



NAMIBIA CIVIL AVIATION AUTHORITY

Advisory Pamphlet

1/1/2/4/3-9

**DANGEROUS GOODS APPROVAL REQUIREMENTS
FOR AVIATION INDUSTRY REGARDING THE SAFE
TRANSPORT OF DANGEROUS GOODS BY AIR.**

8/2021



Advisory Pamphlets (AP) system.

1. The Namibian Civil Aviation Authority (NCAA) issues advisory pamphlets in accordance with NAMCARs 2001, Part 3, regulation 3.04.4 to inform the aviation public in a systematic way of non-regulatory material. Unless incorporated into a regulation by reference, the contents of an advisory circular are not binding on the public. Advisory pamphlets are issued in a numbered-subject system corresponding to the subject areas of the Namibian Civil Aviation Regulations (NAMCARs)
2. Advisory Pamphlets are intended to provide information 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 AP is referred to in a 'Note' below the regulation, the AP remains as guidance material.
3. APs should always be read in conjunction with the referenced regulations.
4. Dangerous Goods Approval Requirements for Aviation Industry Regarding the Safe Transport of Dangerous Goods by Air is set out in the Schedule attached hereto.
5. Advisory pamphlets may be reproduced in their entirety or in part without permission from the Civil Aviation Authority. Advisory pamphlets may also be accessed at <https://www.ncaa.com.na>.

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Interim Executive Director of Civil Aviation





1. PURPOSE.

This Advisory Pamphlet contains the guidance to aviation industry on the approval requirements regarding the Safe Transport of Dangerous Goods by Air in accordance with **Namibia Civil Aviation Regulations (NAMCARs) Part 92** and **ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air**.

2. APPLICABILITY

This advisory pamphlet applies to:

- Air Operators
- Ground Handling Agents
- Shippers/Shipper's Agents
- Postal Operators
- Aerodrome Operators

3. REQUIREMENTS.

a) Approval to handle or transport dangerous goods by air.

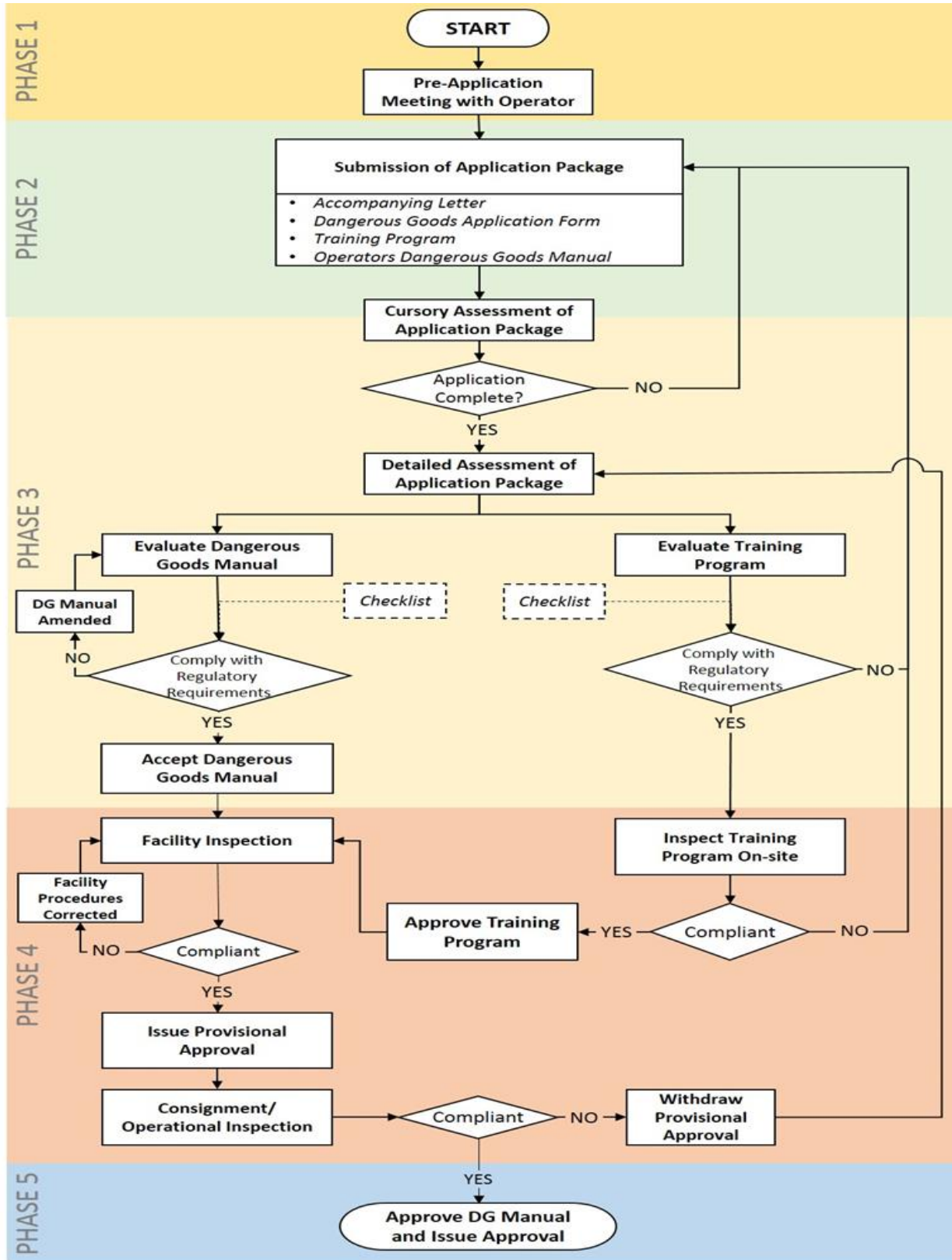
An approval must be obtained from NCAA before a Ground Handling Agent or an Air Operator starts to handle or transport dangerous goods by air. The approval process will take at minimum 90 days depending on the preparedness and readiness of an air operator or Ground Handling Agent. The countdown of the 90 days starts when the Operator/Ground handling agent has successfully submitted the required documents to the NCAA for evaluation and approval.

The flow chart on the following page demonstrates the phases and procedures of the approval process.

b) Training

Dangerous Goods Training Programs must be established and updated by each applicant for approval to handle or transport dangerous goods by air as required by **NAMCARs 92.00.6** and **ICAO Doc 9284, Technical Instructions Part 1 chapter 4**. Personnel must be trained in the requirements commensurate with their responsibilities. All training programs must be approved by Namibia Civil Aviation Authority before any actual training sessions commence.

In the event that the applicant does not conduct their own training in-house, the dangerous goods training must only be provided by an Aviation Training Organization approved by the NCAA. **Even if the operator does not carry dangerous goods there is still a need for training programs for both operational and ground handling staff involved in handling passengers and their baggage.**





Namibia Civil Aviation Authority
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Safety Division

ADVISORY PAMPHLET
DG Approval Requirements



c) Dangerous Goods Policy and Procedures

i) Air Operators and Ground Handling Agents

Operators and Ground Handling Agents who intend to carry dangerous goods must submit the Dangerous Goods Manual as required by NAMCARs Part 92 and ICAO Doc 9284 to the NCAA for evaluation and approval. If the manual is found to not be compliant with the regulations, the NCAA will recommend the necessary changes to ensure compliance. The Operators and Ground Handling Agents must coordinate with the authority to formulate a satisfactory dangerous goods manual. The manual must contain the operator/ground handling agent's policies and procedures on the carriage of dangerous goods. The procedures must be sufficient to enable all those concerned (ground handling staff, flight and cabin crew) to meet their responsibilities. Once the manual is approved by the NCAA, the operator may implement the approved operational policies and procedures.

When an operator does not intend to transport dangerous goods by air, the operations manual must contain policy to ensure that dangerous goods are not carried as cargo, procedures for carriage under passengers and crews' provisions, to recognize undeclared dangerous goods and procedures to report dangerous goods occurrences.

ii) Postal Operators

The procedures for the Designated Postal Operators (DPO) must be approved by the Namibia Civil Aviation Authority (NCAA) prior to the introduction of dangerous goods into air transport by the Designated Operator, according to Part 1; 2.3 of the ICAO Doc 9284 the Technical Instructions for the Safe Transport of Dangerous Goods by Air (TI), and subject to the provisions of appropriate national authorities including NCAA. The DPO must establish the following procedures:

- Training of staff in accordance with NAMCARs 92.00.6.
- Reporting of dangerous goods incidents and accidents to the NCAA.
- Reporting of hidden and undeclared dangerous goods to the NCAA.
- Provision of the information to customers at acceptance points.
- Provision of information to account customers and inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in mail.
- Document acceptance procedures for staff regarding the dangerous goods authorized to be transported by post in accordance with the provisions of the NAMCARs.
- Procedures for the handling of packages rejected from transport and retention of documents.
- Procedures to follow in case of an emergency regarding dangerous goods.



d) Provisions related to Covid-19

The transport of Covid-19 vaccines must comply with the detailed provisions of the ICAO Doc 9284 the Technical Instructions for Safe Transport of Dangerous Goods by Air (TI) where the vaccines are classified as dangerous goods, or the vaccines are shipped with dry ice as a refrigerant, or data loggers and cargo tracking devices are included in packages or attached to packages or overpacks. **COVID-19 vaccines containing GMOs or GMMOs, including those in clinical trials, are not subject to the Technical Instructions.**

The provisions for ICAO Doc 9284, Technical Instruction, is not applicable to alcohol-based hand sanitizers and alcohol-based cleaning products carried aboard an aircraft by the operator for use on the aircraft during the flight or series of flights for the purposes of passenger and crew hygiene.