

الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY



Civil Aviation Regulations (CARs) PART VI

TRANSPORT OF DANGEROUS GOODS BY AIR

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Disclaimer

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For further information please email at dangerousgoodsteam@gcaa.gov.ae

Record of Amendments

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1.1	1 April 2010	1 June 2010	Dangerous Goods Section, Aviation Security Affairs Sector
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1.5	11 July 2024	16 Sep 2024	Dangerous Goods Section, Aviation Security Affairs Sector

Forward

RELATIONSHIP TO ICAO ANNEX 18 AND THE TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR (Doc 9284)

As per ICAO Annex 18 Standard 2.7 'Each Contracting State shall designate and specify to ICAO an appropriate authority within its administration to be responsible for ensuring compliance with this Annex'.

According to the UAE Federal Law 04/1996, the UAE General Civil Aviation Authority is the designated appropriate authority responsible for ensuring compliance with the international and national Dangerous Goods regulatory requirements within the United Arab Emirates. The United Arab Emirates is a member State of the ICAO Dangerous Goods Panel represented by the General Civil Aviation Authority.

The ICAO Annex 18 and the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* are applicable for the transport of dangerous goods by air from, to or through the Member States of ICAO.

The provisions contained in Annex 18 govern the international transport of dangerous goods by air. The broad provisions of Annex 18 are amplified by the detailed specifications of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284)*.

The United Arab Emirates applies more restrictions than the *Technical Instructions for the Safe Transport of Dangerous Goods by Air*.

Dangerous Goods may be carried safely by air transport provided certain requirements are complied with as defined in the ICAO *Technical Instructions for the Safe Transport of Dangerous Goods by Air*. These regulations facilitate transport while giving a level of safety so that dangerous goods could be carried without posing hazard to the aircraft and its occupants, health and or the environment. Some dangerous goods are identified as too dangerous to be carried on any civilian aircraft; some are forbidden in normal circumstances but may be carried with specific approval from the States concerned subject to meeting certain international and national regulatory requirements.

The ICAO *Technical Instructions for the Safe Transport of Dangerous Goods by Air* provide internationally agreed standards and practices on preparation and handling of dangerous goods so that they can be safely transported by air. Non-compliance with these regulations may result in a serious hazard to the civil aviation safety, security and the environment. It is also an offence to accept for transport dangerous goods, which are in breach of these regulations.

Relationship between ICAO Technical Instructions and IATA Dangerous Goods Regulations

There are certain differences between the ICAO *Technical Instructions* and IATA *Dangerous Goods Regulations* which stem from operational considerations and result in a regulatory regime which is necessarily more restrictive than ICAO requirements.

Civil Aviation Regulations (CAR Part VI - These regulations)

Is a regulatory instrument that consists of a series of implementing requirements that may be supported by one or more Acceptable Means of Compliance (AMC) and/or one or more Guidance Material (GM). Each implementing requirement is designed in a manner that it addresses one or more dangerous goods safety objective(s), through creating or limiting rights, creating or limiting duties and responsibilities. Compliance with CARs is mandatory unless a waiver has been granted by the GCAA.

The Civil Aviation Regulations (CAR Part VI) is developed with the aim of ensuring compliance with ICAO Annex 18, the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), other ICAO Annexes and the IATA Dangerous Goods Regulations. Additionally, CAR Part VI includes more restrictions as specified within these regulations (CAR Part VI).

For matters related to the Transport of Dangerous Goods by Air, to/from/via UAE, the Civil Aviation Regulations CAR Part VI “these regulations” shall always take precedence.

These regulations are dynamic and will be revised as necessary. To maintain their integrity, the GCAA may issue additional dangerous goods regulatory requirements in various forms, such as but not limited to Bulletins & Alerts for Dangerous Goods (BADG) or Information Bulletin (IB) or email...etc. This ensures operational continuity until such time the said additional dangerous goods regulatory requirements are incorporated into the next revision of these regulations (CAR Part VI).

Bulletin & Alert for Dangerous Goods (BADG)

Is a regulatory instrument for promulgation of mandatory requirement to contain or correct a known and imminent dangerous goods safety related risk or hazard. BADG may be also used to address specific dangerous goods safety issues or operational needs that are not covered by the current revision of CARs. Compliance with BADG is mandatory.

Acceptable Means of Compliance (AMC)

Are standards “but not necessarily the only standards” adopted by the GCAA to illustrate means to establish compliance with the CARs. An entity/or a person wishing not to comply with the AMC must comply using other means accepted by the Authority. In some CARs, the term Advisory Circular (AC) is also used interchangeably with AMC. Normally, AMCs are combined with CARs in the same document. Compliance with AMC is mandatory unless an Alternative Means of Compliance has been accepted by the GCAA.

Alternative Means of Compliance (AltMoC)

Is a regulatory instrument that serves as;

- i. an alternative to an existing AMC; or
- ii. a means to establish compliance with an implementing requirement contained in a CAR or Safety Decision for which no associated AMC has been promulgated by the GCAA.

Once an AltMoc is accepted by the GCAA, compliance therewith is mandatory.

Deviation or Waiver

Following the promulgation of a requirement contained in these regulations, the GCAA may issue a deviation or waiver. A deviation or waiver is an approval granted to an entity or person or aviation document holder for deviating from an implementing requirement contained in these regulations.

Applicability

These regulations apply to any person or entity offers, handles, carries, transports or causes to offer, handle, carry or transport dangerous goods by air.

UAE originating dangerous goods shipments shall only be offered and accepted for air transport by a GCAA dangerous goods certified entity as per the certification requirements defined in these regulations.

Any substance which as presented for air transport, is liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous omission of toxic, corrosive or flammable gases or vapors under conditions normally encountered in transport and or any other article the transport of which is prohibited by the General Civil Aviation Authority shall not be carried on aircraft under any circumstance.

Certain dangerous goods known to meet this description have been included in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and the IATA Dangerous Goods Regulations shown as "Forbidden".

In cases of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the General Civil Aviation Authority may grant exemption from the provisions of these regulations provided that in such cases every effort is made to achieve an overall level of safety in transport which is equivalent to the level of safety provided by the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and the IATA Dangerous Goods Regulations.

Compliance with these regulations (CAR Part VI)

Any person or entity that offers, handles, carries, transports, or causes the offering, handling, carrying, or transporting dangerous goods by air is responsible for ensuring compliance with the provisions of ICAO TI, IATA DGR and these regulations, including all associated revisions and amendments.

Access to these regulations (CAR Part VI)

All entities must ensure that the General Civil Aviation Authority Regulations (CAR Part VI), its revisions, amendments, Information Bulletin (IB) and Bulletin & Alert for Dangerous Goods (BADG) are accessible to all concerned personnel within the entity.

Civil Aviation Regulations can be accessed through the General Civil Aviation Authority website www.gcaa.gov.ae

SECTION 1 - Definitions & Acronyms

1.1 Definitions

Approval. 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 for in the Technical Instructions.

Note: In the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption may be sought.

Audit. An extensive oversight activity conducted by the General Civil Aviation Authority on entities performing direct or indirect functions related to the transport of dangerous goods by air to evaluate and assess their compliance with these regulations.

Aviation document holder. A person or entity that holds an approval, certificate, license or any other authorization issued by the GCAA in accordance with the applicable requirements.

Blacklisting. An entity shall be banned from performing direct or indirect functions related to the air transport.

Cargo Aircraft. Any aircraft, other than a passenger aircraft which is carrying goods or property.

Competency Validation (COVAL). GCAA integrated approach as integral part of its Dangerous Goods oversight responsibilities to validate the competency of Dangerous Goods Training Instructor and Dangerous Goods Post Holder, to ensure they are competent in the function(s) they will perform prior to performing such function(s), due to the impactful role they play in maintaining the safe transport of dangerous goods by air.

Competent Authority. UAE General Civil Aviation Authority.

Consignment. One or more packages of dangerous goods accepted by an operator from one Shipper at one time and at one address received for in one lot and moving to one consignee at one destination address.

Crew member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Dangerous goods. Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, or which are classified according to these instructions.

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 or environmental damage.

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 or environmental 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.

Exception. A provision in Annex 18 which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

Exemption. An authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Incompatible. Dangerous goods which, if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

Instructor Group A (IGA). Dangerous goods training instructor approved or certified by GCAA under the banner of COVAL to deliver dangerous goods training for the Function in Tables FIT4.1.A to FIT4.1.M of CAR Part VI.

Instructor Group B (IGB). Dangerous goods training instructor approved or certified by GCAA under the banner of COVAL to deliver dangerous goods training for the Function in Tables FIT4.1.F to FIT4.1.L of CAR Part VI.

Inspection. A selective oversight activity conducted by the General Civil Aviation Authority on entities performing direct or indirect functions related to the transport of dangerous goods by air to evaluate and assess their compliance with these regulations. The inspection could be independent or a follow up of audit findings or observations.

Oversight. Audit or inspection activities.

Operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

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.

Package. The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Packaging. Receptacles and any other components or materials necessary for the receptacle to perform its containment function.

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.

Pilot-in-command. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Revocation. Withdrawal of the Dangerous Goods certification or approval or exemption or exception issued to an entity by the General Civil Aviation Authority.

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.

State of Origin. The State in the territory of which the consignment was first loaded on an aircraft.

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.

Suspension. Temporary postponement of Dangerous Goods certification or approval or exemption or exception issued to an entity by the General Civil Aviation Authority.

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

These regulations. UAE Civil Aviation Regulations (CAR Part VI) – Transport of Dangerous Goods by Air.

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.

Unit load device. Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

1.2 Acronyms

AWB	Air Waybill
BADG	Bulletin & Alert on Dangerous Goods
CAPA	Corrective and Preventive Action
CAR	Civil Aviation Regulations
CAO	Cargo Aircraft Only
CBT	Computer Based Training
CBTA	Competency Based Training & Assessment
COVAL	Competency Validation
DGPH	Dangerous Goods Post Holder
DGR	IATA Dangerous Goods Regulations
DGTI	Dangerous Goods Training Instructor
DPO	Designated Postal Operator
EDI	Electronic Data Interchange
FANR	Federal Authority for Nuclear Regulation
FIT	Function In Table

GCAA	General Civil Aviation Authority
GHA	Ground Handling Agent
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ICAO TI	ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air
IDG	Instructions for Dispatch of Goods
NOTOC	Notification to Captain
IGA	Instructor Group A
IGB	Instructor Group B
SLI	Shipper's Letter of Instructions
RODGO	Reporting of Dangerous Goods Occurrence and Investigation
KSA	Knowledge, Skills & Attitude

SECTION 2 - General Power of Entry

- 2.1** For the purpose of carrying out their functions, duties, or powers under these regulations, a person duly authorized by the General Civil Aviation Authority and in possession of valid National Permit shall have right of access at any time to the following:
- any aircraft, airport, building, or place; and
 - any document or record concerning any aircraft, aeronautical product, or aviation related service.
- 2.2** Without limiting the powers conferred by Paragraph 2.1, every person duly authorized by the General Civil Aviation Authority may at any time enter any aircraft, airport, building, or place, and carry out an inspection to determine whether or not a matter referred to in paragraphs a), b) or c) exists, if they have reasonable grounds to believe that:
- any breach of these regulations is being or about to be committed;
 - a condition imposed under any civil aviation safety/security program is not being complied with; or
 - a situation exists within the civil aviation system or is about to exist that constitutes a hazard to health, safety, property or environment.
- 2.3** A person who is authorized to have access to or to enter any aircraft, airport, building, or place under Paragraph 2.1 or Paragraph 2.2 of these regulations;
- may require any person who is in possession of an aviation safety or security program, or of any certificate, book, manual, record, list, notice, or other document that is required to be kept under these regulations, to produce or surrender it; and
 - must explain, the relevant aviation document holders verbally, as soon as practicable, and in writing if the document is surrendered under paragraph 2.3 (a).
- 2.4** Nothing in Paragraph 2.1 or Paragraph 2.2 above shall confer on any person or agency the power to enter any dwelling place without authorization.
- 2.5** Every authorization issued under Paragraph 2.1, 2.2 & 2.3 above shall be valid for the period specified by the Authorizing Agency.
- 2.6** Every person exercising the power of entry conferred by Paragraph 2.1 or Paragraph 2.2 above shall carry a proof of identity and authority, issued by the General Civil Aviation Authority specifying:
- the name and the office or offices held by the person; and
 - the person(s) is authorized by the General Civil Aviation Authority to exercise the powers conferred by Paragraphs 2.1 and 2.2 above to enter aircraft, airports, buildings, and places, and to carry out such inspection.
- 2.7** Every person exercising the power of entry conferred by Paragraph 2.1 and 2.2 above shall produce evidence of identity and authority:
- on entering an aircraft, airport, building, or place; and
 - whenever subsequently there are reasonable grounds to do so.

SECTION 3 - Restrictions & Limitations

3.1 General

There are some restrictions that have been identified in the ICAO TI or IATA DGR, and some additional restrictions/regulatory requirements that have been established by GCAA, which must be complied with by all entities performing direct or indirect functions related to the transport of dangerous goods by air. Such additional restrictions/regulatory requirements (as applicable) shall include but not limited to the following:

- a) Compliance with these regulations, where a copy of the UAE Civil Aviation Regulations (CAR Part VI) can be obtained online by using the official website www.gcaa.gov.ae
- b) Ensuring that UAE originating dangerous goods shipments shall only be offered and accepted for air transport by a GCAA dangerous goods certified entity in accordance with these regulations.
- c) Compliance with UAE State Variations (AE or AEG) as defined in the current editions of ICAO TI and IATA DGR (also Ref. Appendix-2 of these regulations).
- d) Consultation with appropriate specialized agency such as FANR, for Radioactive Material.
- e) Ensuring that the trade activity in the entity's trade license aligns or corresponds to the entity's operational nature/business model at the time when they apply for the issuance or renewal of the entity's dangerous goods certificate issued by GCAA. Example: the trade activity "air cargo, cargo clearance, cargo packing services...etc." must be incorporated into the trade license for entities who wish to obtain GCAA certificate as a Dangerous Goods certified freight forwarder".
- f) Compliance with the training provisions as outlined in these regulations subject to the training provider is operating/delivering dangerous goods training in the UAE, regardless the training provider is UAE-based or none-UAE based.
- g) Ensuring that no "UAE-based" entity shall either directly or indirectly (example; by itself or through other UAE based or Non UAE based entity...etc.) advertise or conduct any marketing activities related to the transport of dangerous goods by air through any media channels, website and social media unless the entity is certified by GCAA to perform such dangerous goods activity(ies) provided that the advertisement doesn't contain incorrect or misleading information contradicting with these regulations.
- h) Where applicable, ensuring that all entities must disseminate the current edition of GCAA e-Booklet concerning "Dangerous Goods Carried by Passengers or Crew" to all concerned employees, to improve compliance and dangerous goods culture.
- i) GCAA Dangerous Goods certified entities shall ensure that the statement "*GCAA DGCERT #0000*" is clearly incorporated in the 'Handling Information Box' of the Master Air Waybill and Courier Air Waybill when dangerous goods is offered and accepted for air transport. Such statement can be replaced with a stamp showing the certificate number of the certified entity.
- j) All entities must retain the current Edition of the Dangerous Goods Regulations (DGR) regardless in hard copy or electronically and most importantly, they must grant access 24/7 to their concerned employees to the said regulations.
- k) Lithium batteries including when contained in or packed with equipment must be kept away from extended exposure to inclement weather, which includes but not limited to direct sunlight, excessive heat and humidity (special attention must be given during the period 1st June till 31st October) during acceptance, storage, handling and loading.

- l) UAE originating Dangerous goods which are not subject to certain provisions of the dangerous goods regulations (such as but not limited to dangerous goods listed in Table 9.1.A of IATA DGR, dangerous goods identified as “not restricted” under a special provision...etc.) must be offered and accepted for air transport by a GCAA Dangerous Goods Certified entity.

3.2 Disposal of Dangerous Goods, Protection and Development of the Environment

Dangerous goods must be disposed in accordance with article No.62 of the Federal Law No.24 issued on 17th October 1999, for the Protection and Development of Environment which stating the following;

- a) Any public or private body, any natural or juridical person shall be prohibited from importing, bringing, burying, submersing in water, storing or disposing of hazardous wastes in any way in the environment of the State.
- b) Such bodies and persons shall also be prohibited from importing, bringing, burying, submersing in water, storing or disposing of Radioactive Material and wastes in any way in the environment of the State.
- c) It is also prohibited to allow the passing of marine, air or land transportation means carrying hazardous or Radioactive Material through the marine, air or land environment without a written authorization from the Agency.
- d) Unless exceptional circumstances prevent compliance with Subsection 3.2, disposal of dangerous goods must be performed in close coordination with all concerned entities within the Emirate at which the dangerous goods will be disposed.

3.3 Use of Opaque Shrink Wrapping

3.3.1 The use of outer opaque shrink wrapping for any air cargo shipment accepted for transport from the United Arab Emirates shall be prohibited.

This prohibition does not include;

- a) Cargo which has been transferred between two air operators within the UAE (known as interline transfer cargo). A transfer can occur between air operators in the same Emirate, or between two different Emirates;
- b) Re-export cargo which is re-exported from the same facility from which the shipment arrived without leaving the facility;
- c) Sea-Air cargo in transit in the UAE **in an un-opened sea container with the origin customs seal intact;** and
- d) UAE Military and Ministry of Interior shipments carried on civilian aircraft as cargo.

Note:

The term “Shrink-wrap” is defined as a clinging transparent film that tightly holds the contents together.

3.4 Dangerous Goods Post Holder (DGPH)

3.4.1 All entities listed below, must nominate a Dangerous Goods Post Holder:

- a) UAE registered Air Operator, carrying dangerous goods.
- b) UAE registered Helicopter Operator, carrying dangerous goods.
- c) Airport Operator (a minimum of one DGPH for every passenger Terminal).
- d) Ground Handling Agent including self-handling air operator (a minimum of one DGPH for every dangerous goods certified branch/facility and per every passengers' Terminal).
- e) Designated Postal Operator (a minimum of one DGPH for every dangerous goods certified branch/facility).
- f) Dangerous Goods certified Freight Forwarder/Cargo Agency (a minimum of one DGPH for every dangerous goods certified branch/facility).
- g) Packaging Supplier (a minimum of one DGPH for every dangerous goods certified branch/facility).

Note:

At their own discretion, entities such as but not limited to "no-carry" dangerous goods operator, non-dangerous goods certified freight forwarder...etc. may nominate a DGPH and enrol them into COVAL Certification Course.

3.4.2 It is the responsibility of all entities referred to in 3.4.1 to obtain GCAA acceptance, for their nominated DGPH prior to commencement of their duties and responsibilities until such time the nominated DGPH successfully complete the first available COVAL-Initial course for DGPH, in order to qualify for GCAA approval.

3.4.3 Dangerous Goods Post Holder Nominee's Minimum Qualifications

- a) Has a minimum of three years of experience in the field of civil aviation operations preferably in air cargo or dangerous goods related operations. If the nominee's experience is less than three years, the employer must obtain approval from GCAA.
- b) Holding a valid dangerous goods training certificate for personnel performing the function of DGPH as outlined in FIT4.1.D or FIT4.1.E or FIT4.1.M of Section-4 of these regulations (as applicable).
- c) Can efficiently converse in English.

3.4.4 Dangerous Goods Post Holder Responsibilities

- a) Shall ensure that their employer maintains compliance with these regulations.
- b) Maintains a current GCAA COVAL certificate through COVAL – Refresher/Recurrent within 24 months, from the month on which they completed their COVAL-Initial as defined in Table 4.10.A of these regulations.

- c) Familiar with and ensure implementation of their entity's internal Standard Operating Procedures or Work Instructions, or the relevant Ground Operations Manual, as applicable.
- d) In coordination with their employer, communicate any change/possible change in the status of the DGPH to the General Civil Aviation Authority, immediately upon they are aware of or come to know about such change/possible change.
- e) Must ensure that dangerous goods accidents, dangerous goods incidents, undeclared and mis-declared dangerous goods are reported to GCAA, as defined in these regulations.
- f) Shall facilitate the conduct of GCAA dangerous goods oversight activities, as and when requested by GCAA.
- g) Whenever the nominated DGPH is unable to perform their function, their responsibilities must be delegated to the most qualified personnel until such time the nominated DGPH resumes their duty, and GCAA must be informed about such delegation.

3.5 Transport of Lithium Batteries

Please refer to paragraph 3.1.k) of these regulations.

3.6 Unmanned Aerial Vehicle (UAV) (or un-crewed aerial vehicle, commonly known as a drone)

Carriage of dangerous goods on Unmanned Aerial Vehicle (UAV) is forbidden unless exempted by the UAE General Civil Aviation Authority.

3.7 Retention of Records

- 3.7.1** All entities (as applicable) shall ensure to retain at least one copy of the dangerous goods relevant transport documents for a minimum period of thirty-six months, from the month on which the dangerous goods were transported.
- 3.7.2** Where the documents or the information are kept electronically or in a computer system, they must be capable of being reproduced in a printed manner upon request by GCAA.

3.8 Approvals and Exemptions to Carry Dangerous Goods

- 3.8.1** The request for Obtaining GCAA approval or exemption to carry dangerous goods shall be at the discretion of GCAA. If accepted by GCAA, the approval or exemption shall be processed in accordance with these regulations.
- 3.8.2** The request to obtain GCAA approval or exemption must be submitted to GCAA by the air operator on which the dangerous goods will be carried, regardless the dangerous goods consignment is from, to and via UAE.

- 3.8.3** The air operator shall submit such request at least seven (7) working days before the date of the flight on which the dangerous goods are to be carried. The request shall as a minimum contain:
- Detailed description of the Dangerous Goods including, quantity, type of packaging and all other relevant documentation to support the request for special approval or exemption.
 - Other States' Competent Authority relevant approval or exemption, if applicable.
 - Any other related documents requested by GCAA, such as but not limited to dangerous goods safety risk assessment...etc.

3.9 Offering/Processing Dangerous Goods for Air Transport

- When multiple dangerous goods certified entities are involved in/jointly offer dangerous goods for air transport as cargo in a single or consolidated cargo consignment under the same Master Air Waybill, the roles and responsibility for every involved entity must be documented/recorded in a form of such as but not limited to agreement, memorandums of understanding, etc. GCAA officials at their discretion, shall request for the said evidence that identifies the roles and responsibilities of every entity, for oversight or occurrences investigation purposes.
- The "Handling Information" field in the Air Waybill shall always show the Dangerous Goods Certificate number of the dangerous goods certified entity, in accordance with Subsection 3.1. i) in these regulations.
- The "Signature of Shipper or his Agent" field in the Air Waybill must be completed only by a GCAA dangerous goods certified entity.
- The Ground Handling Agent shall strictly ensure and verify that the dangerous goods cargo consignment is handed over/processed for acceptance by a dangerous goods trained person who must be an employee of the GCAA dangerous goods certified entity referred to in either paragraph 3.9. b) or 3.9. c), most importantly the latter must hold a prove of their training in a form of certificate or ID.
- If an occurrence investigation conducted by GCAA revealed non-compliance with Subsection 3.9; paragraphs a), b), c) and d), the offender shall be either directly added to the GCAA Dangerous Goods & Cargo Watch-list or added to the GCAA Cargo & Mail Blacklist, at the discretion of GCAA.

3.10 Acts of Misconduct

- Using a GCAA dangerous goods certification number by any entity or person, as a formality to satisfy Subsection 3.9 b) and or 3.9 c) of these regulations without the knowledge of the GCAA dangerous goods certified entity who is the owner of the said certificate number, shall result into legal implications such as but not limited to listing the offender directly into the GCAA Dangerous Goods & Cargo Watch-list or the GCAA Cargo & Mail Blacklist, at the discretion of GCAA after conducting in depth review to the sequence of events.
- Offering and or accepting dangerous goods for air transport by a non GCAA dangerous goods certified entity in contradiction to Subsection 3.9 b) and or 3.9 c) of these regulations is a serious violation, and shall result into legal implications such as but not limited to listing the offender directly into the GCAA Dangerous Goods & Cargo Watch-list or the GCAA Cargo & Mail Blacklist, at the discretion of GCAA after conducting in depth review to the sequence of events.

- c) Obtaining GCAA dangerous goods certification ONLY for ONE branch/facility though the certified entity is handling and processing dangerous goods from multiple branches/facilities without obtaining GCAA approval per branch/facility at which dangerous goods are handled and or processed, is a violation and shall result into legal implications such as but not limited to suspending the dangerous goods certificate issued to the approved branch, listing the offender directly into the GCAA Dangerous Goods & Cargo Watch-list or the GCAA Cargo & Mail Blacklist, at the discretion of GCAA after conducting in depth review to the sequence of events.

3.11 Shipper's Undertaking for Correct Declaration of Goods

3.11.1 All Freight Forwarders and Cargo Agents in the United Arab Emirates;

- 3.11.1.1 Must ensure that this undertaking (Ref. Appendix 3, Rev 1.5, CAR Part VI) is completed by the Shipper effective from 1st April 2025, for every UAE originating cargo consignment.
- 3.11.1.2 Must ensure when they are acting on behalf of the Shipper that this undertaking (Ref. Appendix 3, Rev 1.5, CAR Part VI) is also completed by the Shipper, for every UAE originating cargo consignment.
- 3.11.1.3 Must ensure to retain a hard or electronic copy of the completed undertaking in file for 12 months as a minimum, and make it accessible/available, as and when requested by GCAA.
- 3.11.1.4 Must ensure to retain a copy of the undertaking during tendering the cargo consignment for acceptance, as the Air Operator or Ground Handling Agent or the officials from GCAA may at their discretion, request to verify and or retain a copy from the undertaking.

3.11.2 Air Operators and Ground Handling Agents in the United Arab Emirates;

- 3.11.2.1 At their own discretion may use the said "Shipper's Undertaking for Correct Declaration of Goods".
- 3.11.2.2 Are not required to retain a copy of the said undertaking during cargo acceptance process, however and at their own discretion has the full rights to request the Shipper and or the Freight Forwarder to provide them with a copy of the said undertaking, for verification or oversight and occurrence investigation purposes and or in case they suspect that the consignment may contain dangerous goods/unauthorized goods during the cargo acceptance process.

3.11.3 Compliance Monitoring;

GCAA will monitor compliance through onsite Inspection "with and or without prior notice", and observed non-compliance shall result in series of action such as but not limited to stopping the shipment and enforcement of the appropriate regulatory action in accordance with Section 11 of these regulations.

SECTION 4 – Training & Assessment

4.1 Competency Based Training & Assessment (CBTA) | Requirements

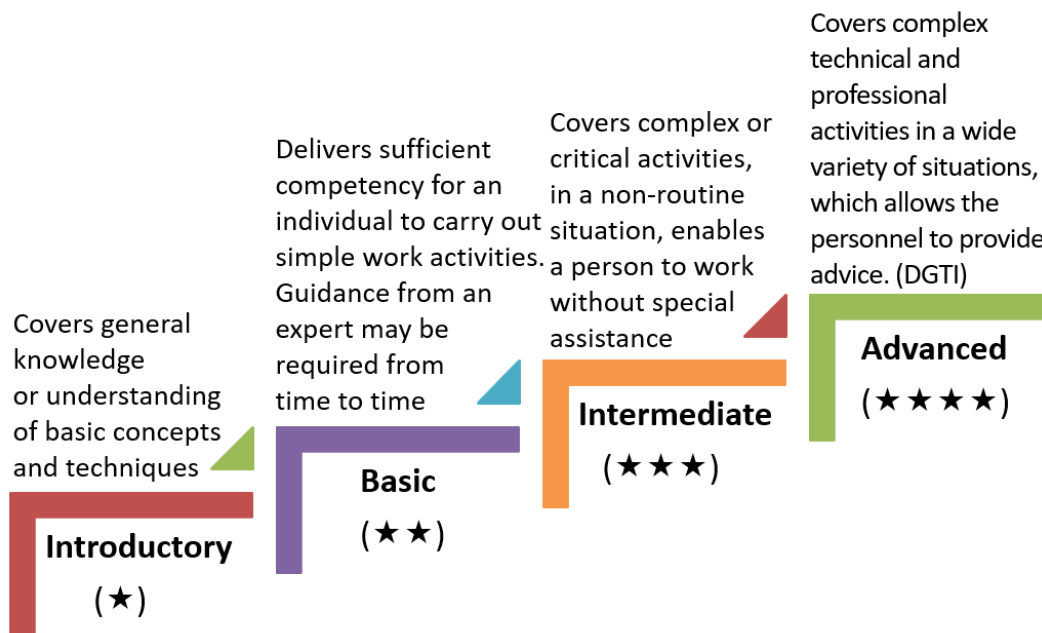
All entities performing activity(ies) directly or indirectly related to air transport must;

- 4.1.1 Ensure compliance with the dangerous goods training requirements as defined in Tables 4.1.A to 4.1.M of these regulations, as a minimum.
- 4.1.2 Ensure that their employees are competent to perform any function for which they are responsible prior to performing any of these functions. This must be achieved through training and assessment commensurate with the functions for which they are responsible, as per the GCAA minimum dangerous goods training requirements as defined in Tables 4.1.A to 4.1.M of these regulations.
- 4.1.3 Assess the competency of their employees after they complete their dangerous goods training and return to their work place. Such assessment must take place once within 12 months as a minimum, as outlined in these regulations.
- 4.1.4 Ensure to address the mandatory dangerous goods minimum training requirements into their relevant Operations Manual(s), Standard Operating Procedures or Work Instructions, as appropriate and maintain records of the Dangerous Goods Training for their employees.
- 4.1.5 Ensure that all dangerous goods training records for all employees are made available and accessible anytime to GCAA officials for regulatory purposes. The record of training and assessment must be maintained, which must include but not limited to the following:
 - a) the individual's name;
 - b) the most recent training and assessment completion date "from-to";
 - c) the GCAA Course Code "the relevant FIT number/reference", for dangerous goods training delivered in the United Arab Emirates;
 - d) method of training (classroom, CBT, virtual), as applicable in accordance with these regulations;
 - e) the name and address of the organization providing the training and assessment; and
 - f) evidence which shows that personnel have been assessed as competent to perform the function for which they are responsible.

4.1.6 The Competency Factors



4.1.7 The Proficiency Levels



4.1.8 The Relationship Between Competency Factors & Proficiency Levels

- Performing a dangerous goods task may require different levels of KSA, depending on the complexity of the specific task and the operational environment.
- A level of proficiency is a means to determine how critical the employee's knowledge, skill & attitude is for the successful completion of a task.
- If used, the concept of a level of proficiency can be very useful in determining the main areas to focus on during training and assessment.

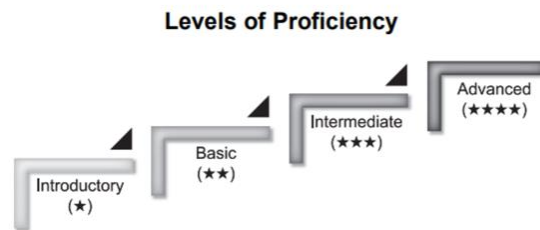


Table 4.1.A

Function:		
Personnel Delivering Dangerous Goods Training for all functions in the UAE		
Terms & Conditions		
Duration of Training - INITIAL		6d (42h)
Training Method: Classroom		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction – 90%
Assessment conducted by the Employer: Using KSA		Within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.A
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	
0.1	Recognizing dangerous goods applicability	★★★★
0.1.1	Understand the definition	★★★★
0.1.2	Recognize the legal framework (global, national)	★★★★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★★
0.1.3	Identify the application and scope	★★★★
0.1.4	Differentiate hazard and risk	★★★★
0.2	Understanding the general limitations	★★★★
0.2.1	Develop a sense of forbidden dangerous goods	★★★★
0.2.2	Recognize potential hidden dangerous goods	★★★★
0.2.3	Familiarization with passenger provisions	★★★★
0.3	Identifying roles and responsibilities	★★★★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★★★★
0.3.2	Understand the passengers responsibilities	★★★★
0.3.3	Recognize the impact of State & operator variations	★★★★
0.4	Understanding the importance of classification & packaging	★★★★
0.4.1	Identify the general information about classes, divisions	★★★★
0.4.2	Understand general principles of Packing Groups	★★★★
0.4.3	Consider multiple hazards	★★★★
0.5	Understanding hazard communication	★★★★
0.5.1	Recognize the basic marking requirements	★★★★
0.5.2	Recognize the basic labelling requirements	★★★★
0.5.3	Identify the required documentation	★★★★
0.6	Familiarizing with basic Emergency Response	★★★★
0.6.1	Create awareness about general emergency procedures	★★★★
0.6.2	Understand the employer's emergency response requirements	★★★★

(Cont'd) Table 4.1.A

1	Classifying dangerous goods			
	1.1	Evaluate a substance or an article against the classification criteria	★★★★	
		1.1.1	Determine if it is dangerous goods	★★★★
	1.1.2	Determine if it is forbidden under any circumstances	★★★★	
	1.2	Determine dangerous goods description		★★★★
		1.2.1	Determine class or division	★★★★
		1.2.2	Determine packing group	★★★★
		1.2.3	Determine proper shipping name and UN number	★★★★
		1.2.4	Determine if it is forbidden unless approval or exemption is granted	★★★★
	1.3	Review special provisions		★★★★
		1.3.1	Assess if special provision(s) is applicable	★★★★
		1.3.2	Apply special provision(s)	★★★★
	2	Preparing dangerous goods shipment		
2.1		Assess packing options including quantity limitations		★★★★
		2.1.1	Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	★★★★
		2.1.2	Consider State and operator variations	★★★★
		2.1.3	Determine if all-packed-in-one can be used	★★★★
		2.1.4	Select how dangerous goods will be shipped based on limitations and variations	★★★★
2.2		Apply packing requirements		★★★★
		2.2.1	Consider constraints of packing instructions	★★★★
		2.2.2	Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used	★★★★
		2.2.3	Select appropriate packaging materials (absorbent, cushioning, etc.)	★★★★
		2.2.4	Assemble package	★★★★
2.3		Apply marks and labels		★★★★
		2.3.1	Determine applicable marks	★★★★
		2.3.2	Apply marks	★★★★
		2.3.3	Determine applicable labels	★★★★
		2.3.4	Apply labels	★★★★
2.4		Assess use of overpack		★★★★
		2.4.1	Determine if overpack can be used	★★★★
		2.4.2	Apply marks if necessary	★★★★
		2.4.3	Apply labels if necessary	★★★★
2.5		Prepare documentation		★★★★
		2.5.1	Complete the Shipper's Declaration	★★★★
		2.5.2	Complete other transport documents (e.g. air waybill)	★★★★
		2.5.3	Include other required documentation (approvals/exemptions, etc.)	★★★★
		2.5.4	Retain copies of documents	★★★★

(Cont'd) Table 4.1.A

3	Processing/accepting cargo			
	3.1	Review documentation	★★★★	
		3.1.1	Verify Shipper's Declaration	★★★★
		3.1.2	Verify other transport documents (e.g. air waybill)	★★★★
		3.1.3	Verify other documents (exemptions, approvals, etc.)	★★★★
		3.1.4	Verify State/operator variations	★★★★
	3.2	Review package(s)	★★★★	
		3.2.1	Verify marks	★★★★
		3.2.2	Verify labels	★★★★
		3.2.3	Verify packaging type	★★★★
		3.2.4	Verify package conditions	★★★★
	3.3	Complete acceptance procedures	★★★★	
		3.3.1	Complete acceptance checklist	★★★★
		3.3.2	Provide shipment information for load planning	★★★★
	3.4	Retain documents	★★★★	
		3.4	Process/accept cargo other than dangerous goods	★★★★
		3.4.1	Check documentation for indications of hidden/undeclared dangerous goods	★★★★
3.4.2	Check packages for indications of hidden/undeclared dangerous goods	★★★★		
4	Managing cargo pre-loading			
	4.1	Plan loading	★★★★	
		4.1.1	Determine stowage requirements	★★★★
		4.1.2	Determine segregation, separation, compartment limitations	★★★★
	4.2	Prepare load for aircraft	★★★★	
		4.2.1	Check packages for indications of hidden/undeclared dangerous goods	★★★★
		4.2.2	Check for damage and/or leakage	★★★★
		4.2.3	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★★★★
		4.2.4	Apply ULD tags when applicable	★★★★
	4.2.5	Transport cargo to aircraft	★★★★	
	4.3	Issue NOTOC	★★★★	
		4.3.1	Enter required information	★★★★
		4.3.2	Verify conformance with load plan	★★★★
4.3.3	Transmit to loading personnel	★★★★		
5	Accepting passenger and crew baggage			
	5.1	Process baggage	★★★★	
		5.1.1	Identify forbidden dangerous goods	★★★★
		5.1.2	Apply approval requirements	★★★★
	5.2	Accept baggage	★★★★	
		5.2.1	Apply operator requirements	★★★★
5.2.2		Verify passenger baggage requirements	★★★★	
5.2.3	Advise pilot-in-command, when applicable	★★★★		

(Cont'd) Table 4.1.A

6	Transporting cargo/baggage		
	6.1	Load aircraft	★★★★
	6.1.1	Transport cargo/baggage to aircraft	★★★★
	6.1.2	Check packages for indications of hidden/undeclared dangerous goods	★★★★
	6.1.3	Check for damage and/or leakage	★★★★
	6.1.4	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★★★★
	6.1.5	Verify aircraft load against NOTOC	★★★★
	6.1.6	Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher	★★★★
	6.2	Manage dangerous goods pre and during flight	★★★★
	6.2.1	Address dangerous goods not permitted in baggage	★★★★
	6.2.2	Interpret NOTOC	★★★★
	6.2.3	Apply procedures in the event of an emergency	★★★★
	6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency	★★★★
	6.2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency	★★★★
	6.3	Unload aircraft	★★★★
	6.3.1	Apply specific unloading considerations	★★★★
	6.3.2	Check packages for indications of hidden/undeclared dangerous goods	★★★★
	6.3.3	Check for damage and/or leakage	★★★★
	6.3.4	Transport cargo/baggage to facility/terminal	★★★★
	7	Collecting safety data	
7.1		Report dangerous goods accidents	★★★★
7.2		Report dangerous goods incidents	★★★★
7.3		Report undeclared/mis-declared dangerous goods	★★★★
7.4		Report dangerous goods occurrences	★★★★

Table 4.1.B

Function:			Classifying dangerous goods	Preparing dangerous goods shipment
Personnel preparing dangerous goods consignments for transport (Personnel classifying dangerous goods for transport is provided simultaneously) - "Shippers & Packers" including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT) and staff of freight forwarders acting on behalf of the Shipper.				
Terms & Conditions			Classifying dangerous goods	Preparing dangerous goods shipment
Duration of Training - INITIAL			3d (21h)	3d (21h)
Training Method: Classroom			Instructor Led	
Assessment conducted by Training Provider: Using KSA			Pass Mark - 80% Distinction – 90%	
Assessment conducted by the Employer: Using KSA			within 12 months	
GCAA Course Code (to be incorporated into the Training Certificate)			FIT4.1.B (C)	FIT4.1.B(P)
Task List			Proficiency Level	
0	Understanding the basics of dangerous goods		★	★
0.1	Recognizing dangerous goods applicability		★	★
0.1.1	Understand the definition		★	★
0.1.2	Recognize the legal framework (global, national)		★	★
0.1.2.1	Familiarization with GCAA CAR Part VI		★★★	★★★
0.1.3	Identify the application and scope		★	★
0.1.4	Differentiate hazard and risk		★	★
0.2	Understanding the general limitations		★	★
0.2.1	Develop a sense of forbidden dangerous goods		★	★
0.2.2	Recognize potential hidden dangerous goods		★	★
0.2.3	Familiarization with passenger provisions		★	★
0.3	Identifying roles and responsibilities		★	★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders		★	★
0.3.2	Understand the passengers responsibilities		★	★
0.3.3	Recognize the impact of State & operator variations		★	★
0.4	Understanding the importance of classification & packaging		★	★
0.4.1	Identify the general information about classes, divisions		★	★
0.4.2	Understand general principles of Packing Groups		★	★
0.4.3	Consider multiple hazards		★	★
0.5	Understanding hazard communication		★	★
0.5.1	Recognize the basic marking requirements		★	★
0.5.2	Recognize the basic labelling requirements		★	★
0.5.3	Identify the required documentation		★	★
0.6	Familiarizing with basic Emergency Response		★	★
0.6.1	Create awareness about general emergency procedures		★	★
0.6.2	Understand the employer's emergency response requirements		★	★

(Cont'd) Table 4.1.B

1	Classifying dangerous goods		★★★	★★		
	1.1	Evaluate a substance or an article against the classification criteria	★★★	★★		
		1.1.1	Determine if it is dangerous goods	★★★	★★	
		1.1.2	Determine if it is forbidden under any circumstances	★★★	★★	
	1.2	Determine dangerous goods description		★★★	★★	
		1.2.1	Determine class or division	★★★	★★	
		1.2.2	Determine packing group	★★★	★★	
		1.2.3	Determine proper shipping name and UN number	★★★	★★	
	1.3	Determine if it is forbidden unless approval or exemption is granted		★★★	★★	
		Review special provisions		★★★	★★	
1.3.1		Assess if special provision(s) is applicable	★★★	★★		
	1.3.2	Apply special provision(s)	★★★	★★		
2	Preparing dangerous goods shipment			★★★		
	2.1	Assess packing options including quantity limitations			★★★	
		2.1.1	Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)			★★★
			2.1.2		Consider State and operator variations	★★★
			2.1.3		Determine if all-packed-in-one can be used	★★★
			2.1.4		Select how dangerous goods will be shipped based on limitations and variations	★★★
	2.2	Apply packing requirements			★★★	
		2.2.1		Consider constraints of packing instructions	★★★	
		2.2.2		Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used	★★★	
		2.2.3		Select appropriate packaging materials (absorbent, cushioning, etc.)	★★★	
		2.2.4		Assemble package	★★★	
	2.3	Apply marks and labels			★★★	
		2.3.1		Determine applicable marks	★★★	
		2.3.2		Apply marks	★★★	
		2.3.3		Determine applicable labels	★★★	
		2.3.4	Apply labels	★★★	★★★	
	2.4	Assess use of overpack			★★★	
		2.4.1		Determine if overpack can be used	★★★	
		2.4.2		Apply marks if necessary	★★★	
		2.4.3		Apply labels if necessary	★★★	
	2.5	Prepare documentation			★★★	
		2.5.1		Complete the Shipper's Declaration	★★★	
		2.5.2		Complete other transport documents (e.g. air waybill)	★★★	
2.5.3		Include other required documentation (approvals/exemptions, etc.)	★★★			
2.5.4		Retain copies of documents	★★★			

(Cont'd) Table 4.1.B

7	Collecting safety data			
	7.1	Report dangerous goods accidents	★★	★★
	7.2	Report dangerous goods incidents	★★	★★
	7.3	Report undeclared/mis-declared dangerous goods	★★	★★
	7.4	Report dangerous goods occurrences	★★	★★

Table 4.1.C

Function:		
Personnel responsible for processing or accepting goods presented as general cargo or processing mail other than dangerous goods		
Terms & Conditions		
Duration of Training - INITIAL		1d (7h)
Training Method: Classroom		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction – 90%
Assessment conducted by the Employer: Using KSA		within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.C
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★★
	0.1 Recognizing dangerous goods applicability	★★
	0.1.1 Understand the definition	★★
	0.1.2 Recognize the legal framework (global, national)	★★
	0.1.2.1 Familiarization with GCAA CAR Part VI	★★★
	0.1.3 Identify the application and scope	★★
	0.1.4 Differentiate hazard and risk	★★
	0.2 Understanding the general limitations	★★
	0.2.1 Develop a sense of forbidden dangerous goods	★★
	0.2.2 Recognize potential hidden dangerous goods	★★
	0.2.3 Familiarization with passenger provisions	★★
	0.3 Identifying roles and responsibilities	★★
	0.3.1 Clarify the individual and collective role of the supply chain stakeholders	★★
	0.3.3 Recognize the impact of State & operator variations	★★
	0.4 Understanding the importance of classification & packaging	★★
	0.4.1 Identify the general information about classes, divisions	★★
	0.4.2 Understand general principles of Packing Groups	★★
	0.4.3 Consider multiple hazards	★★
	0.5 Understanding hazard communication	★★
	0.5.1 Recognize the basic marking requirements	★★
	0.5.2 Recognize the basic labelling requirements	★★
	0.5.3 Identify the required documentation	★★
	0.6 Familiarizing with basic Emergency Response	★★
	0.6.1 Create awareness about general emergency procedures	★★
	0.6.2 Understand the employer's emergency response requirements	★★
3	Processing/accepting cargo	
	3.4 Process/accept cargo other than dangerous goods	★★★
	3.4.1 Check documentation for indications of hidden/undeclared dangerous goods	★★★
	3.4.2 Check packages for indications of hidden/undeclared dangerous goods	★★★

(Cont'd) Table 4.1.C

7	Collecting safety data		
	7.1	Report dangerous goods accidents	★★
	7.2	Report dangerous goods incidents	★★
	7.3	Report undeclared/mis-declared dangerous goods	★★
	7.4	Report dangerous goods occurrences	★★

Table 4.1.D

Function:		
Personnel responsible for processing or accepting dangerous goods consignments or accepting mail containing dangerous goods or personnel nominated by their employer to meeting the GCAA Dangerous Goods Certification requirements or personnel performing the functions of Dangerous Goods Post Holder for Air Operators carrying dangerous goods, including Airport Operators, Ground Handling Agents, Helicopter Operators, Designated Postal Operators, Freight Forwarders and Packaging Suppliers		
Terms & Conditions		
Duration of Training - INITIAL		5d (35h)
Training Method: Classroom		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA		within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.D
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★★
	0.1 Recognizing dangerous goods applicability	★★
	0.1.1 Understand the definition	★★
	0.1.2 Recognize the legal framework (global, national)	★★
	0.1.2.1 Familiarization with GCAA CAR Part VI	★★★★
	0.1.3 Identify the application and scope	★★
	0.1.4 Differentiate hazard and risk	★★
	0.2 Understanding the general limitations	★★
	0.2.1 Develop a sense of forbidden dangerous goods	★★
	0.2.2 Recognize potential hidden dangerous goods	★★
	0.2.3 Familiarization with passenger provisions	★★
	0.3 Identifying roles and responsibilities	★★
	0.3.1 Clarify the individual and collective role of the supply chain stakeholders	★★
	0.3.2 Understand the passengers responsibilities	★★
	0.3.3 Recognize the impact of State & operator variations	★★
	0.4 Understanding the importance of classification & packaging	★★
	0.4.1 Identify the general information about classes, divisions	★★
	0.4.2 Understand general principles of Packing Groups	★★
	0.4.3 Consider multiple hazards	★★
	0.5 Understanding hazard communication	★★
	0.5.1 Recognize the basic marking requirements	★★
	0.5.2 Recognize the basic labelling requirements	★★
	0.5.3 Identify the required documentation	★★
	0.6 Familiarizing with basic Emergency Response	★★
	0.6.1 Create awareness about general emergency procedures	★★
	0.6.2 Understand the employer's emergency response requirements	★★

(Cont'd) Table 4.1.D

1	Classifying dangerous goods		★ ★ ★	
	1.1	Evaluate a substance or an article against the classification criteria	★ ★ ★	
		1.1.1	Determine if it is dangerous goods	★ ★ ★
	1.1.2	Determine if it is forbidden under any circumstances	★ ★ ★	
	1.2	Determine dangerous goods description	★ ★ ★	
		1.2.1	Determine class or division	★ ★ ★
		1.2.2	Determine packing group	★ ★ ★
		1.2.3	Determine proper shipping name and UN number	★ ★ ★
		1.2.4	Determine if it is forbidden unless approval or exemption is granted	★ ★ ★
	1.3	Review special provisions	★ ★ ★	
		1.3.1	Assess if special provision(s) is applicable	★ ★ ★
		1.3.2	Apply special provision(s)	★ ★ ★
	2	Preparing dangerous goods shipment		★ ★ ★
2.1		Assess packing options including quantity limitations	★ ★ ★	
		2.1.1	Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	★ ★ ★
		2.1.2	Consider State and operator variations	★ ★ ★
		2.1.3	Determine if all-packed-in-one can be used	★ ★ ★
		2.1.4	Select how dangerous goods will be shipped based on limitations and variations	★ ★ ★
2.2		Apply packing requirements	★ ★ ★	
		2.2.1	Consider constraints of packing instructions	★ ★ ★
		2.2.2	Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used	★ ★ ★
		2.2.3	Select appropriate packaging materials (absorbent, cushioning, etc.)	★ ★ ★
		2.2.4	Assemble package	★ ★ ★
2.3		Apply marks and labels	★ ★ ★	
		2.3.1	Determine applicable marks	★ ★ ★
		2.3.2	Apply marks	★ ★ ★
		2.3.3	Determine applicable labels	★ ★ ★
		2.3.4	Apply labels	★ ★ ★
2.4		Assess use of overpack	★ ★ ★	
		2.4.1	Determine if overpack can be used	★ ★ ★
		2.4.2	Apply marks if necessary	★ ★ ★
		2.4.3	Apply labels if necessary	★ ★ ★
2.5		Prepare documentation	★ ★ ★	
		2.5.1	Complete the Shipper's Declaration	★ ★ ★
		2.5.2	Complete other transport documents (e.g. air waybill)	★ ★ ★
	2.5.3	Include other required documentation (approvals/exemptions, etc.)	★ ★ ★	
	2.5.4	Retain copies of documents	★ ★ ★	

(Cont'd) Table 4.1.D

3	Processing/accepting cargo			
	3.1	Review documentation	★ ★ ★	
		3.1.1	Verify Shipper's Declaration	★ ★ ★
		3.1.2	Verify other transport documents (e.g. air waybill)	★ ★ ★
		3.1.3	Verify other documents (exemptions, approvals, etc.)	★ ★ ★
		3.1.4	Verify State/operator variations	★ ★ ★
	3.2	Review package(s)	★ ★ ★	
		3.2.1	Verify marks	★ ★ ★
		3.2.2	Verify labels	★ ★ ★
		3.2.3	Verify packaging type	★ ★ ★
		3.2.4	Verify package conditions	★ ★ ★
		3.2.5	Verify State/operator variations	★ ★ ★
	3.3	Complete acceptance procedures	★ ★ ★	
		3.3.1	Complete acceptance checklist	★ ★ ★
		3.3.2	Provide shipment information for load planning	★ ★ ★
		3.3.3	Retain documents	★ ★ ★
	3.4	Process/accept cargo other than dangerous goods	★ ★ ★	
3.4.1		Check documentation for indications of hidden/undeclared dangerous goods	★ ★ ★	
3.4.2		Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★	
4	Managing cargo pre-loading		★ ★ ★	
	4.1	Plan loading	★ ★ ★	
		4.1.1	Determine stowage requirements	★ ★ ★
		4.1.2	Determine segregation, separation, compartment limitations	★ ★ ★
	4.2	Prepare load for aircraft	★ ★ ★	
		4.2.1	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		4.2.2	Check for damage and/or leakage	★ ★ ★
		4.2.3	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★ ★ ★
		4.2.4	Apply ULD tags when applicable	★ ★ ★
		4.2.5	Transport cargo to aircraft	★ ★ ★
	4.3	Issue NOTOC	★ ★ ★	
		4.3.1	Enter required information	★ ★ ★
		4.3.2	Verify conformance with load plan	★ ★ ★
4.3.3		Transmit to loading personnel	★ ★ ★	

(Cont'd) Table 4.1.D

6	Transporting cargo/baggage		★ ★ ★	
	6.1	Load aircraft	★ ★ ★	
		6.1.1	Transport cargo/baggage to aircraft	★ ★ ★
		6.1.2	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		6.1.3	Check for damage and/or leakage	★ ★ ★
		6.1.4	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★ ★ ★
		6.1.5	Verify aircraft load against NOTOC	★ ★ ★
		6.1.6	Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher	★ ★ ★
	6.3	Unload aircraft	★ ★ ★	
		6.3.1	Apply specific unloading considerations	★ ★ ★
		6.3.2	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		6.3.3	Check for damage and/or leakage	★ ★ ★
	7	Collecting safety data		
7.1		Report dangerous goods accidents	★ ★	
7.2		Report dangerous goods incidents	★ ★	
7.3		Report undeclared/mis-declared dangerous goods	★ ★	
7.4		Report dangerous goods occurrences	★ ★	

PS:

When Radioactive Material is excluded from FIT4.1.D, the training may be conducted in less than 35 hours, at the discretion of the Training Provider. In such scenario, the dangerous goods training completion certificate must clearly show “Excluding Class 7”.

Table 4.1.E

Function:

Personnel responsible for handling and storage of cargo or mail in a warehouse, loading and unloading ULD and loading and unloading aircraft cargo compartments or personnel performing the functions of quality control/compliance monitoring activities or personnel performing the functions of Dangerous Goods Post Holder for Air Operators carrying dangerous goods including Airport Operators, Ground Handling Agents, Helicopter Operators carrying dangerous goods, Designated Postal Operators, Freight Forwarders, Packaging Suppliers and Personnel Delivering Dangerous Goods Training for the Function in Tables 4.1.F to 4.1.M in the UAE

Terms & Conditions

Duration of Training - INITIAL	2d (14h)
Training Method: Classroom	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA	within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.E

Task List

Proficiency Level

Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★★★
0.1	Recognizing dangerous goods applicability	★★★
0.1.1	Understand the definition	★★★
0.1.2	Recognize the legal framework (global, national)	★★★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★
0.1.3	Identify the application and scope	★★★
0.1.4	Differentiate hazard and risk	★★★
0.2	Understanding the general limitations	★★★
0.2.1	Develop a sense of forbidden dangerous goods	★★★
0.2.2	Recognize potential hidden dangerous goods	★★★
0.2.3	Familiarization with passenger provisions	★★★
0.3	Identifying roles and responsibilities	★★★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★★★
0.3.3	Recognize the impact of State & operator variations	★★★
0.4	Understanding the importance of classification & packaging	★★★
0.4.1	Identify the general information about classes, divisions	★★★
0.4.2	Understand general principles of Packing Groups	★★★
0.4.3	Consider multiple hazards	★★★
0.5	Understanding hazard communication	★★★
0.5.1	Recognize the basic marking requirements	★★★
0.5.2	Recognize the basic labelling requirements	★★★
0.5.3	Identify the required documentation	★★★
0.6	Familiarizing with basic Emergency Response	★★★
0.6.1	Create awareness about general emergency procedures	★★★
0.6.2	Understand the employer's emergency response requirements	★★★

(Cont'd) Table 4.1.E

4	Managing cargo pre-loading		★★★	
	4.1	Plan loading	★★★	
		4.1.1	Determine stowage requirements	★★★
	4.1.2	Determine segregation, separation, compartment limitations	★★★	
	4.2	Prepare load for aircraft		★★★
		4.2.1	Check packages for indications of hidden/undeclared dangerous goods	★★★
		4.2.2	Check for damage and/or leakage	★★★
		4.2.3	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★★★
		4.2.4	Apply ULD tags when applicable	★★★
4.2.5	Transport cargo to aircraft	★★★		
6	Transporting cargo/baggage			
	6.1	Load aircraft	★★★	
		6.1.1	Transport cargo/baggage to aircraft	★★★
		6.1.2	Check packages for indications of hidden/undeclared dangerous goods	★★★
		6.1.3	Check for damage and/or leakage	★★★
		6.1.4	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★★★
		6.1.5	Verify aircraft load against NOTOC	★★★
	6.1.6	Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher	★★★	
	6.3	Unload aircraft		★★★
		6.3.1	Apply specific unloading considerations	★★★
		6.3.2	Check packages for indications of hidden/undeclared dangerous goods	★★★
		6.3.3	Check for damage and/or leakage	★★★
	6.3.4	Transport cargo/baggage to facility/terminal	★★★	
7	Collecting safety data			
	7.1	Report dangerous goods accidents	★★★	
	7.2	Report dangerous goods incidents	★★★	
	7.3	Report undeclared/mis-declared dangerous goods	★★★	
7.4	Report dangerous goods occurrences	★★★		

Table 4.1.F

Function:		
Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other functions involving direct passenger contact at an airport.		
Terms & Conditions		
Duration of Training - INITIAL		1d (7h)
Training Method: Classroom Or Computer Based		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA		within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.F
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★
0.1	Recognizing dangerous goods applicability	★
0.1.1	Understand the definition	★
0.1.2	Recognize the legal framework (global, national)	★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★★
0.1.3	Identify the application and scope	★
0.1.4	Differentiate hazard and risk	★
0.2	Understanding the general limitations	★
0.2.1	Develop a sense of forbidden dangerous goods	★
0.2.2	Recognize potential hidden dangerous goods	★
0.2.3	Familiarization with passenger provisions	★
0.3	Identifying roles and responsibilities	★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
0.3.2	Understand the passengers responsibilities	★
0.3.3	Recognize the impact of State & operator variations	★
0.4	Understanding the importance of classification & packaging	★
0.4.1	Identify the general information about classes, divisions	★
0.5	Understanding hazard communication	★
0.5.1	Recognize the basic marking requirements	★
0.5.2	Recognize the basic labelling requirements	★
0.5.3	Identify the required documentation	★
0.6	Familiarizing with basic Emergency Response	★
0.6.1	Create awareness about general emergency procedures	★
0.6.2	Understand the employer's emergency response requirements	★

(Cont'd) Table 4.1.F

5	Accepting passenger and crew baggage		★ ★ ★	
	5.1	Process baggage	★ ★ ★	
		5.1.1	Identify forbidden dangerous goods	★ ★ ★
	5.1.2	Apply approval requirements	★ ★ ★	
	5.2	Accept baggage		★ ★ ★
		5.2.1	Apply operator requirements	★ ★ ★
		5.2.2	Verify passenger baggage requirements	★ ★ ★
		5.2.3	Advise pilot-in-command, when applicable	★ ★ ★
7	Collecting safety data			
	7.1	Report dangerous goods accidents	★	
	7.2	Report dangerous goods incidents	★	
	7.3	Report undeclared/mis-declared dangerous goods	★	
	7.4	Report dangerous goods occurrences	★	

Table 4.1.G

Function: Personnel responsible for the planning of aircraft loading. (LC/Ground Dispatcher/LM)

Terms & Conditions

Duration of Training - INITIAL	1d (7h)
Training Method: Classroom Or Computer Based	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA	within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.G

Task List

Proficiency Level

0	Understanding the basics of dangerous goods		★
0.1	Recognizing dangerous goods applicability		★
	0.1.1	Understand the definition	★
	0.1.2	Recognize the legal framework (global, national)	★
	0.1.2.1	Familiarization with GCAA CAR Part VI	★ ★ ★
	0.1.3	Identify the application and scope	★
	0.1.4	Differentiate hazard and risk	★
0.2	Understanding the general limitations		★
	0.2.1	Develop a sense of forbidden dangerous goods	★
	0.2.2	Recognize potential hidden dangerous goods	★
	0.2.3	Familiarization with passenger provisions	★
0.3	Identifying roles and responsibilities		★
	0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
	0.3.2	Understand the passengers responsibilities	★
	0.3.3	Recognize the impact of State & operator variations	★
0.4	Understanding the importance of classification & packaging		★
	0.4.1	Identify the general information about classes, divisions	★
	0.4.2	Understand general principles of Packing Groups	★
	0.4.3	Consider multiple hazards	★
0.5	Understanding hazard communication		★
	0.5.1	Recognize the basic marking requirements	★
	0.5.2	Recognize the basic labelling requirements	★
	0.5.3	Identify the required documentation	★
0.6	Familiarizing with basic Emergency Response		★
	0.6.1	Create awareness about general emergency procedures	★
	0.6.2	Understand the employer's emergency response requirements	★
4	Managing cargo pre-loading		★ ★ ★
	4.1	Plan loading	★ ★ ★
	4.1.1	Determine stowage requirements	★ ★ ★
	4.1.2	Determine segregation, separation, compartment limitations	★ ★ ★
	4.3	Issue NOTOC	★ ★ ★
	4.3.1	Enter required information	★ ★ ★
	4.3.2	Verify conformance with load plan	★ ★ ★
	4.3.3	Transmit to loading personnel	★ ★ ★

(Cont'd) Table 4.1.G

7 Collecting safety data			
7.1	Report dangerous goods accidents		★★
7.2	Report dangerous goods incidents		★★
7.3	Report undeclared/mis-declared dangerous goods		★★
7.4	Report dangerous goods occurrences		★★

Table 4.1.H

Function: Flight Crew		
Terms & Conditions		
Duration of Training - INITIAL		(4h)
Training Method: Classroom Or Computer Based		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA		within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.H
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★
0.1	Recognizing dangerous goods applicability	★
0.1.1	Understand the definition	★
0.1.2	Recognize the legal framework (global, national)	★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★
0.1.3	Identify the application and scope	★
0.1.4	Differentiate hazard and risk	★
0.2	Understanding the general limitations	★
0.2.1	Develop a sense of forbidden dangerous goods	★
0.2.2	Recognize potential hidden dangerous goods	★
0.2.3	Familiarization with passenger provisions	★
0.3	Identifying roles and responsibilities	★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
0.3.2	Understand the passengers responsibilities	★
0.3.3	Recognize the impact of State & operator variations	★
0.4	Understanding the importance of classification & packaging	★
0.4.1	Identify the general information about classes, divisions	★
0.4.2	Understand general principles of Packing Groups	★
0.4.3	Consider multiple hazards	★
0.5	Understanding hazard communication	★
0.5.1	Recognize the basic marking requirements	★
0.5.2	Recognize the basic labelling requirements	★
0.5.3	Identify the required documentation	★
0.6	Familiarizing with basic Emergency Response	★
0.6.1	Create awareness about general emergency procedures	★
0.6.2	Understand the employer's emergency response requirements	★

(Cont'd) Table 4.1.H

6	Transporting cargo/baggage		
6.2	Manage dangerous goods pre and during flight		★★★
6.2.1	Address dangerous goods not permitted in baggage		★★★
6.2.2	Interpret NOTOC		★★★
6.2.3	Apply procedures in the event of an emergency		★★★
6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency		★★★
6.2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency		★★★
7	Collecting safety data		
7.1	Report dangerous goods accidents		★★
7.2	Report dangerous goods incidents		★★
7.3	Report undeclared/mis-declared dangerous goods		★★
7.4	Report dangerous goods occurrences		★★

Table 4.1.I

Function: Personnel responsible for flight operations and flight dispatchers

Terms & Conditions

Duration of Training - INITIAL	1d (7h)
Training Method: Classroom Or Computer Based	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA	within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.I

Task List

Proficiency Level

0	Understanding the basics of dangerous goods		★★
0.1	Recognizing dangerous goods applicability		★★
	0.1.1	Understand the definition	★★
	0.1.2	Recognize the legal framework (global, national)	★★
	0.1.2.1	Familiarization with GCAA CAR Part VI	★★★★
	0.1.3	Identify the application and scope	★★
	0.1.4	Differentiate hazard and risk	★★
0.2	Understanding the general limitations		★★
	0.2.1	Develop a sense of forbidden dangerous goods	★★
	0.2.2	Recognize potential hidden dangerous goods	★★
	0.2.3	Familiarization with passenger provisions	★★
0.3	Identifying roles and responsibilities		★★
	0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★★
	0.3.2	Understand the passengers responsibilities	★★
	0.3.3	Recognize the impact of State & operator variations	★★
0.4	Understanding the importance of classification & packaging		★★
	0.4.1	Identify the general information about classes, divisions	★★
	0.4.2	Understand general principles of Packing Groups	★★
	0.4.3	Consider multiple hazards	★★
0.5	Understanding hazard communication		★★
	0.5.1	Recognize the basic marking requirements	★★
	0.5.2	Recognize the basic labelling requirements	★★
	0.5.3	Identify the required documentation	★★
0.6	Familiarizing with basic Emergency Response		★★
	0.6.1	Create awareness about general emergency procedures	★★
	0.6.2	Understand the employer's emergency response requirements	★★

(Cont'd) Table 4.1.1

6	Transporting cargo/baggage			
	6.2	Manage dangerous goods pre and during flight	★ ★ ★	
		6.2.1	Address dangerous goods not permitted in baggage	★ ★ ★
		6.2.2	Interpret NOTOC	★ ★ ★
		6.2.3	Apply procedures in the event of an emergency	★ ★ ★
		6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency	★ ★ ★
6.2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency	★ ★ ★		
7	Collecting safety data			
	7.1	Report dangerous goods accidents	★ ★	
	7.2	Report dangerous goods incidents	★ ★	
	7.3	Report undeclared/mis-declared dangerous goods	★ ★	
7.4	Report dangerous goods occurrences	★ ★		

Table 4.1.J

Function: Cabin Crew		
Terms & Conditions		
Duration of Training - INITIAL		(4h)
Training Method: Classroom Or Computer Based		Instructor Led
Assessment conducted by Training Provider: Using KSA		Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA		within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)		FIT4.1.J
Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★
0.1	Recognizing dangerous goods applicability	★
0.1.1	Understand the definition	★
0.1.2	Recognize the legal framework (global, national)	★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★
0.1.3	Identify the application and scope	★
0.1.4	Differentiate hazard and risk	★
0.2	Understanding the general limitations	★
0.2.1	Develop a sense of forbidden dangerous goods	★
0.2.2	Recognize potential hidden dangerous goods	★
0.2.3	Familiarization with passenger provisions	★
0.3	Identifying roles and responsibilities	★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
0.3.2	Understand the passengers responsibilities	★
0.3.3	Recognize the impact of State & operator variations	★
0.4	Understanding the importance of classification & packaging	★
0.4.1	Identify the general information about classes, divisions	★
0.5	Understanding hazard communication	★
0.5.1	Recognize the basic marking requirements	★
0.5.2	Recognize the basic labelling requirements	★
0.5.3	Identify the required documentation	★
0.6	Familiarizing with basic Emergency Response	★
0.6.1	Create awareness about general emergency procedures	★
0.6.2	Understand the employer's emergency response requirements	★
5	Accepting passenger and crew baggage	
5.2	Accept baggage	★★★
5.2.1	Apply operator requirements	★★★
5.2.2	Verify passenger baggage requirements	★★★
5.2.3	Advise pilot-in-command, when applicable	★★★

(Cont'd) Table 4.1.J

6	Transporting cargo/baggage		
	6.2	Manage dangerous goods pre and during flight	★ ★ ★
	6.2.1	Address dangerous goods not permitted in baggage	★ ★ ★
	6.2.3	Apply procedures in the event of an emergency	★ ★ ★
7	Collecting safety data		
	7.1	Report dangerous goods accidents	★
	7.2	Report dangerous goods incidents	★
	7.3	Report undeclared/mis-declared dangerous goods	★
	7.4	Report dangerous goods occurrences	★

Table 4.1.K

Function: Personnel responsible for security screening for passengers, crew, baggage, cargo and mail.

Terms & Conditions

Duration of Training - INITIAL	1d (7h)
Training Method: Classroom Or Computer Based	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA	Within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.K

Task List

Proficiency Level

0	Understanding the basics of dangerous goods		★
	0.1	Recognizing dangerous goods applicability	★
	0.1.1	Understand the definition	★
	0.1.2	Recognize the legal framework (global, national)	★
	0.1.2.1	Familiarization with GCAA CAR Part VI	★ ★ ★
	0.1.3	Identify the application and scope	★
	0.1.4	Differentiate hazard and risk	★
	0.2	Understanding the general limitations	★
	0.2.1	Develop a sense of forbidden dangerous goods	★
	0.2.2	Recognize potential hidden dangerous goods	★
	0.2.3	Familiarization with passenger provisions	★
	0.3	Identifying roles and responsibilities	★
	0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
	0.3.2	Understand the passengers responsibilities	★
	0.3.3	Recognize the impact of State & operator variations	★
	0.4	Understanding the importance of classification & packaging	★
	0.4.1	Identify the general information about classes, divisions	★
	0.5	Understanding hazard communication	★
	0.5.1	Recognize the basic marking requirements	★
	0.5.2	Recognize the basic labelling requirements	★
	0.5.3	Identify the required documentation	★
	0.6	Familiarizing with basic Emergency Response	★
	0.6.1	Create awareness about general emergency procedures	★
	0.6.2	Understand the employer's emergency response requirements	★
3	Processing/accepting cargo		
	3.4	Process/accept cargo other than dangerous goods	★ ★ ★
	3.4.1	Check documentation for indications of hidden/undeclared dangerous goods	★ ★ ★
	3.4.2	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
5	Accepting passenger and crew baggage		
	5.1	Process baggage	★ ★ ★
	5.1.1	Identify forbidden dangerous goods	★ ★ ★
	5.1.2	Apply approval requirements	★ ★ ★

(Cont'd) Table 4.1.K

7	Collecting safety data		
	7.1	Report dangerous goods accidents	★
	7.2	Report dangerous goods incidents	★
	7.3	Report undeclared/mis-declared dangerous goods	★

Table 4.1.L

Function: Personnel working under supervision for handling and storage of Baggage, cargo or mail in an airport, warehouse. Loading and unloading ULD and loading and unloading aircraft cargo compartments (personnel such as porters, loaders, equipment operator, worker, driver...etc.)

Terms & Conditions

Duration of Training - INITIAL & RECURRENT	(3h)
Training Method: Classroom or Workplace, at the discretion of the employer	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark – 80% Distinction – 90%
Assessment conducted by the Employer: Using KSA	Within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.L

Task List

Proficiency Level

Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★
0.1	Recognizing dangerous goods applicability	★
0.1.1	Understand the definition	★
0.1.2	Recognize the legal framework (global, national)	★
0.1.2.1	Familiarization with GCAA CAR Part VI	★★★
0.1.3	Identify the application and scope	★
0.1.4	Differentiate hazard and risk	★
0.2	Understanding the general limitations	★
0.2.1	Develop a sense of forbidden dangerous goods	★
0.2.2	Recognize potential hidden dangerous goods	★
0.2.3	Familiarization with passenger provisions	★
0.3	Identifying roles and responsibilities	★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★
0.4	Understanding the importance of classification & packaging	★
0.4.1	Identify the general information about classes, divisions	★
0.4.3	Consider multiple hazards	★
0.5	Understanding hazard communication	★
0.5.1	Recognize the basic marking requirements	★
0.5.2	Recognize the basic labelling requirements	★
0.5.3	Identify the required documentation	★
0.6	Familiarizing with basic Emergency Response	★
0.6.1	Create awareness about general emergency procedures	★
0.6.2	Understand the employer's emergency response requirements	★
7	Collecting safety data (reporting to their Supervisor or as per entity's internal SOPs)	
7.1	Report dangerous goods accidents	★
7.2	Report dangerous goods incidents	★
7.3	Report undeclared/mis-declared dangerous goods	★

Note:

At their discretion, the employer may require dangerous goods training for FIT4.1.L to be delivered in languages other than English for employees performing this function. This is permissible, provided that both the employer and the training provider obtain approval from GCAA.

Table 4.1.M

Function:

Personnel (such as but not limited to Manufacturers, suppliers, shippers, packers of lithium batteries) offers, handles or transports or causes to offer, handle or transport UN 3090, Lithium metal batteries, or UN 3480, Lithium-ion batteries or UN 3091, Lithium metal batteries contained in equipment or UN 3091, Lithium metal batteries packed with equipment or UN 3481, Lithium-ion batteries contained in equipment or UN 3481, Lithium ion batteries packed with equipment; and Personnel responsible for handling and storage of cargo or mail in a warehouse, loading and unloading ULD and loading and unloading aircraft cargo compartments or personnel performing the functions of quality control/compliance monitoring activities or personnel performing the functions of Dangerous Goods Post Holder

Terms & Conditions

Duration of Training - INITIAL	3d (21h)
Training Method: Classroom	Instructor Led
Assessment conducted by Training Provider: Using KSA	Pass Mark - 80% Distinction - 90%
Assessment conducted by the Employer: Using KSA	Within 12 months
GCAA Course Code (to be incorporated into the Training Certificate)	FIT4.1.M

Task List

Proficiency Level

Task List		Proficiency Level
0	Understanding the basics of dangerous goods	★ ★ ★
0.1	Recognizing dangerous goods applicability	★ ★ ★
0.1.1	Understand the definition	★ ★ ★
0.1.2	Recognize the legal framework (global, national)	★ ★ ★
0.1.2.1	Familiarization with GCAA CAR Part VI	★ ★ ★
0.1.3	Identify the application and scope	★ ★ ★
0.1.4	Differentiate hazard and risk	★ ★ ★
0.2	Understanding the general limitations	★ ★ ★
0.2.1	Develop a sense of forbidden dangerous goods	★ ★ ★
0.2.2	Recognize potential hidden dangerous goods	★ ★ ★
0.2.3	Familiarization with passenger provisions	★ ★ ★
0.3	Identifying roles and responsibilities	★ ★ ★
0.3.1	Clarify the individual and collective role of the supply chain stakeholders	★ ★ ★
0.3.2	Understand the passengers' responsibilities including LB limitations	★ ★ ★
0.3.3	Recognize the impact of State & operator variations	★ ★ ★
0.4	Understanding the importance of classification & packaging	★ ★ ★
0.4.1	Identify the general information about classes, divisions	★ ★ ★
0.4.2	Understand general principles of Packing Groups	★ ★ ★
0.4.3	Consider multiple hazards	★ ★ ★
0.5	Understanding hazard communication	★ ★ ★
0.5.1	Recognize the basic marking requirements	★ ★ ★
0.5.2	Recognize the basic labelling requirements	★ ★ ★
0.5.3	Identify the required documentation	★ ★ ★
0.6	Familiarizing with basic Emergency Response	★ ★ ★
0.6.1	Create awareness about general emergency procedures	★ ★ ★
0.6.2	Understand the employer's emergency response requirements	★ ★ ★

(Cont'd) Table 4.1.M

4	Managing cargo pre-loading		★ ★ ★	
	4.1	Plan loading	★ ★ ★	
		4.1.1	Determine stowage requirements	★ ★ ★
		4.1.2	Determine segregation, separation, compartment limitations	★ ★ ★
	4.2	Prepare load for aircraft		★ ★ ★
		4.2.1	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		4.2.2	Check for damage and/or leakage	★ ★ ★
		4.2.3	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★ ★ ★
4.2.4		Apply ULD tags when applicable	★ ★ ★	
4.2.5	Transport cargo to aircraft	★ ★ ★		
6	Transporting cargo/baggage			
	6.1	Load aircraft	★ ★ ★	
		6.1.1	Transport cargo/baggage to aircraft	★ ★ ★
		6.1.2	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		6.1.3	Check for damage and/or leakage	★ ★ ★
		6.1.4	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)	★ ★ ★
		6.1.5	Verify aircraft load against NOTOC	★ ★ ★
	6.1.6	Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher	★ ★ ★	
	6.3	Unload aircraft		★ ★ ★
		6.3.1	Apply specific unloading considerations	★ ★ ★
		6.3.2	Check packages for indications of hidden/undeclared dangerous goods	★ ★ ★
		6.3.3	Check for damage and/or leakage	★ ★ ★
6.3.4	Transport cargo/baggage to facility/terminal	★ ★ ★		
7	Collecting safety data			
	7.1	Report dangerous goods accidents	★ ★ ★	
	7.2	Report dangerous goods incidents	★ ★ ★	
	7.3	Report undeclared/mis-declared dangerous goods	★ ★ ★	
7.4	Report dangerous goods occurrences	★ ★ ★		
8	The regulatory requirements to offer lithium battery for air transport			
	8.1	Definitions, shipper responsibilities, caution, training, dangerous good security	★ ★ ★	
	8.2	International legislation, dangerous goods carried by passengers, variations by state and operator, UN Manual of Tests and Criteria, subsection 38.3	★ ★ ★	
	8.3	UN Numbers, Class 9 substances, classification scenarios, testing	★ ★ ★	
	8.4	List of dangerous goods and special provisions	★ ★ ★	
	8.5	Combination packaging, quantity limits, UN specifications, overpacks, instructions	★ ★ ★	
	8.6	Test frequency, drop test, stacking test, reports, suppliers	★ ★ ★	
	8.7	Classification, identification, packing, marking, labeling and documentation	★ ★ ★	
	8.8	Acceptance	★ ★ ★	
8.9	Emergency Response	★ ★ ★		

4.2 Dangerous Goods Training Acknowledgment by GCAA

The General Civil Aviation Authority shall acknowledge dangerous goods training offered by;

- a) A GCAA Dangerous Goods Certified Training Provider;
- b) The International Civil Aviation Organization (ICAO);
- c) The International Air Transport Association (IATA);
- d) A UAE based Training Provider approved by other State's Civil Aviation Authority, provided the GCAA dangerous goods training provider certification requirements are met in accordance with these regulations.

4.3 Approval of Training Programs & Accreditation

4.3.1 All dangerous goods training programs must be reviewed and approved by GCAA, before the training being delivered in the UAE.

4.3.2 All dangerous goods training programs must include the Knowledge, Skills and Attitude elements as integral part of the programs' contents.

4.3.3 Dangerous Goods training providers must comply with the GCAA dangerous goods training certification or approval requirements as outlined in these regulations.

4.3.4 All training courses (either classroom or computer based) delivered by the training provider shall be subject to examination as per the training curricula to verify participants' understanding of the Regulations as per the relevant dangerous goods training function. A confirmation of assessing the Knowledge through successful completion of the examination, in addition to a confirmation of assessing the Skills and Attitude shall always be required.

4.4 Training Provider's Responsibilities, Development and Delivery of Training

4.4.1 The Training Provider shall ensure compliance with the GCAA dangerous goods certification requirements and obtain GCAA dangerous goods Training Provider's certification as outlined in these regulations.

4.4.2 The Training Provider offering (regardless Initial or Recurrent) classroom or Computer Based Training (CBT) of any dangerous goods training course(s) shall:

- a) be physically located in the United Arab Emirates;
- b) be holding a valid trade license and relevant approvals from the concerned local authorities in the UAE;
- c) ensure that the teaching facility is either directly or indirectly (in a form of official agreement) under their own sponsorship.
- d) nominate a Dangerous Goods Training Instructor(s) meeting the requirements of Subsection 4.9 of these regulations.

- e) use proper training aids providing an effective and productive learning environment.
- f) acknowledge these regulations and the current ICAO TI and IATA DGR as the authentic source of training material.
- g) as applicable, establish training courses as they relate to various functions as required and outlined in Tables 4.1.A to 4.1.M and Table 4.6.A of these regulations.
- h) include in all the Dangerous Goods training courses an overview of Civil Aviation Regulations (CAR Part VI), as defined in Tables 4.1.A to 4.1.M in these regulations.
- i) develop initial and recurrent Dangerous Goods training courses with well- defined aims and objectives.
- j) include the Knowledge, Skills & Attitude elements in the training materials (as applicable) and in the delivery of both initial and recurrent training.
- k) assess participants' Knowledge, Skills & Attitude during the course of the training as integral part of the implementation of Dangerous Goods CBTA.
- l) at the end of training, ensure that the examination or assessment is not a test of memory rather navigation of regulations based on open book written examination or assessment.
- m) comply with the duration of Initial and recurrent training delivery time as defined in Tables 4.1.A to 4.1.M (as a minimum) and Subsection 4.5.3 of these regulations and appropriate examination/assessment time limit based on the training curricula approved by GCAA.
- n) maintain evidence/records of successful completion, training title, place, validity of training by means of a certificate, in addition to detailed list of participants.
- o) if accredited by external organization(s) such as but not limited to ICAO or IATA, the Training Provider(s) must;
 - I. Communicate such information to GCAA by uploading supporting evidence into the GCAA online application when they apply for the initial issuance or renewal of their Dangerous Goods Certificate.
 - II. Communicate any changes to the status of such accreditation to GCAA.
- p) communicate any changes which may affect the quality of training to GCAA, such as but not limited to changes to the contents of training materials approved by GCAA, changes in the status of employment of the instructor approved by GCAA or developed additional function other than those in Tables 4.1.A to 4.1.M of these regulations...etc.
- q) ensure that training materials are developed in accordance with the training aspects referred to in the task list defined in Tables FIT4.1.A to 4.1.M of these regulations. While the sequence of sub-tasks in these tables does not need to be strictly followed, trainers may, at their discretion, consolidate information related to specific sub-tasks. For example, they may combine "Classification" related information into the training material to ensure effective delivery.

- r) **effective 1st January 2025**, ensure to provide trainees from Freight Forwarder and Cargo Agent with a prove of completion of dangerous goods training in a form of "ID", that contains the following information as a minimum;
- full name.
 - photo.
 - GCAA Course Code.
 - Validity of training.
 - Name of employer.
 - Employer's dangerous goods certificate number issued by GCAA, when applicable.

4.5 Recurrent Training and Assessment

- 4.5.1** Personnel must receive recurrent training and assessment within 24 months of previous training and assessment to ensure that competency has been maintained. However, if recurrent training and assessment is completed within the final three months of validity of the previous training and assessment, the period of validity extends from the month on which the recurrent training and assessment was completed until 24 months from the expiry month of that previous training and assessment.
- 4.5.2** Recurrent training shall cover all aspects of initial training and shall aim to update and assess the knowledge Skills and Attitude in the light of changes to these regulations.
- 4.5.3** As applicable and without compromising all aspects of initial dangerous goods training, the duration of recurrent dangerous goods training shall not be less than 60% (as a minimum) from the specified duration of Initial training.

4.6 Computer Based Training (CBT)/E-learning

In addition to the regulatory requirements referred to in Subsection 4.4 of these regulations, the following must be also complied with;

- 4.6.1** Dangerous Goods Computer Based Training courses shall be evaluated and approved by the General Civil Aviation Authority. The most appropriate and mix of training methods shall be determined to ensure they are meeting the dangerous goods training regulatory requirements.
- 4.6.2** The training provider(s) delivering dangerous goods (regardless Initial or Recurrent) Computer Based Training (CBT) shall:
- a) outline the objectives of e-learning.
 - b) confirm identity of the student using electronic or documented methods.
 - c) ensure the dangerous goods minimum training requirements specified in Tables 4.1.F to 4.1. K (as applicable) of these regulations are met and no component shall be compromised or diluted.
 - d) ensure that the training contents are based on the current Tables 4.1.F to 4.1.K (as applicable) as outlined in these regulations.

- e) ensure that at least one hard copy of the IATA DGR manual is available during the Computer Based Training (CBT) where the training is conducted in a classroom environment. For remote e-Learning environment, ensure that the relevant dangerous goods contents are available in Resources, Library, or Reference Documents etc. depending on the Learning Management System (LMS).
- f) provide instructor(s) meeting the requirements of Subsection 4.9 of these regulations.
- g) ensure recording of essential steps of training progress.
- h) ensure that all 'completion of training' records are available upon request and can be produced in printed form.
- i) make all records of the training courses available upon request by the General Civil Aviation Authority.

Table 4.6.A	
Dangerous Goods Computer Based Training (CBT)	
Initial CBT	Recurrent CBT
For Functions From FIT4.1.F to FIT4.1.K	For Functions From FIT4.1.F to FIT4.1.K
Must be Instructor led	Instructor Led is Optional

4.7 Training & Assessment Records

- a) The employer must maintain a record of training and assessment for personnel.
- b) The record of training and assessment must be in accordance with 4.1.5 in these regulations.
- c) Training and assessment records must be retained by the employer for a minimum period of 36 months from the most recent training and assessment completion month and must be made available upon request to GCAA.

4.8 The Conduct of Assessment

It is the responsibility of the employer to establish a process or procedures that defines;

- a) the method they will implement to assess the competency of their employee(s).
- b) the minimum qualifications of the assessor and who should conduct the assessment.
- c) the frequency of the assessment taking into account that the assessment must take place “once” within 12 months from previous training as a minimum, as outlined in these regulations.

Note:

The employer may assign assessment activities to the DGPH, a specific department or business unit within their organization, or a GCAA-approved third-party training provider.

4.9 Instructor Qualifications and Competencies

4.9.1 The Dangerous Goods Training Instructor must be approved under GCAA Competency Validation (COVAL) in accordance with these regulations, to be able to deliver dangerous goods training in the United Arab Emirates. However, new joiner Instructor must obtain a provisional approval from GCAA before they deliver dangerous goods training in the United Arab Emirates, until such time they successfully complete the first available COVAL Certification Course.

4.9.2 As a prerequisite for COVAL-Initial,

- a) Instructors required by their employer to qualify for IGA, must hold a current dangerous goods training certificate of “FIT4.1.A” or prove of delivery of one dangerous goods training course for personnel accepting dangerous goods, in the last 6 months as a minimum (official letter from the employer is acceptable), prior to the date of COVAL course they registered for (as applicable).
- b) Instructors required by their employer to qualify for IGB, must hold a current dangerous goods training certificate “FIT4.1.E” or FIT4.1.M.

4.9.3 Maintain a current GCAA COVAL certificate through COVAL – Refresher/Recurrent within 24 months, from the month on which they completed their COVAL-Initial as defined in Table 4.10.A of these regulations.

4.9.4 Must hold a current and relevant instructional skills certificate such as Train the Trainer, Professional Skills for Dangerous Goods Instructor...etc. issued by a training provider either accredited or recognized by GCAA as outlined in these regulations. Please note that this certification must be updated every 5 years subject to the Instructor continues to deliver dangerous goods training for the function(s) they are approved by GCAA to deliver the training for.

4.9.5 To maintain valid qualification, the Instructor delivering initial and recurrent dangerous goods training programs must at least every 24 months deliver such a course or in the absence of this attend initial training, in accordance with these regulations.

4.9.6 Have a minimum of five (5) years of work experience in the field in which they will deliver the training for or have five (5) years of working experience in a civil aviation-related field, which must be accepted and approved at the discretion of GCAA.

4.9.7 Instructors should also undertake a “hands-on” experience program (i.e. job shadowing) in a variety of roles requiring dangerous goods training.

4.9.8 New instructors of dangerous goods should construct and co-facilitate dangerous goods courses together with an established instructor.

4.10 Competency Validation (COVAL) Certification Course

4.10.1 COVAL – Initial Certification Course

4.10.1.1 For Dangerous Goods Training Instructors

- a) Effective January 2023, Dangerous Goods Training Instructors must undergo GCAA COVAL Certification Course – Initial (Ref. Table 4.10.A of these regulations).
- b) As a prerequisite, must meet the requirements of Subsection 4.9.2, 4.9.4 and 4.9.6 of these regulations.

4.10.1.2 For Dangerous Goods Post Holder (DGPH)

- a) Effective January 2024, the Dangerous Goods Post Holder must undergo GCAA COVAL Certification Course – Initial (Ref. Table 4.10.A of these regulations).
- b) As a prerequisite, must hold a valid Dangerous Goods Training Certificate for FIT4.1.D or FIT4.1.E or FIT4.1.M , as applicable.

4.10.2 COVAL – Recurrent Certification Course

Dangerous Goods Training Instructors and Dangerous Goods Post Holders must undergo the relevant COVAL-Recurrent Certification Course within 24 months, from the month on which they completed their COVAL-Initial Certification Course.

4.10.3 COVAL Certification Course Outline

4.10.3.1 Duration

4.10.3.1.1 COVAL-Initial

- a) This classroom Course provides 3 days of regulatory instructions delivered by an official from GCAA.
- b) Participants performance in terms of Knowledge, Skills and Attitude shall be based on daily assessment.

4.10.3.1.2 COVAL-Recurrent

- a) This classroom Course provides 2 days of regulatory instructions delivered by an official from GCAA.
- b) Participant's performance in terms of Knowledge, Skills and Attitude shall be based on daily assessment.

4.10.3.2 Registration & Payment

Registration to COVAL and payment shall be through the International Aviation Consulting & Training (IACT) website <https://www.iact.ae/en/Default.aspx>

4.10.3.3 COVAL In-House

Entities wishes to arrange in-house COVAL Initial or Recurrent for their Dangerous Goods Training Instructors or for the Dangerous Goods Post Holder(s), must contact the International Aviation Consulting & Training (IACT) at info@iact.ae, minimum two months prior to the proposed COVAL course date.

Table 4.10.A Competency Validation (COVAL) Certification Course			
COVAL – INITIAL			COVAL - Recurrent
Role	Prerequisite	Effective Date	Frequency
DGTI	Ref. in accordance with these regulations	January 2023	Within 24 months from pervious COVAL
DGPH	Ref. in accordance with these regulations	January 2024	Within 24 months from pervious COVAL

4.11 Dangerous Goods Training for Security Personnel

All entities managing facilities where security screening is conducted for the purpose of air transport, shall ensure that security screeners, their supervisors and staff implementing security procedures for passengers, crew, baggage, cargo or mail are dangerous goods trained commensurate with the function for which they are responsible in accordance with these regulations.

SECTION 5 - Responsibilities

5.1 Training Provider

It is the responsibility of training provider(s) to comply with the dangerous goods training and assessment regulatory requirements in accordance with Section-4 of these regulations.

5.2 Shipper

The shipper shall ensure that UAE originating dangerous goods shipments are only tendered to a GCAA dangerous goods certified entity. The shipper shall also ensure compliance with these regulations.

5.2.1 Any person undertaking the responsibilities of shipper including operator's staff acting as shipper and operator's staff preparing dangerous goods as company material (COMAT) must undergo the mandatory dangerous goods training commensurate with their responsibilities as outlined in these regulations, ICAO TI and IATA DGR.

- a) The shipper shall be responsible for classification, identification, packing, marking, labelling and preparing relevant dangerous goods transport documents. Where a shipper does not have staff trained in accordance with the Dangerous Goods regulatory minimum training requirements, the shipper may hire a freight forwarder or cargo agent to act on his behalf where the latter must ensure compliance with the UAE State Variation AEG-02.
- b) The shipper shall prepare the dangerous goods in accordance with these regulations. If UN specification packaging is used, the shipper shall maintain record of the UN Package Certificate.

5.2.2 To prevent hidden, undeclared, and misdeclared dangerous goods from entering the air transport supply chain, the shipper or shipper's agent is responsible for the accuracy of the cargo description data. This includes data on the Air Waybill when used or provided by the shipper or their agent to the carrier for the shipment record. The shipper's agent must also ensure the accuracy of this information. When such information is provided by means of Electronic Data Interchange (EDI), it is the responsibility of the shipper or the shipper's agent to verify the contents, accuracy and completeness of the EDI messages and subsequent messages according to the agreed standards and specifications.

5.2.3 The shipper shall establish procedures to prevent the use of generic commodity descriptions of goods to enter into air transport unverified and ensure the accurate and correct description of goods in the "Nature and Quantity of Goods" box of the Air Waybill when an Air Waybill is used.

5.2.4 Ensure that all dangerous goods training records of all employees are made available and accessible anytime to GCAA officials for regulatory purposes.

5.2.5 **Effective 1st April 2025**, the Shipper shall ensure to complete the Shipper's Undertaking for Correct Declaration of Goods (Ref. Appendix 3 of these regulations), for every air cargo consignment in accordance with Subsection 3.11.1 of these regulations.

5.3 Freight Forwarder and Cargo Agent

- 5.3.1 GCAA Dangerous Goods Certified Freight Forwarder and Cargo Agent must nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
- 5.3.2 The freight forwarder and cargo agent shall not offer or accept dangerous goods for air transport unless they obtain GCAA dangerous goods certification in accordance with these regulations.
- 5.3.3 Regardless whether an entity is dangerous goods certified or not certified by GCAA, all freight forwarders and cargo agencies shall establish procedures to ensure that the mandatory dangerous goods minimum training requirements are complied with for all employees commensurate with the function for which they are responsible, in accordance with these regulations.
- 5.3.4 When the freight forwarder or cargo agent act on behalf of the shipper or outsourced to act on behalf of third party, the responsibilities for every entity must be defined and incorporated into their Standard Operating Procedures (SOPs) or into other form of agreement such as but not limited to a Memorandum of Understanding, Service Level Agreement...etc.
- 5.3.5 A GCAA Dangerous Goods certified entity may sign the dangerous goods transport document on behalf of the shipper only when they have been employed by the shipper to undertake the shipper's responsibilities in accordance with the Dangerous Goods Regulations. When the dangerous goods transport document is signed by the GCAA Dangerous Goods certified entity, the latter must apply their official company stamp to the dangerous goods transport document adjacent to the signature thereon.
- 5.3.6 A GCAA Dangerous Goods certified entity offering dangerous goods shipment for air transport shall ensure that the statement "**GCAA DGCERT #0000**" is clearly incorporated in the 'Handling Information Box' of the Air Waybill. Such statement can be replaced with a stamp showing the certificate number of the certified entity. The said shipment shall be handed over for acceptance by a dangerous goods trained person holding a valid prove of training (preferably Training ID), who must be an employee from any of the GCAA dangerous goods certified entities involved in offering the shipment for air transport. **The requirements of Subsection 3.9 in these regulations must be also strictly adhered to.**
- 5.3.7 Shall report dangerous goods occurrences as per these regulations.
- 5.3.8 Shall conduct regular assessment of their staffs' dangerous goods training and maintain proper records of such training for regulatory purposes.
- 5.3.9 Shall establish procedures to ensure that any cargo package is properly inspected and that it is free from any damage or leakage and make sure that the cargo package is airworthy, prior to offering the cargo for air transport.

5.3.10 Shall ensure that all staff concerned have access to the Civil Aviation Regulations (CAR Part VI) and the entity's relevant operational procedures or work instructions.

Accurate and Correct Declaration of Goods;

- a) When acting on behalf of the shipper and intending to prevent hidden, undeclared or mis-declared dangerous goods from being entered into the air transport supply chain, the freight forwarder or cargo agent is responsible for the accuracy of the data relating to the description of the cargo inserted or furnished on the shipper's behalf on the air waybill to the carrier for insertion in the shipment record. When such information is provided by means of Electronic Data Interchange (EDI), it is the responsibility of the freight forwarder or cargo agent to verify the contents, accuracy and completeness of the EDI messages and subsequent messages according to the agreed standards and specifications.
- b) Prevent the use of generic commodity descriptions of goods to enter into air transport unverified and ensure the accurate and correct description of goods in the "Nature and Quantity of Goods" box of the Air Waybill when an Air Waybill is used.

5.3.11 If applicable, shall ensure that the handling information column of the air waybill shows the statement "*as per GCAA Watch-List requirements*" when a cargo shipment or dangerous goods shipment is offered for air transport under the GCAA Dangerous Goods and Cargo Watch-List Program.

5.3.12 Shall ensure that all dangerous goods training records of all employees are made available and accessible anytime to GCAA officials for regulatory purposes.

5.3.13 Shall ensure that **effective 1st April 2025**, the Shipper's Undertaking for Correct Declaration of Goods (Ref. Appendix 3 of these regulations) is completed by the Shipper/Person (preferably dangerous goods trained) who is fully aware of the Nature of Goods contained in the consignment, taking the following into account;

- a) all fields in the undertaking is completed by the Shipper for every UAE originating air cargo consignment.
- b) retain a hard or electronic copy of the completed undertaking in file for 12 months as a minimum, and make it accessible/available, as and when requested for by GCAA Officials.

5.3.14 As applicable, shall ensure to retain a copy from the following documents in their files for a minimum period of 36 months;

- a) Shipper's Declaration for Dangerous Goods (DGD), as applicable.
- b) Air Waybill.
- c) Material Safety Data Sheet (MSDS), as applicable.
- d) IDG or SLI.
- e) Dangerous Goods Acceptance Check List, as applicable.
- f) UN Specification packaging test certificate, as applicable.
- g) Shipper's Undertaking for Correct Declaration of Goods (Ref. Appendix 3 of these regulations).

5.3.15 In addition to the requirement referred to in 3.1.j, the Freight Forwarder shall ensure that;

- When using hard copy of the current edition of the Dangerous Goods Regulations, the hard copy must be endorsed with the company stamp.
- When using electronic copy of the current edition of the Dangerous Goods Regulations, the entity must provide GCAA with prove of purchase showing the entity name, as and when requested for by GCAA.

5.3.16 Shall ensure that the requirements of Subsection 3.9 in these regulations are strictly adhered to.

5.4 UAE Registered Air Operator 'Carrying Dangerous Goods'

5.4.1 GCAA Dangerous Goods Certified Air Operator must nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.

5.4.2 Shall ensure that UAE originating dangerous goods shipments are only accepted for air transport by a GCAA dangerous goods certified entity.

5.4.3 Shall perform any function related to the air transport of dangerous goods in compliance with these regulations, ICAO TI and IATA DGR.

5.4.4 Shall ensure that its appointed General Sales Agent (GSA), General Sales and Services Agent (GSSA) and Ground Handling Agent (GHA) comply with the air operator's current operational procedures or work instructions and these regulations as applicable.

5.4.5 Shall ensure that the statement "*GCAA DGCERT #0000*", is clearly incorporated in the 'Handling Information Box' of the Air Waybill when dangerous goods is offered for air transport. Such statement can be replaced with a stamp showing the certificate number of the certified entity.

5.4.6 Ensure that all dangerous goods training records of all employees are made available and accessible anytime to GCAA officials for regulatory purposes.

5.4.7 If applicable, shall ensure that the handling information column of the air waybill shows the statement "*as per GCAA Watch-List requirements*" when a cargo shipment or dangerous goods shipment is offered for air transport under the GCAA Dangerous Goods and Cargo Watch-List Program.

5.4.8 Shall communicate to GCAA the name and contact details about their appointed General Sales Agents (GSA) and General Sales and Service Agents (GSSA) in the United Arab Emirates, if applicable.

5.4.9 Shall ensure that all staff undergo the appropriate dangerous goods training as mandated in these regulations.

5.4.10 Shall report dangerous goods occurrences as per these regulations.

5.4.11 Must establish a dangerous goods training program regardless of whether or not they are approved to transport dangerous goods as cargo. The training program must include procedures for dangerous goods training of their employees, to ensure that personnel are competent to perform any function for which they are responsible prior to performing any of these functions. This must be achieved through training and assessment commensurate with the functions for which they are responsible.

5.4.12 When dangerous goods subject to the provisions contained in the ICAO TI/IATA DGR 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 are met at all times.

5.5 UAE Registered Air Operator 'No Carry'

5.5.1 "No Carry" Dangerous Goods Air Operators shall;

- a) Establish a dangerous goods training program to ensure that personnel are competent to perform any function for which they are responsible prior to performing any of these functions. This must be achieved through dangerous goods training and assessment commensurate with the functions for which they are responsible.
- b) Report dangerous goods occurrences as outlined in these regulations.
- c) If applicable, ensure that the handling information column of the air waybill shows the statement "*as per GCAA Watch-List requirements*" when a cargo shipment is offered for air transport under the GCAA Dangerous Goods and Cargo Watch-List Program.
- d) Ensure compliance with Subsection 3.3 of these regulations.

5.6 Foreign Air Operator

5.6.1 Foreign air operators may carry dangerous goods to, from and via UAE provided the air operator is approved to carry dangerous goods by the Civil Aviation Authority of their State of Registry or the State of the operator or the State of Origin as applicable. It must be taken into account that UAE originating dangerous goods shipments shall only be offered and accepted for air transport by a GCAA dangerous goods certified entity as defined in these regulations, ICAO TI and IATA DGR.

5.6.2 Shall ensure compliance with these regulations as applicable.

5.6.3 If applicable, ensure that the handling information column of the air waybill shows the statement "*as per GCAA Watch-List requirements*" when a cargo shipment is offered for air transport under the GCAA Dangerous Goods and Cargo Watch-List Program.

5.6.4 Shall maintain records of their dangerous goods approval or certification issued to them by their State of the operator or the State of Registry and or the State of Origin as applicable to carry dangerous goods aboard the aircraft, and communicate such information to the concerned Ground Handling Agent in the UAE.

5.7 Ground Handling Agent (Including Self-Handling Air Operator)

- 5.7.1 Nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
- 5.7.2 Shall ensure that UAE originating dangerous goods shipments are only offered and accepted for air transport by a GCAA dangerous goods certified entity.
- 5.7.3 Shall ensure that staff involved in the handling, storage and loading of cargo or mail or baggage undergo the appropriate dangerous goods training as required in these regulations.
- 5.7.4 Shall ensure that passenger handling staff undergo the appropriate dangerous goods training as required in these regulations, ICAO TI and IATA DGR.
- 5.7.5 Shall maintain dangerous goods training records of all employees and ensure it is available and accessible anytime to GCAA officials.
- 5.7.6 Shall ensure that all dangerous goods shipments are kept away from inclement weather conditions which includes, but not limited to direct sunlight and excessive heat and humidity during acceptance, storage, handling and loading without causing disruption to the existing acceptance, storage, handling and loading processes in place.
- 5.7.7 Shall maintain records of the foreign air operator's dangerous goods approval or certification issued to them by their State of the operator or the State of Registry and or the State of Origin as applicable to carry dangerous goods aboard the aircraft.
- 5.7.8 Shall establish and maintain records of updated relevant operational procedures or work instructions outlining the process governing the safe transport of dangerous goods by air.
- 5.7.9 Shall maintain records of or have access to updated operational procedures or work instructions of the air operators being handled by them.
- 5.7.10 Shall ensure that the statement "*GCAA DGCERT #0000*", is clearly incorporated in the 'Handling Information Box' of the Air Waybill when dangerous goods shipment is offered for air transport. Such statement can be replaced with a stamp showing the certificate number of the certified entity. The Ground Handling Agent shall strictly ensure and verify that the dangerous goods cargo consignment is handed over/processed for acceptance by a dangerous goods trained person who must be an employee of the GCAA dangerous goods certified entity referred to in either paragraph 3.9. b) or 3.9. c), most importantly the latter must hold a prove of their training in a form of certificate or ID, however, the requirements of Subsection 3.9 in these regulations must be strictly adhered to.
- 5.7.11 Shall officially notify the UAE General Civil Aviation Authority about the delegation or change in delegation of dangerous goods occurrences reporting responsibilities. If applicable, the notification to GCAA must be made in writing and include name of the Dangerous Goods Post Holder in the entity and or the Authority to whom the mandatory dangerous goods occurrences reporting responsibilities has been delegated to.
- 5.7.12 If applicable, shall ensure that the handling information column of the air waybill shows the statement "*as per GCAA Watch-List requirements*" when a cargo shipment or dangerous goods shipment is offered for air transport under the GCAA Dangerous Goods and Cargo Watch-List Program.

5.7.13 Shall ensure to obtain a License from Federal Authority for Nuclear Regulation (FANR) prior to handling, storage, and loading of cargo or mail and baggage used to carry Radioactive Material.

5.7.14 Shall not accept cargo from entities listed in the current GCAA Blacklist.

5.7.15 Shall accept any cargo shipment(s) from any of the entities listed in the GCAA Dangerous Goods & Cargo Watch-List, provided that the shipment is offered for air transport through a GCAA Dangerous Goods Certified Entity.

5.7.16 Shall report dangerous goods occurrences as per these regulations.

5.8 Passengers and Cargo GSA & Passenger and Cargo Reservation Centers

- a) Shall ensure compliance with the provisions outlined in these regulations as applicable.
- b) Shall ensure that their employees undergo the relevant dangerous goods training commensurate with the functions they are responsible for.

5.9 Packaging Supplier

5.9.1. GCAA Dangerous Goods Certified Packaging Supplier must nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.

5.9.2. Shall ensure that packaging are supplied in accordance with these regulations and the requirements of ICAO TI or IATA DGR:

- a) Except where the ICAO Technical Instructions or IATA Dangerous Goods Regulations otherwise provides, shall ensure that the packaging conform in all respects with the design type, including the method of packing, sealing, size and type of any inner packaging which were tested.
- b) Shall ensure that package(s) bear all appropriate markings in accordance with ICAO TI and IATA DGR.
- c) Shall make available all records including package test reports and certificates upon request by the General Civil Aviation Authority. If the test report does not show the characteristics of the tested substance or inner packaging to be used – identified by size, type, manufacturer, type of material and quantity – such packaging must not be distributed.
- d) Shall ensure that all packaging are manufactured, reconditioned and tested under a quality assurance program that satisfies the General Civil Aviation Authority in order to ensure that each packaging meets the requirements of these regulations.
- e) Shall ensure that each packaging design type is tested and certified. Their subsequent use must be specified in the applicable test report and conform in all respects with the design type which was tested. A copy of both test report and test certificate must be provided to the package purchaser.

- f) Shall ensure that for each packaging type, provide information regarding procedures to be followed, including closure instructions for inner packaging and receptacle, a description of the types and dimensions of closures, including any other components to ensure the packages as presented for transport are capable of passing the applicable performance tests and pressure differential requirements of these regulations as applicable.
- g) Shall ensure that dedicated storage facilities are maintained to protect dangerous goods packaging from any element that may result in potential physical damage.
- h) Shall maintain and provide a quarterly inventory report to the General Civil Aviation Authority. The report shall contain a complete and detailed inventory of all packaging transactions undertaken which includes the following information as a minimum:
 - i. Packaging type (description of UN Specification Marking);
 - ii. Date of transaction;
 - iii. Name and contact of purchaser;
 - iv. Quantity imported;
 - v. Quantity distributed;
 - vi. Any other information required by GCAA;

Note:

The quarterly inventory report should be sent to dangerousgoodsteam@gcaa.gov.ae

- i) Shall retain a copy from the following documents in their file, for a minimum period of 36 months;
 - i. UN Specification packaging test certificate and test report
 - ii. Commercial Invoice from supplier
 - iii. Import 'Bill of lading' or 'Air Waybill'
 - iv. UAE Customs Importation documents

5.10 Maintenance and Engineering

- 5.10.1 Shall ensure that staff involved in processing, handling, storage of dangerous goods is trained commensurate with their responsibilities as outlined in these regulations, ICAO TI and IATA DGR.
- 5.10.2 When performing functions of a shipper, staff shall ensure that dangerous goods are classified, identified, packed, marked, labelled and documented in compliance with these regulations, ICAO TI and IATA DGR.
- 5.10.3 If appointed an entity to act on their behalf in accepting, processing, handling, loading and storage of dangerous goods, shall ensure that the entity is dangerous goods certified by GCAA.
- 5.10.4 Shall ensure that dangerous goods occurrences are reported to GCAA as outlined in these regulations.

5.11 Designated Postal Operators (DPO)

- 5.11.1 Shall offer dangerous goods for air transport in accordance with the ICAO TI and IATA DGRs.
- 5.11.2 Shall ensure that their staff meet the minimum dangerous goods training requirements, commensurate with their responsibilities as outlined in these regulations, ICAO TI and IATA DGR.
- 5.11.3 Shall ensure that dangerous goods occurrences are reported to GCAA as outlined in these regulations.
- 5.11.4 Shall ensure to assign a Dangerous Goods Post Holder (DGPH) meeting the requirements and carrying out the responsibilities outlined in these regulations.

5.12 Helicopter Operator (carrying dangerous goods)

- 5.12.1 Shall perform any function related to the air transport of dangerous goods in compliance with these regulations, ICAO TI and IATA DGR.
- 5.12.2 GCAA Dangerous Goods Certified Helicopter Operator must nominate a dangerous goods post holder (DGPH), as outlined in these regulations.

5.13 Airport Operator

- 5.13.1 Shall nominate a Dangerous Goods Post Holder (DGPH) in accordance with Subsection 3.4 of these regulations.
- 5.13.2 Shall establish procedures for disposal of dangerous goods waste, in coordination with all concerned entities in the concerned Emirate.

SECTION 6 – Intentionally Left Blank

SECTION 7 – Certification Program

7.1 General

- 7.1.1 UAE originating dangerous goods shipments shall only be offered and accepted for air transport by a GCAA dangerous goods certified entity in accordance with the GCAA dangerous goods certification requirements as defined in these regulations.
- 7.1.2 Applicant(s) shall complete the online application for each location or branch separately for issuance or renewal of the entity's Dangerous Goods certification using the GCAA website www.gcaa.gov.ae
- 7.1.3 The entity shall ensure to obtain GCAA dangerous goods certification for each location or branch where the dangerous goods are accepted and handled.
- 7.1.4 The entity shall be responsible to renew its dangerous goods certification. The entity shall apply for annual or biennial approval (at the discretion of the entity) at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.
- 7.1.5 Any change in the status of the entity's trade license or staff's dangerous goods training or location or approved documents after issuance or renewal of the entity's dangerous goods certificate shall be immediately communicated to the General Civil Aviation Authority no later than ten working days from the date of which the change takes effect. Failure to do so may result in the suspension of the entity's dangerous goods certification.

7.2 Certification Requirements

7.2.1 Freight Forwarder and Cargo Agent

- 7.2.1.1 The Freight Forwarder and Cargo Agent shall;
- Nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
 - When they have a warehouse, dedicate dangerous goods storage area inside its warehouse facility with appropriate signage including a dedicated area for damaged dangerous goods and dangerous goods held for investigation. These areas must be properly marked, if applicable. The warehouse must be approved by the concerned local Authority(ies), such as but not limited to Civil Defense, Municipality, Free zone...etc.
 - submit comprehensive Standard Operating Procedures (SOPs) describing the complete dangerous goods acceptance and handling procedures.
 - submit Dangerous Goods training certificates for two staff meeting the minimum regulatory training requirements as defined in these regulations, as a minimum for each location or branch accepting or processing dangerous goods in addition to a copy of their residence visa showing that they are sponsored by the same entity and branch. The training must be undertaken by one of the General Civil Aviation Authority's approved or recognized training provider(s) as defined in Subsection 4.2 of these regulations.
 - at the time of submission of application, the Dangerous Goods training certificates must be valid for a minimum period of three months.
 - submit a valid copy of entity's trade license issued in the United Arab Emirates.

- g) pay applicable annual fee for the issuance of initial and renewal of certification, taking into account that as per GCAA policy the payment is non-refundable.
- h) be responsible to renew its dangerous goods certification. The entity shall apply for annual approval at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.

7.2.2 UAE Registered Air Operator – Fixed Wing Aircrafts

The Air Operator shall;

- a) retain the current edition of the IATA Dangerous Goods Regulations (hard or electronic version) where the dangerous goods are accepted or handled. The DGR must be accessible to all dangerous goods trained personnel who have received the dangerous goods training in respective function which commensurate to their responsibilities.
- b) dedicate dangerous goods storage area inside its warehouse facility with appropriate signage including a dedicated area for damaged dangerous goods and dangerous goods held for investigation. These areas must be properly marked. GCAA shall accept entities' facilities using an automated storage system. The warehouse must be approved by the concerned local Authority(ies), such as but not limited to Civil Defense, Municipality, Free zone...etc.
- c) submit comprehensive Standard Operating Procedures (SOPs) describing the entire dangerous goods processes and procedures.
- d) submit Dangerous Goods training certificates for four staff meeting the minimum regulatory training requirements as defined in these regulations as a minimum, in addition to a copy of their residence visa sponsored by the same entity. The training must be undertaken by one of the General Civil Aviation Authority's approved or recognized training provider(s), as defined in Subsection 4.2 of these regulations.
- e) at the time of submission of application, the applicable Dangerous Goods training certificate(s) must be valid for a minimum period of three months.
- f) possess valid Air Operator Certificate (AOC) at the time of submitting the application for issuance or renewal of dangerous goods certificate.
- g) submit a valid copy of entity's trade license issued in the United Arab Emirates.
- h) pay applicable annual fee for the issuance of initial and renewal of certification, taking into account that as per GCAA policy the payment is non-refundable.
- i) the air operator shall be responsible to renew its dangerous goods certification. The entity shall apply for annual or biennial approval (at the discretion of the entity) at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.

7.2.3 Helicopter Operator

The Helicopter Operator shall;

- a) Nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
- b) retain the current edition of the IATA Dangerous Goods Regulations (hard or electronic version) including any addendums, which must be accessible to all trained personnel.
- c) submit comprehensive Standard Operating Procedures (SOPs) describing the entire dangerous goods processes and procedures.
- d) submit Dangerous Goods training certificates for two staff meeting the minimum regulatory training requirements as defined in these regulations as a minimum, in addition to a copy of their residence visa sponsored by the same entity. The training must be undertaken by one of the General Civil Aviation Authority's approved or recognized training provider(s), as defined in Subsection 4.2 of these regulations.
- e) at the time of submission of application, the Dangerous Goods training certificates must be valid for a minimum period of three months.
- f) submit a valid copy of entity's trade license issued in the United Arab Emirates.
- g) pay applicable annual fee for the issuance of initial and renewal of certification, considering that as per GCAA policy the payment is non-refundable.
- h) the helicopter operator shall be responsible to renew its dangerous goods certification. The entity shall apply for annual or biennial approval (at the discretion of the entity) at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.

7.2.4 Ground Handling Agent

The Ground Handling Agent shall;

- a) Nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
- b) retain the current edition of the IATA Dangerous Goods Regulations (hard or electronic version) where the dangerous goods are accepted or handled. The DGR must be accessible to all dangerous goods trained personnel who have received the dangerous goods training in respective function(s) which commensurate to their responsibilities.
- c) dedicate dangerous goods storage area inside its warehouse facility with appropriate signage including a dedicated area for damaged dangerous goods and dangerous goods held for investigation. These areas must be properly marked. GCAA shall accept entities' facilities using an automated storage system. The warehouse must be approved by the concerned local Authority(ies), such as but not limited to Civil Defense, Municipality, Free zone...etc.
- d) submit comprehensive Standard Operating Procedures (SOPs) describing the entire dangerous goods processes and procedures.

- e) submit Dangerous Goods training certificates for four staff meeting the minimum regulatory training requirements as defined in these regulations as a minimum, in addition to a copy of their residence visa sponsored by the same entity. The training must be undertaken by one of the General Civil Aviation Authority's approved or recognized training provider(s), as defined in Subsection 4.2 of these regulations.
- f) at the time of submission of application, the applicable Dangerous Goods training certificates must be valid for a minimum period of three months.
- g) submit a valid copy of entity's trade license issued in the United Arab Emirates.
- h) pay applicable annual fee for the issuance of initial and renewal of certification, taking into account that as per GCAA policy, the payment is non-refundable.
- i) be responsible to renew its dangerous goods certification. The entity shall apply for annual or biennial approval (at the discretion of the entity) at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.

7.2.5 Training Provider(s)

7.2.5.1 Delivering Classroom Based Training

7.2.5.1.1 Classroom based training provider certification shall include:

- a) review and approval of Dangerous Goods training material of all functions of personnel as defined in Tables given in these regulations.
- b) assessment of the training facility to ensure conducive learning environment.
- c) the training facility must be physically located in the United Arab Emirates.
- d) before applying for GCAA approval, the training provider must obtain the required approvals from the concerned Authorities within the Emirate in which their training facility is located.

7.2.5.1.2 **The ONLINE-APPLICATION | Following are the requirements that must be adhered to at the time of submission of the online application;**

- a) attach a copy of the security clearance issued to the training provider by GCAA.
- b) attach a copy of the instructor curriculum vitae
- c) attach a copy of valid UAE residence visa of instructor(s) sponsored by the same training provider.
- d) attach training records and the necessary supporting documents for the instructor to meeting the requirements of Subsection 4.9 of these regulations.
- e) attach a copy of valid training provider trade license issued in the United Arab Emirates.
- f) As much as practicable, attach a copy of training material for each function (soft copy) which shall include lesson plan, PowerPoint presentations, handouts, workbooks and classroom exercises with answers.

- g) attach three separate examination papers for each dangerous goods training function (soft copy) showing all answers and associated marks awarded for each question.
- h) As much as practicable, also submit on a USB the training material (soft copies) which shall include lesson plan, audio/visual aids, PowerPoint presentations, handouts, workbooks, classroom exercises with answers and set of three examination papers with answers for each function of personnel.

Notes:

- 1- *To facilitate the approval/certification process, upon submission of the online application, the training provider(s) shall be approached by the principle GCAA official, to agree on the number of days, date and time on which the onsite visit shall take place at the training provider(s) facility.*
- 2- *Training materials or other related documents referred to in Subsection 7.2.5.1.2 of these regulations and which cannot be uploaded into the online application due to size of the document(s), will be reviewed by the principle GCAA official during the onsite visit.*

7.2.5.2 Delivering Computer Based Training (CBT)

The Training Provider that intends to provide the Dangerous Goods CBT courses shall:

- a) obtain GCAA approval of CBT through GCAA dangerous goods online certification system.
- b) provide a yearlong access to GCAA to courseware for evaluation and approval. Where access is not available, courseware shall be provided on USB or using an electronic file sharing option.
- c) where applicable, submit a copy of contract or Memorandum of Understanding (MoU) between the CBT user and CBT provider.

7.2.5.3 Delivering Safety and Emergency Procedures (SEP)

- a) Training provider(s) delivering dangerous goods training as integral part of the Safety and Emergency Procedures (SEP) training for both Flight Crew and Cabin Crew shall comply with the provisions of Subsection 4.4, as outlined in these regulations. They must obtain GCAA approval through GCAA dangerous goods online certification system.
- b) Only the General Civil Aviation Authority approved dangerous goods training material, examinations/assessments shall be used throughout the SEP training course(s).
- c) The current edition of the ICAO TI or IATA DGR, must be used during the training sessions.

7.2.5.4 Certification Validity

The validity of dangerous goods training provider certificate shall be twelve months from the date on which the certificate is issued by GCAA, and not from the date of submission of the online application by the training provider.

7.2.6 Packaging Supplier

The Packaging Supplier shall:

- a) Nominate a Dangerous Goods Post Holder (DGPH) in accordance with the requirements of 3.4 of these regulations.
- b) retain the current edition of the IATA Dangerous Goods Regulations (hard or electronic version) and any addendums, which must be accessible to all trained personnel.
- c) submit comprehensive Standard Operating Procedures (SOPs) describing the entire dangerous goods packaging supplier procurement and distribution procedures.
- d) submit and maintain training certificates of two staff meeting the minimum regulatory training requirements as defined in these regulations as a minimum, in addition to a copy of their residence visa sponsored by the same entity. The training must be undertaken by one of the General Civil Aviation Authority's approved or recognized training provider(s), as defined in Subsection 4.2 of these regulations.
- e) at the time of submission of the application, the dangerous goods training certificates shall be valid for a minimum period of three months. The training must be undertaken by one of the GCAA approved training providers or directly from ICAO or IATA.
- f) submit a valid copy of entity's trade license issued in the United Arab Emirates.
- g) pay applicable annual fee for the issuance of initial and renewal of certification taking into account that as per GCAA policy, the payment is non-refundable.
- h) the packaging supplier shall be responsible to renew its dangerous goods certification. The entity shall apply for annual or biennial approval (at the discretion of the entity) at a minimum of two months prior to expiry of their current certificate. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.

7.3 Maintaining Validity and Extension of Certification

- 7.3.1 All entities must ensure to start the process of renewal of their dangerous goods certificate as a minimum two months prior to the expiry date shown on the certificate issued by GCAA. The effective date of the renewed certificate shall start from the date following the expiry date of the current certificate.
- 7.3.2 Extension of the dangerous goods certificate shall not be granted under any circumstances.

SECTION 8 - Oversight Responsibilities

8.1 Scope

The UAE General Civil Aviation Authority is committed to ensure that the management of the safe transport of dangerous goods by air is consistent with the requirements contained in the Convention on International Civil Aviation, the resolution of safety issues and the enforcement of Regulations through the conduct of Dangerous Goods Oversight activities on entities defined herein these regulations.

The competency of GCAA officials involved in oversight activities is established and maintained through initial and continuation of training which is supported by regular competence assessments.

8.2 The Conduct of Dangerous Goods Oversight Activities

GCAA conducts scheduled and non-scheduled dangerous goods oversight activities (Audits and Inspections) using a performance based dangerous goods oversight process to deliver oversight in a proportionate manner. This process brings together GCAA officials from across the Authority in order to gather collective intelligence supported by relevant dangerous goods safety data analysis. Through internal review meetings, GCAA is able to capture and agree its view of dangerous goods safety hazards in the oversights entities. This enables decisions to be made to vary planned oversight according to compliance, performance and hazard.

8.2.1 Scheduling Oversight Activities

8.2.1.1 Dangerous goods safety oversight forms the part of the safety regulatory process dedicated to ensuring that applicable dangerous goods safety regulatory requirements are met, and the monitoring of the safe provision of services by means of audit and inspection.

8.2.1.2 GCAA schedule its annual dangerous goods oversight plan taking into consideration the following factors;

- a) Verifying compliance and ensuring implementation of the regulations
- b) Issuance and Renewal of dangerous goods certification
- c) Follow up audits (inspection)
- d) Historical background of an entity
- e) Outcome of dangerous goods occurrences investigation
- f) Controlling ongoing malpractices
- g) Addressing safety concerns
- h) Cooperation between the States
- i) Supporting ICAO initiatives
- j) Providing technical support

8.2.1.3 The scheduled dangerous goods oversight plan shall be implemented at the discretion of GCAA with or without notice.

8.2.2 Identification and Resolution of Dangerous Goods Safety Deficiencies

The objective of identification of dangerous goods safety deficiencies is to agree on proposed corrective measures and an action plan that adequately addresses the deficiencies that led to the contravention and to afford the entity a reasonable time to implement them.

This approach aims to nurture and sustain effective dangerous goods safety reporting, whereby the entities' employees can report dangerous goods safety deficiencies and hazards without fear of punitive action.

The entity can therefore, without assigning blame and without fear of enforcement action, analyses the occurrence or the deficiency and the contributing factors that may have led to it, in order to incorporate remedial measures that will best help prevent recurrence in future.

8.2.3 Level Findings & Observations

Level	Definition	Description	Rectification Timeframe
Level-1	“Level-1 finding” is any non-compliance with the Regulations, which could also result in dangerous goods accident as defined in these regulations.	Level-1 finding is considered to be the most serious and significant non-compliance with GCAA dangerous goods regulatory requirements in particular, where it is seen that such non-conformity have a direct impact to operational safety, the safety of the aircraft and its occupants.	Level-1 finding shall require immediate rectification within 24 hours from the time it has been communicated by GCAA to the entity
Level-2	“Level-2 finding” is any non-compliance with GCAA Regulations, which is not classified as level-1, and which could result in dangerous goods incident as defined in these regulations, occasions of undeclared and misdeclared dangerous goods	Level-2 finding is considered to be a non-compliance with GCAA dangerous goods regulatory requirements in particular, where it is seen that such non-conformity has indirect impact to operational safety, the safety of the aircraft and its occupants.	Level-2 finding shall be rectified within two weeks from the date of which outcome of the audit or inspection has been communicated by GCAA.
Level-3	“Level-3 Observation” is any identified potential problems that could lead to possible non-compliance.	Level 3 observation means any non-compliance with the dangerous goods regulatory requirements other than those of Level 1 and Level 2	Level-3 observation shall be rectified at the discretion of GCAA.

8.2.4 Self-Assessment

8.2.4.1 Intending to facilitate entities' operations, reducing the efforts and time spent in conducting the oversight activities, and in order to improve the joint collaboration and transparency in communication between GCAA and Stakeholders, the UAE General Civil Aviation Authority has introduced the Dangerous Goods Self-Assessment program.

The dangerous goods Self-Assessment program has been designed to measure the readiness of an entity to comply with the Civil Aviation Regulations (CAR) Part VI, Transport of Dangerous Goods by Air.

It is at the discretion of GCAA to select entities for Self-Assessment.

Note:

Self-Assessment applies to renewal of certification only.

8.2.4.2 Self-Assessment essentially means that the entity shall answer the questions in the Self-Assessment Checklist to assess their overall level of compliance and implementation of the dangerous goods regulatory requirements. GCAA uses the results of the Entity's completed Self-Assessment to assess the entity's overall level of compliance with these regulations, ICAO TI and IATA DGR. GCAA also uses the results of the Entity's completed Self-Assessment to priorities its annual oversight activities.

8.2.4.3 GCAA also reviews and validates the entity's Self-Assessment to determine the current level of efficient implementation of these regulations by the entity. GCAA will periodically revise the questions of the Self-Assessment Checklist in order to reflect amendments made to the referenced documents.

8.2.4.4 Self-Assessment does not mean that the entity shall not be subject to oversight visits by GCAA officials.

SECTION 9 - Reporting of Dangerous Goods Occurrences

9.1 Mandatory Occurrence Reporting

9.1.1 All Entities shall report to the UAE General Civil Aviation Authority;

- a) dangerous goods accidents and dangerous goods incidents;
- b) occasions when undeclared or misdeclared dangerous goods are discovered in cargo or mail.
- c) occasions when dangerous goods not permitted to be carried by passengers or crew are discovered by the operator, or the operator is advised by the entity that discovers the dangerous goods, either in the baggage or on the person, of passengers or crew members.
- d) occurrences related to Radioactive Materials "Class 7". Such occurrences shall be also reported to the UAE Federal Authority for Nuclear Regulation (FANR) at www.fanr.gov.ae

The report shall be submitted within 72 hours of the occurrence, unless exceptional circumstances prevent this, using the Online Reporting of Dangerous Goods Occurrence & Investigation (RODGO) system. The initial report shall be made by any means but the RODGO shall be sent as soon as possible, even if all the information is not available.

In case of RODGO is inaccessible due to exceptional circumstances or unforeseen reasons, the initial manual report shall be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available. (See Occurrence report form in Appendix-1 of these regulations.

Manually completed reports shall be sent to rodgo.investigation@gcaa.gov.ae

9.1.2 Any entity that delegates the mandatory dangerous goods occurrences' reporting responsibilities, shall officially notify the UAE General Civil Aviation Authority of such delegation. The notification to GCAA must be made in writing and include name of the Dangerous Goods Post Holder in the entity and or the Authority in which the mandatory dangerous goods occurrences reporting responsibilities have been delegated to.

9.2 Voluntary Reporting

All entities are encouraged to voluntary report dangerous goods occurrences not captured by the mandatory reporting system using the RODGO application and or the rodgo.investigation@gcaa.gov.ae mailbox.

9.3 The Online Reporting of Dangerous Goods Occurrences & Investigation (RODGO) System

9.3.1 Purpose of RODGO System

9.3.1.1 The purpose of RODGO system is to provide the industry and all entities with online tool to report dangerous goods occurrences to enable the collection of information on Dangerous Goods Occurrences in a structured and harmonized manner. This shall allow for the analysis of information, leading to:

- a) identification of hazards.
- b) monitoring of trends and patterns in dangerous goods operations.
- c) analysis of root causes and other contributing factors resulted in the occurrence.

9.3.1.2 Based on data provided, GCAA can also;

- a) measure the effectiveness of the current procedures;
- b) identify gaps in current Regulations and national programs;
- c) define priorities in policy;
- d) establish updates of corrective measures, including policy changes, where necessary;
- e) share relevant information with States and other entities; and
- f) initiate investigation

9.3.2 Access to RODGO

9.3.2.1 The request to access RODGO system shall be sent to GCAA at rodgo.investigation@gcaa.gov.ae
OR dangerousgoodsteam@gcaa.gov.ae

9.3.2.2 The mandatory dangerous goods occurrences reporting requirement using RODGO must be duly incorporated into the Standard Operating Procedures or relevant Operations' manuals of all entities.

SECTION 10 - Dangerous Goods Occurrences Investigation

10.1 General

10.1.1 The UAE General Civil Aviation Authority shall investigate;

- a) dangerous goods accidents and incidents;
- b) undeclared and misdeclared dangerous goods in cargo, mail or baggage;
- c) a dangerous goods accident or dangerous goods incident which may also constitute an aircraft accident or incident as defined in Annex 13— Aircraft Accident and Incident Investigation.
- d) other dangerous goods safety issues.

10.2 Contributing Factors

The scope and complexity of the dangerous goods occurrence investigation may be influenced by but not limited to the following factors;

- a) the severity or potential severity of the outcome;
- b) regulatory or organizational requirements to carry out an investigation;
- c) safety value to be gained;
- d) opportunity for safety action to be taken; and
- e) identified trends;

10.3 Gathering and Analysis of Information

The UAE GCAA is taking an integrated approach to the collection of dangerous goods safety data that come from a myriad of resources, both internal and external. Such integration enables GCAA to get a more accurate view of the dangerous goods safety hazards, and achieve GCAA safety objectives. Dangerous goods safety data and information that initially seems to be unrelated, may later turn out to be critical for identifying safety issues and supporting data-driven decision-making. It is therefore, GCAA has streamlined the data collection and processing through the establishment of the online Reporting of Dangerous Goods Occurrences & Investigation system (RODGO).

10.4 Identification of Hazards

10.4.1 Hazard identification is based on a combination of the following two methodologies:

- a) **Reactive:** This methodology involves analysis of past outcomes or events. Hazards are identified through investigation of dangerous goods safety occurrences. Incidents and accidents are an indication of system deficiencies and therefore, can be used to determine which hazard(s) contributed to the event. Analyzing the hazards identified during an incident or accident investigations is an example of a reactive methodology.

- b) **Proactive:** This methodology involves collecting dangerous goods safety data of lower consequence events or process performance and analyzing the dangerous goods safety information or frequency of occurrence to determine if a hazard could lead to an accident or incident. Hazards identified during audits or inspections, or from mandatory reports are examples of a proactive methodology. An important mechanism for proactive hazard identification is a voluntary safety reporting system.

10.4.2 GCAA aim is to identify hazards and the associated risks before they lead to an occurrence involving dangerous goods.

Examples of sources for hazard identification include:

- a) investigation reports; reviewing or in-depth studying investigation reports can identify hazards, especially those which are deemed to be indirect contributing factors and which may not have been adequately addressed by corrective actions implemented as a result of previous investigations.
- b) mandatory and voluntary reporting systems;
- c) audits and external audits can sometimes identify hazards. These may be documented as an unidentified hazard or captured less obviously within an audit finding.
- d) trade associations and information exchange systems; many trade associations and industry groups are able to share safety data that may include identified hazards.

10.5 Dangerous Goods Held for Investigation

10.5.1 As integral part of the investigation process, GCAA may request for the dangerous goods involved in the occurrence to be held for investigation purposes.

10.5.2 Dangerous Goods held for investigation by GCAA shall not be released under any circumstances unless the release is authorized by GCAA. Dangerous goods for life saving, time sensitive cargo and medical or operational purposes shipments may be released at the discretion of the operator subject to compliance with the Dangerous Goods regulatory requirements.

10.5.3 A Notice "*Dangerous Goods Held for Investigation by GCAA*" must be prominently affixed on any cargo package, courier bag, mail parcel and or passenger baggage held for investigation by GCAA.

10.6 No Objection Letter

10.6.1 Issuance of no objection letter by Local Authorities to release a "*Dangerous Goods Held for Investigation by GCAA*" must be shared with GCAA, before releasing the cargo package, courier bag, mail parcel and or passenger baggage, where the following must be taken into consideration prior to issuance of the no objection letter;

- a) the conduct of physical inspection on the cargo package, courier bag, mail parcel and or passenger baggage shall be made by or in presence of a dangerous goods trained personnel.
- b) ensure that the Safety Data Sheet (SDS) or any other relevant document is issued by the manufacturer or recognized technical body.

- c) review copy of the Master Air Waybill (if applicable).
- d) review invoice and Packing list.
- e) ensure to receive undertaking from the concerned entity using the entity's letterhead, stating that the actual content of the cargo package, courier bag, mail parcel or passenger baggage doesn't contain dangerous goods.

10.7 The Corrective and Preventive Action (CAPA)

10.7.1 Entities involved in dangerous goods occurrences must without delay submit their CAPA to GCAA, no later than 10 working days from the date on which the occurrence was discovered, taking into consideration that the CAPA is;

- a) submitted using the entity's letterhead and in a PDF or system auto generated format.
- b) Describing the sequence of events and addresses the seriousness of the occurrence.
- c) implementable and includes a method or a process for implementation and compliance monitoring within a specified timeframe.
- d) endorsed by a Senior Manager/responsible person within the entity.

10.7.2 The CAPA must include a dangerous goods training records for all employees within the involved entity. In the absence of such training records, the concerned entity must provide a dangerous goods training plan for their employee(s) no later than 10 working days from the date on which the occurrence was discovered, however the training plan must include the following information;

- a) employee name;
- b) scheduled training date (training must take place within 40 calendar days from the date on which the occurrence was discovered);
- c) the function they will take the training for;
- d) name of the Dangerous Goods Training Provider approved/accredited by GCAA.

10.7.3 The delay in submitting the Corrective and Preventive Action may result in stricter legal action(s).

10.8 Closing the Investigation

10.8.1 GCAA shall close the investigation upon identification of the root cause and contributing factors resulted in the dangerous goods occurrence and assurance to comply with the satisfactory corrective measures in future.

10.8.2 The specified timeframe by GCAA to close the dangerous goods investigation is one month, unless exceptional circumstances prevail.

10.9 Cooperation with other States

As and when required, GCAA shall 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.

SECTION 11 - Regulatory Actions

11.1 Suspension and Revocation of Dangerous Goods Certification

The Regulatory Action Chart describes the General Civil Aviation Authority regulatory actions that shall apply in case of any of the described eventualities. As a result, the adverse consequences may result in suspension and or revocation of the entity's dangerous goods certificate.

DANGEROUS GOODS REGULATORY ACTION CHART				
Description	Regulatory Action	Regulatory Timeframe	Action	Minimum
<p>Dangerous Goods Accident:</p> <p>An occurrence associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in fatal or serious injury to a person or major property or environmental damage</p> <p><i>Note: A dangerous goods accident may also constitute an aircraft accident as defined in Annex 13— Aircraft Accident and Incident Investigation.</i></p>	<p>Revocation</p> <p>or</p> <p>Suspension</p>		<p>at the discretion of GCAA</p>	<p>*3 to 6 Months</p>
<p>Dangerous Goods Incident:</p> <p>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 where:</p> <ul style="list-style-type: none"> a) a person is injured; b) there is property or environmental damage; c) there is fire, breakage, spillage, leakage of contents or radiation or there is other evidence that the integrity of the packaging has not been maintained; or d) any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants. 	<p>Revocation</p> <p>or</p> <p>Suspension</p>			<p>*3 Months</p>

<p><i>Note: A dangerous goods incident may also constitute an aircraft incident as defined in Annex 13 — Aircraft Accident and Incident Investigation.</i></p>		
<p>Non-Compliance with the UAE Civil Aviation Law</p>	<p style="text-align: center;">Revocation or Suspension</p>	<p style="text-align: center;">*3 Months</p>
<p>Non-compliance with the GCAA Civil Aviation Regulations (CAR Part VI)</p>		
<p>Non-adherence to GCAA Audit or Inspection findings and the given timeframe for rectification and compliance</p>		
<p>Misuse the GCAA dangerous goods certification</p>		
<p>Non-compliance with GCAA dangerous goods certification requirements.</p>		

**At the Discretion of the General Civil Aviation Authority*

11.2 Blacklisting

At its own discretion, the UAE General Civil Aviation Authority may decide to blacklist an entity if GCAA identifies non-compliance with the applicable dangerous goods regulatory requirements as outlined in these regulations.

11.3 GCAA Dangerous Goods & Cargo Watch-List Program

Scope

The aim of the UAE General Civil Aviation Authority's Dangerous Goods & Cargo Watch-List program is to;

- a) help this Authority on its efforts to prevent recurrence of dangerous goods occurrences;
- b) encourage all entities to ensure accurate and correct declaration of cargo and dangerous goods.
- c) assist GCAA to improve its overall control on air transportation of cargo and dangerous goods through continuous oversight and occurrences investigation to safeguard Civil Aviation operations in the United Arab Emirates against willful misconduct.

11.3.1. The Criteria for Inclusion into the Watch-List

The following “**Stages 1,2 and 3**” outline the criteria which shall be applied for the decision making process on those Entities which have been identified during the conduct of dangerous goods occurrence investigation or oversight activities, whereby, official action is required for the purpose of inclusion into the GCAA Dangerous Goods and Cargo Watch-List.

At the discretion of GCAA and subject to severity of the dangerous goods occurrence, the GCAA may not follow the sequence of stages, consequently may directly issue a Watch-List Stage-2 or Stage-3 letter or include the concerned Entity into the GCAA Dangerous Goods and Cargo Watch-List; or may decide to take other legal action.

11.3.1.1. Watch-List Criteria, Stage-1 | First Dangerous Goods Occurrence(s)

11.3.1.1.1 Upon completion of the dangerous goods occurrence investigation, the concerned entity;

- a) shall receive Official Notification of Non-Compliance with GCAA Civil Aviation Regulations (CAR Part VI) – Transport of Dangerous Goods by air (Watch-List, Stage-1 Letter), addressed to the Senior Management of the concerned Entity.
- b) shall acknowledge receipt of the GCAA Official Notification of Non-Compliance with GCAA Civil Aviation Regulations by means of official letter endorsed by senior management personnel and addressed to dangerousgoodsteam@gcaa.gov.ae

11.3.1.1.2 The Dangerous Goods Certificate issued to the Entity by GCAA may be suspended or revoked at the discretion of GCAA.

Note:

The validity of the “Watch-List, Stage- 1” letter is 36 months. This means, the letter shall be withdrawn/cancelled automatically if the Entity doesn’t get involved in any dangerous goods occurrence within 36 months, from the date on which the “Watch-List, Stage- 1” letter was issued.

11.3.1.2. Watch-List Criteria, Stage-2 | Second Dangerous Goods Occurrence(s) within 36 months from the date on which stage-1 letter was issued

11.3.1.2.1 Upon completion of the dangerous goods occurrence investigation, the concerned entity;

- a) shall receive Official Notification of Non Compliance with GCAA Civil Aviation Regulations (CAR Part VI – Transport of Dangerous Goods by air (Watch-List, Stage-2 Letter), addressed to the Senior Management of the concerned Entity, to alert them about the seriousness of the situation and that recurrence of dangerous goods occurrence shall result in adding the Entity into the GCAA Watch-List.
- b) shall acknowledge receipt of the GCAA Official Notification of Non-Compliance with GCAA Civil Aviation Regulations by means of official letter endorsed by senior management personnel and addressed to dangerousgoodsteam@gcaa.gov.ae

11.3.1.2.2 The Dangerous Goods Certificate issued to the Entity by GCAA may be suspended or revoked at the discretion of GCAA.

Note:

The applicability of the “Watch-List, Stage-2” letter depends on the date on which Stage-1 letter was issued within the cycle of 36 months. This means, the letter shall be withdrawn/ cancelled automatically if the Entity doesn’t get involved in any dangerous goods occurrence within 36 months, from the date on which the “Watch-List, Stage-1” letter was issued.

11.3.1.3 Watch-List Criteria, Stage-3 | Third Dangerous Goods Occurrence(s) within 36 months from the date on which the stage-1 letter was issued

- 11.3.1.3.1 Upon completion of the dangerous goods occurrence investigation, the concerned entity;
- shall receive Official Notification of Non-Compliance with GCAA Civil Aviation Regulations (CAR Part VI) – Transport of Dangerous Goods by air (Watch-List, Stage-3 Letter), addressed to the Senior Management of the concerned Entity, to inform them about the inclusion of their entity's name into the GCAA Watch-List.
 - shall comply with the Watch-List process and acknowledge receipt of the GCAA Official Notification of Non-Compliance with GCAA Civil Aviation Regulations by means of official letter endorsed by senior management personnel and addressed to dangerousgoodsteam@gcaa.gov.ae
- 11.3.1.3.2 The Dangerous Goods Certificate issued to the Entity by GCAA may be suspended or revoked at the discretion of GCAA.

Note:

The applicability of the "Watch-List, Stage-3" letter depends on the date on which Stage-1 letter was issued within the cycle of 36 months. This means, the letter shall be withdrawn/ cancelled automatically upon removing the entity from the Watch-List as outlined in Subsection 11.3.3 of these regulations.

11.3.2 The Watch-List Process

- 11.3.2.1 Entities listed in the GCAA Dangerous Goods & Cargo Watch-List shall comply with this process.
- 11.3.2.2 All UAE Airports, Ground Handling Agents, Air Operators shall accept any cargo shipment(s) from any of the entities listed in the GCAA Dangerous Goods & Cargo Watch-List, provided that the shipment is offered for air transport through a GCAA Dangerous Goods Certified Entity.
- 11.3.2.3 The GCAA dangerous goods certified entity who decides to accept dangerous goods or cargo from any of the entities listed in the GCAA Dangerous Goods & Cargo Watch-List shall ensure that the dangerous goods or cargo they agreed to accept from the entity in the Watch-List has undergone the following process before tendering the shipment for acceptance at the airport;
- The shipment has undergone 100% physical Inspection under the supervision of a dangerous goods trained person, in accordance with these regulations.
 - Records of such physical inspection and proof of training for the personnel who has supervised or conducted the physical inspection must be retained in file for a minimum period of thirty-six months for GCAA Oversight or Investigation purposes.
 - Undeclared or mis-declared dangerous goods discovered during implementation of the 100% physical inspection must be reported to the General Civil Aviation Authority at RODGO.Investigation@gcaa.gov.ae



11.3.2.4

If acceptable and at the discretion of the GCAA Dangerous Goods Certified Entity, they may delegate the 100% physical inspection process to the entity listed in the Watch-List provided that the latter has complied with the following;

- a) the shipment has undergone 100% physical inspection under the supervision of dangerous goods trained person, in accordance with these regulations.
- b) records of such physical inspection and proof of training for the personnel supervised or conducted the physical inspection must be retained on file at the listed entity for a minimum period of 36 months.
- c) undeclared or misdeclared dangerous goods discovered during implementation of the 100% physical inspection must be reported to the General Civil Aviation Authority at RODGO.Investigation@gcaa.gov.ae
- d) an undertaking must be issued by the entity listed in the GCAA Dangerous Goods & Cargo Watch-List using entity's official letter. The undertaking must be addressed to the GCAA Dangerous Goods Certified Entity (the Freight Forwarder or Cargo Agency) who agreed to receive or accept the cargo consignment from the entity listed in the Watch-List. The undertaking must contain the following information as a minimum;
 - i. details of the shipment (Shipper, Consignee, AWB number, Total number of pieces, weight and accurate commodity information).
 - ii. details of the process implemented to conduct the physical inspection.
 - iii. name and contact details of the dangerous goods trained personnel who conducted or supervised the physical inspection.
 - iv. information about any undeclared or misdeclared dangerous goods discovered during the physical inspection (if any).
 - v. endorsed by a Senior Management personnel.
 - vi. must include the legal statement;

"We (the entity name) hereby confirm that the originator of the freight is known to us and we are satisfied and fully responsible that the 100% physical inspection conducted on this shipment is evident that the package(s) is airworthy and that the contents are as stated in the Shipper's Letter of Instructions for Issuing Air Waybill (SLI) or as stated in the Information for Declaration of Goods (IDG) form, and that this shipment does not contain any undeclared or misdeclared dangerous goods. Any legal adverse consequences resulted from incorrect declaration of goods will be our sole responsibility (name of the senior management personnel, designation and their 24/7 reachable contact number)."

- e) The entity listed in the Watch-List must submit the undertaking to the GCAA Dangerous Goods Certified entity, where the latter shall ensure that either the original or a copy of the said undertaking is attached to the transport documents while tendering the shipment to the concerned Air Operator or the Ground Handling Agent for acceptance.

11.3.2.5

The Handling Information Column of the Air Waybill must show the statement;
"As per GCAA Watch-List requirements".

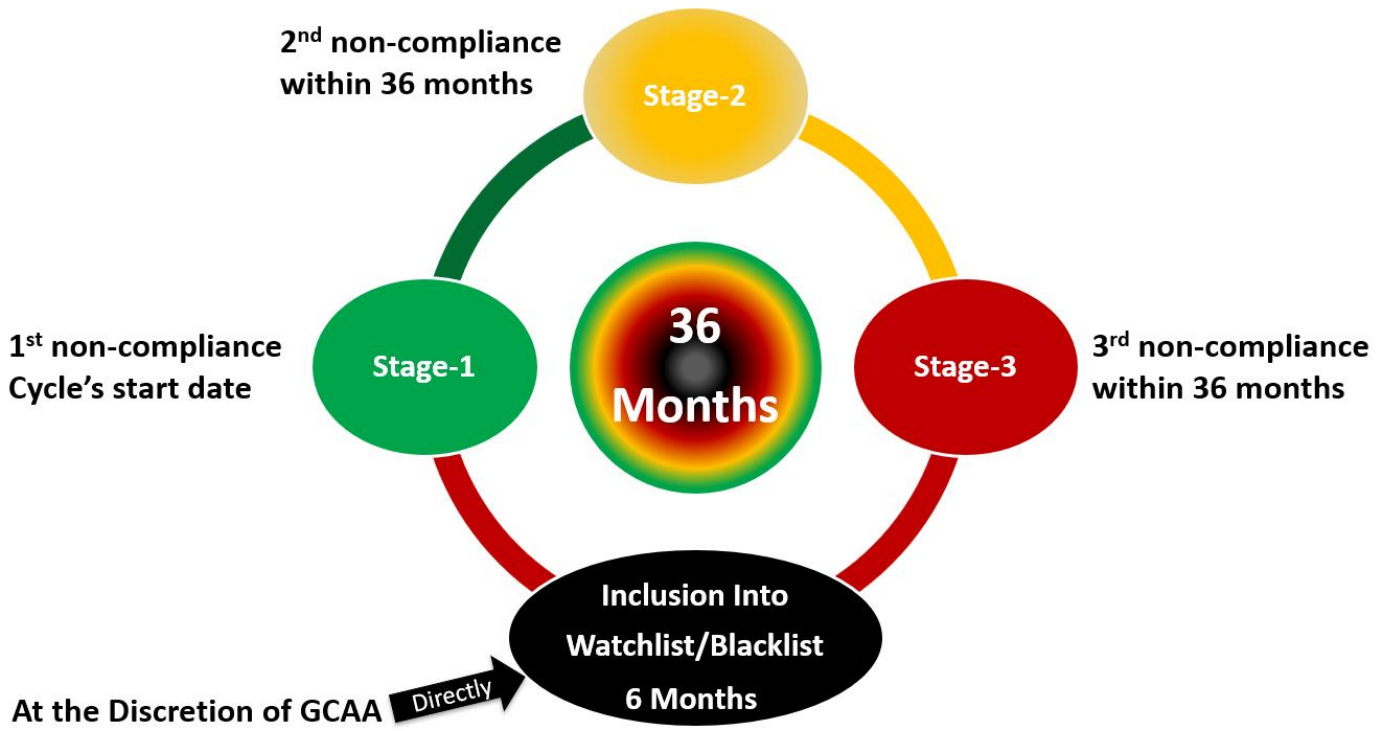
- 11.3.2.6** The 100% physical inspection referred to in this process is an additional measure to improve operational safety and security, and shall not replace cargo screening at UAE Airports, hence Cargo Screening shall continue as per the Airport Operator’s current processes and procedures.
- 11.3.2.7** Entities listed in the GCAA Dangerous Goods & Cargo Watch-List shall fully meet the provisions of the Watch-List process.
- 11.3.2.8** Physical Inspection means the inner and outer package(s) is physically inspected to ensure that the package is airworthy and to ensure it does not contain undeclared or misdeclared dangerous goods.

11.3.3 The Watch-List Regulatory Action Chart

REGULATORY ACTION CHART - GCAA DANGEROUS GOODS & CARGO WATCH-LIST PROGRAM		
Description	Regulatory Action	Minimum Period to Remain in the Watch-List
<p>Dangerous Goods Accident:</p> <p>An occurrence associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in fatal or serious injury to a person or major property or environmental damage.</p> <p><i>Note: A dangerous goods accident may also constitute an aircraft incident as defined in Annex 13 — Aircraft Accident and Incident Investigation.</i></p>	*Inclusion into the Watch-List	*6 Months
<p>Dangerous Goods Incident:</p> <p>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 where:</p> <ul style="list-style-type: none"> a) a person is injured; b) there is property or environmental damage; c) there is fire, breakage, spillage, leakage of contents or radiation or 	*Inclusion into the Watch-List	*6 Months

<p>there is other evidence that the integrity of the packaging has not been maintained; or</p> <p>d) any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants.</p> <p><i>Note: A dangerous goods incident may also constitute an aircraft incident as defined in Annex 13 — Aircraft Accident and Incident Investigation.</i></p>		
<p>Non GCAA Dangerous Goods Certified Entity performing any function related to the transport of dangerous goods by air. This shall include but not limited to being involved in a dangerous goods accident, incident, undeclared and misdeclared dangerous goods.</p>	<p>*Inclusion into the Watch-List</p>	<p>*6 Months</p>
<p>Non-Compliance with the UAE Civil Aviation Law.</p>	<p>*Inclusion into the Watch-List</p>	<p>*6 Months</p>
<p>Non-compliance with the GCAA Civil Aviation Regulations (CAR Part VI).</p>		
<p>Non-adherence to GCAA Audit/Inspection findings and the given timeframe for rectification and compliance.</p>		
<p>Misuse the GCAA dangerous goods certification.</p>		

**At the Discretion of the General Civil Aviation Authority*



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APPENDICES

APPENDIX – 1
Dangerous Goods Occurrence Report
(On-Ground or in-flight)

See the Notes on the next page of this form. *Those boxes where the heading is in italics need only be completed if applicable.*

Mark type of occurrence: Accident Incident Other Occurrence

1. Operator:		2. Date of occurrence:		3. <i>Local time of occurrence:</i>	
4. <i>Flight date:</i>		5. <i>Flight no.:</i>			
6. <i>Departure airport:</i>		7. <i>Destination airport:</i>			
8. <i>Aircraft type:</i>		9. <i>Aircraft registration:</i>			
10. Location of occurrence:		11. Origin of the goods:			
12. Description of the occurrence, including details of injury, damage, etc. (if necessary continue on the next page)					
13. Proper shipping name (including the technical name):				14. UN/ID no. (when known):	
15. Class/division (when known):		16. <i>Subsidiary hazard(s):</i>	17. <i>Packing group</i>	18. <i>Category, (class 7 only)</i>	
19. <i>Type of packaging:</i>		20. <i>Packaging specification marking:</i>	21. <i>No. of packages:</i>	22. <i>Quantity (or transport index, if applicable):</i>	
23. <i>Reference no. of Air Waybill:</i>					
24. <i>Reference no. of courier pouch, baggage tag, or passenger ticket:</i>					
25. Name and address of shipper, agent, passenger, etc.:					
26. Other relevant information (including suspected cause, any action taken):					
27. Name and title of person making report:			28. Telephone no.:		
29. Company/dept. code, E-mail or Info Mail code:			30. <i>Reporter ref.:</i>		
31. Address:			32. Date/Signature:		

Dangerous Goods Occurrence Report (contd.)

Description of the occurrence (continuation):

Note:

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose, a serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalization for more than 48 hours, commencing from the time the injury was received; (b) results in a fracture of any bones (except small fractures of fingers, toes, or nose); (c) involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; (d) involves injury to any internal organ; (e) involves second or third degree burns; or any burns affecting more than 5% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for dangerous goods accidents must be followed.
3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, 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.
4. This form may also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on board aircraft.
5. An initial report should be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
6. Completed reports must be sent to the General Civil Aviation Authority at dangerousgoodsteam@gcaa.gov.ae
7. Copies of all relevant documents should be included with the report.
8. All dangerous goods documents relating to the occurrence must be retained for a minimum period of 36 months. The retention of the package(s) shall be at the discretion of GCAA.

APPENDIX-2 UAE State Variations

These Variations are as outlined in the current ICAO TI and IATA DGR and shall be adhered to.

AE 1 | AEG-01:

Transportation of dangerous goods to, from or within the UAE must be subject to compliance with the provisions of these regulations and the UAE Civil Aviation Regulations (CAR Part VI) – Transport of Dangerous Goods by Air which can be accessed at GCAA official website: www.gcaa.gov.ae

AE 2 | AEG-02:

UAE originating dangerous goods shipments shall only be offered and accepted for air transport by a GCAA dangerous goods certified entity, in accordance the UAE Civil Aviation Regulations (CAR Part VI).

AE 3 | AEG-03:

The request to obtain GCAA approval or exemption to carry dangerous goods under a Special Provision or other State authorization shall be communicated to
Email: DangerousGoodsTeam@gcaa.gov.ae at least seven working days before the flight on which the dangerous is planned to be carried, and the request shall be addressed to;
GCAA Dangerous Goods Section
Aviation Security Affairs Sector
PO Box 6558
Abu Dhabi
United Arab Emirates

AE 4 | AEG-04:

The process to return or dispose undelivered dangerous goods destined to UAE must be conducted by the air operator by which the shipment has arrived within seven working days from the date the shipment arrived in the UAE.
The process to return or dispose dangerous goods transshipments and transit shipments via the UAE must be conducted by the air operator by which the shipment has arrived within seven working days from the date the shipment arrived in the UAE.

AE 5 | AEG-05:

- a) The Shipper's Declaration for Dangerous Goods required by these regulations must include a 24-hour emergency response telephone number, which must include the international code and area code for use in the event of an incident or accident involving dangerous good(s). The number must be monitored by an individual who can be contacted in case of an emergency and who:
- is able to converse in English;
 - is knowledgeable of the hazards and characteristics of the dangerous good(s) being transported;
- has comprehensive emergency response and accident mitigation information for the dangerous good(s); or has immediate access to a person who possesses such knowledge and information.

For UAE originating lithium battery shipments under Section II of Packing Instruction 966, 967, 969 and 970, the emergency response information, must be shown on the Master Air Waybill.

☢ AE 6 | AEG-06:

Import, export and transit permit(s) must be obtained from the Radiation Safety Department of the UAE Federal Authority for Nuclear Regulation (FANR) before forwarding radioactive material to, from and via the UAE. For further details, please visit:

www.fanr.gov.ae

Federal Authority for Nuclear Regulation (FANR)

PO Box 112021

Abu Dhabi

United Arab Emirates

Tel: +971 2 651 6644

Fax: +971 2 651 6661

E-mail: FANR.Licensing@fanr.gov.ae

Website: www.fanr.gov.ae

AE 7 | AEG-07:

Foreign air operators may carry dangerous goods to, from and via UAE provided the air operator is approved to carry dangerous goods by the State Civil Aviation Authority of the State of Registry or the State of the operator or the State of Origin.

AE 8 | AEG-08:

For shipments of arms, ammunitions, explosives and all other Class 1 dangerous goods into the UAE, the Consignee must apply to the Ministry of Interior to obtain import or transit approval 15 working days before the scheduled arrival date of the shipment.

For shipments of arms and ammunition from the UAE, the Shipper must apply to the Ministry of Defense to obtain export approval 15 working days before the scheduled departure date of the shipment.

The air operator must obtain prior permission from the Ministry of Interior minimum 48 hours before forwarding UAE destined and transshipment of arms, ammunitions, explosives and all other Class 1 dangerous goods.

The air operator shall not export arms and ammunition except with prior permission obtained from the UAE Ministry of Defense, before forwarding the shipment.

AE 9 | AEG-09:

At their discretion, States' Civil Aviation Authorities and Foreign Air Operators may communicate dangerous goods occurrences that need to be reported and investigated by the UAE General Civil Aviation Authority (GCAA) through the UAE GCAA online Reporting of Dangerous Goods Occurrences (RODGO) system. States' Civil Aviation Authorities and Foreign Air Operators are encouraged to send their request to obtain their access to the RODGO system to:

E-mail: dangerousgoodsteam@gcaa.gov.ae, and communicate any dangerous goods occurrences related issues to the UAE General Civil Aviation Authority.

APPENDIX-3, CAR PART VI

Shipper's Undertaking for Correct Declaration of Goods

The incorrect declaration of goods may result in posing a potential hazard to health, safety, property or the environment, hence the Shipper will be held fully responsible and liable for actual damage or loss of life and property or any impact to Civil Aviation Safety & Security resulted from the discovery of incorrect declaration of goods in any UAE originating cargo consignment.

Addressed To: (Name & Contact Details of Freight Forwarder)	Date	Air Waybill #	Origin	Destination
	Nature of Goods:			

I/We (full name of the Shipper) hereby confirm that this

consignment:

Does Not Contain Dangerous Goods.

Contains Dangerous Goods in accordance with the current Dangerous Goods Regulations.

I/We understand that I/we are fully liable and accept all legal consequences for any potential damage or hazard to health, safety, property or the environment, resulted from or caused to result from the incorrect/inaccurate declaration or misdeclaration of the content or resulted from or caused to result from the use of non-compliant inner/outer packaging.

(Name of Shipper in capital letters or electronically):

Address:

Passport/EID No:

Mobile Number:

Email:

Signature & Stamp (as applicable)

REGULATORY CONDITIONS

1. This undertaking must be completed by the Shipper who must be fully aware of the Nature of Goods contained in the cargo consignment.
2. It is the responsibility of the Freight Forwarder and Cargo Agent;
 - a) To ensure that this undertaking is completed by the Shipper for every UAE originating cargo consignment.
 - b) To retain a hard or electronic copy of the completed undertaking in file for 12 months as a minimum, and make it accessible/available, as and when requested by GCAA.
3. The provisions of Subsection 3.11.1 of CAR Part VI, Rev 1.5 must be strictly adhered to.

APPENDIX – 4
(Guidance | GCAA FIT corresponding to IATA CBTA Reference)

The Function as Defined in GCAA CAR Part VI, Rev 1.5	GCAA (FIT)	IATA CBTA
Personnel Delivering Dangerous Goods Training for the Function in Tables 4.1.A, 4.1.B, 4.1.C, 4.1.D, 4.1.E, 4.1.G and 4.1.I in the UAE.	4.1.A	N/A
Personnel preparing dangerous goods consignments for transport (Personnel classifying dangerous goods for transport is provided simultaneously) - "Shippers & Packers" including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT) and staff of freight forwarders acting on behalf of the Shipper.	4.1.B	7.1.A
Personnel responsible for processing or accepting goods presented as general cargo or processing mail other than dangerous goods.	4.1.C	7.2.A
Personnel responsible for processing or accepting dangerous goods consignments or accepting mail containing dangerous goods or personnel nominated by their employer to meeting the GCAA Dangerous Goods Certification requirements or personnel performing the functions of Dangerous Goods Post Holder for Air Operators including "no-carry" Air Operators, Ground Handling Agents, Helicopter Operators, Designated Postal Operators, Freight Forwarders and Packaging Suppliers.	4.1.D	7.3.A
Personnel responsible for handling and storage of cargo or mail in a warehouse, loading and unloading ULD and loading and unloading aircraft cargo compartments or personnel performing the functions of quality control/compliance monitoring activities or personnel performing the functions of Dangerous Goods Post Holder for Air Operators including "no-carry" Air Operators, Ground Handling Agents, Helicopter Operators, Designated Postal Operators, Freight Forwarders, Packaging Suppliers and Personnel Delivering Dangerous Goods Training for the Function in Tables 4.1.F, 4.1.H, 4.1.J and 4.1.K in the UAE.	4.1.E	7.4.A
Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other functions involving direct passenger contact at an airport.	4.1.F	7.5.A
Personnel responsible for the planning of aircraft loading. (LC/Ground Dispatcher/LM).	4.1.G	7.6.A
Flight crew.	4.1.H	7.7.A
Personnel responsible for flight operations and flight dispatchers.	4.1.I	7.8.A
Cabin crew.	4.1.J	7.9.A
Personnel responsible for security screening for passengers, crew, baggage, cargo and mail.	4.1.K	7.10.A
Personnel working under supervision for handling and storage of Baggage, cargo or mail in an airport, warehouse. Loading and unloading ULD and loading and unloading aircraft cargo compartments (personnel such as porters, loaders, equipment operator, worker, driver...etc.)	4.1.L	N/A
Personnel (such as but not limited to Manufacturers, suppliers, shippers, packers of lithium batteries) offers, handles or transports or causes to offer, handle or transport UN 3090, Lithium metal batteries, or UN 3480, Lithium ion batteries or UN 3091, Lithium metal batteries contained in equipment or UN 3091, Lithium metal batteries packed with equipment or UN 3481, Lithium-ion batteries contained in equipment or UN 3481, Lithium ion batteries packed with equipment; and Personnel responsible for handling and storage of cargo or mail in a warehouse, loading and unloading ULD and loading and unloading aircraft cargo compartments or personnel performing the functions of quality control/compliance monitoring activities or personnel performing the functions of Dangerous Goods Post Holder	4.1.M	N/A

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