

Dangerous Goods-Recommended Practice 002:

Roles & Responsibilities of Airlines, Cargo Terminal Operators and Ramp Handling Operators in Dangerous Goods Handling

Introduction:

Dangerous goods can be transported safely by air transport provided certain principles are strictly followed and each handling party fulfills its roles and responsibilities.

This Recommended Practice is to assist Airlines, Cargo Terminal Operators and Ramp Handling Operators in handling dangerous goods to have an overview of their roles and responsibilities and must not be considered as an exhaustive procedures and guidance. All details and regulatory requirements should refer to current edition IATA Dangerous Goods Regulations.

To cope with the operational environment in CLK and assist different parties in understanding their roles & responsibilities, this Recommended Practice is divided as follows:

Functional: Dangerous Goods Acceptance, Warehouse Storage & Built Up and Aircraft Loading & Unloading.

Organizational: Airlines, Cargo Terminal Operators and Ramp Handling Operators.

Any parties referring to this recommendation should adopt themselves to their current role in handling of dangerous goods to set up their required procedures and guidelines.

Remark:

This best practice is jointly issued by Carrier Liaison Group – Dangerous Goods Working Group (CLG-DGWWG) and HAFFA for industry reference only. You are strongly requested to observe the requirements of individual carrier and forwarders for air-cargo carriage.

Roles & Responsibilities of Airlines, Cargo Terminal Operators and Ramp Handling Operators in handling of Dangerous Goods

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Section I- 1.1 Export Handling

Airlines	CTO	RHO
Check and verify the information provided on Shipper's Declaration for DG and on AWB complies with DGR.	Accept dangerous goods offered by shipper which have been checked by airline representative. Airline will present a check list to CTO certify that shipment has been checked. Any suspect DG shipments without checklist will inform airlines for further action.	Dangerous goods transfer from warehouse to ship-side.
<ul style="list-style-type: none"> - Check each outer packing to make sure package is in good condition. - Verify that the general packing requirements and the specific packing instruction have been followed. 	Check each of the outer packing is in good condition and without any visible leakage and damage.	<p>Dangerous goods stowage inside aircraft shall base on IATA DGR & carrier's requirements, i.e. Table 9.3A, Radioactive materials, Div 6.1 & 6.1 and CAO.</p> <p>Cross-check DG conditions. Check all bulk load DG to ensure they have been assigned.</p>
Check all required marking and labelling has been properly mark and fix for each package.	Store Dangerous goods as according to IATA DGR requirements, i.e. Table 9.3A and special handling for Div 4.1 & 5.2. Observe incompatible and segregation of Dangerous Goods requirements.	Final checks for all loaded dangerous goods are in good condition and secure.
Check whether shipment need any additional handling Check and verify if all state and /or operator variations are applied.	Build up Dangerous goods on ULDs base on IATA DGR section 9 requirements and assignment list (pre-manifest list). Secure Dangerous goods to prevent any movement during transport which would change the orientation of the package.	Handover the checked and signed NOTOC to notify the flight crew of the dangerous goods and confirm they are loaded as per regulations and in good condition.
Check the flight booking for specific dangerous goods, i.e. Div 6.2 or CAO.	Separate loose DG shpt into different ramp car for dispatch.	Retention of documents: Retain all related documents for a minimum period of six months.
Check whether special document is attached to AWB or shipment if required such as special form certificate and Infectious substances.	Final check for any dangerous goods for loose or ULD to make sure all in good condition and ready for dispatch.	
Complete a dangerous goods check list.	Retention of documents: Retain all related documents for a minimum period of six months	
Identify hidden dangerous goods from export shipments	.	
Prepare, check and sign NOTOC for all dangerous goods. Send pre-advice to destination for special handling info through FFM or other means.		
Retention of document: Retain all related documents for a minimum period of six months.		

Section I-1.2 Import Handling

Airlines	CTO	RHO
Provide pre advice to CTO on DG	Accept inbound dangerous goods	Check DG outer conditions before

<p>shipments and any special handling. Ensure all documents are in good order</p>	<p>from ship-side.</p>	<p>and after discharge.</p>
<p>Inform the consignee immediately for arrangement for any immediate release shipments. Issue shipment release form to consignee for shipment delivery.</p>	<p>Break down dangerous goods from ULD and bulk and check they are in good condition and as according to manifest.</p>	<p>Adopt appropriate procedure to handle different dangerous goods for unloading, i.e. Dry Ice, Div 4.1 and Div 5.2.</p>
	<p>Dangerous goods storage shall base on IATA DGR section 9 requirements.</p>	<p>Unload the dangerous goods and prevent any damage. Separate loose DG shipment into different ramp car when unloading.</p>
	<p>Release dangerous goods to consignee as instructed by Carrier.</p>	<p>Transfer dangerous goods from ship-side to warehouse as soon as possible.</p>

Section I-1.3 Transit & Interline Transfer Handling

Airlines	CTO	RHO
When accept interline transfer dangerous goods shipment, Receiving carrier is to perform all the procedures of Outbound Cargo.	For all dangerous goods shipments except Tarmac Transfer, perform all procedures of Outbound Cargo expect step 1.	For all dangerous goods shipments except Tarmac Transfer, perform all Inbound cargo procedures and then Outbound Cargo procedures.
For tarmac transfer dangerous goods both Transferring and Receiving Carriers are to check to ensure the shipments are in good condition without any visible leakage or damage.		For Tarmac Transfer dangerous goods shipments, unloaded from inbound aircraft and reload to outbound aircraft. In between, IATA DGR and local regulations and safety procedure must be followed. Procedures also include NOTOC completion.
Inspect all online transfer dangerous goods shipment before they re-export to down line station.		
Complete and sign the NOTOC by certified carrier representative.		

Section II: Training Requirements

Airlines	CTO	RHO
General Philosophy – basic knowledge and awareness of dangerous goods	General Philosophy – basic knowledge and awareness of dangerous goods	General Philosophy – basic knowledge and awareness of dangerous goods
Limitations – understand what dangerous goods are forbidden for air carriage and state & operator variations.	General packing requirements – understand what is good condition package.	General packing requirements – understand what is good condition package.
General requirements for shippers – understand shipper’s duties & responsibilities when offer dangerous goods.	Labelling & Marking – understand when and how to apply appropriate marking and labelling	Labelling & Marking – understand when and how to apply appropriate marking and labelling.
Classification – definition of each dangerous goods classes	Acceptance procedures – how to apply appropriate procedure when accept dangerous goods, i.e. check list	Acceptance procedures – how to apply appropriate procedure to ensure packages are in good condition before stowage in aircraft.
List of dangerous goods – how to refer to DGR Section 4- Identification (blue pages).	Storage and loading procedures – understand the requirements for dangerous goods segregation and loading depending on their properties.	Loading procedures – understand the requirements for dangerous goods segregation during loading depending on their properties.
General packing requirements – understand what is good condition package, i.e. cushioning and absorbent material.	Emergency procedure – understand their role during dangerous goods incident/accident and what action should apply	NOTOC completion – understand what is the purpose for NOTOC and how to complete
Packing instructions – how to refer to DGR Section 5- packing (yellow pages).		Provisions for passengers and crew – understand what limitation for passengers and crew when carrying dangerous goods
Labelling & Marking – understand when and how to apply appropriate marking and labelling		Emergency procedure – understand their role during dangerous goods incident/accident and what action should apply
Shipper’s Declaration and other relevant documentation – understand what kind of shipping documents are required and how to complete		
Acceptance procedures – how to apply appropriate procedure when accept dangerous goods, i.e. check list		
Storage and loading procedures – understand the requirements for dangerous goods segregation and loading depending on their properties.		
NOTOC completion – understand what is the purpose for NOTOC and how to complete.		
Provisions for passengers and crew – understand what limitation for passengers and crew when carrying dangerous goods.		
Emergency procedure – understand their role during dangerous goods incident/accident and what action should apply		

Section III- Emergency Procedure for dangerous incident and accident

Airlines	CTO	RHO
<ul style="list-style-type: none"> • Follow HKAA Emergency Procedures Manual EPM Part 11 • Apply any internal procedures. • Report the incident/accident to CAD (Appendix A) • Update the incident on CLG DGWG Web page 	<ul style="list-style-type: none"> • Follow HKAA Emergency Procedures EPM Part 11 • Apply any internal procedures if required. • Inform all appropriate parties as according to the laid down procedures. (Appendix A) • Inform the carrier involved immediately. • Provide all details to carrier for investigation and reporting. • Update the incident on CLG DGWG Web page 	<ul style="list-style-type: none"> • Follow HKAA Emergency Procedures EMP PART 11. • Apply any internal procedures if required. • Inform all appropriate parties as according to the laid down procedures. (Appendix A) • Inform the carrier involved immediately. • Provide all details to carrier for investigation and reporting. • Update the incident on CLG DGWG Web page

CIVIL AVIATION DEPARTMENT

**Guidelines on Reporting
A Dangerous Goods Accident/Incident**

An accident or incident associated with dangerous goods (see definition below) must be reported immediately to the Dangerous Goods Office of the Civil Aviation Department by telephone 2182 1233 or 2182 1221. The following information should be provided:-

- 1) Name of the reporting person and company.
- 2) Date, time (UTC) and location at which the accident/incident occurred or was discovered.
- 3) Flight number, aircraft registration mark, last point of departure, next point of landing, the geographical position of the aircraft if the accident/incident occurred during flight, and position of dangerous goods in aircraft.
- 4) Description of the accident/incident, including any fatality, injury or damage.
- 5) Names and addresses of shipper(s), forwarder(s) and consignee(s) of the dangerous goods if known.
- 6) Particulars of the dangerous goods consignment (class, label, marking, documents, packing etc).
- 7) Name and title of staff who first discovered the accident/incident.

A full written report, including any actions taken and other relevant materials e.g. photographs taken, shipping documents etc, shall be submitted by the operator within 96 hours after the accident/incident. The report shall be addressed to :-

Dangerous Goods Office
Airport Standards Division
Civil Aviation Department
Room 6T067, Passenger Terminal Building
1 Cheong Hong Road
Hong Kong International Airport
Lantau, Hong Kong

Fax : 2795 8469
Telex : 39524 CFS HX
AFTN: VHHHYAYC

Definition

Dangerous Goods Accident –

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

Dangerous Goods Incident –

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

Section III –Dangerous Goods (DG) Accident and Incident

1. CAD DG Office requirements

- a) Requirement under Air Navigation (Dangerous Goods) Regulations, i.e. Schedule 16 to CAP. 448 sub. leg. C :-

Airline must not load any DG consignment which are not fit for air transport on board the aircraft.

- b) Requirement under “General Permission to Carry Dangerous Goods in Aircraft”

- i) Airline must report DG incident or accident to CAD Dangerous Goods Office immediately by phone and submit a full written report within 96 hours; and
ii) Reporting guidelines are in “Guidelines on Reporting a Dangerous Goods Accident/Incident.” (see attached)

2. Other Requirements such as Aircraft Emergency Response and Cleanup

Airlines must comply with Airport Authority Hong Kong (AAHK)'s “Emergency Procedures Manual” (EPM) and “Response Plan for Dangerous Goods and Chemical Spills at Hong Kong International” (Response Plan), and relevant local regulations of government authorities such as Fire Services Department, Environmental Protection Department about chemical waste, Department of Health about radioactive substances, toxic & infectious substances, and Civil Engineering Department about explosives etc.

- a) If the DG incident pose an imminent threat to aircraft safety e.g. in-flight emergency or other abnormal occurrence which may give rise to an aircraft accident, full emergency, aircraft ground incident or local standby, airline and CTO and RHO must follow AAHK's EPM Part 11 Section 16.

- b) For DG incident or accident other than the above, follow EPM Part 11 Section 16. For small spill control at air cargo terminals or other tenant controlled areas at the airport, airline or CTO or RHO must follow EPM Part 11 and Response Plan on cleanup and disposal of DG.

3. Contact Information :-

a) Emergency

Department	Tel. no.:
Airport Authority Hong Kong Apron Control Centre	2910 1108, 2910 1110, 2910 1112, Fax no.: 2910 1107
Fire Services Department Emergency Hotline	999 or 2723 2233
Department of Health Radiation Health Unit • Class 7 DG only	7110 3382 – 1912 or 7110 3382 – 1913

b) DG incident reporting and non-emergency enquiry

Department	Tel. no.:
CAD Dangerous Goods Office • Reporting of DG incident and accident	Yamani CHAN - 2182 1214 or Alice CHIU - 21821221 Fax no.: 2362 4257
Radiation Health Unit Department of Health • Class 7 DG	2977 1866
Environmental Protection Department • Chemical waste disposal	2417 6062
Airport Authority Hong Kong • “Emergency Procedures Manual” • “Response Plan for Dangerous Goods and Chemical Spills at Hong Kong International Airport”	• Nigel THOMAS - 2183 3150 • Martin Putnam, Environmental Scientist - 2183 6645