



**SIERRA LEONE CIVIL AVIATION  
AUTHORITY**

**Reference**

**FORM: O-DG-002**

**DANGEROUS GOODS OCCURRENCE  
AND INCIDENT REPORT FORM**

**Revision**

**01**

1. Operator:		2. Date of Occurrence/Report		3. Time	
4. Flight Data:		5. Flight no:			
6. Departure airport:		7. Destination airport:			
8. Aircraft type:		9. Aircraft Reg.:			
10. Location of occurrence/incident:		11. Origin of DG:			
12. Description of the occurrence/incident, including details of injury, damage, etc (if necessary continue on the reverse of this form):					
13. Undeclared:					
14. Misdeclared:					
15. Proper shipping name (including the technical name):				16. UN/ID no (when known):	
17. Class/Division:		18. Subsidiary risk(s):	19. Packing group:		20. Category:
21. Type of packing:		22. Packing specification	23. No of package		24. Quantity (or

	marking:		transport index if applicable):
25. Reference no of Air Waybill:			
26. Reference no of courier pouch, baggage tag, or passenger ticket:			
27. Name and address of shipper, agent, passenger, etc:			
28. Other relevant information (including suspected cause, any action taken):			
29. Name and title of person making report:		30. Telephone no:	
31. Company:		32. Reporters ref:	
33. Address:		34. Signature:	
		35. Date:	
Description of the occurrence/incident (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 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.
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 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.
4. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.
5. 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.
6. Copies of all relevant documents and any photographs should be attached to this report.
7. 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 Dangerous Goods State Authority and they have indicated whether or not these should continue to be retained.

