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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | | | | | | | |
| **Date of Occurrence** : | | **Time of Occurrence**: | | | | **Location of Occurrence**: | |
| **Name of Operator**: | | **State of Operator**: | | | | **Flight Date**: | |
| **Flight Number**: | | **Aircraft Type**: | | | | **Aircraft Registration**: | |
| **Origin of the goods**: | | **Departure airport**: | | | | **Destination airport**: | |
| **Description of the occurrence, including details of injury, damage, etc** | | | | | | | |
| **Description of actions taken upon discovery of the occurrence, including any mitigation measures;** | | | | | | | |
| **Proper shipping name (including the technical name, if applicable):** | | | | | | | |
| **UN or ID Number, whichever is applicable**: | | | | **Packing Group**: | | | |
| **Class or Division**: | **Subsidiary Risk**: | | | **Type of Packaging**: | | | |
| **Category (Class 7 only)**: | | | | **Packaging Spec Markings**: | | | |
| **No of Packages**: | | | | **Quantity (or Transport Index)**: | | | |
| **Reference Number of Airway Bill:** | | | | **Ref no. of Courier Pouch, Baggage Tag or Pax Ticket:** | | | |
| **Name and Address of shipper, agent, passenger, etc:** | | | | | | | |
| **Other relevant information (including suspected cause, any action taken) :** | | | | | | | |
| **Documents to be attached:** | | | | |  | |  |
| Airway Bill (including House AWB, if applicable) | | | | | Yes | | No |
| Consol Manifest, if applicable | | | | | Yes | | No |
| Dangerous Goods Shipper's Declarations | | | | | Yes | | No |
| Passenger Ticket, if applicable | | | | | Yes | | No |
| Shipping / Proforma / Commercial Invoice | | | | | Yes | | No |
| Packing List | | | | | Yes | | No |
| Completed Dangerous Goods Acceptance Checklist | | | | | Yes | | No |
| Export Control Form, if applicable | | | | | Yes | | No |
| Cargo Manifest | | | | | Yes | | No |
| NOTOC (Notification to Captain) | | | | | Yes | | No |
| MSDS, if available | | | | | Yes | | No |
| Photographs (at least 6 from different angles) | | | | | Yes | | No |
| **Name of person making report :** | | | | | | | |
| **Title of person making report :** | | | | | | | |
| **Mobile Number :** | | | **Email Address :** | | | | |
| **Name of Company :** | | | **Address of Company :** | | | | |
| **Date of Report**: | | |  | | | | |

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| **Notes**   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 means any occurrence associated with and related to the transport or carriage of munitions of war or dangerous goods by air which results in fatal or serious injury to a person or major property damage. 3. A dangerous goods incident means any occurrence, other than a dangerous goods accident, which is associated with and related to the transport or carriage of munitions of war or 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, and includes any occurrence relating to the transport or carriage of munitions of war or dangerous goods and which seriously jeopardises the aircraft or its occupants. 4. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft. 5. A written report, including all relevant documents pertaining, to any dangerous goods incident or the finding of undeclared or misdeclared munitions of war or dangerous goods in cargo or passenger’s baggage on board any aircraft operated by an operator of a Singapore aircraft or any aircraft that lands in or departs from Singapore must be dispatched to CAAS by the quickest available means within 24 hours of the occurrence coming to the knowledge of the person making the report. 6. An initial report pertaining to any dangerous goods accident on board any aircraft operated by an operator of a Singapore aircraft or any aircraft that lands in or departs from Singapore must be dispatched to CAAS by the quickest available means within 3 hours of the occurrence coming to the knowledge of the person making the report. The initial report may be made by any means but a written report, including all relevant documents, should be sent as soon as possible, even if all the information is not available. 7. Providing it is safe to do so, all dangerous goods, packaging, documents, etc, relating to the occurrence must be retained by the operator and its agent until CAAS authorized its release. 8. All completed reports must be e-mailed to CAAS\_dfirs@caas.gov.sg. |