

# Advisory Circular

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## **MANDATORY REPORTING OF DANGEROUS GOODS INCIDENTS AND ACCIDENTS**

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1. **GENERAL.** Advisory Circulars (ACs) are issued by the Civil Aviation Authority of Singapore (CAAS) and contain information about standards, practices and recommendations acceptable to the Authority. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
2. **PURPOSE.** This AC is to advise on the reporting procedures for mandatory reporting of dangerous goods incidents and accidents.
3. **APPLICABILITY.** This AC applies to the operator of a Singapore aircraft (wherever it may be), and the operator of any other aircraft that lands in or departs from Singapore.
4. **CANCELLATION.** This AC supersedes the bulletin "Incident Reporting System" issued on 03 August 2010.
5. **EFFECTIVE DATE.** This AC is effective from 1 April 2011.
6. **REFERENCES.** Paragraph 50G of the Air Navigation Order (ANO).
7. **BACKGROUND.**
  - 7.1 Paragraph 50G of the ANO requires that a report be made for any dangerous goods accident or incident, or the finding of undeclared or misdeclared munitions of war or dangerous goods in cargo or passenger's baggage, on a Singapore aircraft or any other aircraft that lands in or departs from Singapore. The operator of this aircraft is to submit this report to CAAS using a form specified by CAAS in the quickest manner.
  - 7.2 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.
  - 7.3 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.

- 7.4 It must be noted that occurrences involving munitions of war are included in the scope for dangerous goods accident and incident, and hence such occurrences must be similarly reported.

## **8. NEW REPORTING SYSTEM FOR DG INCIDENTS AND ACCIDENTS.**

- 8.1 All dangerous goods incident and accident reports will be administered through the reporting system known as the Singapore Aviation Accident / Incident Reporting System (SAIRS). All reports are to be made using the new CAAS AW139 form, also known as the SAIR Form. For dangerous goods and munitions of war accident and incident reporting, only Part 4 of CAAS AW139 form needs to be completed. The CAAS AW139 form is available on the CAAS website. (See link [http://www.caas.gov.sg/caas/en/eServices\\_Forms/sai\\_reporting.html?\\_\\_locale=en](http://www.caas.gov.sg/caas/en/eServices_Forms/sai_reporting.html?__locale=en) )
- 8.2 The existing CAAS FO130 (Dangerous Goods Occurrence Report) form shall be discontinued from **1 April 2011**.

## **9. REPORTING PROCEDURE.**

### Dangerous Goods Accident

- 9.1 When any dangerous goods accident occurs on board any Singapore aircraft, or any aircraft that lands in or departs from Singapore, the operator of that aircraft should notify CAAS immediately through the most expeditious means (ie telephone call or sms etc) and submit a written notification within 3 hrs from immediate notification. The initial report may be made by any means but a written report utilising Part 4 of CAAS AW139 form, including all relevant documents, should be sent as soon as possible and which shall in any case be within 24 hours, even if all the information is not available. The report should then be updated as soon as more information becomes available.

### Dangerous Goods Incident

- 9.2 A written report utilising Part 4 of CAAS AW139 form, including all relevant documents, pertaining to any dangerous goods incident including the finding of undeclared or misdeclared munitions of war or dangerous goods in cargo, passenger's baggage or mail on board any 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.

### Submission of report

- 9.3 All formal written notifications are to be made by the air operator through the submission of the completed Part 4 of CAAS AW139 form in an email to CAAS or in any other manner acceptable to the Authority. 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 authorises its release.
- 9.4 The email address for both local and foreign air operators to submit CAAS AW139 (SAIR Form) is "**caas\_dfirs@caas.gov.sg**"

## **10. CONTACT PERSON AND INFORMATION.**

Should you have any queries relating to the above, please e-mail to us at [CAAS\\_Dangerousgoods@caas.gov.sg](mailto:CAAS_Dangerousgoods@caas.gov.sg).