

Số: 159 /QĐ-CHK

Hà Nội, ngày 20 tháng 01 năm 2022

QUYẾT ĐỊNH

Về việc phê chuẩn Tài liệu hướng dẫn khai thác hàng nguy hiểm (DGM) ban hành 01 sửa đổi 02 của Công ty cổ phần hàng không Vietjet

CỤC TRƯỞNG CỤC HÀNG KHÔNG VIỆT NAM

Căn cứ Nghị định số 66/2015/NĐ-CP ngày 12/08/2015 của Thủ tướng Chính phủ quy định về nhà chức trách hàng không;

Căn cứ Thông tư 01/2011/TT-BGTVT ngày 27 tháng 11 năm 2011 ban hành Bộ quy chế an toàn hàng không dân dụng lĩnh vực tàu bay và khai thác tàu bay và các Thông tư số 03/2016/TT-BGTVT ngày 31/03/2016, Thông tư số 21/2017/TT-BGTVT ngày 30/06/2017, Thông tư số 56/2018/TT-BGTVT ngày 11/12/2018 và Thông tư số 42/2020/TT-BGTVT ngày 31/12/2020 về việc sửa đổi, bổ sung một số điều của Bộ quy chế an toàn hàng không dân dụng lĩnh vực tàu bay và khai thác tàu bay của Bộ trưởng Bộ Giao thông vận tải;

Căn cứ Quyết định số 2606/QĐ-BGTVT ngày 07/09/2017 và Quyết định số 1055/QĐ-BGTVT ngày 31/05/2019 về việc sửa đổi, bổ sung Quyết định số 2606/QĐ-BGTVT ngày 07/09/2017 của Bộ trưởng Bộ Giao thông vận tải quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Cục Hàng không Việt Nam;

Căn cứ kết quả đánh giá phê chuẩn đưa loại tàu bay A330 vào Giấy chứng nhận người khai thác tàu bay cho Công ty cổ phần hàng không Vietjet;

Theo đề nghị của Trưởng phòng Tiêu chuẩn an toàn bay,

QUYẾT ĐỊNH:

Điều 1. Về việc phê chuẩn Tài liệu hướng dẫn khai thác hàng nguy hiểm (DGM) ban hành 01 sửa đổi 02 của Công ty cổ phần hàng không Vietjet.

Điều 2. Quyết định này có hiệu lực kể từ ngày ký.

Điều 3. Trưởng phòng Tiêu chuẩn an toàn bay - Cục Hàng không Việt Nam, Công ty cổ phần hàng không Vietjet, các tổ chức và cá nhân liên quan chịu trách nhiệm thi hành quyết định này.

Nơi nhận:

- Như Điều 3;
- Cục trưởng (để báo cáo);
- Lưu: VT, TCATB.

KT. CỤC TRƯỞNG
PHÓ CỤC TRƯỞNG

Đinh Việt Sơn

DECISION

**To approve the Dangerous Goods Manual (DGM) Issue 01 Revision 02
of VietJet Aviation Joint Stock Company**

GENERAL DIRECTOR OF CIVIL AVIATION AUTHORITY OF VIETNAM

- Pursuant to the Circular No. 66/2015/NĐ-CP dated 12/08/2015 of the Prime Minister on aviation authority's regulations;
- Pursuant to the Circular No.01/2011/TT-BGTVT dated 27/01/2011 issued Civil Aviation Safety Regulations on aircraft and aircraft operations and the Circular No.03/2016/TT-BGTVT dated 31/03/2016, the Circular No.21/2017/TT-BGTVT dated 30/06/2017, the Circular No.56/2018/TT-BGTVT dated 11/12/2018 and the Circular No.42/2020/TT-BGTVT dated 31/12/2020 supplementing certain articles of the Civil Aviation Safety Regulations on aircraft and aircraft operations;
- Pursuant to the Decision No. 2606/QĐ-BGTVT dated 07/09/2017 and the Decision No.1055/QĐ-BGTVT dated 31/05/2019 amending and supplementing the Decision No. 2606/QĐ-BGTVT dated 07/09/2017 of the Ministry of Transport stipulating the functions, accountabilities, authorities and organizational structures of the Civil Aviation Authority of Vietnam
- Based on the results of evaluation and approval, the A330 aircraft is included in the Air Operator Certificate of VietJet Aviation Joint Stock Company
- Based on the proposal of the Director of Flight Safety Standard Department of Civil Aviation Authority of Vietnam.

DECIDES:

- Article 1:** To approve the Dangerous Goods Manual (DGM) Issue 01 Revision 02 of VietJet Aviation Joint Stock Company.
- Article 2:** This decision is effective from the date signed.
- Article 3:** Director of Flight Safety Standard Department, VietJet Aviation Joint Stock Company and the relevant organizations and individuals are responsible to implement this decision.

Recipient:

- As Article 3;
- General Director (report);
- Archives: VT, TCATB

**PP. GENERAL DIRECTOR
DEPUTY GENERAL DIRECTOR**

(Signed and sealed)

Dinh Viet Son

NOTE:

This translation was prepared by DCC-SQA in good faith and to the best of our knowledge.

If there is/ are any contradiction(s), the original Vietnamese version shall prevail.

DANGEROUS GOODS MANUAL

Issue Date: 25 Dec 2021

Issue 01 Rev 02

Document No.: VJC-GOP-M-004

Authorization	Name	Signature	Date
<i>Ground Operations – Deputy Director</i>	CAO KIEN QUOC		29 Dec 2021
<i>Ground Operations Director</i>	PHUNG THI NGOC THUY		29 Dec 2021
<i>SQA Director</i>	HOANG HAI TRINH		29 Dec 2021
<i>Accountable Manager</i>	DINH VIET PHUONG		29 Dec 2021

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This DANGEROUS GOODS MANUAL is published under the authorization of VietJet Accountable Manager. Any questions with respect to the use of this manual or information contained herein should be addressed to:

GROUND OPERATIONS – SERVICES DEPARTMENT

VietJet Aviation Joint Stocks Company
8th floor, VietJet Plaza Building
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Ho Chi Minh City, Vietnam

Tel: 84-28-3547 1866
Fax: 84-28-3547 1865
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The current edition of the DGM is available in a usable format at each location where ground handling operations are conducted to include external service providers. To ensure that this is in place, routine Station Audits of stations and external service providers will confirm that a current DGM is available.

 DANGEROUS GOODS MANUAL	LIST OF DISTRIBUTION	LOD - 1
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		20 Jun 2021

LIST OF DISTRIBUTION

Holder	Format	Copy No.
CAAV	Electronic	CAAV Copy
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Accountable Manager	Electronic	
VP Operations & SSQA	Electronic	
SQA Director	Electronic	
Security Director	Electronic	
Director of Flight Operations	Electronic	
Operations Management Centre	Electronic	
Flight Operations Engineering Department	Electronic	
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RECORD OF REVISIONS


Retain this record in the Manual. Upon receipt of revisions, insert revised pages in the Manual and enter the Issue Number, Revision date (found on the List of Effective Pages), insertion date and initials of person incorporating the revision, in the appropriate block on the record of revisions.

Issue No.	Rev. No.	Revision Date	Contents Revised
01	00	30/07/2020	Initial Issue
01	01	20/06/2021	Revised
01	02	25/12/2021	Revised, Added A330

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RECORD OF TEMPORARY REVISIONS

TR No.	Effective Date	Date Inserted	Validity	Authorized by	Reviewed by

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REVISION HIGHLIGHTS

Section	Description of Significant Changes
1.1.2	Revised names of Nominated Postholders (Flight Operations Post Holder, Maintenance Postholder, Crew Training Postholder)
2.5.10.2	Added A330 on Limits and Requirements with Dry ice transportation
2.10.5	Added Reference; Revised item d) of sub-section Information to the Pilot-in command
3.5.5.5	Added A330 on Handling for Magnetized Materials
Chapter 9	Appendix 8: Added A330: All ventilated

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LIST OF EFFECTIVE PAGES

A current List of Effective Pages shall be distributed to all manual holders with every issue of revisions to ensure that the document has been properly updated.

The new pages by 'N' and the revised pages by 'R'.

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DIRECTOR OF GROUND OPERATIONS





Date: 29 Dec 2021

CAAV APPROVAL

Date:


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MANUAL ADMINISTRATION AND CONTROL

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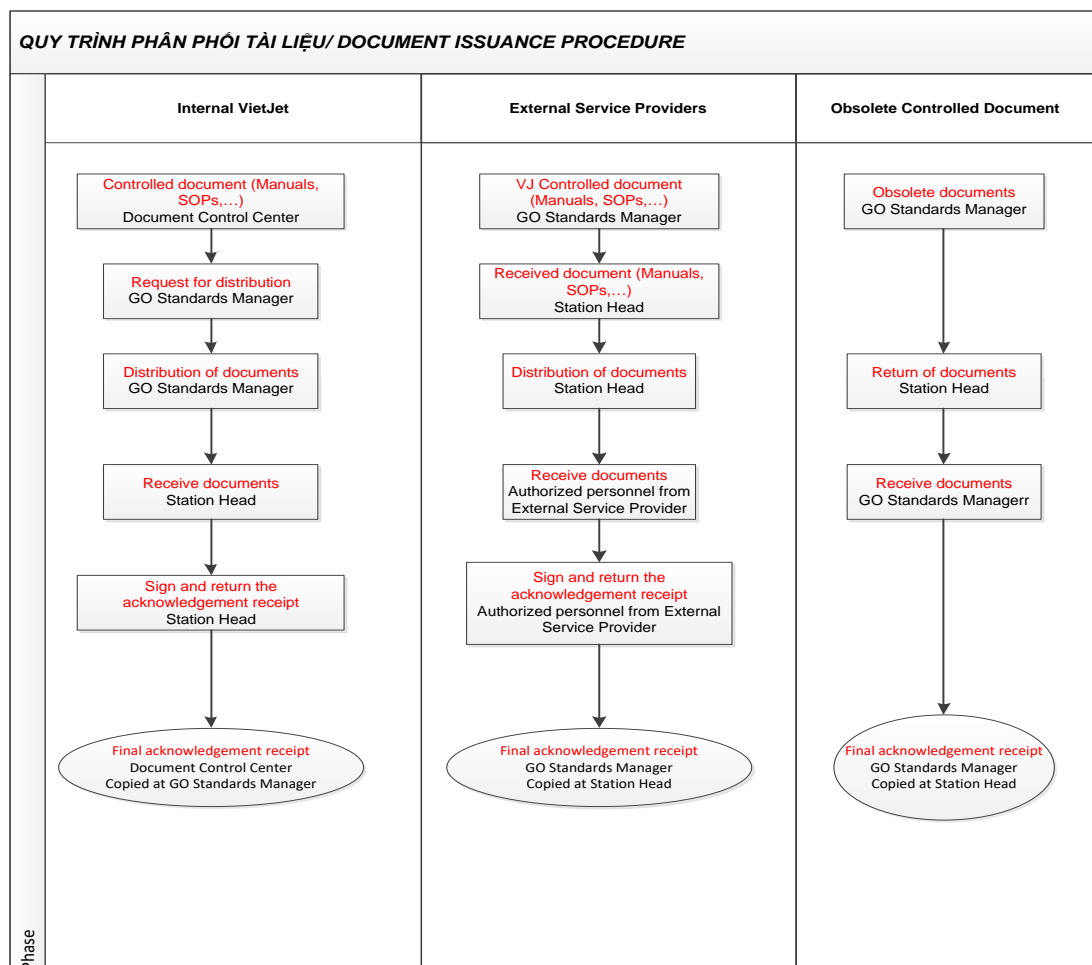
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0.1 COMPILATION, AMENDMENT, SUPPLEMENT AND DISTRIBUTION OF DANGEROUS GOODS MANUAL (DGM)

- a) DGM shall be composed, reviewed or updated regularly in complying in compliance with regulations, standards and requirements of relevant regulatory authorities, ICAO, IATA, IOSA and VietJet.
- b) During operation, if there is a need to alter or edit, the editing unit has responsible for applying changes into the document. In the process of change, the editing unit must collect information, consult with other affiliated units, refer to approval via SQA and issue a draft to Managing Director for issue decision. DGM shall be submitted to CAAV for its approval by DCC.
- c) For safety reasons it requires immediate alteration to DGM, its temporary revision shall be printed on yellow paper and issued in accordance with the rules and regulations of VietJet. It must be discarded after expiration or until next revision is issued.
- d) The soft copies of DGM shall be controlled and issued internally from DCC. GOS have responsible for distributing this manual to each station and/or GSA if applicable. The distributed stations shall control, deploy and update new version to their own station and relevant ground/cargo service providers; and deleting the obsoleted version in according to the below distribution process. All current receipt documents shall be recorded and available at each station.




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0.2 GLOSSARY OF TERMS AND DEFINITIONS


Reference: VAR 18.003

These words or phrases are defined in this manual as follows.


- a) **Acceptance checklist:** A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met;
- b) **Cargo aircraft:** Any aircraft, other than a passenger aircraft, which is carrying goods or property;
- c) **Consignment:** One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, received for in one lot and moving to one consignee at one destination address;
- d) **Dangerous goods:** Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions;
- e) **Dangerous goods accident:** An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage
- f) **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 an aircraft or its occupants is also deemed to constitute a dangerous goods incident.
- g) **Dangerous goods transport document:** A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air. It is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods; The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport
- h) **Freight container:** *Freight container in the case of radioactive material transport.* An article of transport equipment designed to facilitate the transport of packaged goods by one or more modes of transport without intermediate reloading, which is of a permanent enclosed character, rigid and strong enough for repeated use, and must be fitted with devices facilitating its handling, particularly in transfer between aircraft and from one mode of transport to another. In addition, a small freight container is that which has an internal volume of not more than 3 m³. A large freight container is that which has an internal volume of more than 3 m³. For the transport of radioactive material, a freight container may be used as a packaging.
- i) **Handling agent:** A person, organization or enterprise engaged in or offering services to an air operator.
- j) **Incompatible:** Describing dangerous goods which, if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance;

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- k) **Package:** The complete product of the packing operation consisting of the packaging and its contents prepared for transport;
- l) **Packaging:** One or more receptacles and any other components or materials necessary for the receptacles to perform their containment and other safety functions;
- m) **Proper shipping name:** The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging;
- n) **Technical instructions:** The latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc. 9284-AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO. The term "Technical Instructions" is used in VietJet flight safety documentation system;
- o) **UN number:** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.
- p) **Overpack:** An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and storage. (A unit load device is not included in this definition);
- q) **Designated postal operator:** Any governmental or non-governmental entity officially designated by a Universal Postal Union (UPU) member country to operate postal services and to fulfil the related obligations arising from the acts of the UPU Convention on its territory;
- r) **IATA Dangerous Goods Regulations:** It is the International Air Transport Association's (IATA) latest issue of Dangerous Goods Regulations based on the requirements of Annex 18 to the Convention on International Civil Aviation (Chicago, 1944) and the associated Technical Instructions for the Safe Transport of Dangerous Goods by Air. Annex 18 to the Chicago Convention and the associated Technical Instructions for the Safe Transport of Dangerous Goods by Air are recognized as the sole authentic legal source material in the air transport of dangerous goods. Consequently, any additional or explanatory material added by IATA does not form part of the authentic text of the ICAO Technical Instructions and does not have the same legal force;
- s) **State of Origin:** The State in the territory of which the consignment is first to be loaded on an aircraft.
- t) **Unit load device:** Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo. (An overpack is not included in this definition.);
- u) **VJC:** Includes personals and units perform follow the functions and tasks of VJC and agents / companies that have contracts to provide services for VJC;
- v) **Part 18-The Aviation Requirements:** Regulation on transport of dangerous goods by air under the civil aviation requirements about aircraft and aircraft operations issued by the Ministry of Transport.
- w) **State of Destination:** The State in the territory of which the consignment is finally to be unloaded from an aircraft

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- x) **State of Registry:** The State on whose register the aircraft is entered
- y) **State of Overflight:** An overflight is the passage of an aircraft from one country over another country's territory.
- z) **State of Operator:** The State in which the operator's principal place of business is located or, if there is no such place of business, the
- aa) **Procedure:** Procedures describe a process, while a work instruction describes how to perform the conversion itself. Process descriptions include details about the inputs, what conversion takes place (of inputs into outputs), the outputs, and the feedback necessary to ensure consistent results

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0.3 ABBREVIATIONS

a) Organizations


- 1) **ICAO:** International Civil Aviation Organization
- 2) **IATA:** International Air Transport Association
- 3) **CAAV:** Civil Aviation Authority of Vietnam
- 4) **VJC:** VietJet Air., JSC
- 5) **GHA:** Ground Handling Agent
- 6) **CHA:** Cargo Handling Agent

b) Documents

- 1) **VAR:** Vietnam Aviation Regulations
- 2) **DGR:** Dangerous Goods Regulations IATA
- 3) **DGM:** Dangerous Goods Operation Manual VJC
- 4) **COM:** Cargo Operation Manual VJC
- 5) **SMSM:** Safety Management System Manual VJC

c) Other Abbreviations


- 1) **AOC:** Air Operator Certificate
- 2) **DGD:** Dangerous Goods Declaration
- 3) **NOTOC:** Special Load Notification to Captain
- 4) **ULD:** Aircraft Unit Load Device

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0.4 MANUAL STRUCTURE

This DGM includes the following chapters:

- 1) Chapter 0: Manual Administration and Control
- 2) Chapter 1: Organization and Responsibility
- 3) Chapter 2: General Rules in The Transport of Dangerous Goods by VJC
- 4) Chapter 3: Dangerous Goods Carried as Cargo
- 5) Chapter 4: Dangerous Goods Carried by Passenger or Crew
- 6) Chapter 5: Aircraft Parts, Company Materials Carried As Dangerous Goods
- 7) Chapter 6: Emergency And Occurrence Response Procedures
- 8) Chapter 7: Reporting
- 9) Chapter 8: Quality Assurance And Audit
- 10) Chapter 9: Appendix

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0.5 PROCEDURE CONTROL


The procedure's owner is responsible for the relative procedures' review and amendment on a yearly basis. The amendments should address the changes in the company or activities, changes to maintenance or airworthiness requirements, inadequacy identified through internal or external audit and conformity to applicable requirements.

The procedures or procedure amendment will come into effect based on Ground Operations - Services Director, acceptance by the signatures on "List of Effective Pages".

Every individual procedure is controlled respectively by issue/revision number and amendment date. A margin bar is required to highlight the amendment area when amendment is made.

VJC Document Control Center (DCC) is responsible for procedures' distribution and update within VJC internal and external providers according to distribution list;

Ground Operation – Services Division's staff will have access to this manual via the Distribution process or DMS.

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0.6 MANUAL CONTROL

Reference: ISM GRH 1.6.4

VJC Ground Operation - Services Director is the owner for this Dangerous Goods Manual (DGM).

The Ground Operation - Services Director should review and/or draft a new revision of this manual before every year winter schedule operation. The manual shall be reviewed by the Ground Operation - Services Director, submitted to VJC SQA for final review.

This DGM contains information that will permit ground handling personnel to carry out duties and responsibilities with respect to dangerous goods. Such information shall include, as a minimum:

- Action to be taken in the event of emergencies involving dangerous goods;
- Details of the location and identification of cargo holds;
- The maximum quantity of dry ice permitted in each compartment;
- If radioactive material is transported, instructions for the loading of such dangerous goods in accordance with applicable requirements

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CHAPTER 1
ORGANIZATION AND RESPONSIBILITY

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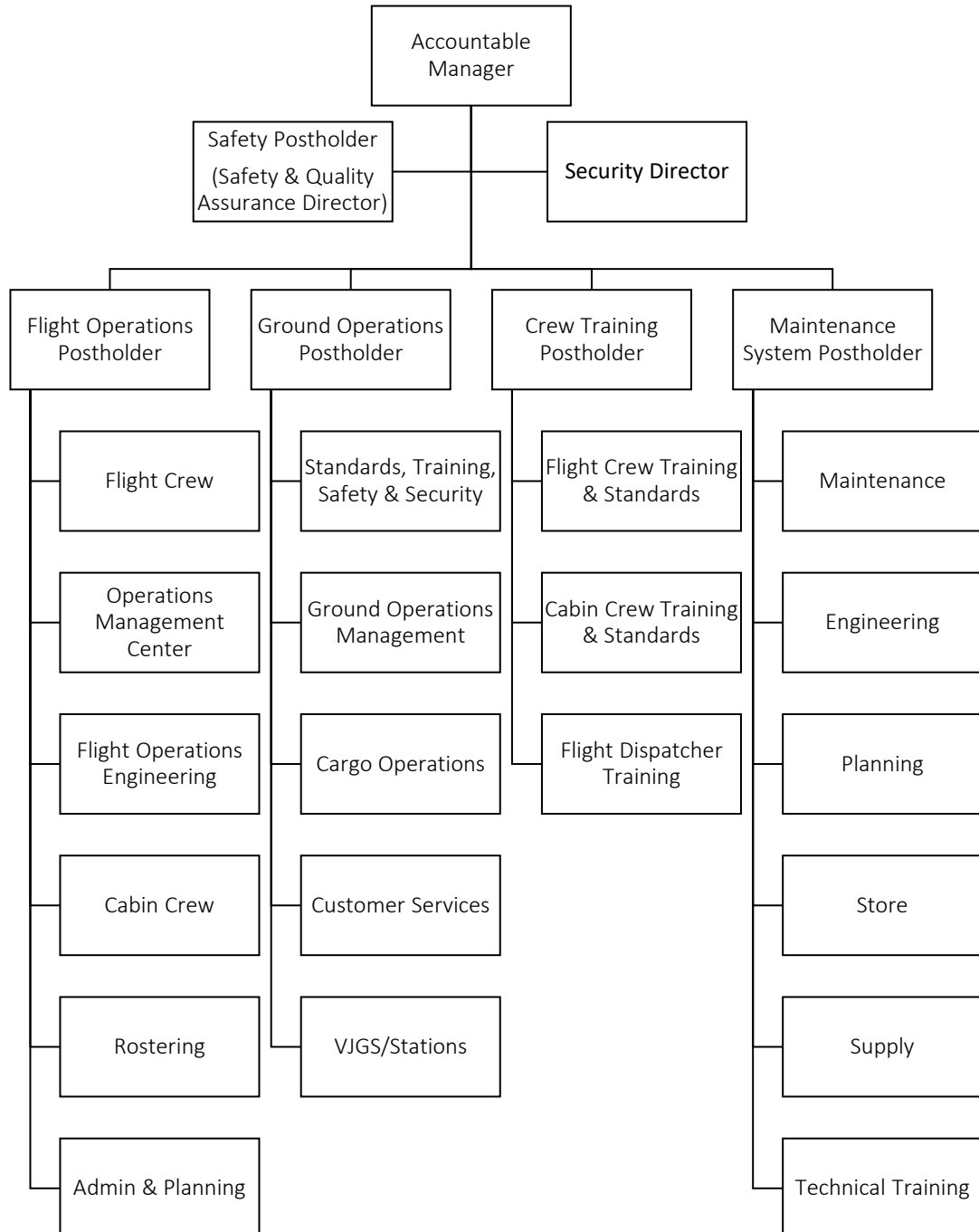
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1.1 ORGANIZATION

1.1.1 Organizational Structure

The following describes the VietJet - Air Operator Certificate organization structure:



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1.1.2 Nominated Postholders

Reference: VAR 12.060 (l) (1)(2)(3)

a) Names of nominated Postholders are as follows:

Position	Name	Business Address
Accountable manager	Mr. Dinh Viet Phuong	60 A Truong Son, Tan Binh, HCMC
Safety Postholder	Mr. Hoang Hai Trinh	60 A Truong Son, Tan Binh, HCMC
Flight Operations Postholder	Capt. Hoang Nhat Truong	60 A Truong Son, Tan Binh, HCMC
Ground Operations Postholder	Ms. Phung Thi Ngoc Thuy	60 A Truong Son, Tan Binh, HCMC
Maintenance Postholder	Mr. Nguyen Thanh Hai	60 A Truong Son, Tan Binh, HCMC
Crew Training Postholder	Capt. Robert Alan Lindsay	60 A Truong Son, Tan Binh, HCMC

b) The nominated postholders shall have proven competency in civil aviation, be available and serving in their positions during operations of the AOC holder, and have equivalent administrative positions. Anything change relating to the above positions must be reported to CAAV.

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1.2 RESPONSIBILITIES - DUTIES


1.2.1 Responsibilities of the Post Holders

- a) Have responsibility for the management and controlling all operations, maintenance and training activities at their own department to ensure the compliance with standards required by the CAAV, other related authorities, ICAO and IATA, as well as current safety and quality standards of VietJet.
- b) Have responsibility for making decisions regarding risk tolerability with respect to the safety and/or security of aircraft operations.
- c) Have responsibility for the implementation and maintenance of the safety - quality management system including quality assurance program in accordance with the safety - quality policy and objectives of VietJet and legal requirements.
- d) Have responsibility for the delegation of duty to their suitably qualified designated representatives or their deputy when being unable to perform work duties.
- e) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations. More details as being refer to the current OMA Chapter 1.

1.2.2 Responsibilities of Concerning Departments

1.2.2.1 Safety and Quality Assurance Department (SQA)

- a) Directly responsible to the Board of Management and Accountable Manager on issues related to quality management systems to maintain and improve the quality and safety in operations and aircraft maintenance in accordance with the requirements of the International Civil Aviation Organizations (ICAO), International Air Transport Association (IATA), the provisions of the Aviation Authorities, and policies of the company.
- b) SQA is composed of three (03) functional parts– Safety, Quality Assurance and Document Control Center (DCC), and headed by the SQA Director. Refer to QM Chapter 2.5 for more details.
- c) Deploy the audit and inspection plan by concerned aviation authorities of the compliance with safety quality standards and policy of VietJet in dangerous goods operations.
- d) Monitor and evaluate the compliance with the safety - quality policies, standards, regulations, procedures of VietJet in cargo operation including dangerous goods operations.
- e) Implement audits and evaluations of the compliance with safety - quality policies, standards of VietJet relating to dangerous goods operation handled by outsource service providers.
- f) Mainly responsible for handling of safety, quality reports, conducting investigation and applying measures to prevent accidents and incidents related to dangerous goods operations.
- g) Make reports for occurrences and incidents/accidents relating to dangerous goods operation to the Safety Committee and CAAV, if necessary, as regulated.
- h) Directly report to the Board of Management and Accountable Manager on the issues that may affect to safety - quality in dangerous goods operations.

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- i) Establish and maintain relationship and communication with CAAV, other aviation regulatory authorities, organizations and associations relating to safety - quality in dangerous goods operations to ensure the implementation of requirements to maintain the effectiveness of Air Operator Certificate (AOC); Certificate of IATA IOSA; the permit for dangerous goods operations of VietJet aircraft to other countries as required; and conduct all responsibilities relating to dangerous goods transportation stipulated on its regulations.
- j) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations.

1.2.2.2 Security Department


- a) Directly report to the Board of Management and Accountable Manager on the issues that may affect to ensure security in dangerous goods operations.
- b) Establish and maintain relationship and communication with CAAV, other aviation authorities, organizations and associations relating to security in dangerous goods operations.
- c) Perform all responsibilities relating to dangerous goods transportation stipulated on its organization and activity regulations. Refer to VietJet ASP for more details.

1.2.2.3 VietJet Training Center (VTC)

- a) Co-ordinate with Flight Operation Training Department to composing, modifying, updating and developing the content of the dangerous goods training program, training curriculums; lesson plans according to the regulations of CAAV, ICAO, IATA DGR and VietJet.
- b) Co-ordinate with relevant departments to establish and monitor dangerous goods training needs and training plans and submitting to appropriate person for approval.
- c) Organize and monitor dangerous goods training activities for relevant departments of VietJet and provide the dangerous goods training records.

1.2.2.4 Commercial Department


- a) Co-operate with local and foreign partners in order to ensure the execution of dangerous goods transportation plans of VietJet.
- b) Establish, manage and control the cargo sales and reservation system (including for dangerous goods).
- c) Co-ordinate with relevant departments to evaluate, select the cargo shippers and GSA (including dangerous goods).
- d) Co-ordinate with Ground Operation Service Division to prepare, negotiate the cargo agreements, evaluate the implementation of handling agreements for dangerous goods or handling agreements for cargo (including for dangerous goods).
- e) Co-ordinate with Security Department to implement the regulations about security in dangerous goods (shipped as cargo) transportations.
- f) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations.

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1.2.2.5 Ground Operations Services Division

Reference: ISM GRH 1.6.3, 1.6.6, CGO 1.6.2

- a) Main responsible for composing, modifying, updating and developing the content of the VJC Dangerous Goods Manual in complying with the regulations and standards of CAAV, ICAO, IATA DGR and VietJet; completing the relevant content as mentioned in Section 0.1 of this manual.
- b) Ensure a current edition of the IATA Dangerous Goods Regulations (DGR), the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions) or equivalent documentation is accessible at each location where passenger check-in and/or boarding operations, revenue or non-revenue cargo operations are conducted and dangerous goods are accepted.
- c) Prepare, negotiate, submit for signing dangerous goods handling agreements in airports operated by VietJet.
- d) Co-ordinate with Safety Department to identify and distribute the application of specific performance indicators or targets as if measurable specifications of dangerous goods handling agreements to external service providers that conduct outsourced operational functions.
- e) Co-ordinate with the Stations monitoring these contract or agreement is executed to ensure requirements that affect the safety and/or security of operations are being fulfilled by the service providers
- f) Establish and monitor the implementation of regulations, standards for handling assets of VietJet assumed as dangerous goods used for service of passenger and baggage containing dangerous items.
- g) Control and maintain the records and documents relating to VAR, IOSA standards - items relating to dangerous goods operation.
- h) Monitor the conditions to ensure the operation and handling of dangerous goods at the ramp.
- i) Co-ordinate with SQA to report about safety - quality, investigate and set up the solution to prevent accident/incident relating to dangerous goods operation of VietJet.
- j) Co-ordinate with Security Department to implement the regulations about security in dangerous goods (shipped as cargo) transportations.
- k) Co-ordinate with Flight Operations Training Department to update and develop the dangerous goods training program, training curriculums. Co-ordinate with VTC to organize and monitor dangerous goods training courses for whole ground and cargo personnel. Ensure their dangerous goods training records retained and updated.
- l) Support the stations in providing documents and records related to the application for the transport of dangerous goods in other countries. Announce the acceptance or suspension the transport of dangerous goods to these countries.
- m) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations. *Refer to GOM/COM for more details.*
- n) The Stations has main responsible for:
 - Manage and monitor all ground and cargo services (including dangerous goods operation) delivered by outsourcing service providers in accordance with actual

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conditions in their offices and requirements of local authority to ensure the control of ground handling operations and the management of safety and security outcomes.


- Deploy and distribute the policies, regulations and requirements of VietJet related to cargo operations (including dangerous goods) to outsourcing service providers in station; and monitor the internal distribution from the service providers.
- Implement process to monitor the outsourcing service providers to ensure dangerous goods operation requirements are full-filled.
- Support and provide for the GOS Head Office the new or timely regulations and requirements relating to safety security in transport of dangerous goods by air issued by the State or airport authority and cooperate for the proper implementation.
- Directly co-operate with airport authority and outsourcing service providers to handle or deal with emergency procedures if any.
- Make reports for occurrences and incidents/accidents relating to dangerous goods operation to SQA and GOS as regulated.
- Liaise with State or airport authority to clarify the local procedures and document requirements to complete permission application for the dangerous goods transport in any state or nation where requires a separated permit.
- To carry out all responsibilities related to dangerous goods transport as stipulated in its internal working regulations.

1.2.2.6 Flight Operations Division

- a) Main responsible for application of flight permit of dangerous goods flight. Also, supplying and updating all necessary documents and information of dangerous goods operation to flight crew, cabin crew and other flight operations departments
- b) Co-ordinate with SQA to report about safety - quality, investigate and set up the solution to prevent accident/incident relating to dangerous goods operation of VietJet.
- c) Make reports for occurrences and incidents/accidents relating to dangerous goods operation to SQA as regulated.
- d) Co-ordinate with Security Department to implement the regulations about security in dangerous goods (shipped as cargo) transportations.
- e) Co-ordinate with relevant departments to compose and contribute the regulation of inflight emergency procedures of DGM.
- f) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations. *Refer to OMA, CCM, FDM for more details.*

1.2.2.7 Flight Operations Training Department

- a) Main responsible for composing, modifying, updating and developing the content of the Dangerous Goods Training Program and training curriculums according to the regulations of CAAV, ICAO, IATA DGR and VietJet.
- b) Update and develop the content of the dangerous goods training program and training curriculums for flight operations personnel. Coordinate with VTC to organize


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and monitor dangerous goods training courses flight operations personnel. Coordinate with Flight Operations Division to ensure their dangerous goods training records retained and updated.

- c) Co-ordinate with VTC to establish and monitor dangerous goods training needs and training plans and submitting to appropriate person for approval.

1.2.2.8 Engineering Department

- a) Classify and provide cargo compartment specifications of aircraft types operated by VietJet to determine efficiency of cargo operations (including dangerous goods) and timely updating to DGM.
- b) Co-ordinate with relevant departments research and perform guidance of cargo loading system to concerned units.
- c) Ensure the accomplishment of modifications in accordance with an approved standard and, for non-mandatory modifications, the establishment of an embodiment policy.
- d) Perform the correction and replacement of any defect and/or damage affecting safe operation of cabin and/or cargo compartments/holds to ensure most efficiency of loading capacity.
- e) Ensure the operational and emergency equipment necessary for intended cargo and/or passenger flight is serviceable.
- f) Verify and audit the implementation of regulations and requirements for aircraft components, materials and spare parts regarding as dangerous goods and assets of VietJet applying for fleet operation.
- g) Ensure the provision of equipment and supplies needed for fleet operation including aircraft spare parts as containing dangerous goods in DGM.
- h) Ensure aircraft maintained and released to services as soon as accident/incident or irregularity of dangerous goods on aircraft in DGM.
- i) Co-ordinate with SQA to report about safety - quality, investigate and set up the solution to prevent accident/incident relating to dangerous goods operation of VietJet.
- j) Make reports for occurrences and incidents/accidents relating to dangerous goods operation to SQA as regulated.
- k) Co-ordinate with Security Department to implement the regulations about security in dangerous goods (shipped as cargo) transportations.
- l) Co-ordinate with Flight Operation Training Department to update and develop the dangerous goods training program, training curriculums. Co-ordinate with VTC to organize and monitor dangerous goods training courses for relevant supply and/or technical personnel. Ensure their dangerous goods training records retained and updated.
- m) Perform all responsibilities relating to dangerous goods transport as stipulated on its organization and activity regulations. *Refer to MME for more details.*

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1.2.2.9 Outsourcing Service Providers

a) General Cargo Sales Agents and Cargo Sales Agents

- Ensure a contract or agreement with VietJet is executed and performed with the application of specific performance indicators or targets that will be provided and monitored by VietJet in their own performance of those services (if applicable)
- Ensure compliance with the regulation of ICAO, IATA, CAAV and the relevant countries for the whole itinerary of shipments.
- Ensure applying and implementing related regulations, standards and processes of DGM and guidance of VietJet.

b) Ground Service Providers and Cargo Service Providers


- Ensure a contract or agreement with VietJet is executed and performed with the application of specific performance indicators or targets that will be provided and monitored by VietJet in their own performance of those services (if applicable).
- Establish, implement and control the dangerous goods acceptance and handling processes and/or coordination processes in compliance with regulations, standards and requirements of relevant regulatory authorities, ICAO, IATA and VietJet.

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CHAPTER 2
GENERAL RULES IN THE TRANSPORT OF DANGEROUS GOODS BY VJC

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2.1 VJC'S POLICY ON DANGEROUS GOODS TRANSPORT

2.1.1 Applicability and applicable regulations

Reference: VAR 18.001(a)(1)(b)(2), VAR 18.011(a)(2), VAR 18.017(a), VAR 12.043(a), VAR 10.180(c)(2)

Dangerous goods transport on any aircraft of VJC, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Vietnam, under requirements of commercial air transport, shall fully complies the following regulations:

- a) ICAO regulation on safe transport of dangerous goods by air: Annex 18 of Chicago Convention and current Technical Instructions for the Safe Transport of Dangerous Goods by Air - Doc 9284-AN/905 and their updates/amendments;
- b) Current IATA Dangerous Goods Regulations and its updates/amendments; IATA Ground Handling Manual (IGOM), IATA Cargo Handling Manual (ICHM).
- c) Law/regulations of the Socialist Republic of Vietnam: Vietnam Aviation Law; Aviation Requirements issued by Ministry of Transportation; latest regulation on dangerous goods transport issued by the CAAV and their updates/amendments;
- d) Regulations on dangerous goods transport of aviation authority of en-route States;
- e) Regulations on dangerous goods transport of other airlines which have contracts with VJC; for leased aircraft, regulations of the aircraft owner shall be applied;
- f) Flight Operation Manual of VJC on dangerous goods transport; provisions in this Dangerous Goods Manual of VJC (DGM); other relating regulations and their updates/amendments;

In case the above regulations have different provisions, the more restricted provisions shall be applied.

2.1.2 Full Compliance Required

Reference: VAR 18.001(c)(d); VAR 18.017(a)(b)(c)

- a) VJC, shipper or other organizations shall be in full compliance with the requirements of regulations in section 2.1.1 this manual when performing functions involving the safe transport of dangerous goods by air.
- b) Each person performing functions involving the safe transport of dangerous goods by air of VJC, shipper or other organizations is subject to the administrative and enforcement penalties for failure to comply with the regulations in section 2.1.1 this manual.
- c) Each person performing functions involving the safe transport of dangerous goods by air of VJC, shipper or other organizations having been identified as failing to comply with the TI, DGR or Annex 18 of Chicago Convention by the civil aviation authorities of another State shall be subject to administrative and enforcement penalties of Vietnam regardless of the action taken by the other States.
- d) The compliance with regulations in section 2.1.1 this manual applies to all dangerous goods carried as cargo, mail, baggage, etc. in cargo compartment, passenger cabin.
- e) The compliance with regulations in section 2.1.1 this manual applies to all organization and individuals involved in the process of shipping dangerous goods on VJC's flight, including all persons performing duties required by these regulations.

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2.2 APPLY FOR DANGEROUS GOODS APPROVAL/ PERMIT

Reference: VAR 18.011(a)(1)(2); VAR 18.011(b); VAR 18.013(a)(b); VAR 18.045(a); VAR 10.180(c)(1); VAR12.043(c)

2.2.1 General requirement

VJC, shipper or other organization may not perform functions involving the safe transportation of dangerous goods by air unless it has demonstrated the capability to perform that function to the satisfaction of the CAAV and have been issued the required approval(s) authorizing those functions.

VJC, shipper or other organizations shall ensure to take all process and procedure to be granted AOC as specified in Part 12 Aviation Requirements, in order to demonstrate full compliance with the applicable requirements of Part 18 Aviation Requirements prior to certification and approval to perform functions involving the transport of dangerous goods by air.


2.2.2 Apply for Dangerous Goods Approval/Permit in Vietnam

Dangerous goods transport of VJC shall be approved by the CAAV. Responsibilities in applying for dangerous goods approval is specified in chapter 1 this manual.

2.2.3 Apply for Dangerous Goods Approval/Permit in other States

Some States require specific dangerous goods permit beside AOC. Responsibilities in applying for dangerous goods approval is specified in chapter 1 this manual.

Restriction of transport dangerous goods to/from country/airport mentioned in item 2.5.9 and Appendix 01 this manual.

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2.3 SURVEILLANCE

Reference: VAR 18.015; VAR 18.045(o)

VJC, shipper or other organizations who approved by the CAAV to perform functions involving the safe transport of dangerous goods by air and is subject to the on-going safety oversight inspection program of the CAAV during the performance of those functions.

VJC, shipper or other organizations shall grant the CAAV free and uninterrupted access to the facilities, aircraft and other areas where these functions are being performed for the purpose of:

- a) Inspecting of dangerous goods consignment prepared, offered, accepted or transported by these entities;
- b) Inspecting the procedures and practices;
- c) Inspecting the required records that must be maintained;
- d) Investigating incidents and alleged violations; and
- e) Other safety oversight functions relating to transport of dangerous goods.

VJC itself assesses the compliance in transporting dangerous goods at its departments, service providers and partners of VJC, etc. Detailed program is provided in Audit Program.

Comply to Regulations of Prohibited items in the aircraft's passenger cabin, cargo compartment (hold) and in security restricted areas.

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2.4 DANGEROUS GOODS CLASSIFICATION

Dangerous goods transported by air are classified into 9 classes and divisions in accordance with the TI and DGR:

- **Class 1 - Explosives**
 - Division 1.1 - Articles and substances having a mass explosion hazard
 - Division 1.2 - Articles and substances having a projection hazard but not a mass explosion hazard
 - Division 1.3 - Articles and substances having a fire hazard, a minor blast hazard and/or a minor projection hazard but not a mass explosion hazard
 - Division 1.4 - Articles and substances presenting no significant hazard
 - Division 1.5 - Very insensitive substances having a mass explosion hazard
 - Division 1.6 - Extremely insensitive articles which do not have a mass explosion hazard
- **Class 2 - Gases**
 - Division 2.1 - Flammable gas
 - Division 2.2 - Non-flammable, non-toxic gas
 - Division 2.3 - Toxic gas
- **Class 3 - Flammable liquids**
- **Class 4 - Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, in contact with Water, Emit Flammable Gases**
 - Division 4.1 - Flammable solids, self-reactive substances and solid desensitized explosives
 - Division 4.2 - Substances liable to spontaneous combustion
 - Division 4.3 - Substances which, in contact with water, emit flammable gases
- **Class 5 - Oxidizing Substances and Organic Peroxides**
 - Division 5.1 - Oxidizer
 - Division 5.2 - Organic Peroxides
- **Class 6 - Toxic and Infectious Substances**
 - Division 6.1 - Toxic substances
 - Division 6.2 - Infectious substances
- **Class 7 - Radioactive Material**
- **Class 8 - Corrosives**
- **Class 9 - Miscellaneous Dangerous Goods Substances and Articles, including Environmentally Hazardous Substances**

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2.5 LIMITATIONS AND APPLICABILITIES

2.5.1 Forbidden Dangerous Goods

Reference: VAR 18.007

VJC **shall NOT** transport the following dangerous goods under any circumstances unless exempted as specified in section 2.5.3 this manual:

- a) Articles and substances that are specifically identified by name or by generic description in the TI, DGR as being forbidden for transport by air under any circumstances;
- b) Articles and substances that are specifically identified by name or by generic description in the TI, DGR as being forbidden for transport by air under normal circumstances or infected live animal;
- c) Articles and substances that are classified as dangerous goods excepted in compliance with regulations in section 2.1.1 and the detailed specifications and procedures provided in the TI, DGR;
- d) With respect to any goods which employees of VJC or handling agents know or ought to know or suspect to be dangerous goods, that employee shall not, without determining and complying with the restrictions regarding carriage by air:
 - 1) Take or cause it to be taken onboard;
 - 2) Suspend or cause it to be suspended beneath; or
 - 3) Deliver or cause it to be delivered for load or suspend beneath an aircraft.
- e) Dangerous goods that VJC does not accept for carriage as specified in sections 2.5.4, 2.5.6, 2.5.7, 2.5.8 this manual.

2.5.2 Exceptions

Reference: VAR 18.023; VAR 18.025; VAR 18.027(a)(b)(c).

Except for information provided to VJC's employees, the provisions of the TI, DGR do not apply to dangerous goods carried by an aircraft where the dangerous are:

- a) Dangerous goods classified in the TI, DGR provided that the dangerous goods do not exceed the appropriate quantity limitations specified therein and such other conditions as are specified therein are complied with.
- b) Dangerous goods carried by passengers or crew members in compliance with the provisions of the TI, DGR and as specified in **Chapter 4. Dangerous goods carried by passenger or crew** this manual.
- c) Dangerous goods which are required to be aboard the aircraft:
 - 1) In accordance with the pertinent airworthiness requirements and operation regulations; or
 - 2) For those specialized purposes identified in the TI, DGR;
- d) Dangerous goods provided they are:
 - 1) Carried as catering or cabin service supplies;
 - 2) Carried for use in flight as veterinary aid or as a humane killer for animal. VJC does not carry animal;
 - 3) Carried for use in flight for medical aid for a patient, provided that:

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- i. Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas - VJC does not carry gas cylinder;
- ii. Drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft;
- iii. Equipment containing wet cell batteries is kept and, when necessary secured, in an upright position to prevent spillage of the electrolyte - VJC does not carry wet cell battery; and
- iv. Proper provision is made to stow and secure all the equipment during take-off and landing and at all times when deemed necessary by the pilot-in-command in the interest of safety.

Where articles or substances intended as replacements for those described in items c) and d) of this section or which have been removed or the replacement are carried on an aircraft, they shall be transported in accordance with the provisions of regulations in section 2.1.1 this manual.

2.5.3 Exemptions

Reference: VAR 18.030, VAR 18.033

- a) VJC shall not transport on an aircraft the dangerous goods listed in item b) and b) of section 2.5.1 unless exempted by the States concerned in accordance with the provisions of the TI, DGR and under an approval issued by the State of Origin.
- b) In cases of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the CAAV and other States concerned may grant exemptions from the provisions of ICAO Annex 18 provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided by the requirements of Part 18 Aviation Requirements and ICAO Annex 18.
- c) For the purpose of exemption, "States concerned" shall be Vietnam, the State of Origin, Transit, Overflight and Destination.

2.5.4 Dangerous Goods carried by Passengers or Crew members

Reference: VAR 18.025

VJC shall **NOT** transport dangerous goods carried by passengers or crew members unless in compliance with the provisions of the TI, DGR and as specified in **Chapter 4. Dangerous goods carried by passenger or crew** this manual.

2.5.5 Dangerous Goods in VJC's Property

The provisions of the TI, DGR do not apply to dangerous goods in VJC's property as follow:

- a) Aircraft equipment which is required to be aboard the aircraft in accordance with pertinent airworthiness requirements and operation regulations or that are authorized by the CAAV to meet special requirements: life-jackets, evacuation slide, oxygen generators, extinguishers, etc.
- b) Consumer goods such as aerosols, alcoholic beverages, perfumes, etc carried aboard an aircraft for use or sale during the flight;

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- c) Carbon dioxide, solid (Dry ice) for use in food or beverage service aboard the aircraft;
- d) Battery-Powered Electronic Equipment such as information managed devices of crew member, personal entertainment devices, credit card readers containing lithium metal or lithium ion cells or batteries and spare lithium batteries for such devices. Spare lithium batteries must be individually protected to prevent short circuits when not in use.

2.5.6 Transport Dangerous Goods by Post

Reference: VAR 18.113(d)

VJC shall **NOT** accept for carriage dangerous goods by post except for the below followings under provisions of the TI, DGR and through the designated postal operators. Designated postal operator must have the procedure for controlling the introduction of dangerous goods in mail into air transport are subject to review and approval by the civil aviation authority of state where the mail is accepted.

VJC only accepts below dangerous goods by post when it meets requirements in DGR 2.4.4 and this sub-section:

- a) Lithium ion batteries contained in equipment UN3481 meeting the provisions of Section II of Packing Instruction 967. No more than four (4) cells or two (2) batteries may be mailed in any single package;
- b) Lithium metal batteries contained in equipment UN3091 meeting the provisions of Section II of Packing Instruction 970. No more than four (4) cells or two (2) batteries may be mailed in any single package.

2.5.7 Dangerous Goods in Excepted Quantities

VJC shall **NOT** accept for carriage dangerous goods in excepted quantities under provisions of the TI, DGR, except for radioactive materials in empty packaging (UN2908- Radioactive material, excepted package-empty packaging; UN2911- Radioactive material, excepted package-instruments).

2.5.8 Other Limitations

VJC shall **NOT** accept for carriage dangerous goods as classified in the TI, DGR as following:

- a) Dangerous goods of Packing Group I;
- b) Class 1 - Explosives; including explosives in baggage as regulated in DGR 2.3;
- c) Division 2.1 - Flammable gases and Division 2.3 -Toxic gases (except Company Material Aircraft Parts and supplies);
- d) Division 4.3 - Substances which, in contact with water, emit flammable gases
- e) Class 7 - Radioactive Material, except below radioactive material which met below requirements:
 - intended for use in medical research or medical diagnosis and treatment; and
 - approved by Vietnam's Authority (assigned in DGR Appendix D2) for import, transit Vietnam by air transport.
 - 1) UN 2908 Radioactive Material, excepted package - empty packaging;
 - 2) UN 2911 Radioactive Material excepted package - instruments; and

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- 3) Radioactive Material in Type A package with Transport Index not exceeding 3.0 each package.
- f) Class 8 - UN2794 Batteries, wet, filled with acid will not accept for carriage, except shipment requested by VJC Technical Department for VJC's aircraft repair, maintenance.
- g) Class 9 – Yeast Active; Polymeric Beads, expandable.
- h) Lithium battery: damaged or be returned to the manufacturer.
- i) Electric devices contain damaged Lithium battery or electric devices contain Lithium battery which is listed to be returned to the manufacturer.
- j) Below articles (according to the notice of CAAV 4747/TB-CHK dated 29th Oct 2019:
- 1) All Galaxy Note 7 (manufacturer: Samsung)
 - 2) Macbook Pro 15 inch is produced and consumed from September 2015 to February 2017 (manufacturer: Apple Inc). Serial number could be checked on Apple's website <http://support.apple.com/15-inch-macbook-pro-battery-recall> and follow Apple's instruction to identify which Macbook Pro 15 inch is affected.

Above restriction is not applied for electric devices contain damaged Lithium battery, but such damaged lithium battery is changed by the manufacturer and is not in the list to be returned to the manufacturer.

2.5.9 Restriction transport dangerous goods to from State/airport

Some states require the carrier has a specific permission for transport dangerous goods to/from airports in China, Hong Kong, Singapore, Malaysia, Indonesia, Myanmar, Cambodia and some airport in Vietnam have not met requirements in handling dangerous goods (refer to the List of States/Airport when accepting DG in Appendix 01 of this manual).

The notice about validity of permission is advised to VJC stations.

VJC stations inform to relating departments of VJC and inform to CHA.

Reservation office, CHA must check the validity of permit for transport dangerous goods to/from those airports in the updated notice before confirming booking whole itinerary, acceptance/handling for flight to/from those airports.

2.5.10 Transport Limits

2.5.10.1 Aircraft Limits

VJC can accept for carriage dangerous goods on aircrafts equipped with ULDs or bulk loading" (For VJ Bulk loading aircraft)

Aircrafts acceptable for carriage dangerous goods as listed in Appendix 02 this manual.

2.5.10.2 Limits and requirements with some Dangerous Goods

a) Explosives

VJC does not accept explosives

b) Magnetized material

Only accept for carriage magnetized materials as classified in the TI, DGR with field strengths causing a compass deflection of more than 2 degrees at a distance of 2.1m but not more than 2 degrees at a distance of 4.6 m (equivalent to 0.418 A/m or

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0.00525 Gauss measured at a distance of 4.6m) and the total net weight of above magnetized materials is not over 2,000 kgs each flight.

c) Dry Ice

Aircraft type	Cargo Hold	Volume (cu. Feet)	Ventilation	Maximum of Dry Ice (Kgs)	Packing condition
A320-200	AFT/BULK	1008	YES	250 500	For a small package of 2.25 kg For a large package of 45 kg
A321-200	AFT/BULK	1181	YES	252 504	For a small package of 2.25 kg For a large package of 45 kg
A330	AFT/BULK		YES	50	For a small package of 2.25 kg For a large package of 45 kg

FWD: forward hold (compartment 1,2);

AFT: after hold (compartment 3, 4);

BULK: loose (compartment 5).

Note: Maximum of Dry Ice is applicable to the aircraft cargo compartment equipped with ventilation system (see Appendix).

d) Motorcycles: only accept for carriage when:


- 1) Fuel tank is completely empty of fuel;
- 2) Wet batteries must be removed from motorcycle and packed separately, refer and comply with 2.5.8 this manual if it is UN2794;
- 3) Exposed terminals of dry batteries must be disconnected and protected;
- 4) The tires are deflated.

e) Engine, machinery and vehicle which are used or tested and assigned as UN3528, UN3529, UN3530, UN3166 can be treated as non-DG according to Special Provision A70 DGR if the shipper provide valid cleaning certificate.

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2.6 DANGEROUS GOODS CARRIED BY OTHER AIRLINES

- a) Dangerous goods consignments belong to VJC carried by other airlines shall be in compliance with regulations in section 2.1.1 this manual and regulations of carrying airlines.
- b) Dangerous goods consignments belong to other airlines carried by VJC shall be in compliance with regulations in section 2.1.1 this manual.

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2.7 DANGEROUS GOODS IN CONSOLIDATIONS

VJC shall not accept for carriage dangerous goods under provisions of the TI, DGR in consolidations except for:

- a) Consolidations of Lithium ion/metal batteries packed with/contained in equipment (UN3481, UN3091) meeting the provisions of Section II of Packing Instructions 966, 967, 969, 970. Packages containing Lithium batteries must be packed separately and meet the requirements of packing instructions specified in the TI, DGR.
- b) Consolidations having one MAWB with one HAWB;
- c) Consolidations having multi HAWB containing ID 8000;
- d) Consolidations having multi HAWB containing Dry ice (UN1845) used as a refrigerant for other cargo which are not dangerous goods.

All packages shall meet the requirements of packing instructions specified in the TI, DGR.

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2.8 HIDDEN DANGEROUS GOODS

It is not easy to identify dangerous goods. Cargo declared under a general description may contain hazardous articles or substances that are not apparent. Staffs on duty shall be always vigilant and take precaution to the hidden hazard. It shall be ensured that no person may load packages containing dangerous goods aboard an aircraft unless the hazard has been identified in advance.

Cargo acceptance and passenger check-in staffs shall be adequately trained as specified in section 2.9.1 this manual to assist them to identify and detect dangerous goods presented as general cargo.

Cargo acceptance and passenger check-in staffs shall be provided with information of hidden dangerous goods and this information, as appropriate, must be readily available to such staffs on:

- a) General descriptions that are often used for items which may contain dangerous goods (DGR 2.2);
- b) Other indications that dangerous goods may be present (instructed below)

Notes:

- Shipper/passengers may not know that their shipment/baggage contain dangerous goods which must be in compliance with dangerous goods regulations, so that passenger check-in staff/acceptance staff must seek information from shipper/passenger to clarify the contents of any items where there are suspicions that it may contain dangerous goods.
- For any shipment/baggage containing articles or substances which are dangerous goods and also violate security regulations (bullets, grenades...), the staff who discover shall co-ordinate with relating authorized departments and settle in accordance with regulations of State's authorities and VJC.
- Any acts of un-declared/mis-declared dangerous goods in cargo must be settled in accordance with regulations of State's authorities and VJC.

Some indications to assist in detecting hidden dangerous goods

There are some examples of articles or substances which may contain dangerous goods:

- 1) Packages which have frost covered or the surfaces are very cold may contain dry ice;
- 2) Aerosols may be identified by clanking sound (of iron ball);
- 3) Packages which generate smoke or fumes;
- 4) Used packages with hazard labels and markings, GHS labels;
- 5) Packages with pictures of chain saws, lawn mowers, camping stoves or lanterns, generators, etc. may contains used contents and have fuel residue;
- 6) Exposed wires from packages is a sign of threat;
- 7) Packages making noises (hissing, whistling, ticking, vibrating noise, etc.)

Articles or substances may be not dangerous goods as specified in the TI, DGR but can cause difficulty in cleaning or corrosion of an aircraft structure when leak, so packages which containing these articles or substances must be inspected before stow aboard to ensure there is no leakage during transporting.

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2.9 DANGEROUS GOODS TRAINING

Reference: ISM GRH 2.1.1, 2.2.1, CGO 2.1.1, 2.2.1

This section to ensure personnel that perform operational duties in functions within the scope of ground handling operations, cargo (revenue or non-revenue) operations for VJC, to include personnel of external service providers, complete:

- Initial training prior to being assigned to perform such operational duties;
- Recurrent training in dangerous goods as specified in ISM GRH 2.2.1 or GRH 2.2.2; CGO 2.2.1, CGO 2.2.2 or CGO 2.2.3
- Re-qualification training applicable to personnel that become unqualified for any reason, prior to being reassigned to perform operational duties.

Besides, such training shall be completed by personnel that perform operational duties in the following functions within the scope of ground handling operations:

- Passenger handling;
- Baggage handling;
- Aircraft loading;
- Load control

2.9.1 Personnel

Reference: VAR 14.043; VAR 14.120; VAR 14.123; VAR 14.125; VAR 18.073

- a) VJC, shipper and service providers who involve in the process of dangerous goods transport by VietJet shall, as provided in the Technical Instructions:
 - Establish initial and continuation (recurrent) training programs for all personnel who involve in the process of dangerous goods transport.
 - Maintain and update these training programs; and
 - Have these programs approved by the CAAV prior to the conduct of this training.
- b) Recurrent training shall be provided within 24 months of previous training to ensure knowledge is current. For flight crew and cabin crew, recurrent training shall be provided within 12 months.
- c) If recurrent training is completed within the final 03 months of validity of previous training, the period of validity extends from the month on which the current training was completed until 24 months from the expiry month of that previous training.
- d) In case learners cannot follow training program in the below table, other equivalent training program with sufficient mandatory contents in accordance with table 1.5.A of IATA DGR can be applied to them.

No.	Personnel	Units	Category
1.	- Shippers and persons undertaking the responsibilities of shippers; including VietJet's staff acting as shippers, preparing dangerous goods as Company Materials (COMAT)	Shipper	1
2.	- Packers.	Packers	2

No.	Personnel	Units	Category
3.	- Staff of freight forwarders involved in processing dangerous goods.	Freight forwarders	3
4.	- Staff of freight forwarders involved in the cargo or mail processes (other than dangerous goods).	Freight forwarders	4
5.	- Staff of freight forwarders involved in the handling, storage and loading of cargo or mail.	Freight forwarders	5
6.	- Quality control or standards personnel - Cargo operation personnel	VJC GO (HDQ)	6
7.	Supervision of DG acceptance at domestic DG stations (see Chapter 9 - DGM): - VJC Station Manager or Line managers, - VJC GO team leader.	VJC domestic DG stations	
8.	Supervision of DG acceptance at oversea DG stations (see Chapter 9 - DGM): - VJC Station Manager or Line managers, - VJC GO duty officer.	VJC oversea DG stations	
9.	DG Acceptance: - Line managers, - DG Acceptance personnel.	GHA CHA	7
10.	Supervision of acceptance general cargo (other than DG) at domestic and oversea DG stations (see Chapter 9 - DGM): - Line managers, - Acceptance personnel,	VJC domestic and oversea DG stations	
11.	Supervision of acceptance general cargo (other than DG): - Managers, - Supervisors, - Acceptance personnel,	GHA CHA	
12.	VietJet and ground handling agent's staff involving handling, storage, and loading mail or cargo and baggage: - Ramp handling personnel (GSE operators, aircraft loading) - Baggage handling personnel (sorting, documentation) - Warehouse personnel (handling mail or cargo)	VJGS GHA CHA	8

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No.	Personnel	Units	Category
13.	Passenger Service Handling personnel: - Duty manager, Supervisor - Passenger handling personnel	VJGS GHA	9
14.	- Flight crew members	FCD	10
15.	- Managers, deputy managers, duty managers and duty officers of flight operation control and supervision; flight dispatchers	Operation Management Center (OMC)	
16.	Supervision of ground services at domestic and oversea non-DG stations (see Chapter 9, DGM): - Line managers: Passenger, Baggage, Ramp - Supervising personnel: Passenger, Baggage, Ramp	VJC domestic and oversea non-DG stations	
17.	Management Team at Department, Group, Shift who is in-charge: - Weight & Balance; Ramp; Flight Coordinator - Ground Control Center	VJGS GHA	
18.	- Safety, Security and QA auditors, lead auditors	SSQA	
19.	Cargo - Commercial personnel – people who involve to cargo function, such as but not limited to: - Line managers, - Cargo reservation personnel,	VietJet Air Cargo VJC Commercial Dept.	
20.	- Cabin crew members and other staff on duty (other than flight crew members).	CCD	11
21.	- Security screening personnel	GHA/CHA/ Regulated Agents at Stations	12

2.9.2 Training Program

Reference: VAR 18.073, VAR 12.043(c)(1), VAR 18.045(n), ISM CGO 2.1.2, 2.2.1, 2.2.3

- a) The training program is used in the professional training of goods for officers, professionals, employees of units of VietJet and outside partner companies. At the same time, the training program is also used as a common standard in the evaluation of freight forwarders, cargo service companies, ground serving companies and companies that are partners of VietJet Aviation Joint Stock Company.

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- b) Dangerous goods training program is approved by CAAV and issued in English.
- c) Dangerous goods training program is reviewed to be corrected and updated within 12 months or at any time in accordance with changes in dangerous goods regulations of ICAO, IATA, CAAV or changes in requirements from relevant department or actual operation of VJC's units.
- d) Flight Operations Training Department coordinate with the relevant departments are responsible for compiling, amending and updating the Dangerous goods training program with the contents relating to dangerous goods carried as cargo and mail.
- e) The curriculum for dangerous goods training for ground handling, cargo operations personnel will vary depending on specific responsibilities and duty function(s), but will typically address the following subject areas:
- General philosophy;
 - Limitations;
 - General requirements for shippers (cargo operations personnel)
 - Classification;
 - List of dangerous goods;
 - Labeling and marking;
 - General packing requirements (cargo operations personnel)
 - Packing instructions (cargo operations personnel)
 - Shipper's declaration and other relevant documentation (cargo operations personnel)
 - Acceptance procedures (cargo operations personnel)
 - Recognition of undeclared dangerous goods;
 - Storage and loading procedures;
 - Flight crew notification;
 - Provisions for passengers and crew;
 - Emergency procedures.
- f) Training programs completed by cargo operations personnel in accordance with CGO 2.1.1 provide the knowledge necessary to perform duties, execute procedures and operate the equipment associated with specific cargo functions and responsibilities. Such programs shall include:
- Familiarization training on applicable regulations;
 - In-depth training on requirements, including policies, procedures and operating practices;
 - Training in human factors principles;
 - Safety training on associated operational hazards

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2.9.3 Training Contents

As specified in the Dangerous goods training programme of VJC.

2.9.4 Instructors

As specified in the Dangerous goods training programme of VJC.

2.9.5 Training Facilities

As specified in the Dangerous goods training programme of VJC.

2.9.6 Examination and evaluation


As specified in the Dangerous goods training programme of VJC.

2.9.7 Certificates

VJC accept dangerous goods certificates issued by IATA authorized training centers and accredited training schools, VJC and training providers approved by CAAV and other State's authorities.

2.9.8 Record of Training

- a) All relating departments of VJC and training providers shall follow training record regulations as specified in the TI, DGR 1.5.5, VAR 12.083, AC 18-003 Aviation Requirements, VJC training regulation. The training records must include:
 - The student's name;
 - Date of the training;
 - Description of, copy of or reference to training materials used to meet the training requirements;
 - The name and address of the organization giving the training; and
 - Evidence which shows that a test has been completed satisfactorily.
- b) Training records are kept for at least 36 months from the time of completing the latest training and 24 months from the time employees leave the company.
- c) The training center shall keep a copy of the certificate, diploma or practicing certificate in the training file of each unit and in the personal file.

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2.10 PROVISION OF DANGEROUS GOODS INFORMATION

2.10.1 General requirements

Reference: ISM GRH 3.3.7

- a) All departments, stations and outsourcing service providers of VJC shall ensure a current DGR, DGM and their updates/amendments; official documentation relating to dangerous goods of VJC is accessible at each location where dangerous goods operation are conducted.
- b) Information of dangerous goods carried on board shall be provided to all relevant personnel and authorities as regulated.
- c) A legible copy of the dangerous goods information is provided to the PIC in accordance with GRH 3.3.4:
 - Is retained on the ground;
 - Includes an indication that the PIC has received the information

2.10.2 Information to Ground Staff and Other Persons

Reference: VAR 18.143, VAR 18.150

- a) VJC shall ensure to provide adequate dangerous goods training, manuals, documents and instructions to all staffs as will enable them to carry out their responsibilities with regard to the transport of dangerous goods.
- b) DGM shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods as specified in **Chapter 6. Emergency and Occurrence response procedure** this manual.
- c) DGM and other instructions of VJC shall also be provided to the handling agents.

2.10.3 Information to Passengers


Reference: VAR 18.145

VJC shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting aboard an aircraft.

(See details in sup-chapter 4.3 this manual)

VJC must inform passengers about dangerous goods that passengers are forbidden to transport aboard an aircraft. The notification system must be described in VJC's operations manual and/or other appropriate manuals. If the ticket purchase and/or boarding pass issuance can be completed by a passenger without the involvement of another person, the notification system must include an acknowledgement by the passenger that he or she has been presented with the information. The information must be provided to passengers:

- a) at the point of ticket purchase (via website: www.vietjetair.com or ticketing dest at the airport); or,
- b) to passengers prior to boarding pass issuance (check-in counter, kiosk/web check-in); and
- c) prior to boarding the aircraft (boarding gate).

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Note: The information may be provided in text or pictorial form, electronically, or verbally, as described in the VJC's manuals.

Refer to the current IATA DGR Table 2.3A for Provisions for Dangerous Goods Carried by Passengers or Crew.

2.10.4 Information to Personnel at Acceptance Point


Reference: VAR 18.147

- a) VJC shall ensure that appropriate documents such as IATA DGR, VJC DGM, Technical Instructions and notices are provided at acceptance points and all personnel know about dangerous goods which can accept on board an aircraft of VJC.
- b) VJC shall ensure that notices giving information about the transport of dangerous goods are sufficient in number, prominently and provided at a visible location(s) at the cargo acceptance points to alert shippers about any dangerous goods that maybe contained in their cargo consignment. These notices shall provide visual examples of dangerous goods, including batteries. Instructions and telephones in emergency shall be provided at acceptance points in the events of incident or accident.
- c) With the aim of preventing dangerous goods, which a passenger is not permitted to have, from being taken aboard an aircraft in excess baggage consigned as cargo, VJC personnel and GHA personnel who is authorized for accepting excess baggage consigned as cargo should seek confirmation from the passenger, or a person acting on behalf of the passenger, that the excess baggage does not contain dangerous goods that are not permitted and seek further confirmation about the contents of any item where there are suspicions that it may contain dangerous goods that are not permitted. This shall be applied to Lost and Found process, Offload Baggage at Gate process stated in Chapter 3 – VJC Ground Operations Manual (GOM).

2.10.5 Information to the Pilot-in-command

Reference: VAR 18.153, ISM GRH 3.3.1, 3.3.4, 3.3.7, CGO 3.2.3

- a) CHA issues NOTOC as regulated in the TI and DGR, and then transfer to GHA to provide information of dangerous goods to the Pilot-in-command and provide personnel with responsibilities for operational control of the aircraft (e.g. the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations) with the same information that is required to be provided to the pilot-in-command (e.g. a copy of the written information provided to the pilot-in-command) not late than 30 minutes before estimated time of departure and as regulated in item 3.5.2.3.2 this manual.
- b) GHA shall provide information of dangerous goods stowed on board an aircraft to operation centers and as regulated in item 3.5.2.3.3 this manual. In case the dangerous goods consignments which do not require DGD, the information of the consignments must be available to the Pilot-in-command and can be provided by any other documents.
- c) NOTOC is the mean to provide the pilot-in-command (PIC), as soon as practicable prior to departure of the aircraft, with accurate and legible written information pertaining to dangerous goods on board the aircraft to be transported as cargo. Such notification shall include the following:
 - i. If applicable, Air Waybill number;

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- ii. Proper shipping name and/or UN/ID number;
- iii. Class or division, and subsidiary risk(s) corresponding to the label(s) applied, and for Class 1, the compatibility group;
- iv. If applicable, packing group;
- v. For non-radioactive material, number of packages, exact loading location and, as required, net quantity or, if applicable, gross weight of each package, except:
 - For *UN 1845: carbon dioxide, solid (dry ice)*, UN number, proper shipping name, classification, total quantity in each aircraft hold and offload airport;
 - For UN 3480 (Lithium ion batteries) and UN 3090 (lithium metal batteries), only the UN number, proper shipping name, class, total quantity at each loading location, and whether the package must be carried on a cargo only aircraft need be provided. UN 3480 (Lithium ion batteries) and UN 3090 (lithium metal batteries) carried under a State exemption must meet all of the requirements of iv) and v).
- d) And, VJC Duty Officer shall monitor to ensure that the completed Dangerous Goods Acceptance Checklist and shipper documentation, to include, if required, the Shipper's Declaration for Dangerous Goods, and the information provided to the pilot-in-command (PIC):
 - i. are retained on the ground for a minimum period of three months after the flight on which the dangerous goods were transported.
 - ii. Includes an indication that the PIC has received the information
- e) For radioactive material, number and category of packages, overpacks or freight containers, exact loading location and, as applicable, transport index for each package;
- f) Any restriction for transport on cargo aircraft only;
- g) Offload airport;
- h) If applicable, dangerous goods transported under a state exemption;
- i) An indication that aircraft loading personnel observed no evidence of damage to or leakage from packages, or leakage from trolley, loaded onto the aircraft.

2.10.6 Information from Pilot-in-command to Aerodrome Authorities

Reference: VAR 18.155


If an in-flight emergency occurs, the Pilot-in-command shall, 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 in the TI, DGR and sub-chapter 6.1 this manual.

2.10.7 Information in the Event of an Aircraft Incident or Accident

Reference: VAR 18.157(a)

In an event of aircraft incident or accident, the Pilot-in-command shall immediately inform OMC and SSQA shall immediately:


- a) Inform the appropriate authorities of the State in which this event occurred of any dangerous goods carried as shown on the NOTOC;

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- b) Provide any information known about dangerous goods carried aboard and any relevant information to minimize the hazards created by any dangerous goods carried to the emergency services responding to the event; and
- c) Inform the CAAV of the event.

Relating units and persons shall comply all regulations in action on an aircraft emergency.

*(See detail in **Chapter 6 of Emergency and Occurrence Response Procedures** and **Chapter 7. Reporting** this manual).*

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CHAPTER 3
DANGEROUS GOODS CARRIED AS CARGO

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3.1 RESPONSIBILITIES

3.1.1 VJC's Responsibilities

Reference: VAR 18.040, VAR 18.045, VAR 12.043(c)(2), VAR 18.057, VAR 18.060, VAR 12.043(d), ISM CGO 3.2.1, 3.2.2; GRH 3.4.11

- a) VJC shall not transport dangerous goods subject to the applicability of regulations in section 2.1.1 this manual unless approved to do so by the CAAV.
- b) VJC shall ensure that its personnel conform to the requirements of regulations in section 2.1.1 this manual in the performance of their duties and responsibilities on all occasions.

The Pilot-in-command and other crew members shall only perform their duties and responsibilities associated with dangerous goods if they conform to the requirements of regulations in section 2.1.1 this manual and complete the applicable initial and continuation dangerous goods training program.

- c) On all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Vietnam, VJC shall ensure its personnel have reviewed and are in compliance with the appropriate variations noted by ICAO, IATA contracting states contained in the TI, DGR.
 - d) VJC shall ensure that each employee completes all applicable dangerous goods training requirements (initial and recurrent) and their training records are updated prior to their performance of tasks associated with transport of dangerous goods by air.
 - e) To ensure proper completion of their assigned tasks, VJC shall provide employees with all necessary:
 - 1) Dangerous goods operation manual approved by the CAAV;
 - 2) Reference documents;
 - 3) Shipping documents; and
 - 4) Packaging, labelling and marking supplies.
 - f) VJC shall not accept dangerous goods for transport by air unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the TI, DGR indicate that such a document is not required.
 - g) VJC shall not accept dangerous goods for transport by air unless the package, overpack or container containing dangerous goods has been inspected in accordance with the acceptance procedure contained in section 3.4 this manual.
 - h) VJC shall develop and ensure the use of dangerous goods acceptance checklist as an aid to comply with the requirements of regulations in section 2.1.1 this manual, except where the regulations indicate that checklist is not required.
- VJC's acceptance checklist complies completely with checklist sample in the DGR.
- The Dangerous Goods Acceptance Checklist that:
 - 1) Reflects applicable requirements contained in the current DGR;
 - 2) Once completed, contains information that identifies the person(s) that performed the acceptance check

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- The use of this checklist to verify:
 - 1) Package(s), overpack(s) or freight containers, as applicable, are correctly marked and labeled;
 - 2) The Shipper's Declaration for Dangerous Goods, if required, or other documentation complies with the requirements of the current edition of the DGR
- i) VJC shall not allow the loading, stowing and securing of dangerous goods subject to Part 18 and the TI, DGR on the aircraft except in accordance with the dangerous goods manual approved by the CAAV.
- j) VJC shall ensure that dangerous goods are loaded, segregated, stowed and secured on an aircraft in compliance with regulations in section 2.1.1 this manual.
- k) VJC and its related personnel shall ensure that dangerous goods are not carried in an aircraft's cabin occupied by passengers or the aircraft flight deck, except as permitted by the Authority or the IT, IATA DGR.
- l) VJC shall ensure that packages of dangerous goods bearing the "**Cargo Aircraft Only**" label are not carried on VJC's passenger aircrafts.
- m) VJC shall ensure to provide qualified employees to directly supervise the loading, segregating and securing of the dangerous goods.
- n) VJC shall establish, implement and update dangerous goods training programs for its personnel as prescribed by the TI, DGR and the CAAV.
- o) The carriage of dangerous goods shall be included in the VJC's safety management system.
- p) VJC shall have a quality assurance program acceptable to the CAAV that includes audits of the conformance of VJC's and service provider's organization and employees to the requirements applicable to the transport dangerous goods by air.
- q) VJC shall report to the CAAV, in the prescribed form and manner and in accordance with the regulations in section 2.1.1 this manual, the following occurrence relating to dangerous goods intended for transport by air:
 - 1) Undeclared dangerous goods;
 - 2) Mis-declared dangerous goods;
 - 3) Mistakes of classification, packaging, labelling, storage and loading;
 - 4) Mistakes of aircraft loading and segregating;
 - 5) Damage or leakage which caused contamination;
 - 6) Dangerous goods are discovered to have been carried without providing information to the Pilot-in command;
 - 7) Any in-flight incident related to dangerous goods;
 - 8) Actions taken to rectify the occurrence; and
 - 9) Occurrence due to violation the dangerous goods regulations.
- r) VJC shall comply with dangerous goods security measures to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment and ensure that its employees comply with those measures.

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- s) VJC shall ensure that all personnel, including third-party personnel, involved in the acceptance, handling, loading and unloading of cargo are informed of VJC's operational approval and limitations with regard to the transport of dangerous goods.
- t) VJC shall ensure a copy of the current edition of the DGR (including addenda as appropriate), current DGM are available at each location where cargo operation is conducted and dangerous goods are accepted.

3.1.2 Shipper's Responsibilities

Reference: VAR 18.040, VAR 18.043

The shipper offering dangerous goods carried on VJC's aircrafts has following responsibilities:

- a) The shipper shall ensure that its personnel conform to the requirements of Part 18 and the TI, DGR in the performance of their duties and responsibilities.
- b) The shipper shall ensure that each employee completes all dangerous goods training requirements and their training records are updated prior to their performance of tasks associated with transport of dangerous goods by air.
- c) To ensure proper completion of their assigned task, the shipper shall provide employees with all necessary:
 - 1) Shipping instructions and guidance;
 - 2) Reference documents;
 - 3) Shipping documents; and
 - 4) Packaging, labelling and marking supplies.
- d) Before consigning any package or overpack containing dangerous goods to transport by air, the shipper shall ensure that:
 - 1) The goods are not of a category which carriage by air is prohibited by the provision of the regulation in section 2.1.1 this manual;
 - 2) The goods are classified, packed and the packaging used are in accordance with such provisions of the TI, DGR as apply to the goods;
 - 3) The package is marked and labelled in accordance with such provisions of as related to marking and labelling in the TI, DGR;
 - 4) The package is in a fit condition for carriage by air; and
 - 5) The dangerous goods transport documents have been completed and that the declaration therein has been made.
- e) The shipper shall establish, implement and update dangerous goods training program for its personnel as prescribed by the TI, DGR, the CAAV and local authorities.
- f) The shipper shall report to the CAAV, in the prescribed form and manner and in accordance with the regulations in section 2.1.1 this manual, the following occurrences relating to dangerous goods intended for transport by air:
 - 1) Undeclared dangerous goods;
 - 2) Mis-declared dangerous goods;
 - 3) Mistakes of classification, labelling, packaging or storage;


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- 4) Damage or leakage which caused contamination; and
- 5) Actions taken to rectify the occurrences.
- g) The shipper shall comply with dangerous goods security measures to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment and ensure that its employees comply with those measures.

3.1.3 Service Provider's Responsibilities

Reference: VAR 18.040, VAR 18.047

- a) Organizations shall perform on behalf of VJC duties and responsibilities that are associated with the transport of dangerous goods by air if they comply with the requirements of regulations in section 2.1.1 this manual.
- b) Organizations shall perform on behalf of VJC duties and responsibilities that are associated with the transport of dangerous goods by air if their employees have completed the applicable initial and continuation dangerous goods training program.
- c) The service provider shall establish, implement and update dangerous goods training programs for its personnel as prescribed by the TI, DGR and the CAAV.
- d) The service provider shall establish procedures for and report to the CAAV, in the prescribed form and manner and in accordance with the TI, DGR, the following occurrences relating to dangerous goods intended for transport by air:
 - 1) Undeclared dangerous goods;
 - 2) Mis-declared dangerous goods;
 - 3) Mistakes of classification, packaging, labelling or storage;
 - 4) Mistakes of aircraft loading and segregating;
 - 5) Damage or leakage which caused contamination; and
 - 6) Actions taken to rectify the occurrences.
- e) The service provider shall establish dangerous goods security measures to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment and ensure that its employees comply with those measures.

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3.2 PREPARATION FOR TRANSPORT

3.2.1 General Requirements

Reference: VAR 18.075(a)(b), ISM CGO 3.2.9

VJC shall not accept package or overpack of dangerous goods for transport by air unless be ensured that dangerous goods specified in the regulations in section 2.1.1 this manual are:

- a) Not forbidden for transport by air and/or by VJC;
- b) Properly classified, packed, marked and labelling; and
- c) Accompanied by a properly executed dangerous goods transport document.

Each package of dangerous goods that have been received through the postal services for transport by air shall be re-packed before acceptance by the operator.

VJC ensures English, in addition to the language required by the State of Origin, is used for markings and transport documents related to the shipment of dangerous goods.

3.2.2 Detail Requirements

3.2.2.1 Classification

Reference: VAR 18.080

- a) In accordance with the provisions of the TI, DGR, dangerous goods transported by air are divided into 9 classes and divisions
- b) It is the shipper's responsibility to classify dangerous goods.


Class	Division	Hazards	IMP Code
1		Explosives	
	1.1	Articles and substances having a mass explosion hazard	REX
	1.2	Articles and substances having a projection hazard but not a mass explosion hazard	REX
	1.3	Articles and substances having a fire hazard, a minor blast hazard and/or a minor projection hazard but not a mass explosion hazard	REX/RCX/ RGX
	1.4	Articles and substances presenting no significant hazard	REX/RXB/ RXC/RXD/ RXE/RXG/ RXS
	1.5	Very insensitive substances having a mass explosion hazard	REX
	1.6	Extremely insensitive articles which do not have a mass explosion hazard	REX
2		Gases	
	2.1	Flammable gas	RFG

Class	Division	Hazards	IMP Code
	2.2	Non-flammable, non-toxic gas	RNG/RCL
	2.3	Toxic gas	RPG
3		Flammable liquids	RFL
4		Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, in contact with Water, Emit Flammable Gases	
	4.1	Flammable solids, self-reactive substances and solid desensitized explosives	RFS
	4.2	Substances liable to spontaneous combustion	RSC
	4.3	Substances which, in contact with water, emit flammable gases	RFW
5		Oxidizing Substances and Organic Peroxides	
	5.1	Oxidizer	ROX
	5.2	Organic Peroxides	ROP
6		Toxic and Infectious Substances	
	6.1	Toxic substances	RPB
	6.2	Infectious substances	RDS/RIS
7		Radioactive Material	RRW/RRY
8		Corrosives	RCM
9		Miscellaneous Dangerous Goods Substances and Articles, including Environmentally Hazardous Substances	RMD/ RBI/RBM/ RLI/RLM

3.2.2.2 Packing

Reference: VAR 18.083; VAR 18.085; VAR 18.087; VAR 18.090; VAR 18.093.

- a) VJC shall not accept package or overpack of dangerous goods for transport by air unless packaging is in accordance with the provisions of regulation in section 2.1.1 this manual (Section 5 and Section 6 DGR).
- b) Packagings shall:
 - 1) Meet the material and construction specifications in the TI, DGR;
 - 2) Be suitable for the contents.
- c) Packagings in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods.
- d) Packagings used for the transport of dangerous goods by air shall be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity, pressure or by vibration.


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- e) Packagings intended to contain liquids, must be capable of withstanding the pressure stated in the TI, DGR, without leaking. Never pack maximum volume of receptacles containing liquids and as stated in the TI, DGR.
- f) Inner packagings shall be packed, secured or cushioned as to prevent breakage or leakage and to control movement within the outer packagings during normal conditions of air transport.
- g) The cushioning and absorbent materials shall not react dangerously with the contents of the packagings.
- h) Packagings shall not be re-used unless they have been inspected and found free from corrosion or other damage.
- i) Where a packaging is re-used, the persons who re-use the packaging shall take all necessary measures to prevent contamination of subsequent contents.
- j) If because of the nature of their former contents, uncleaned empty packagings may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.
- k) No packaging is used if a harmful quantity of a dangerous goods substance is adhering to the outside of package.
- l) Any package showing a sign of leakage or unstable structure shall be not accepted for carriage until the packing has been made again and the current package must ensure complete safety and in compliance with the TI, DGR.
- m) VJC may require the shipper to present the packing test certificate of competent agency in accordance with the above requirements prior to acceptance for carriage. Packagings which do not meet the marking requirements in item c) and d) section 3.2.2.3 this manual must be tested by competent agency and in compliance with the TI, DGR.
- n) It is the shipper's responsibility to pack dangerous goods.

3.2.2.3 Marking

Reference: VAR 18.097; VAR 18.077

- a) VJC shall not accept package or overpack of dangerous goods for transport by air unless marking is in accordance with the provisions of regulation in section 2.1.1 this manual (Section 7 DGR).
- b) Unless otherwise provided in the TI, DGR, each package of dangerous goods shall be:
 - 1) Mark with the proper shipping name of its contents; and
 - 2) When assigned, the UN number and such other markings as may be specified in the TI, DGR.
- c) Unless otherwise provided in the TI, DGR, each packaging manufactured to a specification contained in those instructions shall be so marked in accordance with the appropriate provisions in the TI, DGR.
- d) No packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in the TI, DGR.

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- e) The markings of package or overpack containing dangerous goods must be provided in English. The markings, besides English, may be provided in the language required by the State of Origin and/or any other form of expression for universal use as outlined in the TI, DGR.
- f) It is the shipper's responsibility to mark dangerous goods.

3.2.2.4 Labelling


Reference: VAR 18.095, ISM CGO 3.2.8

- a) VJC shall not accept package or overpack of dangerous goods for transport by air unless labelling is in accordance with the provisions of the TI, DGR (*Section 7 DGR*).
- b) Dangerous goods hazard labels must be in form as stated in the TI, DGR, including hazard description provided in English. In case any languages other than English is requested to indicate on hazard labels by concerned states or carriers, this requirement shall be applied.
- c) It is the shipper's responsibility to label dangerous goods.
- d) when dangerous goods hazard labels are found to be missing, illegible or detached from shipments subsequent to the time of acceptance, such labels are replaced in accordance with the information provided on the Shippers Declaration for Dangerous Goods. Such requirement for the replacement of labels shall not apply where labels are found to be missing or illegible at the time of acceptance. Personnel who is involving to cargo handlings and operations shall be complied to this requirement.

3.2.2.5 Documentation

Reference: VAR 18.103(a)(b); VAR 18.103(c); VAR 18.077; VAR 18.045(f), ISM CGO 3.2.6, 3.2.9

- a) VJC shall only accept package or overpack of dangerous goods for transport by air if the DGD has been completed, signed and provided with information as stated in the TI, DGR; unless otherwise specified in the TI, DGR (*Section 8 DGR*).
- b) DGD shall bear a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are:
 - 1) Fully and accurately described by their proper shipping names;
 - 2) Classified, packed, marked and labelled; and
 - 3) In proper condition of transport by air in accordance with the relevant regulations.
- c) DGD is made in prescribed forms of VJC or IATA at departure airport by shipper or his agent. The shipper or his agent shall have valid dangerous goods certificate CAT1 / CAT 3 / CAT6 and has responsibility for the accuracy of the information declared. VJC will not accept a DGD that has been altered or amended unless the alteration or amendment to an entry has been signed by the shipper or his agent with the same signature used to sign the document. Alteration of the Air Waybill Number, Airport of Departure and the Airport of Destination are excepted from this provision.
- d) DGD must always accompany the consignment of dangerous goods unless it is not required declaration. If the consignment of dangerous goods has many entries, it is permitted to use multi-page declaration but the page number of total number of pages must be indicate in accordance with the DGR.

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- e) DGD must be provided in two copies for presentation to VJC with the consignment: one copy must be retained in file at acceptance office, the other must be forwarded with the consignment to its destination. In case the consignment goes through multi-connection or in parts, the declaration shall be duplicated to ensure sufficient accompanied document.
- f) DGD and relating documents for dangerous goods consignment must be in English language. In case any languages other than English is requested to indicate on declaration or filing purpose by concerned states, this requirement shall be applied.
- g) VJC encourages in using declaration forms issued by VJC. However, declaration forms issued by others are acceptable if their contents are in compliance with the DGR. See Sample of **Shipper's Declaration for Dangerous Goods issued by VJC at Appendix 03** this manual.
- h) These declaration forms shall be amended by VJC in accordance with updates of the IATA DGR.
- i) It is the shipper's responsibility to complete properly declarations.
- j) Complete Air Waybill (MAWB)
 - 1) Entirely follow requirement in IATA DGR 8.2
 - 2) With non-dangerous goods applied by special provisions (not restricted): follow requirement in IATA DGR 8.2.6
 - 3) With non-dangerous goods use UN packaging, insert in the Handling Information box that:
 - “Non-dangerous goods-UN packaging used for HAWB, document attached”
 - or “Non DG-UN packaging used for HAWB, document attached”
 - “HAWB...”: insert HAWB number of the package use UN packaging. Document attached include but not limited to HAWB, house manifest, packing list, MSDS...in order to confirm about the nature of goods in NON dangerous goods when send to acceptance and shall be attached with cargo document pouch.
- k) VJC Duty Officer should monitor that the retention of the applicable documentation when a dangerous goods consignment does not pass the acceptance check due to errors or omissions by the shipper. Such documentation should be retained for a minimum period of three months after the completion of the acceptance checklist.

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3.3 RESERVATION

- a) All dangerous goods must be made reservation for space on VJC's system (Amelia Cargo system) and with status confirmed space to be transported on VJC's flights.
- b) Current DGR (including its addenda as appropriate) and this manual must always be available at every booking office.
- c) VJC's stations must establish its own procedure, working guideline for booking staff within its management responsibility ensure to comply with following general requirements:

When receiving the booking request from the shipper, the booking staff shall:

- 1) Receive detailed information of dangerous goods and transportation request from shippers; collect information about flight schedule, type of aircraft of VJC and/or other carriers for the whole itinerary of the shipment.
- 2) Request detail with the shipper about the nature of goods (via information, shipment document including but not limit to HAWB, consolidation list/house manifest, packing list, MSDS, cleaning certification....) and seek confirmation from shipper about the declaration to prevent hidden dangerous goods, undeclared dangerous goods maybe contained in cargo under a general description or consolidation.
- 3) Check with the relating regulations to ensure regulations in section 2.1.1 this manual, as well as variations and application of VJC (in sub-chapter 2.5 this manual) are complied with, to ensure that booking request is meet requirements for transportation before confirming booking whole itinerary.

This step must be performed by staff who completed CAT 6 dangerous goods training program.

- 4) In case booking request is not meet the regulations for transportation dangerous goods, the booking staff does not allow to confirm booking on the Cargo system and advise the shipper about refusing booking request.
- 5) Input the special codes of dangerous goods on the Cargo system. If the shipment contains dangerous goods and general cargo, the information of dangerous goods must be updated onto the booking note of the shipment.

List of dangerous goods IMP codes:

Classification	Special code
Explosives 1.4S	RXS
Flammable gas	RFG
Non-flammable, non-toxic gas	RNG
Cryogenic liquid	RCL
Toxic gas	RPG
Flammable liquid	RFL
Flammable solid	RFS
Spontaneously combustible	RSC
Dangerous when wet	RFW

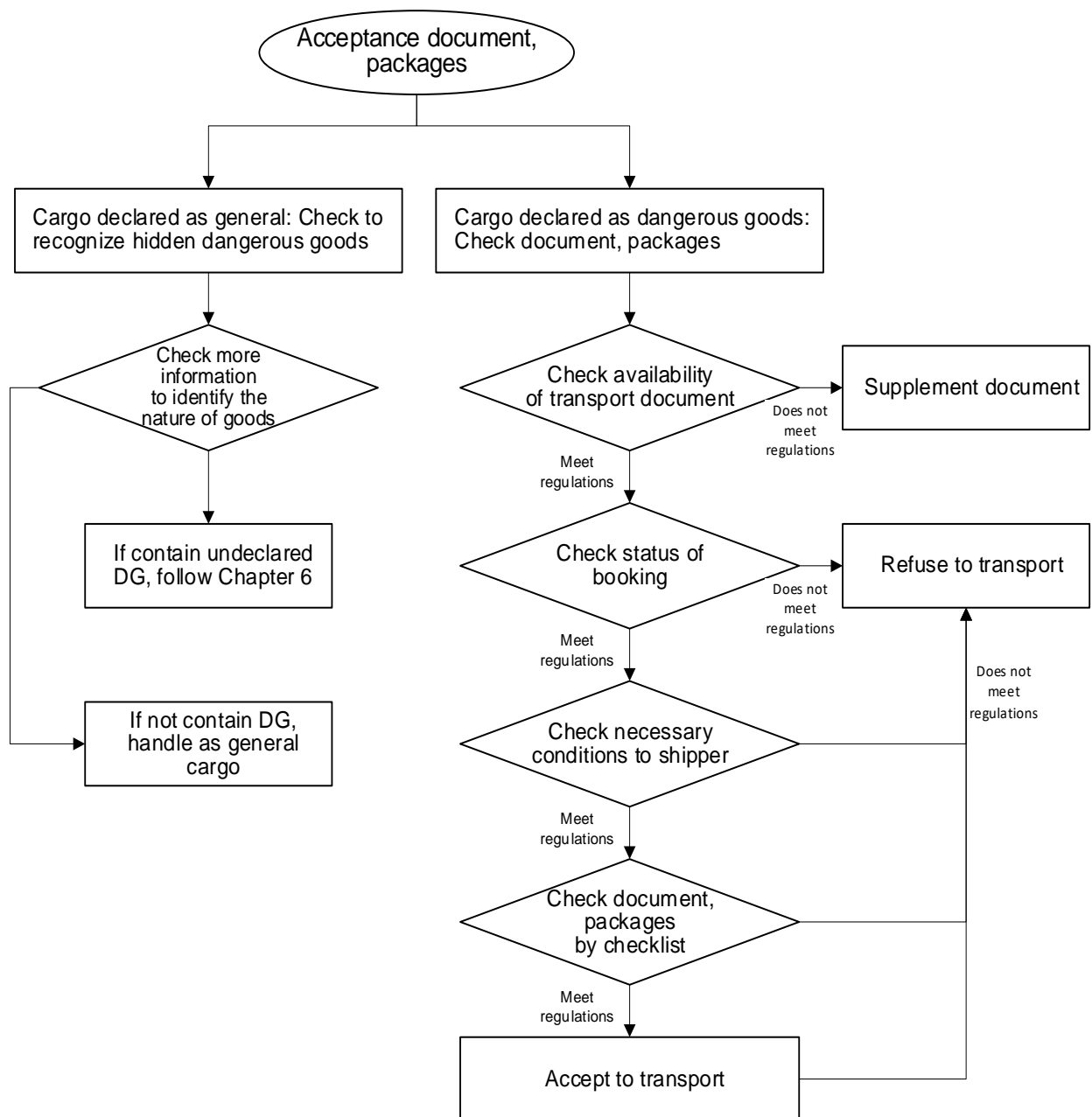
Classification	Special code
Oxidizing substances	ROX
Organic peroxide	ROP
Toxic substance	RPB
Biological Substance, Category B (UN3373)	RDS
Infectious substances	RIS
Radioactive materials category I – White	RRW
Radioactive materials category II and III – Yellow	RRY
Corrosive	RCM
Miscellaneous dangerous goods	RMD
Lithium ion batteries excepted as per Section II of PI966, 967	ELI
Lithium metal batteries excepted as per Section II, PI969, 970	ELM
Fully regulated lithium ion batteries (Class 9, UN3481) as per Section I of PI966, 967	RLI
Fully regulated lithium metal batteries (Class 9, UN3091) as per Section I of PI969, 970	RLM
Fully regulated lithium ion batteries (Class 9, UN3480) as per Section IA and IB of PI965	RBI
Fully regulated lithium metal batteries (Class 9, UN3090) as per Section IA and IB of PI968	RBM
Carbon dioxide solid (dry ice)	ICE
Magnetized materials	MAG


- 6) Only dangerous goods shipments or shipments contain dangerous goods are confirmed booking be shown on booking list/pre-manifest for transport on VJC's flight.
- 7) Check the information of the nature of the goods (information FWB, FHL and/or shipment documents), compare with the booking information to adjust the booking list/pre-manifest if detected undeclared dangerous goods in consolidation shipment or dangerous goods is not complied with VJC's regulations. Check the ability to transport for the whole itinerary when there is notification from CHA about the different between shipment is accepted in warehouse and booking information.

3.4 CARGO ACCEPTANCE

Reference: VAR 12.043(c)(2); VAR 18.053(a)(b)

- a) Below requirements are applied to CHA who accomplishes function for VJC or VJC Stations involving the acceptance dangerous goods for transport on VJC’s flights.
- b) CHA or VJC Stations must establish its own procedure, working guideline for acceptance staffs to ensure that acceptance for dangerous goods in compliance with regulations in section 2.1.1 this manual and requirements of acceptance in this manual.
- c) Chart of acceptance procedure:



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3.4.1 General Requirements

Reference: VAR18.045(c); VAR 18.053(c); VAR 18.147; ISM CGO 3.2.4, 3.2.6

- a) Cargo acceptance staffs only accomplish duty of dangerous goods acceptance when they have completed the applicable initial and recurrent dangerous goods training program according to requirements in section 2.9.1 this manual.
- b) Current DGR (including its addenda as appropriate) and this manual must always be available at cargo acceptance area.
- c) Information about dangerous goods and hidden dangerous goods maybe contained in cargo declared under a general description must be provided at cargo acceptance area to warn the shipper when declare shipment and to aid acceptance staff to recognize hidden dangerous goods. This information must be available under poster or notice board, etc. and at visible place.
- d) Check with the regulations to ensure the acceptance complies with regulations in the section 2.1.1 this manual, as well as states variations and application of VJC (in sub-chapter 2.5 this manual).
- e) Personnel involving to acceptance of DG shall ensure any package, overpack, freight container, or ULD/trolley containing dangerous goods is inspected and is not accepted, unless:
 - Properly marked and labeled;
 - There is no leakage;
 - Its integrity has not been compromised

3.4.2 Check To Discover The Hidden / Undeclared Dangerous Goods

Reference: VAR 12.043 (c)(2)(i).

- a) If shipments declared as general cargo or consolidation shipment, acceptance staff has to check the description of cargo on attached document of shipment (HAWB, consolidation/house manifest, packing list, SDS...) the signal, marking, label (instructed in sub-chapter 2.8 this manual)
- b) With package used UN packaging for non-dangerous goods: check the note on MAWB as required in 3.2.2.5 this manual, cross check the HAWB number on the package with note on MAWB. Check the attached document or seek confirmation from shipper when lacking information.
- c) In case the hidden dangerous goods are discovered under general description: separate the package to apply the appropriate handling procedure base on confirmation of shipper about nature of goods.
- d) In case determine dangerous goods are undeclared, take action accordingly to the requirements in section 6.3.2 this manual.

3.4.3 Requirements For Checking When Acceptance For Dangerous Goods

Reference: VAR 18.053 (b), VAR 18.113 (b).

No person shall accept dangerous goods except in accordance with the:

- VJC DG Acceptance Checklist;
- Technical Instructions.

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Details of check procedure when acceptance DG are listed from item 3.4.3.1 to 3.4.3.4 of this DGM.

Retention of DG Documents, including Checklist, DGD shall be followed at item 3.5.3 of this DGM.

Refer to ICAO DOC 9284, Part 7, item 1.3.1 THE ACCEPTANCE CHECK as below:

“Before a consignment consisting of a package or overpack containing dangerous goods, a freight container containing radioactive material or a unit load device containing dangerous goods as described in 1.4 is first accepted for carriage by air, the operator must, by use of a checklist, verify the following:

- the documentation or, when provided, the electronic data, complies with the detailed requirements specified in 5.4;
 - the quantity of dangerous goods stated on the dangerous goods transport document is within the limits per package on a passenger or cargo aircraft as appropriate;
 - the package, overpack or freight container marks accord with the details stated on the accompanying dangerous goods transport document and are clearly visible;
 - where required, the letter in the packaging specification mark designating the packing group for which the design type has been successfully tested is appropriate for the dangerous goods contained within. This does not apply to overpacks where the specification mark is not visible;
 - proper shipping names, UN numbers, labels, and special handling instructions appearing on the interior package(s) are clearly visible or reproduced on the outside of an overpack;
 - the labelling of the package, overpack or freight container is as required by 5;3;
 - the outer packaging of a combination packaging or the single packaging is permitted by the applicable packing instruction, and, when visible, is of the type stated on the accompanying dangerous goods transport document;
 - the package or overpack does not contain different dangerous goods which require segregation from each other according to Table 7-1; and the package, overpack, freight container or unit load device is not leaking and there is no indication that its integrity has been compromised.”
- a) Only confirmation for acceptance for transport the dangerous goods packages or overpacks containing dangerous goods when all below requirements are met and complied with regulations in section 2.1.1; variations and application of VJC (in sub-chapter 2.5 this manual).
- b) Acceptance staff must refuse to transport dangerous goods and advise to the shipper or person preparing shipment about declining when dangerous goods packages or overpacks contain dangerous goods do not meet regulations of dangerous goods transport and below requirements.

3.4.3.1 Check the availability of transport documents

Acceptance staff must check the availability of transport documents, including:

- a) Document for transport cargo by air: Master Air Waybill and attached documents of

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shipment (as regulated by appropriate State's authorities).

- b) Dangerous goods transport document: as required in sub-section 3.2.2.5 this manual.

3.4.3.2 Check the status of booking

Cargo acceptance staff only accept shipment shown in booking list or pre-manifest (which the booking is confirmed) provided by VJC (VJC Stations or unit designated by VJC Stations). Check the information of shipment (on the document, on the package) with booking list or pre-manifest; notify to the carrier if there is any difference, the reservation office has to check the ability to accept for the whole itinerary.

3.4.3.3 Check the necessary condition to shipper and person who prepare for dangerous goods

Reference: VAR 18.043(b), VAR 18.044(b)

Cargo acceptance staff must check to ensure the shipper and person who prepare for dangerous goods has the effective dangerous goods certificate CAT 1 / CAT 3 / CAT 6 when they perform tasks associated with transport dangerous goods.

The person who send Lithium batteries in Section II Packing Instruction 966, 967, 969, 970 is required CAT 4 dangerous goods certificate at minimum (*Ref. DGR 1.6*).

3.4.3.4 Check the document and dangerous goods package

Reference: VAR 12.043 (c)(2)(i); VAR 18.045 (h); VAR 18.053 (a); VAR 18.113 (a)(b)(c)

- a) Cargo acceptance staff must conduct an inspection on each dangerous goods package, overpack or ULD contains dangerous goods.
- b) Except for dangerous goods listed in 5th note of 9.1.3 DGR, the check for acceptance for transport dangerous goods must be conducted by using the Dangerous Goods Checklist (herein after referred to as "Checklist").


For dangerous goods does not require using checklist (listed in 5th note of 9.1.3 DGR), acceptance staff must check:

- 1) The AWB reflects the requirement of DGR
- 2) The dangerous goods package, overpack or ULD contains dangerous goods to meet requirements of transport dangerous goods in respect of marking, labelling, no damage or leakage and there is no indication that its integrity has been compromised/different packages of different consignments are misplaced.


Note: Dangerous goods packages bearing CAO label are not accepted on passenger aircraft.

- c) 03 forms of VJC's checklist (forms in the appendix 09 this manual):

- 1) For dangerous goods are non-radioactive material or dry ice: use the checklist form named "*Dangerous Goods Checklist for a Non- Radioactive shipment*"-Form 01
- 2) For radioactive material: use the Checklist form named "*Dangerous Goods for a Radioactive shipment*" -Form02

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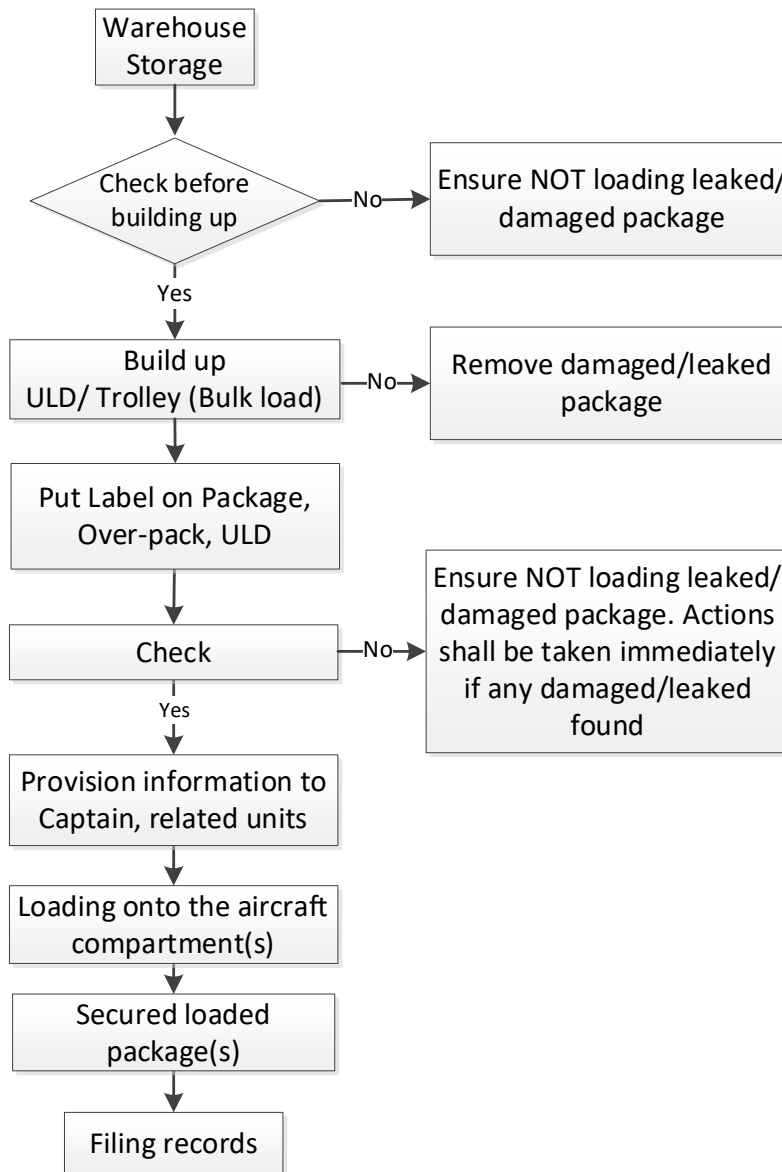
- 3) For dry ice (packed on its own or used as a refrigerant for non- dangerous goods): use Checklist form named “*Acceptance Checklist for Dry Ice (Carbon Dioxide, solid)*” - Form 03
- d) Checklist must be made in English. When appropriate States require different language on checklist, that requirement shall be applied at the same time. The content of VJC’s checklist shall be reviewed annually and updated in compliance with current DGR’s sample. VJC encourages in using checklist issued by VJC, however VJC also accepts checklist of CHA on the condition that those forms are fully complied with current DGR.
- e) All items in checklist must be checked against with document and dangerous goods package, overpack or ULD contains dangerous goods and marked in appropriate box: Yes / No / NA (not applicable).
 - 1) Only accept for transport dangerous goods package, overpack or ULD contains dangerous goods when all items are checked and marked in boxes “Yes” or “NA”.
 - 2) The inspection at acceptance must include to check there is no indication that its integrity has been compromised/different packages of different consignments are misplaced.
 - 3) Acceptance staff is not allowed to refuse to accept the dangerous goods package, overpack or ULD contains dangerous goods when all items in the checklist are not checked and marked.
 - 4) When there is any item marked with “No”, the acceptance is still continued until all items in the checklist have been completed, marked and the reasons for refusing acceptance have been noted; give a duplicate copy of this completed checklist to the shipper, however a copy of DGD and completed checklist shall be retained as required in section 3.5.3 this manual.
 - 5) After checking by acceptance checklist, the dangerous goods is refused due to mis-declared, follow the instruction in 6.3.2 this manual.
 - 6) In case dangerous goods was refused, then the shipper brings back again for acceptance, acceptance staff must check all requirements of acceptance for dangerous goods and check all items in checklist as same as the first time of acceptance.
 - 7) After completing of acceptance by use of a checklist, acceptance staff must sign and write down full name in the checklist.


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3.5 HANDLING FOR DANGEROUS GOODS

Reference: VAR 12.043(c)(2), ISM GRH 3.4.2, 3.4.3, 3.4.4, 3.4.5

- a) Below requirements are applied to CHA, GHA who accomplishes function for VJC or VJC Stations involving the handle for transport dangerous goods on VJC's flights.
- b) This is also to ensure a qualified individual is designated to be responsible for the correct loading and securing of dangerous goods on board the aircraft.
- c) This is to ensure that packages and overpacks containing dangerous goods shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions.
- d) CHA, GHA or VJC Stations has to establish its own procedure, working guideline for handling staffs to ensure that handling (loading/unloading – refer to Section 3.5.2 and 3.5.4 of this Manual) for dangerous goods comply with regulations in section 2.1.1 this manual and requirements of handling for dangerous goods in this manual.
- e) The transportation of dangerous goods to/from an aircraft and the loading and securing of dangerous goods on an aircraft in a manner that:
 - Prevents damage to packages and containers;
 - Provides for separation and segregation in accordance with applicable requirements;
 - Prevents any movement in the aircraft
- f) When a dangerous goods package or shipment appears to be damaged or leaking:
 - The package or shipment is prevented from being loaded into an aircraft;
 - If already loaded, the package or shipment is removed from an aircraft;
 - In the case of leakage, an evaluation is conducted to identify and prevent from transport any baggage, cargo, transport devices or other items that may have become contaminated
- g) When an aircraft has been contaminated by dangerous goods leakage:
 - Hazardous contamination is removed from the aircraft without delay;
 - In the case of radioactive contamination, arrangements are made to take the aircraft out of service for evaluation by appropriately qualified personnel
- h) Chart of handling procedure:



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3.5.1 Requirements in Handling for Dangerous Goods

Dangerous goods can be carried in VJC's aircraft bulk cargo compartments or in ULD.

For details of loading for DG, refer to item 3.5.2 of this manual, and item 3.5.4 for unloading process.

3.5.1.1 General Requirements

Reference: VAR 18.055(a)(b), VAR 18.110(a); VAR 18.120(c); VAR 18.117; VAR 18.127; ISM CGO 3.2.111, 3.2.12

- a) Handling, storing, preserving, loading, stowing, segregation or secure dangerous goods must be complied with the requirements of regulations in section 2.1.1 this manual and requirements of handling for dangerous goods in this manual.
- b) Current IATA TI, DGR (including its addenda as appropriate) and this manual must always be available at handling area.
- c) CHA, GHA shall ensure, at locations where the operator accepts cargo shipments, notices providing information about dangerous goods transportation are prominently displayed and contain visual examples of dangerous goods, including batteries. In details, information for handling dangerous goods such as classification, label, segregation and requirement of transport dangerous goods by air (displayed in poster, notice board ...) are available in storage and handling area.
- d) Handling staff accomplish function involving handling, loading, stowage, segregation or securing dangerous goods by air must be completed the applicable initial and recurrent dangerous goods training.
- e) Besides conforming with the general requirement of handling cargo, the handling for dangerous goods must be followed:
 - 1) Check the package, overpack or ULD contains dangerous goods to ensure in compliance with requirement of classification, packing, marking, labeling, document as regulated in section 3.2.2 this manual.
 - 2) Follow the separation, segregation dangerous goods as regulated in sub-section 3.5.1.2 this manual.
 - 3) Loading, segregation, stowing and securing dangerous goods on ULD and on aircraft as regulated in sub-section 3.5.1.2 & 3.5.1.3 this manual.
 - 4) Do not cause unnecessary vibration or give mechanical shock to package, overpack or ULD contains dangerous goods.
 - 5) Store, stow package, overpack or ULD contain dangerous goods so the marks and hazard labels are easily visible; preventing its integrity is compromised/different packages of different consignments are misplaced.
 - 6) Dangerous goods must be stored, preserved, stowed in condition that prevent from damage by handling other cargo or external elements.
 - 7) Strictly comply with "This Way Up" label, other handling information in dangerous goods document and dangerous handling label.


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- 8) Dangerous goods must not be loaded, stowed in an aircraft cabin occupied by passengers or on the flight deck unless otherwise specified in the TI and Table 2.3.A IATA DGR.
 - 9) Dangerous goods packages or overpacks contain dangerous goods bearing the “**Cargo Aircraft Only - CAO**” label must not be loaded on VJC’s passenger flights.
 - 10) For some specific dangerous goods, comply with requirement of handling for dangerous goods in this section and detail requirements in section 3.5.5 and 3.5.6 this manual.
- f) In case of overpack contains dangerous goods or mixed consignment (contain dangerous goods and general cargo), dangerous goods packages are checked to ensure in compliance with general requirement of handling and requirement in this manual.
 - g) Any dangerous goods shipment that appears to be damaged or leaking:
 - Is not to be loaded on or into a ULD/trolley or delivered to an aircraft;
 - Is safely removed from the ULD (or other transport device) by the service provider or other relevant authority, and safe disposal arranged;
 - In the case of leakage, an evaluation is conducted to ensure the remainder of the shipment is in proper condition for transport by air and that no other package, cargo, ULD/trolley, other transport device has been contaminated or damaged.
 - h) In case of occurrence, incident, accident in the process of storage in cargo warehouse, build-up/break down ULD/Trolley, load/unloading from aircraft, handle in ramp, transport between cargo warehouse and aircraft: follow instruction in Chapter 6 this manual.

3.5.1.2 Separation, Segregation Dangerous Goods

Reference: VAR 18.120 (b), VAR 18.125 (b), ISM CGO 3.2.10

- a) Separation, segregation dangerous goods:
 - 1) Dangerous goods are separated with general cargo and special cargo (Foodstuffs - EAT, Hatching eggs -HEG, Live animals -AVI).
 - 2) Packages containing dangerous goods, which might react dangerously with each other shall not be stowed on ULD or aircraft compartment next to each other or in a position that would allow interaction between them in the event of leakage.
 - 3) Incompatible dangerous goods shall be segregated in compliance with requirements that specified in Table 9.3.A DGR (see Appendix 09 of Chapter 9).
 - 4) Radioactive material shall be separated from persons, live animals and undeveloped film, in accordance with the requirements in the TI, DGR.
- b) Separation, segregation dangerous goods must also be conducted during acceptance, storage in cargo warehouse, build up / break down ULD, loading / unloading onto the aircraft, handling in ramp, transport between cargo warehouse and aircraft.

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- c) VJC Duty Officer shall monitor of cargo handlings to ensure dangerous goods are separated from other cargo or incompatible materials in accordance with published category restrictions

3.5.1.3 Securing Dangerous Goods

Reference: VAR 18.120 (c); VAR 18.125 (c)

- a) Dangerous goods shall be protected from being damaged, be secured in all direction in the ULD/ aircraft compartment are secured in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the dangerous goods packages.
- b) Packages of radioactive materials shall be secured to ensure that meet the separation requirement in sub-section 3.5.1.2.

3.5.2 Handling For Dangerous Goods On Departure Flight (Loading)

3.5.2.1 Handling In The Cargo Warehouse

Storage, handling dangerous goods in cargo warehouse must ensure in compliance with general requirements of cargo handling and general requirements for handling dangerous goods in section 3.5.1 this manual.

3.5.2.1.1 Handling after acceptance

- a) Preserving the dangerous goods to prevent from unnecessary vibration or give mechanical shock to package and ability to damage dangerous goods packages.
- b) Complying with handling label on the package and special handling code on the document.
- c) Storage, stowage the package contains dangerous goods so the hazard labels are visible and are easily moved as required; preventing its integrity is compromised.
- d) At dangerous goods handling area, information of handling dangerous goods are visible displayed: segregation for incompatible dangerous goods, notice board of box / tray / area storage of dangerous goods.
- e) With the transit/ transfer shipment, check the dangerous goods package or overpack or ULD contains dangerous goods to meet requirements of transport dangerous goods in respect of marking, labelling and no damage or leakage or any irregular signal.
- f) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.1.2 Inspection before build up

Reference: VAR 18.133 (a)(b)

- a) Check the information on the dangerous goods package with information in pre-manifest.
- b) Check the outer packing ensure that meet requirement in section 3.2.2 this manual on each package or overpack to discover the leakage, damage before build up to ULD or loading into the aircraft (bulk loading).

Only build up dangerous goods package or overpack contains dangerous goods unless package or overpack has been inspected and found free from any evidence of damage, leakages.

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In case of leakage / damage is discovered, handling staff is not allowed to build up that package to the ULD or loading into the aircraft. Besides, check the remainder of consignment and other package is in a proper condition for transport by air and no any dangerous goods package or other cargo or ULD has been contaminated or damage from leakage. Detail instruction in sub-section 6.3.1.2 this manual.

- c) Check the dangerous goods hazard label and handling label following requirement in section 3.2.2 this manual; especially the “This way up” label applied for packages containing dangerous goods of liquids.


If the dangerous goods hazard label and/or handling label are discovered to be lost, illegible or detached from shipment, such labels are added / replaced in accordance with the information provided on the DGD.

- d) Check the marking on the package or overpack contains dangerous goods in compliance with the section 3.2.2 this manual.
- e) Collect information of dangerous goods, check with separation, segregation requirement in sub-section 3.5.1.2 this manual to ensure meet requirement when build up in ULD or loading into the aircraft.
- f) With transit/transfer shipment, check the dangerous goods package or overpack or ULD contains dangerous goods to meet requirements of transport dangerous goods in respect of marking, labelling and no damage or leakage or any irregular signal; cross check and compare between document and marking, labelling on packages to discover/prevent hidden, un-declare or mis-declared dangerous goods.
- g) Check the ULD/Trolley before building up packages ensure to comply with the requirements of handling ULD/Trolley
- h) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.1.3 Build up into ULD/ Trolley

Reference: VAR 10.180 (a); VAR 18.120 (a); VAR 18.127

- a) Dangerous goods shall be built up in ULD/aircraft cargo compartment (for bulk loading) prior to loading into aircraft except for dry ice as refrigerant to cargo other than dangerous goods. ULD/aircraft cargo compartment contains dangerous goods shall be built up in accordance with the provisions of the TI, DGR.
- b) Dangerous goods shall not be stowed in net sacks used for small packages.
- c) Stowage the package so the hazard labels are easily visible. Follow the dangerous goods handling label and handling information on transport documents. Attention to incompatible dangerous goods packages.
- d) Dangerous goods packages bearing the “**Cargo Aircraft Only - CAO**” label shall not be loaded on VJC’s passenger flights.
- e) Check and make sure no small package can be slipped through the pallet net and dropped out of the pallet.
- f) With dangerous goods package or over-pack contain dangerous goods in liquid, before build up into ULD/aircraft cargo compartment for bulk load:
- 1) Spread a thick, sufficient wide nylon sheet, longer around 40 cm than the edge size of ULD’s base ensure the 4 sides can be erected to make a tray, not to be

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stretch to prevent from ragging during loading / transport; entirely stick the nylon edge to the wall of container (for pallet, pull the nylon edge and stick to the outside packages on pallet).

- 2) Spread absorbent sheet on the surface of nylon sheet. Absorbent sheet must be sufficient wide, longer 20 cm than each edge size of ULD/compartment's base.
- g) Check the restraint facilities and follow the requirement of securing dangerous goods.
- h) Shall not load or follow any one's requirement of building up any goods to ULD/Trolley which knows or ought to know or suspect to be dangerous goods, unless this act is in conformance with the requirements of Part 18 regarding carriage of dangerous goods.
- i) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.1.4 Label ULD/Trolley tag

- a) All ULD/Trolley must be labeled with appropriate container / pallet / trolley tag. In addition, to prevent mishandling between baggage and cargo, ULD/Trolley tag must be clear indicated the content of the loaded ULD/Trolley: contains information is visible and legible even when the tag is placed in a protective tag holder.
- b) ULD/Trolley tag, after properly, sufficiently completed within formation (regulated as following), shall be put into placard holder on the front shear panel of container/trolley. For pallet, completed tag shall be tied to the pallet net on the width (the 88 inch or 96 inch or 60.4 inch). All ULD/Trolley tag must be removed only when cargo, mail, baggage have been broken down from ULD/Trolley.
- c) Mandatory information to be filled in dangerous goods ULD/Trolley tag: Identification IATA code of ULD/Trolley (including type code, serial number and owner's code); Destination airport and transfer airport - if any (IATA 3 letter airport code); Flight number and date of operation; Nature of content loaded in the ULD/Trolley (baggage, cargo or mail); Information of dangerous goods contained in ULD/Trolley including but not limit to primary and subsidiary hazard class or division.
- d) Forms of ULD/Trolley tags for ULDs/Trolley contain dangerous goods:

**ULD/Trolley TAG: FOR ULDS/TROLLEYS CONTAIN DANGEROUS GOODS
(WITHOUT STRAP-FRONT)**

The form is a rectangular tag with a light grey background and red diagonal hazard stripes along the edges. It features the vietjet Air.com logo in the top left corner. The form is divided into several sections for data entry:

- CONTAINER/PALLET**: A header section at the top right.
- ID CODE**: A field for entering the container/pallet ID code.
- NET WEIGHT (kg)**: A field for entering the net weight.
- TARE WEIGHT (kg)**: A field for entering the tare weight.
- TOTAL (kg)**: A field for entering the total weight.
- LOADED AT**: A table with three columns: **LOADED AT**, **FLIGHT/DATE**, and **POSITION ON A/C**.
- TRANSFER AT**: A table with three columns: **TRANSFER AT**, **FLIGHT/DATE**, and **POSITION ON A/C**.
- CONTENTS**: A field for entering the contents of the container/pallet.
- REMARKS (IMP CODE, CLASS, DIVISION/COMPAT.GRP):**: A field for entering remarks.

**ULD/TROLLEY TAG: FOR ULDs/TROLLEYS CONTAIN DANGEROUS GOODS
(WITHOUT STRAP-OVERLEAF)**

IMP CODE	NAME	CLASS	DIVISION/ COMPAT.GRP
RCX	Explosives	1	1.3 C
RGX	Explosives		1.3 G
RXB	Explosives		1.4 B
RXC	Explosives		1.4 C
RXD	Explosives		1.4 D
RXE	Explosives		1.4 E
RXG	Explosives		1.4 G
RXS	Explosives		1.4 S
RFG	Flammable Gas	2	2.1
RNG	Non-flammable, non-toxic Gas		2.2
RCL	Cryogenic Liquid		2.2
RPG	Toxic Gas		2.3
RFL	Flammable Liquid	3	
RFS	Flammable Solid	4	4.1
RSC	Spontaneously Combustible		4.2
RFW	Dangerous when wet		4.3
ROX	Oxidizers	5	5.1
ROP	Organic Peroxides		5.2
RPB	Toxic Substances	6	6.1
RIS	Infectious Substance		6.2
RRW	Radioactives-White	7	Cat.I
RRY	Radioactives-Yellow		Cat.II / III
RCM	Corrosives	8	
RSB	Polymeric Beads	9	
MAG	Magnetized Material		
ICE	Dry Ice		
RMD	Miscellaneous Dangerous Goods		
CAO	Cargo Aircraft Only		

(WITH STRAP-FRONT)

vietjet Air.com

CONTAINER/PALLET

ID CODE

NET WEIGHT (kg)

TARE WEIGHT (kg)

TOTAL (kg)

LOADED AT	FLIGHT/DATE	POSITION ON A/C


TRANSFER AT	FLIGHT/DATE	POSITION ON A/C

CONTENTS

REMARKS (IMP CODE, CLASS, DIVISION/COMPAT.GRP):

(WITH STRAP-OVERLEAF)

IMP CODE	NAME	CLASS	DIVISION/ COMPAT.GRP
RCX	Explosives	1	1.3 C
RGX	Explosives		1.3 G
RXB	Explosives		1.4 B
RXC	Explosives		1.4 C
RXD	Explosives		1.4 D
RXE	Explosives		1.4 E
RXG	Explosives		1.4 G
RXS	Explosives		1.4 S
RFG	Flammable Gas	2	2.1
RNG	Non-flammable, non-toxic Gas		2.2
RCL	Cryogenic Liquid		2.2
RPG	Toxic Gas		2.3
RFL	Flammable Liquid	3	
RFS	Flammable Solid	4	4.1
RSC	Spontaneously Combustible		4.2
RFW	Dangerous when wet		4.3
ROX	Oxidizers	5	5.1
ROP	Organic Peroxides		5.2
RPB	Toxic Substances	6	6.1
RIS	Infectious Substance		6.2
RRW	Radioactives-White	7	Cat.I
RRY	Radioactives-Yellow		Cat.II / III
RCM	Corrosives	8	
RSB	Polymeric Beads	9	
MAG	Magnetized Material		
ICE	Dry Ice		
RMD	Miscellaneous Dangerous Goods		
CAO	Cargo Aircraft Only		

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3.5.2.1.5 *Protect dangerous goods*

CHA must follow requirement of separation, segregation, preservation dangerous goods from damage, be reacted, affected from natural conditions (sunshine, rain, wind, storm...) during transport dangerous goods between cargo warehouse and transfer point to deliver to GHA.

3.5.2.1.6 *Preparing cargo manifest*

All cargo loaded on VJC's flight must be listed on cargo manifest (hardcopy and FFM message).

Preparing cargo manifest must follow general document handling procedure, dangerous handling code (appropriate with handling code on the Master Air Waybill) must be showed on the cargo manifest (hardcopy and FFM message).

3.5.2.2 *Handling In Ramp And Loading Into The Aircraft*

Reference: VAR 18.120 (a)

Handling dangerous goods in ramp, loading into/ unloading from the aircraft must be complied with general regulation of ground handling, regulations in section 2.1.1 this manual and requirement of handling dangerous goods in section 3.5.1 this manual.

3.5.2.2.1 *Handling in ramp*

- a) GHA's staff must follow requirement of separation, segregation, preservation dangerous goods from damage, effected from natural condition (sunshine, rain, windstorm...) during transport between cargo warehouse / transfer point and aircraft and in the ramp.
- b) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.2.2 *Check before loading into the aircraft*


Reference: VAR 18.133 (b)

- a) Check the packages or ULDs contain dangerous goods and ULDs contain radioactive material to discover the leakage, damage before loading into the aircraft and only load the packages /ULDs contain dangerous goods into the aircraft unless those the packages /ULD have been inspected and found free from any evidence of leakage or damage.
- b) Check the packages or ULDs contain dangerous goods are labeled ULD/Trolley tag filled with sufficient information as requirement in item 3.5.2.1.4 this manual.
- c) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.2.3 *Loading into the aircraft*

Reference: VAR 18.120(c); VAR 18.127; VAR 18.130; VAR 18.117; VAR 10.180 (a); ISM GRH 3.4.10

- a) Loading into the aircraft must be ensured that the packages /ULDs contain dangerous goods are protected from being damaged, be safely locked with the floor of aircraft that will prevent from any movement in flight.
- b) Dangerous goods packages or overpack contain dangerous goods bearing the **"Cargo Aircraft Only - CAO"** label must not be loaded on VJC's passenger flights.

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- c) ULD/Trolley tag must be oriented towards the aircraft hold doors for easy identifying at unloading points.
- d) Do not load the packages /ULDs containing dangerous goods into the aircraft which is leaked or damaged.
- e) Do not load dangerous goods in aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in circumstances permitted by the provisions of ICAO TI, IATA DGR.
- f) Loading shall be ensured that the packages /ULD containing dangerous goods is separated, secured on the aircraft following separation, segregation and securing requirements in section 3.5.1 and handling requirement for some of specific dangerous goods in section 3.5.5 & 3.5.6 this manual.
- g) Shall not load or follow any one's requirement of loading any goods into aircraft which knows or ought to know or suspect to be dangerous goods, unless this act is in conformance with the requirements of Part 18 regarding carriage of dangerous goods.
- h) Check the packages/ ULD before loading into the aircraft ensure to comply with the requirements of handling the packages/ ULD in the current VJC Cargo Operation Manual.
- i) In case of occurrence, incident, accident: follow instruction in Chapter 6 this manual.

3.5.2.3 Provision of dangerous goods information

Reference: VAR 18.153, VAR 18.150(a), VAR 12.043(c)(2)(iv)

3.5.2.3.1 Provision information to the ground handling agent

CHA will provide GHA with information of dangerous goods by written notice under cargo estimate and final load, cargo manifest (hard copy or FFM message) and "Special Load Notification to Captain"- (NOTOC) which fully complies with TI, DGR.

3.5.2.3.2 Provision information to the Pilot-in-command

Provision information to the Pilot-in-command and personnel with responsibilities for operational control of the aircraft (e.g. the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations) follows requirements in section 2.10.5 this manual.

Except for some of dangerous goods are not required to be shown on NOTOC as regulated in Table 9.5.A DGR, dangerous goods information on VJC's flight shall be provided to the Pilot-in-command and personnel with responsibilities for operational control of the aircraft by GHA at least 30 minutes before estimate time of departure with NOTOC ensured fully complying with TI, DGR.

3.5.2.3.3 Provision information to Operation Control

Reference: VAR 10.180 (b)

- a) GHA shall provide information of dangerous goods loaded on VJC's flight:
 - 1) Full content as the NOTOC provided to the Pilot-in-command
 - 2) Form: send a copy (directly/email/fax)
 - 3) Received address: GHA, CHA, VJGS/Station Rep/VJC OMC/GO OMC at destination airport

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Detail received addresses are updated and informed by VJC Stations in departure airport in procedure between concern parties in airport.

- b) VJGS/Station Rep at departure airport shall monitor this information collected by GHA to indicate in the daily report and provide to the appropriate authority in transfer and destination airport.

3.5.2.3.4 The “Special Load Notification to Captain”-NOTOC

Reference: ISM CGO 3.2.14

- a) NOTOC issued by CHA shall be ensured fully complying with TI, DGR. NOTOC shall be provided in English.
- b) Content:
- Station of loading;
 - Flight number; Flight date (dd, mm, yy);
 - Aircraft Registration;
 - Prepared by;
 - Unloading station (Offload airport);
 - AWB number;
 - Proper shipping name, supplemented with the technical name is appropriate and UN or ID number;
 - The class or division and subsidiary risk (if any) corresponding to the hazard label applied; for the dangerous goods in class 1, the compatibility group must be shown;
 - Packing group as applicable; Number of packages;
 - For non-radioactive material, number of packages, exact loading location and, as applicable, net quantity or gross weight of each package, except:
 - For UN 1845, carbon dioxide, solid (dry ice): At the option of the Operator, only the UN number, proper shipping name, classification, total quantity in each aircraft hold and offload airport are required;
 - For UN 3480, (Lithium ion batteries) and UN 3090 (lithium metal batteries): At the option of the Operator, only the UN number, proper shipping name, class, total quantity at each loading location, and whether the package must be carried on a cargo-only aircraft are required. UN 3480 (Lithium ion batteries) and UN 3090 (lithium metal batteries) carried under a State exemption shall meet all requirements specified in iv) and v).
 - For radioactive material, number and category of packages, overpacks or freight containers, exact loading locations and, as applicable, transport index and dimensions for each package;
 - Codes following IMP of IATA; Emergency Response Guide (ERG); ULD/package number contain dangerous goods;
 - Position of load ULDs/aircraft cargo compartments contain dangerous goods on the aircraft (filled in by GHA);


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- Dangerous goods transported under State Exemption (if applicable);
 - Any restriction for transport on cargo aircraft only;
 - Loading supervisor's name and signature;
 - Captain's name and signature.
- c) NOTOC is made by CHA's staff and transferred to GHA. After checked by GHA's staff to be sure that packages or ULD have no signal of leakage or damage, GHA's staff load into the aircraft and fill in NOTOC the position of loaded ULD/ Cargo compartment contain dangerous goods and transfer NOTOC to the Pilot-in-command for his signature. *(The Pilot-in-command shall check if the consignment is in compliance with IATA DGR and VJC DGM before signing the NOTOC, clearly provide the reasons in NOTOC in case the consignment is rejected).*
- d) Distribution: completed NOTOC shall be distributed to:
- 1) The Pilot-in-command and retain in the cabin during flight;
 - 2) Load control unit of GHA at departure airport;
 - 3) CHA at departure airport.
 - 4) And, provide personnel with responsibilities for operational control of the aircraft (e.g. the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations)
- e) Retention of NOTOC: in section 3.5.3 this manual.
- f) NOTOC sample: use VJC's sample (in the Appendix of this manual). Other samples of NOTOC can be used provided that they contain all above contents, including this sentence: ***There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the aircraft.***

3.5.3 Retention Of Dangerous Goods Documents

Reference: VAR 12.081 (Item (i) Appendix 1), VAR 18.115 (a)(b)(c)

Ref.	Document	Responsibility of	Minimum Period
1	Master Air Waybill (MAWB)	VJC Station/VJGS and CHA at departure/arrival airport	12months from the departure date
2	Shipper's Declaration for Dangerous goods (DGD)	VJC Station/VJGS and CHA at departure/arrival airport	12months from the departure date (DGD of the consignment that fails the acceptance check due to an error or omission by the shipper shall be retained by CHA)

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3	Dangerous goods checklist (Checklist)	VJC Station/VJGS and CHA at departure airport	<ul style="list-style-type: none"> - For package/shipment meet transport requirements: 12months from the departure date. - For package/shipment which is refused for transport at acceptance check before and at lasts meet transport requirements: 12months from the departure date (including the checklist that fails the acceptance check before). - For package/shipment which is refused for transport then shipper does not request for transport: 12months from the date of checklist completion.
4	Completed NOTOC	VJC Station/VJGS, CHA at departure/arrival airport and VJC OMC	12months from the departure date


In case other States have different regulation, the more restricted shall be applied.

VJC Stations at departure/arrival airport is responsible to collect and provide all relating documents of dangerous goods which were on board at this airport within 10 working days after the day on which a written request is received from appropriate authority (through Notice by VJC SQA).

3.5.4 Handling Dangerous Goods On Arrival Flight

Reference: VAR 18.120 (a), VAR 18.133 (c)

- a) During unloading packages/ULDs containing dangerous goods from aircraft, handling in ramp, transport from aircraft to the warehouse/transfer point, GHA has to:
- 1) Ensuring compliance with general regulation of handling in ramp, handling for dangerous goods in section 3.5.1 this manual.
 - 2) Having measure to ensure compliance with separation, segregation dangerous goods in sub-section 3.5.1.2 this manual.
 - 3) Having measure to protect dangerous goods from damage, effect from weather (sunshine, rain...).
 - 4) Checking the packages/ULD containing dangerous goods or ULD containing radioactive material to discover the signs of leakage or damage upon unloading from aircraft.
 - 5) In case of damage or leakage: follow instruction in Chapter 6 this manual.
- b) During and after breaking down cargo from ULD/Trolley, CHA handle, storage, preserve cargo, ULD/ Trolley in the cargo warehouse to ensure:
- 1) Compliance with general regulation of handling cargo, handling ULD/ Trolley and handling for dangerous goods in section 3.5.1 this manual.

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- 2) Compliance with separation, segregation dangerous goods in sub- section 3.5.1.2 this manual.
- 3) Checking the dangerous goods packages or packages containing radioactive material to discover the signs of leakage or damage upon breaking down from ULD/Trolley.
- 4) In case of damage or leakage: follow instruction in Chapter 6 this manual.

3.5.5 Handling For Specific Dangerous Goods

Besides conforming with general requirements for handling dangerous goods in section 3.5.1, handling for several below dangerous goods shall comply with requirements as following:

3.5.5.1 Explosives

VietJet does not accept explosives.

3.5.5.2 Cylinders

Cylinders containing compressed gas must be restrained by tie-down or stowed with non-hazardous cargo to prevent from being moved during flight.

3.5.5.3 Toxic and infectious substances

Reference: VAR 18.123

Packages of toxic and infectious substances shall be stowed on aircraft in accordance with the provisions of TI, DGR and Part 18 VARS.

Substances of Class 6 (toxic and infectious substances) and substances requiring a subsidiary risk "Toxic" label must not be stowed in the same compartment with live animal, foodstuffs for human or live animal except when they are loaded in separate closed ULDs/cargo compartment; where pallets are used, the ULDs must not be stowed adjacent to each other.

3.5.5.4 Dry ice


Handling for dry ice shall ensure:

- a) Comply with limitation for transport in sub-section 2.5.10 this manual.
- b) Having the measure to protect dry ice from wet because sublimation rate of dry ice will spontaneously increase upon contact with water.
- c) Check information of dangerous goods on arrival flight, if there is dry ice, GHA's staff must not to enter the cargo compartment immediately after doors are open since it could be well filled with carbon dioxide gas which is very dangerous for human. Let the air circulate into the compartment before entering.
- d) In case transport dry ice or cryogenic and live animals on a same flight:
- e) Live animals not requiring free air (e.g. live fish in plastic bags) can be loaded in the same non-ventilated holds with dry ice or cryogenic liquids provided they are separated by a minimum distance of 3 meters.

VietJet does not carry Live animals requiring free air.

3.5.5.5 Magnetized material

Packages containing magnetized materials must be loaded in accordance with the table shown below. To avoid any significant effect on the aircraft navigation system, do not load magnetized materials at any location other than permitted on the table.

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Aircraft type	Permissible loading position
A320	Compartment 3 & 4
A321	Compartment 3 & 4
A330	Compartment 3 & 4

3.5.5.6 Self-reactive substances (Division 4.1) and organic peroxides (Division 5.2)

The packages or ULDs containing self-reactive substances of Division 4.1 or organic peroxides of Division 5.2 must be protected from direct sunlight and all sources of heat; stored/stowed in adequately ventilated areas during after acceptance, handling, storage in warehouse, handling in ramp and load into aircraft.

3.5.6 Handling For Radioactive Material

Reference: VAR 18.125 (a)

Handling, build up, stowing radioactive material on the aircraft shall comply with regulation in TI, DGR; regulations in section 2.1 and handling requirements in section 3.5.1 this manual.

Besides, below requirements must be followed:

3.5.6.1 Handling in cargo warehouse

Reference: VAR 18.133 (a); VAR 18.125 (c)

The storage, stowage must be kept to ensure the compliance with minimum distance requirement in Table 10.9.C DGR (see Appendix 09 of Chapter 9).

Check radioactive material package or overpack contains radioactive material to find free from any leakage or damage before build up to ULD/ Trolley.

Comply with the requirement of separation, segregation dangerous goods during storage; and requirement of separation, segregation and securing dangerous goods when build up to ULD/Trolley.

3.5.6.2 Loading and securing radioactive material

Reference: VAR 18.133 (a); VAR 18.125 (b)(c).

Check packages/ULDs contain radioactive material to find free from any leakage or damage before loading into aircraft.

Loading packages/ULDs contains radioactive material so that they are separated from persons, live animals and undeveloped film, in accordance with the requirements in TI, DGR.

Comply with the requirement of separation, segregation and securing dangerous goods during loading into the aircraft.

3.5.6.3 Separation distance from Radioactive Material

Radioactive material handling shall ensure the restriction of contact of staff who involve in handling radioactive material packages and comply with DGR Table 10.9 C (see Appendix 09 of Chapter 9). For safety reason, when unnecessary, contact with package shall be minimized.

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CHAPTER 4
DANGEROUS GOODS CARRIED BY PASSENGER OR CREW

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4.1 PRINCIPLE

Reference: VAR 18.045, ISM GRH 1.6.6, 1.6.7, 1.6.8

Dangerous goods are only accepted to air transportation via cargo. However, due to the hazardous nature and level, some dangerous items can be air-transported as baggage (checked baggage, on person or carry-on baggage). Transportation of dangerous goods by air is abided by the regulation of ICAO, Viet Nam, the concerned countries and IATA.

This DGM contains information that will permit ground handling personnel to carry out duties and responsibilities with respect to dangerous goods. As a minimum, such information shall include procedures to alert passengers that certain items of dangerous goods:

- Are specifically prohibited in hold baggage;
- Must be removed from cabin baggage when cabin baggage is transported as hold baggage.

To be aware of dangerous goods and how to refer document of dangerous goods, ground handling staffs must be trained in dangerous goods and re-trained periodically in program approved by the Civil Aviation Authority.

To be check information of dangerous goods when handle baggage at airport, VJC ensures that this Manual and the IATA Dangerous Goods Regulations (DGR), the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions) or equivalent documentation is accessible at locations where passenger check-in and/or boarding operations are conducted.

If there are some unusual cases relating to dangerous goods during service process, please follow instructions at Chapter 6 of this manual.

4.2 LIST OF DANGEROUS GOODS ACCEPTED TO BE CARRIED IN OR AS PASSENGER OR CREW, CHECKED OR CARRY-ON BAGGAGE

Reference: VAR 18.117; DGR 2.3

VJC do not accepted dangerous goods to be carried in or as passengers or crew checked or carry-on baggage, except as otherwise provided follow:

Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
Alcoholic beverages , when in retail packaging, containing more than 24% but not more than 70% alcohol by volume, in receptacles not exceeding 5 L, with a total net quantity per person of 5 L. Refer to local customs for more restrictive limitations.	NO	YES	YES	NO
Ammunition (cartridges for weapons) , securely packaged (in Div. 1.4S, UN 0012 or UN 0014 only).	FORBIDDEN			
Avalanche rescue backpack , one (1) per person, containing a cartridge of compressed gas in Div. 2.2. May also be equipped with a pyrotechnic trigger mechanism containing no more than 200 mg net of Div. 1.4S. The backpack must be packed in such a manner that it cannot be accidentally activated. The airbags within the backpacks must be fitted with pressure relief valves.	YES	YES	YES	NO
Baggage with installed lithium batteries: non-removable batteries exceeding 0.3g lithium metal or 2.7Wh.	FORBIDDEN			
Baggage with installed lithium batteries: - Non-removable batteries: Batteries must contain no more than 0.3g lithium metal or for lithium ion must not exceed 2.7 Wh. - Removable batteries: Batteries must be removed if baggage is to be check-in. Removed batteries must be carried in the cabin.	NO	YES	YES	NO
Batteries spare/loose, including lithium metal or lithium ion cells or batteries , for portable electronic devices must be carried in carry-on baggage only. For lithium metal batteries the lithium metal content must not exceed 2g and for lithium ion batteries the Watt-hour rating must not exceed 100Wh. Articles which have the primary purpose as a power source, e.g. power banks are considered as spare batteries. These batteries must be individually protected to prevent short circuits. Each person is limited to a maximum of 10 spare batteries in VJ's flight.	NO	NO	YES	NO
Camping stoves and fuel containers that have contained a flammable liquid fuel , with empty fuel tank and/or fuel container (camping stoves and fuel containers for camping stoves that have contained a flammable liquid fuel may be carried provided the fuel tank of the camping stove and/or fuel container has been completely drained of all liquid fuel and action has been taken to nullify the danger. To nullify the danger, the empty fuel tank and/or container must be allowed to drain for at least 1 hour, the fuel tank and/or container must then be left uncapped for a minimum of 6 hours to allow any residual fuel to evaporate.	YES	YES	NO	NO


Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
<p>Chemical Agent Monitoring Equipment, when carried by staff members of the Organization for the Prohibition of Chemical Weapons on official travel. Chemical Agent Monitoring Equipment i.e. chemical agent monitor (CAM) and/or rapid alarm and identification device monitor (RAID-M).</p> <ul style="list-style-type: none"> - Instruments containing radioactive material not exceeding the activity limits specified in Table 2-14 of Doc 9284. - Securely packed and without lithium batteries - Carried by staff members of the Organization for the Prohibition of Chemical Weapons (OPCW) on official travel. 	YES	YES	YES	NO
<p>Disabling devices such as CS, mace, pepper spray, etc. containing an irritant or incapacitating substance are forbidden on the person, in checked and carry-on baggage.</p>	FORBIDDEN			
<p>Dry ice (carbon dioxide, solid), in quantities not exceeding 2.5kg per person when used to pack perishables not subject to these Regulations in checked or carry-on baggage, provided the baggage (package) permits the release of carbon dioxide gas, Checked baggage must be marked "dry ice" or "carbon dioxide, solid" and with the net weight of dry ice or indication that there is 2.5 kg or less dry ice.</p>	YES	YES	YES	NO
<p>E-cigarettes (including e-cigars, e-pipes, other personal vaporizers) containing batteries must be individually protected to prevent accidental activation.</p>	NO	NO	YES	NO
<p>Electro shock weapons (e.g. Tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. are forbidden in carry-on baggage or checked baggage or on the person.</p>	FORBIDDEN			
<p>Fuel cells and spare fuel cartridges powering portable electronic devices (e.g. cameras, cellular phones, laptop computers and camcorders),</p> <p>Portable Electronic Devices such as camera, mobile phones. Laptop, video camera containing fuel cells</p> <ul style="list-style-type: none"> a) Fuel cells may only contain flammable liquids, corrosive substances, liquefied flammable gas, water-reactive substances or hydrogen in metal hydride; b) Refueling of fuel cells on board an aircraft is not permitted except that the installation of a spare cartridge is allowed; c) Fuel cells containing fuel are permitted in carry-on baggage only <p><i>Note: See below section in this Manual: Fuel Cells Contained in Portable Electronic Devices for details.</i></p>	NO	NO	YES	NO

Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
<p>Spare fuel cell cartridges</p> <p>a) Fuel cell cartridges may only contain flammable liquids, corrosive substances, liquefied flammable gas, water-reactive substances or hydrogen in metal hydride;</p> <p>b) Refueling of fuel cells on board an aircraft is not permitted except that the installation of a spare cartridge is allowed;</p> <p>c) No more than two spare fuel cell cartridges may be carried in checked baggage, carry-on baggage, or on the person</p> <p><i>Note: See below section in this Manual: Fuel Cells Contained in Portable Electronic Devices for details.</i></p>	NO	YES	YES	NO
<p>Gas cartridges, small, non-flammable containing carbon dioxide or other suitable gas in Division 2.2 Up to two (2) small cartridges fitted into a self-inflating safety device such as a lifejacket or vest. Not more than one (1) device per passenger and up to two (2) small cartridges per person, not more than (4) cartridges up to 50 mL water capacity for other devices. The personal safety device must be packed in such a manner that it cannot be accidentally activated.</p>	YES	YES	YES	NO
<p>Gas cylinders non-flammable, non-toxic worn for the operation of mechanical limbs. Also, spare cylinders or a smaller size if required to ensure an adequate supply for the duration of the journey.</p>	NO	YES	YES	NO
<p>Hair curlers containing hydrocarbon gas, up to one (1) per passenger or crew member, provided the safety cover is securely fitted over the heating element. These hair curlers must not be used on board the aircraft at any time. Gas refills for such curlers is not permitted in checked or carry-on baggage.</p>	NO	YES	YES	NO
<p>Heat producing articles such as underwater torches (diving lamps) and soldering irons, Battery –powered equipment capable of generating extreme heat, which would cause a fire if activated, e.g. underwater high-intensity lamps. The heat producing component and the battery are isolated from each other by the removal of the heat producing component, the battery or another component, e.g. fuse. Any battery that has been removed must be protected against short circuit.</p> <p>a) The heat producing component and the battery are isolated from each other by the removal of the heat producing component, the battery or another component, e.g. fuse.</p> <p>b) Any battery that has been removed must be protected against short circuit (by placement in the original retail packaging or by otherwise insulating terminals, e.g. by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch).</p>	YES	YES	YES	NO
<p>Insulated packaging containing refrigerated liquid nitrogen (dry shipper), fully absorbent in a porous material containing only non-dangerous goods.</p>	NO	YES	YES	NO

Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
<p>Internal combustion or fuel cell engines In checked baggage only, internal combustion or fuel cell engines being carried separately or incorporated into a machine or other apparatus.</p> <p><i>Note: See Special Provision A70 for details.</i></p>	NO	YES	NO	NO
<p>Lithium Batteries: Security-type equipment containing lithium batteries complies with the section Security type equipment may be carried as checked baggage only.</p> <p><i>Note: See below section Security type equipment for details.</i></p>	YES	YES	NO	NO
<p>Lithium Batteries: Portable electronic devices containing lithium metal or lithium ion cells or batteries, including medical devices such as portable oxygen concentrators (POC) and consumer electronics such as cameras, mobile phones, laptops and tablets, when carried by passengers or crew for personal use. Batteries must not exceed 2g for lithium metal batteries and 100 Wh for lithium ion batteries.</p> <p>Devices containing lithium metal batteries with the lithium content not exceeding 2g or lithium ion batteries with a watt-hour rating not exceeding 100Wh</p> <p>a) Devices on carry-on baggage is encouraged b) Each person is limited to a maximum of 15 PED c) Devices in checked baggage must be completely switched off and must be protected from damage.</p>	NO	YES	YES	NO
<p>Lithium batteries, spare/loose with a Watt-hour rating exceeding 100Wh but not exceeding 160 Wh for consumer electronic devices and PMED or with a lithium content exceeding 2g but note exceeding 8g for PMED only. Maximum of two spare batteries in carry-on baggage only. These batteries must be individually protected to prevent short circuits.</p>	YES	NO	YES	NO
<p>Lithium battery-powered electronic devices. Lithium ion batteries for portable (including medical) electronic devices, a Wh rating exceeding 100Wh but not exceeding 160 Wh. For portable medical electronic devices only, lithium metal batteries with a lithium content exceeding 2g but not exceeding 8g.</p>	YES	YES	YES	NO
<p>Matches, Safety (one small packet) or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Lighter fuels and lighter refills are not permitted on one's person or in checked or carry-on baggage.</p> <p><i>Note: "Strike anywhere" matches, "Blue flame" or "Cigar" lighters are forbidden.</i></p>	NO	NO	ON ONE'S PERSON	NO

Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
<p>Mobility Aids: Battered-powered wheel chairs or other similar mobility devices with non-spillable wet batteries or with batteries which comply with Special Provision A123 or A199</p> <p>a) Non - spillable batteries must comply with Special Provision A67 or the vibration and pressure differential tests of Packing Instruction 872.</p> <p>b) It is recommended that passengers make advance arrangements with each operator.</p> <p><i>Note: See below section about Mobility aids with Non-spillable wet batteries or with Batteries that comply with Special Provision A123 or A199 for details.</i></p>	YES	YES	NO	NO
<p>Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with spillable batteries or with lithium batteries.</p> <p>a) The pilot-in-command must be informed of the location of a wheelchair or mobility aid with an installed battery or the location of a packed batter.</p> <p>b) It is recommended that passengers make advance arrangements with each operator.</p> <p><i>Note: See below section about Mobility aids with Spillable batteries and Mobility aids with Lithium batteries for details.</i></p>	YES	YES	NO	YES
<p>Mobility Aids: battery-powered mobility aids with lithium ion batteries (collapsible), lithium-ion battery must be removed and carried in the cabin. Where a battery-powered wheelchair or other similar mobility aid is specifically designed to allow it battery(ies) to be removed by the user (e.g. collapsible).</p> <ul style="list-style-type: none"> - The pilot-in-command must be informed of the location of a wheelchair or mobility aid with an installed battery or the location of a packed batter - It is recommended that passengers make advance arrangements with each operator <p>A passenger may carry a maximum of one spare lithium ion battery not exceeding 300Wh or two spare battery each not exceed 160 Wh.</p>	YES	NO	YES	YES
<p>Non-radioactive medicinal or toiletry articles (including aerosols) such as hair sprays, perfumes, colognes and medicines containing alcohol; and</p>	NO	YES	YES	NO
<p>Non-flammable, non-toxic aerosols in Division 2.2, with no subsidiary risk, for sporting or home use. The total net quantity of all above mentioned articles must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.</p>	NO	YES	YES	NO
<p>Oxygen or air, gaseous, cylinders required for medical use.</p>	FORBIDDEN			

Pilot in Command must be informed of the location				
Permitted in or as carry-on baggage				
Permitted in or as checked baggage				
The approval of the Airline is required *				
<p>Permeation devices, In checked baggage only permeation devices for calibrating air quality monitoring equipment. In checked baggage only permeation devices for calibrating air quality monitoring equipment. These devices must comply with the requirements of Special Provision A41.</p> <p><i>Note: See below section Special Provision A41 for details.</i></p>	NO	YES	NO	NO
<p>Portable electronic devices containing non-spillable batteries, batteries must meet A67 and must be 12 V or less and 100 WH or less. A maximum of 2 spare batteries may be carried. The device must be protected from inadvertent activation, or the battery must be disconnected and the battery terminals insulated. Each spare battery must be protected from short circuit by insulation of the battery terminals.</p> <p><i>Note: See below section Special Provision A67 for details.</i></p>	NO	YES	YES	NO
<p>Radioisotopic cardiac pacemakers or other devices, including those powdered by lithium batteries implanted into a person or fitted externally.</p>	NO	ON ONE'S PERSON		NO
<p>Security-type attaché cases, cash boxes, cash bags, etc. incorporating dangerous goods, such as lithium batteries and/or pyrotechnic material, are totally forbidden:</p> <ul style="list-style-type: none"> - If not complied with the below section Security type equipment. - If the equipment contains an explosive or pyrotechnic substance or an explosive article; - If Security type equipment that is defective or that has been damaged is forbidden for transport 	FORBIDDEN			
<p>Specimens, non-infectious packed with small quantities of flammable liquid. In checked or carry-on baggage non-infectious specimens, such as specimens of mammals, birds, amphibians, reptiles, fish, insects and other invertebrates containing small quantities of flammable liquids and must be complied with the requirements of Special Provision A180.</p> <p><i>Note: See below section Special Provision A180 for details.</i></p>	NO	YES	YES	NO
<p>Thermometer, medical or clinical, which contains mercury, one (1) per person for personal use, when in its protective case.</p>	NO	YES	NO	NO
<p>Thermometer or barometer, mercury filled carried by a representative of a government weather bureau or similar official agency. The barometer or thermometer must be packed in a strong outer packaging, having a sealed inner liner or a bag of strong leak-proof and puncture resistant material impervious to mercury, which will prevent the escape of mercury from the package irrespective of its position. The pilot-in-command must be informed of the location of the barometer or thermometer.</p>	YES	NO	YES	YES

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4.2.1 Forbidden Goods


The below articles and substances are forbidden for transport by passengers or crew:

- a) **Disabling devices** such as mace, pepper spray, etc. containing an irritant or incapacitating substance
- b) **Electro shock weapons** (e.g. Tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc.
- c) **Security-type attaché cases, cash boxes, cash bags**, etc. incorporating dangerous goods, lithium batteries and/or pyrotechnic material, except as provided in section 4.2.2
- d) Security type equipment that is defective or that has been damaged
- e) **Personal medical oxygen devices that utilize liquid oxygen**
- f) “Strike anywhere” matches, “Blue flame” or “Cigar” lighters. “Blue flame” or “Cigar” **lighters**. Premixing burner lighter. Lighter fuel and lighter refills.
- g) Fireworks of any type, including all party fireworks, in any quantity
- h) Festive Crackers
- i) Party Poppers
- j) Any article containing explosives
- k) Inflated balloons

4.2.2 Security-Type Equipment

Security type equipment such as attaché cases, cash boxes, cash bags, etc. incorporating dangerous goods as part of this equipment, for example lithium batteries or pyrotechnic material are forbidden, except the equipment complies with the following may be carried as checked baggage only:

- a) The equipment must be equipped with an effective means of preventing accidental activation;
- b) If the equipment contains lithium cells or batteries, these cells or batteries must comply with the following restrictions:
 - 1) for a lithium metal cell, the lithium content is not more than 1 g;
 - 2) for a lithium metal battery, the aggregate lithium content is not more than 2 g;
 - 3) for lithium ion cells, the Watt-hour rating is not more than 20Wh;
 - 4) for lithium ion batteries, the Watt-hour rating is not more than 100Wh; Each cell or battery is of the type proven to meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, subsection 38.3.
- c) If the equipment contains gases to expel dye or ink, only gas cartridges and receptacles, small, containing gas with a capacity not exceeding 50 mL, containing no constituents subject to these Regulations other than a Division 2.2 gas, are allowed. The release of gas must not cause extreme annoyance or discomfort to crew members so as to prevent the correct performance of assigned duties. In case of accidental activation all hazardous effects must be confined within the equipment and must not produce extreme noise;
- d) Security type equipment that is defective or that has been damaged is forbidden for transport.

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4.2.3 Mobility Aids


Battery-powered wheelchairs or other similar mobility aids for use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g. broken leg).

4.2.3.1 Mobility aids with Non-spillable wet batteries or with Batteries that comply with Special Provision A123 or A199

- a) Non-spillable batteries must comply with Special Provision A67;
- b) The Operator must secure, by use of straps, tie-downs or other restrain devices, a battery powered mobility aid with installed batteries. The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo;
- c) The operator must verify:
 - 1) The passenger has confirmed that the battery is a non-spillable wet battery that complies with special provision A67, or a nickel-metal hydride battery or dry battery;
 - 2) The battery terminals are protected from short circuits, e.g. by being enclosed within a battery container;
 - 3) The battery is either:
 - i. Securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacturer's instructions; or
 - ii. Removed by the user, if the mobility aid is specifically designed to allow it to be, following the manufacturer's instructions.
- d) A passenger may carry a maximum of one spare battery.
- e) The operator must ensure that any battery(ies) removed from the wheelchair/mobility aid or spare batteries are carried in strong, rigid packagings which must be carried in the cargo compartment (see article 4.5.3.5);
- f) The operator must inform the pilot-in-command of the location of mobility aids with installed batteries, removed batteries and spare batteries.
- g) It is recommended that passengers make advance arrangements with each operator.

4.2.3.2 Mobility aids with Spillable batteries

- a) The Operator must secure, by use of straps, tie-downs or other restrain devices, a battery powered mobility aid with installed batteries. The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo;
- b) The operator must verify that:
 - 1) The battery terminals are protected from short circuits, e.g. by being enclosed within a battery container;
 - 2) The battery is fitted, where feasible, with spill resistant vent caps;
 - 3) The battery is either:


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- i. Securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacturer's instructions; or
 - ii. Removed from the mobility aid following the manufacture's instruction when the mobility aids cannot be maintained in an upright position (see 4.2.3.2 c)
- c) The operator must load, stow, secure and unload a mobility aid with a spillable battery in an upright position. If the wheelchair or mobility aid cannot be loaded, stowed, secured and unloaded always in an upright position or if the mobility aid does not adequately protect the battery, the operator must remove the battery. The removed battery must be carried in strong, rigid packagings as follows:
- 1) Packagings must be leak-tight, impervious to battery fluid and be protected against upset by securing to pallets or by securing them in cargo compartments using appropriate means of securement (other than by bracing with freight or baggage) such as by use of restraining straps, brackets or holders;
 - 2) Batteries must be protected against short circuits, secured upright in these packagings and surrounded by compatible absorbent material sufficient to absorb their total liquid contents; and
 - 3) These packagings must be marked "Battery, Wet, with Wheelchair" or "Battery, wet, with mobility aid" and be labelled with the "Corrosive" and "Package Orientation" label;
- d) The operator must inform the pilot-in-command of the location of mobility aid with an installed battery and removed batteries.
- e) It is recommended that passengers make advance arrangements with each operator.

4.2.3.3 Mobility aids with Lithium batteries

Mobility aids with Lithium batteries may be carried with the following conditions:

- a) The batteries must be of a type which meets the requirements of each test in the UN Manual of Tests and Criteria, Part III, subsection 38.3;
- b) The Operator must secure, by use of straps, tie-downs or other restrain devices, a battery powered mobility aid with installed batteries. The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo;
- c) The operator must verify:
 - 1) The battery terminals are protected from short circuits, e.g. by being enclosed within a battery container;
 - 2) The battery is either:
 - i. Securely attached to the wheelchair or mobility aid and the electrical circuits are isolated following the manufacture's instructions; or (see 4.5.3.5)
 - ii. Removed by the user, if the mobility aid is specifically designed to allow it to be, following the manufacture's instruction. The battery removed from the mobility aid must not exceed 300Wh, or for mobility aid fitted with two batteries, each battery must not exceed 160 Wh.
- d) A passenger may carry a maximum of one spare lithium ion battery not exceeding 300Wh or two spare battery each not exceed 160 Wh.


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- e) The operator must ensure that any battery removed from the mobility and any spare batteries are carried in the passenger cabin. The removed or spare batteries must be protected from damage (e.g. by placing each battery in a protective pouch).
- f) The operator must inform the pilot-in-command of the location of the mobility aid with installed batteries, removed batteries and spare batteries;
- g) It is recommended that passengers make advance arrangements with each operator.

4.2.4 Fuel Cells Contained In Portable Electronic Devices

Fuel cells used to power portable electronic devices (for example cameras, cellular phones, laptop computers and camcorders) and spare fuel cell cartridges, under the following conditions:

- a) Fuel cells and fuel cell cartridges may only contain flammable liquids, corrosive substances, liquefied flammable gas, water-reactive substances or hydrogen in metal hydride;
- b) Refuelling of fuel cells on board an aircraft is not permitted except that the installation of a spare cartridge is allowed;
- c) The maximum quantity of fuel in any fuel cell or fuel cell cartridge must not exceed:
 - 1) for liquids, 200 mL;
 - 2) for solids 200 g;
 - 3) for liquefied gases, 120 mL for non-metallic fuel cells or fuel cell cartridges or 200 mL for metal fuel cells or fuel cell cartridges;
 - 4) for hydrogen in metal hydride the fuel cell cartridges must have a water capacity of 120 mL or less.
- d) Each fuel cell and each fuel cell cartridge must conform to IEC 62282-6-100 Ed. 1, including Amendment 1 and must be marked with a manufacturer's certification that it conforms to the specification. In addition, each fuel cell cartridge must be marked with the maximum quantity and type of fuel in the cartridge;
- e) No more than two spare fuel cell cartridges may be carried in checked baggage, carry-on baggage, or on the person;
- f) Fuel cells containing fuel are permitted in carry-on baggage only;
- g) Interaction between fuel cells and integrated batteries in a device must conform to IEC 62282-6-100 Ed. 1, including Amendment 1. Fuel cells whose sole function is to charge a battery in the device are not permitted;
- h) Fuel cells must be of a type that will not charge batteries when the portable electronic device is not in use and must be durably marked by the manufacturer: "APPROVED FOR CARRIAGE IN AIRCRAFT CABIN ONLY" to so indicate; and
- i) In addition to the languages which may be required by the State of Origin for the marks specified above, English should be used.

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4.2.5 Special Provisions

4.2.5.1 Special provisions A41

Permeation devices that contain dangerous goods and that are used for calibrating air quality monitoring devices are not subject to these Instructions when carried as cargo provided the following requirements are met:


- a) Each device must be constructed of a material compatible with the dangerous goods it contains;
- b) The total quantity of dangerous goods in each device is limited to 2 milliliters and the device must not be liquid full at 55°C;
- c) Each permeation device must be placed in a sealed, high impact-resistant, tubular inner packaging of plastic or equivalent material. Sufficient absorbent material must be contained in the inner packaging to completely absorb the contents of the device. The closure of the inner packaging must be securely held in place with wire, tape or other positive means;
- d) Each inner packaging must be contained in a secondary packaging constructed of metal, or plastic having a minimum thickness of 1.5 mm. The secondary packaging must be hermetically sealed;
- e) The secondary packaging must be securely packed in strong outer packaging. The completed package must be capable of withstanding, without breakage or leakage of any inner packaging and without significant reduction in effectiveness:
 - 1) The following free drops onto a rigid, non-resilient, flat and horizontal surface from a height of 1.8 m:
 - i. one drop flat on the bottom;
 - ii. one drop flat on the top;
 - iii. one drop flat on the long side;
 - iv. one drop flat on the short side;
 - v. one drop on a corner at the junction of three intersecting edges; and
 - 2) a force applied to the top surface for a duration of 24 hours, equivalent to the total weight of identical packages if stacked to a height of 3 m (including the test sample)

Note: *Each of the above tests may be performed on different but identical packages.*
- f) The gross mass of the completed package must not exceed 30 kg.

4.2.5.2 Special provision A67

Wet cell batteries can be considered as non-spillable provided that they are capable of withstanding the vibration and pressure differential tests given below, without leakage of battery fluid.

Vibration test: The battery is rigidly clamped to the platform of a vibration machine and a simple harmonic motion having an amplitude of 0.8 mm (1.6 mm maximum total excursion) is applied. The frequency is varied at the rate of 1 Hz/min between the limits of 10 Hz to 55 Hz. The entire range of frequencies and return is traversed in 95 ± 5 minutes for each mounting position (direction of vibration) of the battery. The battery must be tested in three mutually perpendicular positions (to include testing with fill openings and vents, if any, in an inverted position) for equal time periods.

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Pressure differential test: Following the vibration test, the battery is stored for six hours at 24°C ± 4°C while subjected to a pressure differential of at least 88 kPa. The battery must be tested in three mutually perpendicular positions (to include testing with fill openings and vents, if any, in an inverted position) for at least six hours in each position.

Note:


- Non-spillable type batteries which are an integral part of, and necessary for the operation of, mechanical or electronic equipment must be securely fastened in the battery holder on the equipment and protected in such a manner so as to prevent damage and short circuits.
- Non-spillable batteries are not subject to these Regulations when carried as cargo if, at a temperature of 55°C, the electrolyte will not flow from a ruptured or cracked case. The battery must not contain any free or unabsorbed liquid. Any electrical battery or battery powered device, equipment or vehicle having the potential of dangerous evolution of heat must be prepared for transport so as to prevent:
 - a) A short circuit (e.g. in the case of batteries, by the effective insulation of exposed terminals; or in the case of equipment, by disconnection of the battery and protection of exposed terminals); and
 - b) Unintentional activation.

The words “Not Restricted” and the Special Provision number must be included in the description of the substance on the Air Waybill as required by DGR 8.2.6, when an Air Waybill is issued.

4.2.5.3 Special provision A70

Internal combustion or fuel cell engines or machinery, being shipped either separately or incorporated into a vehicle, machine or other apparatus, without batteries or other dangerous goods, are not subject to these Instructions when carried as cargo or baggage provided that:

- a) For flammable liquid powered engines:
 - 1) The engine is powered by a fuel that does not meet the classification criteria for any class or division; or
 - 2) The fuel tank of the vehicle, machine or other apparatus has never contained any fuel or the fuel tank has been flushed and purged of vapours and adequate measures taken to nullify the hazard; and
 - 3) The shipper has provided the operator with written or electronic documentation stating that a flushing and purging procedure has been followed; and
 - 4) The entire fuel system of the engine has no free liquid and all fuel lines are sealed or capped or securely connected to the engine and vehicle, machinery or apparatus.
- b) For flammable gas powered internal combustion or fuel cell engines:
 - 1) The entire fuel system must have been flushed, purged and filled with a non-flammable gas or fluid to nullify the hazard;
 - 2) The final pressure of the non-flammable gas used to fill the system does not exceed 200 kPa at 20°C;

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- 3) The shipper has made prior arrangements with the operator; and
- 4) The shipper has provided the operator with written or electronic documentation stating that the flushing, purging and filling procedure has been followed and that the final contents of the engine(s) have been tested and verified to be non-flammable.

Multiple engines meeting the provisions of this special provision may be shipped in a unit load device provided that the shipper has made prior arrangements with the operator(s) for each consignment.

When carried as cargo and this special provision is used, the words “Not Restricted” and the Special Provision number must be included in the description of the goods on the Air Waybill as required by IATA DGR 8.2.6, when an Air Waybill is issued.

4.2.5.4 Special provision A152

Insulated packaging conforming to the requirements of Packing Instruction 202 containing refrigerated liquid nitrogen fully absorbed in a porous material are not subject to these regulations provided the design of the insulated packaging would not allow the build-up of pressure within the container and would not permit the release of any refrigerated liquid nitrogen irrespective of the orientation of the insulated packaging and any outer packaging or overpack used is closed in a way that will not allow the build-up of pressure within that packaging or overpack.


When used to contain substances not subject to these Instructions, the words “not restricted” and the Special Provision number must be included in the description of the substance on the Air Waybill as required by IATA DGR 8.2.6 when an air waybill is issued.

4.2.5.5 Special provision A180

Non-infectious specimens, such as specimens of mammals, birds, amphibians, reptiles, fish, insects and other invertebrates containing small quantities of UN 1170, UN 1198, UN 1987 or UN 1219 are not subject to these regulations provided the following packing and marking requirements are met:

- a) Specimens are:
 - 1) wrapped in paper towel and/or cheesecloth moistened with alcohol or an alcohol solution and then placed in a plastic bag that is heat-sealed. Any free liquid in the bag must not exceed 30 mL; or
 - 2) placed in vials or other rigid containers with no more than 30 mL of alcohol or an alcohol solution;
- b) The prepared specimens are then placed in a plastic bag that is then heat-sealed;
- c) The bagged specimens are then placed inside another plastic bag with absorbent material then heat sealed;
- d) The finished bag is then placed in a strong outer packaging with suitable cushioning material;
- e) The total quantity of flammable liquid per outer packaging must not exceed 1 L; and
- f) The completed package is marked “scientific research specimens, not restricted Special Provision A180 applies”.

The words “Not restricted” and the special provision number A180 must be included in the description of the substance on the Air Waybill as required by IATA DGR 8.2.6, when an Air Waybill is issued.

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4.3 PROVISION OF INFORMATION TO PASSENGER

Reference: VAR 18.145; DGR 1.4.3; ISM GRH 3.1.1

This section ensures information on the types of dangerous goods forbidden for transport on board an aircraft is communicated to all passengers. Such system shall ensure the following:

- a) The requisite information is provided to passengers:
 - At the point of ticket purchase or, where that is not practical, prior to issuance of a boarding pass.
 - At issuance of a boarding pass, or when no boarding pass is issued, prior to boarding the aircraft.
- b) Where ticket purchase and/or boarding pass issuance can be completed by passengers without the involvement of another person, the passenger is required to acknowledge that the requisite information has been presented.
- c) Information is provided at each of the places at an airport where tickets and/or boarding passes are issued, and in baggage drop and aircraft boarding areas.

4.3.1 Information To Passenger

Information as to the types of dangerous goods which a passenger is forbidden from transporting aboard an aircraft is provided at:

- d) Official website of VietJet
- e) Ticket desk at the airport
- f) Check-in counter
- g) Boarding gate

4.3.2 Check-in At Counter

During checking in process, staff must warn passenger about dangerous good accepted to be carried in or as passengers or crew, checked baggage and question about their baggage.

4.3.3 Check-in Online, Kiosk

When passenger checks in online or kiosk, list of dangerous good accepted to be carried in or as passengers or crew, checked baggage and list of question about baggage is one of the steps which passenger must complete in order to finish checking in process.

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4.4 PACKING REGULATION

Dangerous goods to be carried as baggage are packed as baggage's general standard. Package, transport, arrange regulations for each item are specified in section 4.2.

Note:

- a) Spare lithium battery must be packaged properly in solid box; these batteries must be individually protected to prevent short circuits.
- b) Carbon dioxide, solid (dry ice), in quantities not exceeding 2.5 kg per person, the baggage (package) permits the release of carbon dioxide gas.

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4.5 HANDLING PROCEDURES

Reference: ISM GRH 3.1.2

Transport of dangerous good under baggage must obey regulation in section 4.2.

VJC Duty Officer shall ensure when dangerous goods not permitted for carriage on board the aircraft are discovered on the person of or in the baggage of a passenger, a report is made to direct reporting line personnel (this will be made to the appropriate authority of the state of occurrence).

4.5.1 Handling procedure at the check-in counters

If know passengers' baggages containing dangerous goods, staffs check information in section 4.2 and perform the following steps:

4.5.1.1 Dangerous goods forbidden for air transportation

Staffs inform passengers that the dangerous goods in their baggages is prohibited according to the regulation of the Authorities, IATA and/or VJC. Staffs advise passengers to not carry them before completing the check-in procedures.

4.5.1.2 Dangerous goods as carry-on baggage only (included on person)

Staffs inform passengers that the dangerous goods in their baggages is not carried as checked baggage according to the regulation of the Authorities, IATA and/or VJC. Staffs advise passengers to not carry them as checked baggages before completing the check-in procedures

4.5.1.3 Dangerous goods as checked baggage, does not require the carrier's consent nor notice to the Pilot in Command (PIC)

a) At departure airport

1) Check-in staffs perform the following steps:

- Check packing specifications
- Attach baggage tag and labeling of dangerous goods (if any) Complete the procedure as regulation
- Inform to VJC's Representatives about those dangerous goods in baggage

2) VJC's Representative notes information about baggage containing dangerous goods on flight report and send message to notify the relevant airport

3) The loading staffs identifies baggages containing dangerous goods through labels and loads.

b) At transfer/arrival airport

After receiving information about the baggage containing dangerous goods, VJC's Representatives coordinate to Ground Handling Company and the relevant units to ensure the dangerous goods service quality comply with the policies

4.5.1.4 Dangerous goods acceptable with operator approval

a) In case detected or notified at airport about dangerous goods must approved by operator:

1) Check-in staffs: Must notice VJC's Representatives at airport after check information in section 4.2

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- 2) VJC's Representatives at airport: Check information about limit transportation and packing regulation in section 4.2. If comply with regulations, VJC's Representatives shall decide to accept transport those baggages and note information on flight report.
- 3) Baggage acceptable is handled as section 4.2 of this manual.
- b) In case that the passenger has notified to VJC at least 48 hours prior to the schedule departure time:
 - 1) Recipient:
 - Contact the nearest airport where VJ has operating flight or VJC Booking office to advise of DG carry.
 - 2) GO at airport of VJC Booking office personnel:

Check with related VJC Station and give feedback as soon as possible after receiving information from passenger

 - If the item is not accepted for transportation: Give feedback with the reason.
 - If the item is accepted for transportation: Give feedback with the advice.
- c) In case that the passenger has notified to VJC after 48 hours prior to the schedule departure time:
 - 1) Recipient:
 - Recommend passenger that he should present at check-in counter early to supported by VJC's representative (counter should be opened minimum 02 hours prior to STD).
 - Send the passenger's request to relevant VJC stations.
 - 2) VJC's GO at station:
 - Brief the check- in staffs and actively check information when receiving information.

4.5.1.5 Arrangement location of dangerous goods must be informed to PIC

Handling procedure as section 4.4.1.3 and the following procedure

- a) Check-in staffs communicate information to load planning staffs to advise:
 - 1) The detail of the item accepted includes: Name, weight (if there is any limitation), e.g. wheelchair with lithium ion battery.
 - 2) Passenger's name, seat number.
 - 3) If the baggage is being carried in the cabin or if it is checked-in
- b) Load planning staff should: Insert information as free text into SI (Supplementary Information) in Load sheet/Load Summary: Detail of baggage, passengers' name, seat number, arrangement location (if check-in baggage), and give it to PIC.

4.5.2 Handling procedure at lounge or boarding gate

In case the carry-on baggage containing dangerous goods items not allowed to carry-on baggage.

4.5.2.1 In case the item is allowed to checked baggage

Handle as checked baggage at boarding gate according to Ground Operations Manual, make irregularity report and learn with relevant units.

4.5.2.2 In case the item is not allowed to checked baggage

Inform the passenger that the items are not permitted to carry on the aircraft. At the same time, inform the airport security to handle the items according to regulation.

4.5.3 Some notes in handling procedure

4.5.3.1 Lithium batteries

a) Portable electronic devices (including medical devices)

Portable electronic devices (including medical devices) containing lithium metal or lithium ion cells or batteries, batteries must not exceed 2 g for lithium metal batteries and 100Wh for lithium ion batteries: **maximum ten (10) batteries per one (01) passenger.**



b) Small Lithium Battery Power Vehicles

Small Lithium Battery Power Vehicles such as scooter, hover board, mini- segway; airwheel, solo wheel, balance wheel are not accepted for carrying on VJC's flights



c) Baggage equipped with a lithium battery, other than lithium button cells, the battery must be removable. If offered as checked baggage the battery must be removed and carried in the cabin.

- 1) It can be carried as carry-on baggage: The size and weight are complied with GOM. It must be switched off and not be used during the flight.
- 2) It can be carried as checked baggage: The lithium battery must be removed from the baggage and the lithium battery must be carried in the cabin. Baggage where the lithium battery is designed to charge other devices and cannot be removed is forbidden for carriage
- 3) Batteries must be abided by the article in this manual.

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4.5.3.2 Damaged lithium battery

Damaged lithium battery or lithium battery recalled by the manufacturers are prohibited from being brought on board all VJC's flights, such as:

- 15-inch Macbook Pro computers which was manufactured from September 2015 to February 2017 with battery error; Or
- Samsung Galaxy Note 7.

4.5.3.3 Oxygen for medical used by passengers

Reference: VAR 13.027

- VJC may allow a passenger to carry and operate equipment for the storage, generation or dispensing of medical oxygen only as prescribed by the CAAV.
- No person may smoke, and no crew member may allow any person to smoke within 10 feet of oxygen storage and dispensing equipment carried for the medical use of a passenger.
- No crew member may allow any person to connect or disconnect oxygen dispensing equipment to or from an oxygen cylinder while any other passenger is aboard the aircraft.

4.5.3.4 Dry Ice

- Each passenger, flight crew is only permitted to carry dry ice in quantities not exceeding 2.5 kg used to preserve perishable goods (other than dangerous goods).
- Transport of dry ice must be approved by the carrier as checked baggage or carry-on baggage, and the outer packaging must permit the release of carbon dioxide gas.
- Staffs serve follow procedure at section 4.6.4 of this Manual when accepting transport of dry ice as checked baggage.
- Check-in staffs note: On each baggage, must attach "Dry Ice" tag (see at the below picture) or "Carbon dioxide, solid" or "Dry Ice"; and Net weight of dry ice is 2.5kg or less.



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4.5.3.5 Mobility aids with wet batteries, spillable batteries, lithium batteries

Reference: ISM GRH 3.1.3


The acceptance and handling of such mobility aids to ensure they meet following requirements:

- The battery is a type that is permitted;
- Battery terminals are protected and electrical circuits are isolated;
- Loading is in a manner that prevents movement and damage from other cargo;
- If applicable, batteries are removed, protected and transported as per specifications applicable to the type of batteries;
- The pilot in command is informed of the location of the mobility aids and/or the batteries.

Wheelchairs/ Mobility aids with wet batteries, spillable batteries, lithium batteries for use by passengers whose mobility is restricted by either a disability

- Transportation for Wheelchairs/ Mobility aids with wet batteries, dry batteries, lithium batteries must be approved by the carrier and allowed to be carried as checked baggage. VJC staffs have to follow the procedures at 4.5.1.4.
- Wheelchairs/ Mobility aids with non-removeable batteries, when accepted for transport, staffs are required to comply with 4.2.3 of this manual. Also, notify the PIC loading positions of Mobility aids according to article 4.5.1.5 of this Manual after receiving Mobility aids with Spillable battery or with lithium battery (non-removable batteries).
- Wheelchairs/ Mobility aids with removable batteries
 - After removing the batteries, Mobility aids will be handled as normal baggage.
 - The transportation of batteries must comply with the conditions in section 4.2.3.
 - If the wheelchair or mobility aid cannot be loaded, stowed, secured and unloaded always in an upright position, the battery must be removed.
 - The PIC must be notified about the loading position of the batteries as section 4.5.1.6 of this Manual.
- Label
 - Wheelchairs accepted for transportation as checked baggage: are tagged MAAS/Priority, not tagged "Limited Release" by check-in staffs. If wheelchairs are allowed to use in the station, they are tagged "Special Delivery Tag".
 - Staffs could use the below label to support wheelchairs/ mobility aids




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4.5.3.6 Diving Equipment

- a) Diving equipment may contain cylinders (such as scuba tanks, vest bottles, etc.) of compressed gas (air, oxygen, etc.), diving lights may have batteries and high intensity diving lamps which can generate extremely high heat when operated in air.
- b) In order to be carried safely: the cylinders (such as scuba tanks, vest bottles, etc.) must be empty (no compressed gas) and the bulb or battery of diving lamp must be disconnected. The battery has been removed must be protected against short circuit.

4.5.3.7 Multiple sectors

If passenger's itinerary includes sectors operated by VietJet and other airlines: VietJet shall accept dangerous goods on VietJet flights if they must comply with regulations of all operating carriers.

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4.6 IRREGULARITY HANDLING FOR BAGGAGE CONTAIN DANGEROUS GOODS

4.6.1 Irregularity handling

Handling irregularity relating to baggage which contains dangerous goods refer to Chapter 6 of this manual

4.6.2 Irregularity handling for carry on baggages contain dangerous goods

Reference: AC 18-002-3.4

During handling process, if discover dangerous good which can't be accepted to be carried in or as passengers or crew, checked or carry-on baggage, follow below procedure:

- a) On ground
 - 1) Advise passenger to change to checked baggage (if they can send as checked baggage) or
 - 2) Do not accept for carriage
- b) Carry-on baggage transports in cargo holds: In case the carry-on baggage must be transferred to the cargo hold, before the baggage is transferred, must be ensured:
 - 1) Passengers has confirmed that the baggage does not contain dangerous goods are forbidden in checked baggage; or
 - 2) Dangerous goods that are forbidden in checked baggage must be removed from the baggage before being transferred to the cargo hold.
- c) In flight
 - 1) Cabin crews confiscate baggage. Handover baggage and passenger to VJC's representative on arrival.
 - 2) VJC's representative report authority and security staff for handling.

4.6.3 Irregularity handling for checked baggages contain dangerous goods.

Reference: AC 18-002-3.4


During handling process, if discover dangerous good which cannot be accepted to be carried as checked baggage:

- a) Advise passenger to carry on (if the baggage can be accepted as carry-on baggage) or
- b) Do not accept for carriage, offload the baggage and inform passenger

4.6.4 Advise to authority when recognize dangerous good, which is not accepted for transporting, in baggage of passenger

Reference: ISM GRH 3.1.2

When baggage of passenger or crew contains dangerous goods which is not listed in 2.3A DGR, check-in staff, cabin crew report to airport security and VJC's representative for handling. After that, VJC's Representative makes a written report to the Airport Authority.

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CHAPTER 5
**AIRCRAFT PARTS, COMPANY MATERIALS CARRIED
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5.1 GENERAL REQUIREMENTS

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5.1 GENERAL REQUIREMENTS

Reference: VAR18.027(c)

All VJC's aircraft parts, company materials which would be classed as dangerous goods in compliance with the TI, DGR in items 2.5.2.c); 2.5.2.d) and 2.5.5 this manual shall be excepted from provisions of regulations in section 2.1.1 this manual.

Where articles and substances intended as replacements for those described in items 2.5.2.c), 2.5.2.d) this manual or which have been removed or the replacements are carried on an aircraft, they shall be transported in accordance with the provisions of regulations in section 2.1.1 this manual.

The departments which prepare and transport aircraft parts, company materials as dangerous goods shall take all responsibilities as described in section 3.1.2 this manual and comply with other requirements in VJC's company material.

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CHAPTER 6
EMERGENCY AND OCCURRENCE RESPONSE PROCEDURES

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6.1 IN-FLIGHT EMERGENCY RESPONSE PROCEDURE

Reference: VAR 18.150 (a)

In case of incidents involving dangerous goods consignments happens on board, flight crew shall take appropriate actions due to emergency response drill code (ERG code) as shown on the NOTOC or provided by any other document (for the consignments which do not require Shipper's Declaration for dangerous goods). The Pilot-in-command shall be required to make reference to the ERG code in Table 4-1. Aircraft Emergency Response Drills from The Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (ICAO Doc 9481-AN/928) and take action as instructed in this manual.

Doc 9481-AN/928 shall be available on all VJC's aircrafts.

6.1.1 Emergency response - Flight crew member

Reference VAR 18.137(a)(b)(c) 18.150(b)


6.1.1.1 General considerations

In the event of an incident involving dangerous goods, the following considerations and actions should be taken into account:

- a) Land as soon as possible. Air traffic service should be informed if the situations permit.
- b) Apply the appropriate fire or smoke removal emergency procedure for the aircraft
 - 1) Oxygen mask "ON" with 100% position;
 - 2) Use max capacity of air conditioning systems and all cabin vented overboard (no recirculation of air).
- c) Changing altitude consideration:
 - 1) Descent: will reduce the rate of vaporization of liquid and may reduce the rate of leakage, but it may increase the rate of burning;
 - 2) Climb: may reduce the rate of burning but may increase the rate of vaporization or leaking;
 - 3) Try to keep the differential pressure as low as possible with structural damage.
- d) Gas-tight breathing equipment should always be worn when attending an incident involving fire or fumes.
- e) Water should not be used on a spillage or when fumes are present.
- f) Use gloves or oven glove before touching suspicious packages or bottles.
- g) In case of dangerous goods in powder form, switching off recirculation fans should be considered.

6.1.1.2 Checklist for dangerous goods events

- a) IN-FLIGHT
 - 1) Follow the appropriate aircraft emergency procedures for fire or smoke removal.
 - 2) Set "NO SMOKING" sign on.
 - 3) Consider landing as soon as possible.
 - 4) Consider turning off non-essential electrical power.


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- 5) Determine source of smoke/fumes/fire, identify the item
 - 6) For dangerous goods incidents in the passenger cabin, see cabin crew checklist and co-ordinate cockpit and cabin crew actions.
 - 7) Determine emergency response drill code (from NOTOC where available)
 - 8) Use guidance from aircraft emergency response drill charts to help deal with incident (Table 4-1, Aircraft Emergency Response Drills from The Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods - ICAO Doc 9481-AN/928 or “red book”)
 - 9) If the situation permits, notify air traffic service of at least UN number of any dangerous goods being carried.
- b) AFTER LANDING
- 1) Disembark passengers and crew before opening any cargo compartment doors.
 - 2) Inform ground personnel and emergency services of nature of item and where stowed.
 - 3) Make appropriate entry in maintenance log book.
 - 4) Make report in compliance with provisions in sub-chapter 7.2 this manual.

6.1.2 Emergency response - Cabin crew member

6.1.2.1 Action in events of finding a suspected dangerous goods


- a) The cabin crew member suspecting a possible dangerous good should check with the passenger in an attempt to assess the potential danger. In some cases, the passenger may have authority for its carriage in the aircraft cabin. Any items found must be reported to the Pilot-in-command along with any action taken.
- b) In case of fire: Use standard procedure/ check use of water.
- c) In the event of a spillage of a volatile/flammable liquid proceed as follows:
 - 1) Advise the flight deck crew so that galley power can be selected off;
 - 2) The flight deck door is to be closed;
 - 3) The pilot-in-command will consider descending to a lower altitude while at the same time increasing the cabin altitude in order to establish maximum ventilation to dissipate any fumes; and
 - 4) Maintain a Halon fire extinguisher ready for use.
- d) If faced with a leaking or spilled container/package of a possible dangerous substance, cabin crew should seek a way to minimize the effects of the spill and protect the surrounding area from further damage. If no specific Dangerous Goods kit is carried on the aircraft collect several large plastic rubbish bags, a supply of paper towels, plastic oven gloves or asbestos gloves and proceed as following:
 - 1) Protect hands by wearing gloves. Oven or asbestos gloves should be covered with small plastic bags;
 - 2) If the smoke or fumes are overwhelming, wear a smoke hood and maintain a Halon fire extinguisher at the ready and move passengers away from the area. Distribute wet towels if necessary;

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- 3) Place the leaking item inside a large plastic bag, keeping it in a position to prevent further leakage and taking care not to spill the contents outside the bag;
- 4) Mop up any spills with paper towels and place inside another plastic bag;
- 5) Place this bag inside the second bag, take off the plastic gloves/covering and place inside the second plastic bag taking care to prevent skin contact whilst removing the gloves;
- 6) With a new pair of plastic gloves, close up the first bag, eliminating excess air and then close up the second bag;
- 7) Place the bagged item in a rear toilet waste bin and lock the toilet door;
- 8) Any soiled cushions, seat backs, etc., should be removed from their fixtures and placed in plastic bags and stowed in the toilet along with the dangerous good;
- 9) Cover spillage on carpet/ floor;
- 10) Inform the pilot-in-command of the steps taken and the results. Ground personnel are to be informed on landing.

6.1.2.2 Report

Any safety infringement related to the carriage of dangerous goods must be reported to SQ in compliance with provisions in sub-chapter 7.2 this manual.

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6.2 GROUND EMERGENCY RESPONSE PROCEDURES


6.2.1 Emergency response procedures

Related Departments for ground handling functions shall establish their own emergency response procedure for DG accidents/incidents accordingly, including instructions in sub-chapter 6.2.1 of this manual.

Airlines' Hotlines, On-duty personnel, Emergency Response contacts, Airport Fire Fighting Department contacts shall be maintained and contactable.

When discovering dangerous goods accidents/incidents, the following actions shall be carried out:


- a) Immediately notify the Ground manager/supervisor in charge;
- b) Determine dangerous goods based on current documents, marking and labelling.
- c) Isolate the package far from the event area (if safe). Do not touch the irregular package.
- d) Immediately notify relating departments (VJC Representative Office, Airport Fire Fighting – if fires, Airport Authority) under requirement of applicable emergency instruction.
- e) The contaminated person has to: take off contaminated clothes, wash carefully (do not use water in case water usage is forbidden as shown in the below chart; do not touch eyes, nose or mouth; do not eat, drink or smoke; contact for medical treatments if there are injured persons. Follow the emergency response instruction in the documents of dangerous goods consignment (if any);
- f) All relating persons must not be moved from the event place until being listed.
- g) Co-ordinate with the relevant authorities to investigate the cause of damage and make report in compliance with provisions in Chapter 7. Reporting this manual.

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6.2.2 Dangerous goods emergency response chart

Hazard Class/ Division and Compatibility Group	Dangerous Goods Class	Hazard Description	Immediate Action	
1.3C 1.3G	Explosives (acceptable on cargo aircraft only)	Fire and minor blast hazard and/or minor propulsive hazard	Minimize leakage and contact with other cargo	
1.4B 1.4C 1.4D 1.4E 1.4G		Fire, but no other significant hazard	Notify Fire Department Guard against fire	
1.4S		Explosives (safety)	Small fire hazard	
2.1		Flammable gas	Ignites when leaking	Notify Fire Department Guard against fire
2.2		Non-flammable gas	High pressure cylinder bursting	Evacuate goods – Ventilate area
2.2		Cryogenic liquid	Sub-cooling	
2.3		Toxic gas (acceptable on cargo aircraft only)	High pressure cylinder bursting and toxic inhalation	Keep away minimum 25m
3	Flammable liquid	Gives off flammable vapour	Notify fire department Guard against fire	
4.1 4.2 4.3	Flammable solid Spontaneously combustible Dangerous when wet	Combustible, contributes to fire Ignites in contact with air Ignites in contact with water	Do not use water under any circumstances	
5.1	Oxidizer	Ignites combustible on contact Reacts violently with other	Notify fire department Guard against fire Do not	

Hazard Class/ Division and Compatibility Group	Dangerous Goods Class	Hazard Description	Immediate Action
5.2	Organic peroxide	substances	Minimize leakage and contact with other cargo use water
6.1	Toxic substance	Harmful if swallowed, inhaled or in contact with skin	Isolate area Obtain qualified assistance Do not touch Keep away minimum 25m
6.2	Infectious substance	Causes disease in Human and Animals	
7 Cat I 7 Cat II/III	Radioactive - White Radioactive - Yellow	Radiation hazard and harmful to health	
8	Corrosive	Hazardous to skin and metal	Notify fire department Guard against fire Avoid contact with skin
9	Polymeric beads	Evolves small quantities of flammable gas	Avoid contact with skin
	Magnetized material	Affects navigation system	No immediate action required
	Carbon dioxide, solid (dry ice)	Causes sub-cooling/suffocation	
	Miscellaneous dangerous goods	Hazards not covered by other classes	

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6.3 OCCURRENCE RESPONSE

6.3.1 Damaged dangerous goods

Reference: VAR18.135, VAR 18.137


6.3.1.1 General

CHA, GHA and all VJC stations (Station Manager) shall establish emergency response procedure involving dangerous goods which are damaged (including breakage, spillage, leakage) in handling process and ensure that this procedure is provided to all personnel.

When discovering damaged dangerous goods during handling process, the following actions shall be carried out: (Refer VAR 18.135(a))

- a) Immediately notify the Ground manager/supervisor in charge;
- b) Block off the area around the damaged packages; do not touch;
- c) Specify hazard class/division, UN number of damaged packages; specify radioactive source, radionuclide, form and transport index of radioactive material consignment;
- d) Make and collect **occurrence record** including:
 - 1) Make and irregularity report including at least below information
 - i. Dangerous goods packages: AWB number, piece, gross weight, itinerary
 - ii. Flight number, date and sector
 - iii. Position which damage dangerous goods loaded Aircraft registration, ULD/package number, loading position on the aircraft of ULD/Cargo Compartment contains damaged dangerous goods (for damage found when loading/unloading in the aircraft); or/and ULD/Trolley number, damage package's position in ULD/Trolley, damage spot on the package (damage found at build-up/break-down ULD/Trolley).
 - iv. Describe the irregular status, time, place, handling process when damage is found.
 - 2) Take photo of irregular piece; extract, retain Closed-circuit television (CCTV) the handling process of damage dangerous goods in order to investigate the root cause.
 - 3) Collect relating document of consignment within the scope of handling (NOTOC, cargo manifest, MAWB, HAWB, DGD...)
- e) Notify and co-ordinate with relating authorized departments (VJC Representative Office, Airport Operator, Airport Fire Fighting Department, ...) to handle emergency situations such as fire, poisoning, asphyxiation according to their instructions.

In case of leakage, extremely care, particularly if radioactive materials or infectious substances are involved. Do not taste, sniff or touch leaking or spilled substances in any case;
- f) Damaged packages must be safely removed and stored in the isolated area by the authorized and trained people. Any necessary safety action shall be done to prevent contamination to other packages and handling equipment.
- g) Contact the shipper, consignee or the person who is responsible for emergency response as indicated in DGD, request them to provide more information and instructions.

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- h) Notify and provide occurrence record to VJC station where the event occurs to co-ordinate in taking actions; VJC stations report the occurrence of dangerous goods in compliance with **Chapter 7. Reporting** this manual.
- i) If evidence of damage or leakage is found, the position or unit load devices where the dangerous goods were stowed shall be cleaned and be ensured that there are no damage or contamination before loading other cargo in that location (Refer VAR 18.135(d))
- j) VJC station in relating location is the chair, working with CHA, GHA to:
 - 1) Investigate the case in scope of handling area; find the cause; give the corrective action or prevention and suggest improvement for network.
 - 2) Generalizing the irregular case, assess the cause, solutions and recommendation based on the result of working with CHA, GHA and report to the concern department in sub-chapter 7.4 of this manual.
- k) Take following actions as mention in each detailed case as following.

6.3.1.2 Detailed cases

a) Damaged dangerous goods recorded in warehouse


When damaged dangerous goods is recorded during accepting, storing, build up, breakdown CHA shall carried out as following:

- 1) Follow the steps outlined in sub-section 6.3.1.1;
- 2) Check the damage status of package, assess the possibility of forwarding carriage the damage package; notify and give comment to VJC station to make decision:
 - i. If it needs to be cleaned, strengthened or repacked to forward: the cleansing, strengthening or repacking must follow shipper's instruction, comply with DGR and must be implemented by VJ specialized organization, person who has proper business license and has valid dangerous goods certificate as DGR. Such organization, person is assigned by the shipper or arranged by VJC station, CHA under shipper's request.

The use of salvage packaging, marking and labelling shall be in compliance with DGR 5.0.1.6 and sub-section 2.1.1 of this manual.

It must ensure that the remainder of the consignment is in a proper condition to transport by air and no other package has been contaminated. (Refer VAR 18.135(c))
 - ii. If it is impossible for further transport, co-ordinate with the relevant authorities at the airport to give back to the shipper or dispose safely the damaged package according to regulations of relevant authorities
- 3) Check the status of ULD/Trolley and notify to concern party to check the aircraft in case of spillage, leakage of fluid or radiation during breakdown ULD/Trolley:
CHA checks the ULD/Trolley; notify and provide Occurrence record (as instructed in sub-section 6.3.1.1 d) of this manual to VJC station.

VJC Station inform to Technical Department (describe the irregularity, aircraft registration number, loading position on the aircraft of ULD/Aircraft cargo compartment contains damaged dangerous goods) in order to advise approved

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maintenance organization to check the aircraft, repair the damage in accordance with the manufacturer's approved data. (Refer VAR 18.135(d))

- 4) VJC Station co-ordinate with the relevant authorities to investigate the cause and make report in compliance with provisions in **Chapter 7. Reporting** this manual.

b) Damaged dangerous goods recorded in ramp

When damaged dangerous goods is recorded during handling in ramp, GHA shall carried out as following:

- 1) Follow the steps outlined in sub-section 6.3.1.1;
- 2) Notify CHA and VJC station to co-ordinate;
- 3) Ensure that any package or overpack, unit load device containing damage dangerous goods shall not be loaded on aircraft.
- 4) VJC station co-ordinate with the relevant authorities to investigate the cause of damage and make report in compliance with provisions in **Chapter 7. Reporting** in this manual.

c) Damaged dangerous goods recorded during loading/unloading into/out of aircraft


When damaged dangerous goods are recorded during loading/unloading aboard an aircraft, staffs of GHA shall carried out as following:

- 1) Follow the steps outlined in sub-section 6.3.1.1 of this manual;
- 2) Notify CHA and VJC station to co-ordinate;
- 3) Ensure that any package or overpack, ULD containing damaged dangerous goods shall not be loaded aboard an aircraft;
- 4) Upon identification of a damaged package when loading/unloading aboard an aircraft, the GHA will take action as following:
 - i. Remove such package from the aircraft; Refer VAR 18.135(b1)
 - ii. If cannot remove by themselves, arrange for its removal by an appropriate authority or organization; Refer VAR 18.135(b2)
 - iii. It is ensured that the remainder of the consignment is in a proper condition to transport by air and no other package has been contaminated; (Refer VAR 18.135 (c1)(c2)

If it does not meet requirement to forward by air transport, notify to CHA and VJC station

- iv. Inspect all the area where the dangerous goods containing in ULD/Aircraft Cargo Compartment were stowed on the aircraft for damage or contamination before loading other cargo on that location.
- v. Make Occurrence record as instructed in 6.3.1.1 d) of this manual, notify and provide the Occurrence record to VJC station

VJC station inform to Technical Department (describe the irregularity, aircraft registration number, loading position on the aircraft of ULD/Aircraft Cargo Compartment contain damaged dangerous goods) in order to advise the approved maintenance organization to check the aircraft, repair the damage in accordance with the manufacturer's approved data (Refer VAR18.135(d))

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- 5) In case the aircraft is contaminated, carried out as following:
- i. Notify to the Pilot-in-command, the Pilot in command shall immediately inform GO, SM to take out of service the aircraft that has been contaminated, including contaminated by radioactive materials; *Refer VAR 18.137(b)*
 - ii. Notify to VJC station, VJC station immediately report GO, SM, Technical Department, airport authorities and approved maintenance organization where the event occurs;
 - iii. Co-ordinate with airport authorities to investigate the impact of the contamination on safety of the flight, staff, cargo and baggage aboard;
 - iv. Co-ordinate with airport authorities to arrange all necessary technical measures according to instructions from VJC's Head Quarter;
 - v. The Pilot-in-command and relating departments shall ensure that any hazardous contamination found on an aircraft as a result of leakage or damage to dangerous goods shall be removed without delay; *Refer VAR 18.137 (a)*
 - vi. The aircraft shall only be returned to service when the approval maintenance organization declares the confirmation that it is safe for passengers, crew, baggage and cargo aboard. Contact the management board or relevant departments to get approval if there is such requirement.
 - vii. An aircraft that has been contaminated by radioactive materials shall only be 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 TI, DGR and allowed by relevant authorities. *Refer VAR18.137(c)*
- 6) Co-ordinate with the relevant authorities to investigate the cause of damage and make report in compliance with provisions in **Chapter 7. Reporting** in DGM.

6.3.2 Undeclared / mis-declared dangerous goods

a) Occurrence before flight departed


When record the undeclared / mis-declared dangerous goods, CHA notifies to VJC station and co-ordinate with relating parties (Airport Operator, Local Authority, related Service Providers) to make an irregularity record with the shipper's signature.

Refusing such package or overpack contains undeclared, mis-declared dangerous goods.

For mis-declared dangerous goods, the reason of refusing for transport also must be mentioned in the Checklist for acceptance dangerous goods as in sub-section 3.4.3.4 e) of this manual.

b) Occurrence after flight departed

When record the undeclared / mis-declared dangerous goods, at airport discovered irregularity, CHA notifies to VJC station and co-ordinate with relating parties (Airport Operator, Local Authority, related Service Providers) to make an irregularity record with signature of shipper. Stop preparing for forward carriage or stop delivering such dangerous goods packages until receiving the relating documents of dangerous goods.

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At airport discovered irregularity, VJC station inform to VJC station at origin to request shipper to clarify the nature of goods, provide the dangerous goods document to VJC station, CHA where the packages are hold.

For forward transportation, at airport discovered irregularity, CHA use Acceptance checklist to check base on dangerous goods document provided by shipper and the real dangerous goods package. In case of necessary, it may request shipper to assign the representative person to open the package to check the content, nature of goods, packing and declare for dangerous goods in compliance with DGR. The shipper's representative must meet requirement in subsection 3.4.3.3 of this manual.

- c) Station Manager at relating VJC stations shall make report of mis-declared / undeclared dangerous goods in compliance with provisions in **Chapter 7. Reporting** this manual. *Reference VAR 12.043(c)(2)(i)*

6.3.3 Dangerous goods without documents

Dangerous goods documents are those accompanying dangerous goods consignment throughout the process of acceptance, handling and transportation such as: DGD, NOTOC, Air waybill/Cargo receipt, etc. At destination or transit airport, upon identification of lack of dangerous goods documents, CHA shall notify immediately VJC station at that airport and VJC station/CHA at related airport to ask for the lacking documents. The lacking document can be provided in copied form. During this time, the consignment shall be kept at the discovered airport until receive all necessary documents.

6.3.4 VJ Dangerous goods which hazard labels are lost, detached, illegible


During handling process, when discovering that hazard labels have become lost, detached or illegible subsequent to the time of acceptance, CHA shall replace them with the information provided on DGD and in accordance with provisions in sub-section 3.2.2.4 this manual. CHA may use Hazard label provided by VJC or provided by CHA in condition that such label must comply with current DGR.

Note: This requirement does not apply where the labels are found to be missing or illegible at time of acceptance.

6.3.5 Other dangerous goods occurrences

In case of other dangerous goods occurrence such as: delayed, re-routed, non-delivered, diverted, un-loaded, etc. follow instructions in corresponding section in Section 6 of Ground Operation Manual of VJC (GOM).

All departments shall comply completely with regulations in section 2.1.1 this manual during occurrence response.

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REPORTING

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7.1 GENERAL REQUIREMENTS

Reference: ISM GRH 3.4.6, 3.6.5, CGO 3.2.17, 3.2.18

- a) These following events of dangerous goods have been reported in compliance with regulations concened in VARs and the SMS Manual of VietJet.
 - 1) Aircraft accidents; incidents, where dangerous goods carried may be involved;
 - 2) Dangerous goods occurrences, including:
 - i. Undeclared/mis-declared dangerous goods;
 - ii. Dangerous goods are discovered to have been carried when not loaded, segregated, separated, secured properly (in accordance with provisions of the DGR);
 - iii. Dangerous goods are discovered to have been carried without information having been provided to the pilot-in-command (without information as specified in CGO 3.2.14)
 - iv. Dangerous goods which are damaged.
- b) Requirements for report contents:
 - 1) Reports must be provided in form of Operational Safety Report (OSR);
 - 2) Reports must be clear, honest, adequate and accurate;
 - 3) Reports must be as detailed as possible;
 - 4) Reports must be provided punctually as required (Details in sub-chapter 5.4 of SMS manual).
- c) The reporting officials are staffs of VietJet units/stations/departments who delegate with the responsibility for reporting the events during VietJet's operational activities or are representatives of subcontractors as required.
- d) SQA Department is responsible for reporting to the CAAV in the events of accident, incident and occurrence involving dangerous goods when occurred inside the territory of Vietnam or Flight Information Region managed by Vietnam; report to the CAAV and the appropriate authorities of States in the events of accidents, incidents when occur outside the territory of Vietnam or Flight Information Region managed by other States.
- e) VietJet units/stations/departments shall report the events of dangerous goods occurrence to the appropriate authorities of States in which this occurred.
- f) In addition to the above reports, VietJet units/stations/departments shall review periodically all occurrences, risk identification involving in transport of dangerous goods on safety issues and send to SQA Department and its respective Safety Action Group (SAG) including dangerous goods carried as cargo or carried by passengers or crew **before date 30th of every month**.
- g) VietJet encourages individuals to directly participate in the service of dangerous goods, voluntary reporting, confidential reporting of unsafe in the exploitation of dangerous goods. Reports are sent to SQA Department at the address in 7.5 in this manual to do risk management.

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7.2 CLASSIFICATION OF AIRCRAFT OCCURRENCES AND KINDS OF REPORT

7.2.1 Classification of Aircraft Occurrences

Classification of Aircraft Occurrences will comply with the VAR 19, Appendix 1 to 19.010.

Aircraft Occurrences in operations and maintenance activities are divided into 05 (five) levels:

- a) Level A: Aircraft Accidents;
- b) Level B: Serious Incidents;
- c) Level C: High Risk Incidents;
- d) Level D: Low Risk Incidents;
- e) Level E: Events.

See detail at Section 14.3 - Appendix 3: Classification Of The Occurrence in the VietJet's Safety Management System Manual.

7.2.2 Kinds of report

- a) Initial reports of Aircraft Accidents, Incidents involving dangerous goods using MOR form;
- b) Reports of Aircraft Accidents, Incidents involving dangerous goods using MOR form;
- c) Reports of Investigation of Accidents and Incidents following guidance of ICAO Annex 13;
- d) Reports of Dangerous Goods Occurrences via OSR form.

See Appendix No.05 Chapter 09 of the manual for the Dangerous Goods Occurrences report form.

7.2.3 Reports of Investigation of Occurrences involving dangerous goods

All units of VietJet have responsibilities to make reports or provide information for the Investigation of incidents (Level C and above) and other types of occurrences involving dangerous goods as requested by SQA Department for additional information or the performance of corrective action.

See detail at Chapter 9 of the Safety Management System Manual - Operational Safety Investigation.

7.3 REPORTING PROCEDURE

Reference: VAR 18.157; VAR 12.043(c)(2)(ii); ICAO Doc 9284

7.3.1 Reporting Procedure

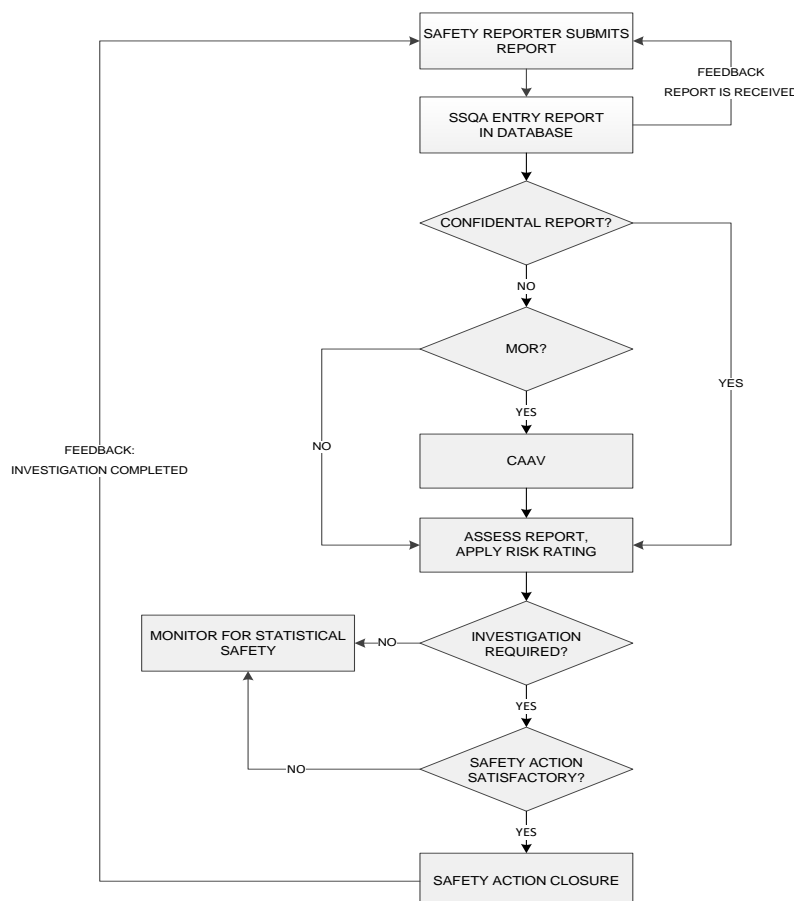
Any dangerous goods occurrence, if happen, from the whole operation system of VietJet will be handled as an safety occurrence and its reporting procedure is documented in the Safety Management System Manual, Section 5.4 – Safety reporting procedure.

The procedure have the following steps as below:

- a) Submitting Safety Report for the dangerous goods occurrence.
- b) Receiving Safety Report
- c) Assessing Safety Report
- d) Reporting the MOR to the CAAV
- e) Investigation
- f) Safety Actions
- g) Safety Action Closure

See detail at Section 5.4 – Safety reporting procedure of the Safety Management System Manual.

7.3.2 Safety Report Flow Chart



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7.4 RESPONSIBILITIES ON REPORTING DANGEROUS GOODS OCCURRENCES

7.4.1 VietJet units/ stations/departments where events occurred has responsibilities

Reference: ISM GRH 3.6.5

- a) For Aircraft Accidents, Incidents involving dangerous goods
 - 1) Inform immediately by telephone, email, Aeronautical Fixed Telecommunication Network (AFTN) or other methods to SQA Department, OMC and appropriate authorities of State in which this occurred when discovering or receiving information of aircraft accidents or incidents;
 - 2) Official reports shall be provided to SQA Department within 24 hours of the accidents or incidents;
- b) For Occurrences involving dangerous goods
 - 1) For occurrences occurred in Vietnam: official reports shall be provided to SQA Department within 24 hours of the occurrence including cases of mis-declared / undeclared dangerous goods.
 - 2) For occurrences occurred in other States: report shall be provided to the appropriate authorities of State in which this occurred, including: undeclared/mis-declared dangerous goods; dangerous goods are discovered to have been carried when not loaded, segregated, separated, secured, properly in accordance with IATA DGR 9.2 or 9.3; information of carriage dangerous goods is not provided to the Pilot-in-command; and other occurrences according to regulations of that State. Also report all occurrences to SQA Department within 24 hours of the occurrence as well.

7.4.2 Safety - Quality Assurance Department has responsibilities

- a) For Aircraft Accidents, Incidents involving dangerous goods
 - 1) Make an immediate notification, information as well as initial report in case of dangerous goods incident or accident to CAAV as required in the Safety Management System Manual, Section 5.3.1, 5.3.2 and 5.3.3.
 - 2) Official reports of aircraft accidents, incidents involving dangerous goods, via MOR form, shall be provided to the CAAV with the following time frame:
 - i. Aircraft Accidents (Level A) within 24 hours,
 - ii. Serious Incidents (Level B) within 48 hours,
 - iii. High Risk Incidents (Level C) and Low Risk Incidents (Level D) within 72hours of the incident.

See detail at Section 5.4.4 – Reporting the MOR to the CAAV of the Safety Management System Manual
 - 3) In the events of accident and/or incident involving dangerous goods occurred outside the territory of Vietnam, beside the above reporting responsibilities, SQA Department shall have to inform immediately the appropriate authorities of that State.
- b) For Occurrences involving dangerous goods
 - 1) Review and provide official reports monthly to the CAAV (including occurrences occurred in other States).
 - 2) Where the dangerous goods are suspected or known to have been a cause or

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contributing factor to an aircraft accident or serious incident, the requirements of section 5.3.3 b) of the Safety Management System Manual must be applied.

- 3) Where dangerous goods are suspected or known to have been a cause or contributing factor to an aircraft accident or serious incident, SQA Department shall report to the CAAV within 10 working days in the prescribed form and manner, the details, facts and preliminary analysis of what could be done to prevent the event.

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7.5 ADDRESSES TO REPORT

7.5.1 Safety - Quality Assurance Department

VietJet Safety - Quality Assurance Department

8th floor, VietJet Plaza, 60A Truong Son street, Tan Binh District, HCM City, Vietnam

Hotline: (84) 982356902;

Email: safety@vietjetair.com

7.5.2 Operation Management Center

VietJet Operation Management Center

8th floor, VietJet Plaza, 60A Truong Son street, Tan Binh District, HCM City, Vietnam

Email: omc@vietjetair.com

All stations/units/departments of VietJet have responsibilities for setting up available address of the local authorities to report when requested.

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7.6 RECORDS OF DANGEROUS GOODS REPORT

VietJet unit/stations/department where the event of dangerous goods occurred has responsibility to retain these following documents:

- a) Report: Dangerous Goods Report is made in form of Operational Safety Report (OSR) at section 13.2 of the Safety Management System Manual.
- b) Other relating documents:
 - 1) Copy of MAWB/Cargo receipt and HAWB (*if any*);
 - 2) DGD;
 - 3) Dangerous goods checklist;
 - 4) Cargo manifest;
 - 5) NOTOC;
 - 6) Photograph;
 - 7) Copy of messages.

(Some above documents are not required for undeclared dangerous goods).

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8.1 QUALITY ASSURANCE PROGRAM

Reference: VAR 18.045(p), AC-18-002, ISM ORG 3.4.4, ORG 3.5.2, ORG 3.5.3, GRH 1.11.2, CGO 1.11.2

The Director of Ground Operations liaises with Safety Department and Station Heads that shall have a safety risk assessment and mitigation program for ground handling operations that specifies processes to ensure:


- Hazards are analyzed to determine the existing and potential safety risks to aircraft operations;
- Safety risks are assessed to determine the requirement for risk control action(s);
- When required, risk mitigation actions are developed and implemented in ground handling operations.

Hazards relevant to the conduct of ground operations are potentially associated with:

- Aircraft loading/unloading operations (e.g. unsafe airside driving, unsupervised ground operations activities at the airside, lack of PPE, ineffective baggage reconciliation process).
- Aircraft special loads (e.g. for dangerous goods, live animals, perishables, valuables, time/temperature-sensitive products: lack of or incomplete NOTOC, lack of or inadequate security controls).
- Aircraft servicing (e.g. for water/toilet service, catering: lack of guide man, lack of proper periodic water testing, lack of proper inspection before/after service).
- Passenger embarkation/disembarkation (e.g. Passengers walking on the ramp).
- Fueling operations (e.g. fueling with passengers on board the aircraft).
- De-/anti-icing operations (e.g. lack of effective pre-departure checks, glycol/water mixture not effectively checked or tested, incorrect de-/anti-icing procedures).
- Aircraft towing and pushback (e.g. lack of wing walkers, improper connection/disconnection of tow-bars, improper ground-to-cockpit communication).
- Adverse weather conditions (e.g. low visibility, high wind, extreme temperatures, volcanic ash).
- Management of Ground Support Equipment (GSE) (e.g. lack of daily equipment checks, lack of proper identification of out-of-service GSE).

The potential for hazards is typically associated with the following aspects of cargo handling operations:

- Acceptance and handling of dangerous goods and other special cargo shipments (e.g. lithium batteries);
- Application of security controls;
- Protection from acts of unlawful interference;
- Build-up, handling and serviceability of ULDs/trolleys;
- Operation and serviceability of cargo handling equipment;
- Adequacy of facilities

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8.1.1 Quality control of Contracted Provider

Reference: ISM CGO 3.1.4

External services providers performing dangerous goods handling processes including acceptance, storage, loading and transportation on behalf of VietJet shall ensure the handling facilities, operations procedures, training and qualifications in accordance with VietJet requirements addressed in this Manual.

Audit by VJC should be carried out to ensure cargo terminals are equipped with facilities appropriate for storage of dangerous goods and other special cargo, such as perishables, valuable cargo and pharmaceuticals (VJC does not accept and transport of human remains, live animals,

External services providers shall establish and implement its quality system to assure the safety and effectiveness of operations, and carry out the internal inspections/audits to monitor the performance and standards.

Personnel carrying out the dangerous goods operations shall be fully trained and qualified by organization before being assigned duty under their own system. He/she is responsible for ensuring that their tasks performed shall be complied with VietJet requirements.

8.1.2 DG Audit

8.1.2.1 Audit Cycle


VietJet flexibly applies monitoring methods to ensure that the frequency of DG audits shall be conducted every 12 months, including service providers, agents and company personnel.

Refer QM 3.2 for more details of monitoring methods.

8.1.2.2. Audit Checklist

In order to increase efficiency and help the auditors during the quality audits, SQA Department has been developing checklists in each discipline and assigned scope of audit.

- a) The DG audit checklist established in a consistent form based on the requirements and standards applied during the audit, including but not limited to:
- 1) CAAV's safety standards in operations, maintenance and service delivery – VAR;
 - 2) IOSA Standards Manual;
 - 3) IATA Dangerous Goods Regulations (DGR);
 - 4) ICAO Technical Instructions for Safe Transport of Dangerous Goods by Air;
 - 5) VietJet standards set in the following manuals: QM, SMSM, OMs, CCM, FDM, FOEM, MME, GOM, and COM, etc.;
 - 6) Other VietJet internal SOP;
 - 7) Auditees' procedure and internal standards;
 - 8) Current standards that fit to audit purposes.

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- b) The DG audit checklist shall be contained each phase of the process from:
- 1) Original packaging of the DG;
 - 2) Completion of shipping papers;
 - 3) Acceptance of rejection at the airline;
 - 4) Storage and handling;
 - 5) Loading in shipping containers;
 - 6) Loading on the aircraft;
 - 7) Notification of pilot in command;
 - 8) In-flight operations;
 - 9) Any ground incident regarding a DG shipment;
 - 10) Any ground incidents including leakage or storage location;
 - 11) Training records and completion of all requirements;
 - 12) Reporting of DG incidents.
- c) The checklist before being issued shall be approved by the Operations QA Manager or Technical QA Manager.
- d) The checklist will be used by the auditors as a guidance that helps to follow the purpose as well as to cover the whole scope of audit. To be efficient during the audit, checklist shall be used flexibly, appropriate with scope of audit and circumstance of each audit.

8.1.2.3 Audit procedure


Refer QM 4.3 for details.

8.1.2.4 Corrective action procedure

Refer QM 4.4 for details.

8.1.2.5 Audit Records

Refer QM 3.3.11 for details.

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8.2 DANGEROUS GOODS SECURITY

Reference: VAR 18.045(r)

8.2.1 Security training

- a) All persons engaged in the transport of dangerous goods should consider security requirements for the dangerous goods commensurate with their responsibilities. They should be trained awareness of security program commensurate with the responsibilities of individuals and their role in implementing security program.
- b) The training for all employees shown in the training manual should include elements of security knowledge. This training course ensures that security should address the nature of the security risks, recognize security risks methods to address and reduce such risks, and actions to be taken in the event of security breach. The training program should include the dissemination of security program corresponding to the responsibilities of individuals and their role in the implementing security plans.
- c) Records of all dangerous goods security training undertaken should be kept by the employer and made available to the employee or appropriate authority upon request.

8.2.2 High risk cargo and mail

A cargo consignment is considered high risk when it is presented by an unknown entity or shows signs of tampering and, in addition, meets one of the following criteria:

- a) Specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or
- b) The cargo shows anomalies that give rise to suspicion; or
- c) The nature of the cargo is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft (i.e. IEDs).

Refer to VietJet Aircraft Operator Security Program (AOSP) 5.9, 7.1.19, 12.2, 12.8.4

8.2.3 Treatment for high risk cargo and mail


- a) On acceptance, the agent has to verify whether the consignment has to be identified as a high-risk cargo or mail or not (*Refer to VJ AOSP 12.1, 12.7 for further detail*);
- b) In case cargo and mail are notified as posing a risk to aviation security, the additional security controls shall be applied (*Refer to VJ AOSP 5.9 for further detail*);
- c) In case staff discovers an evident tampered consignment, he/she must immediately stop the consignment and contact the duty supervisor to have the proper actions/measures (*Refer VJ AOSP 7.1.19*).

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CHAPTER 9
APPENDIX

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APPENDIX 01. STATES OR AIRPORTS ACCEPTING OF TRANSPORTING DANGEROUS GOODS

a) Domestic Airports in Vietnam:

No.	Station	Service Provider
1	HAN	VJGS, ACSV
2	DAD	SAGS
3	SGN	SAGS, SCSC

b) International Airports at other Countries:

No.	Station	Service Provider
1	KIX	CKTS
2	NRT	FMG
3	ICN	ASIANA
4	PUS	ASIANA
5	HGH	HANGZHOU INTL AIRPORT
6	CTU	CHENGDU SHUANGLIU INTL AIRPORT
7	PVG	PUDONG SHANGHAI INT'L AIRPORT
8	HKG	SATS
9	TPE	EVA
10	SIN	SATS
11	KUL	POS AVIATION

Dangerous goods booking staff shall re-check dangerous goods permit to/from the above States.

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**APPENDIX 02. VIETJET'S AIRCRAFTS APPROVED FOR TRANSPORTING
DANGEROUS GOODS**

Aircraft Types	Aircraft Model
Airbus A330	If applicable
Airbus A321	A321-211; A321-271N; A321-271NX
Airbus A320	A321-214

Note: Update the type of aircraft type allowed to transport dangerous goods listed in the Air Operator Certificate (AOC) of VietJet.

APPENDIX 04. LITHIUM CELL/BATTERY TRANSPORTED BY VIETJET

Table 1: Lithium Ion Classification

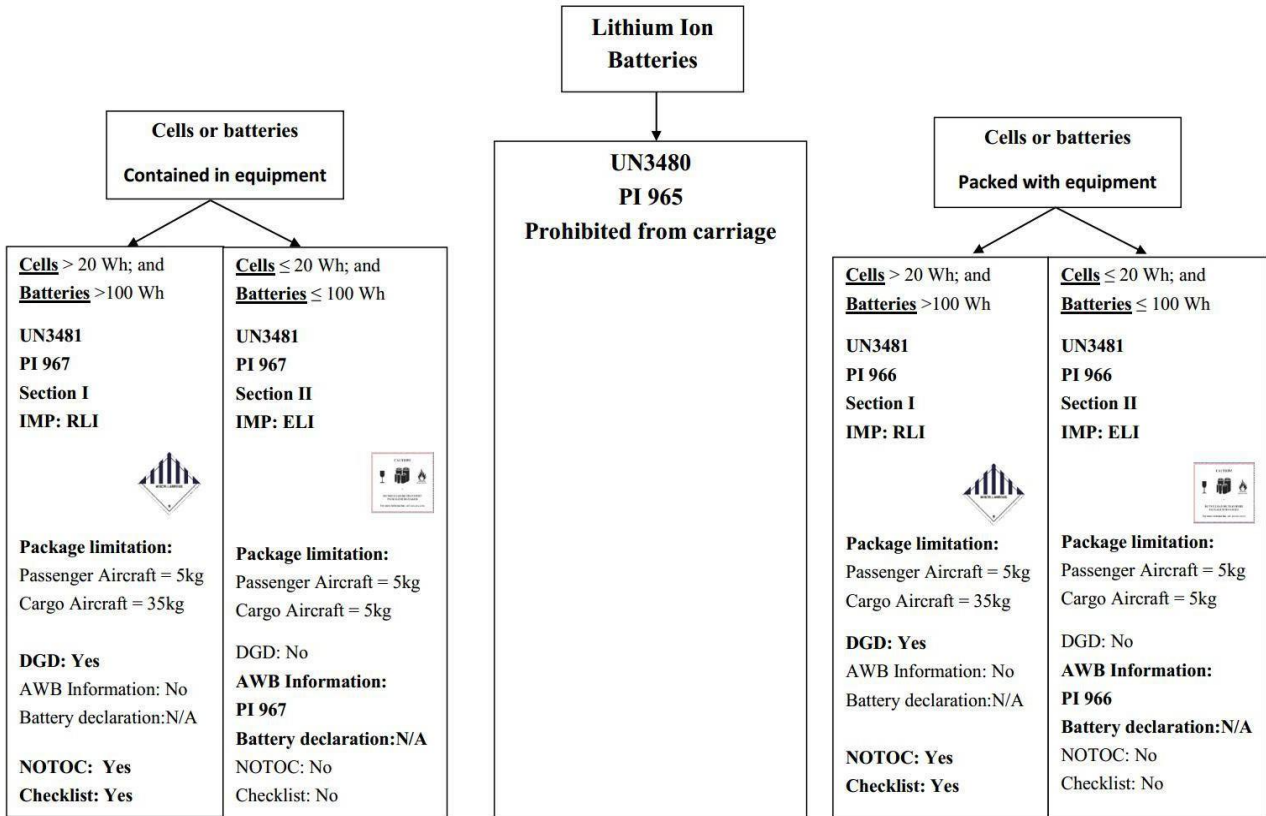
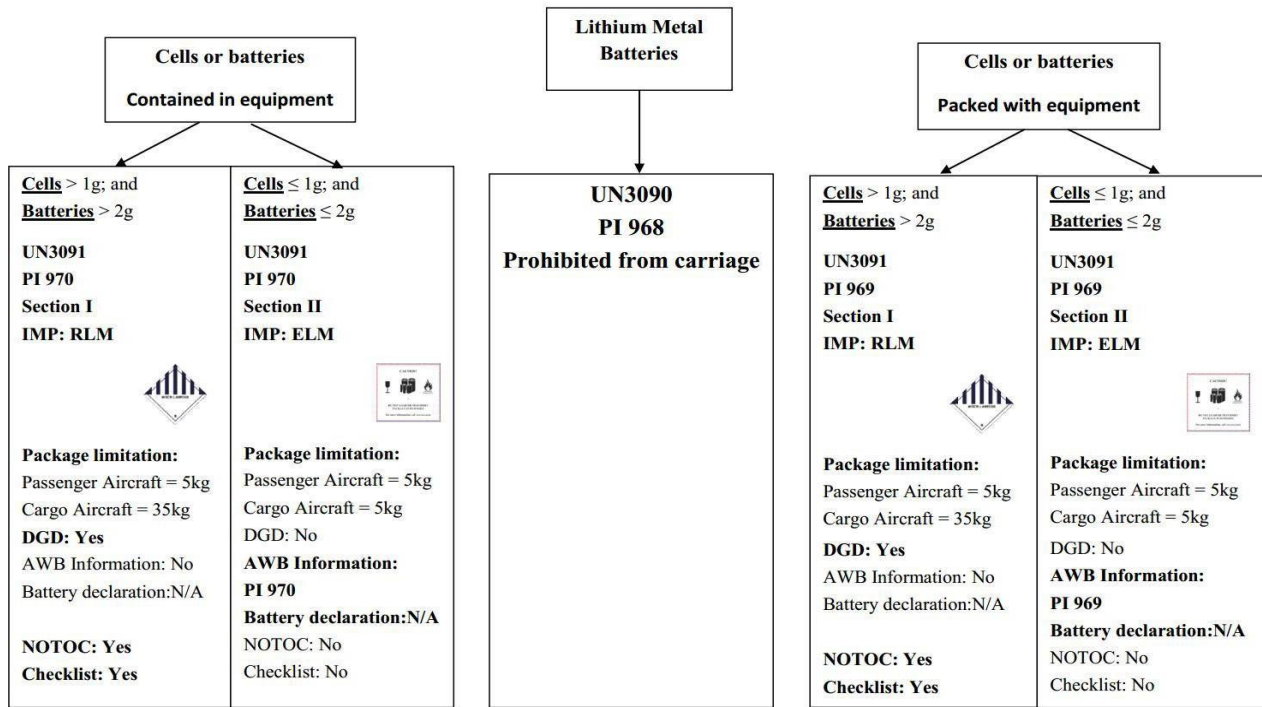



Table 2: Lithium Metal Classification



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APPENDIX 05. SAMPLE "DANGEROUS GOODS OCCURRENCE REPORT"

See the Notes on the next page of this form. *Those boxes where the heading is in italics need only be completed if applicable.*


Mark type of occurrence: Accident Incident Other Occurrence

1. Operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:		5. Flight no.:			
6. Departure airport:		7. Destination airport:			
8. Aircraft type:		9. Aircraft registration:			
10. Location of occurrence:		11. Origin of the goods:			
12. Description of the occurrence, including details of injury, damage, etc. (if necessary continue on the next page)					
13. Proper shipping name (including the technical name):				14. UN/ID no. (when known):	
15. Class/division (when known):	16. Subsidiary risk(s):	17. Packing group	18. Category, (class 7 only)		
19. Type of packaging:	20. Packaging specification marking:	21. No. of packages:	22. Quantity (or transport index, if applicable):		
23. Reference no. of Air Waybill:					
24. Reference no. of courier pouch, baggage tag, or passenger ticket:					
25. Name and address of shipper, agent, passenger, etc.:					
26. Other relevant information (including suspected cause, any action taken):					
27. Name and title of person making report:			28. Telephone no.:		
29. Company/dept. code, E-mail or InfoMail code:			30. Reporter ref.:		
31. Address:			32. Date/Signature:		

Description of the occurrence (continuation):

Note:

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. 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 or environmental damage. For this purpose, a 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 time the injury was received; (b) results in a fracture of any bones (except small 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 dangerous goods accidents must be followed.
3. 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 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 jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
4. This form may also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on board aircraft.
5. An initial report should be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
6. Completed reports are normally sent to the competent authority.
7. Copies of all relevant documents should be included with the report.
8. Providing it is safe to do so, all dangerous goods, packagings, documents etc. relating to the occurrence must be retained until after the initial report has been made.
9. Requirements and procedures differ from state to state, it is recommended that the local competent authority be contacted in order to clarify the exact procedures to be followed in the event of a dangerous goods incident or accident.





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APPENDIX 06. REGULATIONS OF RELEVANT AUTHORITIES AND VIETJET




No.	Contents
1	Official document 4721/CT-CHK dated 28 Oct 2019 of CAAV on transport lithium battery and electrical device contain lithium battery
2	Official document 4747/TB-CHK dated 29 Oct 2019 of CAAV on transport lithium battery and electrical device contain lithium battery: Samsung Galaxy Note 7; Macbook Pro 15 inches manufactured and sold from Sep2015 to Feb2017
3	Official document 2649/CHK-TCATB dated 29 May 2015 of the CAAV on the transport of lithium cells/batteries in the baggage of passengers and crew
4	Official document 1021/CT-CHK dated 22 Mar 2016 of the CAAV on the forbiddance of lithium cells/batteries on passenger aircraft
5	Official document 1531/QĐ-CHK dated 1 Jul 2017 of the CAAV on the list of Dangerous items forbidden/accepted aboard an aircraft on person, baggage





APPENDIX 07. HAZARD LABEL AND HANDLING LABEL





a) HAZARD LABEL

CLASS/ DIVISION	LABEL
<p>Class 1. Explosive Division 1.1, 1.2, 1.3 (VietJet do not accept for carriage)</p>	
<p>Class 1. Explosive Division 1.4 (VietJet do not accept for carriage)</p>	
<p>Class 1. Explosive Division 1.5 (VietJet do not accept for carriage)</p>	
<p>Class 1. Explosive Division 1.6 (VietJet do not accept for carriage)</p>	

CLASS/ DIVISION	LABEL
<p>Class 2 Division 2.1. Flammable gas (VietJet do not accept for carriage, except Aircraft parts)</p>	
<p>Class 2 Division 2.2. Non-flammable, non-toxic gas</p>	
<p>Class 2 Division 2.3. Toxic gas (VietJet do not accept for carriage, except Aircraft parts)</p>	
<p>Class 3. Flammable Liquids</p>	

CLASS/ DIVISION	LABEL
<p>Class 4 Division 4.1. Flammable Solid</p>	
<p>Class 4 Division 4.2. Spontaneously Combustible</p>	
<p>Class 4 Division 4.3. Dangerous when wet (VietJet do not accept for carriage)</p>	

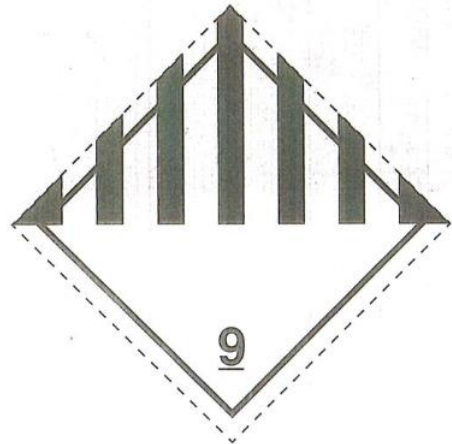
<p>Class 5 Division 5.1. Oxidizer</p>	
<p>Class 5 Division 5.2. Organic Peroxides</p>	
<p>Class 6 Division 6.1. Toxic</p>	
<p>Class 6 Division 6.2. Infectious Substance</p>	

<p>Class 7. Radioactive material Category I- White (See 2.5.8 DGM for VietJet variations)</p>	 <p>A diamond-shaped hazard label with a white background and a dashed border. At the top is a black radiation symbol. Below it, the word "RADIOACTIVE" is written in bold black letters, followed by a vertical red bar and the Roman numeral "I". Underneath, the words "CONTENTS" and "ACTIVITY" are written in small black letters. At the bottom of the diamond is a large black number "7".</p>
<p>Class 7. Radioactive material Category II- Yellow (See 2.5.8 DGM for VietJet variations)</p>	 <p>A diamond-shaped hazard label with a yellow background and a dashed border. At the top is a black radiation symbol. Below it, the word "RADIOACTIVE" is written in bold black letters, followed by two vertical red bars and the Roman numeral "II". Underneath, the words "CONTENTS" and "ACTIVITY" are written in small black letters. Below that is a small rectangular box containing the words "TRANSPORT INDEX". At the bottom of the diamond is a large black number "7".</p>
<p>Class 7. Radioactive material Category III- Yellow (See 2.5.8 DGM for VietJet variations)</p>	 <p>A diamond-shaped hazard label with a yellow background and a dashed border. At the top is a black radiation symbol. Below it, the word "RADIOACTIVE" is written in bold black letters, followed by three vertical red bars and the Roman numeral "III". Underneath, the words "CONTENTS" and "ACTIVITY" are written in small black letters. Below that is a small rectangular box containing the words "TRANSPORT INDEX". At the bottom of the diamond is a large black number "7".</p>
<p>Class 7. Radioactive material Fissile (See 2.5.8 DGM for VietJet variations)</p>	 <p>A diamond-shaped hazard label with a white background and a dashed border. The word "FISSILE" is written in large, bold black letters across the top half. Below it, a small rectangular box contains the words "CRITICALITY" and "SAFETY INDEX". At the bottom of the diamond is a large black number "7".</p>

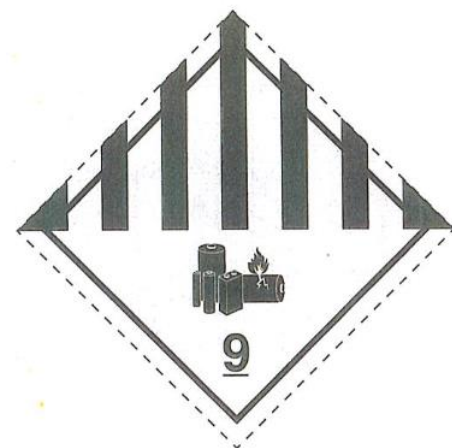
Class 8. Corrosives




**Class 9. Miscellaneous Dangerous Goods
(See 2.5.8 DGM for VIETJET variations)**

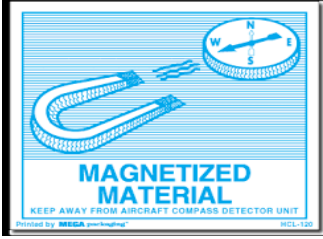


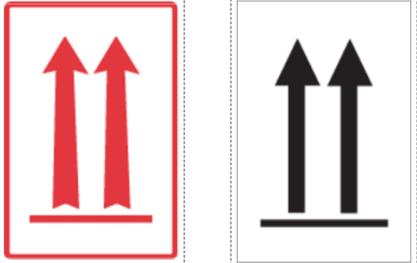

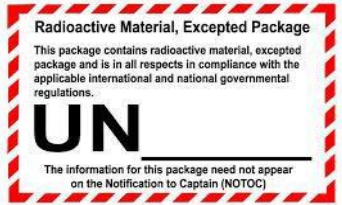


Class 9. Lithium Batteries






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b) HANDLING LABEL

CONTENT	LABEL
<p>Magnetized Material</p>	
<p>Cargo Aircraft Only</p>	
<p>Cryogenic Liquids</p>	
<p>Package Orientation</p>	
<p>Keep away from heat</p>	
<p>Radioactive Material-Excepted package</p>	


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CONTENT	LABEL
<p style="text-align: center;">Lithium Battery (Section II)</p>	 <p>CAUTION!</p> <p>IF DAMAGED</p> <p>LITHIUM BATTERY</p> <p>DO NOT LOAD OR TRANSPORT PACKAGE IF DAMAGED</p> <p>For more information, call _____</p>
	 <p style="text-align: center;">* **</p> <p>(Must be used from 1 Jan 2019)</p>

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APPENDIX 08. VIETJET'S AIRCRAFTS EQUIPPED WITH VENTILATION SYSTEM FOR DRY ICE CARRIAGE

Aircraft Model	Aircraft Registration
Airbus A320-214	VN-A666, VN-A668, VN-A669, VN-A690, VN-A691
Airbus A330	All ventilated

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APPENDIX 09. SAMPLES OF DANGEROUS GOODS FORM


VJC stations, handling agents will use:

- Current sample of IATA or
- Samples printed by handling agent (which conform with DGR) or
- Samples printed by VJC

when check at acceptance for shipments containing dangerous goods; make report of dangerous goods accident, incident or occurrence:

No.	Form	Controlled number
1	Dangerous goods checklist for a non-radioactive shipment	VJC-GO-F-DG01
2	Dangerous goods checklist for a radioactive shipment	VJC-GO-F-DG02
3	Acceptance checklist for Dry ice (Carbon Dioxide, solid)	VJC-GO-F-DG03
4	Special load notification to captain - NOTOC	VJC-GO-F-R003
5	Dangerous goods occurrence report (see above as Appendix 05)	


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	ACCEPTANCE CHECKLIST FOR A NON-RADIOACTIVE SHIPPMENT Trang/Page: 1 / 2	VJC-GO-F-DG01
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Hướng dẫn/ Instructions:	
1. Chuẩn bị mẫu này 2 bộ giống nhau/ <i>Prepare this form in duplicate</i> 2. Chọn Yes, No hoặc N/A (nếu không áp dụng) cho mỗi câu/ <i>Tick Yes, No or N/A (not applicable) to each question</i> 3. Không được phép tiếp nhận hoặc từ chối các kiện hàng trước khi hoàn tất các nội dung liên quan trong mẫu này/ <i>Never accept or refuse a shipment before all items have been checked</i> 4. Nếu bất kỳ câu hỏi nào có đánh dấu là "No", tất cả các mục khác phải được kiểm tra, ghi chú lí do từ chối chuyển chở, gửi lại Người gửi hàng một bản sao tương tự mẫu này./ <i>If any question is marked with a "No", all other items must be checked, comment the reason to refuse for transport, give a duplicate copy of completed checklist to the shipper.</i> 5. Khi đồng ý tiếp nhận, đính kèm bản gốc mẫu này vào AWB và giữ lại bản sao./ <i>When the shipment is accepted attach the original copy to the AWB and retain the duplicate on file.</i>	

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)


	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.0.2.1, 8.1.1, 8.1.2, 8.1.6.12]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2]	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3]	<input type="checkbox"/>		
4. The number of pages shown. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [8.1.6.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The non-applicable Aircraft Type deleted or not shown [8.1.6.5]	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7]	<input type="checkbox"/>	<input type="checkbox"/>	
7. The word "Radioactive" deleted or not shown [8.1.6.8]	<input type="checkbox"/>	<input type="checkbox"/>	
Identification			
8. UN or ID number(s), preceded by prefix [8.1.6.9.1, Step 1]	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name and the technical name in brackets for entries with ★ [8.1.6.9.1, Step 2]	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class or Division and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3]	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary hazard, in brackets, immediately following Class or Division [8.1.6.9.1, Step 4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packing Group [8.1.6.9.1, Step 5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
13. Number and Type of Packages [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	
14. Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	
15. For Class 1, the net quantity supplemented with the net explosive mass followed by unit of measurement [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
16.1 – Compatible according to Table 9.3.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2 – Conditions met for UN packages containing Division 6.2 [5.0.2.11(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.3 – Wording "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.4 – Calculation of "Q" value which must not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6; 8.1.6.9.2, Step 6(g)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Overpack			
17.1 – Compatible according to Table 9.3.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.2 – Wording "Overpack Used" [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.3 – If more than one overpack is used, identification marks shown and total quantity of dangerous goods [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
18. Packing Instruction Number [8.1.6.9.3, Step 8]	<input type="checkbox"/>	<input type="checkbox"/>	
19. For lithium batteries in compliance with Section IB, "IB" follows the packing instruction [8.1.6.9.3, Step 8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
20. Check all verifiable special provisions. The Special Provision Number A1, A2, A4, A5, A51, A81, A88, A99, A130, A190, A191, A201, A202, A211, A212, A331 if used [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Handling Information			
22. Additional handling information shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof, PBE, infectious and controlled substances, fireworks (UN0336 & UN0337) and viscous flammable liquids [8.1.6.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Name of Signatory and Date indicated and Signature of Shipper [8.1.6.13, 8.1.6.14 and 8.1.6.15]	<input type="checkbox"/>	<input type="checkbox"/>	
24. Amendment or alteration signed by Shipper [8.1.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	YES	NO*	N/A
AIR WAYBILL-HANDLING INFORMATION			
25. The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
26. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
28. Packaging free from damage and leakage [9.1.3 (i)]	<input type="checkbox"/>	<input type="checkbox"/>	
29. Packaging conforms with packing instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3]	<input type="checkbox"/>	<input type="checkbox"/>	
Marks			
31. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:			
31.1 - Symbol and Specification Code [6.0.4.2.1 (a), (b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.2 - X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements [6.0.4.2.1 (c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.3 - Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179, 6.0.4.2.1 (d)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.4 - Plastic drums, jerricans and IBCs within permitted period of use [5.0.2.15]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.5 - Infectious substance package mark [6.5.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. UN or ID number(s), preceded by prefix [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
34. The full name and address of Shipper and Consignee [7.1.4.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
35. For consignments of more than one package of all classes (except ID 8000 and Class 7) the net quantity, or gross weight followed by "G", as applicable, unless contents are identical, marked on the packages [7.1.4.1(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Carbon Dioxide, Solid (Dry Ice), the net weight marked on the packages [7.1.4.1(d)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.4.1(e)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Limited Quantities mark [7.1.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Environmentally Hazardous Substance mark [7.1.5.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Lithium Battery mark [7.1.5.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
42. The label(s) identifying the Primary hazard as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	
43. The label(s) identifying the Subsidiary hazard, as per 4.2, Column D properly affixed [7.2.3.1; 7.2.6.2.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. "Cargo Aircraft Only" label [7.2.4.2; 7.2.6.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. "Orientation" labels on two opposite sides, if applicable [7.2.4.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. "Cryogenic Liquid" label, if applicable as per 4.2, Column D [7.2.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. "Keep Away From Heat" label, if applicable as per 4.2, Column D [7.2.4.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Any irrelevant marks and labels removed or obliterated [7.1.1, 7.2.1]	<input type="checkbox"/>	<input type="checkbox"/>	
For Overpacks			
49. Packaging use marks and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.7.1, 7.1.7.2, 7.2.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.1.7.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
52. State and Operator variations complied with [2.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Air Waybill No:	Station:
Comments:	
Checked by:	Title:
Date:	Time:
	Signature:


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	ACCEPTANCE CHECKLIST FOR A RADIOACTIVE SHIPMENT Trang/Page: 1 / 2	VJC-GO-F-DG02
		Iss01/Rev00
		30 Jul 2020

Hướng dẫn/ Instructions: 1. Chuẩn bị mẫu này 2 bộ giống nhau/ <i>Prepare this form in duplicate</i> 2. Chọn Yes, No hoặc N/A (nếu không áp dụng) cho mỗi câu/ <i>Tick Yes, No or N/A (not applicable) to each question</i> 3. Không được phép tiếp nhận hoặc từ chối các kiện hàng trước khi hoàn tất các nội dung liên quan trong mẫu này/ <i>Never accept or refuse a shipment before all items have been checked</i> 4. Nếu bất kỳ câu hỏi nào có đánh dấu là "No", tất cả các mục khác phải được kiểm tra, ghi chú lí do từ chối chuyên chở, gửi lại Người gửi hàng một bản sao tương tự mẫu này./ <i>If any question is marked with a "No", all other items must be checked, comment the reason to refuse for transport, give a duplicate copy of completed checklist to the shipper.</i> 5. Khi đồng ý tiếp nhận, đính kèm bản gốc mẫu này vào AWB và giữ lại bản sao./ <i>When the shipment is accepted attach the original copy to the AWB and retain the duplicate on file.</i>
--

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)


	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [10.8.1.2, 10.8.1.4; 8.1.1; 10.8.3.12.2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper and Consignee [10.8.3.1, 10.8.3.2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If the Air Waybill number is not shown, enter it. [10.8.3.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The number of pages shown. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically [10.8.3.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The non-applicable Aircraft Type deleted or not shown [10.8.3.5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [10.8.3.6 and 10.8.3.7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The word "Non-Radioactive" deleted or not shown [10.8.3.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification			
8. UN number, preceded by prefix "UN" [10.8.3.9.1, Step 1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Proper Shipping Name and where Special Provision A78 applies, the supplementary information in brackets [10.8.3.9.1, Step 2].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Class 7 [10.8.3.9.1, Step 3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Subsidiary hazard, in brackets, immediately following Class [10.8.3.9.1, Step 4] and Packing Group if required for Subsidiary hazard [10.8.3.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
12. Name or Symbol of Radionuclide(s) [10.8.3.9.2, Step 6 (a)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A description of the physical and chemical form if in other form [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. For different individual radionuclides, the activity of each radionuclide and the words "All packed in one (type of package)" [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Activity within limits for Type A packages [Table 10.3.A], Type B, or Type C (see attached competent authority certificate).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Words "Overpack Used" shown on the DGD [10.8.3.9.2, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
19. Category of package(s) and overpack if applicable [10.5.15.1 (a), 10.8.3.9.3, Step 9 (a) and Table 10.5.C].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Transport Index and dimensions (preferably in sequence Length x Width x Height) for Category II and Category III only [10.8.3.9.3, Step 9 (b) and (c)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. For Fissile Material the Criticality Safety Index (with, in addition and if applicable*, reference to paragraphs 10.6.2.8.1.3 (a) to (c) or 10.6.2.8.1.4), or the words "Fissile Exempted" [10.8.3.9.3, Step 9 (d)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
22. Identification marks shown and a copy of the document in English attached to DGD for the following [10.5.7.2.3; 10.8.3.9.4, Step 10; 10.8.7]:			
22.1 - Special Form approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.2 - Type B package design approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.3 - Other approval certificates as required.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Additional Handling Information [10.8.3.11].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Name of Signatory and Date indicated [10.8.3.13 and 10.8.3.14] and Signature of Shipper [10.8.3.15].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Amendment or alteration signed by Shipper [10.8.1.7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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 	ACCEPTANCE CHECKLIST FOR A RADIOACTIVE SHIPMENT	VJC-GO-F-DG02
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	YES	NO*	N/A
AIR WAYBILL–HANDLING INFORMATION			
26. The statement "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [10.8.8.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
27. "Cargo Aircraft Only" or CAO, if applicable [10.8.8.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.8.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
29. Same number and type of packagings and overpacks delivered as shown on DGD.....	<input type="checkbox"/>	<input type="checkbox"/>	
30. Unbroken transportation seal [10.6.2.4.1.2] and package in proper condition for carriage [9.1.3; 9.1.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marks			
31. UN number, preceded by prefix [10.7.1.3.1].....	<input type="checkbox"/>	<input type="checkbox"/>	
32. The Proper Shipping Name and where Special Provision A78 applies, the supplementary information in brackets [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The full name and address of the Shipper and Consignee [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
34. The permissible gross weight if the gross weight of the package exceeds 50 kg [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Type A packages, marked as per 10.7.1.3.4.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Type B packages, marked as per 10.7.1.3.5.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Type C packages, Industrial Packages and packages containing Fissile material marked as per 10.7.1.3.6, 10.7.1.3.3 or 10.7.1.3.7.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
38. Same category labels as per DGD properly affixed to two opposite sides of package. [10.7.4]	<input type="checkbox"/>	<input type="checkbox"/>	
38.1 – Symbol of radionuclide and/or LSA/SCO indicated as required. [10.7.3.3.1].....	<input type="checkbox"/>	<input type="checkbox"/>	
38.2 – Activity in Bq (or multiples thereof). For Fissile material, the total mass in grams may be used instead [10.7.3.3.2]	<input type="checkbox"/>	<input type="checkbox"/>	
38.3 – For Category II & III, same TI as per DGD, rounded-up to one decimal place. [10.7.3.3.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Applicable label(s) identifying the subsidiary hazard [10.7.3.2; 10.7.4.3].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Two "Cargo Aircraft Only" labels, if required, on the same surface near the hazard labels [10.7.4.2.4; 10.7.4.3.1; 10.7.4.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4; 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Any irrelevant marks and labels removed or obliterated [10.7.1.1; 10.7.2.1]	<input type="checkbox"/>	<input type="checkbox"/>	
For Overpacks			
43. Package use marks and labels clearly visible or reproduced on the outside of the overpack [10.7.1.4.1; 10.7.4.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [10.7.1.4.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. If more than one overpack is used, identification marks shown [10.7.1.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Hazard labels reflect the content(s) and activity of each individual radionuclide and the TI of the overpack [10.7.3.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
47. State and Operator variations complied with [2.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with [Packing Instruction 954; 7.1.4.1 (d); 7.2.3.9.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Air Waybill No:	Station:
Comments:.....	
Checked by:.....	Title:.....
Date:	Time:.....
Signature:.....	

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		30 Jul 2020

	ACCEPTANCE CHECKLIST FOR DRY ICE (Carbon Dioxide, Solid)	VJC-GO-F-DG03
	<i>For use when a Shipper's Declaration for Dangerous Goods is not required</i>	Iss01/Rev00
		30 Jul 2020

<p>Hướng dẫn/ Instructions:</p> <ol style="list-style-type: none"> Chuẩn bị mẫu này 2 bộ giống nhau/ <i>Prepare this form in duplicate</i> Chọn Yes, No hoặc N/A (nếu không áp dụng) cho mỗi câu/ <i>Tick Yes, No or N/A (not applicable) to each question</i> Không được phép tiếp nhận hoặc từ chối các kiện hàng trước khi hoàn tất các nội dung liên quan trong mẫu này/ <i>Never accept or refuse a shipment before all items have been checked</i> Nếu bất kỳ câu hỏi nào có đánh dấu là "No", tất cả các mục khác phải được kiểm tra, ghi chú lí do từ chối chuyên chở, gửi lại Người gửi hàng một bản sao tương tự mẫu này./ <i>If any question is marked with a "No", all other items must be checked, comment the reason to refuse for transport, give a duplicate copy of completed checklist to the shipper.</i> Khi đồng ý tiếp nhận, đính kèm bản gốc mẫu này vào AWB và giữ lại bản sao./ <i>When the shipment is accepted attach the original copy to the AWB and retain the duplicate on file.</i>

Is the following information correct for each entry?

DOCUMENTATION

	YES	NO*	N/A
The Air Waybill contains the following information in the "Nature and Quantity of Goods" box [8.2.3]			
1. "UN1845".....	<input type="checkbox"/>	<input type="checkbox"/>	
2. The words "Carbon dioxide, solid" or "Dry ice".....	<input type="checkbox"/>	<input type="checkbox"/>	
3. Number of packages (unless these are the only packages within the consignment).....	<input type="checkbox"/>	<input type="checkbox"/>	
4. The net weight of dry ice in kilograms.....	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity			
5. The quantity of dry ice per package is 200 kg or less [4.2].....	<input type="checkbox"/>	<input type="checkbox"/>	
PACKAGES AND OVERPACKS			
6. Same number of packages as shown on the Air Waybill.....	<input type="checkbox"/>	<input type="checkbox"/>	
7. Packages free from damage and leakage.....	<input type="checkbox"/>	<input type="checkbox"/>	
8. The packaging conforms with Packing Instruction 954 and the package is vented to permit the release of gas.....	<input type="checkbox"/>	<input type="checkbox"/>	
Marks & Labels			
9. "UN1845" marked [7.1.4.1(a)].....	<input type="checkbox"/>	<input type="checkbox"/>	
10. The words "Carbon dioxide, solid" or "Dry ice" [7.1.4.1(a)].....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Full name and address of the shipper and consignee [7.1.4.1(b)].....	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: The name and address of the shipper and consignee marked on the package may differ from that on the AWB.</i>			
12. The net weight of dry ice within each package [7.1.4.1(d)].....	<input type="checkbox"/>	<input type="checkbox"/>	
13. Class 9 label properly affixed [7.2.3.9, 7.2.6].....	<input type="checkbox"/>	<input type="checkbox"/>	
14. Irrelevant marks and labels removed or obliterated [7.1.1(b); 7.2.1(a)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: The Marking and labelling requirements do not apply to ULDs containing dry ice</i>			
For Overpacks			
15. Packaging Use marks and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.7.1, 7.2.7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The word "Overpack" marked if marks and labels are not visible on packages within the overpack [7.1.7.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The total net weight of carbon dioxide, solid (dry ice) in the overpack [7.1.7.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: The Marking and labelling requirements do not apply to ULDs containing dry ice</i>			
State and Operator Variations			
18. State and operator variations complied with [2.8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Air Waybill No:	Station:
Comments:.....	
Checked by:.....	Title:.....
Date:	Time:.....
Signature:.....	

	NOTIFICATION TO CAPTAIN (NOTOC)	VJC-GO-F-R003 Iss01/Rev00 26-Mar-16
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<p>INSTRUCTIONS FOR COMPLETION OF NOTOC</p> <ol style="list-style-type: none"> A NOTOC is to be issued whenever dangerous goods (DGs) or other special load items are to be carried on aircraft. The NOTOC form is to be prepared by the freight handling agent or the load controller contracted when DGs and/or Special Loads are consigned as freight or checked baggage or Comat. The freight agent or the load controller must print and sign his/her name in the DGs Preparation Certification field in the top right-hand section of the form, whenever freight checked baggage/ Comat loads containing dangerous goods are dispatched. The person responsible for entering the Special Load details must annotate their name in the applicable name fields of the Special Load section of the form. Two fields are provided for this. Before loading, the cargo acceptance officer is to check the dangerous goods items for evidence of any non-normal features such as leakage or damage. After loading on the aircraft, the person responsible for supervising loading operations is to print and sign their name in the certification field in the bottom right-hand section of the form, certifying that the items have been loaded in the locations specified on the form. The NOTOC is to be given to the captain who is to certify acceptance of the NOTOC in the bottom left-hand corner of the form. 	<p>DGs PREPARATION CERTIFICATION</p> <p>I certify that this NOTOC has been prepared in compliance with the procedures for the acceptance and dispatch of dangerous goods as detailed in the IATA DGR Manual.</p> <p>Signature:</p> <p>Prepared By: (Print Name)</p>
---	--

PORT OF LOADING:	
FLIGHT NUMBER:	
DATE:	
AIRCRAFT REG:	

DANGEROUS GOODS														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Dest	Air Waybill Number Consignment Note	Proper Shipping Name	Class or Division	UN or ID Number	Sub-risk	No. of Packages	Net Quantity Non-Radioactive Material	Transport Index Radioactive Material	Radioactive Package Category	UN Packing Group	Code	CAO	Loaded ULD / Position	Emergency Response Code

SPECIAL LOAD							
Dest	Air Waybill Number Consignment Note	Contents and Description	No. of Packages	Quantity	Supplementary Information	Code	Loaded ULD / Position

<p>ACCEPTANCE BY CAPTAIN:</p> <p>I accept the loading locations of the items specified on this NOTOC.</p> <p>Captain's Signature:</p> <p>Captain's Name: (Print Name)</p>	<p>CERTIFICATION BY PERSON SUPERVISING LOADING OPERATIONS:</p> <p>There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on the aircraft.</p> <p>Signature:</p> <p>Certified By: (Print Name)</p>
--	---

**TABLE 9.3.A
Segregation of Packages (9.3.2)**

Hazard Label	1 excl. 1.4S	2.1	2.2, 2.3	3	4.1	4.2	4.3	5.1	5.2	8	9 see 9.3.2.1.3
1 excluding 1.4S	See 9.3.2.2.5.	x	x	x	x	x	x	x	x	x	x
2.1	x	—	—	—	—	—	—	—	—	—	x
2.2, 2.3	x	—	—	—	—	—	—	—	—	—	—
3	x	—	—	—	—	—	—	x	—	—	x
4.1	x	—	—	—	—	—	—	—	—	—	x
4.2	x	—	—	—	—	—	—	x	—	—	—
4.3	x	—	—	—	—	—	—	—	—	x	—
5.1	x	—	—	x	—	x	—	—	—	—	x
5.2	x	—	—	—	—	—	—	—	—	—	—
8	x	—	—	—	—	—	x	—	—	—	—
9 see 9.3.2.1.3	x	x	—	x	x	—	—	x	—	—	—

Notes:

1. An "x" at the intersection of a row and a column indicates that packages containing these classes/divisions of dangerous goods must be segregated. A "—" at the intersection of a row and a column indicates that packages containing these classes/divisions of dangerous goods do not require segregation.
2. Divisions 1.4S, 4.1 and Classes 6, 7 and 9 are not included in Table 9.3.A as they do not require segregation from other classes of dangerous goods.

TABLE 9.5.A
Dangerous Goods Not Required to Appear on the Information to Pilot-in-Command (9.5.1.1.3.4)

UN Number	Proper shipping name and/or description	Reference
UN 3164	Articles, pressurized, hydraulic containing non-flammable gas when meeting the requirements of Packing Instruction 208 (a)	Packing Instruction 208 (a)
UN 3164	Articles, pressurized, pneumatic containing non-flammable gas when meeting the requirements of Packing Instruction 208 (a)	Packing Instruction 208 (a)
UN 3373	Biological substance, Category B	Packing Instruction 650
n/a	Dangerous goods in excepted quantities	2.6.1
UN 3245	Genetically modified micro-organisms or Genetically modified organisms	Packing Instruction 959
UN 3480	Lithium ion batteries (including lithium polymer batteries) when meeting the requirements of Section II of Packing Instruction 965	Packing Instruction 965 Section II
UN 3481	Lithium ion batteries contained in equipment (including lithium polymer batteries) when meeting the requirements of Section II of Packing Instruction 967	Packing Instruction 967 Section II
UN 3481	Lithium ion batteries packed with equipment (including lithium polymer batteries) when meeting the requirements of Section II of Packing Instruction 966	Packing Instruction 966 Section II
UN 3090	Lithium metal batteries (including lithium alloy batteries) when meeting the requirements of Section II of Packing Instruction 968	Packing Instruction 968 Section II
UN 3091	Lithium metal batteries contained in equipment (including lithium alloy batteries) when meeting the requirements of Section II of Packing Instruction 970	Packing Instruction 970 Section II
UN 3091	Lithium metal batteries packed with equipment (including lithium alloy batteries) when meeting the requirements of Section II of Packing Instruction 969	Packing Instruction 969 Section II
UN 2807	Magnetized material <i>Note:</i> <i>Magnetized Material transported under an approval may be required to appear on the NOTOC.</i>	Packing Instruction 953
UN 2909	Radioactive material, excepted package—articles manufactured from depleted uranium or natural thorium or natural uranium	10.5.8
UN 2908	Radioactive material, excepted package—empty packaging	10.5.8
UN 2911	Radioactive material, excepted package—instruments or articles	10.5.8
UN 2910	Radioactive material, excepted package—limited quantity of material	10.5.8

TABLE 10.9.C
**Separation of Radioactive Material—Passenger
and Cargo Aircraft (10.9.3.7)**

Total Sum of TI	Minimum Distance ¹	
	metres	ft. in.
0.1 to 1.0	0.30	1'0"
1.1 to 2.0	0.50	1'8"
2.1 to 3.0	0.70	2'4"
3.1 to 4.0	0.85	2'10"
4.1 to 5.0	1.00	3'4"
5.1 to 6.0	1.15	3'10"
6.1 to 7.0	1.30	4'4"
7.1 to 8.0	1.45	4'9"
8.1 to 9.0	1.55	5'1"
9.1 to 10.0	1.65	5'5"
10.1 to 11.0	1.75	5'9"
11.1 to 12.0	1.85	6'1"
12.1 to 13.0	1.95	6'5"
13.1 to 14.0	2.05	6'9"
14.1 to 15.0	2.15	7'1"
15.1 to 16.0	2.25	7'5"
16.1 to 17.0	2.35	7'9"
17.1 to 18.0	2.45	8'1"
18.1 to 20.0	2.60	8'6"
20.1 to 25.0	2.90	9'6"
25.1 to 30.0	3.20	10'6"
30.1 to 35.0	3.50	11'6"
35.1 to 40.0	3.75	12'4"
40.1 to 45.0	4.00	13'1"
45.1 to 50.0	4.25	13'11"

¹ If more than one package, overpack or freight container is placed in the aircraft, the minimum separation distance for each individual package, overpack or freight container must be determined in accordance with the above table, on the basis of the sum of the transport indices of the individual packages, overpacks or freight containers. Alternatively, if the packages, overpacks or freight containers are separated into groups, minimum distance from each group to the nearest inside surface of the partitions or floors of the flight deck or other areas occupied by personnel is the distance applicable to the sum of the transport indices within the individual groups, provided that each group is separated from each other group by at least three times the distance applicable to the one that has the larger sum of transport indices.

Note:

For larger sums of transport indices, to be carried by cargo aircraft only, see Table 10.9.D.

TABLE 10.9.D
**Separation of Radioactive Material—Cargo
Aircraft Only (10.9.3.7)**

Total Sum of TI	Minimum Distance ¹	
	metres	ft. in.
50.1 to 60	4.65	15'4"
60.1 to 70	5.05	16'8"
70.1 to 80	5.45	17'10"
80.1 to 90	5.80	19'0"
90.1 to 100	6.10	20'0"
100.1 to 110	6.45	21'2"
110.1 to 120	6.70	22'0"
120.1 to 130	7.00	23'0"
130.1 to 140	7.30	24'0"
140.1 to 150	7.55	24'10"
150.1 to 160	7.80	25'8"
160.1 to 170	8.05	26'6"
170.1 to 180	8.30	27'2"
180.1 to 190	8.55	28'0"
190.1 to 200	8.75	28'10"
200.1 to 210	9.00	29'6"
210.1 to 220	9.20	30'2"
220.1 to 230	9.40	30'10"
230.1 to 240	9.65	31'8"
240.1 to 250	9.85	32'4"
250.1 to 260	10.05	33'0"
260.1 to 270	10.25	33'8"
270.1 to 280	10.40	34'2"
280.1 to 290	10.60	34'10"
290.1 to 300	10.80	35'6"

¹ If more than one package, overpack or freight container is placed in the aircraft, the minimum separation distance for each individual package, overpack or freight container must be determined in accordance with the above table, on the basis of the sum of the transport indices of the individual packages, overpacks or freight containers. Alternatively, if the packages, overpacks or freight containers are separated into groups, minimum distance from each group to the nearest inside surface of the partitions or floors of the flight deck or other areas occupied by personnel is the distance applicable to the sum of the transport indices within the individual groups, provided that each group is separated from each other group by at least three times the distance applicable to the one that has the larger sum of transport indices.

Notes:

1. For smaller sums of transport indices, see Table 10.9.C.
2. Distances for total sums of transport indices over 200 apply to exclusive use only.

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