

Application form for an

**occasional handling authorisation**

of Class 7 dangerous goods.

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 this 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 appealing to an external service

**SECTION I: GENERAL INFORMATION**

1. **IDENTIFICATION OF THE COMPANY AND REPRESENTATIVES**
	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**

|  |  |
| --- | --- |
| Naama: |       |
| Adresa: |       |
|  |       |
| BTW-nummer: |       |
| Referentiea: |       |
| **Language of the recognition** |
| Authorisation 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)**
 |
| 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. **DESCRIPTION OF THE HANDLING**
	1. **Frequency and duration of the handling**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Unique handling | Foreseen date:  |       |
| [ ]  | Multiple handlings | Period (MM/YYYY – MM/YYYY): |      -      |
|  |  | Foreseen date first handling: |       |
|  |  | Foreseen number of handlings: |       |

* 1. **Nature of the handling**

 **[ ]** Airport handler

 [ ]  Port handler

* 1. **Recognized or authorised carrier for which the handling is carried out**

|  |  |
| --- | --- |
| Namea |       |
| Recognition or authorisation numbera: |       |

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

**[ ]** The applicant states to dispose of a management system as mentioned in

[ ]  chapter 1.7.3 of the ADR

[ ]  chapter 1.6.3 of the ICAO technical instructions and 10.0.3 of the IATA regulations

[ ]  chapter 1.5.3 of the IMDG code

[ ]  chapter 1.7.3 of the RID or ADN

[ ]  international, national or other standards for the transport of dangerous goods.

Reference:       - date:

 [ ]  The management system has been certified according:

1. **Radiation protection programme**

The applicant states that the health physics organization

[ ]  shall make a preliminary dose evaluation to ensure the safety and radiation protection.

[ ]  shall be present at the transport to be able to take the required actions, if necessary, to ensure the safety and radiation protection, and shall transfer his report to FANC within 10 days after the transport.

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

**[ ]  Attachment 5:** A copy of the dose evaluationapproved by the health physics organization.

1. **Security**

**[ ]** The applicant states to fulfil the requirements of the security conditions regarding the Class 7 dangerous goods transport as indicated in the applicable regulations.

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

**[ ]  Attachment 6:** A copy of the security plan (if applicable and not yet available at the FANC Nuclear Security office)

1. **Emergency plan**

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

**[ ]  Attachment 7:** A copy of the completed warning diagram ‘driver’ and ‘person in charge of the supervision of the transport’

1. **Subcontracting**

*[ ]*  The applicant states to use subcontractors and adds a filled in and signed form in attachment 8 for each subcontractor.

Number of subcontractors:

*[ ]* Not applicable

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

**[ ]  Attachment 8:** Subcontracting

 [ ]  **Attachment 8A:** Statutes of each subcontractor

[ ]  **Attachment 8B:** Mandate of the legal representative for each subcontractor

1. **Insurance**

*[ ]*  The applicant states to dispose of a third party liability insurance covering the 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)

1. **AIRPORT HANDLER**
2. **Activities**

The application regards the following activities:

[ ]  Warehousing

[ ]  Transport to and from aircraft

[ ]  Loading and unloading of aircraft

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.

Description of the place where the Class 7 dangerous goods will be stored:

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

 The application regards the following activities:

 [ ]  Loading of ships

 [ ]  Unloading of ships

 [ ]  Keep onboard

 [ ]  Roll-on/Roll-off

 [ ]  Other; specify:

1. **Port**

|  |  |
| --- | --- |
| The activities are executed in the following port: | [ ]  Antwerp[ ]  Zeebrugge[ ]  Gent[ ]  Other, specify:         |
| The activities are executed on the following terminals/quays: | 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.

**SECTION III: ATTACHMENTS**

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

**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:** A copy of the dose evaluation approved by the health physics organization

[ ]  **Attachment 6:** A copy of the security plan (if applicable and not yet available at the FANC Nuclear Security office)

[ ]  **Attachment 7:** A copy of the completed warning diagram ‘driver’ and ‘person in charge of the supervision of the transport’

[ ]  **Attachment 8:** Subcontracting

 [ ]  **Attachment 8A:** Statutes of each subcontractor

 [ ]  **Attachment 8B:** Mandate of the legal representative for each subcontractor

**Additional documents:**

[ ]  **Attachment 9:**

[ ]  **Attachment 10:**

[ ]  **Attachment 11:**

[ ]  **Attachment 12:**

[ ]  **Attachment 13:**

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

**SECTION IV: SIGNATURE**

1. **LEGAL REPRESENTATIVE**

Undersigned states to have completed this application form true and correct, 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 the applicant.

|  |
| --- |
| 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/professionelenvervoer-van-radioactieve-stoffen

**ATTACHMENT 8: SUBCONTRACTING** (if applicable)

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

**Identification of the subcontractor:**

|  |  |
| --- | --- |
| Namea: |       |
| Company number-a: |       |
| Addressa+: |       |
| General phonea: |        |
| General e-maila: |        |
| Website: |       |
|  |
| 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 8A:** Statutes of the subcontractor

[ ]  **Attachment 8B:** Mandate of the legal representative of the subcontractor

**Nature of the handling that can be 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 8: 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 organisation 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”. |
|       |       |
|