



Advisory Circular

AC 92-2(0)

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DANGEROUS GOODS MANUALS

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1. REFERENCES

This AC should be read in conjunction with Civil Aviation Safety Regulations 92.040, 92.045, 92.050, 92.055 and 92.060.

2. PURPOSE

2.1 To provide advice to commercial operators on:

- the regulatory requirements for a dangerous goods manual;
- the purpose of the manual;
- operators required to have a manual;
- manual contents; and
- where it should be maintained.

2.2 It applies to commercial aircraft operators, except agricultural operators, carrying dangerous goods on domestic and international operations.

3. STATUS OF THIS AC

This is the first AC on dangerous goods manuals.

Advisory Circulars are intended to provide recommendations and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain regulatory requirements by providing interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations

4. THE REGULATORY REQUIREMENT FOR A DANGEROUS GOODS MANUAL

As a condition of the permission issued to an operator to carry dangerous goods under CASR 92.040 and 92.050 for Australian operators and foreign operators respectively, operators engaged in commercial operations must have a dangerous goods manual. Operators engaged only in agricultural operations are not required to have a manual.

5. WHAT IS THE PURPOSE OF THE DANGEROUS GOODS MANUAL?

5.1 The purpose of the dangerous goods manual is to provide employees of the operator with information and instructions which enables them to carry out their duties and responsibilities with regard to the handling and carriage of dangerous goods on the operator's aircraft.

5.2 The importance of providing these instructions to employees in a manual which is accessible to those employees cannot be overstated. Other readily available manuals, such as the IATA Dangerous Goods Regulations, contain all of the technical detail associated with the consignment and carriage of dangerous goods. Employees of operators handling or involved in handling dangerous goods need to be aware of the technical information contained in that document. The relevant technical information in the IATA document is delivered normally through dangerous goods training. Notwithstanding, employees may need to refer to the IATA document in the course of their duties and it should be accessible for easy reference. However, it is the practical application of that information to the particular operator's operation and policy on carriage of dangerous goods which needs to be covered in the dangerous goods manual.

5.3 The manual should provide employees with the necessary instructions and information which enables them to perform safely the task of handling and carrying dangerous goods for the operator. An operator who believes that the purpose of the manual is just to fulfil a regulatory requirement is unlikely to produce a set of instructions to employees which will satisfy CASA that the manual is adequate.

5.4 Conversely, an operator who recognises that the carriage of dangerous goods on the operator's aircraft, especially where it may be undeclared dangerous goods, has the potential to cause a serious incident or accident, is likely to produce a dangerous goods manual which provides information and instructions to employees to minimise that risk. The operator should identify particular areas of risk based on the operator's experience as well as local knowledge of potential shippers and what they may offer for carriage. This manual should, where relevant and appropriate, relate the technical issues to the operator's operations. In the manual, the operator should also allocate responsibilities to employees occupying certain positions in the operation to carry out the functions and duties essential to the safe handling of cargo and dangerous goods.

6. WHO IS REQUIRED TO HAVE A DANGEROUS GOODS MANUAL?

6.1 You are required to have a dangerous goods manual if you are a commercial operator carrying dangerous goods:

- (a) as consigned freight; or
- (b) in passenger's checked or carry-on baggage; or

- (c) which belong to the operator and are being returned after replacement or carried for the purposes of replacing those dangerous goods which are required to be on board the operator's aircraft for airworthiness or operational reasons (eg aircraft batteries, fire extinguishers, life rafts/vests etc); or
- (d) intended to provide during flight:
 - (i) medical aid to a patient;
 - (ii) veterinary aid or a humane killer for an animal;
 - (iii) aid in connection with a search and rescue operation; or
- (e) for dropping in connection with forestry, horticultural or pollution control activities.

6.2 A foreign commercial operator should maintain a Dangerous Goods Manual in accordance with the requirements of the State in which the operator's aircraft is registered, or, if that State has no such law, in accordance with the requirements of the Technical Instructions.

7. WHAT INFORMATION SHOULD BE INCLUDED IN A DANGEROUS GOODS MANUAL?

7.1 The operators policy on carriage of dangerous goods will determine the extent and nature of instructions which the operator is required to issue to employees in the dangerous goods manual. For example, an operator who carries only those dangerous goods permitted by the regulations to be carried in passengers' checked or carry-on baggage need only include in the manual relevant instructions to those employees responsible for activities associated with handling passengers' baggage. In those circumstances, the dangerous goods manual would also not need to be distributed more widely than to the employees to whom the instructions apply.

7.2 Where an operator chooses to carry all dangerous goods permitted by the regulations, more detailed instructions to employees would be appropriate.

7.3 An operator need not include in the dangerous goods manual the technical detail which may be found in another manual such as the IATA Dangerous Goods Regulations. However, where instructions to employees in a dangerous goods manual refer to a particular Table or Section of another manual, then the manual referred to, or the relevant part of it, must also be made available, in an accessible location, to the employees responsible for compliance with the instructions.

7.4 When formulating policy on the carriage of dangerous goods, operators should be aware that CASA may not issue a permission under s23 of the Civil Aviation Act for the carriage of a class of dangerous goods not covered in the operator's dangerous goods manual.

7.5 An outline of the subject matter which an operator should consider including in the manual for instructions to employees is as follows. The detail which may be included in relation to each item, or whether any particular item needs to be included at all, depends upon the operator's policy in relation to carriage of dangerous goods.

- **References**

- A list of the technical documents referred to in the manual and their location.

- **Company policy statement**

- The requirement for employees to comply with the instructions contained in the manual.
- Instructions to employees covering the dangerous goods which may be carried on the operator's aircraft including where applicable:
 - ◇ dangerous goods not to be carried;
 - ◇ dangerous goods of the operator;
 - ◇ dangerous goods carried on special operations (e.g., SAR, air ambulance etc).
- Operator variations.
- CASA permissions related to the carriage of dangerous goods.
- Identity of employees authorised to accept cargo/dangerous goods, and to approve carriage of passenger/crew dangerous goods that require operator approval for carriage (may be expressed by name or title). Where this responsibility is contracted to a ground handling agent, a reference to that arrangement should be made.
- Responsibilities for keeping the dangerous goods manual fully amended and up to date.

- **Procedures for handling dangerous goods**

- Acceptance procedures.
- The operator's dangerous goods acceptance check list.
- Storage and segregation before loading.
- Aircraft loading procedures to ensure that "cargo aircraft only" packages are not loaded onto passenger aircraft.
- Retention of dangerous goods documentation.
- For dangerous goods carried on aircraft engaged in special operations such as SAR, air ambulance, forestry, horticultural or pollution control or where a humane killer for an animal is carried:
 - ◇ stowage, handling and use on the aircraft in flight.
 - ◇ actions to be taken in the event of accidental activation or spills of the dangerous goods on the aircraft in flight.

- **Dangerous goods carried by passengers and crew**
 - Dangerous goods which passengers are permitted to carry on board on their person or in their checked or carry-on baggage, including the procedures and responsibilities for obtaining and granting operator approval for those items that may only be carried with the approval of the operator.
 - Provision of information to passengers at passenger check-in points and ticketing areas.
 - Screening of passenger's carry-on baggage for dangerous goods in conjunction with the security screening check where the operator is also the Screening Authority.
 - Disposal of dangerous goods surrendered by passengers at security screening (where the operator is the Screening Authority) and in flight.
- **Instructions related to company aircraft**
 - Aircraft hold diagrams and numbering system.
 - Stowage and segregation after loading.
 - Specific instructions relating to stowage of radioactive materials, (transport index limits) dry ice and magnetised material on the operator's aircraft.
- **Procedures for reporting dangerous goods incidents**
 - Definition of a dangerous goods incident.
 - Responsibilities of individual employees to report.
 - Initial action.
 - Follow-up action.

Note: Whilst the Air Transport Safety Bureau has the responsibility for investigating dangerous goods *accidents*, and operators are not obliged to report them to CASA, operators may find it useful to include relevant information in the dangerous goods manual.
- **Precautions against hidden hazards in cargo consignments and passenger's baggage**
 - Common misdeclared items (may be based on experience).
 - Requirements for a consignor of cargo to make a signed statement of contents of the cargo and the document on which the statement should be made may not be applicable to foreign operators carrying cargo originating outside Australia).
 - Procedures for ensuring that the statement of contents from the consignor (original consignor or a freight forwarder) is received before the cargo is loaded onto the operator's aircraft.
 - Provision of information to shippers and freight forwarders in areas where cargo is lodged with the operator.

- **Dangerous goods training**

- Regulatory training requirements.
- Responsibilities for conduct of training and maintenance of dangerous goods training records.

Note: The syllabus of training for operator employees in Tables 92.135-1 and 92.135-2 includes "the purpose, contents and distribution requirements of the operator's dangerous goods manual". This is intended to cover the requirements relating to a DG manual rather than the specific content.

Regulation 92.055 requires that operators take steps to ensure employees are made aware of the content of the operator's dangerous goods manual relevant to their duties before the employee first performs the duties. It is not mandatory that the requirement of 92.055 be met on a training course, but operators may choose this method. Operators should note, however, that the specifics of their manual will only be covered in a course if they have made arrangements with the course provider.

- **Information to Pilot-in-Command**

- Method of providing written advice to pilot in command of dangerous goods on board the aircraft.
- Responsibilities of pilot-in-command to acknowledge the advice.
- Method of providing emergency response information to pilot in command.
- Instructions to pilot in command to report to ATS details of dangerous goods carried in the event of an inflight emergency.

- **Emergency procedures**

- Actions to be taken by employees in the event of an incident, such as a spillage or leakage, on the ground or inflight. (For convenience and practicality it may be more beneficial to place this information in a document that deals specifically with emergencies, such as a Flight Crew Emergency Procedures checklist)

8. WHERE SHOULD THE DANGEROUS GOODS MANUAL BE KEPT?

An operator may include the dangerous goods manual with the company operations manual or alternatively, provide a separate manual. CAAP 215-1 contains advice on the structure of an operations manual, including the location of Dangerous Goods procedures. If it is decided to include the dangerous goods manual in the operations manual it is recommended that it be placed in an easily identified segment so that it may be readily located.

9. TO WHOM SHOULD THE INFORMATION IN THE DANGEROUS GOODS MANUAL BE AVAILABLE?

Information contained in the dangerous goods manual should be readily accessible to all relevant company employees, including any ground handling agent who is acting for or on behalf of the operator.

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