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SUPPLEMENT  
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**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**SUPPLEMENT TO THE  
TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT  
OF DANGEROUS GOODS BY AIR**

**2011-2012 EDITION**

**ADDENDUM**

The attached addendum should be incorporated into the 2011-2012 Edition of the Supplement to the Technical Instructions (Doc 9284).

(3 pages)



## TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR

The following amendments are approved and published by decision of the Council of ICAO and should be incorporated in the 2011-2012 Edition of the Supplement to the Technical Instructions (Doc 9284):

In Part S-1, *add* new Chapter 3:

### Chapter 3

## GUIDANCE TO STATES ON THE TRANSPORT OF DANGEROUS GOODS BY POST

### 3.1 INTRODUCTION

3.1.1 Annex 18 to the Chicago Convention, *The Safe Transport of Dangerous Goods by Air*, requires States, inter alia, to establish procedures with a view to controlling the introduction of dangerous goods into air transport through its designated postal operators. These procedures must be approved by the civil aviation authority of a State where mail containing dangerous goods is to be accepted by a designated postal operator, prior to the introduction of dangerous goods into air transport through the designated postal operator. The following guidance is offered to assist civil aviation authorities to assess and approve the procedures established by designated postal operators in their State.

3.1.2 Part 1;2.3 of the Technical Instructions outlines those dangerous goods that may be acceptable in mail for carriage by air subject to the provisions of appropriate national authorities, including civil aviation authorities, and the Technical Instructions.

### 3.2 ASSESSMENT OF PROCEDURES

3.2.1 The aim of the assessment is to ensure the suitability of the procedures established by the designated postal operators that control the introduction of dangerous goods into air transport.

3.2.2 The assessment should ensure that designated postal operators have established the following procedures:

- a) training of staff in accordance with Part 1;4 of the Technical Instructions;
- b) reporting of dangerous goods accidents and incidents to civil aviation authorities;
- c) reporting of hidden and undeclared dangerous goods to civil aviation authorities;
- d) provision of information to customers at acceptance points (e.g. street post boxes, post offices, agencies, websites);
- e) provision of information to account customers regarding dangerous goods;
- f) inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail;
- g) emergency procedures;
- h) retention of documents (e.g. dry ice acceptance checklist);
- i) documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1;2.3 of the Technical Instructions.
- j) procedures for requiring the sender's name, address and signature on packages containing dangerous goods;
- k) procedures for ensuring that any State or Operator variations in Attachment 3 of the Technical Instructions are complied with;
- l) procedures for ensuring that any changes to the Technical Instructions are incorporated into existing procedures; and
- m) procedures for the handling of packages rejected from transport.

### **3.3 TRAINING**

3.3.1 The staff of a designated postal operator are required to be trained in the requirements commensurate with their responsibilities.

3.3.2 Depending on the responsibilities of the staff member, the aspects of training to be covered may vary from those shown in Table 1-6 of the Technical Instructions. Therefore, in respect to the acceptance of the dangerous goods permitted by Part 1;2.3.2 of the Technical Instructions, staff of designated postal operators need only be trained in the requirements specific to those items permitted in air mail and not the acceptance of all classes of dangerous goods.

3.3.3 The categories of personnel identified in Table 1-6 of the Technical Instructions are not all encompassing. For example, staff of a designated postal operator who have responsibilities that only involve the handling of letters, correspondence or printed materials that are not capable of containing dangerous goods do not require training.

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