**DG Manual (Sample): Will-not-carry operator.**

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| **Definitions** |
| **Approval**  | An authorisation granted by CAA to carry DG that is otherwise forbidden, where the ICAO TIs state that an approval may be granted. |
| **Baggage** | Personal property of a passenger or crew member carried on an aircraft with that person. |
| **Cargo** | Any property carried on an aircraft other than mail and baggage. |
| **Competency-based Training** | Training and assessment characterised by the defining and setting of performance standards, development of training to meet those standards, and training and assessment against those standards. |
| **Dangerous Goods (DG)** | 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 DG in the ICAO TIs, or which are classified according to the ICAO TIs.***Note****: This definition is from the TIs and differs slightly from the definition in the Civil Aviation Act (1990).* |
| **Exemption** | An authorisation, other than an approval, granted by CAA providing relief from the requirements of the ICAO TIs.[[1]](#footnote-1) |
| **IATA DGR** | The International Air Transport Association’s Dangerous Goods Regulations.  |
| **ICAO Technical Instructions (TIs)**  | The International Civil Aviation Organisation’s Document 9284: *Technical Instructions for the Safe Transport of Dangerous Goods by Air.****Note****: For a full definition, refer to the TIs.* |
| **Will-carry** | An operator who carries DG as cargo. |
| **Will-not-carry** | An operator who elects not to carry DG as cargo. A will-not-carry operator may still carry DG under other provisions, such as DG carried by passengers and crew. |

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| **Abbreviations** |
| **AC** | Advisory circular |
| **CAA** | Civil Aviation Authority |
| **CAR** | Civil Aviation Rules |
| **DG** | Dangerous Goods |
| **DGR** | Dangerous Goods Regulations |
| **Doc** | Document |
| **ERG** | Emergency response guidance |
| **g** | Gram |
| **IATA** | International Airline Transport Association |
| **IAW** | In accordance with |
| **ICAO** | International Civil Aviation Organisation |
| **kg** | Kilogram |
| **L** | Litre |
| **mL** | Millilitre |
| **PED** | Personal Electronic Device |
| **SMS** | Safety Management System |
| **TIs** | Technical Instructions |
| **v** | Volt |
| **Wh** | Watt-hour |

**Part 1: Policy and general requirements**

1. **Policy and Authorisation** *Rule 92.7, 92.9*

XYZ Aviation does not carry Dangerous Goods (DG) as cargo and has elected to be a ‘will-not-carry’ operator. XYZ has policies and procedures in place, and staff trained, appropriate to the following carriage of DG:

* 1. DG carried by passengers and crew (Rule 92.13);
	2. DG required to be aboard an aircraft IAW the airworthiness or operational requirements of the CARs (Rule 92.1(b)(2)).

Each of these is explained in the following paragraphs and if any staff members have concerns regarding the carriage of DG or are unsure of the correct procedures, they are to raise these concerns with the CEO prior to accepting, handling, or otherwise dealing with the DG.

Any DG that is carried must be carried in accordance with this manual, which ensures compliance with Part 92 and the ICAO TIs. DG that is forbidden for carriage by air under the ICAO TIs is forbidden for carriage in XYZ aircraft, unless a specific approval or exemption is granted by CAA.

The primary reference for carriage of DG by air is the International Civil Aviation Organisation Doc 9284: *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (ICAO TIs). The information in the following paragraphs is taken from this document and from the International Air Transport Association’s Dangerous Goods Regulations (IATA DGR). Use of the IATA DGR will satisfy the requirement to comply with the ICAO TIs.

1. **Articles or substances excluded from Part 92 requirements** *Rule* *92.1(b), 92.1(c)*

Articles or substances that are required to be aboard an aircraft IAW the airworthiness or operational requirements of the CARs, or that are approved by the Director to meet special operational requirements, are not subject to the requirements of Part 92. However, articles and substances intended as replacements for such items must be shipped and carried as DG. Examples of such articles are:

* 1. Dry cell batteries;
	2. Fire extinguishers;
	3. First‐aid kits that contain DG items or substances; and/or
	4. Aircraft spare parts that are, or contain, DG.

This provision **does not** allow for the carriage of aviation fuel or agricultural chemicals in jerry cans or drums. These items are DG cargo, and may not be carried by XYZ aircraft.

1. **Carriage of radioactive materials.**

XYZ Aviation does not carry radioactive materials.

 **Part 2: Part 92.11 Exceptions**

1. **Carriage of DG by Police.** *Rule**92.11(a)*

XYZ Aviation does not carry Police under the provisions of CAR 92.11(a).

1. **Carriage of Class 1 DG under Rule 92.11(b).** *Rule**92.11(b)*

XYZ Aviation does not carry Class 1 explosives under the provision of CAR 92.11(b).

1. **Carriage of DG by passengers for their recreational use.** *Rule**92.11(c)*

XYZ Aviation does not carry DG under the provision of CAR 92.11(c).

**Part 3: Carriage of DG by passengers and crew**

1. **Carriage of DG by passengers and crew** *Rule**92.13*

DG may be carried by passengers and crew on the conditions that the goods are:

* 1. Carried in carry-on baggage, checked baggage, or on the person;
	2. Permitted in the table attached at Annex A; and
	3. For personal use only.

The requirements of the ICAO TIs for documentation, marking, labelling, and packing do not apply to goods carried under this provision, except for the reporting requirements for DG incidents which are still applicable.

For the purposes of XYZ Aviation’s carriage of DG the definition of checked baggage is baggage that is to be loaded in a cargo hold or cargo pod that is not accessible to the passenger or crew in flight. DG items that must be in carry-on baggage or on the person, which are not allowed in checked baggage, must be loaded such that they are accessible in flight.

**Part 5: Communication and notification requirements**

1. **Information to employees** *Rule 92.175*

All employees of XYZ Aviation are to have read this DG manual before taking part in any actions involving DG. Employees who have a role in the handling and carriage of DG will receive DG training (detailed below) and always have access to AC 92-2 and this manual when involved in the handling of DG.

1. **Information to the public and passengers** *Rule 92.177, 92.179*

Passengers must be informed of the type of goods that they are prohibited from carrying aboard an aircraft. This information is conveyed in the following manner:

* 1. CAA DG notices being prominently displayed in the reception area and hangar;
	2. DG information being included as part of all pre-flight passenger safety briefings; and
	3. DG information being included during the booking process for all advance bookings.
1. **Notification, reporting, and custody requirements** *Rule**12.51, 12.55, 92.17, 92.181*

When an incident or accident occurs that involves DG or where DG is being carried, whether or not it is apparent that the DG contributed to the incident or accident, the DG is to be deemed to be in the custody of the Director of CAA. Any staff involved in such an event are to take reasonable measures to secure the DG until it is taken into possession by CAA, or CAA advises that the DG is no longer needed.

A DG incident is defined as an incident associated with and related to the carriage of DG by air, after acceptance by the operator, that:

1. results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation;
2. involves, or other evidence that the integrity of the packaging has not been maintained; or
3. involves dangerous goods incorrectly declared, packaged, labelled, marked, or documented.

If a DG accident or incident occurs, the notification and reporting requirements of Part 12 apply. Details of these requirements are found in the company SMS Manual. In summary:

* 1. If the incident is a serious incident or is an immediate hazard to the safety of an aircraft operation, the Safety Manager is to notify CAA as soon as practicable;
	2. In the absence of the Safety Manager, any person involved in the incident should notify CAA as soon as practicable;
	3. All notification is to include the date and time of the incident, brief details, and the name and contact details of both the organisation and the person reporting the incident;
	4. A CA005 report is to be submitted to CAA within 14 days by the Safety Manager.
1. **Dangerous goods training** *Rule**92.203, 92.205*

DG training is required for all XYZ Aviation personnel prior to any involvement in DG activities. The Training Manager is responsible for arranging initial DG training for new employees, and for DG recurrent training each two years IAW Part 92. All DG training will be conducted by either CAA or a contracted Part 141 organisation with a DG training approval. Records of DG training will be retained for the duration of that person’s employment.

Competency standards for DG training and assessment are compiled by the Safety Manager and Training Manager and forwarded to the approved DG training provider. Competency standards are defined for four basic areas as:

* 1. DG basic training:
		1. Identification of DG.
		2. Hidden, undeclared, and mis-declared DG.
	2. Carriage of DG by passengers and crew.
	3. Carriage of DG for airworthiness and operational requirements.
	4. Communication:
		1. Passenger briefing and awareness.
		2. Notification of DG incidents or accidents.

While the competency standards are defined for the limited roles that XYZ personnel fulfil, they are also designed around the types of DG that XYZ Aviation carry and the operating environment of the company.

1. **Carriage of general cargo** *Rule**92.15*

When any items are presented for carriage in XYZ Aviation aircraft that are not postal articles, checked baggage, or carry-on baggage, the person presenting the items must sign a document which accurately describes the items or states that the items are not DG. Staff need to bear in mind that persons presenting items may not know what constitutes DG and be vigilant in monitoring for hidden DG (either deliberately or inadvertently), or mis-declared DG. The document to use for this is XYZ form xxx.

**Appendix A: DG Carried by passengers and crew**

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| **Batteries: spare/loose and Lithium batteries: spare/loose including power banks**Includes lithium batteries, non-spillable batteries, nickel-metal hydride batteries, and dry batteries for portable electronic devices.Articles which have the primary purpose as a power source (power banks) are considered spare batteries. |
| **Several batteries and batteries  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Must be individually protected to prevent short circuits. | Maximum 20 spare batteries per person. The operator may approve the carriage of more than 20 batteries. | Lithium metal batteries must not exceed 2 g of lithium content.Lithium ion batteries must not exceed 100 Wh.Non-spillable wet batteries must be capable of withstanding vibration and pressure tests, maximum 2 per person, not exceeding 12 v and 100 Wh, battery terminals protected. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | No | Yes | No |

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| **Lithium batteries spare/loose** |
| **A battery and a battery  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Batteries must be individually protected to prevent short circuits. | Maximum 2 spare batteries. | Lithium ion batteries exceeding 100 Wh but not exceeding 160 Wh.For medical devices only, lithium metal batteries with lithium metal content exceeding 2 g but not exceeding 8 g.Batteries must meet UN test criteria |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | No | Yes | No |

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| **Lithium batteries: Portable electronic devices (PED) containing lithium metal or lithium ion cells or batteries**Includes medical devices such as portable oxygen concentrators, and consumer electronics such as cameras, mobile phones, laptops, and tablets. |
| **A picture containing text, computer, computer, electronics  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Devices in checked baggage must be completely switched off and must be protected from damage. | Maximum 15 PED per person.The operator may approve the carriage of more than 15 PED. | Lithium metal content must not exceed 2 g.Lithium ion batteries must not exceed 100 Wh each |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | Yes | No |

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| **Lithium battery powered electronic devices**Includes portable medical electronic devices, power tools, video cameras, laptops, etc. |
| **A medical equipment with nozzles  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Devices in checked baggage must be completely switched off (not in hibernation or sleep mode).Must be protected from damage.Must be protected from inadvertent activation.  | Maximum 15 PED per person. | Lithium ion batteries exceeding 100 Wh but not exceeding 160 Wh.For medical devices only, lithium metal batteries with lithium metal content exceeding 2 g but not exceeding 8 g.Batteries must meet UN testing criteria. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | Yes | No |

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| **Alcoholic Beverages** |
| A group of bottles of alcohol  Description automatically generated | **Packaging** | **Quantity** | **Notes** |
| In retail packaging | Maximum per receptacle 5 LTotal quantity per person 5 L | More than 24% but less than 70% alcohol by volume |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | Yes | No |

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| **Ammunition** |
| **A necklace and bullets on a chain  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Securely packaged.Allowances for more than one person must not be combined into one or more packages. | Not exceeding 5 kg gross weight per person. | Division 1.4S only.For that person’s own use only.Excludes ammunition with explosive or incendiary projectiles. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | No | No |

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| **Avalanche rescue backpack** |
| **A backpack with a yellow cover  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Packed so that it cannot be inadvertently activated. | One per person. | Containing cartridges of division 2.2 compressed gas, may be fitted with trigger containing no more than 200 mg net of division 1.4S. Must be fitted with pressure relief valves. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | Yes | No |

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| **Camping stoves and fuel containers that have contained flammable liquid fuel** |
| **A gas burner with a red bottle  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Cap securely fastened.Wrapped in absorbent material and placed in a sealed polyethylene or equivalent bag. | No limit | Must be completely drained and action taken to nullify the danger. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | No | No |

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| **Dry Ice (solid carbon dioxide)** |
| **A white box with a square object inside  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Baggage must permit release of CO2 gas.Checked baggage must be marked ‘dry-ice’ or ‘carbon-dioxide, solid’. | Maximum 2.5 kg per person, when used to pack perishables. | Net weight of dry ice marked on package, or an indication that there is less than 2.5 kg. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | Yes | No |

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| **E-cigarettes** (Includes e-cigars, e-pipes, personal vaporisers, electronic nicotine delivery systems). |
| **A close-up of a pen  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Measures must be taken to prevent unintentional activation of the heating element while on board the aircraft. | No limit | Re-charging on board aircraft is not permitted. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | No | Yes | No |

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| **Gas cartridges, small non-flammable** |
| **A picture containing appliance  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Personal safety device packed so that it cannot be inadvertently activated. | Maximum 2 small cartridges fitted to a self-inflating personal safety device such as a lifejacket. Not more than 2 devices per passenger and 2 spare cartridges per device.For other devices, max. 4 cartridges, capacity not exceeding 50 mL water (equivalent to a 28 g gas cartridge). | CO2 or other suitable gas in division 2.2 without subsidiary hazard. Must be for inflation purposes. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | Yes | No |

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| **Gas cylinders: non-flammable, non-toxic, worn for the operation of mechanical limbs** |
| **A prosthetic arm with metal parts  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Worn with the limb. | As required by the limb. | Spare cylinders of a similar size are also allowed if required to ensure an adequate supply for the journey. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | Yes | No |

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| **Hair styling equipment containing a hydrocarbon gas cartridge** |
| **A black and silver curling iron  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Safety cover must be securely fitted over the heating element. | 1 per passenger or crew member. | Must not be used on board the aircraft at any time.Spare cartridges are not permitted in checked or carry-on baggage. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | Yes | No |

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| **Internal combustion or fuel cell engines** |
| **A red and black chainsaw  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Flammable liquid powered internal combustion or fuel cell engines being carried separately or incorporated into a machine or other apparatus, without batteries or other DG, must comply with the conditions that:1. The engine is powered by a fuel that is not a DG; or
2. The fuel tank has never contained any fuel, or the fuel has been flushed and the tank purged of vapours and adequate measures taken to nullify the hazard; and
3. The passenger provides documentation that the flushing and purging procedure has been followed, and;
4. The entire fuel system has no free liquid and all fuel lines are sealed or capped or securely connected.
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| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | No | No |

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| **Matches, safety, or small cigarette lighter** |
| **A picture containing text  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| One small packet, or one small lighter.Only if carried by an individual who intends to use the item.Lighter must not contain unabsorbed liquid fuel, other than liquified gas.Lighter fuel and lighter refills are not permitted.Strike anywhere matches, blue flame lighters, cigar lighters, are not permitted.Cigarette lighters should have two independent actions by the user to activate ignition.Cigarette lighters powered by lithium batteries without a safety cap or means of protection against inadvertent activation are not permitted. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | No | On one’s person only | No |

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| **Mobility aids/wheelchairs with non-spillable wet batteries, nickel metal hydride batteries, or dry batteries** |
| **A black and silver electric wheelchair  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Mobility aid must be prepared to prevent inadvertent activation.Mobility aid secured and protected from damage.Any spare batteries, batteries that are removed must be carried in strong rigid packaging in cargo compartment. | May carry one spare wet non-spillable battery, or two spare nickel-metal hydride or dry batteries. | Non-spillable batteries must not contain any free or unabsorbed liquid.Batteries must be prepared to prevent short circuit and inadvertent activation.Non-spillable wet batteries must pass pressure and vibration tests. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | No | Yes |

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| **Mobility aids/wheelchairs with spillable batteries** |
| **A black and silver electric wheelchair  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Mobility aid must be prepared to prevent inadvertent activation.Mobility aid secured and protected from damage, battery securely attached and electrical circuits isolated, or, removed if the wheelchair is unable to be carried upright.If battery removed, packaging must be marked ‘BATTERY-WET with WHEELCHAIR’ and with corrosive and orientation labels. | May carry one spare wet non-spillable battery, or two spare nickel-metal hydride or dry batteries. | Battery terminals prevented from short circuit.Battery fitted with non-spillable vent caps.Battery must be carried upright.If battery is removed it must be carried in leak-proof, impervious packaging, secured, protected from short circuit, and surrounded by compatible absorbent material able to contain the entire liquid contents. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | No | Yes |
| **Mobility/wheelchairs aids with lithium batteries** |
| **A black and silver electric wheelchair  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Mobility aid must be prepared to prevent inadvertent activation.Mobility aid secured and protected from damage.Battery adequately protected from damage by the design of the mobility aid, and securely attached to the mobility aid, or removed from the mobility aid. | Passenger may carry one spare battery not exceeding 300 Wh or two spare batteries not exceeding 160 Wh. | Battery must meet UN test criteria.Battery terminals prevented from short circuit.Each battery removed from the mobility aid must not exceed 300 Wh.Any removed batteries or spare batteries must be carried in the passenger cabin and protected from damage. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | No | Yes |

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| **Non-radioactive medicinal or toiletry articles (including aerosols)**Including hairsprays, perfumes, colognes, medicines containing alcohol, and non-flammable non-toxic aerosols with no subsidiary hazard, for sporting or home use.  |
| **A can of hair spray  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Release valves on aerosols must be protected by a cap or other suitable means. | Total net quantity must not exceed 2 kg or 2 L.Net quantity of each article must not exceed 0.5 kg or 0.5 L. |  |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | Yes | No |

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| **Oxygen or air, gas cylinders for medical use** |
| **A green oxygen tank with a valve  Description automatically generated** | **Packaging** | **Quantity** | **Notes** |
| Cylinders valves and regulators must be protected from damage and inadvertent release. | Cylinder must not exceed 5 Kg gross weight. | Liquid oxygen is forbidden for transport. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | Yes | Yes | Yes |

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| **Thermometer, medical or clinical which contain mercury.** |
|  | **Packaging** | **Quantity** | **Notes** |
| Packed in its protective case. | One per person for personal use. |  |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| No | Yes | No | No |

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| **Thermometer or barometer, mercury filled**Carried by a representative of a government weather bureau or similar official agency |
|  | **Packaging** | **Quantity** | **Notes** |
| Packed in strong outer packaging, with a sealed inner liner, or bag of strong leak-proof and puncture-resistant material impervious to mercury.  | One per person. | Packaging must prevent escape of mercury regardless of position of package. |
| **Approval of operator required** | **Permitted as checked baggage** | **Permitted as carry-on baggage** | **PIC informed of location** |
| Yes | No | Yes | Yes |

**Items in the ICAO TIs or IATA DGR not included above**

Baggage with installed lithium batteries

Chemical agent monitoring equipment

Disabling devices (such as mace, pepper spray)

Electroshock weapons

Fuel cells contained in portable electronic devices

Fuel cell cartridges, spare

Insulated packaging containing refrigerated liquid nitrogen

Permeation devices

Radio isotopic cardiac pacemakers

Security type equipment (attaché cases, cash boxes, etc fitted with lithium batteries or pyrotechnics)

Specimens, non-infectious, packed with small quantities of flammable liquid.

1. An exemption is provided for in S37 of the CA Act 1990. An exemption is also provided for in the ICAO TIs, but any request for a DG exemption will be considered as a S37 exemption. [↑](#footnote-ref-1)