

Application form for the recognition as **multimodal transport organization or interruption site**

of Class 7 dangerous goods (airport handler, port handler, interruption site)

GENERAL INSTRUCTIONS:

* Fill in the form completely and correctly. The footnotes are important.
* ‘RD Transport’ means the Royal Decree of 22/10/2017 on the transport of Class 7 dangerous goods.
* Each attachment has to be provided with a reference and date.
* This form needs to be sent to FANC, filled in and signed by the applicant, **and co-signed by the health physics organization** (see attachment A).
* The application form and attachments need to be sent in a pdf-format, each attachment needs to be a separate pdf-file with the correct reference (starting with Attachment 1, Attachment 4A,…).
* If this document or the attachment(s) contain(s) information or data that is classified according the Royal Decree of 17/10/2011 **regarding the categorisation and the protection of nuclear-related documents**, the rules for the transfer of these kind of documents must be applied.
* Documents are to be sent by e-mail to **transport@fanc.fgov.be**.
* Meaning of the foot notes in the form :

a: Mandatory fields

b: As mentioned in the Banque-Carrefour des Entreprises (BCE)

c: Only to be filled in by Belgian companies if the BCE number is different or by foreign companies

d: When this concerns an external service

**SECTION I: GENERAL INFORMATION**

1. **IDENTIFICATION OF THE COMPANY AND RESPONSIBLE PERSONS**
   1. **Head office**

|  |  |  |
| --- | --- | --- |
| Namea: | |  |
| Company numberab: | |  |
| Addressac: | |  |
|  | |  |
| General phonea: | |  |
| General e-maila: | |  |
| Website: | |  |
|  | | |
| Legally represented by: | Namea: |  |
|  | Functiona: |  |
|  | Phonea: |  |
|  | Mobile: |  |
|  | E-maila: |  |
|  | | |
| Contact : | Name: |  |
| (for content-related questions) | Function: |  |
|  | Phone |  |
|  | Mobile: |  |
|  | E-mail: |  |

A **copy** of the following documents is added:

**Attachment 1:** Statutes of the company

**Attachment 2:** Mandate of the legal representative

**Attachment 3:** Organization chart of the company

* 1. **Operational office (if different from the head office)**

|  |  |  |
| --- | --- | --- |
| Namea: | |  |
| Addressac: | |  |
|  | |  |
| General phonea: | |  |
| Website: | |  |
|  | | |
| Legally represented by: | Namea: |  |
|  | Functiona: |  |
|  | Phonea: |  |
|  | Mobile: |  |
|  | E-maila: |  |

|  |  |  |
| --- | --- | --- |
| Contact: | Name: |  |
| (if different) | Function: |  |
|  | Phone |  |
|  | Mobile: |  |
|  | E-mail: |  |

* 1. **Invoicing details**

|  |  |
| --- | --- |
| Namea: |  |
| Addressa: |  |
|  |  |
| VAT-number: |  |
| Referencea: |  |

**Language of the recognition**

|  |  |
| --- | --- |
| Recognition to be delivered in | Dutch |
| French |

* 1. **Person in charge of the supervision of the transport**

|  |  |
| --- | --- |
| Namea: |  |
| Phonea: |  |
| Mobile: |  |
| E-maila: |  |
|  |  |
| Name back-up: |  |
| Phone back-up: |  |
| Mobile back-up: |  |
| E-mail back-up: |  |

* 1. **Health physics organization**

|  |  |
| --- | --- |
| Name recognized experta: |  |
| Name companyad: |  |
| Addressac: |  |
|  |  |
| Phonea: |  |
| Mobile: |  |
| E-maila: |  |

# The health physics organizations for the transport of Class 7 dangerous goods can be found in attachment A, this list is kept up-to-date on the website www.fanc.fgov.be.

* 1. **Class 7 safety advisor**(only to be filled in for **road,** **rail and inland waterways, and also places of handling ( loading and unloading ) of dangerous goods**)

|  |  |
| --- | --- |
| Namea: |  |
| Addressa: |  |
|  |  |
| Name companyd: |  |
| Phonea: |  |
| Mobile: |  |
| E-maila: |  |

A **copy** of the following document is added:

**Attachment 4:** designation of the Class 7 safety advisor

1. **TYPE OF APPLICATION**
   1. **Type of recognition**

New recognition

Prolongation – Reference previous recognition:

Modification recognition – Reference recognition:

It concerns the following modifications:

Data regarding the company

Nature of the Class 7 dangerous goods

Nature of the handling

Place (terminal, quay, warehouse,..)

Radiation protection programme

Subcontractor

Other, specify:

* 1. **Nature of the recognition**

Airport handler

Port handler

Interruption site

1. **DESCRIPTION OF THE DOCUMENTS**
2. **Management system**

The applicant states to dispose of a management system based upon the international, national or other norms that are acceptable for the competent authority.

Reference:       - date:

The management system has been certified according:

A **copy** of the following documents is added:

**Attachment 5:** Description of the management system (ex. quality manual or equal)

**Attachment 6:** List of procedures and instructions regarding the transport of Class 7 dangerous goods.

**Attachment 7:** Description of the treatment and follow-up of non-conformities

1. **Radiation protection programme**

The applicant states to dispose of a radiation protection programme regarding the handling of Class 7 dangerous goods or the interruption of transports as indicated in the applicable modal regulations for the transport of dangerous goods.

The applicant states to dispose of a risk and workstation analysis as indicated in the RD Transport.

A **copy** of the following document is added:

**Attachment 8:** A copy of the radiation protection programme approved by the health physics organization.

**Attachment 9:** A copy of the risk and work post analysis approved by the health physics organization.

1. **Security**

The applicant states to fulfil the requirements of the security conditions regarding the handling or interruption of transports of the Class 7 dangerous goods as indicated in the applicable regulations.

The applicant states to fulfil the provisions regarding the security for the handling or interruption of transports of nuclear materials.

A **copy** of the following document is added:

**Attachment 10:** A copy of the security plan (if applicable and not yet available at the FANC Nuclear Security office).

1. **Emergency plan**

The applicant states to dispose of an internal emergency plan adjusted on the handling or interruption of transports of the Class 7 dangerous goods.

A **copy** of the following document is added:

**Attachment 11:** A copy of the completed warning diagram

1. **Subcontracting** (not possible for interruption sites)

The applicant states to use subcontractors and adds a filled in and signed form in attachment 12 for each subcontractor.

Number of subcontractors:

Not applicable.

A **copy** of the following documents is added **for each subcontractor**:

**Attachment 12:** Subcontracting

**Attachment 12A:** Statutes of each subcontractor

**Attachment 12B:** Mandate of the legal representative for each subcontractor

1. **Recognized carrier**

The applicant states to ensure that the Class 7 dangerous goods shall only be trusted to a recognized carrier.

1. **Insurance**

The applicant states to dispose of a third party liability insurance covering the handling or interruption of transport of Class 7 dangerous goods.

**SECTION II: SPECIFIC INFORMATION**

Click on the link to go to the corresponding section

(Ctrl button + click on link):

[SECTION II – 1: airport handler](#Weg)

[SECTION II – 2: port handler](#haven)

[SECTION II – 3: interruption site](#onderbreking)

1. **AIRPORT HANDLER**
   1. **Nature of the activities**

The application regards the following activities:

Warehousing

Transport to and from aircraft

Loading and unloading of aircraft

A **copy** of the following documents is added:

**Attachment 13:** Description of the activities regarding the handling of Class 7 dangerous goods (aim/reason of handling and transport, how to load and unload aircraft, used resources, …)

**Attachment 13A:** Indication of the place in the warehouse for storage in transit (plan)

|  |  |
| --- | --- |
| Estimated number of people involved in the handling of Class 7 dangerous goods |  |

* 1. **Airport**

The application regards the following airport:

Brussels Airport

Liège Airport

Other, specify:

* 1. **Storage in transit**

The applicant states that the storage in transit of Class 7 dangerous goods is foreseen.

The applicant confirms that the Class 7 dangerous goods are stored for maximum 24h.

The applicant states that while preparing the management system, risk and work post analysis and radiation protection programme, the aspect of storage in transit is taken into account.

Not applicable

* 1. **Airlines**

A **copy** of the following document is added:

**Attachment 14:** Overview of the airlines and activities executed for these airlines.

1. **PORT HANDLER**
   1. **Nature of the activities**

The application regards the following activities:

Loading of ships

Unloading of ships

Keep on board

Roll-on/Roll-off

Other; specify:

A **copy** of the following document is added:

**Attachment 13:** Description of the activities regarding the handling of Class 7 dangerous goods (aim/reason of handling and transport, how to load and unload ships, used resources, …)

1. **Port**

|  |  |
| --- | --- |
| The activities are executed in the following port: | Antwerp  Zeebrugge  Ghent  Other, specify: |
| The activities are executed on the following terminals/quays: | Terminal:  Quay:  -> ISPS certified?  Yes/ No |
|  | Terminal:  Quay:  -> ISPS certified?  Yes/ No |
|  | Terminal:  Quay:  -> ISPS certified?  Yes/ No |
|  | Terminal:  Quay:  -> ISPS certified?  Yes/ No |
|  | Terminal:  Quay:  -> ISPS certified?  Yes/ No |
|  | Terminal:  Quay:  -> ISPS certified?  Yes/ No |

1. **Storage in transit**

The applicant states that the storage in transit of Class 7 dangerous goods is foreseen.

The applicant confirms that the Class 7 dangerous goods are stored for maximum 8h.

The applicant confirms that "extended stay" is applied for if the storage in transit exceeds 8h.

Description of the place where the Class 7 dangerous goods are stored:

The applicant states that while preparing the management system, risk and work post analysis and radiation protection programme, the aspect of storage in transit is taken into account.

Not applicable

1. **Shipping companies**

A **copy** of the following document is added:

**Attachment 14:** Overview of the shipping companies and activities executed for these shipping companies.

1. **INTERRUPTION SITE**
2. **Activities**

|  |  |
| --- | --- |
| Place of the interruption site, address: |  |
|  |  |
|  |  |

**Nature of the transport that will be interrupted:**

|  |  |  |
| --- | --- | --- |
| **UN group** | **UN numbers** | |
| UN group 1 | UN 2908 | UN 2911 |
| UN 2909 | UN 3507 |
| UN 2910 |  |
| UN group 2 | UN 2912 | UN 2919 |
| UN 2913 | UN 3321 |
| UN 2915 | UN 3322 |
| UN 2916 | UN 3323 |
| UN 2917 | UN 3332 |
| UN group 3 | UN 3324 | UN 3329 |
| UN 3325 | UN 3330 |
| UN 3326 | UN 3331 |
| UN 3327 | UN 3333 |
| UN 3328 |  |
| UN group 4 | UN 2977 | UN 2978 |

A **copy** of the following documents is added:

**Attachment 13:** Description of the transports of Class 7 dangerous goods that can be interrupted (type of transports, number and type of vehicles, type of radioactive materials, maximum interruption period, …)

**Attachment 13A:** Plan of the interruption site, with indication of the precise spot where the vehicles shall be parked.

1. **Storage in transit**

The applicant states to fulfil the conditions as mentioned in the FANC regulation regarding the interruption of transport obligations other than storage in transit.

**SECTION III: ATTACHMENTS**

**FOLLOWING DOCUMENTS ARE PART OF THE APPLICATION FOR RECOGNITION:**

**Please indicate the added attachments:**

1. **General:**

**Attachment 1:** Statutes of the company

**Attachment 2:** Mandate of the legal representative

**Attachment 3:** Organization chart of the company

**Attachment 4:** Designation of the Class 7 safety advisor

**Attachment 4A:** Certificate of the Class 7 safety advisor if delivered by another EU member state or another ADR, RID or ADN treaty state.

**Attachment 5:** Description of the management system (ex. quality manual or equal)

**Attachment 6:** List of procedures and instructions regarding the transport of Class 7 dangerous goods

**Attachment 7:** Description of the treatment and follow-up of non-conformities

**Attachment 8:** A copy of the radiation protection programme approved by the health physics organization

**Attachment 9**: A copy of the risk and work post analysis approved by the health physics organization

**Attachment 10:** A copy of the security plan (if applicable and not yet available at the FANC Nuclear Security office)

**Attachment 11:** A copy of the completed warning diagram

**Attachment 12:** Subcontracting

**Attachment 12A:** Statutes of each subcontractor

**Attachment 12B:** Mandate of the legal representative for each subcontractor

**Attachment 13:** Description of the activities regarding the handling of Class 7 dangerous goods (aim/reason of handling and transport, how to load and unload ships, used resources, …)

**Attachment 13A:** Plan of the interruption site, with indication of the precise spot where the vehicles shall be parked

**Attachment 14:** Overview of the airlines/shipping companies and activities executed for these airlines/shipping companies.

1. **Additional documents:**

**Attachment 15:**

**Attachment 16:**

**Attachment 17:**

**Attachment 18:**

**Attachment 19:**

The documents that are not part of the application for recognition can, if necessary, be requested by FANC.

**SECTION IV: SIGNATURE**

1. **LEGAL REPRESENTATIVE**

Undersigned states to have completed this application form truly and correctly, and notes that an incorrect or incomplete application form can result in an annulment of the application.

|  |
| --- |
| Name, date and signature of the legal representative, preceded by the handwritten statement “read and approved”a: |
|  |

1. **HEALTH PHYSICS ORGANIZATION**

Undersigned states:

* to have checked this application form to be complete and correct.
* to ensure the health physics for this application.

|  |
| --- |
| Name, date and signature of the recognized expert for the health physics, preceded by the handwritten statement “read and approved” a. |
|  |

**ATTACHMENT A: Health physics organizations for the transport of Class 7 dangerous goods \***

Vincotte Controlatom

Business Class Kantorenpark

Jan Olieslagerslaan 35

1800 Vilvoorde

Tel. : 02/674.51.20

Fax : 02/674.51.40

E-mail : controlatom@vincotte.be

Web: www.controlatom.be

\* See FANC website for the complete list of organizations: https://fanc.fgov.be/nl/professionelen

**ATTACHMENT 4: FORM FOR THE DESIGNATION OF THE CLASS 7 SAFETY ADVISOR**

|  |  |
| --- | --- |
| Company for which the Class 7 safety advisor is appointed (name, legal form, address, phone, fax, e-mail, company number) |  |
| Name, first name, nationality, address and date of birth of the Class 7 safety advisor active in your company |  |
| Place or places where the Class 7 safety advisor performs his activities for the company |  |
| Nature of the contract between the Class 7 safety advisor and the company. |  |

|  |  |  |
| --- | --- | --- |
| Name, function: | Date: | Signature: |
| Phone:  E-mail: | | |

A **copy** of the following documents is added:

**Attachment 4A:** Certificate of the Class 7 safety advisor if delivered by another EU member state or another ADR, RID or ADN treaty state.

**ATTACHMENT 11: copy of the completed warning diagram**

person in charge of the supervision of the transport a:

|  |  |  |
| --- | --- | --- |
| Health physics organization :  Namea:  Phonea: |  | Federal Agency for Nuclear Control |

|  |  |  |
| --- | --- | --- |
|  |  | 1. **During office hours:**   +32(0)2/289.21.11 and ask for the import & transport office.   1. **After office hours:**   Call the on-call number of the Federal Agency for Nuclear Control (FANC), which will only be communicated upon request. |

**ATTACHMENT 12: SUBCONTRACTING** (if applicable) (not for interruption site)

If transports are subcontracted, please add **for each subcontractor** a copy of this attachment to your application.

**Identification of the subcontractor:**

|  |  |  |
| --- | --- | --- |
| Namea: |  | |
| Company numberab: |  | |
| Addressac: |  | |
|  |  | |
| General phonea: |  | |
| General e-maila: |  | |
|  | | |
| Legally represented by: | Namea: |  |
|  | Functiona: |  |
|  | Phonea: |  |
|  | Mobile: |  |
|  | E-maila: |  |
|  | | |
| Contact: | Name: |  |
| (if different) | Function: |  |
|  | Phone |  |
|  | Mobile: |  |
|  | E-mail: |  |

A **copy** of the following documents is added:

**Attachment 12A:** Statutes of the subcontractor

**Attachment 12B:** Mandate of the legal representative of the subcontractor

**Nature of the handling carried out by the subcontractor:**

Airport

Warehousing

Transport to and from aircraft

Loading and unloading of aircraft

Other, specify:

Port

Terminal operator

Other, specify:

**ATTACHMENT 12: SUBCONTRACTING (page 2)**

**The applicant and subcontractora**

confirm that a contract is established between both parties for subcontracting the above mentioned handling.

confirm to inform FANC when the contract for subcontracting will be cancelled.

**The applicanta**

states to supervise the compliance of the legal requirements by the subcontractor.

confirms to have informed the designated health physics organization of the execution of transports by this subcontractor.

**The subcontractor**

*Management system – Radiation protection programme (indicate one of the listed possibilities below):*

confirms to have acknowledged the radiation protection programme and management system of the applicant for the recognition as multimodal transport organization of Class 7 dangerous goods and shall apply these.

confirms to use his own radiation protection programme and management system to execute the handling of Class 7 dangerous goods and adds these as attachment (if not yet transferred to FANC).

*Emergency procedure – warning diagram (indicate one of the listed possibilities below)*

confirms to have acknowledged the Emergency procedure and warning diagram of the applicant for the recognition as handler of Class 7 dangerous goods and shall apply these.

confirms to use his own emergency procedure and warning diagram to execute the handling of Class 7 dangerous goods and adds these as attachment (if not yet transferred to FANC).

*Generala*

confirms not to subcontract the handling assigned to him by the applicant.

confirms that the involved staff shall be informed about the requirements from the radiation protection programme, the management system and the emergency procedure regarding the responsibilities of the staff.

|  |  |
| --- | --- |
| Name, date and signature of the legal representative of the applicant, preceded by the handwritten statement “read and approved”. | Name, date and signature of the legal representative of the subcontractor, preceded by the handwritten statement “read and approved”. |
|  |  |
|