

Advisory Circular

GUIDANCE ON APPROVALS RELATED TO THE CONVEYANCE OF DANGEROUS GOODS IN AIR MAIL

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, approvals associated with the conveyance of dangerous goods in air mail in Division 4 in Part 2 of the Air Navigation (92 – Carriage of Dangerous Goods) Regulations, (ANR-92).

APPLICABILITY

This AC is applicable to a public postal operator, as defined in the First Schedule of ANR-92, intending to accept and convey by post dangerous goods that are permitted in the ICAO Technical Instructions (TI) for the Safe Transport of Dangerous Goods by Air to be carried as air mail.

RELATED REGULATIONS

This Advisory Circular relates specifically to Division 4 in Part 2 of ANR-92.

RELATED ADVISORY CIRCULARS

- Nil

CANCELLATION

This is the first AC issued on this subject.

EFFECTIVE DATE

This AC is effective from 1 January 2023.

OTHER REFERENCES

Nil.

1 INTRODUCTION

- 1.1 A public postal operator may only accept and convey the following dangerous goods in air mail:
- a. patient specimens as defined in the ICAO TI and classified, packed and marked in accordance with its requirements;
 - b. infectious substances assigned to Category B of UN3373 only, when packed in accordance with the requirements of Packing Instruction 650, and solid carbon dioxide (dry ice) when used as a refrigerant for UN3373;
 - c. radioactive material in an excepted package identified in UN2910 and UN2911 only, the activity of which does not exceed one-tenth of the activity limits applicable to radioactive materials in an excepted package;
 - d. lithium ion batteries contained in equipment identified in UN3481 and meeting the provisions of Section II of Packing Instruction 967. No more than four cells or two batteries may be mailed in any single package; and
 - e. lithium metal batteries contained in equipment identified in UN3091 and meeting the provisions of Section II of Packing Instruction 970. No more than four cells or two batteries may be mailed in any single package.
- 1.2 Prior to accepting and conveying dangerous goods in air mail, Regulation 14(2)(b)(i) of ANR-92 requires that a public postal operator establishes procedures for controlling the introduction of dangerous goods in air transport and that such procedures have to be approved by the Director-General of Civil Aviation.
- 1.3 In addition, Regulation 14(2)(c) also requires a public postal operator to be granted a lithium battery approval by the Director-General of Civil Aviation prior to accepting and conveying lithium batteries contained in equipment as described in paragraphs 1.1 d and e in air mail.

2 PROCEDURES FOR CONTROLLING THE INTRODUCTION OF DANGEROUS GOODS IN AIR TRANSPORT

- 2.1 A public postal operator's procedures for controlling the introduction of dangerous goods in air transport should consist of the following contents:
- a. training for all staff identified in Categories A, B and C in accordance with ICAO TI Part 1;4;
 - b. reporting the discovery of hidden, undeclared or misdeclared dangerous goods in air mail and dangerous goods accidents or incidents to CAAS with reference to CAAS Advisory Circular 92-3-2;
 - c. provision of information about the types of dangerous goods permitted or prohibited in air mail to the general public at air mail acceptance points (e.g. street post boxes, post offices, agencies, websites etc.);
 - d. provision of information about the types of dangerous goods permitted or prohibited in air mail to account customers regarding acceptance of dangerous goods in air mail;
 - e. inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the air mail;

- f. emergency procedures to handle occurrences involving (but not limited to) the leakage or combustion of dangerous goods or the inhalation, ingestion or exposure of personnel to dangerous goods substances that may affect their health;
- g. retention of dangerous goods related documents (e.g. dry ice acceptance checklist);
- h. procedures for staff regarding the acceptance of dangerous goods permitted to be transported in air mail;
- i. procedures for requiring the sender's name, address and signature on packages containing dangerous goods;
- j. procedures for ensuring that any State or Operator variations published in the ICAO TI are complied with;
- k. procedures for ensuring that any changes to the ICAO TI are incorporated into existing procedures; and
- l. procedures for the handling of packages containing dangerous goods rejected by air operators from transport.

3 LITHIUM BATTERY APPROVAL

- 3.1 A public postal operator seeking a lithium battery approval should first establish procedures for controlling the introduction of dangerous goods in air transport. In addition, the following procedures related to the acceptance and handling of lithium batteries contained in equipment should also be included:
- a. provision of information on lithium ion batteries or lithium metal batteries contained in equipment at air mail acceptance points;
 - b. provision of information to account customers regarding the acceptance of lithium ion batteries or lithium metal batteries contained in equipment in air mail; and
 - c. procedures for staff regarding the acceptance of packages containing lithium ion batteries or lithium metal batteries contained in equipment.

4 SUBMISSION OF APPLICATION

- 4.1 A public postal operator may submit its application, at least 30 calendar days prior to offering any dangerous goods in air mail, by writing in to

Director (Flight Standards)
Civil Aviation Authority of Singapore
Singapore Changi Airport
PO Box 1
Singapore 918141

5 ENQUIRIES

- 5.1 Should you have any queries relating to the contents of this advisory circular, you may e-mail to us at CAAS_DangerousGoods@caas.gov.sg.