

**GACAR PART 109 – TRANSPORTATION OF DANGEROUS GOODS BY AIR**

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**SUBPART A – GENERAL**

**§ 109.1 Applicability.**

(a) Except as provided in paragraphs (c) and (d) of this section, this part prescribes rules governing the offering, preparation, and transportation of dangerous goods by air in the Kingdom of Saudi Arabia.

(b) This part applies to—

(1) Aircraft operators involved in the transportation of dangerous goods to, from, or within the Kingdom of Saudi Arabia and to any aircraft registered in the Kingdom of Saudi Arabia;

(2) Any person who performs, attempts to perform or is required to perform any function subject to this part including operators, ground handling agents, shippers, freight forwarders and their flight and nonflight employees, agents, and subsidiary and contract personnel;

(3) Any person who offers any dangerous goods for transportation by air; and

(4) Air passenger who carry dangerous goods on their person or in their carry-on or checked baggage.

(c) Operators certificated under General Authority of Civil Aviation (GACA) Regulation (GACAR) Part 119 or 133, and foreign air carriers authorized under GACAR Part 129, who have not been authorized by the President to transport dangerous goods by air must only comply with the following sections of this part:

(1) GACAR § 109.83, Information for Passengers;

(2) GACAR § 109.85, Information for Other Persons;

(3) GACAR §§ 109.101 through 109.103, Subpart F – Dangerous Goods Training;

(4) GACAR § 109.113, Operator’s Dangerous Goods Manual;

(5) GACAR § 109.121, Dangerous Goods Accident and Incident Reporting Requirements;

(6) GACAR § 109.123, Dangerous Goods Discrepancy Reporting; and

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(7) GACAR § 109.125, Dangerous Goods Training Records.

(d) Operators not certificated under GACAR Part 119 or 133, and foreign-registered aircraft not authorized under GACAR Part 129, who transport dangerous goods by air must only comply with the following sections of this part:

- (1) GACAR § 109.3, General Limitations on the Transport of Dangerous Goods;
- (2) GACAR § 109.5, Exceptions for Operators, Crew Members and Passengers;
- (3) GACAR § 109.89, Information in the Event of an Aircraft Accident or Incident;
- (4) GACAR § 109.91, Information in the Event of an In-Flight Emergency; and
- (5) GACAR § 109.121, Dangerous Goods Reporting Requirements.

(e) For the purposes of this part, the preparation of dangerous goods for transportation by air includes:

- (1) Classifying;
- (2) Packing;
- (3) Marking; and
- (4) Labeling.

(f) For the purposes of this part, a shipper means any person who is the sender and/or preparer of dangerous goods for transportation by air.

### **§ 109.3 General Limitations on the Transport of Dangerous Goods.**

(a) No person may offer, accept, prepare or transport dangerous goods by air except as provided for in this part and in the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions), as amended, published by the Council of the International Civil Aviation Organization (ICAO)(ICAO Doc. 9284).

(b) No person may offer, accept, prepare or transport by air any article or substance identified in the Technical Instructions as forbidden for transport by air under any circumstances.

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(c) Except as provided in GACAR § 109.5, no person may offer, accept, prepare or transport the following dangerous goods without the approval of the President or unless the Technical Instructions indicate they may be transported under an approval issued by the state of origin:

(1) Articles and substances identified in the Technical Instructions as forbidden for transport in normal circumstances or

(2) Infected live animals.

(d) Unless authorized by the President, the transport of alcoholic beverages for delivery to any destination in Saudi Arabia is forbidden.

### **§ 109.5 Exceptions for Operators, Crew Members, and Passengers.**

(a) Subject to paragraphs (b) and (c) of this section, this part does not apply to those dangerous goods identified in Parts 1 and 8 of the Technical Instructions, including articles and substances, when they are—

(1) Not subject to the Technical Instructions in accordance with Part 1 of those instructions,

(2) Required aboard the aircraft in accordance with airworthiness and operational requirements,

(3) Required aboard the aircraft for specialized purposes,

(4) Carried by passengers or crew members in accordance with Part 8 of the Technical Instructions, or

(5) In baggage that was separated from its owner.

(b) Articles and substances intended as replacement parts for items specified in paragraphs (a)(2) and (3) of this section, or which have been removed for replacement, must be transported on the aircraft in accordance with this part except as specified in Chapter 2, Paragraph 2.2 of Part 1 of the Technical Instructions.

(c) Dangerous goods excepted from this part under paragraph (a) of this section may be carried onboard an aircraft only if those goods are transported in accordance with the applicable

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requirements of Parts 1 and 8 of the Technical Instructions.

### **§ 109.7 Certificates and Authorizations Required.**

(a) No person may prepare dangerous goods for transport by air unless he holds a Dangerous Goods Preparer Certificate (DGPC) issued by the President under GACAR § 109.41.

(b) A shipper not certificated under GACAR § 109.41 must use the services of a dangerous goods preparer certificated under GACAR § 109.41.

(c) No person may transport dangerous goods by air unless authorized under GACAR § 109.43.

(d) In addition to the certificate or authorization required under paragraph (a), (b), or (c) of this section, no person may accept, process or transport—

(1) Class 1 explosive materials without an authorization from the Ministry of Interior or

(2) Class 7 radioactive materials without an authorization from the KSA Nuclear and Radiological Regulatory Commission (NRRC).

### **§ 109.9 Dangerous Goods Security.**

Each holder of a certificate or authorization issued under this part must establish dangerous goods security measures, acceptable to the President, to minimize theft or misuse of dangerous goods that may endanger persons, property, or the environment.

### **§ 109.11 Inspections.**

(a) An operator, shipper, freight forwarder, or other person certificated or authorized under this part must permit the GACA to carry out inspections, in the Kingdom of Saudi Arabia and elsewhere, as may be necessary to determine compliance with this part.

(b) A GACA inspector may examine, take samples from, or seize dangerous goods that he has reasonable grounds to suspect are being transported in violation of this part.

(c) A GACA inspector may open, or require to be opened, any baggage or package, which he has reasonable grounds to suspect may contain dangerous goods being transported in violation of this part. Any package opened during an inspection must, before being forwarded to the recipient, be returned by a qualified person to a condition that complies with the Technical Instructions.

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(d) Any sample taken or goods seized by a GACA inspector under this section may be retained for as long as the GACA considers it necessary under the circumstances and may be disposed of in such manner as the GACA considers appropriate.

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**SUBPART B – PACKING AND SHIPPING DANGEROUS GOODS BY AIR**

**§ 109.21 Shipper’s Responsibilities.**

- (a) Each person offering dangerous goods for transportation by air must completely and accurately describe the contents of each package containing dangerous goods to any other person to whom the person presents dangerous goods for transport by air.
- (b) The shipper of any dangerous goods by air must provide a written undertaking to re-ship the consignment, at the shipper's cost and liability if the shipment is not cleared and received by the consignee within 10 working days from the arrival of the consignment at any destination in Saudi Arabia.
- (c) Each shipper must accurately and completely describe the contents of each package or overpack containing dangerous goods to any person certificated or authorized under this part to whom the person presents dangerous goods for transport by air.

**§ 109.23 Packing.**

- (a) The holder of a DGPC issued under GACAR § 109.41 preparing dangerous goods for transport by air must ensure that the goods are packed as provided for in this subpart and the Technical Instructions.
- (b) Packaging used for the transport of dangerous goods by air must meet the following requirements:
  - (1) Packaging must—
    - (i) Be of good quality and securely closed to prevent leakage that may occur in normal conditions of transport, or caused by changes in temperature, humidity, or pressure, or by vibration.
    - (ii) Be suitable for the contents of the packaging and be resistant to any chemical or other action of such dangerous goods in direct contact.
    - (iii) Meet the material and construction specifications in the Technical Instructions.
    - (iv) Be tested in accordance with the provisions of the Technical Instructions.

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(v) Be capable of withstanding, without leakage, the pressure stated in the Technical Instructions, where retention of a liquid is a basic function.

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

(3) Packaging must not be reused until it has been inspected and found free from corrosion or other damage. Where the package is re-used, all necessary measures must be taken to prevent contamination of subsequent contents.

(4) If, because of the nature of its former contents, uncleaned empty packaging may present a danger, it must be tightly closed and treated according to the danger it constitutes.

(5) Harmful quantities of a dangerous substance must not adhere to the outside package.

### § 109.25 Labels.

Each DGPC holder preparing dangerous goods for transport by air must ensure that the package is labeled with the appropriate labels in accordance with the Technical Instructions. The label must meet the visual requirements and specifications in the Technical Instructions, communicating information about the class of dangerous goods inside a package and any special handling requirements for that package or class of dangerous goods.

### § 109.27 Markings.

(a) Each DGPC holder preparing dangerous goods for transport by air must ensure that—

(1) The package is marked with the proper shipping name of its contents and, when assigned, the United Nations (UN) number and other markings as specified in the Technical Instructions.

(2) Each packaging manufactured to a specification provided for in the Technical Instructions is marked in accordance with the Technical Instructions. Packaging must not be marked with a packaging specification marking unless it meets the appropriate packaging specification in the Technical Instructions.

(b) Both the Arabic and English languages must be used for the markings on dangerous goods

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packages.

**§ 109.29 Dangerous Goods Preparer Certificate Holder’s Responsibilities.**

(a) The holder of a DGPC issued under GACAR § 109.41 preparing any package or overpack of dangerous goods for transport by air must—

- (1) Ensure that the dangerous goods are not forbidden for transport by air and are properly classified, packed, marked, and labeled as required by this part and the Technical Instructions.
- (2) Complete, sign, and provide to the operator or ground handling agent a GACA-approved dangerous goods transport document, containing the information required by the Technical Instructions, unless the dangerous goods are specifically excluded in the Technical Instructions from the requirement to have a dangerous goods transport document.
- (3) Sign a declaration, attached to the dangerous goods transport document, indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labeled, and in proper condition for transport by air in accordance with this part and the Technical Instructions.
- (4) Provide the shipper’s documents required under GACAR § 109.21 to the operator.

(b) Both the Arabic and English languages must be used on the dangerous goods transport document and declaration required under paragraphs (a)(2) and (3) of this section.

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**SUBPART C – CERTIFICATION AND AUTHORIZATION.**

**§ 109.41 Dangerous Goods Preparer Certificate.**

(a) A person seeking a DGPC must submit the following to the GACA:

- (1) An application in a form and manner acceptable to the President,
- (2) A dangerous goods manual as required under GACAR § 109.111, and
- (3) The qualifications of staff responsible for the handling of dangerous goods.

(b) If the President finds the documents and facilities satisfactory, the GACA may issue a DGPC, which is valid for 2 years. Certificate holders must promptly advise the GACA of any changes to their facilities, or procedures.

(c) The DGPC holder must prominently display its certificate at locations where dangerous goods are prepared for transport by air and at its principal place of business.

**§ 109.43 Dangerous Goods Transport Authorization.**

(a) An applicant for a Dangerous Goods Transport Authorization (DGTA) must submit the following to the GACA:

- (1) An application in a form and manner acceptable to the President,
- (2) A dangerous goods manual as required under GACAR § 109.113,
- (3) The qualifications of staff responsible for the handling of dangerous goods, and
- (4) A list of all stations involved in the handling of dangerous goods.

(b) If the President finds the documents and facilities satisfactory, the GACA may issue a DGTA which is valid until surrendered by the holder or amended, suspended or revoked by the President.

(c) Any changes to be made to the facilities, including the addition of stations, or to procedures must be approved by the GACA.

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**§ 109.45 Dangerous Goods Preparer Certificate or Transport Authorization Holder Responsibilities.**

Each holder of a DGPC or a DGTA must—

- (a) Provide dangerous goods training, as prescribed in Subpart F of this part and
- (b) Comply with the conditions and limitations of its certificate or authorization.

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**SUBPART D – OPERATOR RESPONSIBILITIES**

**§ 109.61 Acceptance of Dangerous Goods.**

(a) A DGTA holder must not accept dangerous goods prepared for transportation by air unless—

(1) The person who has prepared the goods or the DGTA holder is certificated under GACAR § 109.41; or

(2) When the dangerous goods are prepared for transportation in a foreign Contracting State to the Convention on International Civil Aviation, the person has prepared the goods in accordance with the Technical Instructions and the dangerous goods regulations of that foreign Contracting State.

(3) Except when otherwise specified in the Technical Instructions, the dangerous goods are accompanied by two copies of—

(i) A dangerous goods transport document and declaration, and

(ii) The shipper's documents required under GACAR § 109.21.

(4) The package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions with the appropriate checklist; and

(b) A DGTA holder must develop and use an acceptance checklist to comply with paragraph (a) of this section and record the results of the acceptance check.

**§ 109.63 Inspection for Damage, Leakage, or Contamination.**

A DGTA holder must handle packages as follows:

(a) *Loading.*

(1) Packages and overpacks containing dangerous goods and freight containers containing radioactive materials must be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device, as specified in the Technical Instructions.

(2) Leaking or damaged packages, overpacks, or freight containers must not be loaded on an aircraft.

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(3) A unit load device must not be loaded aboard an aircraft unless it has been found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.

(b) *Removal of leaking or damaged packagings.* Any packages, overpacks, or freight containers of dangerous goods found on an aircraft and which appear to be damaged or leaking must be removed or arrangements made for their removal by an appropriate person or ground-handling agent. In this case, the remainder of the shipment must be inspected to ensure it is in a proper condition for transport and that no damage or contamination has occurred to the aircraft or its load, and that other cargo or baggage loaded on or suspended beneath the aircraft is fit for transport by air and has not been contaminated.

(c) *Unloading.* Packages or overpacks containing dangerous goods and freight containers containing radioactive materials are inspected for signs of damage or leakage upon unloading from an aircraft or a unit load device. If there is evidence of damage or leakage, the area where the dangerous goods were stowed on the aircraft must be inspected for damage or contamination.

### **§ 109.65 Loading and Stowage Restrictions.**

Each DGTA holder must adhere to the following restrictions:

(a) *General.* Packages and overpacks containing dangerous goods and freight containers containing radioactive materials must be loaded, segregated, stowed, and stored on an aircraft in accordance with the provisions of the Technical Instructions.

(b) *Passenger cabin and flightdeck.* Dangerous goods must not be carried in an aircraft cabin occupied by passengers or on the flightdeck, except as permitted in the Technical Instructions.

(c) *Dangerous goods designated for carriage only on cargo aircraft.* Packages of dangerous goods bearing the “CARGO AIRCRAFT ONLY” label must be loaded in accordance with the provisions in the Technical Instructions.

(d) *Separation and segregation.*

(1) Packages containing dangerous goods that might react dangerously with each other must not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.

(2) Packages of toxic and infectious substances must be stowed on an aircraft in accordance

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with the provisions of the Technical Instructions.

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

(e) *Securing of dangerous goods cargo loads.* When dangerous goods are loaded in an aircraft, they must be protected from being damaged and be secured in the aircraft in such a way that prevents any movement in flight that would change the orientation of the packages. For packages containing radioactive materials, the securing must be adequate to ensure that the separation requirements of paragraph (d)(3) of this section are met at all times.

### **§ 109.67 Removal of Contamination.**

(a) Each DGTA holder must ensure that—

(1) Any dangerous contamination resulting from the leakage of or damage to dangerous goods is removed without delay and steps are taken to eliminate any danger as specified in the Technical Instructions and

(2) An aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned to service until the radiation level at any accessible surface and the nonfixed contamination are not more than the values specified in the Technical Instructions.

(b) In the event of noncompliance with any limit in the Technical Instructions applicable to radiation level or contamination, an operator or ground-handling agent acting on the operator's behalf must—

(1) Ensure the shipper and the DGPC holder are informed if the noncompliance is identified during transport.

(2) Take immediate steps to mitigate the consequences of the noncompliance.

(3) Communicate the noncompliance to the shipper, DGPC, and the GACA as soon as practicable and immediately whenever an emergency situation has developed or is developing.

(4) Investigate the noncompliance and its causes, circumstances and consequences.

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(5) Take appropriate action to remedy the causes and circumstances that led to the noncompliance and to prevent a recurrence of circumstances similar to those that led to the noncompliance.

(6) Communicate to the GACA the causes of the noncompliance and corrective or preventive actions taken or to be taken.

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**SUBPART E – PROVISION OF INFORMATION**

**§ 109.81 Information for Flight Crew Members.**

Each DGTA holder must provide information in its operations manual and other appropriate manuals to enable flight crew members to carry out their responsibilities as specified in the Technical Instructions with regard to the transport of dangerous goods, including—

- (a) The actions to be taken in the event of emergencies involving dangerous goods and
- (b) Details of the location and numbering system of cargo compartments and the total of the transport indexes of radioactive material permitted in each compartment, as specified in the Technical Instructions.

**§ 109.83 Information for Passengers.**

Each operator must ensure that passengers are notified about the categories of dangerous goods that may not be taken aboard an aircraft in either checked baggage or carry-on baggage accompanying the passenger as specified in the Technical Instructions by—

- (a) Providing information with each passenger ticket, or
- (b) Displaying a sufficient number of notices at—
  - (1) Each of the places where the operator issues tickets and
  - (2) Any location where baggage is checked in.

**§ 109.85 Information for Other Persons.**

Each DGTA holder and operator described in GACAR § 109.1(c) must provide—

- (a) Information to their personnel to enable them to carry out their responsibilities with regard to the transport of dangerous goods and
- (b) Instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

**§ 109.87 Information for the Pilot in Command.**

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Each DGTA holder must ensure that—

- (a) Written information about the dangerous goods to be carried on an aircraft, as specified in the Technical Instructions, is provided to the pilot in command (PIC) before departure.
- (b) Information for use in responding to in-flight emergencies is provided to the PIC, as specified in the Technical Instructions.
- (c) A legible copy of the written information provided to the PIC, signed by the PIC, is retained on the ground at a readily accessible location until after the flight. This copy, or the information contained in it, must be readily accessible to the operator's personnel or representatives at the aerodromes of last departure and next scheduled arrival until after the completion of the flight to which the information refers.
- (d) A copy of the written information to the PIC, an electronic image thereof, or the information contained therein, is maintained for 90 days at the aerodrome of departure or the operator's principal place of business, and provided to the GACA upon request.
- (e) When dangerous goods are carried on a flight that takes place wholly or partially outside the Kingdom of Saudi Arabia, written information provided to the PIC must be in English.

### **§ 109.89 Information in the Event of an Aircraft Accident or Incident.**

- (a) *Aircraft accident or aircraft incident.* The operator of an aircraft carrying dangerous goods that is involved in an aircraft accident or aircraft incident must without delay provide to emergency services responding to the accident or incident information about the dangerous goods aboard, as shown on the written information to the PIC. As soon as possible, the operator must also provide this information to the GACA and the appropriate authorities of the State in which the accident or incident occurred.
- (b) The operator of an aircraft carrying dangerous goods must include procedures in manuals and accident contingency plans to enable the information to be provided as specified in this section.

### **§ 109.91 Information in the Event of an In-Flight Emergency.**

If an in-flight emergency occurs, as soon as the situation permits, the PIC must inform the appropriate Air Traffic Services unit, for the information of aerodrome authorities, of any dangerous goods carried as cargo aboard the aircraft as specified in the Technical Instructions.

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**SUBPART F – DANGEROUS GOODS TRAINING**

**§ 109.101 Initial and Recurrent Training.**

(a) Initial and recurrent dangerous goods training programs, in accordance with the Technical Instructions and as provided for in Appendix B to this part, must be established and maintained by or on behalf of—

(1) DGTA holders,

(2) Operators not authorized to transport dangerous goods as described under GACAR § 109.1(c), or

(3) DGPC holders.

(b) Training programs established under paragraph (a) of this section must be approved by the President.

(c) *Initial training.* Each person who performs or directly supervises any of the personnel functions identified in the tables in Appendix B to this part must satisfactorily complete the appropriate dangerous goods training upon employment, or it must be verified such training has been completed before the person assumes his duties.

(d) *Recurrent training.* Each person who performs or directly supervises any of the personnel functions identified in the tables in Appendix B to this part must satisfactorily complete the appropriate dangerous goods training every 24 months. If the recurrent training is completed within the final 3 months of validity of the previous training, the period of validity extends from the date on which the recurrent training was completed until 24 months from the expiration date of that training.

(e) *Testing.* The training described in paragraphs (c) and (d) of this section must include testing to verify understanding of the training materials by the recipients of the training.

**§ 109.103 Instructor Qualifications.**

No person may serve as an instructor for an initial or recurrent dangerous goods training program unless that person has—

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- (a) Instructional skills acceptable to the President,
- (b) Successfully completed a dangerous goods training program in the category specified in Appendix B to this part applicable to the course being taught, and
- (c) Conducted an initial or recurrent training course in the previous 24 months or has completed recurrent training.

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**SUBPART G – DANGEROUS GOODS MANUALS**

**§ 109.111 Dangerous Goods Preparer’s Manual.**

Each person seeking certification under GACAR § 109.41 must prepare and maintain a dangerous goods manual approved by the President that—

(a) Contains procedures and information, as described in paragraph (b) of this section, to assist each person performing or directly supervising the following job functions involving preparing items for transport on an aircraft:

- (1) Classification of dangerous goods,
- (2) Listing of dangerous goods,
- (3) Verifying compliance with limitations,
- (4) Packing of dangerous goods,
- (5) Labeling and marking,
- (6) Recognition of undeclared dangerous goods,
- (7) Provision of information to passengers and crew,
- (8) Storing and loading, and
- (9) Handling emergencies.

(b) Ensures that the procedures and information described in this paragraph are sufficient to assist the person in—

- (1) Preparing packages, overpacks and freight containers of dangerous goods;
- (2) Properly labeling and marking packages, overpacks and freight containers of dangerous goods; and
- (3) Preparing the dangerous goods transport document and declaration, except when

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otherwise specified in the Technical Instructions.

(c) Provides details of the training programs required by GACAR § 109.101.

(d) The dangerous goods manual required by this section may be a separate manual or part of a manual and must contain that part of the information appropriate for each group of personnel.

### **§ 109.113 Dangerous Goods Transportation Manual.**

Each DGTA holder and operator described in GACAR § 109.1(c) must prepare and maintain current a dangerous goods manual approved by the President that—

(a) Contains procedures and information, as described in paragraph (b) of this section, to assist each crew member and person performing or directly supervising the following job functions involving items for transport on an aircraft:

- (1) Acceptance,
- (2) Rejection,
- (3) Handling,
- (4) Storing incidental to transport,
- (5) Packaging of company material, and
- (6) Loading.

(b) Ensures that the procedures and information described in this paragraph are sufficient to assist the person in identifying packages that are marked or labeled as containing dangerous goods or that show signs of containing undeclared dangerous goods. The procedures and information must include—

- (1) Procedures for rejecting packages that do not conform to this part and the Technical Instructions or that appear to contain undeclared dangerous goods;
- (2) Procedures for complying with the dangerous goods reporting requirements of GACAR § 109.121 and discrepancy reporting requirements of GACAR § 109.123;

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(3) The operator's dangerous goods policies and whether the operator is authorized to carry, or is prohibited from carrying, dangerous goods; and

(4) If an operator's operations specifications or authorizing documents permit the transport of dangerous goods, procedures and information to ensure that—

(i) Packages containing dangerous goods are properly offered and accepted in compliance with this part;

(ii) Packages containing dangerous goods are properly handled, stored, packaged, loaded, and carried aboard an aircraft in compliance with this part;

(iii) The PIC is notified in compliance with the requirements in GACAR § 109.87(d); and

(iv) Aircraft replacement parts, consumable materials or other items regulated under this part are properly handled, packaged, and transported.

(c) Provides details of the training programs required by GACAR § 109.101.

(d) The dangerous goods manual required by this section may be a separate manual or part of a manual and must contain that part of the information appropriate for each group of personnel.

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**SUBPART H – REPORTS AND RECORDS**

**§ 109.121 Dangerous Goods Reporting Requirements.**

(a) *Reporting dangerous goods incidents and accidents.* An operator must report in writing dangerous goods incidents and accidents to the GACA and the appropriate authority in the state where the accident or incident occurred.

(b) *Reporting undeclared or misdeclared dangerous goods.* An operator must report in writing the finding of undeclared or misdeclared dangerous goods discovered in cargo, passengers' baggage, or mail to the GACA and the appropriate authority in the state where the accident or incident occurred.

(c) Written reports made under this section must be in a format approved by the President and contain the information specified in Appendix A to this part.

(d) First reports must be submitted within 72 hours of the event or discovery, unless exceptional circumstances prevent this, and include the details that are known at that time. If necessary, a subsequent report must be made as soon as possible giving all the details that were not known at the time the first report was sent. If a report has been made verbally, written confirmation must be sent as soon as possible.

**§ 109.123 Dangerous Goods Discrepancy Report.**

(a) Each person who discovers a discrepancy, as defined in paragraph (b) of this section, relative to the shipment of a dangerous good following its acceptance for transportation aboard an aircraft must, as soon as practicable, notify the GACA by telephone or electronically and must provide the following information:

- (1) Name and telephone number of the person reporting the discrepancy,
- (2) Name of the operator,
- (3) Specific location of the shipment concerned,
- (4) Name of the shipper,
- (5) Nature of the discrepancy, and

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(6) Address of the shipper or person responsible for the discrepancy, if known.

(b) Discrepancies that must be reported under paragraph (a) of this section are those involving dangerous goods which are improperly—

(1) Described in the dangerous goods transport document;

(2) Certified on the declaration attached to the dangerous goods transport document; or

(3) Labeled, marked or packaged in a manner making their status as dangerous goods not ascertainable when accepted under the provisions of GACAR § 109.61, including packages and baggage that are found to contain dangerous goods subsequent to their being offered and accepted as other than dangerous goods.

**§ 109.125 Dangerous Goods Training Records.**

(a) A DGPC holder, a DGTA holder, or an operator described in GACAR § 109.1(c) must maintain records of the training required under Subpart F of this part for at least 36 months from the most recent training completion date.

(b) The record of training must include—

(1) The individual's name;

(2) The most recent training completion date;

(3) A description or copy of, or reference to, training materials used to meet the training requirements;

(4) The name and address of the organization providing the training; and

(5) Evidence that shows that a test has been completed satisfactorily.

(c) The holder of a certificate or authorization issued under this part must make training records available upon request of the employee or the President.

**§ 109.127 Dangerous Goods Records.**

Each DGTA holder must retain a copy of the dangerous goods transport document, declaration, shippers documents, acceptance checklist or electronic images thereof, that is accessible through

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its principal place of business and must make the dangerous goods transport document available, upon request, to an authorized representative of the GACA. The DGTA holder must retain each document for 1 year after the shipment is accepted from the DGPC.

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**APPENDIX A TO GACAR PART 109 – CONTENTS OF REPORTS**

(a) The first report and any subsequent report must contain the following data:

- (1) Date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;
- (2) Location, the flight number, and flight date;
- (3) Description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket or other identifier;
- (4) Proper shipping name (including the technical name, if appropriate) and UN/ID number<sup>1</sup>, when known;
- (5) Class or division and any subsidiary risk;
- (6) Type of packaging, and the packaging specification marking on it;
- (7) Quantity;
- (8) Name and address of the shipper, passenger, or other involved person;
- (9) Any other relevant details;
- (10) Suspected cause of the incident or accident;
- (11) Action taken;
- (12) Any other reporting action taken; and
- (13) Name, title, address, and telephone number of the person making the report.

(b) Copies of relevant documents and any photographs taken should be attached to a report.

<sup>1</sup> The ID Number is a temporary identification number for entries in Table 3.1 of the Technical Instructions that have not been assigned a UN Number.

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**APPENDIX B TO GACAR PART 109 – DANGEROUS GOODS TRAINING PROGRAM**

Each person required to complete dangerous goods training under Subpart F of this part must receive training commensurate with his responsibilities involving dangerous goods including—

- (a) General familiarization training, aimed at providing familiarity with general provisions regarding the transport of dangerous goods by air;
- (b) Function specific training, providing detailed training in the requirements applicable to the function for which the person is responsible;
- (c) Safety training, covering the hazards presented by dangerous goods, safe handling and emergency response procedures; and
- (d) The following applicable subject matters:
  - (1) For DGTA holders transporting dangerous goods as cargo, as provided in Part 1, Chapter 4, Table 1–4 of the Technical Instructions, the training as prescribed in Table 109-B1 below.
  - (2) For operators not carrying dangerous goods as cargo, as provided in Part 1, Chapter 4, Table 1–5 of the Technical Instructions, the training as prescribed in Table 109-B2 below.
  - (3) For DGPC holders, as provided in Part 1, Chapter 4, Table 1–4 of the Technical Instruction, the training as prescribed in Table 109-B3 below.

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**Table 109-B1: For DGTA Holders Transporting Dangerous Goods as Cargo**

Personnel	Subject Matter
<p>(1) Operator’s and ground handling agent’s staff accepting dangerous goods</p>	<ul style="list-style-type: none"> <li>(i) General philosophy,</li> <li>(ii) Limitations,</li> <li>(iii) General requirements for shippers,</li> <li>(iv) Classification,</li> <li>(v) List of dangerous goods,</li> <li>(vi) Packing requirements,</li> <li>(vii) Labeling and marking,</li> <li>(viii) Dangerous goods transport document and other relevant documentation,</li> <li>(ix) Acceptance procedures,</li> <li>(x) Recognition of undeclared dangerous goods,</li> <li>(xi) Storage and loading procedures,</li> <li>(xii) Pilots’ notification,</li> <li>(xiii) Provisions for passengers and crew, and</li> <li>(xiv) Emergency procedures.</li> </ul>

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<b>Personnel</b>	<b>Subject Matter</b>
<p>(2) Operator’s and ground handling agent’s staff involved in the handling, storage and loading of cargo, mail or inventory, and baggage</p>	<ul style="list-style-type: none"> <li>(i) General philosophy,</li> <li>(ii) Limitations,</li> <li>(iii) Labeling and marking,</li> <li>(iv) Recognition of undeclared dangerous goods,</li> <li>(v) Storage and loading procedures,</li> <li>(vi) Pilots’ notification,</li> <li>(vii) Provisions for passengers and crew, and</li> <li>(viii) Emergency procedures.</li> </ul>
<p>(3) Operator’s and ground handling agent’s staff accepting cargo, mail or inventory (other than dangerous goods)</p>	<ul style="list-style-type: none"> <li>(i) General philosophy,</li> <li>(ii) Limitations,</li> <li>(iii) Labeling and marking,</li> <li>(iv) Dangerous goods transport document,</li> <li>(v) Recognition of undeclared dangerous goods,</li> <li>(vi) Provisions for passengers and crew, and</li> <li>(vii) Emergency procedures.</li> </ul>

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<b>Personnel</b>	<b>Subject Matter</b>
(4) Passenger handling personnel	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Recognition of undeclared dangerous goods, (v) Provisions for passengers and crew, and (vi) Emergency procedures.
(5) Security staff who screen passengers and baggage	(i) General philosophy, (ii) Limitations, (iii) Classification, (iv) Labeling and marking, (v) Recognition of undeclared dangerous goods, (vi) Provisions for passengers and crew, and (vii) Emergency procedures.

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<b>Personnel</b>	<b>Subject Matter</b>
(6) Flight crew members and load planners	(i) General philosophy, (ii) Limitations, (iii) List of dangerous goods, (iv) Labeling and marking, (v) Recognition of undeclared dangerous goods, (vi) Storage and loading procedures, (vii) Pilots' notification, (viii) Provisions for passengers and crew, and (ix) Emergency procedures.
(7) Crew members other than flight crew members	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Recognition of undeclared dangerous goods, (v) Provisions for passengers and crew, and (vi) Emergency procedures.

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**Table 109-B2: For Operators Not Transporting Dangerous Goods as Cargo**

Personnel	Subject Matter
<p>(1) Operator’s or ground handling agent’s staff accepting cargo, mail or inventory (other than dangerous goods)</p>	<p>(i) General philosophy,</p> <p>(ii) Limitations,</p> <p>(iii) Labeling and marking,</p> <p>(iv) Dangerous goods transport document and other relevant documentation,</p> <p>(v) Recognition of undeclared dangerous goods,</p> <p>(vi) Provisions for passengers and crew, and</p> <p>(vii) Emergency procedures.</p>
<p>(2) Operator’s or ground handling agent’s staff involved in the handling, storage and loading of cargo, mail or inventory (other than dangerous goods) and baggage</p>	<p>(i) General philosophy,</p> <p>(ii) Limitations,</p> <p>(iii) Labeling and marking,</p> <p>(iv) Recognition of undeclared dangerous goods,</p> <p>(v) Provisions for passengers and crew, and</p> <p>(vi) Emergency procedures.</p>

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Personnel	Subject Matter
(3) Passenger handling staff	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Recognition of undeclared dangerous goods, (v) Provisions for passengers and crew, and (vi) Emergency procedures.
(4) Crew members (flight crew and cabin crew) and load planners	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Recognition of undeclared dangerous goods, (v) Provisions for passengers and crew, and (vi) Emergency procedures.

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**Table 109-B3: For DGPC Holders**

Personnel	Subject Matter
(1) Staff involved in the packing of dangerous goods	(i) General philosophy, (ii) Classification of dangerous goods, (iii) List of dangerous goods, (iv) Packing requirements, (v) Labeling and marking, (vi) Recognition of undeclared dangerous goods, (vii) Provisions for passengers and crew, and (viii) Emergency procedures.

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Personnel	Subject Matter
(2) Staff involved in processing dangerous goods	(i) General philosophy, (ii) Limitations, (iii) General requirements for shippers, (iv) Classification of dangerous goods, (v) List of dangerous goods, (vi) Packing requirements, (vii) Labeling and marking, (viii) Dangerous goods transport document, (ix) Recognition of undeclared dangerous goods, (x) Provisions for passengers and crew, and (xi) Emergency procedures.

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Personnel	Subject Matter
(3) Staff involved in processing cargo, mail or inventory (other than dangerous goods)	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Dangerous goods transport document, (v) Recognition of undeclared dangerous goods, (vi) Provisions for passengers and crew, and (vii) Emergency procedures.
(4) Staff involved in the handling, storage, and loading of cargo, mail or inventory	(i) General philosophy, (ii) Limitations, (iii) Labeling and marking, (iv) Recognition of undeclared dangerous goods, (v) Storage and loading procedures, (vi) Provisions for passengers and crew, and (vii) Emergency procedures.