

AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT:

Dangerous Goods Handling Permit

EFFECTIVE DATE:

1 January 2022

CANCELLATION:

NIL

GENERAL:

The President of Civil Aviation Authority – Macao, China, in exercise of his power under Paragraph 89 of the Air Navigation Regulation of Macao (ANRM) and Article 35 of the Statutes of Civil Aviation Authority, approved by the Decree-Law 10/91/M, established this Aeronautical Circular (AC).

1 Introduction

- 1.1 Pursuant to Paragraph j) of Article 5 of the Statutes of Civil Aviation Authority approved by the Decree-Law 10/91/M, the AACM will grant relevant permit with regard to the rights to operate air transport activities and other activities of a similar nature, and supervise the implementation of the above-mentioned rights and the compliance with the conditions for granting such rights.
- 1.2 This AC is issued to promulgate the requirements with regard to the dangerous goods handling permit granted by the AACM for a ground handling agent to perform dangerous goods handling functions on behalf of air operators for the safe transport of dangerous goods by air at the Macao International Airport.

2 Applicability

This AC is applicable to a ground handling agent who performs dangerous goods handling functions on behalf of air operators for the safe transport of dangerous goods by air at the Macao International Airport.

3 Definition

Dangerous Goods Handling Permit means a permit issued by the AACM, which authorises a ground handling agent to perform dangerous goods handling functions on behalf of air operators for the transport of dangerous goods as cargo at the Macao International Airport.

Technical Instructions mean the latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council.

4 Amendment to the ANRM

Considering the need to reflect the requirements with regard to the dangerous goods handling permit granted by the AACM for a ground handling agent to perform dangerous goods handling functions on behalf of air operators at the Macao International Airport, the following amendments are made to the ANRM.

• *New provisions are integrated into paragraph 177 in Part XV to the ANRM:*

(4) This part shall also apply to a ground handling agent who performs dangerous goods handling functions on behalf of air operators for the safe transport of dangerous goods by air at the Macao International Airport. The ground handling agent shall obtain a written permission of the Civil Aviation Authority prior to handling any dangerous goods for air operators at the Macao International Airport and the ground handling agent shall perform relevant dangerous goods handling functions in accordance with the provisions of ICAO Annex 18, the Technical Instructions and relevant provisions as prescribed by the Civil Aviation Authority as well as any conditions to which such permission may be subject.

5 General Requirements

- 5.1 A ground handling agent who performs dangerous goods handling functions on behalf of air operators at the Macao International Airport shall obtain a dangerous goods handling permit granted by the AACM.
- 5.2 The holder of dangerous goods handling permit shall comply with the provisions of ICAO Annex 18, the Technical Instructions and provisions cited in the ANRM and related Macao Aeronautical Circulars when performing dangerous goods functions on behalf of air operators at the Macao International Airport.

- 5.3 The holder of dangerous goods handling permit shall be responsible for the safe handling of dangerous goods at the Macao International Airport having regard, in particular to its method of control and supervision, training programme and any other arrangements for the purposes specified in the dangerous goods handling permit.
- 5.4 A dangerous goods handling permit may be granted by the AACM for the period specified in the permit, upon being satisfied that the ground handling agent is considered competent to provide the handling services for the safe transport of dangerous goods by air at the Macao International Airport. After the permit is granted, the holder of dangerous goods handling permit shall be subject to continued surveillance by the AACM. The holder of dangerous goods handling permit shall demonstrate to the AACM that the required standards of operations established in 5.2 and 5.3 above are maintained for the continued validity of the dangerous goods handling permit.
- 5.5 The holder of dangerous goods handling permit shall have nominated an accountable person who shall have corporate authority for providing sufficient resources and is responsible for ensuring that all handling activities for the safe transport of dangerous goods by air at the Macao International Airport are carried out to the standard required by the AACM.
- 5.6 The holder of dangerous goods handling permit shall take into account the specific approval, limitations, and associated policies and procedures of the air operators to which it provides handling services for the safe transport of dangerous goods by air.
- 5.7 The holder of dangerous goods handling permit shall establish dangerous goods policies, procedures and operating instructions, including the arrangement with air operators for the dangerous goods handling tasks as well as the occurrences reporting and emergency response to enable its staffs to perform their duties and responsibilities for the safe transport of dangerous goods by air.
- 5.8 The holder of dangerous goods handling permit shall ensure its dangerous goods policies, procedures and operating instructions are regularly reviewed and changes are incorporated at the earliest opportunity to ensure the policies, procedures and operating instructions are up-to-date and comply with relevant provisions cited in the ANRM and related Macao Aeronautical Circulars.
- 5.9 The holder of dangerous goods handling permit shall submit a copy of its manuals containing dangerous goods policies, procedures and operating instructions for the time being in effect together with all amendments and/or revisions to the AACM.
- 5.10 The holder of dangerous goods handling permit shall ensure its operating staffs are provided and complied with the up-to-date dangerous goods policies, procedures, operating instructions, dangerous goods reference publications (e.g. ICAO/IATA) and any other

instructions as the AACM may require for the purpose of ensuring the safety of the aircraft or of any persons or property carried therein.

- 5.11 The holder of dangerous goods handling permit shall ensure that notices giving information about the transport of dangerous goods are sufficient in number, prominently displayed and provided at visible location(s) at the cargo acceptance points to alert shippers/agents about any dangerous goods that may be contained in their cargo consignment(s). These notices must include visual examples of dangerous goods, including batteries.
- 5.12 The holder of dangerous goods handling permit shall establish and update a dangerous goods training programme that meets the provisions of ICAO Annex 18, the Technical Instructions and the provisions cited in the ANRM and related Macao Aeronautical Circulars, as appropriate.
- 5.13 The holder of dangerous goods handling permit shall ensure that its operating staff must be trained commensurate with their responsibilities and the training and associated assessment have been completed satisfactorily prior to the personnel performing any duty with regard to the safe transport of dangerous goods by air.
- 5.14 The holder of dangerous goods handling permit shall retain the training completion and assessment records of all concerned operating staff for a minimum period of 36 months from the most recent training and assessment completion month and the records must be made available upon request to the AACM.
- 5.15 The holder of dangerous goods handling permit shall submit a monthly report of the carriage of dangerous goods on board flights that are landed in or departed from the Macao International Airport to the AACM no later than 10 days after the expiration of the month to which the report relates.
- 5.16 The monthly report mentioned in paragraph 5.15 above shall accurately indicate at least the following information for each dangerous goods consignment:
- (a) Flight Details of the DG consignment (Date, Flight number, Aircraft type, and Route information); and
 - (b) Details of DG consignment (Consignor, Consignee, UN or ID number, Proper shipping name, Class or division number, Quantity and Air waybill number).

Note : When there is no carriage of dangerous goods on board flights of the month to which the report relates, a monthly report with indication of “nil” is still necessary to be submitted to the AACM.

5.17 The holder of dangerous goods handling permit shall ensure that any dangerous goods accident, dangerous goods incident or the finding of undeclared or misdeclared dangerous goods in cargo, which occurred in Macao or outside the area of Macao for the flight that landed in or departed from Macao, is reported in a dangerous goods occurrence report by the quickest available means to the AACM within 72 hours of the occurrence.

Note : Dangerous Goods Occurrence Report is available at www.aacm.gov.mo.

6 Initial Grant of Dangerous Goods Handling Permit

- 6.1 A dangerous goods handling permit is valid for the period specified in the permit, being a maximum period of 12 months. A ground handling agent who intends to obtain the dangerous goods handling permit shall set up a pre-application with the AACM in order to provide the application details and discuss relevant issues for the application. The pre-application meeting shall be attended by the key management personnel of the ground handling agent so as to discuss, in general terms, all aspects of the proposed operations related to dangerous goods handling at the Macao International Airport.
- 6.2 The applicant shall submit a formal application package including prescribed application form to the AACM at least three months in advance of the proposed commencement date of providing the dangerous goods handling services at the Macao International Airport. The AACM will make every effort to process the application within the aforesaid period. However, this cannot be guaranteed and is to a large extent dependent on the quality and promptness of the applicant's submissions and responses.
- 6.3 The documents which shall be submitted in the formal application package include:
- (a) prescribed application form;
 - (b) a copy of manuals containing the latest dangerous goods policies, procedures and operating instructions as required in paragraph 5.7;
 - (c) a copy of the latest dangerous goods training programme as required in paragraph 5.12;
 - (d) detailed compliance statement in the form of a detailed listing of all AACM regulations applicable to the proposed operations with either a brief narrative description or a reference to an applicable document that describes compliance to demonstrate the related regulatory requirements have been addressed in the applicant's manuals, programmes and procedures;
 - (e) any other document or information that AACM may require to decide on the application.

7 Renewal of Dangerous Goods Handling Permit

7.1 A dangerous goods handling permit is valid for the period specified in the permit, being a maximum period of 12 months extended from the expiry date of the existing permit. A formal application package including prescribed application form to renew a dangerous goods handling permit shall be made to the AACM at least one month before the expiry date of the existing permit. The permit will only be renewed upon the AACM satisfies that the required standards of operations established by the permit holder are maintained and complied with the AACM's requirements.

7.2 The documents which shall be submitted in the formal application package include:

- (a) prescribed application form;
- (b) a copy of manuals containing the latest dangerous goods policies, procedures and operating instructions as required in paragraph 5.7;
- (c) a copy of the latest dangerous goods training programme as required in paragraph 5.12;
- (d) any other document or information that AACM may require to decide on the application.

Note: Application form for dangerous goods handling permit is available on the AACM website at www.aacm.gov.mo

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