

**PASSENGER/CREW DANGEROUS GOODS OCCURRENCE REPORT**

UK Regulations require occurrences to be reported to the CAA within 72 hours of the occurrence becoming known to the reporter (see Note 5)

1. Aircraft operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:	5. Flight number:		6. Aircraft type:		7. Aircraft registration:
8. Location of occurrence:	9. Departure airport:		10. Destination airport:		11. Origin of Passenger
12. Production name:			13. Proper shipping name (including the technical name):		
14. UN/ID no:	15. Class/division:		16. Subsidiary risk(s):		17. Packing group:
18. Type of packaging:	19. Packaging specification marking:		20. Number of pieces:		21. Quantity per piece:
22. Passenger(s) ticket number(s):					
23. Name and address of passenger(s) involved:					
24. Description of occurrence: (if necessary, continue on additional page):					
25. Details of action taken against passenger (by operator/handling agent/security/police etc):					
26. Goods are being held: Yes/No (See Note 8)		27. Location of where goods are held:		28. Photographs are available: Yes/No	
29. Name/title of person reporting:		30. Tel:		31. Reporter's reference/ASR number:	
32. Company and address:		33. Date of report:		34. E-mail:	
		35. Signature:			

## PASSENGER/CREW DANGEROUS GOODS OCCURRENCE REPORT - NOTES

- 1 **It is important that this form is completed in as much detail as possible; this will help to avoid delays in processing the report and unnecessary additional work by both the reporter and the CAA.**
- 2 Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are carried by a passenger or crew on their person or in their carry on or checked-in baggage. Goods found prior to or during check-in are not required to be reported. A separate form is available for incidents related to cargo/mail or unaccompanied baggage.
- 3 A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose, serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (except simple fractures of fingers, toes or nose); or (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or (d) involves injury to any internal organ; or (e) involves second or third degree burns, or any burns affecting more than 5% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.
- 4 A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property 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 jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
- 5 An initial report, which may be made by any means, must be dispatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available at that time.
- 6 Copies of all relevant documents and any photographs should be attached.
- 7 Completed reports must be sent to the CAA, Dangerous Goods Office, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR; Tel no: +44(0)330 022 1915; Fax no: +44 (0) 1293 573991; e-mail address: dgo@caa.co.uk.
- 8 **Providing it is safe to do so, all dangerous goods, packagings, documents, etc. relating to the occurrence must be retained in a suitable location until after the initial report has been sent to the Dangerous Goods Office, CAA and they have indicated whether or not these should continue to be retained.**
- 9 Below are further explanations for some of the boxes on this form:

Box	Explanation/details
1	Operator of the aircraft that the dangerous goods travelled on or on which they would have travelled if not intercepted.
8	Location in airport (e.g. baggage screening/security/ramp) and name of airport of where incident occurred. Commercial name of product being carried.
12	Commercial name of product being carried.
18 - 19	Details of any type of packaging used (e.g. cardboard/fibreboard box) and UN specification details if applicable.
20 - 21	Give as much detail as possible in order to identify exactly the number and type of pieces and the quantities of dangerous goods in each piece found, e.g. 2 x 1L tins of paint.
23	In accordance with the Air Navigation (Dangerous Goods) Regulations 2002, as amended, the reporter must provide the name and address of the passenger.
24	How the incident occurred, how it was found (e.g. during security screening/baggage screening etc.), the reason for the occurrence. It is important to record any dangerous goods markings and labelling visible on the goods since this may determine the action taken by the CAA.
25	Record any action taken as a result of occurrence, e.g. warning from operator/police; goods removed; passenger/crew removed from flight.
28	Digital photographs of the consignment are extremely useful. If photographs cannot be taken (and only if safe to do so) photocopies of markings/labels on packagings can also be of use.

#### APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.