

- NOTOC DISTRIBUTION :**
 1. Top Copy (white) : Captain
 2. Middle Copy (green) : Station File
 3. Bottom Copy (yellow) : Freight Agent

NOTIFICATION TO CAPTAIN (NOTOC)

INSTRUCTIONS FOR COMPLETION OF NOTOC

- A NOTOC is to be issued whenever dangerous goods (DGs) or other special load items are to be carried on DG & Safety aircraft.
- The NOTOC form is to be prepared by the freight handling agent contracted to dispatch consignments on DG & Safety when DGs and/or Special Load are consigned as freight, **OR** by the Pit Crew Leader when items of Special Load checked-in by guests are to be carried.
- The freight agent must print and sign his/her name in the *DGs Preparation Certification* field in the top right-hand section of the form, whenever freight loads containing dangerous goods are dispatched.
- The person responsible for entering the Special Load details must annotate their name in the applicable name fields of the Special Load section of the form. Two fields are provided for this: one for use by the Freight Agent and one for the Pit Crew Leader (as required).
- Before loading, the Pit Crew Leader (or CASR Subpart 92.C qualified delegate) is to check the dangerous goods items for evidence of any non-normal features such as leakage or damage. After loading on the aircraft, the person responsible for supervising loading operations is to print and sign their name in the certification field in the bottom right-hand section of the form, certifying that the items have been loaded in the locations specified on the form.
- The NOTOC is to be given to the captain who is to certify acceptance of the NOTOC in the bottom left-hand corner of the form.

PORT OF LOADING:
FLIGHT NUMBER:
DATE:
AIRCRAFT REG:

DGs PREPARATION CERTIFICATION
 (To be completed by a CASR Subpart 92.C certified person when dangerous goods are to be consigned as freight.)

I certify that this NOTOC has been prepared in compliance with the procedures for the acceptance and dispatch of dangerous goods as detailed in the DG & Safety *Dangerous Goods Manual*

Signature: _____
 Prepared By: _____
(Print Name)

DANGEROUS GOODS															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Destination	Air Waybill Number Consignment Note	Proper Shipping Name	Class or Division	UN or ID Number	Sub- risk	No. of Packages	Net Quantity Non-Radioactive Material	Transport Index Radioactive Material	Radioactive Package Category	UN Packing Group	Code	CAO	Loaded		Emergency Response Code
													ULD	Position	

SPECIAL LOAD - the person entering the Special Load details is to print their name here → (1) Freight Agent: (2) Pit Crew Leader:

Destination	Air Waybill Number Consignment Note	Contents and Description	No. of Packages	Quantity	Supplementary Information	Code	Loaded	
							ULD	Position

ACCEPTANCE BY CAPTAIN:

I accept the loading locations of the items specified on this NOTOC.

Captain's Name: _____
(Print Name)

Captain's Signature: _____

CERTIFICATION BY PERSON SUPERVISING LOADING OPERATIONS:

I certify that this aircraft has been loaded in accordance with the procedures detailed in the DG&Safety Volume A5: *Airport Handling Manual* and Volume A6: *Dangerous Goods Manual*, and that the items have been checked, and that this NOTOC accurately reflects the locations of the DGs and/or special load items on this aircraft.

Certified By: _____
(Print Name)

Signature: _____