under CARs- 94, these Regulations and relevant ANOs.

SECTION – IV

SAFETY PROGRAMME INCLUDING COMPLIANCE AND ENFORCEMENT
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Chapter 1

DEFINITIONS

1.1 DEFINITIONS:

1.1.1 The definitions/meanings of the terms used in this section have been prescribed in Section – I of these Operating Regulations.
Chapter 2

APPLICABILITY

2.1 The Regulations contained in this Section, in addition to Section I, II & III, shall be applicable to:

2.1.1 Safety management functions related to, or in direct support of, the safe operation of aircraft in air cargo operations i.e.

a) All Aerodrome Operators;
b) All Aircraft Operators;
c) Ground Handling Agents, Cargo/Mail/Dangerous Goods Handling Agents / Shippers / Packers duly registered with the Authority; and
d) The Authority.

Note 1:- Safety management provisions for the Authority are contained in Chapter 3 of this Section and relate to its Safety Programme.

Note 2:- Safety management provisions for specified aviation service providers and operators are in Chapter 4 of this Section and relate to safety management systems (SMSs). Supplementary safety management provisions specific to individual service providers or operators are contained in relevant Rules, Regulations, ANO’s and Safety Directives.
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Chapter 3

SAFETY MANAGEMENT RESPONSIBILITIES OF THE AUTHORITY

Note 1:- This chapter outlines the safety management responsibilities of the Authority (State), through compliance with SARPs, the conduct of its own safety management functions and the surveillance of SMSs implemented in accordance with the provisions contained in these Operating Regulations.

Note 2:- Safety management system provisions pertaining to specific types of aviation activities are addressed in the relevant documents.

Note 3:- Basic safety management principles applicable to the medical assessment process of licence holders are contained in Annex 1. Guidance is available in the Manual of Civil Aviation Medicine (Doc 8984).

3.1 STATE SAFETY PROGRAMME (SSP):

3.1.1 The Authority shall establish SSP for the management of safety in Pakistan, in order to achieve an acceptable level of safety performance in civil aviation. The SSP shall include the following components:

   a) Safety policy and objectives;
    
   b) Safety risk management;
    
   c) Safety assurance; and
    
   d) Safety promotion.

Note 1:- The SSP established by the Authority should commensurate with the size and the complexity of its aviation activities.

Note 2:- A framework for the implementation and maintenance of an SSP is contained in Attachment-D, and guidance on a State Safety Programme is contained in the Safety Management Manual (SMM) (Doc 9859).

3.1.2 The acceptable level of safety performance to be achieved shall be established by the Authority.

Note:- Guidance on defining an acceptable level of safety performance is contained in the Safety Management Manual (SMM) (Doc 9859).

3.1.3 As part of its SSP, the Authority shall require that the following service providers under its authority implement an SMS:

   a) approved training organizations in accordance with Annex 1 & CARs-1994 that are exposed to safety risks related to aircraft operations during the provision of their services;
    
   b) operators of aeroplanes or helicopters authorized to conduct national and international commercial air transport, in accordance with Annex 6, Part I or Part III, Section II, respectively and CARS-1994;

Note:- When maintenance activities are not conducted by an approved maintenance organization in accordance with ICAO Annex 6, Part I, 8.7, but under an equivalent system
as in ICAO Annex 6, Part I, 8.1.2, or Part III, Section II, 6.1.2, they are included in the scope of the operator’s SMS.

c) approved maintenance organizations providing services to operators of aeroplanes or helicopters engaged in international commercial air transport, in accordance with ICAO Annex 6, Part I or Part III, Section II, respectively;

d) organizations responsible for the type design or manufacture of aircraft, in accordance with ICAO Annex 8;

e) air traffic services (ATS) providers in accordance with ICAO Annex 11 & CARs-1994; and

**Note:** - The provision of AIS, CNS, MET and/or SAR services, when under the authority of an ATS provider, are included in the scope of the ATS provider’s SMS. When the provision of AIS, CNS, MET and/or SAR services are wholly or partially provided by an entity other than an ATS provider, the related services that come under the authority of the ATS provider, or those aspects of the services with direct operational implications, are included in the scope of the ATS provider’s SMS.

f) operators of certified aerodromes in accordance with Annex 14 & CARs-1994.

3.1.4 As part of its SSP, the Authority shall require that national and international general aviation operators of large or turbojet aeroplanes in accordance with Annex 6, Part II, Section 3 & CARs-1994, implement an SMS.

**Note:** - International general aviation operators are not considered to be service providers in the context of these Regulations.

### 3.2 STATE SAFETY OVERSIGHT:

#### 3.2.1

The Authority shall establish and implement a safety oversight system in accordance with Appendix-6.

**Note:** - Please see Chapter 6 of this Section for the Authority’s safety oversight system.
Chapter 4

SAFETY MANAGEMENT SYSTEM (SMS) OF OPERATORS AND SERVICE PROVIDERS

Note 1: Guidance on implementation of an SMS is contained in the Safety Management Manual (SMM) (Doc 9859).

Note 2: The term “service provider” refers to those organizations listed in Chapter 3, Para 3.1.3 of this Section.

4.1 GENERAL:

4.1.1 Except as required in Para 4.2, the SMS of a service provider shall:
   a) be established in accordance with the framework elements contained in Appendix-7; and
   b) be commensurate with the size of the service provider and the complexity of its aviation products or services.

4.1.2 Approved Training Organization (ATO), which is exposed to safety risks related to aircraft operations during the provision of its services, shall establish, a SMS in accordance with the applicable CARS-1994, Operating Regulations and ANOs (Annex 1 to the Chicago Convention) which is acceptable to the Authority.

4.1.3 Certified operators of aeroplanes or helicopters authorized to conduct commercial air transport, in accordance with CARS-1994; applicable Regulations/ANOs (Annex 6, Part I or Part III, Section II, respectively) shall establish SMS, which is acceptable to the Authority (State of the Operator in case of foreign operator).

   Note:- When maintenance activities are not conducted by an approved maintenance organization in accordance with Annex 6, Part I, 8.7, but under an equivalent system as in Annex 6, Part I, 8.1.2, or Part III, Section II, 6.1.2, they are included in the scope of the operator’s SMS.

4.1.4 Approved maintenance organizations providing services to operators of aeroplanes or helicopters engaged in commercial air transport in accordance with applicable CARS-1994, Operating Regulations/ANOs (Annex 6, Part I or Part III, Section II, respectively) shall establish SMS, which is acceptable to the Authority.

4.1.5 The organizations responsible for the type design of aircraft, in accordance with CARS-1994; applicable Regulations/ANOs (Annex 8), shall establish SMS, which is acceptable to the Authority (i.e the State of Design of the aircraft).

4.1.6 The organizations responsible for the manufacture of aircraft, in accordance with CARS-1994; applicable Regulations/ANOs (Annex 8), shall establish the SMS which is acceptable to the Authority (State of Manufacture of the aircraft).

4.1.7 The ATS providers responsible for the provision of ATS in accordance with CARS-1994, applicable Regulations/ANOs (Annex 11) shall establish SMS which is acceptable to the Authority.

   Note: - The provision of AIS, CNS, MET and/or SAR services, when under the authority of an ATS provider, are included in the scope of the ATS provider’s SMS. When the provision of AIS, CNS, MET and/or SAR services are wholly or partially provided by an entity other than an ATS provider, the related services that come under the authority of the ATS provider,
or those aspects of their services with direct operational implications, are included in the scope of the ATS provider’s SMS.

4.1.8 The operators of the certified aerodromes in accordance with the CARs-1994, Regulations, ANO’s, Aerodrome Standards Manual Pakistan – ASMP (Annex 14), shall establish SMS which is acceptable to the Authority.

4.2 INTERNATIONAL GENERAL AVIATION — AEROPLANES:

Note: Guidance on the implementation of an SMS for general aviation is contained in the Safety Management Manual (SMM) (Doc 9859) and industry codes of practice.

4.2.1 The SMS of an international general aviation operator, conducting operations of large or turbojet aeroplanes in accordance with CARS-1994; applicable Regulations/ANOs (Annex 6, Part II, Section 3), shall be commensurate with the size and complexity of the operation.

4.2.2 The SMS should as a minimum include:

   a) a process to identify actual and potential safety hazards and assess the associated risks;

   b) a process to develop and implement remedial action necessary to maintain an acceptable level of safety; and

   c) provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities.
Chapter 5

SAFETY DATA COLLECTION, ANALYSIS AND EXCHANGE

Note:- The objective of these specifications is to support safety management activities by collection and analysis of safety data and by a prompt and secure exchange of safety information, as part of the SSP.

5.1 SAFETY DATA COLLECTION REPORTING SYSTEMS:

5.1.1 The Aerodrome/Aircraft operators, ATS/CNS providers and their associated elements shall record, report (to the Authority) and maintain the records of accidents, incidents, occurrences, actual and potential safety deficiencies. The IOU reports shall be prepared and transmitted in a manner so as to ensure that it contains all such safety information. It shall be assured that Safety Investigation Board (SIB); Airworthiness, Flight Standards, Air Transport & Economic Regulations, Security and Airspace & Aerodrome Regulations Directorates as well as Aero Medical Branch of Regulatory Division of the Authority are included in the addressees.

5.1.2 The Aerodrome/Aircraft operators, ATS/CNS providers shall establish a voluntary incident reporting system to facilitate collection of information on actual or potential safety deficiencies that may not be captured by the mandatory incident reporting system as defined in above Para 5.1.1.

5.1.3 Subject to Para 5.3.1, the Authority (its Regulatory Division and SIB) shall have access to appropriate information available in the incident reporting systems referenced in Para 5.1.1 and Para 5.1.2 to support its safety responsibilities.

Note:- The Aerodrome/Aircraft operators, ATS/CNS providers may establish other safety data collection and processing systems to collect safety information that may not be captured by the incident reporting systems mentioned in Para 5.1.1 and Para 5.1.2 above.

5.2 SAFETY DATA ANALYSIS:

5.2.1 The Authority shall establish and maintain a safety database to facilitate the effective analysis of information on actual or potential safety deficiencies obtained, including that from its incident reporting systems, and to determine any actions required for the enhancement of safety.

Note: - The term “safety database” may refer to a single or multiple database(s) and may include the accident and incident database. Provisions on an accident and incident database are included in Annex 13 — Aircraft Accident and Incident Investigation. Additional guidance on a safety database is also included in the Safety Management Manual (SMM) (Doc 9859).

5.2.2 The Authority should, following the identification of preventive actions required to address actual or potential safety deficiencies, ensure the implementation of these actions and effectiveness of the responses through its safety programme.

Note:- Additional information on which to base preventive actions may be contained in the Final Reports on investigated accidents and incidents.

5.2.3 The database systems should use standardized formats to facilitate data exchange.

Note:- The Aerodrome/Aircraft operators, ATS/CNS providers should preferably use an ADREP-compatible system.
5.3 SAFETY DATA PROTECTION:

Note: - Attachment-E contains legal guidance for the protection of information from safety data collection and processing systems.

5.3.1 A voluntary incident reporting system shall be non-punitive and afford protection to the sources of the information.

Note 1: - A non-punitive environment is fundamental to voluntary reporting.

Note 2: - The Authority should encourage the operators and service providers to facilitate and promote the voluntary reporting of events that could affect aviation safety by adjusting its applicable regulations and policies, as necessary.

Note 3: - Guidance related to both mandatory and voluntary incident reporting systems is contained in the Safety Management Manual (SMM) (Doc 9859).

5.3.2 The Authority should not make available or use safety data referenced in Para 5.1 or Para 5.2 for other than safety-related purposes, unless exceptionally, an appropriate authority determines in accordance with the national legislation, the value of its disclosure or use in any particular instance, outweighs the adverse impact such action may have on aviation safety.

5.4 SAFETY INFORMATION EXCHANGE:

5.4.1 If the Authority, in the analysis of the information contained in its database, identifies safety matters considered to be of interest to other States, the Authority should forward such safety information to them as soon as possible.

5.4.2 The Aerodrome/Aircraft operators, ATS/CNS providers and other associated aviation service providers should establish safety information sharing networks among themselves in order to facilitate the free exchange of information on actual and potential safety deficiencies.

Note: - Standardized definitions, classifications and formats are needed to facilitate data exchange. Guidance material on the specifications for such information-sharing networks is available from ICAO.
Chapter 6

SAFETY OVERSIGHT BY THE AUTHORITY
AIR CARGO OPERATIONS

6.1 GENERAL:

6.1.1 The Authority shall ensure that Aerodrome/Aircraft Operators, Public/Security Authorities, Air Cargo Operators, Ground Handling Agents, Dangerous Goods Handling Agents/Shippers and other associated individuals/organizations comply with the prescribed Air Cargo Operating Regulations and technical Instructions.

6.1.2 The Authority shall establish an oversight programme to meet the requirements of Annex 19 to the Chicago Convention, relevant provisions of National Aviation Legislation, Air Cargo Regulations and Technical Instructions.

6.1.3 The Authority’s Safety Oversight Programme, in order to monitor and ensure compliance, shall at least include:

a) Annual inspections;

b) Random inspections; and

c) Safety surveys etc.

6.2 ENFORCEMENT PROVISIONS:

6.2.1 The Authority may take administrative action in the form of “WARNING” letter to the Violator(s) when the violation:

a) does not result in significant unsafe condition;

b) is not caused by incompetence or lack of required qualification on the part of Cargo Shipper/Packer/Handler/Agent/Operator;

c) is not deliberately caused;

d) the attitude of the Cargo Shipper/Packer/Handler/Agent/Operator is constructive and positive towards compliance with the regulation; and

e) there is no history of such violation by him.

6.2.2 Formal legal enforcement action may be warranted to prevent future violations of the regulations. Such action may include the issuance of cease-and-desist orders injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the licence. Legal enforcement actions shall be pursuant to appropriate statutory provisions prescribed in CARs 1994, Operating Regulations, ANO’s and Safety Directives.

6.2.3 The Authority, while determining the appropriate type and measure of sanction/penalty to be applied, should consider the following factors:

a) The nature of the violation;

b) Whether it was deliberate or inadvertently caused;

c) The potential or actual hazard to safety created by the violation;
d) The Cargo Shipper/Packer/Handler/Agent/Operator’s level of responsibility;

e) Records of previous violations;

f) Cargo Shipper/Packer/Handler/Agent/Operator’s attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; and

g) The impact of the proposed sanction on the violator and its value as a deterrent to other operators in similar situations.

6.2.4 Since the public interest and cargo operation safety is the fundamental objective of cargo operations regulations, recourse to the imposition of sanctions may be warranted only after all other means of resolving safety violations have failed to ensure compliance.

6.2.5 The Authority may consider “Suspension of Licence/Certificate if:

a) it is in the prime interest of safety of cargo operations;

b) all other means for timely correction of the unsafe condition or ensuring safe cargo operations have not yielded the required results;

c) the technical proficiency or qualifications of the Cargo Shipper / Packer / Handler / Agent / Operator’s to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;

d) the Cargo Shipper/Packer/Handler/Agent/Operator resists or is unwilling to take action to correct or mitigate the condition affecting cargo operation safety; or

e) the Cargo Shipper/Packer/Handler/Agent/Operator wilfully fails to perform an already agreed upon corrective action and suspension of the Licence/Certificate is the last resort to avoid unsafe cargo operations; and

f) the Cargo Shipper/Packer/Handler/Agent/Operator’s Safety Management System is found to be inadequate.

6.2.6 Revocation of Licence/Certificate may be warranted if the Aerodrome/Aircraft Operator, Ground Handling Agent, Dangerous Goods Handling Agent/Shipper and Packer etc.:

a) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;

b) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing cargo operations safety; or

c) has made it convincingly clear that the continued cargo operation will be detrimental to the public interest; and

d) has been reported by another Contracting State of the repeated violation(s).
SECTION – V

IMPLEMENTATION AND AMENDMENTS
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Chapter 1

1.1 IMPLEMENTATION:

1.1.1 These Operating Regulations shall come into force on 31st August, 2015.


1.2 AMENDMENT / VARIATION:
As and when required, amendment/variation of these Operating Regulations may be authorized by Director General CAA.

1.3 ISSUANCE OF AIR NAVIGATION ORDERS:
If deemed appropriate, further details may be issued through Air Navigation Orders with the approval of Director General CAA.

Dated: - 26 August, 2015

(AMJAD ALI TOOR)
Director General,
Pakistan Civil Aviation Authority

Dated: 26 August, 2015
(MUHAMMAD SALEEM ATHAR)
Director Airspace & Aerodrome Regulations

File No. HQCAA/1106/017/ARXX
APPENDICES
# CARGO MANIFEST

Operator: 

Marks of Nationality and Registration*: Flight No.: Date: 

Point of lading: Point of unlading:  
(Place) (Place)

<table>
<thead>
<tr>
<th>Air Waybill Number</th>
<th>Number of packages</th>
<th>Nature of goods*</th>
<th>For use by operator only</th>
<th>For official use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

31/08/2015 APP-1-1 CARG-001-ARXX-1.0
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APPENDIX – “2”

**SHIPPER’S DECLARATION FOR DANGEROUS GOODS (SAMPLE)**

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Advance Chemical Co, Sharah-e-Faisal, Karachi, Pakistan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignee</td>
<td>ABC Co. Ltd. 1000 High Street, Athens, Greece</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air Waybill No.</th>
<th>800 1234 5678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1 of 1 pages</td>
<td>Shipper’s Reference Number 1213/A12 (optional)</td>
</tr>
</tbody>
</table>

**TRANSPORT DETAILS**

- **Airport of Departure**: JIAP, Karachi (delete non-applicable)
- **Airport of Destination**: Athens
- **Shipments type**: (delete non-applicable)

<table>
<thead>
<tr>
<th>NON RADIOACTIVE</th>
<th>RADIOACTIVE</th>
</tr>
</thead>
</table>

**NATURE AND QUANTITY OF DANGEROUS GOODS**

- UN Number or Identification Number, proper shipping name, Class or Division (subsidary risk), packing group (if required), and all other required information.
- UN 3328, Radioactive material, Type B(U) package, fissile, 7 U-235, (UO₂), solid, 1 Type B(U) package x3,4GBq I-White, CSI=1
- Type B package design approval certificate B/30/B(U)F
- Fissile material package shipment approval certificate B/30/B(U)F/T attached,

**Additional Handling information**

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled / placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met. Name / Title of Signatory: Dantshwar, Shipping Manager Placed and Date: Karachi, 15 June. 2009 Signature: (see warning above)
INTENTIONALLY LEFT BLANK
SPECIAL LOAD – NOTIFICATION TO CAPTAIN (Manually completed)

<table>
<thead>
<tr>
<th>Station of Loading</th>
<th>Air Waybill Number</th>
<th>Proper Shipping Name</th>
<th>Class or Division for Class I Compat Grp.</th>
<th>UN or ID Number</th>
<th>Sub Risk</th>
<th>Number of Packages</th>
<th>Net Quantity or Transport Ind. Per Package</th>
<th>Radioactive Mat. Categ.</th>
<th>Packing Group</th>
<th>Code (see reverse)</th>
<th>CAD (X)</th>
<th>Loaded</th>
<th>ERG Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>COG 1234567</td>
<td>Methyl Acetate</td>
<td>3</td>
<td>UN231</td>
<td>-</td>
<td>10</td>
<td>14 L</td>
<td>-</td>
<td>II</td>
<td>RFL</td>
<td>X AA201</td>
<td>A</td>
<td>3H</td>
<td>COG</td>
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<tr>
<td>COG 1234567</td>
<td>Selenium Oxychloride</td>
<td>8</td>
<td>UN2879</td>
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<td>4</td>
<td>0.5 L</td>
<td>-</td>
<td>I</td>
<td>RCM</td>
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<td>23</td>
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<td>COG</td>
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<td>UN295</td>
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<td>III</td>
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<td>RRY</td>
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<td>7L</td>
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<td>COG</td>
</tr>
<tr>
<td>COG 1234567</td>
<td>Consumer Commodities</td>
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<td>ID8000</td>
<td>-</td>
<td>50</td>
<td>2.5 kg</td>
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<td>-</td>
<td>RMD</td>
<td>023AN</td>
<td>11R</td>
<td>9L</td>
<td>COG</td>
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</table>

There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the aircraft.

Other Special Load

<table>
<thead>
<tr>
<th>State of Unload</th>
<th>Air Waybill Number</th>
<th>Contents and Description</th>
<th>Number of Packages</th>
<th>Quantity</th>
<th>Supplementary Information</th>
<th>Code (see reverse)</th>
<th>Loaded</th>
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<tbody>
<tr>
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</tbody>
</table>

Loading Supervisor’s Signature | Captain’s Signature | Other Information

* This sentence must be shown on the NOTOC. The location is left to the discretion of the Operator.

Examples of the relevant part of the shipper’s Declaration and how this information appears on a computerized NOTOC follow on the next pages.
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### APPENDIX – “4”

**Minimum Requirements for Training Curricula**

<table>
<thead>
<tr>
<th>Aspects of transport of dangerous goods by air, with which they should be familiar, as a minimum</th>
<th>Shippers and packers</th>
<th>Freight forwarders</th>
<th>Operators and ground handling agents</th>
<th>Security screeners</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>General philosophy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Limitations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>General requirements for shippers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>X</td>
<td>X</td>
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<tr>
<td>List of dangerous goods</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Packing requirements</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Labelling and marking</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dangerous goods transport document and other relevant documentation</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Acceptance Procedures</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Recognition of Undeclared Dangerous goods</td>
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<tr>
<td>Storage and loading procedures</td>
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<td>Pilots’ notification</td>
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<td>Emergency procedures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Key**

1. Shippers and persons undertaking the responsibilities of shippers
2. Packers
3. Staff of freight forwarders involved in processing dangerous goods
4. Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)
5. Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores
6. Operator’s and ground handling agent’s staff accepting dangerous goods
7. Operator’s and ground handling agent’s staff accepting cargo, mail or stores (other than dangerous goods)
8. Operator’s and ground handling agent’s staff involved in the handling, storage and loading of cargo, mail or stores and baggage
9. Passenger-handling staff
10. Flight crew members and load planners
11. Crew members (other than flight crew members)
12. Security staff who are involved with the screening of passengers and their baggage and cargo, mail or stores, e.g. security screeners, their supervisors and staff involved in implementing security procedures

**Note:** Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in the table
## APPENDIX – “5”

### TRAINING COURSES FOR OPERATORS

**NOT CARRYING DANGEROUS GOODS AS CARGO**

<table>
<thead>
<tr>
<th>Contents</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
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<td>X</td>
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</tr>
<tr>
<td>Labelling and marking</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Dangerous goods transport document and other relevant documents</td>
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<tr>
<td>Recognition of undeclared dangerous goods</td>
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<tr>
<td>Provisions for passengers and crew</td>
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<tr>
<td>Emergency procedures</td>
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### Key

7. Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)

8. Operators and ground handling agent's staff involved in the handling, storage and loading of cargo, mail or stores (other than dangerous goods) and baggage.

9. Passenger handling staff

10. Flight crew members and load planners,

11. Crew members (other than flight crew members)

### Note 1:
Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in Appendix-4 and Appendix-5. For example, in respect of classification, staff involved in implementing security procedures (e.g. screeners and their supervisors) need only be trained in the general properties of dangerous goods.

### Note 2:
The categories of personnel identified in Appendix-4 and Appendix-5 are not all Encompassing. Personnel employed by or interacting with the aviation industry in areas such as passenger and cargo reservation centres, and engineering and maintenance, except when acting in a capacity identified in Appendix-4 and Appendix-5, should be provided with dangerous goods training in accordance with Chapter 10 Para 10.5 of Section-III (Para 4.2 of Part 1, Chapter 4 of Technical Instructions)
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APPENDIX – “6”

STATE SAFETY OVERSIGHT SYSTEM

(See Section IV, Chapter 3, Para 3.2)

Note 1:- Guidance on the critical elements of a system that enables a State to discharge its responsibility for safety oversight is contained in the Safety Oversight Manual, Part A, The Establishment and Management of a State’s Safety Oversight System (Doc 9734).

Note 2:- The term “relevant authorities or agencies” are used in a generic sense to include all authorities with aviation safety oversight responsibility which may be established by the State as separate entities, such as: Civil Aviation Authorities, Airport Authorities, ATS Authorities, Accident Investigation Authority, and Meteorological Authority.

Note 3:- See Appendix 5 to Annex 6, Part I, and Appendix 1 to Annex 6, Part III, for provisions specific to the safety oversight of air operators.

Note 4:- Within the context of this appendix the term “service provider” refers to those organizations listed in Section IV, Chapter 3, Para 3.1.3.

1 Primary aviation legislation

1.1 The State shall promulgate a comprehensive and effective aviation law, consistent with the size and complexity of the State’s aviation activity and with the requirements contained in the Convention on International Civil Aviation that enables the State to regulate civil aviation and enforce regulations through the relevant authorities or agencies established for that purpose.

1.2 The aviation law shall provide personnel performing safety oversight functions access to the aircraft, operations, facilities, personnel and associated records, as applicable, of service providers.

2 Specific operating regulations

2.1 The State shall promulgate regulations to address, at a minimum, national requirements emanating from the primary aviation legislation, for standardized operational procedures, products, services, equipment and infrastructures in conformity with the Annexes to the Convention on International Civil Aviation.

Note:- The term “regulations” is used in a generic sense and includes but is not limited to instructions, rules, edicts, directives, sets of laws, requirements, policies and orders.

3 State system and functions

3.1 The State shall establish relevant authorities or agencies, as appropriate, supported by sufficient and qualified personnel and provided with adequate financial resources. Each State authority or agency shall have stated safety functions and objectives to fulfil its safety management responsibilities.

3.2 Recommendation.— The State should take necessary measures, such as remuneration and conditions of service, to ensure that qualified personnel performing safety oversight functions are recruited and retained.

3.3 The State shall ensure that personnel performing safety oversight functions are provided with guidance that addresses ethics, personal conduct and the avoidance of actual or perceived conflicts of interest in the performance of official duties.
3.4 **Recommendation.**— The State should use a methodology to determine its staffing requirements for personnel performing safety oversight functions, taking into account the size and complexity of the aviation activities in that State.

*Note:* In addition, Appendix 5 to Annex 6, Part I, and Appendix 1 to Annex 6, Part III, require the State of the Operator to use such a methodology to determine its inspector staffing requirements. Inspectors are a subset of personnel performing safety oversight functions.

4 **Qualified technical personnel**

4.1 The State shall establish minimum qualification requirements for the technical personnel performing safety oversight functions and provide for appropriate initial and recurrent training to maintain and enhance their competence at the desired level.

4.2 The State shall implement a system for the maintenance of training records.

5 **Technical guidance, tools and provision of safety-critical information**

5.1 The State shall provide appropriate facilities, comprehensive and up-to-date technical guidance material and procedures, safety-critical information, tools and equipment, and transportation means, as applicable, to the technical personnel to enable them to perform their safety oversight functions effectively and in accordance with established procedures in a standardized manner.

5.2 The State shall provide technical guidance to the aviation industry on the implementation of relevant regulations.

6 **Licensing, certification, authorization and/or approval obligations**

6.1 The State shall implement documented processes and procedures to ensure that personnel and organizations performing an aviation activity meet the established requirements before they are allowed to exercise the privileges of a licence, certificate, authorization and/or approval to conduct the relevant aviation activity.

7 **Surveillance obligations**

7.1 The State shall implement documented surveillance processes, by defining and planning inspections, audits, and monitoring activities on a continuous basis, to proactively assure that aviation licence, certificate, authorization and/or approval holders continue to meet the established requirements. This includes the surveillance of personnel designated by the Authority to perform safety oversight functions on its behalf.

8 **Resolution of safety issues**

8.1 The State shall use a documented process to take appropriate corrective actions, up to and including enforcement measures, to resolve identified safety issues.

8.2 The State shall ensure that identified safety issues are resolved in a timely manner through a system which monitors and records progress, including actions taken by service providers in resolving such issues.
APPENDIX – “7”

FRAMEWORK FOR A SAFETY MANAGEMENT SYSTEM (SMS)

(See Section IV, Chapter 4, Para 4.1.1)

**Note 1**: Guidance on the implementation of the framework for an SMS is contained in the Safety Management Manual (SMM) (Doc 9859).

**Note 2**: Within the context of this appendix, the term “service provider” refers to those organizations listed in Section IV, Chapter 3, Para 3.1.3.

This appendix specifies the framework for the implementation and maintenance of an SMS. The framework comprises four components and twelve elements as the minimum requirements for SMS implementation:

1. **Safety policy and objectives**
   - Management commitment and responsibility
   - Safety accountabilities
   - Appointment of key safety personnel
   - Coordination of emergency response planning
   - SMS documentation

2. **Safety risk management**
   - Hazard identification
   - Safety risk assessment and mitigation

3. **Safety assurance**
   - Safety performance monitoring and measurement
   - The management of change
   - Continuous improvement of the SMS

4. **Safety promotion**
   - Training and education
   - Safety communication

1. **Safety policy and objectives**

   1.1 **Management commitment and responsibility**

   1.1.1 The service provider shall define its safety policy in accordance with international and national requirements. The safety policy shall:

   a) reflect organizational commitment regarding safety;

   b) include a clear statement about the provision of the necessary resources for the implementation of the safety policy;

   c) include safety reporting procedures;

   d) clearly indicate which types of behaviours are unacceptable related to the service provider’s aviation activities and include the circumstances under which disciplinary action would not apply;

   e) be signed by the accountable executive of the organization;

   f) be communicated, with visible endorsement, throughout the organization; and
g) be periodically reviewed to ensure it remains relevant and appropriate to the service provider.

1.2 Safety accountabilities The service provider shall:

1.2.1 identify the accountable executive who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the SMS;

1.2.2 clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management;

1.2.3 identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS;

1.2.4 document and communicate safety responsibilities, accountabilities and authorities throughout the organization; and

1.2.5 define the levels of management with authority to make decisions regarding safety risk tolerability.

1.3 Appointment of key safety personnel

1.3.1 The service provider shall appoint a safety manager who is responsible for the implementation and maintenance of an effective SMS.

1.4 Coordination of emergency response planning

1.4.1 The service provider shall ensure that an emergency response plan is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its products and services.

1.5 SMS documentation

1.5.1 The service provider shall develop an SMS implementation plan, formally endorsed by the organization that defines the organization’s approach to the management of safety in a manner that meets the organization’s safety objectives.

1.5.2 The service provider shall develop and maintain SMS documentation that describes its:

   a) safety policy and objectives;

   b) SMS requirements;

   c) SMS processes and procedures;

   d) accountabilities, responsibilities and authorities for SMS processes and procedures; and

   e) SMS outputs.

1.5.3 The service provider shall develop and maintain an SMS manual as part of its SMS documentation.

2 Safety risk management

2.1 Hazard identification

2.1.1 The service provider shall develop and maintain a process that ensures that hazards associated with its aviation products or services are identified.

2.1.2 Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.
2.2 Safety risk assessment and mitigation

2.2.1 The service provider shall develop and maintain a process that ensures analysis, assessment and control of the safety risks associated with identified hazards.

3 Safety assurance

3.1 Safety performance monitoring and measurement

3.1.1 The service provider shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls.

3.1.2 The service provider’s safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

3.2 The management of change

3.2.1 The service provider shall develop and maintain a process to identify changes which may affect the level of safety risk associated with its aviation products or services and to identify and manage the safety risks that may arise from those changes.

3.3 Continuous improvement of the SMS

3.3.1 The service provider shall monitor and assess the effectiveness of its SMS processes to enable continuous improvement of the overall performance of the SMS.

4 Safety promotion

4.1 Training and education

4.1.1 The service provider shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform their SMS duties.

4.1.2 The scope of the safety training programme shall be appropriate to each individual’s involvement in the SMS.

4.2 Safety communication

4.2.1 The service provider shall develop and maintain a formal means for safety communication that:

a) ensures personnel are aware of the SMS to a degree commensurate with their positions;

b) conveys safety-critical information;

c) explains why particular safety actions are taken; and

d) explains why safety procedures are introduced or changed.
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APPENDIX – “8”

DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin. Never accept or refuse a shipment before all items have been checked. Is the following information correct for each entry?

SHIPPERS DECLARATION OF DANGEROUS GOODS (DGD)

1. Two copies in English and in the IATA format [8.1.1, 8.1.2]________________________ YES NO N/A
2. Full name and address of Shipper [8.1.6.1]________________________________________ YES NO N/A
3. Full name and address of Consignee [8.1.6.2]________________________________________ YES NO N/A
4. Name and Telephone Number of a responsible person for Division 6.2 infectious Substance shipment [8.1.6.2]________________________ YES NO N/A
5. If the Air Waybill number is not shown, enter it. [8.1.6.3]________________________ YES NO N/A
6. The number of pages shown [8.1.6.4]________________________ YES NO N/A
7. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7]________________________ YES NO N/A
8. The non-applicable Aircraft Type deleted [8.1.6.5]________________________ YES NO N/A
9. The word ‘Radioactive’ deleted [8.1.6.8]________________________ YES NO N/A

Identification

Note: Alternative sequence acceptable 8.1.6.9.1(b).
10. UN or ID Number, preceded by prefix [8.1.6.9.1(a), Step 1a]________________________ YES NO N/A
11. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1(a), Step 2a]________________________ YES NO N/A
12. Class or Division, and for Class 1, the Compatibility Group. [8.1.6.9.1(a), Step 3a]________________________ YES NO N/A
13. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1(a), Step 3a]________________________ YES NO N/A
14. Packing Group [8.1.6.9.1(a), Step 4a]________________________ YES NO N/A

Quantity and Type of Packing

15. Number and Type of Packages [8.1.6.9.2, Step 5]________________________ YES NO N/A
16. Quantity and unit of measure (net or gross, as applicable) per package [8.1.6.9.2, Step 5]________________________ YES NO N/A
17. When different dangerous goods are packed in one outer packaging, the following rules are complied with:
   — Compatible according to Table 9.3.A. (note exception for chemical kits / first aid kits)
   — See Packing Instructions 915 and Y915
   — UN packages containing Division 6.2 [5.0.2.11(c)]________________________ YES NO N/A
   — All packed in one (type of packaging)* [8.1.6.9.2, Step 5(e)]________________________ YES NO N/A
   — Calculation of “Q” value must not exceed 1 [5.0.2.11; 5.0.3.2; 8.1.6.9.2, Step 5(f)]________________________ YES NO N/A
18. Overpack
   — Indication “Overpack used” [8.1.6.9.2, Step 6]________________________ YES NO N/A
   — Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3]________________________ YES NO N/A

Packing Instructions

19. Packing Instruction Number [8.1.6.9.3, Step 7]________________________ YES NO N/A

Authorizations

20. Indication of "Limited Quantity" or "Lqd. Qty." if "Y" packing instruction used [8.1.6.9.4, Step 8]________________________ YES NO N/A
21. The Special Provision Number if A1, A2, A51, A81 or A109 [8.1.6.9.4, Step 8]________________________ YES NO N/A
22. Indication that governmental authorization is attached including a copy in English [8.1.6.9.4, Step 8]________________________ YES NO N/A
23. Additional approvals for other items under [8.1.6.9.4, Step 8]________________________ YES NO N/A

Additional Handling Information

24. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof [8.1.6.11.1 and 8.1.6.11.2]________________________ YES NO N/A
25. The air transport statement included or added following Certification Statement [8.1.6.12]________________________ YES NO N/A
26. Name and Title of Signatory, Place and Date indicated [8.1.6.13 and 8.1.6.14]________________________ YES NO N/A
27. Signature of Shipper [8.1.6.15]________________________ YES NO N/A
### OPERATING REGULATIONS – AIR CARGO OPERATIONS

28. Amendment or alteration signed by Shipper [8.1.2.6] ____________________________

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<tr>
<th>YES</th>
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### AIR WAY BILL

29. The Handling Information box shows: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]

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30. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]

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31. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]

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### PACKAGE(S) AND OVERPACKS

32. Packaging conforms with packing instruction and is free from damage or leakage [9.1.1.3]

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33. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.1.3]

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### Markings

34. Specification Packaging, marked according to 6.0.4 and 6.0.5:

- Symbol and Specification Code ____________________________

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- X, Y or Z, agreed with Packing Group / Packing Instruction ____________________________

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- Gross Weight within limits (Solids or Inner Packagings) ____________________________

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- Infectious substance package marking [6.0.6] ____________________________

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35. The Proper Shipping Name(s) including technical name where required, and the UN or ID Number(s) [7.1.5.1(a)]

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36. The full name(s) and Address(es) of Shipper and Consignee [7.1.5.1(b)]

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37. the Net Quantity of Explosives and Gross Weight of the package for Class 1 items [7.1.5.1(c)]

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38. Classes 2 to 6, 8 & Carbon Dioxide, Solid (Dry Ice), the net quantity or gross weight as applicable marked on the packages [7.1.5.1(d) and (e)]

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39. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.5.1(f)]

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40. The Special Marking requirements shown for Packing Instruction 202 [7.1.5.1(g)]

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41. Limited Quantity packagings marked: "LIMITED QUANTITY" or "LTD. QTY." [7.1.5.3]

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42. Salvage Packagings marked: "Salvage" [7.1.5.4] ____________________________

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### Labelling

43. The label(s) identifying the Primary risk, affixed to each package, as per 4.2, Column E [7.2.3.2; 7.2.3.3(b)]

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44. The label(s) identifying the Subsidiary risk next to Primary risk label(s), as per 4.2, Column E [7.2.3.2; 7.2.3.3(b)]

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45. Cargo Aircraft Only label, on the same surface near the Hazard label(s) [7.2.4.2; 7.2.6.3]

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46. Orientation* labels affixed [7.2.4.4] ____________________________

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47. "Magnetized Material" label affixed [4.2, Column E, 7.2.3.10 and 7.2.4.1] ____________________________

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48. "Cryogenic Liquid" labels affixed [7.2.4.3] ____________________________

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49. "Keep Away From Heat" label affixed [7.2.4.5] ____________________________

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50. All above labels correctly affixed [7.2.6] and all irrelevant marks and labels removed [7.1.1; 7.2.1] ____________________________

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### For Overpacks

51. Packaging Use markings as required must be clearly visible or reproduced on the outside of the overpack [7.1.4.1] ____________________________

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52. If all markings and labels are not visible, the word "Overpack" marked [7.1.4.2] ____________________________

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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

53. "Cargo Aircraft Only" restrictions [5.0.1.5.3] ____________________________

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL

54. State and Operator variations complied with [2.9] ____________________________

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

55. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors ____________________________

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ____________________________

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checked by: ____________________________

Place: ____________________________ Signature: ____________________________

Date: ____________________________ Time: ____________________________

* IF ANY BOX IS CHECKED “NO”, DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.
APPENDIX – “9”

DANGEROUS GOODS CHECKLIST FOR A RADIOACTIVE SHIPMENT

The recommended checklist appearing on the following pages is intended to verify shipments at origin. Never accept or refuse a shipment before all items have been checked. Is the following information correct for each entry?

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Two copies in English and in the IATA format [10.8.1.2; 10.8.1.4]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Full name and address of Shipper [10.8.1.3]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Full name and address of Consignee [10.8.3.2]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>If the Air Waybill number is not shown, enter it. [10.8.3.3]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The number of pages shown [10.8.3.4]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The non-application Aircraft Type deleted [10.8.3.5]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>If full name of Airport or City of Departure or Destination is not shown, enter it [10.8.3.6 and [10.8.3.7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The word &quot;Non-Radioactive&quot; deleted [10.8.3.8]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>UN Number, preceded by prefix “UN” [10.8.3.9.1(a), Step 1a]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Proper Shipping Name [10.8.3.9.1(a), Step 2a]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Class 7 [10.8.3.9.1(a), Step 3a]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Subsidiary Risk, in parentheses, immediately following Class [10.8.3.9.1(a), Step 3a]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Packing Group if required for Subsidiary Risk [10.8.3.9.1(a), Step 4a]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quantity and Type of Packing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Name of Symbol of Radionuclide(s) [10.8.3.9.2, Step 6 (a)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>A description of the physical and chemical form, Special Form, or low dispersible material [10.8.3.9.2, Step 6 (b)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity [10.8.3.9.2, Step 7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>For different individual radionuclides, the activity of each radionuclides and the words &quot;All packed in one&quot; [10.8.3.9.2, Step 7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Activity within limits for type A packages [Table 10.4.A], Type B, or Type C (see attached)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Words “over pack used&quot; shown on the DGD [10.8.3.9.2, Step 8]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Packing Instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Category of package(s) or over pack [10.8.3.9.3, Step 9]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Transport Index and dimensions for Category II and Category III only [10.8.3.9.3, Step 9]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>For Fissile Material the Criticality Safety Index [10.8.3.9.3, step 9]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>“Fissile Excepted”[10.8.3.9.3, step 9]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Authorizations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Identification marks shown and a copy of the document in English attached to DGD for the following [10.8.3.9.4, step 10; 10.10.3.1]:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Special Form approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Low dispersible material approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Type B package design approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Type B (M) package shipment approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Type C package design and shipment approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Fissile material package design and shipment approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Special Arrangement shipment approval certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Additional Handling Information [10.8.3.11]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>The air transport statement included or added following Certification Statement [10.8.3.12]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Name and Title of Signatory, Place and Date indicated [10.8/3/13 and 10.8.3.14]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Amendment or alteration signed by Shipper [10.8.1.7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Amendment or alteration signed by Shipper [10.8.1.7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>AIR WAYBILL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Handling Information box shows: Dangerous goods as per attached Shipper’s Declaration” or Dangerous Goods as per attached DGC” [10.8.8.1(a)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Cargo Aircraft Only or CAO, if applicable [10.8.8.1(b)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>32. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.2]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>PACKAGE(S) AND OVERPACKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Number and typed of packaging and Over packs delivered as shown on DGD</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>34. Unbroken transportation seal proper [10.6.2.1.1.2; 10.6.2.2.1] and package in condition for carriage [9.1.1.3.9.1.1.4]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Markings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Industrial packages, marked as per 10.7.1.3.3</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>36. Type A packages, marked as per 10.7.1.3.4</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>37. Type B packages, marked as per 10.7.1.3.6</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>38. Type C packages, marked as per 10.7.1.3.6</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>39. Packages containing Fissile material, Marked as per 10.7.1.3.7</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>40. The proper Shipping Name and UN Number [10.7.1.3.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>41. The full Name and Address of the Shipper and Consignee [10.7.1.3.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>42. The permissible gross weight if it exceeds 50 kg [10.7.1.3.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Labelling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Two correctly completed Radioactive Hazard labels on opposite sides [10.7.3.3; 10.7.4.3.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>44. Application label(s) identifying the Subsidiary risk next to the Radioactive Hazard labels [10.7.3.2; 10.7.4.3] completed</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>45. Two Cargo Aircraft Only labels, if required, on the same surface near the Hazard labels [10.7.4.2.4; 10.7.4.3.1; 10.7.4.4]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>46. For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4; 10.7.4.3.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>47. All labels correctly affixed and irrelevant marks and labels Removed [10.7.1.1;10.7..2.1;10.7.4]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

For Overpacks

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>48. Packaging markings as required must be clearly visible or reproduced on the outside of the overpack [10.7.1.4.1]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>49. If all markings and labels are not Visible or reproduced on the outside Of the overpack[10.7.1.4.2]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>50. Conditions of 10.7.3.4 complied with</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**GENERAL**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>51. State and Operator variations complied With [2.9]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>52. Cargo Aircraft Only shipments, a cargo Aircraft operates on all sectors</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>53. Packages containing Carbon dioxide Solid (dry ice), the marking, labelling and documentary requirements and documentary requirements 904;7.1.5.1(d); 7.2.3.9]</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments

---

Checked by

---

Placed: ___________________________ Signature: ___________________________

Date: ___________________________ Time: ___________________________  

* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.
**ACCEPTANCE CHECKLIST FOR DRY ICE (CARBON DIOXIDE, SOLID)**

(For use when a Shipper's Declaration for Dangerous Goods Is not required)

A checklist is required for all shipments of dangerous goods (9.1.4) to enable proper acceptance checks to be made. The following example checklist is provided to assist shippers and carriers with the acceptance of dry ice when packages on its own or with non-dangerous goods. Is the following information correct for each entry?

<table>
<thead>
<tr>
<th>Air Waybill</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Air Waybill contains the following information in the &quot;Nature and Quantity of goods &quot;box (8.2.3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The words &quot;Carbon dioxide, sol id&quot; or &quot; Dry Ice&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The Class number &quot;9&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The UN Number &quot;1Sd5&quot;, preceded by the prefix &quot;UN&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The number of packages for dry Ice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The net quantity of dry ice In kilograms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The packing group "III" and packing instruction "904" are Optional Quantity

| 6. The quantity of dry Ice per package is 200 kg or less (4.2) Packages and Overpacks | | |
| 7. The number of packages as containing dry ice delivered as shown on the Air Waybill | | |
| 8. Packages are free from damage and in a proper condition for carriage | | |
| 9. The packaging conforms with Packing Instruction 904 and the package is vented to permit release of gas Markings ( Only use this section when accepting individual packages containing dry ice) | | |
| 10. The words “Carbon dioxide, solid” or Dry fee" [7.1.5.1(a)] | | |
| 11. The UN number ■1$4&" preceded by prefix "UN" [7.1.5.1(1)) | | |
| 12. Full name and address of the shipper and consignee [7.1.1(b)) | | |
| 13. The net quantity of dry Foe within each package f7.1.5.1(d)] Labels | | |
| 14. Class 9 label affixed [7.2.3.9] | | |
| 15. Irrelevant marks and labels removed [7.1.1(b); 7.2.1(a)] | | | |

State and Operator Variations

| 16. State and Operator variations complied with [2.9] | | |

Comments:
INTENTIONALLY LEFT BLANK
INTENTIONALLY LEFT BLANK
**Application for Registration of Handling Dangerous Goods Agent**

1. **NAME OF APPLICANT COMPANY:** ________________________________

2. **ADDRESS (REGISTERED):** ________________________________

   Address: (Registered office as per Civil Aviation Rules, 1994 (CARs, 94) & Companies Ordinance, 1984) change shall be verified by SECP / Registrar of Firms where applicable.

   Telephone No: ______________ Mobile No: ______________

   Fax No: __________________ WEB Site: ______________

3. **IDENTIFICATION OF APPLICANT:**

   - Sole Proprietorship
   - Partnership

   3.1 Name and address of Chief Executive: ________________________________

   3.2 Name, address and Nationality of each Director:

   (a) ________________________________
   (b) ________________________________
   (c) ________________________________

   3.3 Details of earlier licence(s) (if any) issued by CAA. Copies of such licences are to be attached.

   (a) ________________________________
   (b) ________________________________
   (c) ________________________________
   (d) ________________________________

4. **CERTIFICATE OF ACCEPTANCE**

   4.1 I being the legal and authorized representative of ________________________________ do hereby state that I have thoroughly read and understood Rules, Air Navigation Orders and Conditions of this Certificate and acknowledge its acceptance accordingly.

   Dated: _______________ Signature of authorized person

   Stamp

   Enclosure: Conditions of Registration Certificate
INSTRUCTIONS FOR REGISTRATION OF HANDLING DANGEROUS GOODS AGENTS

1. **General**
   1.1 To expedite processing of the application, the form must be completed in all respects.
   1.2 Fill all columns neatly. Do not leave any column blank. (✓) Tick at appropriate boxes.
   1.3 Extra sheets, if required, are to be used on company’s letter head.

2. **Eligibility** – A Company intending to register itself as Handling Dangerous Goods Agent shall be eligible for the registration provided it fulfils the following requirements:
   2.1 The Company is incorporated in Pakistan under Companies/Firms Regulations, and has its place of business in Pakistan.
   2.2 The promoters/administration of such Company have the required knowledge/desired skills.

3. **Licence Fee**
   As per Fee Schedule / ANO

4. **Attachments** – For initial registration the applicant shall submit the following documents to Director Air Transport & ER, HQ CAA, Terminal I, JIAP, Karachi.
   - Covering letter on Company’s Letterhead signed by Chief Executive (CE),
   - Application Form CAAF-014-ATNR-1.0 duly filled, signed by CE, stamped and sealed.
   - Certificate issue applicable fee and Security Deposit as appropriate (Paid challan of National Bank of Pakistan, Terminal- 1, Jinnah International Airport, Karachi or cheque or pay order / Demand Draft drawn in favour of Civil Aviation Authority).
   - Attested/Notarized Copies of
     - Certificate of Incorporation.
     - Memorandum and Articles of Association if applicable.
     - Computerized National Identity Cards (CNIC) of Promoters, CE / CEO, Directors and photographs.
     - Copy of Income Tax Certificate showing NTN Number.
     - Corporate Structure (Organogram).
     - Copies of Licence etc of Employees if held.

5. **Attachment – Renewal**
   - Applicant is to apply on Company’s letterhead at least 30 days before expiry of the Certificate.
   - Certificate Renewal Fee
   - Late submission charges of Rs. 1,000/- per month
   - Clearance of all CAA outstanding dues.

6. **Duplicate Certificate issuance requirements**-
   - Where holder of a Certificate has misplaced or lost his certificate by any reason of its being destroyed, defaced or mutilated, etc. therefore in such a case / eventuality an authorized person shall be required to apply to the Director Air Transport & ER, HQCAA for issuance of a duplicate Certificate along with applicable fee.
   - Copy of FIR
   - Information containing relevant clippings from two leading English / Urdu news papers.
   - Applicable fee
### INFORMATION REQUIRED FOR ISSUANCE OF N.O.C.
FOR THE TRANSPORTATION OF DANGEROUS GOODS BY AIR

1. **SHIPPER'S / CONSIGNER NAME**

2. **DGHA CERTIFICATE NO.**

3. **NAME OF GOOD/GOODS TO BE TRANSPORTED**

4. **U.N. NO.**

5. **CLASS/DIV**

6. **PACKING INSTRUCTION**

7. **WEIGHT/VOLUME OF THE GOOD/GOODS**

8. **CONTAINING PACKAGES**

9. **NO. OF PACKAGES**

10. **WEIGHT OF EACH PACKAGE**

11. **FROM**

12. **TO**

13. **BY (NAME OF AIRLINES/OPERATOR)**

14. **FLIGHT NO.**

15. **ON (DATE, MONTH, YEAR)**

16. **AIRWAY BILL NO.**

### NOTE: Attach the following documents with the above information.

1. Photocopies of Airway Bill.
2. Shipper's/Consignor declaration that, the dangerous goods are not forbidden for Transport by Air and as per the provision of ICAO Annex-18, Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO DOC 9284-AN/905 as amended from time to time), relevant Air Navigation Orders and Conditions of DGHA Certificate have been have been fully complied with.
3. NOC from Pakistan Nuclear Regulatory Authority (PNRA) for radio material (if applicable)

Dated __________________

(Signature of Authorized Person)

STAMP OF CLEARING AGENT
ATTACHMENT – C

<table>
<thead>
<tr>
<th>PAKISTAN CIVIL AVIATION AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR TRANSPORT &amp; ECONOMIC REGULATIONS DIRECTORATE</td>
</tr>
<tr>
<td>CAAF-016-ATNR-1.0</td>
</tr>
<tr>
<td>NO OBJECTION CERTIFICATE FOR</td>
</tr>
<tr>
<td>CARRIAGE OF DANGEROUS GOODS BY AIR</td>
</tr>
</tbody>
</table>

| Ref: HQCAA/1621/11/ AT (NR) | Dated: ____________________ |

In exercise of the powers conferred under Part XVI, Rule 297 of Civil Aviation Rules 1994, CAA has no objection to the carriage of following dangerous goods by M/s ____________________________

1. Name of Good/Goods to be transported ________________________________
2. U.N. No. ________________________________
3. Class / Div ________________________________
4. Packing Instructions ________________________________
5. Weight / Volume of the Good/Goods ________________________________
6. Containing Package ________________________________
7. No. of Package ________________________________
8. Weight each package ________________________________
9. From ________________________________
10. To ________________________________
11. By (Name of Airlines / Operator) ________________________________
12. Flight No. / Aircraft Registration ________________________________
13. On (DD/MM/YY) ________________________________
14. Airways Bill No. ________________________________

This NOC is subject to compliance of the provisions of Annex-18 to the Chicago Convention, 1944, the "Technical Instructions for the safe Transport of Dangerous Goods by Air" (ICAO Doc. 9284-AN/905), Civil Aviation Rules 1994 and Air Navigation Order No. 91.0030 dated 31-08-2009 as amended from time to time. In this regard, read Rule 298 of CARs, 1994 quoted overleaf.

Dated: ____________

(______________________)  
Addl. Director Air Transport (NR)
For Director Air Transport & ER

To ________________________________

Copy to: ________________________________
Rule 298, CARs, 1994. - Articles Forbidden under all circumstances

An aircraft shall not carry the following goods under any circumstances:

(a) Any substances or articles specifically mentioned by name in the Technical Instructions as being forbidden for transport by aircraft under any circumstances:

(b) Explosives which ignite or decompose when subjected to a temperature of 75 degree for 48 hours;

(c) Explosives containing both chlorates and ammonium salts;

(d) Explosives containing mixtures of chlorates with phosphorus;

(e) Solid explosives which are classified as extremely sensitive to mechanical shock;

(f) Liquid explosives which are classified as moderately sensitive to mechanical shock;

(g) Any substance, as presented for transport which is liable to produce a dangerous evolution of heat or gas under the conditions normally encountered in air transport;

(h) Radio-active liquids which are pyrophoric;

(i) Flammable solids and organic peroxides having, as tested, explosive properties and which are packed in such a way that the classification procedure would require the use of an explosive label as a subsidiary risk label.

Contact:

1. Director Air Transport & Economic Regulation
   Head Quarters Pakistan
   Civil Aviation Authority
   Jinnah International Airport Terminal –1
   Karachi  75200
   Tel : (92-21)  9924-2031
   Fax : (92-21)  9924-2032
   E-mail : dairtransport@caapakistan.com.pk

2. General Manager Air Transport (National Regulation)
   Head Quarters Pakistan
   Civil Aviation Authority
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   Fax : (92-21)  9924-2032
   E-mail : Khawar.Ghayas@caapakistan.com.pk
ATTACHMENT - D

FRAMEWORK FOR A STATE SAFETY PROGRAMME (SSP)

(See Section IV, Chapter 3, Para 3.1.1)

This attachment introduces a framework for the implementation and maintenance of an SSP by a State. An SSP is a management system for the management of safety by the State. The framework includes the four components as established in Section IV, Chapter 3, Para 3.1.1, of this Annex and its related eleven elements as outlined hereunder. The implementation of an SSP is commensurate with the size and complexity of the State’s aviation system and necessitates coordination among the authorities responsible for individual elements of civil aviation functions in the State. The SSP framework introduced in this attachment, and the SMS framework specified in Appendix -7, must be viewed as complementary, yet distinct, frameworks. This attachment also includes a brief description of each element of the framework.

Note: Within the context of this attachment the term “service provider” refers to those organizations listed in Section IV, Chapter 3, Para 3.1.3.

1. **State safety policy and objectives**
   - State safety legislative framework
   - State safety responsibilities and accountabilities
   - Accident and incident investigation
   - Enforcement policy

2. **State safety risk management**
   - Safety requirements for the service provider’s SMS
   - Agreement on the service provider’s safety performance

3. **State safety assurance**
   - Safety oversight
   - Safety data collection, analysis and exchange
   - Safety-data-driven targeting of oversight of areas of greater concern or need

4. **State safety promotion**
   - Internal training, communication and dissemination of safety information
   - External training, communication and dissemination of safety information

1. **State safety policy and objectives**

1.1 State safety legislative framework

1.1.1 The State has promulgated a national safety legislative framework and specific regulations, in compliance with international and national standards, that define how the State will conduct the management of safety in the State. This includes the participation of State aviation organizations in specific activities related to the management of safety in the State, and the establishment of the roles, responsibilities and relationships of such organizations. The safety legislative framework and specific regulations are periodically reviewed to ensure they remain relevant and appropriate to the State.
1.2 State safety responsibilities and accountabilities

1.2.1 The State has identified, defined and documented the requirements, responsibilities and accountabilities regarding the establishment and maintenance of the SSP. This includes the directives to plan, organize, develop, maintain, control and continuously improve the SSP in a manner that meets the State’s safety objectives. It also includes a clear statement about the provision of the necessary resources for the implementation of the SSP.

1.3 Accident and incident investigation

1.3.1 The State has established an independent accident and incident investigation process, the sole objective of which is the prevention of accidents and incidents, and not the apportioning of blame or liability. Such investigations are in support of the management of safety in the State. In the operation of the SSP, the State maintains the independence of the accident and incident investigation organization from other State aviation organizations.

1.4 Enforcement policy

1.4.1 The State has promulgated an enforcement policy that establishes the conditions and circumstances under which service providers are allowed to deal with, and resolve, events involving certain safety deviations, internally, within the context of the service provider’s SMS, and to the satisfaction of the appropriate State authority. The enforcement policy also establishes the conditions and circumstances under which to deal with safety deviations through established enforcement procedures.

2. State safety risk management

2.1 Safety requirements for the service provider’s SMS

2.1.1 The State has established the controls which govern how service providers will identify hazards and manage safety risks. These include the requirements, specific operating regulations and implementation policies for the service provider’s SMS. The requirements, specific operating regulations and implementation policies are periodically reviewed to ensure they remain relevant and appropriate to the service providers.

2.2 Agreement on the service provider’s safety performance

2.2.1 The State has agreed with individual service providers on the safety performance of their SMS. The agreed safety performance of an individual service provider’s SMS is periodically reviewed to ensure it remains relevant and appropriate to the service providers.

3. State safety assurance

3.1 Safety oversight

3.1.1 The State has established mechanisms to ensure effective monitoring of the eight critical elements of the safety oversight function. The State has also established mechanisms to ensure that the identification of hazards and the management of safety risks by service providers follow established regulatory controls (requirements, specific operating regulations and implementation policies). These mechanisms include inspections, audits and surveys to ensure that regulatory safety risk controls are appropriately integrated into the service provider’s SMS, that they are being practised as designed, and that the regulatory controls have the intended effect on safety risks.

Note:- Guidance on the implementation of this element is contained in the Safety Management Manual (SMM) (Doc 9859).

3.2 Safety data collection, analysis and exchange
3.2.1 The State has established mechanisms to ensure the capture and storage of data on hazards and safety risks at both an individual and aggregate State level. The State has also established mechanisms to develop information from the stored data, and to actively exchange safety information with service providers and/or other States as appropriate.

3.3 Safety-data-driven targeting of oversight of areas of greater concern or need

3.3.1 The State has established procedures to prioritize inspections, audits and surveys towards those areas of greater safety concern or need, as identified by the analysis of data on hazards, their consequences in operations, and the assessed safety risks.

4. State safety promotion

4.1 Internal training, communication and dissemination of safety information

4.1.1 The State provides training and fosters awareness and two-way communication of safety-relevant information to support, within the State aviation organizations, the development of an organizational culture that fosters an effective and efficient SSP.

4.2 External training, communication and dissemination of safety information

4.2.1 The State provides education and promotes awareness of safety risks and two-way communication of safety-relevant information to support, among service providers, the development of an organizational culture that fosters an effective and efficient SMS.
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ATTACHMENT - E

LEGAL GUIDANCE FOR THE PROTECTION OF INFORMATION FROM SAFETY DATA COLLECTION AND PROCESSING SYSTEMS

(See Section IV, Chapter 5, Para 5.3)

1. Introduction

1.1 The protection of safety information from inappropriate use is essential to ensure its continued availability, since the use of safety information for other than safety-related purposes may inhibit the future availability of such information, with an adverse effect on safety. This fact was recognized by the 35th Session of the ICAO Assembly, which noted that existing national laws and regulations in many States may not adequately address the manner in which safety information is protected from inappropriate use.

1.2 The guidance contained in this attachment is therefore aimed at assisting States enact national laws and regulations to protect information gathered from safety data collection and processing systems (SDCPS), while allowing for the proper administration of justice. The objective is to prevent the inappropriate use of information collected solely for the purpose of improving aviation safety.

1.3 Because of the different legal systems in States, the legal guidance must allow States the flexibility to draft their laws and regulations in accordance with their national policies and practices.

1.4 The guidance contained in this attachment, therefore, takes the form of a series of principles that have been distilled from examples of national laws and regulations provided by States. The concepts described in these principles could be adapted or modified to meet the particular needs of the State enacting laws and regulations to protect safety information.

1.5 Throughout this attachment:

1.5.1 safety information refers to information contained in SDCPS established for the sole purpose of improving aviation safety, and qualified for protection under specified conditions in accordance with 3.1 below;

1.5.2 inappropriate use refers to the use of safety information for purposes different from the purposes for which it was collected, namely, use of the information for disciplinary, civil, administrative and criminal proceedings against operational personnel, and/or disclosure of the information to the public;

1.5.3 SDCPS refers to processing and reporting systems, databases, schemes for exchange of information, and recorded information and include:

   a) records pertaining to accident and incident investigations, as described in Annex 13, Chapter 5;

   b) mandatory incident reporting systems, as described in Chapter 5, 5.1, of this Annex;

   c) voluntary incident reporting systems, as described in Chapter 5, 5.1, of this Annex; and

   d) self-disclosure reporting systems, including automatic data capture systems, as described in Annex 6, Part I, Chapter 3, as well as manual data capture systems.

Note: Information on safety data collection and processing systems can be found in the Safety Management Manual (SMM) (Doc 9859).
2. General principles

2.1 The sole purpose of protecting safety information from inappropriate use is to ensure its continued availability so that proper and timely preventive actions can be taken and aviation safety improved.

2.2 It is not the purpose of protecting safety information to interfere with the proper administration of justice in States.

2.3 National laws and regulations protecting safety information should ensure that a balance is struck between the need for the protection of safety information in order to improve aviation safety, and the need for the proper administration of justice.

2.4 National laws and regulations protecting safety information should prevent its inappropriate use.

2.5 Providing protection to qualified safety information under specified conditions is part of a State’s safety responsibilities.

3. Principles of protection

3.1 Safety information should qualify for protection from inappropriate use according to specified conditions that should include, but not necessarily be limited to, whether the collection of information was for explicit safety purposes and if the disclosure of the information would inhibit its continued availability.

3.2 The protection should be specific for each SDCPS, based upon the nature of the safety information it contains.

3.3 A formal procedure should be established to provide protection to qualified safety information, in accordance with specified conditions.

3.4 Safety information should not be used in a way different from the purposes for which it was collected.

3.5 The use of safety information in disciplinary, civil, administrative and criminal proceedings should be carried out only under suitable safeguards provided by national law.

4. Principles of exception

4.1 Exceptions to the protection of safety information should only be granted by national laws and regulations when:

4.1.1 there is evidence that the occurrence was caused by an act considered, in accordance with the law, to be conduct with intent to cause damage, or conduct with knowledge that damage would probably result, equivalent to reckless conduct, gross negligence or wilful misconduct;

4.1.2 an appropriate authority considers that circumstances reasonably indicate that the occurrence may have been caused by conduct with intent to cause damage, or conduct with knowledge that damage would probably result, equivalent to reckless conduct, gross negligence or wilful misconduct; or

4.1.3 review by an appropriate authority determines that the release of the safety information is necessary for the proper administration of justice, and that its release outweighs the adverse domestic and international impact such release may have on the future availability of safety information.

5. Public disclosure

5.1 Subject to the principles of protection and exception outlined above, any person seeking disclosure of safety information should justify its release.
5.2 Formal criteria for disclosure of safety information should be established and should include, but not necessarily be limited to, the following:

5.2.1 disclosure of the safety information is necessary to correct conditions that compromise safety and/or to change policies and regulations;

5.2.2 disclosure of the safety information does not inhibit its future availability in order to improve safety;

5.2.3 disclosure of relevant personal information included in the safety information complies with applicable privacy laws; and

5.2.4 disclosure of the safety information is made in a de-identified, summarized or aggregate form.

6. Responsibility of the custodian of safety information

6.1 Each SDCPS should have a designated custodian. It is the responsibility of the custodian of safety information to apply all possible protection regarding the disclosure of the information, unless:

6.1.1 the custodian of the safety information has the consent of the originator of the information for disclosure; or

6.1.2 the custodian of the safety information is satisfied that the release of the safety information is in accordance with the principles of exception.

7. Protection of recorded information

7.1 Considering that ambient workplace recordings required by legislation, such as cockpit voice recorders (CVRs), may be perceived as constituting an invasion of privacy for operational personnel that other professions are not exposed to:

7.1.1 subject to the principles of protection and exception above, national laws and regulations should consider ambient workplace recordings required by legislation as privileged protected information, i.e. information deserving enhanced protection; and

7.1.2 national laws and regulations should provide specific measures of protection to such recordings as to their confidentiality and access by the public. Such specific measures of protection of workplace recordings required by legislation may include the issuance of orders of non-public disclosure.
SAMPLE LIST OF EQUIPMENT REQUIREMENT FOR THE GHOC APPLICANTS

1. Sample list of Minimum Essential & Optional Equipment required for provision of ground handling services at airports may be as under:

1.1 ESSENTIAL EQUIPMENT:
   a) Ground Power Unit;
   b) Tug Master;
   c) Air Start Unit;
   d) Flushing Cart;
   e) Water Cart;
   f) Towing Tractor;
   g) Towing Bar;
   h) Air-conditioning Van;
   i) Chocks;
   j) Jacks;
   k) Nitrogen Gas (Trolley mounted);
   l) Conveyor Belt (Mobile);
   m) Pallet Containers trolleys;
   n) Passenger Steps;
   o) Passenger Buses/Coaches.

1.2 OPTIONAL EQUIPMENT:
   a) Ambulifter;
   b) Deck Loaders (Different Types);
   c) Transporter;
   d) Trestles of various heights.