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MIRATIMIN E “GUIDANCE MATERIAL RELATED TO DANGEROUS GOODS”

Në mbështetje të pikës “ë”, të nenit 14, të Ligjit Nr.53/2022 “Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil”:

V E N D O S A

1. Miratimin e ACAA-DFS-GM7-DGR “Guidance Material related to Dangerous Goods”, Lëshimi 01, Rishikimi 00.
2. Ngarkohet Drejtoria e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij manuali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et’hemaj





REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL RELATED TO DANGEROUS GOODS

ACAA-DFS-GM7-DGR

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Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority



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0.1 Record of Amendments





The table below describes the dates and reasons for the different amendments of the current Guidance Material.

A vertical black line on the left-hand side of the page identify the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason

In case of major amendment, a new issue will be released to replace the existing Guidance Material. In that case, all the page will identify with a new issue and the revision will set back to zero. For a minor amendment to some provisions, when only a few pages are modified a vertical black line on the left-hand margin of the page identifying the change of the existing version. Users can focus their attention to the changes identified.

0.2 Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Xhenifer Muco, Head of SFO/DGI	01.11.2024	
Reviewed by:	Mr. Alket Zani, Director of DFS	07.11.2024	
Accepted by:	Mr. Elton Kacagjeli, Specialist SQSC	11.11.2024	
	Mrs. Krista Garo, Head of SQSC		
	Mrs. Edlira Kraja, Director of DLS		
Approved by:	Mr. Maksim Et'hemaj, Executive Director	14.11.2024	



0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by

0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	Flight Operations Department SFO/DFS SSS/ DAM	Hard Copy
Original (Electronic)	SFO Staff	Electronic Copy at DRMS

Note: In case of interested party involved in ACAA activities, access rights shall be given on case-by-case basis by the concerned Directorate/ Sector (s).

0.5 Definitions & Acronyms

Term	Definition
ICAO	International Civil Aviation Organization
ACAA	Albanian Civil Aviation Authority
DGR	Dangerous Goods
COMAT	Company Material
GM	Guidance Material

0.6 Abbreviations and Acronyms

Abbreviation or Acronym	Meaning
Non-Carriage of Dangerous Goods	Operators that choose not to carry dangerous goods as cargo must have a dangerous goods recognition program.
Commercial air transport	An aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.
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 the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
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

1. Introduction

1.1 Background

This section provides guidance on dangerous goods transport operating regulations and the Technical Instructions. The Civil Aviation Authority of Albania (ACAA) ensures that operators are aware of the Technical Instructions and Minister Order 78/2024. These regulations apply to the operator's shipping and transport operations of dangerous goods. Operators must comply with the dangerous goods training requirements contained in the Technical Instructions in addition to operating regulations. This process should be completed prior to issuing operations specifications permitting the carriage of dangerous goods. Additionally, all operators must develop and implement a system that will allow them to remain current with regulatory changes and updates.

Key Contacts

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1.2 Purpose

This guidance material is to ensure that operators involved in the transport of dangerous goods by air in Albania are fully aware of and comply with the relevant regulations and Technical Instructions. The guidance ensures the safe and regulated transport of dangerous goods by air, protecting public safety and maintaining regulatory compliance.

1.3 Related Regulations

Applicable legislation for dangerous goods transportation by air operators:

1. Air Code of Albania 96/2020;
2. Decision of Council of Minister 1095, 24.12.2020 "On common rules in the field of civil aviation";
3. Minister Order 80/2023 "Technical requirements for air operations in Albania";
4. Minister Order 78/2024 "For the safe transport of dangerous goods in Albania";
5. ICAO Doc 9284 Technical Instructions for the Safe Transport of Dangerous Goods by Air.

2. Non-Carriage of Dangerous Goods

Operators that choose not to carry dangerous goods as cargo must have a dangerous goods recognition program and also an approved dangerous goods training program.

3. Responsibility for Approval, Surveillance, and Enforcement of Dangerous Goods Programs

3.1 Approval of Dangerous Goods Training

The ACAA has oversight responsibility for operators they certify for inclusion in their dangerous goods program. ACAA inspectors evaluate operator dangerous goods training programs and manuals for approval to ensure compliance with operating regulations and the Technical Instructions. The ACAA will inspect

operators for compliance with dangerous goods transport regulations and enforce these regulations when appropriate.

Procedures for approval of dangerous goods training: The operator will coordinate with the ACAA to formulate a satisfactory dangerous goods training program. Once the ACAA determines the training to be adequate, it will approve the dangerous goods training program for operator implementation. The initial approval of the training is usually done at the same time as the review and acceptance of the dangerous goods manual.

3.2 Approval of Dangerous Goods Manuals

Consistent with operating regulations, the dangerous goods manual is required to be submitted to the ACAA by the operator. The ACAA will evaluate and approve or recommend changes to ensure compliance with the regulations and the Technical Instructions. The operator should coordinate with the ACAA to formulate a satisfactory dangerous goods manual. Once approved by the ACAA, the operator may implement the approved operational procedures.

4. Dangerous Goods Information Requirements for Operators Not Accepting Dangerous Goods

Operators who do not accept, handle, or store dangerous goods, must provide procedures and instructions in the operator's manual as follows:

4.1 Recognition Training

Procedures and instructions to ensure all personnel responsible for accepting and handling any cargo or packaged materials receive adequate training on the recognition of items classified as dangerous goods.

4.2 Non-Acceptance of Dangerous Goods

Procedures and instructions to ensure no packages containing dangerous goods are accepted by the operator.

4.3 Reporting Damaged Packages

Procedures and instructions for reporting that damaged packages found to contain, or suspected of containing, dangerous goods are reported in compliance with the Technical Instructions.

4.4 Transport of COMAT

Procedures and instructions to ensure that all spares and/or company material (COMAT) classified as dangerous goods are offered for transport by a different mode of transport (e.g., ground) and/or an operator authorized to transport dangerous goods.

4.5 Training for COMAT Handling

Procedures and instructions to ensure any employee, agent, or contract employee of the operator who prepares and/or offers COMAT classified as dangerous goods for shipment via any mode is fully trained as a dangerous goods shipper.

5. Dangerous Goods Information Requirements for Operators Accepting Dangerous Goods

Operators who accept, handle, and transport dangerous goods must provide instructions and procedures on the following subjects:

5.1 Acceptance of Dangerous Goods

Procedures and instructions for the acceptance of dangerous goods for air shipment, including proper packaging, marking, labeling, documentation, and inspection requirements in accordance with the Technical Instructions.

5.2 Storage of Dangerous Goods

Specific guidance on the storage of dangerous goods, including segregation and separation of incompatible materials and maintaining safe distances for radioactive materials.

5.3 Loading of Dangerous Goods

Specific guidance for loading dangerous goods in aircraft, including segregation and separation requirements and handling procedures.

5.4 Notification to Pilot-in-Command

Procedures for notifying the pilot-in-command when dangerous goods are carried on board the aircraft in accordance with the Technical Instructions.

5.5 Reporting Dangerous Goods Incidents

Company procedures for reporting dangerous goods accidents and incidents, in compliance with the Technical Instructions.

5.6 Handling Damaged Dangerous Goods Packages

Procedures for handling damaged packages, radioactive contamination, and infectious substances, including contacts for technical advice on clean-up and safety measures.

5.7 Transport of COMAT

Information on the movement, storage, and handling of aircraft components and consumable materials classified as dangerous goods within the operator's facilities or contracted services.

6. Exemptions

When an operator submits a request to the ACAA for an initial exemption, renewal, or modification of their existing exemption, the ACAA will review the application, verify the competence and compliance history of the certificated operator, and ensure compliance with operating regulations and the Technical Instructions and Exemption Procedure ACAA-DLS-EXMP.

7. Violations and Investigations

When the ACAA becomes aware of a suspected dangerous goods violation, it shall act in accordance with Air Code of Albania 96/2020 provisions, Minister Order 78/2024 and Enforcement Manual ACAA-DLS-ENFM.

8. Transport of Dangerous Goods by Air (Foreign Operators)

This chapter is tailored for foreign operators handling and transporting dangerous goods by air within and to/from Albania. It outlines the regulatory requirements, safety protocols, and necessary steps to ensure compliance and promote safety in air transport.

Compliance with Albania's national regulations for the transport of dangerous goods by air is mandatory. The ACAA oversees the implementation of international standards and national laws.

Approval to operate in the airspace of Albania, with dangerous goods on board is part of the traffic rights request via the system: <https://lejeteflurimit.acao.gov.al/Login/Login>.

8.1 Classification of Dangerous Goods

Dangerous goods are categorized into nine classes based on their hazard:

Class 1: Explosives

Class 2: Gases

Class 3: Flammable Liquids

Class 4: Flammable Solids

Class 5: Oxidizing Substances and Organic Peroxides

Class 6: Toxic and Infectious Substances

Class 7: Radioactive Material

Class 8: Corrosives

Class 9: Miscellaneous Dangerous Goods

General Safety Measures

8.2 Training

- Personnel involved in handling and transporting dangerous goods must undergo training as per ICAO and IATA standards.
- Training should include classification, packaging, labeling, documentation, handling, and emergency

procedures.

8.3 Packaging and Labeling

- Use UN-approved packaging suitable for the specific type of dangerous goods.
- Ensure all packages are correctly labeled with hazard labels and handling instructions.

8.4 Documentation

- Accurate and complete documentation is essential.
- Required documents include the Shipper's Declaration for Dangerous Goods, packing list, and emergency contact information.

8.5 Handling and Storage

- Follow specific handling instructions for each class of dangerous goods.
- Store dangerous goods in designated areas, segregated from incompatible substances.
- Use appropriate personal protective equipment (PPE).

8.6 Transport Procedures

- Pre-Flight Procedures
- Ensure that all dangerous goods are declared, correctly packaged, and labeled.
- Verify documentation for accuracy and completeness.
- Coordinate with the airline and relevant authorities in Albania.
- In-Flight Procedures
- Adhere to safety protocols for the transport of dangerous goods.
- Ensure that dangerous goods are stowed according to regulations, with proper segregation and securing.
- Post-Flight Procedures
- Conduct a thorough inspection upon arrival.
- Report and manage any incidents or discrepancies immediately.

8.7 Emergency Procedures

- Incident Response
- Implement an emergency response plan.
- Report incidents involving dangerous goods to the relevant authorities and the Civil Aviation Authority of Albania immediately.
- Provide first aid and necessary medical attention as required.
- Spill and Leak Management
- Contain and clean up spills and leaks promptly using appropriate materials and methods.
- Report spills and leaks to the relevant authorities.
- Compliance and Audits

- Regularly review and update procedures to ensure ongoing compliance with ICAO, IATA, and national regulations.
- Conduct periodic audits and inspections of dangerous goods operations.