



DANGEROUS GOODS MANUAL

0	FRONT MATTER
0.2	REVISION HIGHLIGHTS

Issue:	00
Revision:	00
Date:	18-FEB-2024

0.2 REVISION HIGHLIGHTS

This table summarizes the major changes made to each revision, not all changes. Throughout each review cycle, subsequent entries may change prior entries or proposed changes may be held, disregarded, and/or obsolete. This is a summary of input received throughout the duration. Changes throughout the manual are indicated by vertical revision bars.

Note: The vertical bar (change bar) in the margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only.

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0.4 RECORD OF TEMPORARY REVISIONS

N **New**

A **Add**

D **Delete**

R **Replace**

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0.10 GACA APPROVAL / ACCEPTANCE

This manual is a controlled document, prepared to meet the requirements of the General Authority of Civil Aviation Regulations (GACAR) and is herewith accepted/approved by the General Authority of Civil Aviation (GACA) exclusively for the use of Riyadh Air.

If any conflict exists between the contents of this manual and GACA requirements, GACA requirements shall take precedence, and the manual will be revised without delay in accordance with GACA [eBook Vol.4 Ch.12, section 4](#).

All contents of this manual are current, as listed in the List of Effective Pages (LEP) Revision 0. 18 Feb 2024.

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0.10	GACA APPROVAL / ACCEPTANCE

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Revision:	00
Date:	18-FEB-2024

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0.11 INTRODUCTION

0.11.1 Policy

This Dangerous Goods Manual is approved by the General Authority of Civil Aviation (GACA), and it is compliant with all relevant GACA regulations (GACAR part 109) and applicable international standards. It is the method by which Riyadh Air undertakes all operations.

The Dangerous Goods Manual contains procedures, instructions and guidance for ground operations personnel to execute their duties. It serves as a crucial guide for all employees to ensure that the planning and execution of every flight is conducted in accordance with the highest levels of safety, efficiency and effectiveness.

Riyadh Air is DG non-carry operator.

0.11.2 Applicability

The Dangerous Goods Manual serves as an essential guide for all ground operations personnel in our organization, and it is incumbent upon every employee, regardless of their role, to adhere to the policies, procedures, regulations, guidance and instructions detailed within Riyadh Air's ground operations manuals.

0.11.3 Common Language

IOSA FLT 3.1.1

English shall be the language used for all operational communications at Riyadh Air. This is to help eliminate misunderstandings and ensure clear and standardized interactions between all employees. Riyadh Air's decision to implement English as a language protocol is a strategic one aimed at promoting safety and consistency within its operational framework.

English shall be exclusively used during all:

1. Load planning conversations, notifications, and documentation.
2. Briefings between load controllers, load supervisors, and ramp agents.
3. Communications with flight crew regarding aircraft loading.
4. Communication with cabin crew regarding passengers carrying DG in accordance with Table 4.
5. Manuals, guidelines, forms, and notifications related to mass and balance operations.

For general Common Language please refer to Corporate Policy Manual, Section 0.11.1.

0.11.4 Usage of Terms

Dangerous Goods Manual applies to both male and female ground operations personnel, operations personnel, passengers and other persons, for simplification a gender-neutral text is used in this manual. Throughout this manual, specific terms (e.g., shall, should, may etc.) are used to provide precise instructions and expectations within the context of Riyadh Air's operations. These terms serve distinct purposes and outline the level of obligation or permission associated with each action. It is crucial that all ground operational personnel understand the nuances of these terms.

For general Use of Terms please refer to Corporate Policy Manual Section 0.11.2.

0.11.5 Human Factor Principles

GACAR § 121.139 ,121.533

IOSA FLT 1.7.4

At Riyadh Air, human factors principles are applied to Dangerous Good Manual, checklists, procedure design, personnel training and to operations and maintenance equipment, systems, processes and procedures. They consider human capabilities and limitations, as well as the safe interface between the human and system components, for the purpose of optimizing human performance and reducing human error.

Incorporating human factor principles into the design of our Operations Manuals, checklist and procedures is crucial for optimizing safety and efficiency. Riyadh Air captures human factors principles in document design and checklist usage by:

1. Preparing documentation in a useable format for information presentation, at the appropriate reading level and with the required degree of technical sophistication and clarity.
2. Improving user performance through the use of effective and consistent labels, symbols, colors, terms, acronyms, abbreviations, formats and data fields.
3. Ensuring the availability and usability of information to the user for specific tasks, when needed and in a form that is directly usable.
4. Designing operational procedures for simplicity, consistency and ease of use.
5. Minimizing the need for special or unique operator skills, abilities, tools or characteristics.
6. Assessing the net demands or impacts upon the physical, cognitive and decision-making resources of our employees, using objective and subjective performance measures.

0.11.6 Applicable Regulations and Standards

Throughout this manual, compliance tags are used to help users easily locate and reference applicable regulations, rules, standards and recommended practices. These tags are a systematic and organized way to manage and ensure adherence to regulatory requirements, company policies and industry standards.

This allows Riyadh Air to ensure that all regulatory standards imposed by the GACA and other aviation authorities are explicitly covered. Where an applicable regulation, rule or standard exists, the relevant section of the Operations Manual includes a header bar listing the applicable regulation and/or standard (example below).

Example Header:

GACAR § 121.123

The following regulations and standards addressed in this manual, include:

1. GACA Regulations:
 - a. PART 4 - OCCURRENCE REPORTING AND SAFETY INFORMATION SYSTEM
 - b. PART 5 - SAFETY MANAGEMENT SYSTEMS
 - c. PART 109 - TRANSPORTATION OF DANGEROUS GOODS BY AIR
 - d. PART 121 - OPERATIONS: COMMERCIAL AIR OPERATORS OPERATING TRANSPORT CATEGORY AIRCRAFT OR COMMUTER CATEGORY AIRPLANES
2. IATA Dangerous Goods Regulations (DGR) Edition 65
3. Aviation Investigation Bureau Regulations (AIBR)



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0.12 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

0.12.1 Abbreviations and Acronyms

This manual contains a list of abbreviations and acronyms for easy reference. The Table below explains frequently used abbreviations and acronyms, while less common ones are defined in the relevant sections where they are used.

A	
AFM	Aircraft Flight Manual
AIP	Aeronautical Information Publications
ARFF	Aircraft Rescue and Fire Fighting
ATC	Air Traffic Control
D	
DG	Dangerous Goods
DGD	Dangerous Goods Declaration
DMS	Document Management System
F	
FSDS	Flight Safety Documentation System
G	
GACA	General Authority of Civil Aviation
GACAR	General Authority of Civil Aviation Regulations
GHS	Globally Harmonized System
GM	Guidance Material
I	
IATA	International Air Transport Association
IMP	Interchange Message Procedures
ICAO	International Civil Aviation Organization
O	
OM	Operations Manual
P	



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PMED	Portable Medical Electronic Devices
R	
RXI	Riyadh Air
S	
SDS	Safety Data Sheet
SMS	Safety Management System
T	
TIs	(ICAO) Technical Instructions
TR	Temporary Revision



0.12.2 Definitions

GACAR PART 1 – Definitions, Abbreviations and Editorial Conventions, contains a full list of aviation definition. For ease of reference the following GACAR and Company definitions commonly used throughout this manual are noted below:

A	
Approval	<p>An authorization granted by an appropriate national authority for:</p> <ol style="list-style-type: none">the transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; orother purposes as provided for in the Technical Instructions. <p><i>Note.— In the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption may be sought.</i></p>
C	
Cargo aircraft.	Any aircraft, other than a passenger aircraft, which is carrying goods or property.
Consignment.	One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.
Crew member	A person assigned by an operator to duty on an aircraft during a flight duty period.
D	
Dangerous goods.	Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.



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Dangerous goods accident.	An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage.
Dangerous goods incident.	An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental 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 jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
E	
Exception.	A provision in this Annex which excludes a specific item of dangerous goods from the requirements normally applicable to that item.
Exemption	An authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions.
F	
Flight crew member	A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
O	
Operator	A person, organization or enterprise engaged in or offering to engage in an aircraft operation.
Overpack.	<p>An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.</p> <p><i>Note.— A unit load device is not included in this definition.</i></p>
P	



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Package	The complete product of the packing operation consisting of the packaging and its contents prepared for transport.
Packaging	Receptacles and any other components or materials necessary for the receptacle to perform its containment function. <i>Note.— For radioactive material, see Part 2, paragraph 7.2 of the Technical Instructions.</i>
Passenger aircraft	An aircraft that carries any person other than a crew member, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.
Pilot-in-command	The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.
S	
Serious injury	An injury which is sustained by a person in an accident and which: <ol style="list-style-type: none">requires hospitalization for more than 48 hours, commencing within seven days from the date the injury wasreceived; orresults in a fracture of any bone (except simple fractures of fingers, toes or nose); orinvolves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; orinvolves injury to any internal organ; orinvolves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; orinvolves verified exposure to infectious substances or injurious radiation.
State of Destination	The State in the territory of which the consignment is finally to be unloaded from an aircraft.



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State of Origin.	The State in the territory of which the consignment is first to be loaded on an aircraft.
State of the Operator.	The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.
T	
Technical Instructions	The Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council.
U	
UN number	The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of articles or substances.
Unit load device.	Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo. <i>Note.— An overpack is not included in this definition.</i>

0.13 SYSTEM OF AMENDMENT AND REVISION

0.13.1 Manual Ownership

The Vice President Ground Operations (VPGO) is responsible for overseeing the Dangerous Goods Manual and serves as the Manual Owner. All revisions to the manual undergo a structured approval process. Technical publications personnel are responsible for generating amendments, which are then reviewed by the Dangerous Goods Manager before being forwarded to the VPGO for the approval process.

The VPGO has the final authority to approve amendments to Dangerous Goods Manual. This emphasizes the manual owner's significance in ensuring document accuracy and compliance. Any amendments that require GACA approval or acceptance are submitted for review before they are published.

To ensure efficient dissemination of information, all approved amendments are shared electronically with manual holders. This aligns with Riyadh Air's commitment to transparent and accessible communication of operational updates.

This systematic approach reflects Riyadh Air's dedication to upholding rigorous standards in operational documentation.

0.13.2 Manual Holder Responsibility

No personnel within our operational framework may perform their duties without access to a current copy of the relevant and applicable operational manuals. This policy highlights the importance of real-time information in creating a safe and efficient operational environment. Regular manual updates not only help conform to regulations but also enhance the overall effectiveness of our personnel in carrying out their responsibilities with precision and in accordance with industry best practices.

Note: *Uncontrolled copies of the Dangerous Goods Manual shall not be used for the conduct of ground operations.*

0.13.3 Distribution List and Availability

GACAR § 121.151 / § 121.155

At Riyadh Air, all operational personnel are provided with an updated electronic copy of this manual along with other relevant manuals. Subsequent updates are also given to the appropriate personnel, including but not limited to ground operations staff, maintenance staff, crew members, and assigned GACA representatives.

It is mandatory for the recipients of these manuals to keep them up to date with the provided changes and additions. All operational staff must ensure that the relevant manuals provided to them are accessible when performing their assigned duties. This ensures that they can be easily accessed when

required. Additionally, Riyadh Air maintains a complete copy of the required manuals at its principal base of operations.

When conducting scheduled and unscheduled operations, Riyadh Air shall ensure that reading device that produces a legible image of the applicable manuals (e.g., Operations Manuals, maintenance information) is available to the flight crew and other operational personnel who require access to the company manuals.

0.13.4 Publication Hierarchy

IOSA ORG 2.5.3

Refer to Corporate Policy Manual Section 0.13.4.

0.13.5 Manual Structure

The Dangerous Goods Manual is divided into 8 chapters and Appendices, as shown below:

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1	DANGEROUS GOODS – GENERAL
2	CLASSIFICATION AND PACKAGING OF DANGEROUS GOODS
3	CARRIAGE OF DANGEROUS GOODS
4	DANGEROUS GOODS TRANSPORT PROCEDURES
5	RADIOACTIVE MATERIAL
6	EMERGENCY HANDLING OF DANGEROUS GOODS
7	DANGEROUS GOODS SECURITY
8	TRAINING
9	APPENDIX

0.13.6 Source of Amendments

Refer to Corporate Policy Manual, Section 0.13.6.

0.13.7 Referenced and Linked Documents

This Operations Manual (OM Part A) is interconnected with the following Regulations and Manuals. When changes are made to any of the below Regulations or Manuals, Riyadh Air undertakes a review of the relevant changes for incorporation into OM Part A.

1. GACAR - Safety Regulations.
2. CPM - Corporate Policy Manual.

3. OM Part A - General Operations Manual.
4. OM Part D - Training Manual.
5. OM Part E - Cabin Crew Operations Manual.
6. Corporate Safety Management Manual (CSMM).
7. Ground Operations Manual (GOM).
8. Mass and Balance Manual (MBM).

0.13.8 Format and Documentation Control Requirements

IOSA ORG 2.5.1 / ORG 2.5.3

Riyadh Air receives controlled documentation from external sources, such as regulatory documentation from GACA and industry standards such as IATA Dangerous Goods Regulations and many other relevant documents containing material that pertains to the safety of operations which may affect the content of this manual.

For general Format and Documentation Control Requirements refer to Corporate Policy Manual, Section 0.13.8.

0.13.9 Error Reporting and Corrections And Suggestions For Improvement

All personnel are responsible for maintaining the accuracy and integrity of Riyadh Air's operations. If an employee comes across an error, notices any incorrect information in this manual or has a suggestion, they should report it to the Dangerous Goods Manager. They will acknowledge receipt of the information and provide feedback to the concerned employee on their suggestion, the action taken to fix the error or update the information.