



**ADVISORY CIRCULAR NO.: 18-004**

**TO : ALL AOC HOLDERS, SHIPPERS CARGO AGENCUES, FREIGHT FORWARDERS, GROUND HANDLING SERVICE PROVIDERS AMOs and ATOs**

**SUBJECT : GUIDELINES FOR NON-OPERATORS HANDLING DANGEROUS GOODS**

**DATE : 15 October 2024**

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**SECTION 1 GENERAL**

**1.1 PURPOSE**

This Advisory Circular (AC) outlines the responsibilities of shippers concerning the carriage of dangerous goods by air and details the procedures for becoming a Regulated Agent, as per the requirements of Part 18 of the Philippine Civil Aviation Regulations (PCAR). The aim is to ensure compliance with safety and security regulations to facilitate the secure and efficient transport of Dangerous Goods.

**1.2 STATUS OF THIS ADVISORY CIRCULAR**

This is an original issuance of this AC.

**1.3 BACKGROUND**

- 1.3.1** Air cargo operations, particularly those involving dangerous goods, require stringent regulatory oversight to prevent accidents, ensure safety, and secure cargo handling processes. Dangerous goods, or hazardous materials, can pose risks to health, safety, property, or the environment if not properly managed.



**1.3.2** PCAR Part 18 governs the transport of dangerous goods by air within the Philippines, aligning with the International Civil Aviation Organization (ICAO) Technical Instructions and the Dangerous Goods Regulations (DGR) of the International Air Transport Association (IATA). These regulations are designed to:

**1.3.2.1 Prevent Accidents:** Reduce the risk of incidents during the transport of dangerous goods by enforcing strict handling and packaging standards

**1.3.2.2 Ensure Safety:** Protect passengers, crew, and aircraft from hazards associated with dangerous goods.

**1.3.2.3 Maintain Security:** Guard against potential security threats posed by hazardous materials.

**1.3.3** In support of its international safety oversight obligations, the Philippines have safety legislation and guidance regarding the requirements that apply to the safe transportation of dangerous goods, including—

- a. PCAR Part 18; and
- b. Dangerous goods Memorandum Circular
- c. Dangerous goods advisory circulars

## **1.4 Applicability**

In Compliance with PCAR Part 18.001 (c) SHIPPER'S RESPONSIBILITIES, this AC shall apply to all entities involved in the air transport of cargo, including shippers, and freight forwarders, as well as other stakeholders in the air cargo supply chain that transports Dangerous Goods by air within the Philippines.

## **1.5 Definitions**

- **Shipper:** An individual or company that prepares cargo for transport by air.
- **Cargo:** Goods and merchandise transported by air.
- **Dangerous Goods:** Articles or substances which are capable of posing a Hazard to health, safety, property, or the environment when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air.
- **Dangerous goods accident:** An occurrence associated with and related to the transport of dangerous goods by air that results in fatal or serious injury to a person or major property or environmental damage.

- **Dangerous goods incident:** An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property, or environmental damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
- **Shipper's Declaration:** Provide a completed and accurate Dangerous Goods Declaration (DGD) for all shipments of dangerous goods. This document must detail the nature and quantity of the dangerous goods and certify compliance with regulations.
- **Supporting Documents:** Include any additional documentation required for the specific type of dangerous goods, such as safety data sheets or certificates of origin.

## 1.6 Acronyms

The following acronyms are used in this manual—

- 1) **AOC** – Air Operator Certificate
- 2) **CAAP** – Civil Aviation Authority of the Philippines
- 3) **CBTA** – Competency-Based Training Assessment
- 4) **DG** – Dangerous Goods
- 5) **DGC** – Dangerous Goods Coordinator
- 6) **IAEA** – International Atomic Energy Agency.
- 7) **IATA** – International Air Transport Association
- 8) **ICAO** – International Civil Aviation Organization
- 9) **ICAO-TI's** – International Civil Aviation Organization Technical Instruction for the Safe Transport of Dangerous Goods by Air.
- 10) **PH** - Philippines

## SECTION 2 SUMMARY OF REQUIREMENTS

Any person operating any package or overpack of Dangerous Goods for transport by air shall ensure that the Dangerous Goods are not forbidden for transport by air and are properly classified, packed, marked, labeled and accompanied by a properly executed dangerous goods transport document as specified in PCAR Part 18 and the Technical Instructions. All entities other than the Operator shall ensure that dangerous goods transported by air are handled in accordance with PCAR Part 18 and Technical Instructions. The specific responsibilities include:



## 2.1 Compliance with Dangerous Goods Regulations

- **Classification:** Any person handling Dangerous Goods by air shall;
  1. Properly Classified and identical as hazardous in accordance with PCAR Part 18, ICAO Technical Instructions, and IATA DGR.
  2. Use appropriate packaging materials and methods for dangerous goods to prevent leaks, spills, or reactions. Packaging must meet the requirements specified in PCAR Part 18 and international standards.
  3. Accurately label and mark dangerous goods packages with the appropriate hazard symbols and handling instructions. This ensures proper identification and safe handling during transport.

## 2.2 Documentation

- All entities shall provide a completed and accurate Dangerous Goods Declaration (DGD) for all shipments of dangerous goods. This document must detail the nature and quantity of the dangerous goods and certify compliance with regulations.
- Any additional documentation required for the specific type of dangerous goods, such as safety data sheets or certificates of origin shall be included in the declaration.

## 2.3 Security Measures

- **Cargo Screening:** Non-Operators shall Implement and maintain security measures to screen dangerous goods for potential security risks. Ensure that only authorized personnel handle and process dangerous goods.
- **Prevent Unauthorized Access:** Secure cargo areas to prevent unauthorized access to dangerous goods and protect against tampering or theft.

## 2.4 Training and Awareness

- All personnel involved in the handling and transport of dangerous goods by air shall properly trained and certified in accordance with PCAR Part 18 and international standards. See AC 18-003 for guidance
- All entities shall keep up-to-date with any changes in regulations or procedures related to the carriage of dangerous goods.

- Each AOC holder that is authorized to carry dangerous goods shall have a meeting with the shippers and other supporting organizations every 6 months (or earlier, if necessary) to discuss any issues that have occurred in the previous 6 months, how they were handled and issues that continue to be marginal. A report must be submitted to CAAP for monitoring and statistical data gathering.

*Note: A DGSI may be present during the meeting of AOC Holder and entities other than the Operator.*

## SECTION 3 RESPONSIBILITIES OF AIRLINES

### 3.1 INTERACTION WITH ORGANIZATIONS AND/OR INDIVIDUALS INVOLVED IN THE HANDLING AND SHIPPING PROCESS OF DANGEROUS GOODS BY AIR.

- A. Air Operator Certificate (AOC) holders shall establish a clear and comprehensive procedure for accrediting shippers, freight forwarders, and service providers involved in the transportation of dangerous goods by air. This procedure should outline the necessary criteria and standards that must be met before any entity is permitted to handle or transport dangerous goods through the AOC holder. Only entities that meet these rigorous requirements should be authorized to engage in transactions involving dangerous goods by air, ensuring safe and compliant operations.
- B. Organization and/or individuals entities approved by CAAP to handle dangerous goods and are subject to rigorous regulatory requirements. Airlines shall:
  - **Verify Compliance:** Ensure that entities comply with all PCAR Part 18 requirements for the handling, packaging, labeling, and documentation of dangerous goods. Airlines should verify that Dangerous Goods Declarations (DGD) and supporting documents are accurate and complete.
  - **Inspect Shipments:** Conduct inspections of dangerous goods shipments received from regulated agents to confirm compliance with PCAR Part 18 standards before acceptance for air transport.
  - **Maintain Records:** Keep records of inspections and verifications for audit purposes and regulatory compliance. Ensure that documentation for dangerous goods is readily accessible.

- **Coordinate:** Work closely with regulated agents to address any issues or discrepancies in the handling of dangerous goods. Provide feedback and collaborate to ensure continued compliance.

## **SECTION 4                      RESPONSIBILITIES OF ORGANIZATIONS AND INDIVIDUALS INVOLVED IN THE HANDLING AND SHIPPING PROCESS OF DANGEROUS GOODS BY AIR.**

Organization and/or individuals approved by the Civil Aviation Authority of the Philippines (CAAP) shall adhere to specific requirements under PCAR Part 18. Their responsibilities include:

### **4.1      Compliance with Dangerous Goods Regulations**

- a) All entities shall establish a dangerous goods training program that meets the requirements in the Technical Instructions and ICAO Doc 10147. Details of the dangerous goods training program shall be included in the operations manuals.
- b) All entities shall establish dangerous goods policies and procedures in its operations manual to meet, at a minimum, the requirements of the Technical Instructions, and Part 18;
  - i.    PCAR 18.060 - SHIPPER'S RESPONSIBILITIES
  - ii.   PCAR 18.070 - SERVICE PROVIDER'S RESPONSIBILITIES

### **4.2      Inspection, Surveillance and Approval**

- **Inspection and Surveillance:** All entities shall undergo an inspection and surveillance by CAAP to verify compliance with PCAR Part 18 and other relevant regulations.
- **Scope for Inspection**
  - a) Manual
    - i.    Dangerous Goods procedure manual
    - ii.   Dangerous Goods Training Program
  - b) Operational Areas
    - i.    DG Facilities & Signs
    - ii.   DG Supplies
    - iii.  DG Preparation



- iv. DG Acceptance
- v. DG Handling
- vi. DG Storage
- vii. DG Published Procedures
- viii. DG Emergency Provisions

c) Documentation and records

- i. DG Shipping Records
- ii. DG Training Records
- iii. DG Quality Audit Findings

### 4.3 Ongoing Compliance

- All entities engaged in the transport of Dangerous Goods by Air shall continuously adhere to PCAR Part 18 regulations and CAAP guidelines.
- Audits and Reviews: Participate in periodic audits and inspections as mandated by CAAP to maintain regulatory compliance.

## SECTION 5 CAAP ACTIONS TO ADDRESS NON-COMPLIANCE

### 5.1 Monitoring and Reporting

- **Surveillance:** CAAP will conduct regular monitoring and inspections to ensure compliance with PCAR Part 18. This includes reviewing documentation, inspecting facilities, and observing handling procedures.
- **Reporting Mechanism:** Comply with the established reporting related to Dangerous Goods occurrence for stakeholders to report non-compliance issues or safety concerns related to dangerous goods.

### 5.2 Investigation and Enforcement

- **Investigations:** CAAP will investigate reports of non-compliances by shippers and freight forwarders. This may include site visits, interviews, and reviews of relevant documentation.
- **Corrective Actions:** Upon identifying non-compliance, CAAP will mandate corrective actions to address the issues. This may involve additional training, changes in procedures, or other measures to rectify the situation.
- **Penalties:** Imposition of penalties for severe or repeated violations, which may include fines, suspension of operations, or other regulatory actions.

### 5.3 Support and Guidance

- **Guidance:** The authority shall provide guidance and support to shippers and freight forwarders on complying with PCAR Part 18 and addressing identified issues.

### 5.4 Contact Information

For further information or assistance, please contact the CAAP Dangerous Goods Section:

- **Address:** Old Mia Road, Cor. Ninoy Aquino Ave, Pasay City 1301
- **Phone:** +6382644988 loc 2105
- **Email:** [fsis\\_chief@caap.gov.ph](mailto:fsis_chief@caap.gov.ph)  
fsis@caap.gov.ph
- **Website:** caap.gov.ph

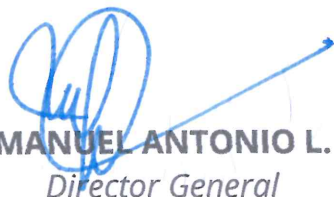
### 5.5 List of Approved Organizations and Individuals

The List is maintained by the Dangerous Goods Section, of the Flight Operations Department; Entities who wish to verify the Organizations or Individuals on the List may contact the Office for confirmation.

### 5.6 Revision and Review

This Advisory Circular may be revised periodically to reflect changes in regulations and industry practices. Stakeholders are encouraged to review and stay informed of any updates or amendments.

End of Advisory Circular



**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
*Director General*

15 OCT 2024

**Date Issue:** \_\_\_\_\_