

DANGEROUS GOODS

Handling Agent Requirements

Titan Airways carriage of Dangerous Goods requires that handling agents adhere to the following procedures.

- All Dangerous Goods are handled in accordance with IATA Dangerous Goods Regulations (current edition).
- Staff must be suitably trained in IATA Dangerous Goods Regulations and training records shall be subject to inspection/audit by Titan Airways at any time.
- Dangerous Goods notices must be prominently displayed at cargo acceptance points
- Prior notification to Titan Airways is required for all shipments

Acceptance

Before dangerous goods are accepted for air transport an acceptance check must be carried out using a dedicated check list, to ensure as far as is possible that packages, overpacks and freight containers are not damaged or leaking, they are correctly marked and labelled and dangerous goods transport documents have been completed correctly, according to the Dangerous Goods Regulations. IATA Dangerous Goods Acceptance Checklist shall be used for acceptance procedures. This checklist should be retained for not less than 3 months and must be available for inspection by Titan Airways on request.

Loading / Unloading

Before dangerous goods are loaded on an aeroplane and after unloading from an aeroplane, packages, overpacks and freight containers must be inspected for evidence of damage or leakage, as required by the Dangerous Goods Regulations. Leaking or damaged packages, overpacks or freight containers must not be loaded onto an aeroplane. If there is evidence of damage or leakage or contamination, the procedures set down in the Dangerous Goods Regulations must be followed. Titan Airways must be informed without delay by SITA of any such incidents.

Dangerous goods must not be carried in the cabin of an aeroplane occupied by passengers or on the flight deck, except as provided for in the Dangerous Goods Regulations.

Dangerous goods identified as suitable for transport only on a cargo aircraft must not be carried on an aeroplane on which passengers are being carried. In this context 'passenger' excludes a crew member, an operator's employee, an authorised representative of an Authority and a person with duties in respect of a particular shipment of dangerous goods or other cargo on board.

Dangerous goods must be loaded, stowed and secured on an aeroplane as required by the Dangerous Goods Regulations. This includes segregating packages from each other when they contain incompatible dangerous goods, securing packages to ensure their orientation or position does not change to the extent that they may be damaged or affect passengers and, on a cargo aircraft, loading certain packages so they are accessible in flight.

Notice to Commander

The commander of the aeroplane on which dangerous goods are to be carried must be informed before the flight of those dangerous goods, as provided for in the Dangerous Goods Regulations. This information must be presented on a Notice to Commander (NOTOC) form and include:

- The proper shipping name and UN number (when assigned);
- The class or division, any identified subsidiary risks and, for explosives, the compatibility Group;
- The packing group (when assigned);
- The number of packages, net quantity or gross mass per package;
- Loading location / ULD identification; and
- Confirmation that there is no evidence of damaged or leaking packages.

NOTOC shall be given to the Commander for acceptance and signature and be separate to accompanying cargo paperwork.

Undeclared / Mis-declared Dangerous Goods Cargo

In the event of an agent discovering undeclared dangerous goods prior to loading then the goods shall not be loaded and this shall be reported to Titan Airways by SITA without delay giving the following information:

- Shipper Consignee Nature of Goods (UN number / proper shipping name if avail)
- Action taken
- Copy of any cargo documentation must be sent to operations@titan-airways.co.uk

In the event of an agent discovering undeclared dangerous goods during off load the reporting requirements detailed above shall be applied.

Incidents

Any incidents involving dangerous goods either shipped on, or due to be shipped on a Titan Airways aircraft are to be reported to Titan Airways by SITA without delay. The following information shall be given:

- Flight No.
- From
- To
- Nature of incident
- Shipper
- Consignee
- Nature of Goods (UN number / proper shipping name if avail)
- Action taken
- Copy of any cargo documentation must be sent to operations@titan-airways.co.uk

Signage

Agents should be aware of and be alert to the presence of dangerous goods in baggage as covered by latest edition of the IATA Dangerous Goods Regulations. A Restricted Articles notice should be displayed as follows

- Check-in area,
- Ticket desks
- Boarding / Gate
- Cargo acceptance points (cargo specific notice)

Undeclared/Mis-declared Dangerous Goods Passengers

In the event that undeclared dangerous goods or mis-declared dangerous goods are discovered at either check-in, security search, cargo reception or gate, a report detailing the following information is to be submitted to Titan Airways within 24 hours of the incident.

- Name and address of passenger
- Route
- Description of goods carried
- Narrative report from witnesses

Spillage or leakage of dangerous goods in holds

Should any spillage or leakage of dangerous goods occur, the goods must be removed from the aircraft as soon as possible. A report shall be sent to Titan Airways within 24 hours of any such incident.

Documentation

The handling agent shall ensure that the following documentation is available for immediate access on the ground for the duration of the flight. The NOTOC should also be sent to Titan operations on e-mail operations@titan-airways.co.uk

All dangerous goods documentation must be held for a period for 3 months from flight date. This documentation shall be available for inspection by Titan Airways on request.

- Shippers Declaration
- Acceptance Checklist
- Notice to Commander (NOTOC)

Full details of Titan Airways requirements for the carriage of dangerous goods are contained in the Ground Handling Manual (Section 16)