

APPLICATION FOR APPROVAL TO CARRY DANGEROUS GOODS BY AIR FOR A SINGLE RETURN FLIGHT (AD HOC PERMIT)

Instructions to Applicants

1. Applicants are required to complete this application form when applying for a dangerous goods permit and submit it to CAAS no later than seven (7) days before the date of shipment.
2. The duly completed form shall be submitted by post, fax or e-mail to:

Dangerous Goods Permit Application
Airworthiness / Flight Operations Division
Civil Aviation Authority of Singapore
Singapore Changi Airport P O Box 1, Singapore 918141
E-mail: CAAS_dangerousgoods@caas.gov.sg
3. Failure to complete this form in full may result in a delay in processing your application.
4. To obtain the permit, applicants must submit the following supporting documents:
 - (i) Air Waybill
 - (ii) Shipping Invoice / Commercial Invoice
 - (iii) Dangerous Goods Shipper's Declaration
 - (iv) Any other documents in connection with the carriage of dangerous goods by the air should be duly submitted with along with this application
5. A fee of S\$50 per permit is payable upon the issuance of an Ad Hoc Permit.
6. Applicants granted with an Ad Hoc Permit to carry dangerous goods must comply with the following:
 - a. The holder of the permit must comply with the provisions of Annex 18 to the Convention on International Civil Aviation and the current edition of the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air as well as Paragraph 50D of the Air Navigation Order (ANO).

- b. The holder of the permit shall immediately notify Airport Emergency Service Division of any dangerous goods incident or accident by telephone at +65 6541 2525, and submit a report to CAAS using CAAS form AW139 Part 4 to this email address at caas_dfirs@caas.gov.sg within 24 hours of the incident/accident. The holder of the permit shall follow up with a detailed investigation report, within 14 days of the incident/accident occurring, containing the sequence of events that caused the incident/accident and the corrective measures taken to prevent a recurrence of such incidents/accidents.
 - c. In cases where misdeclared or undeclared dangerous goods are discovered, the holder of the permit shall submit a report using CAAS form AW139 Part 4 to this email address at caas_dfirs@caas.gov.sg within 24 hours of the discovery
- 7. The Permit may be withdrawn at any time without notice in the event of a violation of any of the conditions or regulations mentioned above.
- 8. Successful applicants for an **Ad Hoc Permit** must note the following:
 - (i) To submit a notification form attached hereto as **Form A** to CAAS upon completion of the flight.
 - (ii) To use the Ad Hoc Permit on a single return flight within its validity period of 2 weeks.

APPLICATION FOR APPROVAL TO CARRY DANGEROUS GOODS BY AIR (AD HOC PERMIT)

1. General Information

1.1 Name of the operator:

1.2 Name and contact details of person within the operator's head office with overall responsibility for the carriage of dangerous goods by air.

Name:

Job title:

Address:

Phone:

Fax:

Email:

1.3 Name and contact details of person in the operator's Singapore office with overall responsibility for the carriage of dangerous goods by air.

Name:

Job title:

Address:

Phone:

Fax:

Email:

2. National Approval (For non-Singapore AOC holders/foreign carriers only)

2.1 State of Operator:

2.2 Air Operator's Certificate (AOC) number:

2.3 Validity of approval granted by national authority for carriage of dangerous goods: From (dd/mm/yyyy) to (dd/mm/yyyy)

3. Details of Consignment (For applications for Ad Hoc Permits only):

3.1 Carrier involved:

3.2 Airport of departure:

Airport of destination:

Transit points:

3.3 Date/period of intended carriage:

3.4 Aircraft type:

3.5 Type of aircraft:

☐ Passenger aircraft

☐ Freighter aircraft

3.6 Air Waybill no:

3.7 Name and address of shipper:

3.8 Name and address of consignee:

3.10 Consignment Details

PROPER SHIPPING NAME (FROM THE IATA LIST OF DANGEROUS GOODS)	UN NUMBER	TOTAL NUMBER OF PACKAGES	PACKING INSTRUCTION	NETT QUANTITY PER PACKAGE (l/kg)

Note: Please continue on additional pages, if necessary

4. Declaration by Applicant

I hereby declare that the information provided in this application and the accompanying documents are true and correct to the best of my knowledge. I understand that it is an offence under paragraph 61(1)(c) of the Air Navigation Order to make a false representation for the purpose of procuring this permit.

4.1 Name (in full):

4.2 Designation:

4.3 Signature & Company Stamp:

Date:

This declaration shall be made by the person identified in paragraph 1.3 of this form.

5. Billing Party Information

Name:

Job title:

Organisation:

Address:

6. Mailing of the Original Permit if different from Paragraph 1.3

Name:

Job title:

Organisation:

Address:

FOR OFFICIAL USE ONLY

Date of Receipt:	Permit No. (s) : DGA /
Name of Approving Officer: Signature & Date:	Period of Validity :

DANGEROUS GOODS CHECKLIST FORM

Application of permit for carriage of Dangerous Goods

PART I - DETAILS OF ATTACHMENT

Please ensure that the following supporting documents are submitted alongside with the application form:

	YES	NO
(1) Air Waybill	<input type="checkbox"/>	<input type="checkbox"/>
(2) Shipping / Commercial Invoice	<input type="checkbox"/>	<input type="checkbox"/>
(3) Dangerous Goods Shipper's Declaration	<input type="checkbox"/>	<input type="checkbox"/>

If the any of the above document is **NOT** attached, please specify the reason:

PART II - ACKNOWLEDGEMENT

I hereby certify that:-

- A. All the supporting documents which are declared above are duly attached;
- B. Failure to submit complete supporting documents may result in undue delay in processing the application.

Name of Applicant

Signature, Company Stamp & Date

[To be completed by holders of an Ad Hoc Permit to carry dangerous goods]

NOTIFICATION OF CARRIAGE OF DANGEROUS GOODS

In compliance with Permit No. _____ under the Air
Waybill No(s) _____ issued to _____ (the
Airline) on _____ (Date) I, _____
Passport/NRIC No. _____ on behalf of the Airline wish to
notify you of the following:

Flight No/Date of Carriage: _____

(Please check ☒ as appropriate)

☐ the consignment contents were carried as per application.

☐ the consignment contents are different from application. (Please complete the following table)

<u>Proper Shipping Name and UN Number:</u>	<u>Number of Packages of DG carried:</u>

Name & Designation

Signature, Company Stamp & Date