



# Advisory Circular

**Subject: Dangerous Goods Specific Approval**

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## 1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

### 1.1 Purpose

- (1) The purpose of this AC is to assist Canadian air operators in fulfilling their dangerous goods operational requirements under the *Canadian Aviation Regulations (CARs)*, the *Commercial Air Services Standards (CASS)* and the *Transportation of Dangerous Goods Regulations (TDGR)*.

**Note:** The requirements pertaining to the transportation of dangerous goods by aircraft are found in Part 12 of the TDGR.

- (2) This document provides guidance to air operators on how to obtain the Dangerous Goods Specific Approval (SA) on their Air Operator Certificate (AOC). The Dangerous Goods SA is required for all Part VII operators.

**Note:** Supplemental guidance can be found in TP 4711 (Air Operator Certification Manual), Volume 3, Section 5.2.1.

- (3) Dangerous goods procedures and training apply to all air operators, regardless of the type of operation. The requirements vary depending on the type of air service. Cargo and mail carriers, or aerial work involving dangerous goods will have more requirements than operators who carry only passenger/crew baggage.
- (4) As per International Civil Aviation Organization (ICAO) standards and TP 4711 [volume 2, section 4.2.20(1)], the Dangerous Goods SA will be placed on the AOC as either “YES” in the case of air operators who transport dangerous goods as cargo and/or mail, or “NO” for air operators who do not transport dangerous goods as cargo and/or mail but transport crew and/or passenger baggage (that may contain dangerous goods).
- (5) An AOC will not be issued, re-issued or amended without a Dangerous Goods SA.

### 1.2 Applicability

- (1) This document applies to commercial air operators conducting operations pursuant to Subpart 702, 703, 704 or 705 of the CARs.
- (2) This document is applicable to all Transport Canada Civil Aviation (TCCA) personnel and Transport Canada Transportation of Dangerous Goods (TDG) personnel.

### 1.3 Description of changes

- (1) Due to the number of changes incorporated into this issue, readers should review the content of the entire document. The major changes are:
  - (a) Clarified that this AC applies to all air operators regardless of if they transport dangerous goods as cargo/mail or passenger/crew baggage;
  - (b) Modified definition of COMAT;
  - (c) Provided additional examples of dangerous goods in cargo and mail;
  - (d) Specified the seven main dangerous goods tasks which may be included in the dangerous goods policies and procedures;
  - (e) Added references to TP 4711 (revised in 2022);

- (f) Reiterated that air operators must provide information in their operations manual and/or other appropriate manuals, to enable employees to carry out the functions for which they are responsible with regard to the transport of dangerous goods;
- (g) Clarified the contents of the operations manual (and included training program) for all air operators;
- (h) Clarified the documents to be submitted as part of the review; and
- (i) Clarified that the document submission may be sent to TCCA (via the companies assigned principal operations inspector) or to TDG (via the included address).

## 2.0 References and requirements

### 2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
  - (a) *Transportation of Dangerous Goods Act, 1992* (TDG Act)
  - (b) *Aeronautics Act* (R.S., 1985, c. A-2)
  - (c) Part VII, Subpart 2 of the *Canadian Aviation Regulations* (CARs) — Aerial Work
  - (d) Part VII, Subpart 3 of the CARs — Air Taxi Operations
  - (e) Part VII, Subpart 4 of the CARs — Commuter Operations
  - (f) Part VII, Subpart 5 of the CARs — Airline Operations
  - (g) *Transportation of Dangerous Goods Regulations* (TDG Regulations)
  - (h) Standard 722 of the CARs — Aerial Work
  - (i) Standard 723 of the CARs — Air Taxi
  - (j) Standard 724 of the CARs — Commuter Operations
  - (k) Standard 725 of the CARs — Airline Operations
  - (l) International Civil Aviation Organization — Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO TI)
  - (m) TP4711 - Air Operator Certification Manual

### 2.2 Cancelled documents

- (1) Not applicable.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

### 2.3 Definitions and abbreviations

- (1) Definitions and abbreviations supporting this document may be found in the TDG Act, the TDG Regulations, the ICAO TI or the CARs.
  - (a) Where a term or abbreviation is defined in more than one document including the TDG Act and TDG Regulations, the definition provided by the TDG Act or TDG Regulations takes precedence.
- (2) The following **definitions** are used in this document:

- (a) **Baggage:** personal property of passengers or crew carried on an aircraft by agreement with the operator.
  - (b) **Cargo:** any property carried on an aircraft, other than mail, accompanied baggage, or mishandled baggage.
  - (c) **TDG COMAT:** operator material containing dangerous goods carried on an air operator's aircraft for the purpose of replacement. COMAT is considered to be part of cargo.
  - (d) **Mail:** dispatches of correspondence and other items tendered by, and intended for delivery to, postal services in accordance with the rules of the Universal Postal Union.
- (3) The following **abbreviations** are used in this document:
- (a) **AC:** Advisory Circular
  - (b) **AOC:** Air Operator Certificate
  - (c) **CARs:** *Canadian Aviation Regulations*
  - (d) **CASS:** *Commercial Air Service Standards*
  - (e) **COM:** Company Operations Manual
  - (f) **ICAO:** International Civil Aviation Organization
  - (g) **ICAO TI:** International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air
  - (h) **SA:** Specific Approval
  - (i) **TC:** Transport Canada
  - (j) **TCCA:** Transport Canada Civil Aviation
  - (k) **TDG:** Transportation of Dangerous Goods
  - (l) **TDG Act:** *Transportation of Dangerous Goods Act, 1992*
  - (m) **TDG Regulations:** *Transportation of Dangerous Goods Regulations*

### 3.0 Background

#### 3.1 Transport of dangerous goods

- (1) All air operators transport dangerous goods as cargo, mail, and/or in passenger/crew baggage.
- (2) Examples of dangerous goods include:
  - (a) TDG COMAT, such as fire extinguishers, oxygen cylinders, engines, fuel pumps, fuel control units, credit card readers, tablets, first-aid kits and life vests.
  - (b) Aerosols, toiletry articles, cellular phones, portable computers, cigarette lighters, perfume carried on board by passengers and crew.
  - (c) Certain lithium batteries contained in or packed with equipment.
  - (d) Exempt human or animal specimens, which are permitted as mail.

### 3.2 Regulatory requirements

- (1) The Minister of Transport, by virtue of subparagraphs 702.08(g)(xii), 703.08(g)(x), 704.08(g)(xi) and 705.08(g)(xi) of the CARs, requires that air operator certificates contain any other condition pertaining to the operation that the Minister deems necessary for aviation safety.
  - (a) All air operators must comply with the dangerous goods requirements set out in the CARs, the CASS, the TDG Act, the TDG Regulations and the ICAO TI.
  - (b) All air operators must have the Dangerous Goods SA on their AOC.
- (2) Air operators are required to provide information in their operations manual and/or other appropriate manuals to enable employees to carry out the functions for which they are responsible regarding the transport of dangerous goods.
  - (a) This includes requiring air operators to submit their dangerous goods policies and procedures and training programs in their operations manual.
- (3) The Company Operations Manual (COM) approval requirements are listed in sections 702.81, 703.104, 704.120 and 705.134 of the CARs.
- (4) The training program approval requirements are listed in sections 702.76, 703.98, 704.115 and 705.124 of the CARs.
  - (a) The training provided on the transportation of dangerous goods must be in accordance with the TDG Regulations.

### 3.3 Requirements for air operators requesting the SA to transport dangerous goods as cargo and/or mail (“YES”)

- (1) Air operators who transport dangerous goods as cargo and/or mail must establish dangerous goods policies and procedures in their operations manual and a dangerous goods training program that meets the requirements of the TDG Regulations, to allow personnel to:
  - (a) identify and reject undeclared/mis-declared dangerous goods, including TDG COMAT;
  - (b) report dangerous goods accidents, dangerous goods incidents, dangerous goods occurrences, and undeclared/mis-declared dangerous goods, as per Part 8 of the TDG Regulations;
  - (c) accept, handle, store, transport, load and unload dangerous goods, including TDG COMAT, as cargo on board an aircraft;
  - (d) provide the required personnel, including pilot-in-command, with accurate and legible written or printed information concerning dangerous goods that are to be transported;
  - (e) identify dangerous goods permitted in passenger/crew baggage; and
  - (f) if applicable, prepare and offer for transport dangerous goods consignments.

### 3.4 Requirements for air operators requesting the SA to transport dangerous goods in passenger and/or crew baggage only (“NO”)

- (1) Air operators who do not transport dangerous goods as cargo and/or mail (i.e., transport dangerous goods in passengers/crew baggage only) must establish dangerous goods policies and procedures in their operations manual and a dangerous goods training program that meets the requirements of the TDG Regulations, to allow personnel to:
  - (a) identify and reject declared/undeclared/mis-declared dangerous goods, including TDG COMAT;

- (b) report dangerous goods accidents, dangerous goods incidents, and undeclared/mis-declared dangerous goods, as per Part 8 of the TDG Regulations; and
- (c) identify dangerous goods permitted in passenger/crew baggage.

### **3.5 Requirements for air operators to submit documentation**

- (1) All air operators must submit their dangerous goods policies and procedures and training program(s) contained in their COM to Transport Canada (TC), to receive their Dangerous Goods SA.
- (2) All air operators must submit any amended dangerous goods policies and procedures and/or training program(s) contained in their COM to TC, to maintain their Dangerous Goods SA.

**Note:** The TDG Regulations and the ICAO TI are modified periodically. Amendments to the dangerous goods policies and procedures and/or training program(s) contained in air operator COM's will be necessary where these modifications have an impact on the air operator's operations.

## **4.0 Content of dangerous goods policies and procedures and training program(s) contained in the COM**

### **4.1 Content of the dangerous goods policies and procedures in the COM**

- (1) The dangerous goods procedures must document:
  - (a) the activities related to the dangerous goods tasks assigned to personnel; and
  - (b) if applicable, the use of sections 12.4 to 12.17 of the TDG Regulations.
- (2) Dangerous goods tasks include:
  - (a) classifying dangerous goods;
  - (b) preparing dangerous goods shipment;
  - (c) processing/accepting cargo;
  - (d) managing cargo pre-loading;
  - (e) accepting passenger and crew baggage;
  - (f) transporting cargo/baggage; and
  - (g) collecting safety data (including responding to an incident).
- (3) The dangerous goods procedures must provide detailed information and instructions for employees to safely carry out their tasks.
- (4) When submitting dangerous goods policies and procedures in the COM for approval:
  - (a) a table of contents is not sufficient.
  - (b) including excerpts of regulations (i.e., copying and pasting) or referencing a section of the regulations in the COM will not be sufficient.

### **4.2 Content of training program(s) in the COM**

- (1) The content of the training program(s) must parallel the dangerous goods policies and procedures.

- (2) All aspects of training:
  - (a) are listed in section 6.2 of the TDG Regulations, which stipulates that the training must cover:
    - (i) the listed topics that relate directly to the person's duties and the dangerous goods being handled, offered for transport or transported; and
    - (ii) the items set out in Chapter 4 of Part 1 of the ICAO TI.
  - (b) differ depending on the tasks performed by personnel.  
 E.g.: The training of personnel performing the management of dangerous goods during the flight differs from the training of personnel performing the preparation of dangerous goods shipments or from personnel accepting passenger and crew baggage.
- (3) The training must include:
  - (a) a general philosophy that informs employees of the scope, applicability and requirements of the TDG Act and TDG Regulations, and if applicable, the use of sections 12.4 to 12.17 of the TDG Regulations.
  - (b) the identification and application of the ICAO TI, for the determination of exemptions and the limitations, and state variations.
- (4) Training may be done through a combination of formal training, on-the-job training, or a statement of experience.
  - (a) Subsection 6.3(1) of the TDG Regulations stipulates that the employer is responsible for determining if an employee is adequately trained.
- (5) When submitting a training program(s) for approval:
  - (a) a syllabus is not sufficient.
  - (b) the content of the training, assessment(s), and answer keys must be provided.

## 5.0 Approval of dangerous goods policies and procedures and training program(s) contained in the COM

- (1) Air operators must complete the "Application for the review of dangerous goods policies & procedures and training programs" form (16-0090), and submit the completed form and their dangerous goods policies and procedures and/or their training program(s), assessment(s) (exams), answer key(s) and syllabus to TDG at the following address [TC.TDGAviation-TMDAviation.TC@tc.gc.ca](mailto:TC.TDGAviation-TMDAviation.TC@tc.gc.ca).
- (2) The 16-0090 form is available through the TC webpage:  
<https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/search/results?Keywords=&FormNumber=16-0090&TransportationMode=&Format=&ResultView=Submit>
- (3) When the review of the submitted documents is completed, the TDG Directorate will send their recommendation to TCCA to issue the Dangerous Goods SA.
- (4) TCCA will issue the Dangerous Goods SA when satisfied that all applicable requirements of the CARs, the CASS, the TDG Act, the TDG Regulations and the ICAO TI have been met.

## 6.0 Information management

- (1) Not applicable.

## 7.0 Document history

- (1) Advisory Circular (AC) 700-001 **Issue 05**, RDIMS 17823074 (E), 17823261 (F), dated 2021-09-17 — Dangerous Goods Special Authorization;
- (2) Advisory Circular (AC) 700-001 **Issue 04**, RDIMS 14579073 (E), 14580254 (F), dated 2018-11-15 — Dangerous Goods Special Authorization;
- (3) Advisory Circular (AC) 700-001 **Issue 03**, RDIMS 11973063 (E), 11973105 (F), dated 2016-05-29 — Dangerous Goods Special Authorization;
- (4) Advisory Circular (AC) 700-001 **Issue 02**, RDIMS 5807773 (E), 5808672 (F), dated 2010-07-16 — Procedures for the Carriage of Dangerous Goods to the Company Operations Manual; and
- (5) Advisory Circular (AC) 700-001 **Issue 01**, RDIMS 1885260 (E), 2153830 (F), dated 2007-09-17 — Procedures for the Carriage of Dangerous Goods to the Company Operations Manual.

## 8.0 Contact us

For more information, please contact:

### **TDG Compliance and Response Branch – ASDB**

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Suggestions for amendment to this document are invited and should be submitted via the same e-mail as above.

***Original signed by Charles Lanning for***

Stacey Mason  
Director, Standards  
Civil Aviation  
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