



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Flight Standards Inspectorate Service
Flight Operations Department – Dangerous Goods Section

APPLICATION FOR PERMIT TO TRANSPORT DANGEROUS GOODS
CHECKLIST OF REQUIREMENTS

Applicant's Business Name: _____

Business Address: _____

Contact Person/ Number: _____

Application Type: ___ **Initial** ___ **Renewal** **Date of Application:** _____

Instructions: *Please tick box once completed for submission. Write "N/A" if not applicable.
 For renewals, please submit the most recent CAAP-approved documents.*

#	Doc Type	Tick Box <input type="checkbox"/>	Document/ Requirement	Doc Copy		Date Submitted to CAAP	Date Received at CAAP	Received by: Name and Initials
				Hard	Soft			
1	Letter/ Forms	<input type="checkbox"/>	Applicant's formal Letter of Intent to Apply for / Renew DG Permit to Carry					
		<input type="checkbox"/>	Accomplished Application Form					
		<input type="checkbox"/>	Completed Checklist of Requirements					
2	Training	<input type="checkbox"/>	Complete DG Training Programs (Initial/ Recurrent) including syllabi, course content, sample exams, quizzes and exercises, instructor qualifications, training schedules)					
		<input type="checkbox"/>	DG Training Records/ Completion Reports for personnel (<i>include those affected by pandemic</i>)					
3	DG Manuals/ Procedures	<input type="checkbox"/>	Regulatory Compliance Checklist (Initial or Updated)					
		<input type="checkbox"/>	DG Cargo Operations (Initial or Revised/ Updated)					
		<input type="checkbox"/>	DG Station Operations (Initial or Revised/ Updated)					
		<input type="checkbox"/>	COMAT (Initial or Revised/ Updated)					



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				Hard	Soft			
3	DG Manuals/ Procedures (Contd...)		Emergency Response (Initial or Latest Copy)					
			Flight Crew Operations (Initial or Revised/ Updated)					
			Cabin Crew Operations (Initial or Revised/ Updated)					
4	Service Providers		List of Service Providers (include special concessions stipulated in service contracts/SLAs)					
5	Other Pertinent Documents		Specific DG Classes that you intend or do not intend to carry					
FOR RENEWALS ONLY* <i>*In addition to applicable items above, please submit the following records for the past two (2) years prior to this application:</i>								
6	Safety Issues		Summary of Safety Concerns and Corrective Actions					
			Summary of DG Reported Occurrences and Corrective Actions					
7	Quality		DG Quality Audit Reports and Status of Findings					
8	Specials		Special Exemptions or Approvals granted					

CAAP reference and guidance materials (i.e, PCAR Part 18 and its Regulatory Compliance Checklist, Advisory Circulars 18-001/002/003) can be found at our website: www.caap.gov.ph.

Once all documents are completed, please affix your signature/ date of completion below and submit one copy of this form to your assigned Dangerous Goods Certification Project Coordinator.

Certified Complete:

(Applicant Name and Signature/ Date)