

## APPENDIX 1

## DANGEROUS GOODS OCCURRENCE REPORTING

<b>DANGEROUS GOODS ACCIDENT/INCIDENT REPORTING FORM</b>			
See the Notes on the reverse of this form. Those boxes where the heading is in italics need only be completed if applicable.			
<b>Operator:</b>		<i>Flight no. and flight date:</i>	
<b>Date of Occurrence:</b>		<i>Airports of departure &amp; destination:</i>	
<i>Aircraft type:</i>		<i>Aircraft registration:</i>	
<b>Location of occurrence:</b>			
<b>Origin of the goods:</b>			
<b>Destination of the goods:</b>			
<b>Description of the occurrence, including details of injury, damage, etc.</b> (if necessary, continue on the reverse of this form)			
<b>Proper UN Shipping Name</b> <i>(including the technical name):</i>			
<b>UN/ID no.</b> (when known):	<b>Class/division</b> (when known):	<i>Subsidiary risk(s):</i>	<i>Packaging group:</i>
<i>Type of Packaging:</i>	<i>Packaging specification marking:</i>	<i>No. of packages and quantity:</i>	
<i>Reference no. of Air Waybill:</i>			
<i>Reference no. of courier pouch, baggage tag or passenger ticket:</i>			
<b>Name, address and contact numbers of shipper, passenger etc.</b>			
<b>Other relevant Information</b> (including suspected cause, any action taken)			
<b>Name and title of person making report:</b>		<b>Signature</b>	
<b>Address</b>		<b>Date:</b>	

Description of the occurrence (continuation):

#### NOTES

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. 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 from the date the injury was received;
  - (b) results in a fracture of any bones (except simple fractures of fingers, toes or nose);
  - (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage;
  - (d) involves injury to any internal organ;
  - (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.
3. 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 seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
4. This form should also be used to report any occasion when undeclared or mis-declared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on aircraft.
5. An initial report must be despatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report must be sent as soon as possible, even if all the information is not available.
6. Completed reports must be sent to the Civil Aviation Authority Bahamas, P. O. Box 975 or #26 Blake Road, Nassau, N.P., The Bahamas
7. Copies of all relevant documents and any photographs should be attached to this report.
8. Providing it is safe to do so, all dangerous goods, packaging, documents etc. relating to the occurrence must be retained until after the initial report has been sent to the appropriate authorities and they have indicated whether or not these should continue to be retained.