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| **Note:** – This application form completed in its entirety including the appendices and correct administrative fee, as required by Article 14 of the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air, should be submitted to the:    **Civil Aviation Authority of Kosovo**  Flight Safety Department  Arbëria District, Ahmet Krasniqi Str. - 10000 Prishtina  Republic of Kosovo  Failure to complete this form in full may result in a delay in processing the application. The issuing of this form does not itself constitute an acceptance of dangerous goods coordinator |

1. **APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Surname of the applicant |  | | |
| Address |  | | |
| Telephone |  | Fax |  |
| E-mail |  | | |

1. **UNDERTAKING DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and the undertaking |  | | |
| Address |  | | |
| Telephone |  | Fax |  |
| E-mail |  | | |

1. **APPENDICES**

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| --- | --- | --- | --- |
|  | Detailed Curriculum Vitae (CV) | | |
|  | Copies of diplomas and certificates supporting CV (please specify) | | |
| 1. | |  | |
| 2. | |  | |
| 3. | |  | |
| 4. | |  | |
| 5. | |  | |
|  | Any other documents proving candidate’s experience and expertise | | |
| 1. | |  | |
| 2. | |  | |
| 3. | |  | |
|  | Administrative fee in amount of       € | | |
|  | | | |
| **Applicant’s Name** | | |  |
| **Date** | | | \_\_\_.\_\_\_.\_\_\_\_\_ |
| **Signature** | | |  |

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| **NOTES:** | |
| In accordance with the Article 14 of the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air | |
| **14.1** | Each approved shipper, freight forwarder, ground handling service provider and cargo handling agent and operators, performing activities related to the transport of dangerous goods by air, shall appoint one or more dangerous goods coordinator(s) |
| **14.2** | The dangerous goods coordinator can be the manager of the enterprise, or another person performing other duties in that enterprise, or a person not directly employed by that enterprise, provided that the person is capable of performing the duties of dangerous goods coordinator |
| **14.3** | With regards to the activities of entrepreneurs, dangerous goods coordinator shall perform the following duties:   1. monitor compliance with the requirements for the handling and transport of dangerous goods; 2. advise the management and responsible officials on the transport of dangerous goods; 3. prepare annual reports for management (annual reports shall be stored for a period of five years and shall be available to CAAK upon request); 4. ensure that all persons are adequately trained in accordance with their scope of duties and in possession of valid certificates of examination regarding dangerous goods; 5. ensure the maintenance of dangerous goods records; 6. supervise the application of the emergency procedures; 7. prepare and supervise the maintenance and update internal procedures and relevant documents; and 8. investigate the occurrences involving dangerous goods in accordance with the provisions of this Regulation and submits the reports to CAAK. |
| **14.4** | The dangerous goods coordinator shall submit the application form for acceptance of dangerous goods coordinator accompanied with:   1. a copy of a valid Certificate that he/she has successfully completed a training programme on dangerous goods for Category 6; 2. evidence of at least two years of experience working with dangerous goods or cargo operations, including acceptance and shipping, and 3. Curriculum Vitae (CV). |
| **14.5** | When applying for acceptance, training certificate shall be valid for at least three months from the date of application and the information about the arrangements for recurrent training shall be provided. |
| **14.6** | Upon completion of recurrent training on dangerous goods, the coordinator shall submit to CAAK a copy of valid training certificate. |