



**Air Transport Division
Department of Civil Aviation, Malaysia**

Air Operator Annual Permit to Transport Dangerous Goods Checklist

Operator:	Date Received/Signature:	New: <input type="checkbox"/>
		Renewal: <input type="checkbox"/>
File Reference:		
Date:		
<i>For DCA use only</i>		

<p>A. PERSONNEL/OPERATOR <i>(Please refer application letter and attachments on AOC or its equivalent, Organization Chart, List of Dangerous goods, training certificate and training syllabus)</i></p> <p style="text-align: right;"><i>For DCA and applicant use</i></p>	
1	Certified copy of Air Operator Certificate (AOC) or Certificate of Competency or authorization letter which clearly specify validity date from the State's Civil Aviation Authority indicating the airlines are competent to handle DG available Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Staffs' Training Certificates for DG available and current. Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Refer training certificate)</i>
3	Staff training program available <i>(Refer training certificate and syllabus)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
4	DG Training Record as mentioned in A2 above, available <i>(Refer training certificate for each staff)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="checkbox"/> or Recurrent training within 24 months of previous training <input type="checkbox"/>
5	Number of Staff handling DG, please indicate number..... <i>(Refer Organization Chart in particular Cargo section handling DG)</i>
6	Officer Responsible to supervise DG section, please indicate: Name: Designation:

7.	Emergency contact number at warehouse available	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Emergency contact number at Aircraft site, if different from warehouse available	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	DG handling procedure or acceptance procedure for DG available	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	List of DG handles in the previous year available, applicable only to renewed applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. ANNUAL PERMIT (<i>Action [√] only after Section A has been verified satisfactorily</i>)	
For DCA use only	
1. []	<p>Director of ASD signs Annual Permit (PPU018)- Permission for the Carriage of Dangerous Goods in Aircraft when</p> <p>Comment from Flight Operation Division (FOD): Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comment from Aviation Security Division (ASD): Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, why? Advise applicant to rectify deficiencies for further action.</p> <p>If Yes, proceed to step B2 and B3.</p>
2. []	<p>Permit No:</p> <p>Name of Airlines:</p> <p>Date of validity:</p>
3. [] [] [] [] [] []	<p>Covering Letter to Applicant</p> <p>DG master File (copy)</p> <p>Airlines File (original)</p> <p>Copy to OPS (copy)</p> <p>Copy to ASD (copy)</p> <p>Float File</p>

CHECKLIST COMPLETED BY:

Signed:..... Date :.....