



# **CIVIL AVIATION PUBLICATION**

## **CAP 18**

### **DANGEROUS GOODS**

**INDEX**

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## CAP 18

### DANGEROUS GOODS

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## 1. GENERAL

### 1.1 Intent

This Civil Aviation Publication (CAP) provides information and CAA policy regarding the transport of Dangerous Goods by air and includes applicable requirements, policy and additional guidance material to assist San Marino operators, shippers, freight forwarders and ground handling agents in the safe carriage of dangerous goods.

San Marino does not have an international airport and all dangerous goods transported by aeroplane must, unless a unique requirement exists, arrive/depart from Rimini or other Airports located in Italy.

However, there is a possibility that dangerous goods could be transported to/from San Marino by helicopter.

### 1.2 References

This CAP should be read in conjunction with the following documents used as reference material.

- (a) CAR DG, including definitions;
- (b) ICAO Doc. 9284-AN/905 Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- (c) IATA Dangerous Goods Regulations

### 1.3 Applicability

The requirements presented in this publication must be applicable to all operations of civil aircraft with the exception of any dedicated aircraft operation involving the spraying or dropping of articles/substances involved in agricultural, horticultural, forestry, pollution or disaster control.

The CARs do not apply to dangerous goods of a type specified in the Technical Instructions or IATA Regulations which are:

- (a) articles and equipment required to be carried on an aircraft for the purpose of the good order of the flight in accordance with normal practice whether or not such articles and equipment are required to be carried or intended to be used on that particular flight;
- (b) solely intended for the use of passengers or crew members or for sale to the passengers or crew members of the aircraft during the flight in question;
- (c) to provide veterinary aid or a humane killer for an animal during flight; and
- (d) to provide medical aid to a person or persons during flight.



Where articles and substances intended as replacements for those described in (a) and (b) above or which have been removed for replacement are carried on an aircraft, they must be transported in accordance with the provisions of this procedure except as permitted in the Technical Instructions.

The goods specified in sub-paragraphs (c) and (d) above must only be carried if;

- (a) they are or may be required for use during the flight;
- (b) they are or may be required for use during a subsequent flight by the same aircraft and it will not be practicable to load the goods on the aircraft in the intervening period before the commencement of that subsequent flight; and
- (c) they were used or might have been required for use during a previous flight by the same aircraft and it has not been practicable to unload them from the aircraft since that flight.

#### 1.4 Carriage of Dangerous Goods Approval

The transport of dangerous goods by air may only be conducted by approved operators as established in CAR DG using the detailed specifications and procedures provided in the ICAO Technical Instructions.

A San Marino operator is authorised by the issuance of the AOC and the Carriage of Dangerous Goods will be stated on the Operations Specifications.

Foreign operators, which are authorised by the State of Registry/Operator for the Carriage of Dangerous Goods, may be approved upon application to the CAA to operate over, into and out of San Marino. Refer to Italian AIP for details.

Freight Forwarders and Handling Agents which are involved in the Carriage of Dangerous Goods, are approved by the CAA after audit and recommendation by the Inspector.

*Note: Carriage of explosives, weapons, forbidden goods, radioactive materials require additional authorisation.*

#### 1.5 Dangerous Goods Technical Instructions

All operators, packers, shippers and ground handling agents must ensure compliance with the detailed provisions contained in Technical Instructions for the Safe Transport of Dangerous Goods by Air.

*Note 1: Operator responsibilities for the transport of dangerous goods are contained in CAR DG and Part 7 of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) (Technical Instructions) contains the operator's responsibilities and requirements for incident and accident reporting.*

*Note 2: The requirements pertaining to crew members or passengers carrying dangerous goods on aircraft are set forth in Part 8, Chapter 1, of the Technical Instructions.*



*Note 3: COMAT that meets the classification criteria of the Technical Instructions for dangerous goods are considered cargo and must be transported in accordance with Part 1; 2.2.2 or Part 1; 2.2.3 of the Technical Instructions (e.g. aircraft parts such as chemical oxygen generators, fuel control units, fire extinguishers, oils, lubricants, cleaning products).*

*Note 4: Whilst the ICAO Technical Instructions is referred to throughout this publication, the current copy of the IATA Dangerous Goods Regulations may also be utilised.*

## **2. FORBIDDEN TRANSPORT OF DANGEROUS GOODS**

### **2.1 Requirement**

CAR DG expressly forbids the transport or overflight of the following items by aircraft except with prior CAA permission and in accordance with the conditions mentioned in this permission:

- (a) articles and substances that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; such as
  - (1) Weapons and munitions.
  - (2) Poisonous Gases.
  - (3) Germs.
  - (4) Explosives, unless required on board the aircraft for its operation, or for signalling.
  - (5) Radioactive materials, radioisotopes and similar substances;
  - (6) Any other prohibited item as determined by the competent authorities.
- (b) infected live animals

### **2.2 Exemptions**

Application for permission to transport the above items must be submitted, in writing, to the CAA.

An aircraft operating to/from San Marino or within San Marino airspace may not carry, or have loaded therein, or suspended thereunder, dangerous goods which, in accordance with the Technical Instructions or IATA Regulations, are forbidden for transport by air, without the written exemption issued by the CAA in accordance with requirements specified in the Technical Instructions or IATA Regulations.

A copy of any written Exemption granted by CAA must accompany the relevant consignment.

*Note: Refer to Appendix C for application for exemption.*



### 2.3 Dangerous goods forbidden for transport by air under any circumstances

Articles and substances that are specifically identified by name or by generic description in the Technical Instructions as being forbidden for transport by air under any circumstances cannot be carried on any aircraft within San Marino airspace.

## 3. SHIPPERS

### 3.1 Shipper Responsibilities

The shipper, and the shipper alone, is responsible for properly preparing a shipment of dangerous goods for transport by air as he/she is the only person having direct knowledge of what is being shipped. All other parties subsequently involved in the shipment are reliant on information provided by the shipper. Where the shipper does not have staff trained in accordance with the Technical Instructions or IATA Regulations, the freight forwarder may act on the shipper's behalf to provide such technical support/advice as may be required in order to correctly and safely prepare the shipment.

Shippers of dangerous goods must process such goods for transport by air utilising the services of only those freight forwarder agencies that have been inspected and certified by the applicable State's National Aviation Authority as being competent to perform such operations.

Before consigning any package of dangerous goods for carriage by air, the shipper and freight forwarder must ensure that:

- (a) the goods are correctly identified and classified. When in doubt as to the correct identification of the goods in question, the shipper should refer to the manufacturer to obtain the necessary information – or – should seek the services of a reputable chemical laboratory for substance analysis. The latter also applies as/when a leak or spill occurs in the aircraft cargo hold, on the apron, or elsewhere on the aerodrome, of a substance of unknown and questionable composition;
- (b) the goods are not of a category whose carriage by air is prohibited by relevant provisions of the Technical Instructions or IATA Regulations;
- (c) the goods are packed, marked and labelled in accordance with the Technical Instructions or IATA Regulations and also that the packaging used is in compliance with specifications as stipulated in those documents;
- (d) the Special Provisions and the State and Operator variations applied to articles and substances as contained in the List of Dangerous Goods are appropriately administered;
- (e) the package is in fit condition for carriage by air;
- (f) the Dangerous Goods Transport Document has been completed and the declaration has been signed by the true shipper of the goods.





## 4. FREIGHT FORWARDERS

### 4.1 Application

The requirements for the issue of an approval certificate for a San Marino based organisation are as follows:

- (a) An application to be submitted for DG certification enclosing copies of current training certificates of at least two staff members and a cheque of payment for the annual fee;
- (b) Absence of any previous offence, which led to the revocation of a certificate.
- (c) At least two staff members must possess a current DG training certificate (ab- initio or biennial refresher) issued by a CAA approved DG training facility.
- (d) Clearance of any discrepancies noted in a CAA inspection of the agency.
- (e) Payment by cheque of annual fee;
- (f) Unless already procured, the agency must obtain;
  - (1) CAR DG (Refer to CAA website)
  - (2) ICAO Technical Instructions for the Transport of Dangerous Goods by Air (current edition); or
  - (3) IATA DG Regulations (current edition).

*Note: Freight Forwarders located in another State must meet the requirements of that State.*

### 4.2 Approval of Freight Forwarders – San Marino Based

In the case of Freight Forwarders, and on completion of an inspection by a CAA Inspector, the successful applicant is awarded a CAA Certificate for Exercising Air Cargo Activities. The number shown on this Certificate must be quoted in the “Additional Handling Information” box of the Airway bill accompanying the consignment.

Such agencies will prominently display the CAA Certificate. The DG training of a minimum of two freight forwarding agency staff members must be current. Acceptance and processing of dangerous goods by a non-certified freight forwarder (either directly or by temporary assignment to an alternative freight forwarder) would be considered a violation of the San Marino Law and could subject the violator to applicable penalties under that Law.

### 4.3 Responsibilities of Freight Forwarders

Before consigning any package of dangerous goods for carriage by air, the freight forwarder must ensure that;



- (a) the goods are correctly identified and classified.
- (b) the goods are not of a category whose carriage by air is prohibited by relevant provisions of the Technical Instructions or IATA Regulations;
- (c) the goods are packed, marked and labelled in accordance with the Technical Instructions or IATA Regulations and that the packaging used is in compliance with those specifications;
- (d) the Special Provisions and the State and Operator variations applied to articles and substances as contained in the List of Dangerous Goods are appropriately administered;
- (e) the package is in fit condition for carriage by air.

## **5. OPERATORS**

### **5.1 Approval of Operators**

An Operator intending to transport dangerous goods by air must obtain necessary approvals from the concerned authorities of the point of departure and point of arrival.

The general approval for a San Marino operator to carry Dangerous Goods by Air is granted to an Operator under the provisions contained in CAR DG and AOC and accompanying Operations Specifications after the operator has met all operational, documental and training requirements.

### **5.2 Responsibilities of Operators**

The operator must ensure that all relevant documents accompanying the dangerous goods are correctly completed and certified.

The operator must ensure that the package, overpack or freight containers containing dangerous goods, is inspected in accordance with the acceptance procedures in the Technical Instructions. Operators are to ensure that an acceptance checklist is available and complied with.

The operator is responsible for the removal of any contamination in the aircraft and the repair of any damage to the aircraft.

The operator has incorporated the following in its Operations Manual:

- (a) such information as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods;
- (b) instructions as to the action to be taken to notify emergency personnel responding in the event of emergencies arising involving dangerous goods.



## 6. GROUND HANDLING AGENCIES – SAN MARINO BASED

### 6.1 Application

The requirements for the issue of a certificate are as follows:

- (a) An application to be submitted to the CAA for DG certification enclosing copies of current training certificates of at least two staff members and a cheque of payment for the annual fee;
- (b) Absence of any previous offence, which led to the revocation of a certificate.
- (c) At least two staff members must possess a current DG training certificate (ab initio or biennial refresher) issued by a CAA approved DG training facility.
- (d) Clearance of any discrepancies noted in a CAA inspection of the agency.
- (e) Payment by cheque of annual fee;
- (f) Unless already procured, the agency must obtain;
  - (1) CAR DG (Refer to CAA website)
  - (2) ICAO Technical Instructions for the Transport of Dangerous Goods by Air (current edition); or
  - (3) IATA DG Regulations (current edition).

### 6.2 Approval of Ground Handling Agencies

In the case of Ground Handling Agents, on completion of inspection by a CAA Inspector, the successful application is awarded a CAA Certificate for Exercising Air Cargo Activities.

The number shown on this Certificate must be quoted in the “Additional Handling Information” box of the Airway bill accompanying the dangerous goods consignment.

### 6.3 Responsibilities of Ground Handling Agencies

The Ground Handling Agency acting on behalf of the operator of an aircraft must ensure that dangerous goods to be transported by air are;

- (a) received from CAA certified freight forwarders and that the accompanying Airway bill contains the statement “CAA Certified Dangerous Goods Agency Certificate No: \_\_\_\_\_” in the Handling Information Box;
- (b) identified, packaged, marked, labelled and documented in accordance with an appropriate acceptance checklist which must be completed in duplicate;
- (c) not leaking or damaged so that the contents may escape or become damaged:



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- (1) before accepting the package; and
- (2) before loading or causing the package to be loaded on board the aircraft or before suspending or causing the package to be suspended beneath the aircraft, as the case may be; and
- (3) after unloading by inspecting for signs of damage or contamination on any part of the aircraft, or any sling or other apparatus which has been used to suspend goods beneath the aircraft, in which;
  - (i) a unit load device containing dangerous goods was stowed; or
  - (ii) any damaged or leaking package of dangerous goods was loaded.
- (d) unloaded, or cause to be unloaded, any package or dangerous goods which appears to be leaking or damaged on or beneath an aircraft and must ensure that other cargo or baggage loaded on or suspended beneath that aircraft is in a fit state for carriage by air and has not been contaminated.

Ground Handling Agencies are to ensure that acceptance checklist is available and complied with.

### 7. PACKING REQUIREMENTS

Dangerous goods must be packed in accordance with the provisions of CAR DG and as provided for in the Technical Instructions. In particular; packaging used for the transport of dangerous goods by air must;

- (a) be of good quality and construction and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.
- (b) be suitable for the contents. Packaging in direct contact with dangerous goods must be resistant to any chemical or other action of such goods.
- (c) meet the material and construction specifications in the Technical Instructions.
- (d) be tested in accordance with the provisions of the Technical Instructions.
- (e) must be capable of withstanding, without leaking, the pressure stated in the Technical Instructions whenever retention of a liquid is a basic function.

Inner packaging must be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials must not react dangerously with the contents of the packaging.



No packaging must be re-used until it has been inspected and found free from corrosion or other damage. Where a packaging is re-used, all necessary measures must be taken to prevent contamination of subsequent contents.

If, because of the nature of their former contents, un-cleaned empty packaging may present a hazard, they must be tightly closed and treated according to the hazard they constitute.

No harmful quantity of a dangerous substance must adhere to the outside of packages.

## **8. LABELLING AND MARKING REQUIREMENTS**

### **8.1 Labels**

Unless otherwise provided for in the Technical Instructions, each package of dangerous goods must be labelled with the appropriate labels and in accordance with the provisions set forth in those Instructions. (Refer to Appendix D for examples)

### **8.2 Markings**

Unless otherwise provided for in the Technical Instructions, each package of dangerous goods must be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.

Unless otherwise provided for in the Technical Instructions, each packaging manufactured to a specification contained in those Instructions must be so marked in accordance with the appropriate provisions of those Instructions and no packaging must be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions.

### **8.3 Languages to be used for markings**

The English language must be used for the markings related to dangerous goods.

## **9. LOADING AND STOWAGE**

### **9.1 General**

Both the Operator and/or their Ground Handling Agency have a dual responsibility for the correct and safe loading and stowage.

### **9.2 Inspection for Damage or Leakage**

A unit load device must not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.

Leaking or damaged packages, overpacks or freight containers must not be loaded on an aircraft.



Where any package or dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator or the ground handling agency acting on behalf of an operator must remove such package from the aircraft, or arrange for its removal by an appropriate authority or organisation, and thereafter must ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated.

### **9.3 Radioactive Materials**

Packages and overpacks containing dangerous goods and freight containers containing radioactive materials must be loaded and stowed on aircraft in accordance with the provisions of ICAO Technical Instructions (Doc 9284).

Packages and overpacks containing dangerous goods and freight containers containing radioactive materials must be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device.

Packages or overpacks containing dangerous goods and freight containers containing radioactive materials must be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft must be inspected for damage or contamination. An aircraft which has been contaminated by radioactive materials must immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.

### **9.4 Separation and Segregation**

Packages containing dangerous goods which might react dangerously one with another must not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.

Packages and infectious substances must be stowed on an aircraft in accordance with the provisions of the Technical Instructions.

Packages of radioactive materials must be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions.

### **9.5 Securing of Dangerous Goods Cargo Loads**

When dangerous goods are loaded in an aircraft, the operator, or the ground handling agency acting on behalf of an operator, must protect the dangerous goods from being damaged, and must secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages. For packages containing radioactive materials, the securing must be adequate to ensure that the separation requirements are met at all times.



## 9.6 Loading on Cargo Aircraft

Except as otherwise provided in the Technical Instructions, packages of dangerous goods bearing the “Cargo aircraft only” label must be loaded in such a manner that a crew member or other authorised person can see, handle and, where size and weight permit, separate such packages from other cargo.

## 10. SPECIFIC REQUIREMENTS

### 10.1 Carriage of Dangerous Goods: Within San Marino Airspace

Operators proposing to carry dangerous goods and applying for permission to fly within San Marino airspace must ensure that all dangerous goods have been packed, marked, labelled and handled in accordance with ICAO Annex 18 – Safe Transport of Dangerous Goods by Air, and the requirements of ICAO Technical Instructions Doc. 9284-AN/905, and must make an undertaking to CAA to this effect.

This undertaking must be made at the time of providing notification of overflight/applying for the required permission.

### 10.2 Transportation of Arms, Ammunition and all Classes of Explosives

- (a) The transportation of arms, ammunition and all classes of explosives from/to/through San Marino requires prior permission to be obtained from the CAA of the Republic of San Marino. At least 7 working days written notice is required.
- (b) Under exceptional circumstances, requests for carriage of the above types of dangerous goods may be considered for approval by CAA when:
  - (1) there are no public security objections; and
  - (2) the goods are transported in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284-AN/905).
- (c) The CAA will indicate their ‘no objection’ and forward/fax/email it back to the Operator once all appropriate authorities have indicated their “no objection”.
- (d) The CAA will also notify the Police, Customs, and other appropriate authorities of the movement of dangerous goods.
- (e) In the case of explosives, the operator is required to ensure that arrangements are made with the consignee to collect the shipment IMMEDIATELY on arrival.

### 10.3 Transportation of Radioactive Material through San Marino

The transportation of radioactive material by air from/to/San Marino requires prior permission to be obtained from the CAA. Under exceptional circumstances, requests for carriage of the above types of dangerous goods may be considered for approval by CAA when the goods are transported in accordance with ICAO Technical Instructions.



Permission for transportation of radioactive material by air from/to/through San Marino can be obtained by following the steps described in 10.2

The operator of an aircraft must not permit it to fly for the purpose of carrying passengers or cargo if he knows or suspects that radioactive materials have leaked or otherwise contaminated any part of the aircraft or any sling or other apparatus attached to the aircraft.

However this is not applicable if the radiation level resulting from the fixed contamination on any accessible surface and the non-fixed contamination are not more than the relevant values specified in the Technical Instructions or IATA Regulations.

An aircraft which has been contaminated by radioactive materials must immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.

Hazardous contamination found on aircraft as a result of leakage or damage from dangerous goods must be removed immediately.

#### **10.4 Changes in Flight Arrangements**

Should there be any changes in flight arrangements subsequent to above approvals being obtained, the Operator is required to complete a fresh application form with the new flight details and fax it, along with a copy of the previously approved application form to CAA for approval.

#### **10.5 Changes to Consignment**

If any changes are made to the contents of a consignment, e.g. a change in items, quantity, weight per package, etc., for which CAA approval has previously been given, the approval will no longer be valid for that consignment, and a fresh application will need to be submitted.

#### **10.6 CAA Address and Contact Details**

Chief Operating Officer  
Civil Aviation Authority  
World Trade Centre  
Via Consiglio dei Sessanta, 99 - 47891 Dogana  
Republic of San Marino  
T +378 (0549) 882929  
F +378 (0549) 882928

### **11. DANGEROUS GOODS TRANSPORT DOCUMENT**

An aircraft must not carry dangerous goods unless the shipper of the goods has furnished the operator of the aircraft, with a Dangerous Goods Transport Document bearing the Shipper's Declaration except that such document must not be required in respect of those categories of dangerous goods specified in the Technical Instructions or IATA Regulations as being goods for which such document is not required.





The Dangerous Goods Transport Document must be completed and signed only by the actual shipper of the goods and it must;

- (a) describe the dangerous goods in accordance with, and contain such information as is required by, the provisions of the Technical Instructions or IATA Regulations; and
- (b) contain a declaration stating that the dangerous goods are:
  - (1) fully and accurately described by their proper shipping name;
  - (2) correctly classified, packaged, marked and labelled; and
  - (3) in all respects in proper condition for carriage by air according to applicable international and national governmental regulations.

*Note: The Dangerous Goods Transport Document must be completed and the declaration signed by the true shipper of the goods.*

The Dangerous Goods Transport Document must be completed and signed in duplicate by the shipper (the second copy may be a carbon copy). One copy of the document will be attached to the Airway bill and the second copy (or carbon copy) must be retained on file by the operator or the ground handling service acting on his behalf for a minimum of three months, together with any other document in respect of dangerous goods furnished him in accordance with the Technical Instructions.

As a minimum; the acceptance checklist and a copy of the written information NOTOC provided to the pilot-in-command and which has been receipt-acknowledged with his signature.

## **12. PROVISION OF INFORMATION**

### **12.1 Provision of Information to Pilot in Command**

The operator of an aircraft in which dangerous goods are to be carried must provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.

### **12.2 Information and Instructions to Flight Crew Members**

The operator must provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and must provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.

### **12.3 Information to Other Persons**

Operators, shippers, freight forwarders and ground handling agencies involved in the transport of dangerous goods by air must provide such information to their personnel as will enable them to carry out their responsibilities and must provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.



## **12.4 Information from Pilot-In-Command to Aerodrome Authorities**

If an in-flight emergency occurs, the pilot-in-command must, as soon as the situation permits, inform the appropriate air traffic services unit, for the information of aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions.

## **12.5 Information in the Event of an Aircraft Accident or Incident**

In the event of an aircraft accident or a serious incident where dangerous goods carried as cargo may be involved, the operator of the aircraft carrying dangerous goods as cargo must provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command. As soon as possible, the operator must also provide this information to the appropriate authorities of the State of the Operator and the State in which the accident or serious incident occurred.

In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo must, if requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command. A San Marino operator must also notify the CAA. (See also Section 14. below)

## **13. TRAINING**

The shipper of dangerous goods by air or the freight forwarder acting on his behalf, the aircraft operator and ground handling service acting on his behalf, agencies engaged in the security screening of passengers and their baggage and cargo, must inform any of their respective employees whose duties include a function concerned with the carriage of passengers or cargo by air, of the provisions of the Technical Instructions or IATA Regulations.

For this purpose, they must establish and undertake training programmes as required and outlined in Part 1, Chapter 4 of the Technical Instructions or Section 1.5 of the IATA Regulations as pertain to various categories of personnel. Dangerous Goods training programmes conducted in or outside San Marino for Operator's personnel and the instructors conducting such programmes may be subject to examination and approval by the Authority.

The current records/certificates of staff/employees for whom training is required must be maintained on file and be readily available for inspection as/when required by a CAA Inspector.

An operator must establish and maintain staff training programmes, as required by CAR OPS 1 Subpart R (Aeroplane), or CAR OPS 3 Subpart R (Helicopter), as applicable.

## **14. DANGEROUS GOODS OCCURRENCES**

### **14.1 Immediate Action**

When a package containing Dangerous Goods is suspected to be damaged, leaking or emitting dangerous fumes, the following action must be taken immediately:

- (a) Call the Airport Fire Services or authorities and report the incident.



- (b) Ensure the area is sealed off and that all persons are kept clear.
- (c) Scrutinise cargo documents to identify hazards to assist fire services.

## 14.2 Reporting

For San Marino operators or for all operators if San Marino is the State in which the incident occurred;

To facilitate consistent reporting and subsequent storage and analysis of data, a Centrik web-portal on line reporting system has been established. Guidance material to assist in the submission process can be found at Appendix 1

*Note: Do not withhold the form for full information to become available.*

## 15. DANGEROUS GOODS SECURITY PROVISIONS

Each operator or agent, seeking CAA approval must establish dangerous goods security measures, applicable to shippers, operators, consignors and other individuals engaged in the transport of dangerous goods that may endanger persons or property. These measures should be commensurate with security provisions specified in relevant ICAO Annexes, the Technical Instructions and the CARs.

## 16. COMPLIANCE

### 16.1 Inspection System

As part of its ongoing surveillance of operators/cargo handling agents, the CAA will conduct inspections of San Marino and foreign operators, shippers, freight forwarders and Ground Handling Agencies to ensure compliance with CAR DG.

The surveillance and inspection may include inspection of documents, cargo and operators' practices as well as a method for investigation of alleged violations.

### 16.2 Powers of Inspector

An authorised person, such as a CAA Inspector, may examine, take samples of, and seize any goods, which he/she has reasonable grounds to suspect may be dangerous goods in respect of which regulations have not been complied with.

An authorised person may open, or require to be opened, any baggage or package, which he/she has reasonable grounds to suspect, may contain dangerous goods in respect of which regulations have not been complied with.

Any sample taken or goods seized by an authorised person may be retained or detained for so long as the Authority considers necessary in all the circumstances and disposed of in such manner as the Authority considers appropriate.



### 16.3 Penalty Provisions

Non-compliance with the provisions of the CARs may result in penalties as specified in the San Marino Law Article 60; i.e. either a fine or a term of imprisonment, or both.



# CIVIL AVIATION PUBLICATION

## APPENDIX A

### DANGEROUS GOODS OCCURRENCE REPORTING

The following contains guidance on the new occurrence reporting submission web-portal introduced by San Marino CAA

#### Introduction

San Marino Civil Aviation Regulations relating to occurrence reporting are aimed at improving aviation safety by ensuring that relevant safety information relating to civil aviation is reported, collected, stored, protected, exchanged, disseminated and analysed. CAA is the designated competent authority to establish the mechanism to independently collect, evaluate, process, analyse and store details of occurrences reported pursuant to regulation.

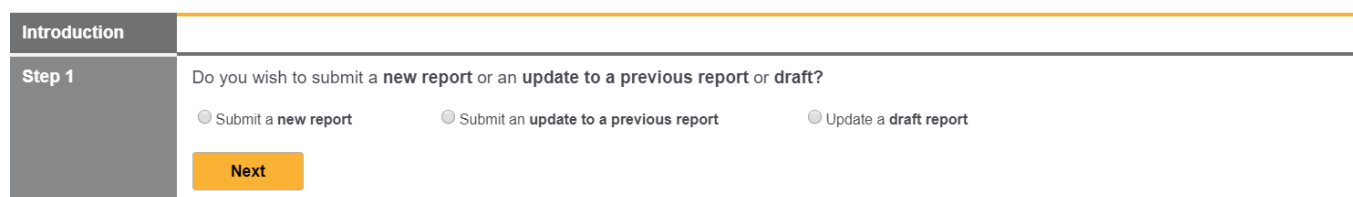
In this regard, CAA is adopting a new occurrence reporting system for the management of reports including their relevant follow-up submissions and analysis. CAA will be utilising a designated Centrik web-link as the reporting portal. This web-link will be directly linked to CAA's database and all information will be stored and recorded in the Centrik software database and administered by the CAA.

This quick-reference guide serves as a tool to assist users with the simple steps of the new reporting system which will be introduced among organisations/operators under the oversight of the CAA.

The new Centrik reporting portal (<https://smar.centrik.net/SMS/Case/ExternalReport.aspx>) must be used instead of the Reporting Form SM20 in order to ensure that data is automatically submitted to the CAA's database. The same Centrik portal may also be used by individuals who would like to submit an occurrence report that needs to be brought to the attention of the CAA.

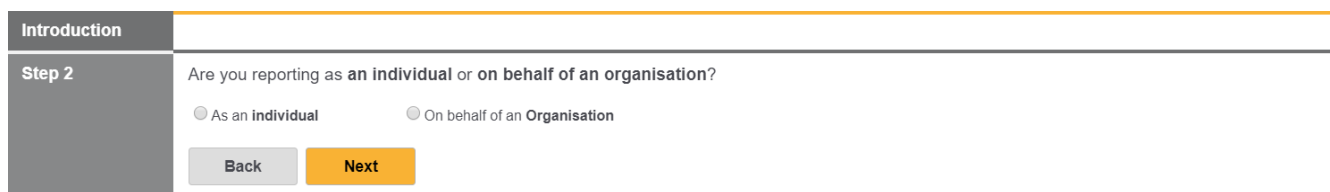
#### New Report Submissions

The link <https://smar.centrik.net/SMS/Case/ExternalReport.aspx> will open the following web page:



The screenshot shows the 'Introduction' section of the web portal. Below it, 'Step 1' asks the user: 'Do you wish to submit a new report or an update to a previous report or draft?'. There are three radio button options: 'Submit a new report', 'Submit an update to a previous report', and 'Update a draft report'. A yellow 'Next' button is located at the bottom of the step.

**Step 1:** Select 'Submit a new report'. Other options are submit an update to a previous report that has been submitted or update a report that has been drafted but not submitted.



The screenshot shows the 'Introduction' section of the web portal. Below it, 'Step 2' asks the user: 'Are you reporting as an individual or on behalf of an organisation?'. There are two radio button options: 'As an individual' and 'On behalf of an Organisation'. At the bottom of the step, there are two buttons: a grey 'Back' button and a yellow 'Next' button.



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**Step 2:** The reporter selects whether the report is being submitted by an individual or else on behalf of an organisation.

**Introduction**

**Step 3** Provide your details below:

Reported By (your name) **Required**  E-Mail Address  Telephone Number

Re-Enter E-Mail Address

Organisation **Required**  Position/Job

Add additional email addresses to notify when report is submitted?

**Step 3:** The individual is required to enter the details as necessary.

*Note 1: A report cannot be submitted without populating the 'Orange-bordered' cell(s).*

*Note 2: The details populated by the submitter will automatically be pre-populated by Centrik on any subsequent submission.*

Capture Assess Act Monitor Close Save Draft

Classify Risk Investigate

**General Information**

Report Number  Occurrences Form

Report Title  Confidentiality

Description  Event Date  Event Time (UTC, hh:mm)

Mandatory/Voluntary

If this is an update to a previous report, please specify what has been amended here

Event Location

Reported By (your name)  E-Mail Address  Telephone Number

Organisation  Position/Job

Check the options that apply to this report:

Was an aircraft involved in the occurrence?  Was there an ATM contribution?  Engine, Propeller or Part directly involved

Did the occurrence happen on or near an aerodrome?  Did the occurrence result in damage and/or injuries?

Did the occurrence involve a runway incursion?  Was the aircraft hit by a bird or other animal?

Did the occurrence involve an airprox?  Did the occurrence involve dangerous goods?

Did the occurrence involve more than one aircraft?  Were the weather conditions relevant?

Report Management

Finish and Submit

Attachments

**Step 4:** After selecting the type of report, the submitter will be prompted with the respective occurrence report form.



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*Note 1: All mandatory fields are identified as 'Orange-bordered' cells. These need to be filled-in in order for the report to be accepted by Centrik. An error message with any missing fields will be prompted when trying to submit the report.*

*Note 2: When selecting the options additional tabs will be displayed requesting additional information applicable to the option selected.*

The screenshot shows a horizontal process flow with five main stages: Capture, Assess, Act, Monitor, and Close. The 'Capture' stage is highlighted in orange. Under the 'Assess' stage, there are sub-steps: 'Classify Risk' and 'Investigate'. A 'Save Draft' button is located at the end of the flow. Below the flow, there is a vertical navigation menu with four tabs: 'General Information', 'Report Management', 'Finish and Submit', and 'Attachments'. The 'Finish and Submit' tab is selected and expanded, showing a 'Submit' button.

**Step 5:** Once the mandatory fields are filled in from each respective Tab the user can submit the report by opening the 'Finish and Submit' Tab and click on the **'Submit'** button.

*Note: The report will be submitted only to the CAA. Any obligations required by the operator/organisation to report to third-party entities (ex: State of Occurrence) shall be done separately by the submitter.*

Once the report is submitted, a unique code for the submitted report will be provided. These references must be retained, since they will serve as report identifiers when updating any previous submissions.

### Updating a previously submitted report via the Centrik portal

The link <https://smar.centrik.net/SMS/Case/ExternalReport.aspx> will open the following page:

The screenshot shows the 'Introduction' section of the Centrik portal. Below it is 'Step 1' with the question: 'Do you wish to submit a new report or an update to a previous report or draft?'. There are three radio button options: 'Submit a new report', 'Submit an update to a previous report', and 'Update a draft report'. The 'Submit an update to a previous report' option is selected. A yellow 'Next' button is located below the options.

**Step 1:** Select the "Submit an update to a previous report".

The screenshot shows 'Step 2' of the Centrik portal. It asks the user to 'Provide your details below:'. There are three input fields: 'Reported By (your name) Required' (with an orange border), 'E-Mail Address', and 'Telephone Number'. Below the 'E-Mail Address' field is a 'Re-Enter E-Mail Address' field. There is a checkbox labeled 'Add additional email addresses to notify when report is submitted?'. At the bottom, there are 'Back' and 'Next' buttons.



**Step 2:** Insert the submitter details as required.

<b>Introduction</b>	
<b>Step 3</b>	<p>Provide details of the report to be updated:</p> <p>Report Number (e.g. SM000123-2019-09)      Validation Code (e.g. 1AB2C3)</p> <p>Enter report number (e.g. sm000123-2019-09) (requ <input type="text"/></p> <p><input type="button" value="Back"/>    <input type="button" value="Update Report"/></p>

**Step 3:** The submitter is requested to input the Report Number (e.g. 000123) and the Validation Code (e.g. 1AB2C3) followed by clicking the ‘Update’ button.

**Step 4:** Proceed with the necessary updating

### Important Notes on Centrik:

It is recommended that an email address is populated in the appropriate box when submitting a report. This will facilitate follow-up communication between the CAA and the organisation/operator.

1. *All mandatory fields must be filled. In cases where details are not yet available, you can opt to choose a ‘not specified’ selection from the drop-down menu or else insert text manually. Reports will not be accepted by Centrik unless all mandatory fields are populated.*
2. *The risk classification is based on the ICAO model of Severity vs Probability (likelihood) matrix. It is important that a risk classification is performed for each report.*
3. *This portal submits reports only to the CAA. Any other reporting obligations referred to in the regulation in relation to an event (ex: Report to State of Occurrence, Aircraft Manufacturer, etc.) are to be handled by the operator.*
4. *Any difficulties encountered when submitting reports are to be reported to the CAA on [info@smar.aero](mailto:info@smar.aero).*

### Important Notes on Dangerous Goods

Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.

1. *A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which:*
  - (a) *requires hospitalisation for more than 48 hours, commencing from the date the injury was received;*
  - (b) *results in a fracture of any bones (except simple fractures of fingers, toes or nose);*
  - (c) *involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage;*





- (d) *involves injury to any internal organ;*
- (e) *involves second or third degree burns, or any burns affecting more than 5% of the body surface; or*
- (f) *involves verified exposure to infectious substances or injurious radiation.*

*A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.*

2. *A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, 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 seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.*
3. *Centrik reporting portal should also be used to report any occasion when undeclared or mis-declared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on aircraft.*
4. *An initial report must be despatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made via the Centrik reporting portal, even if all the information is not available.*
5. *Copies of all relevant documents and any photographs should be attached to this report.*
6. *Providing it is safe to do so, all dangerous goods, packaging, documents etc. relating to the occurrence must be retained until after the initial report has been sent to the appropriate authorities and they have indicated whether or not these should continue to be retained.*



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APPENDIX B

CONTINGENCY PLANS FOR DEALING WITH DANGEROUS GOODS INCIDENTS

On site of a dangerous goods incident, there may be a need to contact some specialists. Complete the list of experts below:

Contacts	Name of Experts or Contacts personnel	Telephone numbers
Airport authority		
Air Traffic Services (ATS)		
Airport fire service		
Hospital		
Expert to dispose of the commodity		
Emergency Response teams		
Health Authority (for Division 6.1 and 6.2)		
Radioactive Material Protection (for Class 7)		
Explosives Bureau of Experts (for class 1)		
Police		
Customs Authority		
Postal Authority		
Food and drug		
Major Shippers		
Major Manufactures		



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- Dangerous goods incidents may involve cargo or passengers' baggage
- They may occur in a freight shed, a passenger terminal or on the apron
- They may also occur on an aircraft, such as when a package is damaged through misloading
- They may involve a fire, major spillage, leakage or finding undeclared dangerous goods
- The Contingency Plan need not be implemented for undeclared dangerous goods where the package is intact and there are no signs of leakage, although they still need to be identified
- If it is suspected there has been non-compliance with the Technical Instructions, the dangerous goods need to be retained for further investigation (provided it is safe to do so)
- To implement the Contingency Plan, take the following actions:

### All incidents

- record brief details, including the names of all persons involved
- make an initial assessment of the potential seriousness
- if there is fire, leakage or spillage, call the airport fire service, if not already in attendance
- notify the relevant airport authority, if not already in attendance

### Any incident involving a suspected infectious substance

- clear the immediate area; do not touch or move the container, bag, etc
- contact the shipper or consignee; if not contactable, contact the nearest hospital

### Cargo related incidents - fire, major leakage or spillage

- clear the immediate area; do not touch or move the dangerous goods or any container; do not attempt to clean-up a spillage or leakage; avoid breathing in fumes
- call the airport fire service if not already in attendance
- look at container for details of the contents (name, UN no., etc), if this is possible without risking injury
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if the airport fire service is not available or other action needed see Subsequent Actions
- ensure container and contents placed in a safe location (if this is considered safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if not already aware



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Cargo related incidents - minor leakage (eg: wetting of part of the outer packaging)

- keep persons away from immediate vicinity; avoid breathing in fumes
- consider if calling airport fire service if considered justified
- look at container for details of the contents (name, UN no., etc)
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if airport fire service not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if relevant

Passenger related incidents

- keep persons away from immediate vicinity; avoid breathing in fumes
- ask passenger to identify item or potential hazard
- consider if calling airport fire service is justified
- if airport fire service is not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded

Subsequent Actions

- if container shows emergency actions, deal with incident according to them
- if commodity identifiable, seek expert help if there are no emergency actions or if they cannot be followed
- do not use water, cloth or paper to deal with any spillage, unless it is certain that it is safe to do so
- if commodity not immediately identifiable but container safe to handle (little evidence of leakage, no fumes), remove to well-ventilated place, use rubber gloves to protect hands and check for labels or markings on outer container; open if there are inner containers and check again for labels or markings
- orientate any leaking container so further leakage is prevented
- stop all actions immediately if fumes detected or more serious leakage found on closer inspection; call the airport fire service or other specialist assistance
- if there are fumes, they can be contained by covering spillage with plastic sheeting or plastic bags (unless emergency actions identify possible adverse reaction) but be aware this may lead to a build-up of fumes under the covering; remain at a safe distance
- a spillage can be contained by surrounding with dry sand to prevent spread (unless emergency actions identify a possible adverse reaction)



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- use dry sand to cover a spillage, unless commodity is identified as an acid
- use sodium bicarbonate to cover a spillage of acid, but be aware this may result in bubbling and evolution of carbon dioxide (but there will be no other reaction)
- seek expert help for cleaning up the scene; if help not immediately available and it is desired to remove containers, spillage, etc, assess whether or not it is safe to continue
- using rubber gloves to protect the hands, put any container in a plastic bag; avoid breathing in any fumes; tie bag tightly
- using rubber gloves and plastic based tools or rigid plastic material, pick-up contaminated sand/sodium bicarbonate and place in another plastic bag; tie bag tightly
- place all plastic bags in a further bag and tie tightly
- place the bag(s) in a secure, well ventilated location well away from any occupied area; if in the open air ensure moisture, rain, etc, cannot come into contact with the plastic bag(s)
- check the bag(s) at frequent intervals for any adverse reaction
- seek expert help to dispose of the commodity, if not being retained.



# CIVIL AVIATION PUBLICATION

## APPENDIX C

### APPLICATION FOR EXEMPTION

*(Refer to CAR DG paragraph 2.4)*

- a) The reason why it is essential the article or substance must be carried by air:  
.....  
.....
- b) A statement why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to the provided by these Instructions;  
.....  
.....
- c) Proposed proper shipping name, classification and UN number with full supporting technical data;  
.....  
.....
- d) The proposed packaging;  
.....
- e) Quantity to be carried;  
.....
- f) Any special handling required and any special emergency response information  
.....  
.....
- g) Name and address of consignor and consignee:  
Consignor:  
.....  
.....  
Consignee:  
.....  
.....
- h) The airports of departure and destination, route and the proposed dates of transport:  
.....  
.....

In addition to the above, the CAA will require copies of the permissions/exemptions issued to the Operator for the carriage of such goods by:

- (1) State of Registry of Aircraft
- (2) State of Operator
- (3) State of Origin
- (4) Any other States being overflown while transporting dangerous goods by air.



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# Dangerous Goods Hazard and Handling Labels

## Hazard Labels

### Class 1



\* Articles bearing the Explosive labels shown above and falling into Divisions 1.1, 1.2, 1.4F, 1.5 and 1.6 are normally forbidden.

### Class 2



### Class 3



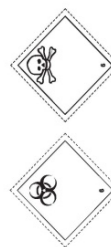
### Class 4



### Class 5



### Class 6



### Class 7



### Class 8



### Class 9



## Handling Labels and Markings



Minimum size for hazard labels: 100 x 100 mm. For full information on hazard and handling labels for dangerous goods refer to the current edition of the IATA Dangerous Goods Regulations.

For further information on Dangerous Goods, contact us at [dgsupport@iata.org](mailto:dgsupport@iata.org). Order products online at [www.iataonline.com](http://www.iataonline.com) or visit [www.iata.org](http://www.iata.org).

[www.iata.org/labels](http://www.iata.org/labels)

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