



CARGO DANGEROUS GOODS OCCURRENCE REPORT - PART 1

UK Regulations require occurrences to be reported to the CAA within 72 hours of the occurrence becoming known to the reporter (see Note 6)

Please ensure that both parts 1 and 2 of this form are completed

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. Origin of goods:	10. Departure airport:		11. Destination airport:	
12. AWB number:	13. House AWB:	14. Consignment number:		15. Total No. of pieces:	
16. Shipper name and address:			17. Consignee name and address:		
18. Names and addresses of all other companies involved (courier company/freight forwarder):					
19. Description of occurrence: (if necessary, continue on additional page)					
20. Consignment is being held: Yes/No (See Note 9)		21. Location consignment is held:		22. Photographs are available: Yes/No	
23. Name/title of person reporting:		24. Tel:		25. Reporter's reference/ASR number:	
26. Company and address:		27. Date of report:		28. E-mail:	
		29. Signature:			

CARGO DANGEROUS GOODS OCCURRENCE REPORT - PART 2

UK Regulations require occurrences to be reported to the CAA within 72 hours of the occurrence becoming known to the reporter (see Note 6).

Please ensure that both Parts 1 and 2 of this form are completed.

1. Proper shipping name	2. UN/ID num	3. Class/ Div	4. Sub-risks	5. Number, quantity and type of inner packaging for each outer packaging	6. Number and type of outer packaging	7. Total quantity of dangerous goods	8. UN Specification marks	9. Dangerous goods markings (inner and outer packagings)	10. Dangerous goods labels (inner and outer packagings)	11. Documentation
								If necessary, continue on additional sheet		
Examples (these can be deleted from electronic versions of this form in order to provide additional space in the above boxes)										
Paint	UN1263	3	-	4 x 1L metal cans 2 x 1L metal cans	1 x fibreboard box 1 x fibreboard box	6L	None	UN 1263 on cans, none on boxes	Class 3 labels on cans, none on boxes	TREM Card attached to box
Suspected flammable liquid	Not Known	3	-	2 x 5L Plastic jerricans	4 x plywood boxes	40L	4G/X5/S/06 GB3395	Consumer flammable symbol on jerricans and boxes	None	Safety datasheets in outer box
Aerosols (flammable)	UN1950	2.1	-	12 x 300ml aerosols	1 x fibreboard box	3.6L/4.5kg	None	Flammable symbol and UN1950 on aerosols. UN1950 in diamond on box	None	None

CARGO 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 contained in cargo, mail or 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 This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage. A separate form is available for incidents related to passengers/crew.
- 6 An initial report, which may be made by any means, must be despatched 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.
- 7 Copies of all relevant documents and any photographs should be attached.
- 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 Part 1 of this form:

Box	Explanation/details
1	Operator of the aircraft that the goods travelled on or on which they would have travelled if not intercepted.
4 - 7	To be completed if goods were carried or if goods had been allocated to a particular flight.
8	Location on aircraft or name of airport/town if found before or after flight.
9	Airport or country.
12 - 14	All applicable references for the consignment should be shown.
15	The total number of pieces in the consignment, including any not containing dangerous goods.
16 - 17	The shipper and consignee, as shown on either the accompanying documentation or on the packages themselves. These boxes should not be used to show the company delivering the consignment to the airport (see box 18).
19	How the incident occurred, how it was found (e.g. by x-ray, freight checks, upon unloading etc.), the reason for the occurrence and any action taken as a result of occurrence.
22	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.

- 11 At the bottom of Part 2 there are examples of how to complete that part. Below are further explanations for some of the boxes:

Box	Explanation/details
5 - 6	Give as much detail as possible in order to identify exactly the number and type of inner and outer packagings and the quantities of dangerous goods for each inner packaging.
9 - 10	It is important to record any dangerous goods markings and labelling visible on the inner and/or outer packagings since this may determine the action taken by the CAA. Note that the following type of marking (UN number inside a diamond) is sometimes used for dangerous goods being transported by road/sea and should be recorded:



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:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

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.