

Advisory Circular

DANGEROUS GOODS PERMIT

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to a commercial air transport operator for the grant of a dangerous goods permit pursuant to Part 2, Division 1, of the Air Navigation (92 – Carriage of Dangerous Goods) Regulations 2022 (“ANR-92”).

APPLICABILITY

This AC is applicable to an operator of an aircraft operated for the purpose of commercial air transport who intends to transport dangerous goods as cargo on its aircraft to or from Singapore, but *does not apply* to the holder of a Singapore air operator certificate who holds an authorisation granted under Regulation 14 of the Air Navigation (121 – Commercial Air Transport by Large Aeroplanes) Regulations 2018 (“ANR-121”), or Regulation 14 of the Air Navigation (135 – Commercial Air Transport by Helicopters and Small Aeroplanes) Regulations 2018 (“ANR-135”).

RELATED REGULATIONS

This AC relates specifically to Part 2, Division 1, of ANR-92.

RELATED ADVISORY CIRCULARS

AC 92-3-2 – Reporting of Dangerous Goods Occurrences

CANCELLATION

This is the first AC issued on this subject.

EFFECTIVE DATE

This AC is effective from 14 February 2025.

OTHER REFERENCES

- ICAO Technical Instructions for the Safe Transport Dangerous Goods by Air (Doc 9284) (“ICAO TI”)
- ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (Doc 9481)

1 INTRODUCTION

- 1.1 Regulation 5 of ANR-92, requires a commercial air transport operator, except as provided¹, to hold a valid dangerous goods permit granted by CAAS prior to transporting dangerous goods cargo on its aircraft to or from Singapore.
- 1.2 Regulation 6 of ANR-92 specifies the requirements regarding the application of a dangerous goods permit and regulation 7 of ANR-92 sets out the considerations before CAAS may grant a dangerous goods permit.

2 DANGEROUS GOODS PERMIT

- 2.1 Pursuant to regulation 7(2) of ANR-92, CAAS may grant a dangerous goods permit to a commercial air transport operator if it:
- a. is authorised by its State of the operator to transport dangerous goods cargo on its aircraft;
 - b. has dangerous goods training programmes that are approved by its State of the operator; and
 - c. has established procedures in its operations manual to ensure compliance with the requirements in the ICAO TI.
- 2.2 To facilitate the application for a dangerous goods permit, an applicant should prepare the appropriate information and documentation as guided in the following table:

<i>Description</i>	<i>Guidance</i>
a. Details of the Applicant and Air Operator	
i) Applicant Details	Provide the information of the person making the application. The applicant should be the air operator who will hold the permit, however, it

¹ The holder of a Singapore AOC who has been granted an authorisation under Regulation 14 of ANR-121 or Regulation 14 under ANR-135 may transport dangerous goods cargo to or from Singapore without a dangerous goods permit.

Description	Guidance
	may authorise a representative to submit the application on its behalf.
ii) Organisation Details	<ul style="list-style-type: none"> • For <i>Organisation Name</i>, provide the name of the commercial air transport operator as reflected on its air operator certificate (“AOC”); • For <i>Registered Entity Name</i> and other details, provide the information in the organisation’s business registration with Accounting and Corporate Regulatory Authority (ACRA) or with the appropriate authority for which the organisation’s business is registered.
iii) Name and contact details of the person within the operator's head office with overall responsibility for the carriage of dangerous goods by air	Provide the information of the accountable manager of the commercial air transport operator or a member of its senior management delegated with such responsibilities by the accountable manager.
iv) Name and contact details of person within the Singapore office with overall responsibility for the carriage of dangerous goods by air.	Provide the information of the Singapore-based employee of the commercial air transport operator responsible for the carriage of dangerous goods cargo on the operator’s aircraft to or from Singapore. Where the operator does not have employees that are based in Singapore, provide details of the staff of an agent (ground handling service provider, general sales agent etc.) delegated to undertake responsibilities in the carriage of dangerous goods on behalf of the operator in Singapore.
v) Name and contact details of the ground handling agent and/or other agents responsible for handling dangerous goods on behalf of the operator	Provide the information of the ground handling service provider appointed by the commercial air transport operator to accept, handle and load dangerous goods cargo on behalf of the air operator in Singapore (e.g. SATS, Dnata etc.)
b. AOC and Specific Approval to Transport Dangerous Goods	
i) Air operator certificate	Provide a valid AOC issued by the State of the operator according to ICAO Annex 6 Part I Paragraph 4.2.1

Description	Guidance
ii) State of the operator approval to transport dangerous goods as cargo	Provide the operations specifications and other relevant documents (e.g. dangerous goods permits / approvals) issued by the State of the operator which should specify that the operator has been granted specific approval to transport dangerous goods as cargo including any limitations according to ICAO Annex 6 Part I Paragraph 14.3
c. Training	
i) Details that the operator requires its relevant employees, crew members and agents acting on the operator's behalf to be trained in the handling of dangerous goods commensurate with their responsibilities, according to ICAO TI 7;4.10 / IATA DGR 9.7	<ul style="list-style-type: none"> • Provide the operations manual procedures specifying that employees, crew members and staff of its agents, having responsibilities in the handling of dangerous goods for or on behalf of the operator, must undergo initial training according to the requirements ICAO TI 1;4 / IATA 1.5; • Provide the operations manual procedures specifying that employees and crew members of the operator must undergo training and assessment according to the training programme approved by the appropriate authority of the State of the operator
ii) Details that the operator has dangerous goods training programmes applicable to its relevant employees and crew members approved by the appropriate authority of the State of the operator, according to ICAO TI 1;4.5 / IATA DGR 1.5.2.	<ul style="list-style-type: none"> • Provide the approval letter issued by the appropriate authority of the State of the operator; or • Provide documentation showing that the manual containing the operator's dangerous goods training programmes has been approved by the appropriate authority of the State of the operator
iii) Details that the operator maintains dangerous goods training and assessment records of its employees including agents acting on the operator's behalf, according to ICAO TI 1;4.4 / IATA DGR 1.5.1.4	<ul style="list-style-type: none"> • Provide dangerous goods training and assessment records of employees, staff of general sales agents and other agents (excluding SATS and dnata) having responsibilities in the handling of dangerous goods cargo for or on behalf of the operator in Singapore; • Training and assessment records maintained must include all the details as specified in ICAO TI / IATA DGR

Description	Guidance
iv) Details that the operator ensures that knowledge of its personnel is current by specifying the duration before recurrent dangerous goods training and assessment is required, according to ICAO TI 1;4.3 / IATA DGR 1.5.1.3	<ul style="list-style-type: none"> • Provide operations manual procedures specifying that employees, crew members and staff of its agents, having responsibilities in the handling of dangerous goods for or on behalf of the operator, must receive recurrent training and assessment within 24 months of previous training and assessment
d. Emergency Procedures & Accident/Incident Reporting	
i) Details that emergency response information is available to the pilot-in-command/other crew members to deal with occurrences involving dangerous goods during flight, according to ICAO TI 7;4.9 / IATA DGR 9.5.1.2	<ul style="list-style-type: none"> • Provide operations manual procedures specifying that flight crew is provided with information to deal with occurrences involving dangerous goods during a flight; • The information to be provided may be the ICAO document <i>Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods</i> (Doc 9481) or any document containing appropriate information (equivalent to the information as provided in Doc 9481) concerning dangerous goods carried on board aircraft; • Note that the provision of the <i>Notification-to-the-Captain</i> (NOTOC) document alone does not fulfill this requirement
ii) Details of procedures requiring the reporting of dangerous goods incidents/accidents to the appropriate authorities of the State in which the incident/accident occurred, according to ICAO TI 7;4.4 / IATA DGR 9.6.1	Provide the operations manual procedures requiring responsible persons of the operator to report dangerous goods incidents/accidents to the appropriate authorities in which the incident/accident occurred ²

² CAAS AC 92-3-2 - *Reporting of Dangerous Goods Occurrences* contain guidance on reporting of dangerous goods incidents, accidents, the discovery of undeclared or misdeclared dangerous in cargo or mail and the carriage of prohibited dangerous goods by passengers or crew in baggage to CAAS.

Description	Guidance
iii) Details of procedures requiring the reporting of undeclared/misdeclared dangerous goods discovered in cargo or mail and the carriage of prohibited dangerous goods by passengers or crew in baggage to the appropriate authority of the State in which this occurred, according to ICAO TI 7;4.5 / IATA DGR 9.6.2	Provide the operations manual procedures requiring responsible persons of the operator to report the discovery of undeclared or misdeclared dangerous goods in cargo or mail and the carriage of prohibited dangerous goods by passengers or crew in baggage to the appropriate authorities in which this occurred ³
iv) Details that in the event of an accident or serious incident, the operator has procedures requiring information to be provided without delay to emergency services responders about dangerous goods on board the aircraft, according to ICAO TI 7;4.7 / IATA DGR 9.6.3	Provide the operations manual procedures requiring the flight crew or persons monitoring flight operations to provide information about the dangerous goods cargo transported on the aircraft (as listed on the NOTOC document) to emergency services responders at the affected aerodrome in the event of an occurrence that may potentially result in an accident or serious incident

3 APPLYING FOR A DANGEROUS GOODS PERMIT

3.1 There are two types of dangerous goods permit as follows:

- (a) Dangerous goods permit for a single return flight – for the transport of dangerous goods cargo on a single return flight within a validity period of 14 days (i.e. *one* return flight transporting dangerous goods cargo within the validity of this permit)
- (b) Dangerous goods permit (block) – for the transport of dangerous goods cargo on multiple flights within a validity period of up to 6 months.

3.2 An applicant of the dangerous goods permit (block) may apply by logging into [eSOMS - Enterprise Safety Oversight Management System](#) using SingPass or eSOMSPass. A first-time applicant may refer to the eSOMS [user guide](#) to complete and submit an application in eSOMS. An applicant needing assistance or further clarification may email to esoms@caas.gov.sg.

³ See Note 2

- 3.3 An applicant of the dangerous goods permit for a single return flight may download and complete the application form at the following link: caas.gov.sg/docs/default-source/default-document-library/fo177-r3.doc. The completed application form, together with relevant attachments, should be submitted via email to CAAS_dangerousgoods@caas.gov.sg.
- 3.4 The applicant would be notified on the outcome of the application via email within 3 working days of submitting the application to CAAS. Note that the notification of approval of an application does not mean that a dangerous permit has been granted. CAAS would only issue the dangerous goods permit after the payment of the applicable permit fee according to paragraph 4.2.

4 FEES

- 4.1 The applicable permit fees are as follows:

Type of Permit	Fees
Dangerous goods permit for a single return flight	\$50
Dangerous goods permit (block)	\$600

- 4.2 Upon being notified via email that the application has been approved, the applicant has to make payment to CAAS for the applicable permit fee prior to issuance of the permit to the applicant. The applicant may make payment via PayNow, credit card (for applications via eSOMS only), telegraphic transfer or local bank wire transfer. Payments via PayNow and credit card are preferred as they are the most expeditious forms of payment and the dangerous goods permit may be issued to the applicant without undue delays. For payments made via telegraphic transfer or local bank wire transfer, the applicant should be aware that it may take up to 5 working days for CAAS to receive payment of the fees. The dangerous goods permit may only be issued once CAAS verifies receipt of the applicable permit fees.
- 4.3 An applicant of the block permit should also note that, should the validity of the dangerous goods permit be granted for a period of less than 6 months, the applicable permit fee remains at \$600 and will not be pro-rated based on the validity duration of the permit.

5 GRANT AND VALIDITY OF THE PERMIT

- 5.1 An applicant would receive the dangerous goods permit as an attachment via email after CAAS has verified the receipt of the payment of the applicable permit fee.
- 5.2 An applicant may only transport dangerous goods cargo on its aircraft to or from Singapore after receiving the dangerous goods permit via email and within the validity period as specified on the permit.

- 5.3 The dangerous goods permit (block) is valid for a period of up to 6 months and the dangerous goods permit for a single return flight is typically valid for a period of 14 days. The applicant should note that the validity of these permits is subjected to the expiry of the dangerous goods authorisation granted to the operator by its State of the operator, whichever is more restrictive.

6 SUBMISSION OF FORM A

- 6.1 A dangerous goods permit holder is obligated to submit a Form A report as part of the condition for the grant of a dangerous goods permit. The purpose of a Form A report is to document the classes of dangerous goods consignments that have been transported by the operator within the validity of the permit.
- 6.2 A holder of a dangerous goods permit (block) should submit a Form A report by the 10th day of each month for dangerous goods consignments that were transported on its aircraft to or from Singapore in the preceding month. The permit holder will receive an automated email from donotreply@mail.postman.gov.sg at the beginning of each month containing a unique link to *FormSG* which the permit holder should use to submit the Form A report.
- 6.3 A holder of a dangerous goods permit for a single return flight should submit the Form A report (which is included in the application form described in paragraph 3.3) via email to CAAS_DangerousGoods@caas.gov.sg upon completion of the single return flight where dangerous goods cargo was transported on its aircraft to or from Singapore.

7 ENQUIRIES

- 7.1 Should you have any queries regarding the contents of this AC, you may e-mail to us at CAAS_DangerousGoods@caas.gov.sg.

ANNEX A – FREQUENTLY ASKED QUESTIONS

S/N	Question	Answer
1	<p>Does transporting any of the following articles/substances as cargo require a dangerous goods permit?</p> <ul style="list-style-type: none"> • dry ice used as a refrigerant for non-dangerous goods; • biological substances in Category B; and • lithium ion, lithium metal or sodium ion batteries packed with or contained in equipment meeting Section II requirements of their applicable packing instructions. 	<p>Yes, commercial air transport operators should note that such articles/substances are classified as dangerous goods according to ICAO TI and a dangerous goods permit is required when transporting them as cargo to or from Singapore.</p>
2	<p>Is a dangerous goods permit holder subjected to any limitations or restrictions when transporting dangerous goods cargo on its aircraft to or from Singapore?</p>	<p>Yes, a dangerous goods permit holder may only transport on its aircraft dangerous goods cargo that is permitted under normal circumstances according to ICAO TI and subjected to the limitations or any restrictions as specified in its authorisation to transport dangerous goods cargo as granted by its State of the operator.</p>
3	<p>Can a dangerous goods permit holder transport on its aircraft, under special circumstances, dangerous goods cargo requiring an approval or an exemption according to ICAO TI?</p>	<p>A dangerous goods permit holder may only transport such dangerous goods to or from Singapore if it had been granted approvals or exemptions by all the relevant States concerned (i.e., States of origin, transit, overflight, destination and operator) as applicable.</p>