

1	DANGEROUS GOODS – GENERAL
1.1	GENERAL POLICIES ON DANGEROUS GOODS TRANSPORTATION

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# 1 DANGEROUS GOODS – GENERAL

## 1.1 GENERAL POLICIES ON DANGEROUS GOODS TRANSPORTATION

Riyadh Air (RXI) is fully committed to the safe, secure and compliant transportation of dangerous goods by air. Our policies and procedures align with all applicable regulations, with safety as the highest priority in handling hazardous materials. Riyadh Air may not transport dangerous goods by air unless those goods are accepted, handled and transported in accordance with ICAO Technical Instructions (TIs).

Key elements of our approach include:

1. Full compliance with General Authority of Civil Aviation (GACA) regulations, International Civil Aviation Organization (ICAO) technical instructions, and other applicable dangerous goods regulations. Regular review of regulations and incorporation of changes.
2. Regular review of regulations and incorporation of changes.
3. Comprehensive dangerous goods training programs for all employees involved in accepting, handling, or transporting hazardous materials.
4. Use of proper packaging, labelling, marking, and documentation procedures by shippers for all dangerous goods.
5. Thorough acceptance procedures including verification of paperwork, authorizations, proper package conditions.
6. Safe storage, loading, and transport procedures to prevent dangerous goods incidents or accidents.
7. Effective response procedures for dangerous goods emergencies or security incidents.
8. Maintaining up-to-date manuals, instructions, records, checklists, and forms for dangerous goods handling.
9. Fostering a safety culture and sense of shared vigilance with staff, shippers, contractors, and authorities.
10. Continuous improvement of policies, procedures, training, facilities, and equipment related to hazardous materials.

1	DANGEROUS GOODS – GENERAL
1.2	DEFINITION OF DANGEROUS GOODS

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**1.2 DEFINITION OF DANGEROUS GOODS**

Refer to [Section 0.12.2](#) for a complete list of Dangerous Goods Definitions.

Some key dangerous goods definitions per ICAO Technical Instructions (Doc 9284) include:

- 1. **Explosives** - Substances/articles with potential for explosion, and pyrotechnic effects.
- 2. **Flammable liquids** - Liquids with flashpoint  $\leq 60^{\circ}\text{C}$ .
- 3. **Flammable solids** - Solids liable to cause fires through friction, absorption of moisture, spontaneous chemical changes.
- 4. **Oxidizers** - Substances that yield oxygen readily, may ignite/enhance combustion of organic matter.
- 5. **Toxic substances** - Liable to cause injury or harm human health.
- 6. **Infectious substances** - Contain pathogens capable of disease when exposure occurs.
- 7. **Radioactive materials** - Materials/isotopes emitting ionizing radiation.
- 8. **Corrosives** - Cause severe damage when in contact with living tissue or other goods.

1	DANGEROUS GOODS – GENERAL
1.3	MANAGEMENT DEPARTMENTS AND RESPONSIBILITIES

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1.3 MANAGEMENT DEPARTMENTS AND RESPONSIBILITIES

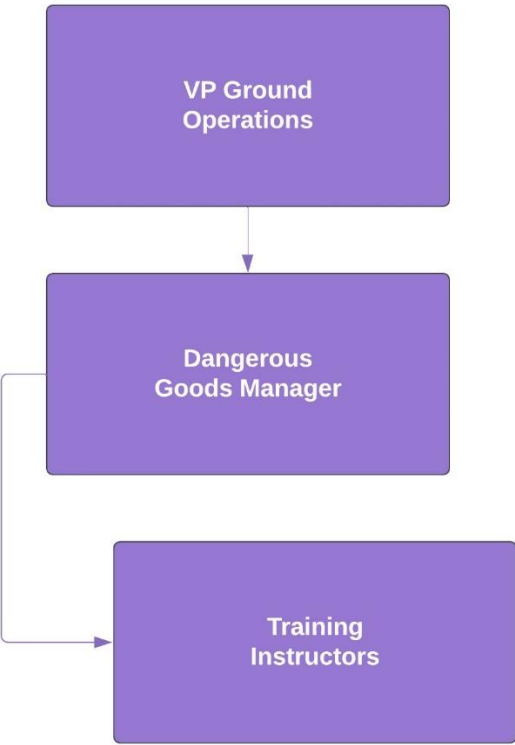


Figure 1: DG Department Chart

## 1.4 ROLES AND RESPONSIBILITIES

### 1.4.1 Dangerous Goods Manager

**Job Description:**

Oversees day-to-day execution of DGR policies, procedures and compliance for Riyadh Air. Develops and implements DGR training programs. Liaises with ramp operations on proper handling of permitted dangerous goods. Investigates and reports DGR incidents.

**Responsibilities:**

1. Maintains up-to-date knowledge on DGR regulations.
2. Creates and updates DGR policies and procedures.
3. Oversees training curriculum and delivery for DGR personnel.
4. Audits dangerous goods handling areas and processes.
5. Reviews permitted DGR requests and makes acceptance decisions.
6. Coordinates with ramp supervisors on DGR operations.
7. Investigates non-compliance and proposes corrective actions.
8. Generates DGR compliance reports and statistics.
9. Maintains DGR records and documentation.

**Qualifications:**

1. Bachelor's degree in aviation management, logistics or equivalent field.
2. 3+ years' experience in airline DGR management role.
3. Advanced knowledge of IATA DGR and GACAR regulations.
4. Working knowledge of Riyadh Air operations and procedures.
5. Strong leadership, communication, and organizational skills.

### 1.4.2 Training Instructor

**Job Description:**

Develops, coordinates and delivers dangerous goods training programs for Riyadh Air personnel. Maintains training records and evaluates program effectiveness. Reports to Dangerous Goods Manager.

**Responsibilities:**

1. Develops DGR training curriculum and materials.
2. Conducts classroom and hands-on DGR training sessions.

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3. Administers written and practical competency assessments.
4. Maintains accurate training records for each employee.
5. Ensures recurrent training is completed on schedule.
6. Identifies training gaps and improves program components.

## Qualifications:

1. Associate degree in aviation, education or relevant technical field.
2. 2+ years' experience in developing and delivering airline training programs.
3. Completion of airline instructor training certification.
4. Expert knowledge of DGR regulations and Riyadh Air operations.
5. Proficient in instructional design and adult education techniques.

### 1.4.3 Compliance Agent(s)

#### Job Description:

Conducts routine inspections of facilities, personnel, documentation and procedures to ensure DGR compliance. Reports any non-conformities and follows up on corrective actions. Reports to Dangerous Goods Manager.

#### Responsibilities:

1. Inspects dangerous goods handling areas and processes.
2. Audits personnel training records and qualifications.
3. Examines DGR documentation for completeness and accuracy.
4. Identifies any areas of non-compliance with regulations.
5. Documents inspection findings and recommended corrective actions.
6. Verifies implementation of corrective actions.
7. Generates inspection reports and statistics.

#### Qualifications:

1. Associate degree in aviation management or relevant technical field.
2. 2+ years' experience in aviation compliance role.
3. In-depth knowledge of DGR and security regulations and airline operations.
4. Strong attention to detail and communication skills.
5. Proficient in Microsoft Office and databases.



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## 1.4.4 Ramp Supervisor

### Job Description:

Oversees the acceptance, handling, loading and unloading of permitted dangerous goods and COMAT on the ramp. Ensures compliance with DGR regulations and airline procedures.

### Responsibilities:

1. Verifies accuracy and completeness of DGR documentation.
2. Witnesses' dangerous goods acceptance inspections.
3. Supervises ramp agents handling permitted DGR and COMAT shipments.
4. Ensures proper container identification, placarding, and loading procedures are followed.
5. Coordinates buildup/breakdown of DGR shipments with cargo department.
6. Reports any errors or irregularities to Dangerous Goods Manager.

### Qualifications:

1. High school diploma/GED required; Associate degree preferred.
2. 2+ years supervisory experience in airline ramp operations.
3. Knowledge of IATA DGR and Riyadh Air DGR policies and procedures.
4. Effective communication and leadership skills.
5. Able to work under pressure in fast-paced environment.



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1.5 CONTACT DETAILS

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## 1.5 CONTACT DETAILS

In case of a DGR emergency, contact Riyadh Air OCC (Contact Number: TBA)

## 1.6 DELEGATION OF DUTIES

Riyadh Air will implement a delegation of duties framework within the DGR department to maintain continuity of key functions.

Segregation of tasks provides redundancy in capabilities and cross-verification to reduce risks. Work will be distributed to prevent any one person from controlling an entire process without oversight.

Examples of delegation include:

1. Dangerous goods acceptance inspections and paperwork verification will be performed by both the Ramp Supervisor and Compliance Agent.
2. Dangerous goods registrations and customer approvals will require review by both the Dangerous Goods Manager and Compliance Agent.
3. DGR training development and delivery will be divided between the Manager, Instructor(s) and subject matter experts.
4. Internal DGR audits and inspections will be conducted by the Compliance Agent and spot-checked by the Manager.
5. Corrective actions for non-compliance will require proposals from the Compliance Agent and approval by the Manager.



1	DANGEROUS GOODS – GENERAL
1.7	REGULATIONS ON DANGEROUS GOODS TRANSPORTATION

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## 1.7 REGULATIONS ON DANGEROUS GOODS TRANSPORTATION

This manual is developed in compliance with GACAR Part 109 TRANSPORTATION OF DANGEROUS GOODS BY AIR, ICAO Annex 18 The Safe Transport of Dangerous Goods by Air and IATA DGR Manual.

### 1.7.1 Compliance with GACAR

Riyadh Air maintains compliance with all requirements outlined in GACA Civil Aviation Regulations Part 109 (GACAR Part 109) - Transport of Dangerous Goods. Key regulations include:

1. This whole document is built in accordance with GACAR §109 Subpart G.
2. GACAR §109 Subpart B – Packaging and Shipping by Air is addressed in [Chapter 2](#).
3. GACAR §109 Subpart D – Operator’s Responsibilities is addressed in [Chapter 3](#) & [Chapter 4](#).
4. GACAR §109 Subpart E – Provision of Information is covered in [Chapter 4](#) & [Chapter 6](#).
5. GACAR §109 Subpart E – Dangerous Goods Training is addressed in [Chapter 8](#).

## 1.8 THE SHIPPER'S RESPONSIBILITIES

Riyadh Air is responsible for verifying that shippers adhere to all relevant regulations concerning the correct classification, packaging, marking, labeling, and documentation, as well as the certification of hazardous materials, as stipulated in GACAR Part 109 Subpart B.

Key shipper responsibilities as per GACAR §109.21 include:

1. Properly classifying dangerous goods and verifying prohibitions.
2. Selecting appropriate packaging that meets Packing Instructions.
3. Ensuring proper package condition and securing interior contents.
4. Marking and labelling each package correctly.
5. Generating accurate dangerous goods transport documents.
6. Signing the declaration stating compliance with regulations.
7. Providing necessary authorizations and approvals with the shipment, and
8. Retaining documents for minimum required timeframes.



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## 1.9 TRAINING OF DANGEROUS GOODS TRANSPORT

In alignment with GACAR Part 109 Subpart F, Riyadh Air will establish, maintain, and verify dangerous goods training programs for all relevant personnel involved in the transport of hazardous materials via air.

Initial and recurrent training will be provided based on each person's responsibilities. Training records will be retained as per GACAR §109.125.

For a detailed description of DGR training activities refer to [Chapter 8](#).

## 1.10 DANGEROUS GOODS EXCEPTIONS

The regulations contained in these instructions do not apply to dangerous goods carried on board Riyadh Air aircraft when:

1. Used to provide medical aid to a patient during flight, provided:
  - a. Gas cylinders are specifically manufactured for containing and transporting that gas.
  - b. Equipment with wet cell batteries is kept secured upright to prevent spillage.
2. Used to provide veterinary aid or a humane killer for an animal.
3. For dropping in connection with agricultural, horticultural, forestry or pollution control activities.
  - a. To provide aid in connection with search and rescue operations.
  - b. Vehicles transported on aircraft designed for vehicle ferry operations, provided.
  - c. Authorizations have been granted by relevant authorities.
  - d. Vehicles are secured upright.
  - e. Fuel tanks prevent spillage during loading, unloading and transit.

Adequate ventilation rates are maintain DA Exceptions must be stowed and secured for takeoff and landing and when deemed necessary by the pilot-in-command. Trained personnel must control exceptions while in use.