CIVIL AVIATION AUTHORITY OF SRI LANKA

DANGEROUS GOODS INSPECTOR GUIDANCE MANUAL

3rd Edition - 2026

Issued under the authority of the Director General of Civil Aviation

Civil Aviation Authority of Sri Lanka

Dangerous Goods Inspector Guidance Manual

Master Copy

Issued under the authority of the Director General of Civil Aviation
Guidance for the Dangerous Goods Inspectors

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RECORD OF REVISIONS

Amendments to this manual are normally promulgated by means of revisions issued whenever necessary to cover corrections and to add new information/data. New insertions and changes to the existing text will be shown with a vertical bar on the right side of the paragraph.

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FOREWORD

As stipulated by in IS 009 and the Annex 18 to the Chicago Convention each Contracting State is required to establish procedures for inspection, surveillance and enforcement, with a view to achieving compliance with its dangerous goods regulations.

The policies, procedures and guidelines presented in this manual are designed to establish a criteria and a conduct for the Dangerous Goods inspectors when conducting Dangerous Goods Inspectors' to implement the inspection program of the transport of Dangerous Goods by Air promote uniform understanding. The manual assist primarily in the inspection of operators and handling agents. This manual outlines the recommended procedures that Dangerous Goods Inspector should follow in conducting their duties.

Procedures contained in this Manual may be amended due to either change in the applicable requirements or the need for improvements of quality and effectiveness of procedures.

DGCA may, without any prior notice, change the contents of this manual as appropriate, to suit the administrative requirements.

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30 July 2026

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ABBREVIATIONS

COMAT	-	company material
COMAIL		Company Mail
DGP		Dangerous Goods Panel
FDG	-	finding
IAEA	-	The International Atomic Energy Agency
IATA DGR	-	The International Air Transport Association's Dangerous Goods Regulations
ICAO		International Civil Aviation Organization
ICAO TI	-	The current edition of the International Civil Aviation Organization Technical Instruction for the Safe Transport of Dangerous Goods by Air
ICAO TI SUP	-	the current edition of the International Civil Aviation Organization Supplement to the Technical Instruction for the Safe Transport of Dangerous Goods by Air
MSDS	-	Material Safety Data Sheet
NOTOC	-	Notice to Captain or Notification to Pilot-in-command
N/A	-	not applicable
N/C	-	not checked
SARPS		Standards and recommended practices
UN	-	United Nations
OJT		On the Job Training
DGCA		Director General of Civil Aviation

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DEFINITIONS

The following definitions are for the use of this manual only.

“Additional Documents” includes a copy of the Air Waybill when one is required, a copy of the check list used by the air operator in the acceptance of dangerous goods, a copy of the form used to give written notification to the pilot-in-command, and the packaging certificate for some radioactive material packaging.

“Audit” means an in depth inspection of an air operator’s operation to verify conformance with current regulations.

“Passenger aircraft. An aircraft that carries any person other than a crew member, an operator’s employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.”

“Cargo aircraft. Any aircraft, other than a passenger aircraft, which is carrying goods or property.”

“Combi Aircraft” means an aircraft that can be used to carry either passengers, as an airliner, or cargo as a freighter, and may have a partition in the aircraft cabin to allow both uses at the same time in a mixed passenger / freight combination.

“Compliance” means the state of conforming to specified requirements of a regulation.

“Dangerous Goods Coordinator” means the person within an organization who has technical knowledge on the safe transport of dangerous goods by air and act as a contact point between the organization and the competent authorities of the State.

“Inspection” means an examination of a specific item, function, and procedure, component or part of the company’s operation either routinely or for specific reason to verify compliance with regulations.

“Investigation” Systematic search for and documentation of facts relevant to an occurrence or suspected violation, from which a decision to take appropriate action can be made.

“Operations specifications” means the authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.

“Procedure” means a series of steps taken to reach a desired outcome. (When, Where, How, What and by whom a task shall be completed).

“Process” means a series of actions, changes, or functions bringing about a result

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Chapter 1 - LEGISLATION

1.1. International Regulations

1.1.1. International Civil Aviation Organization, Annex 18 to the Convention on International Civil Aviation

Annex 18 was developed to respond to a demand by Contracting States for an internationally agreed upon set of provisions addressing the transportation of dangerous goods by air. These provisions are based upon the Recommendations of the United Nations Committee of Experts on the Transport of Dangerous Goods and the Regulations for the Safe transport of Radioactive Material of the International Atomic Energy Agency. All amendments to Annex 18 are approved by the Council following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with States.

1.1.2. International Civil Aviation Organization Technical Instructions for the Safe transport of Dangerous Goods by Air

The International Civil Aviation Organization Technical Instructions for the Safe transport of Dangerous Goods by Air contain the detailed technical material needed to support the broad provisions of Annex 18 providing a fully comprehensive set of international regulations. The ICAO TI can also be amended by the Council, following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with States. The Standard and Recommended Practices are contained in the Annex 18 and the Technical Instructions contain all the detailed instructions for the safe transport of dangerous goods by air. They are published biennially.

1.1.3. International Civil Aviation Organization Supplement to the Technical Instructions for the Safe transport of Dangerous Goods by Air

The Supplement to the Technical Instructions for the Safe Transport of Dangerous Goods by Air provides information that is primarily of interest to States. Certain dangerous goods, which are normally forbidden (identified in Table 3-1 of the TI by Special Provision A-1 or A-2), may be specifically authorized for air transport by approval of the appropriate national authority. The Supplement to the TI provides information to State for the processing of approvals or exemptions.

1.2. National Regulations

1.2.1. Air Navigation Regulations of 1955

Air Navigation Regulations section 129 provides provision for the Director General of Civil Aviation to impose conditions on operators, prior to granting approval for carriage of Dangerous Goods by air.

1.2.2. Implementing Standard 009

Implementing Standard 009 stipulates the requirements for the safe transport of Dangerous Goods by air giving effect to the Standards and Recommended Practices (SARPs) of ICAO Annex 18 and ICAO Annex 6 Chapter 14.

1.2.3. Manual of Transport of Dangerous Goods by Air (SLCAP 4400)

SLCAP 4400 stipulates the minimum conditions that an operator is required to satisfy, in order to obtain approval from the Director General of Civil Aviation for handling and/or transport of Dangerous Goods by air.

1.2.4. Reference Manual

Whilst this procedures manual only makes reference to documents from the International Civil Aviation Organization, in order to carry out some of the inspections identified, it may be necessary to use one of the reference manuals most commonly used by the operators,

i. The International Air Transport Association's “Dangerous Goods Regulations” (IATA Regulations), and

The above mentioned reference manuals must, as a minimum, reflect all the Technical Instructions for the Safe Transport of Dangerous Goods by Air’s provisions

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Chapter 2 - DANGEROUS GOODS INSPECTOR'S QUALIFICATION, TRAINING & RESPONSIBILITIES

2.1. Inspector qualification & training

2.1.1. The inspector must be trained in every aspect of his / her duties as a technical inspector and regulatory officer. Each shipment of dangerous goods may impose a safety risk or a threat to lives, health, property or the environment. Procedures and regulations published in the subject of dangerous goods attempt to minimize the safety risk incurred when transporting these consignments.

2.1.2. The inspector should have acquired the competencies identified by the CAA as necessary to perform the authorization phase duties and tasks. Initial training is typically organized as follows;

a) Introduction
b) Subject matter training
c) On-the-job training
d) Advance Training

2.1.3. This chapter sets out, as example, the training qualifications that should be acquired by inspectors employed by DGCA to carry out DG inspections.

2.2. Designated Inspector's courses mandatory and recommended

2.2.1. All employees occupying the position with delegation of authority must be qualified and competent by receiving the training required to perform their duties.

2.2.2. The following introduction training topics are mandatory:

- Initial training on the ICAO Technical Instructions or IATA Dangerous Goods Regulations
- Recurrent training on the ICAO Technical Instructions or IATA Dangerous Goods Regulations every 24 months
- Initial Dangerous Goods Safety Oversight Training (IDGO)
- Recurrent Dangerous Goods Safety Oversight Training (IDGO)
- Structured on the job training (OJT)
- Overview of ICAO's role and its Annexes
- National Dangerous Goods Regulations training and other guidance documents
- General structure of the CAA
- Role of the public service
- Mandate and current objectives of the CAA
- Internal structure and functionality of the various CAA departments
- Safety Management System (SMS) training
- Audit procedures training
- Accident Investigation Procedures training
- Aviation Enforcement training
- Communication Skills training
- Safe working procedures (Health and Safety) training

2.2.3. To ensure Full Competency as a designated DG Inspector, the Inspector should also successfully complete basic training on the following topics listed below within a period of time deemed appropriate.

- Training on the Air International Regulations for Shippers of Dangerous Goods
- State Safety Programme (SSP)
- departmental ethics/conduct and discipline
- security aspects of the DG inspector's work
- the role of DG inspector their codified level of authority and degree of responsibility
- overview of CAA-regulated entities and associated challenges
- basics of human factors
- certification and authorization policies, processes and procedures
- surveillance and inspection policies, processes and procedures
- investigations and enforcement policies, processes and procedures
- risk assessments
- Quality assurance

2.2.4. Other recommended specialized training topics:

- Specialized Training - Radioactive Materials
- Specialized Training - Infectious Substances

2.3. Training Record Maintenance

To ensure systematic and comprehensive training of Dangerous Goods Inspectors it is necessary to maintain a Training File for each Inspector. The Training File records shall be reviewed and updated at regular intervals.

Record of all 'On Job Training' imparted to an Inspector must be maintained in the Training File.

2.4. On-the-Job Training (OJT)

2.4.1. To properly document the training of each Inspector, an "on the job (OJT) training" syllabus, based on competency profiles, should be used for each position.

The OJT training should be documented and retained in the training file of the inspector including the achievement of competencies and their associated performance criteria.

OJT should be properly conducted requiring the input of experienced senior inspectors of the CAA designated by DGCA.

Note: A specimen of a on the job training checklist required to be completed by the designated senior inspector carrying out the OJT is in Appendix F-0 (On the job training checklist - Dangerous Goods Inspector) of this manual.

2.5. Recurrent Training

To maintain the currency of the theoretical knowledge gained at the initial trainings and to be updated on the revisions or amendments introduced by ICAO or other applicable organisations/bodies the Inspectors recurrent training on ICAO Technical Instructions or IATA Dangerous Goods Regulations shall be conducted **once in every two years**.

2.6. Requalification Training

For a returning inspector after an extended period of leave for more than 12 months re-training is required to achieve and maintain the competencies. The number of inspections to be performed under the supervision of a senior inspector appointed by the DGCA should not be less than 10 inspections.

2.7. Inspector Conduct

At all times, Inspectors must act in such a manner that speaks well of the Authority and its Inspectors. Each person, company official or company shall be dealt with in an equitable manner. Advice and guidance are frequently sought and must be readily given in such a manner that public safety and the Authority are not compromised.

2.8. Functions and Responsibilities of an Dangerous Goods Inspector

The dangerous goods inspectors of CAA are entrusted with following responsibilities related to dangerous goods but not limited to the following;

2.8.1. Development and/or revision of specific regulations;

2.8.2. Issuance of exemptions and approvals related to dangerous goods;

2.8.3. Issuance of authorization to air operators to transport dangerous goods by air;

2.8.4. Review of dangerous goods training programmes of all air operators;

2.8.5. Review of dangerous goods procedures for all air operators;

2.8.6. Review of dangerous goods training programmes for all entities on the ground involved in the transport of dangerous goods by air;

2.8.7. Inspection of air operators related to dangerous goods

2.8.8. Inspections of shippers and handling companies related to dangerous goods;

2.8.9. Gathering dangerous goods incidents and accidents information; and

2.8.10. Certification of general aviation operations.

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Chapter 3 - DANGEROUS GOODS AUDITS, INSPECTIONS AND SURVEILLANCE

3.1. Introduction

3.1.1. The main difference between a dangerous goods audit and a process inspection is that an audit will look at all aspect of an operator while a process inspection will be limited to one or more specific areas.

3.2. Purpose

3.2.1. As required by Annex 18 to the Chicago Convention, each contracting State shall establish inspection procedures with a view to achieving compliance with its dangerous goods regulations.

3.2.2. The aim of the inspection is to assess the suitability of the organisation and procedures established by the operator and of the facilities provided for the handling of dangerous goods, taking into account the nature and scale of the operation. If the operator uses a handling agent, the liaison between them needs to be checked to confirm that each knows what is expected of them by the other.

3.2.3. The establishment of inspection procedures will ensure that dangerous goods are transported safely without placing an aircraft or its occupants at risk.

3.2.4. There are numerous of aspects related to the transport of dangerous goods by air to verify during an inspection. The inspection needs to confirm that the operator has sufficient resources for the intended operation and has identified those individuals who have specific responsibilities and has made them aware of their responsibilities. It will ensure that reference manuals are up-to-date and available to staff who will need to use them. The manner of handling and storing dangerous goods in airport premises is checked to ensure there are no practices which could lead to accidental damage of packages or put staff at risk; and the method of loading and stowage on aircraft is checked to ensure it is carried out according to the requirements.

3.3. Inspection Procedures

3.3.1. Regular and random Inspections are carried out at cargo facilities, on the ramp, in shipper's facilities, in passenger terminals at a frequency commensurate with the scale and nature of the operation and, occasionally, other places such as security check-points, shippers and freight forwarders on request. In addition, audits of procedures include visiting operators or handling agent's premises, as appropriate

3.4. Selecting the Location to Inspect

3.4.1. The locations to do a process inspection are divided into groups:

- Reactive locations
- Pro-active locations

3.4.2. The reactive locations are selected following an increase in the evaluation of the potential risks of dangerous goods non-compliance, incident or accident; or following noncompliance(s), incident(s) or accident(s).

3.4.3. The pro-active locations are selected at random.

3.4.4. Some of the factors which would increase the potential risks of dangerous goods noncompliance, incident or accident and could be a reason for a "reactive process inspection" are:

- New services, destinations and facilities;
- Specialized / Seasonal operations;
- Turnover of personnel / Third party / Key personnel;
- Safety and regulatory record;
- Financial issues;
- Labour difficulties;
- Quality assurance program; and
- Any other factors which would affect the surveillance plan.

3.4.5. Ideally when going to a destination, all operators should be inspected. If resources are limited, surveillance should concentrate on high risk operations; and a maximum time frame between surveillance at a specific location should be established.

3.4.6. A balance of 60% "reactive process inspections" and 40% "pro-active process inspections" is recommended.

3.5. Summary of Inspection Procedures

3.5.1. Each inspection listed below will be explained in separate chapters of this manual and sample inspection checklists are annexed:

3.5.2. The purpose of an initial inspection is to verify that the operator meet the requirements of the Implementing Standard 009 and the latest edition of the Doc 9284 before transporting Dangerous Goods.

3.5.3. An Initial inspection includes a review of:

- Operator application to transport dangerous goods in normal or special circumstances;
- Operations manual and other staff instructions (SOPs); and
- Training programs approvals.

3.5.4. The periodic inspections are to verify that the operator keeps the information in the reference manuals up to date and that the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements. The types of inspections for operators/handling agents may vary from in-depth audits to consignment checks and ramp inspections; inspections at airports also include checks for notices for passengers.

3.5.5. Periodic inspections includes:

- Operations manual and other staff instructions (SOP) inspection
- Training programs inspection

- Staff training inspection
- Consignment inspection (package and documents) at cargo facilities
- Ramp inspection (loading and stowage)
- Passenger handling inspection
- Shipper's Facilities inspection
- In-depth audits

3.6. How to plan an inspection

3.6.1. Pre-Inspection

Before an inspection is started, all information concerning the operator's procedures shall be reviewed. Examine all relevant operator information such as:

- Operator Company file
- Certification file
- Operations Specification
- Approved Company Manuals by CAA
- Occurrence report
- Previous inspection records and the corrective action plans submitted by the operator
- State Approvals
- Referral materials
- Any other relevant carrier/company information available

3.6.2. Site Inspection

When an inspection is scheduled, adequate notice should be given to advise the operator / handling agent and arrangements made for access to relevant areas. In some circumstances the inspection may be made without giving prior notice. However, this may not always be practicable or desirable.

On arrival:

- Introduce the inspection team to company representative (it is recommended to provide a business card)
- State purpose of inspection and request name of appropriate person to contact
- Explain to appropriate person in charge reason for inspection and general inspection process
- Ensure safety equipment meets carrier / company requirements (i.e. safety boots, high visibility vest, etc.)
- Arrange for accompaniment of person in charge
- Verify if you can take pictures on-site

3.7. Results of inspections

3.7.1. The results of a dangerous goods inspection shall be documented so as to produce a record of what was seen and noted at the time. The record must be sufficiently comprehensive to identify any deficiencies, since these will need to be identified in a request to the operator to take action to remedy them.

3.7.2. The answer from the operator should include:

- An internal investigation report indicating the Probable / Root Causes
- Short term corrective action plan

- Long term / system wide corrective action plan
- Method to verify the effectiveness of corrective action plans (Specify frequency and how documentation will be retained)

3.7.3. If an Inspector discovers a violation, refer to approved Aviation Enforcement policy and procedures manual (SLCAP 0005) of the Civil Aviation Authority of Sri Lanka for guidance and compliance.

3.8. Frequency of inspections

3.8.1. ICAO Technical Instructions (Doc 9284) does not specify the frequency of such inspections. However the "Manual of Procedures for Operations Inspections, Certifications and Continuing Surveillance (Doc 8335)", produced by ICAO, recommends that all significant aspects of the operator's procedures and practices should be inspected at least once every twelve-month period. Consequently, states should consider inspecting all aspects related to dangerous goods of an operator engaged in the carriage of dangerous goods as cargo on an annual basis, as a minimum. Operators choosing not to transport dangerous goods as cargo may be inspected at a less frequent rate.

3.8.2. Some of the factors which may affect an inspection's schedules are as follow:

- Risk assessment of the air operator
- Quantity of COMAT or commercial dangerous goods accepted at the location.
- Location of many air operators at one location
- Seasonal operation in limited access area.
- ICAO Technical instructions' two years cycle.

3.8.3. Surveillance Plan:

Dangerous Goods Inspections scheduled shall be included in the approved surveillance plan of the Aircraft Flight Operations Section. The quantum of scheduling the inspections shall be as follows;

- At least one audit shall be conducted for the Sri Lankan AOC holders or Handling Agent in possession of a DG permit issued by DGCA prior to the renewal of the permit. Furthermore occasional inspection to commensurate with the size and the complexity of the operator or the handling agent.
- For each foreign air operator holding a DG permit issued by DGCA at least one inspection shall be conducted at the Dangerous Goods Coordinator's for document evaluation prior to DG permit renewal.

The inspectors shall submit the reports of surveillance as the practise established in this manual for inspections.

3.9. Enforcement Procedures

3.9.1. Enforcement action shall be taken, during an inspection/ audit , if it is observed that the operator has contravened, violated, non-complied or breached Civil Aviation Regulations or/and laid down procedures as explained in SLCAP 0005 – Aviation Enforcement Policy and Procedures Manual.

3.9.2. Following an inspection / audit, if non-compliance is observed, enforcement actions shall be taken according to levels of violations explained in a to c below. The respective inspector shall make recommendations to the Director – Aircraft Flight Operations as specified in Chapter 6 of SLCAP 0005.

a. Level 1: Any non-compliance with the Civil Aviation Regulations or/and Technical Instructions, which would lower the standard and probably place the aircraft or personnel in a hazardous situation. Depending on the extent of the Level 1 finding, consideration should be given to prohibiting the operator from transporting dangerous goods until corrective action has been taken.

b. Level 2: Any non-compliance with the Civil Aviation Regulations or/and Technical Instructions, which would lower the standard and possibly place the aircraft or personnel in a hazardous situation. Depending on the extent of the Level 2 finding, the corrective action period shall be determined appropriate to the nature of the finding, but not more than three months.

c. Level 3: An observation intended to give background information in relation to requirement, which does not lead to a threat to aircraft or personnel. No enforcement action is required to be taken in the case of Level 3 findings.

3.9.3. In the case of Level 1 and Level 2 findings, penalties for the violation shall be recommended to the Director – Aircraft Flight Operations as explained in Annex 1 of SLCAP 0005.

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Chapter 4 - INITIAL INSPECTION PROCEDURES

4.1. Initial Inspection

4.1.1. An operator must demonstrate before transporting dangerous goods that procedures are in place to handle, offer for transport or transport dangerous goods, that arrangements have been made with the handling agent(s), that the Operations manual or other staff instructions contain the required information and that training has been approved and given to the appropriate staff.

4.1.2. The initial inspection will include:

- Review of the Operator application to transport Dangerous Goods under normal circumstances
- Approval of Operations manuals and other staff instructions
- Approval of Training programs approvals inspection
- Issuance of exemption for special circumstances

4.2. Review of the Operator's application for an authorization to transport Dangerous Goods under normal circumstances

4.2.1. The oversight of the transport of dangerous goods by air can be achieved by granting authorization, approvals and exemptions for the transport of dangerous goods under normal and specialized circumstances.

4.2.2. The aims of granting authorization, approvals and exemptions are to exercise control over the transport of dangerous goods and to aid enforcement activities.

4.2.3. Authorization for the transport/handle of dangerous goods under normal circumstances should be granted to the operators by the Director General of Civil Aviation (i.e.: those goods which the Technical Instructions do not indicate as forbidden for transport on passenger aircraft or both passenger and cargo aircraft). Operators should be abide by the SLCAP 4400 – Dangerous Goods Manual published by the Civil Aviation Authority when they seek permission from the Civil Aviation Authority to transport/handle Dangerous goods under normal circumstances.

4.2.4. The authorization should be granted after the operator has demonstrated that procedures are in place to handle dangerous goods, that arrangements have been made with the handling agent(s) (if applicable), that the Operations Manual or other staff instructions contain the required information and that training has been given to the appropriate staff.

4.2.5. An Operator planning to transport Dangerous Goods under normal circumstances should submit an application containing as minimum:

- General information on the identity, contact information and planned operation of the operator;
- Content of the Dangerous Goods Operation's Manual, and
- Content of the Dangerous Goods Training Programs for each category of personnel.

Note: Examples of all information required from the operator are attached as

APPENDIX "A" - "Application for issuance of Approval for Handling / Transporting Dangerous Goods by Air as cargo"

APPENDIX "B" - Application for Renewal of Approval for Handling / Transporting Dangerous Goods by Air

APPENDIX F-1 - "Dangerous Goods Operations Manual Checklist"

APPENDIX "D" - "Application for Approval of Training Programs"

4.2.6. An inspection shall be conducted prior to granting the Specific Approval to verify that the operator/ Handler or the entity complies with all requirements.

4.3. Operations manual and other staff instructions inspection

4.3.1. As required by Annex 6 to the Convention on International Civil Aviation, each air operator shall provide procedure and information, in the Operations Manual as will enable the flight crew to carry out its responsibilities. The Technical Instructions require the Operations Manual or other manuals to contain certain information when the operator intends to transport dangerous goods. In addition to this information, the Operations Manual needs to contain sufficient guidance material and instructions to enable all those concerned (both ground staff and flight and cabin crew) to meet their responsibilities.

4.3.2. The Operations Manual inspection aims to confirm the information provided by the operator is adequate, complete and up-to-date; also that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.

4.3.3. When an operator does not intend to transport dangerous goods, the Operations Manual is still to be checked at any appropriate times to ensure it contains information about the policy of the operator in regard to dangerous goods, the policy for the transport of COMAT (company material, spare parts) and instructions about the carriage of Crew members and passengers with dangerous goods in their baggage or on their person.

4.3.4. An initial inspection of the Operations Manual and other staff instructions must be made before an operator start to transport dangerous goods. Following the initial inspection of the Operations Manual, periodic inspections are to be made if there are some modifications to the operations or regulations.

4.4. Training programs Inspection

4.4.1. Training programs approvals

a. The Technical Instructions require that the initial and recurrent dangerous goods training programs for all staff be reviewed and approved by the appropriate authority of the State of the operator. The ICAO DOC 10147 set out the training requirements, required by the various categories of employees involved in the handling, offering or transporting of dangerous goods as it relates to their assigned duties. The inspection is to confirm that training meets the requirements of the Technical Instructions and latest regulations.

b. Depending on the size of the organization and the responsibilities of his staff, there may be several different training programs, since the areas covered by the training and the depth to which they are covered will depend on the responsibilities of the persons

concerned. These trainings must include; general familiarisation training, function specific training and safety training. The content of these training programmes shall comply with the tasks specified in Appendix F-2 (CL/OP/DG/006) of this manual.

c. Even if the operator does not transport dangerous goods there is still a need for training programs for both operational and ground staff involved in dealing with passengers and their baggage. Such training programmes shall include the requirements as detailed in SLCAP 4400; chapter 4.5.2. The dangerous goods training for such staff may also include areas such as safety and emergency procedures. The content of the training program will vary according to the responsibilities of his staff.

d. Dangerous goods training programmes for designated postal operators shall be approved by the Director General of Civil Aviation where the mail is accepted by the designated postal operator. The content of these training programmes shall comply with the requirements specified in Table 1-4 of the latest edition of Doc 9284.

e. Dangerous goods training programmes required for other entities specified in the 1.26 in IS 009 should be approved as determined by the DGCA. Such training programmes shall include the requirements as detailed in Appendix F-2 (CL/OP/DG/006) of this manual.

f. The initial inspection leading to the grant of the training programs approvals can be carried out as an office activity (i.e.: does not need to be carried out in the premises of the operator or other entity).

g. To approve the training programs of all entities, the inspector must review the complete training program, including the exam. staff the of entities must receive training in the requirements commensurate with their responsibilities. Compliance for Appendix F-2 (CL/OP/DG/006) is required to be submitted with the training program application, the same checklist can be used to assist the inspector in the process of review and approval.

4.4.2. Training courses

a. It is important to verify that when an Instructor provides training, the training is provided to the appropriate staff and covers all required aspects depending on their responsibilities. To evaluate the suitability of the program and the instructor, the inspector should attend a sample of the course and conduct an evaluation of the instructor in order to be approved by the DGCA.

b. In order to document the training attended, two different reports should be completed:
   - A report on the consistency between the approved training program and the delivery of the training.
   - A report on the competency of the Instructor to deliver the approved training program

c. Sample checklists to be used are in the Chapter 11 of this manual. These checklists include;
   - APPENDIX F-2, Checklist 2.1 – “Dangerous Goods Training Programme Approval Checklist”
   - APPENDIX F-2, Checklist 2.2 – “Content of Training Programme Checklist”

- APPENDIX F-2, Checklist 2.3 - "Dangerous Goods Training Course Delivery – Inspection Report"
- APPENDIX F-2, Checklist 2.4 - "Dangerous Goods Training Course Delivery – Evaluating Report"

4.4.3. Approval Letter

Following the initial inspection of the training programs, the inspector will grant an approval if the training programs meet the requirements of the current edition of the ICAO Technical Instructions and SLCAP 4400.

Note: An example of a Training programs and Instructor approval letters are attached Appendix F-2, 2.5.1 - "Training Programs Approval Letter" and 2.5.2 - "Training Instructor Approval Letter" in Chapter 11 of this manual

4.4.4. Register of approvals

a. A record of all training programs approval should be kept in files.

b. The Dangerous goods training programs approvals should be recorded and a register should contain the following information
   - Name of the operator
   - Address of the operator
   - Date of the issuance, renewal or cancellation of the approval
   - Type of program (Category of personnel involved)
   - Registration number

Note: An example of a Register of approvals for a dangerous goods training programs is attached as Checklist "2.6" - "Register of Dangerous Goods Training Programs Approvals" is in Chapter 11 of this manual.

4.4.5. Expiry of Approval

Training programs approval is issued by DGCA and is valid from date of issuance until such time as there is operational change affecting the dangerous goods operation within the operator, regulatory amendment or such date specified by the Director General of Civil Aviation.

4.5. Review of the Operator's application for an authorization to transport Dangerous Goods under special circumstances

4.5.1. Approvals or exemptions may be granted by the Director General of Civil Aviation for the transport of certain dangerous goods, which are normally forbidden on passenger aircraft and/or cargo aircraft. Those dangerous goods are identified in Table 3-1 of the ICAO TI by Special Provision A-1 and A-2.

4.5.2. The operator will inform the Director General of Civil Aviation of his intention before to transport dangerous goods by air, by sending an application for an authorization to transport Dangerous Goods under special circumstances.

4.5.3. The Technical Instructions[1] make a distinction between exemption and approval and define them as:

b. EXEMPTION: An authorization issued by an appropriate national authority providing relief from the provisions of the Instructions

c. APPROVAL: An authorization issued by the appropriate national authority for:

- transport of those entries in the dangerous goods list which are forbidden on passenger aircraft and/or cargo aircraft and to which Special Provision A1 or A2 has been assigned; or
- other purposes as specified in the Instructions

4.5.4. The Standards and Recommended Practices of Annex 18 shall be applicable to all international operations of civil aircraft. In case of extreme urgency or when other form of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the Director General of Civil Aviation may grant exemptions from the Annex 18 provisions provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent of the level to safety provided by Annex 18. For the State of overflight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

4.5.5. The applicant will need to demonstrate that an "equivalent level of safety" can be achieved and the approval or exemption must contain whatever conditions are necessary to ensure that level of safety, in addition to any conditions, which the Technical Instructions identifies as being required on any approval or exemption. Any conditions on other approvals or exemptions granted by other States concerned in the flight are be reflected in the approval or exemption granted, in order to avoid conflicting requirements. The approvals or exemptions are usually valid for short periods, for a single flight or short series of flights, although if the need arises they can be granted for longer periods of time.

4.5.6. The Technical Instructions contains a system of granting approvals for the carriage of some dangerous goods, which are forbidden in normal circumstances on either passenger aircraft or both passenger and cargo aircraft. This system permits these goods on aircraft with an approval granted by the State of Origin. The approval can only be granted if the method of packing and the quantity per package is in accordance with that set down in the Technical Instructions or the Supplement to the Technical Instructions and these conditions need to be stated on the document of approval, which is issued.

4.5.7. These approvals are usually valid for short periods, for a single flight or short series of flights, although if the need arises they can be granted for longer periods of time.

4.5.8. After an approval or exemption has been granted, circumstances may arise when all or some of the conditions on it are no longer valid and a variation may be needed; this will vary that part of the original approval or exemption, which has changed. Only if some time has elapsed

since the original approval, etc, was granted or there is a major difference between what was originally requested and what is now sought is a complete reissue of it to be considered.

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Chapter 5 - PERIODIC INSPECTION PROCEDURE

5.1. Periodic inspections

5.1.1. The periodic inspections are to assess the adequacy of the procedures established by the operator, to verify that the operator keep the information in the reference manuals up to date, to check that consignments of dangerous goods meet the requirements, the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements.

5.2. Operation manual and other staff instructions inspection

5.2.1. The aim of the periodic inspection of the operations manual and other staff instructions is to confirm the adequacy of the information provided to the staff. It also confirms that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.

5.3. Training programs Inspection

5.3.1. Following the initial inspection of the training programs, periodic inspections are to be made of a selection of the actual training courses being given to establish that the training is in accordance with the objectives and syllabus/curriculum.

5.4. Staff Training Inspection

5.4.1. A staff training inspection is to confirm that all relevant staff of the operator or handling agent have been trained, that the training has been to the required standard and given within the required periods.

5.4.2. The inspection will check on the training of all those involved, by asking a selection of them about the recurrence of their training and of what, in general, it consisted. All those involved covers everyone from the flight and cabin crew (where relevant) to the ground handling staff. Checks are also be made of training records to confirm that they show sufficient details to establish what training has been given to an individual, when it was given and when refresher training will be required.

Note: Example of checklist to verify the Staff training is attached as checklist "2.7" – Record of Training Inspection Checklist

5.5. Consignment inspection at cargo facilities (package and documents)

5.5.1. A process inspection report of a cargo facility should include the following topics:

- Identification of Cargo Facility;
- Past Occurrences;
- Hidden Dangerous Goods Warnings;
- Identification of Employees;
- Training Records;
- Reference Documents;
- Transport Documents;
- Packages Inspected; and

- Available Tools.

5.5.2. The aim of checking consignments of dangerous goods is to determine that, as far as can be ascertained from an external check, the packages and their associated documents comply with the requirements; it also aims to determine, as far as possible, that associated documentation (e.g. air waybill, dangerous goods transport document, acceptance check list, notification to the Pilot-in-command) meets all applicable requirements. A consignment inspection consists of a package inspection and a documents inspection. Consignment inspections are carried out, also to determine whether or not the operators/handling agent's procedures are being followed. Inspections are carried out in the operator's or handling agent's premises and after the dangerous goods have been accepted for transport or whilst they are still in the care of the operator or handling agent.

5.5.3. Both export and import consignments are to be inspected but with the emphasis on export consignments since, if a consignment is found which does not comply with the requirements, action can be taken to prevent it from being loaded on an aircraft and investigation made into how it was offered for transport and accepted by the handling agent/operator where it has been found. Import consignments are also to be checked, since although they have been carried by air, the finding of evidence of non-compliance with the requirements needs to be reported to the State where the goods were originally loaded on an aircraft.

5.5.4. If a consignment inspection is part of an in-depth inspection, check there are procedures in place that are suitable for handling dangerous goods, given the nature and scale of the operation; including recurrence of training, acceptance procedures, notices at cargo acceptance points, loading procedures and provision of information (manuals, NOTOC, emergency response guidance).

5.5.5. When an inspection is scheduled, adequate notice should be given to advise the operator / handling agent and arrangements made for access to relevant areas. In some circumstances the inspection may be made without giving prior notice. However, this may not always be practicable or desirable. If arrival is unannounced, the most senior operational person on duty should be contacted and informed of the inspection. It should be confirmed which consignments are available for inspection and, if necessary, a final decision made on what will be checked.

Note: An example of a consignment inspection checklist is attached as Appendix "F-3" - Consignment at Cargo Facilities Inspection Checklist

5.5.6. Spare Labels

If labels are found missing from packages of dangerous goods during transport, they are to be replaced using the information on the appropriate dangerous goods transport document. The Dangerous Goods inspector should verify the presence of spare labels.

5.5.7. Packages of dangerous goods need to be secured to prevent movement in flight. This is particularly so for radioactive material, where the securing needs to ensure they cannot move sufficiently to lessen the distance between them and the passengers and/or crew. The Dangerous Goods Inspector should verify the presence, in the facilities of straps for securing dangerous goods in the aircraft

5.5.8. Identification of Unit Loaded Devices (ULD)

If dangerous goods are placed in a unit load device, either the labels on the packages are to be visible or a tag needs to be attached to the unit load device identifying the contents by class/division and whether they are for 'cargo aircraft only'. Once the dangerous goods have been removed from a unit load device, the tag on it needs to be removed immediately. As Unit Load Devices (ULD) is usually prepared in cargo warehouse, the Dangerous Goods inspector should verify the availability of those tags.

5.5.9. Special provisions

The following are special provisions which should be kept in mind during a site inspection in a cargo facility

Special Provision A9, A26, A32, A44, A70, A87, A98, A152, A154, A183, A198, A199

5.5.10. Exceptions

Some general exceptions are present in the Technical Instructions and should be taken under considerations during a site inspection. These being where the dangerous goods are:

- to provide, during flight, medical aid to a patient ;
- to provide, during flight, veterinary aid or a humane killer for an animal ;
- for dropping in connection with agricultural, horticultural, forestry, avalanche control, ice jam control and landslide clearance or pollution control activities ;
- to provide, during flight, aid in connection with search and rescue operations ;
- vehicles carried in aircraft designed or modified for vehicle ferry operations ;
- required for the propulsion of the means of transport or the operation of its specialized equipment during transport (e.g. refrigeration units) or that are required in accordance with the operating regulations (e.g. fire extinguishers) ;
- contained within items of excess baggage being sent as cargo ;
- articles and substances which would otherwise be classified as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations or that are authorized by the State of the Operator to meet special requirements

5.5.11. The following are common non-compliances observed in the past.

- Missing hidden dangerous goods warnings
- Undeclared Dangerous Goods
- Non-dangerous goods shipment in package with DG labels
- Failure to train personnel
- Holes in training history
- Missing training files
- Outdated publication
- Failure to ensure that up to date information is available to staff.
- Lack of segregation
- Security tape over labels
- Unmarked overpack
- Failure to ensure that spare labels are available to staff

- Accepting infectious substances without training
- Radioactive package run over by forklift
- Damaged dangerous goods in transit

5.5.12. Package inspection

a. A package inspection looks at the external appearance of all the packages of dangerous goods currently held by the operator or handling agent, irrespective of whether they are due for transport or have been transported, providing they are still in the operator's or handling agent's custody.

b. The inspection will check that the marking and labelling requirements have been met, that the type of packaging used is permitted and of the correct UN specification, for radioactive material packages the radiation level and that the packages are, or would appear to have been, in a fit state for transport

c. Package of dangerous goods should only be opened in exceptional circumstances and then only with extreme caution. If a package is to be opened, the potential hazard from the contents needs to be taken into account and care exercised. Any package opened during an inspection must, before being forwarded to the consignee, be restored to its original condition by qualified persons. During the course of their duties, Security Staff may be considering opening packages consigned as cargo. However, packages of dangerous goods should be opened in exceptional circumstances with the assistance of specialist qualified persons.

5.5.13. Documents inspection

a. A document inspection is to determine, as far as possible, that a dangerous goods consignment meets all applicable requirements. Information is contained in several documents and to transport out a thorough check it is necessary to cross refer from one document to another.

b. Where the operator or handling agent has packages of dangerous goods in his premises, the associated documents are to be checked. Where there are no packages available, a document check only is made.

c. The method is to look at the documents for every consignment that was carried during a specific period.

d. For export consignments, the documents that need to be inspected are:
   - The Air Waybill;
   - The Dangerous Goods Transport Document (Shipper's Declaration);
   - The Acceptance Check List;
   - The "Notice to Captain" or "Notification to Pilot-in-command" (NOTOC);
   - Other documents relating to a consignment that may assist in assessing it.

e. The purpose of inspecting the Air Waybill, Dangerous Goods Transport Document and other documents relating to a consignment is to ensure that they have been completed correctly and that, as far as can be ascertained, the correct classification and method of packing was used.

f. The Acceptance check list is inspected to establish that the operator or handling agent uses a form or other system which allows for completion by the acceptance staff, either manually or mechanically, and that consignments of dangerous goods were accepted in accordance with the requirements or that any errors were correctly identified and the consignment rejected.

g. The "Notice to Captain" or "Notification to Pilot-in-command" (NOTOC) is checked to establish that all the required information was given, that the form was correctly signed and that the loading / stowage requirements were met.

5.5.14. Inspection of general cargo for suspected undeclared dangerous goods

a. There is an increasing tendency for undeclared dangerous goods to be consigned as general cargo. There are safety implications with this practice, since it results, among other things, in the commander not being aware of all the potential hazards that may be present on an aircraft.

b. Inspections of general cargo are made in association with consignment checks at cargo acceptance facilities. Inspections of general cargo are helpful to know what is transported and undeclared dangerous goods can be discovered during those inspections.

c. The method of carrying out an inspection is to examine carefully all the general cargo or a representative sample of it, or to examine the documentation available such as air waybill or invoice. When inspecting a package, concentrate on looking for hazard labels, UN packaging specification markings and other markings and labels that are required to be used when consigning declared dangerous goods or which relate to identification of substances hazardous to health; documents in pouches attached to packages should be checked for any that identify the hazards of the contents. Should anything be found which appears to be suspicious, the relevant transport documents (such as an invoice or air waybill) should be checked for any additional indications which suggest the goods are dangerous goods or conversely that they are not. If it cannot be ascertained with certainty whether or not the goods are dangerous goods, the operator or handling agent should be asked to retain the goods and the shipper should be contacted and asked for a copy of the material safety data sheet (MSDS). In the absence of any other evidence to the contrary, the information on the MSDS should be believed.

5.5.15. Follow-up action

If suspected undeclared dangerous goods are found it is likely it will be considered that a dangerous goods incident has occurred.

An example of a Package or Article Inspection Form is attached as Appendix F-14- "Package or Article Inspection Checklist"

5.6. Ground Handling Process inspection (loading and stowage)

5.6.1. General

Ground handling facility usually has the following areas:

- A restricted area limited to those authorized to be present which include:

- An area where cargo is loaded and unloaded on aircraft
- An area where baggage is loaded and unloaded on aircraft
- An area where passengers board and disembark aircraft

- An area where the records will be kept

5.6.2. Risk Assessment

Many dangerous goods could cause injury or damage to property or the environment in the event of a leakage if they are in a confined space, such as an aircraft cargo hold. As an example, breathing in fumes.

Correctly packing dangerous goods and ensuring that leaking or damaged packages are not loaded will make the possibility of them, causing an incident in flight, extremely remote. However, incorrect handling can cause damage during loading and care needs to be taken to prevent accidental damage at this time.

5.6.3. A process inspection of a ground handling facility includes the following topics:

- Identification of ground handling Facility;
- Past Occurrences;
- Identification of Employees;
- Training Records;
- Reference Documents;
- Transport Documents;
- Packages Inspected; and
- Available Tools.

5.6.4. Inspections

a. It is important to ensure that packages of dangerous goods are not put on an aircraft when they are damaged or leaking. Once they are accepted for transport, they are likely to be stored in an airport warehouse or transit shed before being loaded on an aircraft; and at this time there is the possibility they may be damaged by a careless action (such as falling off a pallet because they are unsecured or being run-over by a fork-lift truck). It is also possible that packages of dangerous goods may be damaged during a flight if they are not properly secured or if the surrounding cargo is not secured to prevent movement

b. There are several times during air transport when packages of dangerous goods are required to be inspected to ensure they are not damaged or leaking; these are:
   - On acceptance (and to ensure they are correctly marked and labelled and in a fit condition for transport)
   - Before loading on an aircraft or being placed in a unit load device
   - On unloading from an aircraft or unit load device

5.6.5. Ramp inspections take place on or adjacent to an aircraft and, sometimes, also in a warehouse/freight shed prior to loading, with the aim of checking that the operator has prepared for loading and loaded the aircraft according to the principles of the Technical Instructions, that the training for the ground and aircraft crew is valid (both flight and cabin crew, if appropriate), that all required manuals/staff instructions, etc, are on board and up-to-date and that any necessary approvals/exemptions are being carried and the conditions on them have been complied with.

5.6.6. A ramp inspection is likely to be concerned primarily with confirming that loading and stowage of dangerous goods meets the requirements of the Technical Instructions.

5.6.7. Loading and Stowage

Packages of dangerous goods are not to be carried in the passenger cabin or on the flight deck. Of course, this does not apply to the dangerous goods that passengers and crew are permitted to have as described in Part 8 of the Technical Instructions.

Dangerous goods that are restricted to “cargo aircraft only” must not be loaded on an aircraft carrying passengers . In this context, cargo aircraft and passenger aircraft have been defined and the definitions are in Part 1; 3.1 of the Technical Instructions.

An inspection on loading and stowage includes ensuring that dangerous goods are adequately secured to prevent movement, that any radioactive material has been stowed so the required segregation distances can be maintained; that any cargo aircraft only dangerous goods are on the main deck and accessible, as far as required by the Technical Instructions; and that toxic or infectious substances are not in close proximity to animals or foodstuffs.

5.6.8. **Loading on cargo aircraft**

Packages or overpacks of dangerous goods bearing the “Cargo aircraft only” label must be loaded on a cargo aircraft in accordance with one of the following provisions:

a) In a Class C aircraft cargo compartment.
b) in a unit load device equipped with a fire detection/suppression system equivalent to that required by the certification requirements of a Class C aircraft cargo compartment as determined by the appropriate national authority (a ULD that is determined by the appropriate national authority to meet the Class C aircraft cargo compartment standards must include “Class C compartment” on the ULD tag);
c) in such a manner that in the event of an emergency involving such packages or overpacks, a crew member or other authorized person can access those packages or overpacks, and can handle and, where size and mass permit, separate such packages or overpacks from other cargo;
d) external carriage by a helicopter; or
e) With the approval of the State of the Operator, for helicopter operations, in the cabin (see Part S-7;2.4 of the Supplement)”.

5.6.9. A Class C cargo or baggage compartment is one not meeting the requirements for either a Class A or B compartment but in which:

a) there is a separate approved smoke detector or fire detector system to give warning at the pilot or flight engineer station;
b) there is an approved built-in fire-extinguishing system controllable from the pilot or flight engineer station;
c) there are means of excluding hazardous quantities of smoke, flames, or extinguishing agent from any compartment occupied by the crew or passengers; and
d) there are means of controlling ventilation and draughts within the compartment so that the extinguishing agent used can control any fire that may start within the compartment.

5.6.10. The above requirements for the loading of dangerous goods bearing the "Cargo aircraft only" label do not apply to:

a) flammable liquids (Class 3), Packing Group III, other than those with a subsidiary risk of Class 8;
b) toxic substances (Division 6.1) with no subsidiary risk other than Class 3;
c) infectious substances (Division 6.2);
d) radioactive material (Class 7);
e) miscellaneous dangerous goods (Class 9).

5.6.11. **Securing Dangerous Goods**

5.6.11.1. Packages of dangerous goods need to be secured to prevent movement in flight. This is particularly so for radioactive material, where the securing needs to ensure they cannot move sufficiently to lessen the distance between them and the passengers and/or crew.

5.6.11.2. Damaged packages found before or during loading must not be loaded on an aircraft; and any found on an aircraft need to be removed. Over the years there have been many reports about packages of dangerous goods being found damaged on aircraft; for many of them, the subsequent investigation revealed that inadequate handling was the cause. The Technical Instructions now contain the requirement that an operator needs to protect packages from accidental damage caused by dragging or mishandling during loading or the preparation for loading

5.6.12. **Segregation**

5.6.12.1. Because of the possibility that dangerous goods will be stowed on an aircraft in close proximity to each other, segregation requirements are needed to ensure that incompatible dangerous goods are kept apart; and in some instances that dangerous goods are kept an adequate distance from persons and animals. The main segregation requirements are summarized in Table 7-1 of the Technical Instructions.

5.6.12.2. The extent to which explosive substances and articles may be stowed together in an aircraft is determined by their "compatibility". Explosives are considered to be compatible if they can be stowed together without significantly increasing either the probability of an accident or, for a given quantity, the magnitude of the effects of such an accident.

5.6.13. Loading of Radioactive Material

5.6.13.1. Packages of radioactive material that bear hazard labels that have an all whites background colour (White-I) do not emit radiation and do not need to be segregated from persons on an aircraft.

5.6.13.2. Packages of radioactive material bearing hazard labels that have a half white and half yellow background colour do emit varying levels of radiation and the amount is indicated by a Transport Index, which is shown as a number on the hazard label. The practice should be followed of keeping exposure to radiation as low as reasonably achievable.

5.6.13.3. The separation distances shown in Tables 7-3 and 7-4 from the Technical Instructions are minimum values, and greater distances should be used where feasible. As far as possible, packages of radioactive materials stowed in under floor cargo compartments

of passenger aircraft should be placed on the compartment floor. If more than one package, overpack or freight container is placed in the aircraft, the minimum separation distance for each individual package, overpack or freight container must be determined in accordance with the table, on the basis of the sum of the transport index numbers of the individual packages, overpacks or freight containers ;

5.6.13.4. If the packages, overpacks or freight containers are separated into groups, the minimum distance from the nearest inside surface of the passenger cabin or flight deck partitions or floors to each group is the distance applicable to the sum of the transport indexes within the individual groups, provided that each group is separated from each other group by at least three times the distance applicable to the one that has the larger sum of transport indexes.

5.6.14. Dry ice needs to be stowed taking into account the ventilation rates of an aircraft and the proximity of animals. An operator needs to ensure that the amount of carbon dioxide given off by all the dry ice on an aircraft can be safely dissipated without affecting the crew or passengers; and that animals are not stowed in close proximity to dry ice so they are starved of oxygen

5.6.15. Identification of the Presence of Dangerous Goods

5.6.15.1. If labels are found missing from packages of dangerous goods during transport, they are to be replaced using the information on the appropriate dangerous goods transport document.

5.6.15.2. If dangerous goods are placed in a unit load device, either the labels on the packages are to be visible or a tag needs to be attached to the unit load device identifying the contents by class/division and whether they are for “cargo aircraft only”. Once the dangerous goods have been removed from a unit load device, the tag on it needs to be removed immediately

5.6.16. Provision of Information

5.6.16.1. An operator must provide such information in the operations manual and/or other appropriate manuals as will enable flight crews and other employees to carry out their responsibilities with regard to the transport of dangerous goods. This information must include instructions as to the action to be taken in the event of emergencies involving dangerous goods, and details of the location and numbering system of cargo compartments together with:

- the maximum quantity of dry ice permitted in each compartment; and
- if radioactive material is to be carried, instructions on the loading of such dangerous goods**.**

5.6.16.2. Where applicable, this information must also be provided to ground handling agents

5.6.17. **Notification to the Pilot-in-Command (NOTOC**

5.6.17.1. The operator needs to ensure the pilot-in-command receives written or printed notification of the dangerous goods to be carried as cargo on an aircraft. This notification is usually referred to in the air transport industry as the Notification to Pilot

in Command (NOTOC). The Notification is usually one of the last documents to be completed when an aircraft is being prepared for departure; and it is the responsibility of the operator or handling agent to ensure it accurately reflects what is on board. When there are dangerous goods still on the aircraft from a previous sector, information about them needs to be included on the document.

5.6.17.2. For each item of dangerous goods the Notification needs to include**:**

- The air waybill number (when issued);
- The proper shipping name, technical name (if applicable) and UN or ID number;
- The class or division and any subsidiary risk(s)
- The packing group and the number of packages; for radioactive material also the category of the package and transport index;
- Location of the packages;
- The net quantity or gross weight; where the dangerous goods all have the same proper shipping name and UN or ID number, only the total quantity and the largest and smallest quantity per package at each stowage location need be given;
- If any packages must be carried on a cargo aircraft only;
- the aerodrome at which the package(s) is to be unloaded;
- where applicable, an indication that the dangerous goods are being carried under a State exemption; and
- the telephone number where a copy of the information provided to the pilot-in-command can be obtained during the flight if the operator allows the pilot-in-command to provide a telephone number instead of the details about the dangerous goods on board the aircraft;

The information provided to the pilot-in-command must be readily available to the pilot-in-command during flight

5.6.18. Exceptions

5.6.18.1. Some general exceptions are present in the Technical Instructions and should be taken under considerations during a process inspection. These being where the dangerous goods are:

- to provide, during flight, medical aid to a patient ;
- to provide, during flight, veterinary aid or a humane killer for an animal ;
- for dropping in connection with agricultural, horticultural, forestry or pollution control activities ;
- to provide, during flight, aid in connection with search and rescue operations ;
- vehicles carried in aircraft designed or modified for vehicle ferry operations ;
- required for the propulsion of the means of transport or the operation of its specialized equipment during transport (e.g. refrigeration units) or that are required in accordance with the operating regulations (e.g. fire extinguishers) ;
- contained within items of excess baggage being sent as cargo ;
- articles and substances which would otherwise be classified as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations or that are authorized by the State of the Operator to meet special requirements ;

- aerosols, alcoholic beverages, perfumes, colognes, safety matches and liquefied gas lighters carried aboard an aircraft by the operator for use or sale on the aircraft during the flight or series of flights ;
- dry ice intended for use in food and beverage service aboard the aircraft ; and
- electronic devices, such as electronic flight bags, personal entertainment devices, and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries for such devices carried aboard an aircraft by the operator for use on the aircraft during the flight or series of flights .

5.6.18.2. Some dangerous goods are not required to appear on the Notification to Pilot in Command.

These are:

- UN 2807 Magnetized material
- UN 2908 Radioactive material, excepted package — empty packaging
- UN 2909 Radioactive material, excepted package — articles manufactured from natural uranium or depleted uranium or natural thorium
- UN 2910 Radioactive material, excepted package — limited quantity of material
- UN 2911 Radioactive material, excepted package — instruments or articles
- UN 3090 Lithium metal batteries (including lithium alloy batteries) when meeting the requirements of Packing Instruction 968, Section II
- UN 3091 Lithium metal batteries contained in equipment (including lithium alloy batteries) when meeting the requirements of Packing Instruction 970, Section II
- UN 3091 Lithium metal batteries packed with equipment (including lithium alloy batteries) when meeting the requirements of Packing Instruction 969, Section II
- UN 3245 Genetically modified micro-organisms
- UN 3245 Genetically modified organisms
- UN 3373 Biological substance, Category B
- UN 3480 Lithium ion batteries (including lithium ion polymer batteries) when meeting the requirements of Packing Instruction 965, Section II
- UN 3481 Lithium ion batteries contained in equipment (including lithium ion polymer batteries) when meeting the requirements of Packing Instruction 967, Section II
- UN 3481 Lithium ion batteries packed with equipment (including lithium ion polymer batteries) when meeting the requirements of Packing Instruction 966, Section II

5.6.19. Common Non-Compliances

The following are common non-compliances observed in the past:

- Failure to train personnel
- Holes in training history
- Missing training files
- Outdated publication
- Failure to ensure that up to date information is available to staff.
- Lack of segregation
- Failure to ensure that spare labels are available to staff
- Wheelchair battery not disconnected
- Wheelchair not secured
- Dangerous goods not on NOTOC
- No NOTOC

- Staff did not provide NOTOC to Crew
- Unsecured dangerous goods
- Radioactive materials miss loaded
- Wet Package
- Dangerous goods loaded in wrong aircraft
- Dangerous Goods not removed
- No ULD Tag
- DG not off loaded
- DG in wrong location

Note: An example of inspection checklist are attached as Appendix "F-4/1" – "Ramp & In-Flight Process Inspection Checklist" and Appendix "F-4/2" – "Ground Handling Facilities Process Inspection Checklist".

5.6.20. Training

c. Training records of Ground Crews should be inspected in their office.

d. An inspection of the training for flight crew and cabin crew consists of talking to the crew or a representative selection of them and asking for details of their last training, when it was and who carried it out. Their names should be recorded and the operator, subsequently, asked to send details of their training records. The training inspection should also confirm that both flight and cabin crew understand what actions to take in the event of emergencies whilst the aircraft is in flight, as required by the Technical Instructions.

5.6.21. Manuals and Staff Instructions

a. An inspection on the manuals and staff instructions consists of looking in the aircraft library to see if there is a copy of the Operations Manual; there should also be a copy of the ICAO document Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods or similar information in another form. The inspection should confirm that there are instructions for actions in emergencies, including notification to Air Traffic Services, as set down in the Technical Instructions and SLCAP 4400.

b. If a major non-compliance is suspected and it is believed that the safety of the aircraft will be at risk if it is allowed to make the flight, dangerous goods should be unloaded from the aircraft, or detention of the aircraft should be considered.

5.7. **Passenger Handling Inspection**

5.7.1. General

A Passenger terminal facility usually has the following areas:

- A non-restricted area, open to the public which include:
  - An area where the passenger are checked-in
  - An area where the passenger can purchase tickets
- A restricted area limited to those authorized to be present which include:
  - An area where passenger can board aircrafts
  - An area where passenger can disembark aircrafts
  - An area where the passenger can retrieve their baggage

- An area where the records will be kept

5.7.2. **A process inspection of a passenger terminal facility includes the following topics:**

- Identification of Passenger Handling Facility;
- Past Occurrences;
- Hidden Dangerous Goods Warning;
- Identification of Employees;
- Training Records;
- Reference Documents;
- Handling of wheelchairs or other battery-powered mobility aids with non-spillable batteries;
- Handling of wheelchairs or other battery-powered mobility aids with spillable batteries;
- Handling of lithium-ion battery-powered wheelchairs or other battery-powered mobility aids;
- Handling of Dry Ice in Passenger or Crew baggage;
- Passenger profile;
- Items Commonly Seized;
- Available Tools; and
- Duty Free Stores

5.7.3. In addition to the common inspection to inspect (training, reference documents, documentation, etc.) the Technical Instructions requires that the operator (or his handling agent) to provide information for passengers about the types of dangerous goods forbidden from transporting aboard aircraft. This information must consist of notices, warning passengers of the prohibition on dangerous goods in baggage, to be prominently displayed and in sufficient number so that passengers see them during their normal progression through departure procedures.

5.7.4. The aim of inspecting these notices is to ascertain that operators (or their agents) are providing such information.

5.7.5. The method of inspecting notices is to check those areas in terminals where the operator (or his handling agent) issues tickets, checks in passengers and assembles them to board an aircraft. The inspection should confirm that notices are at the required places (check-in desks, ticket sales desks and operator maintained aircraft boarding areas). Notices should be conspicuous and in sufficient number so as to be seen by passengers during their normal progression through the check in procedures through to departure.

5.7.6. The method of inspecting warning material in or with tickets is to ask to look at passenger's tickets. Passengers must be assured that the inspection concerns operator's responsibilities and in no way directly involves them.

5.7.7. Exceptions and Special Provisions

5.7.7.1. The Technical Instructions contains exceptions for dangerous goods in small quantities carried in carry-on or checked baggage or on the person.

5.7.7.2. The crew on an aircraft can only have the items that passengers are permitted to have. Passengers are permitted to take only certain items. All passengers are likely to have some dangerous goods (I.e.: deodorants, shaving foam, duty-free purchases, etc.). Some of the

items are only likely to be taken on an aircraft by passengers with specialist need (I.e. wheelchairs with batteries). The full list of dangerous goods passengers are permitted to have is in Part 8 of the Technical Instructions. There are quantity limitations and conditions that apply to all of the items. Some items need operator approval prior to transport.

5.7.7.3. Dangerous goods that are not on the list of permitted items are forbidden in or as passenger's baggage. Neither operators nor their staff can permit the transport of such items without approval from the relevant authority.

5.7.7.4. The list of dangerous goods that passengers and crew permitted limitations can be found in Part 8 of the Technical Instructions:

5.7.8. Special Provisions

Special Provision A98, A152, A199

5.7.9. Exceptions

Some general exceptions are present in the Technical Instructions and should be taken under considerations during a process inspection. These being where the dangerous goods are:

- to provide, during flight, medical aid to a patient ;
- to provide, during flight, veterinary aid or a humane killer for an animal ;
- contained within items of excess baggage being sent as cargo ;
- articles and substances which would otherwise be classified as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations or that are authorized by the State of the Operator to meet special requirements ;
- aerosols, alcoholic beverages, perfumes, colognes, safety matches and liquefied gas lighters carried aboard an aircraft by the operator for use or sale on the aircraft during the flight or series of flights ;
- dry ice intended for use in food and beverage service aboard the aircraft; and
- Electronic devices, such as electronic flight bags, personal entertainment devices, and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries for such devices carried aboard an aircraft by the operator for use on the aircraft during the flight or series of flights.

5.7.10. The following are common non-compliances observed in the past:

- Missing hidden dangerous goods warnings
- Undeclared Dangerous Goods
- Non-dangerous goods shipment in package with DG labels
- Holes in training history
- Outdated publication
- Failure to ensure that up to date information is available to staff.
- Failure to provide tools to comply with approved procedures
- Failure to have a process to report dangerous goods discovered in passenger baggage.
- Liquid oxygen onboard
- Mobility Aid battery in cabin
- Dangerous goods in COMAIL

Note: An example of an In-depth audit checklist is attached as Appendix "F-5" – "Passenger Handling Inspection Checklist"

5.8. In-depth audits

5.8.1. Advance arrangements should be made with the operator/handling agent in order that the necessary staff and documents can be made available. A blank copy of the audit form to be used should be sent to the company to be audited.

5.8.2. The object of an audit is to determine whether an operator or handling agent has procedures/instructions etc. in place to ensure the Operators Responsibilities of the Technical Instructions as approved by the Director General from operator's operations manual are met.

5.8.3. Ensure that checklists for all areas of the audit are fully completed and identify any findings or observations. Checklists for Operation manual inspection, staff training inspection, consignment inspection, ramp inspection and passenger information inspection should be used in addition of the In-depth audit checklist. In the case of an operator, if the procedures are found to be seriously deficient, it may be necessary to consider revocation of the company's dangerous goods Authorization, or the company's Dangerous Goods Training Program Approval. If follow-up action concerns shipper/'freight agent, etc, ensure details are recorded.

5.8.4. Debriefing

Prior to debriefing summarize non-compliances found during inspection. The person(s) dealt with should be fully debriefed, identifying the areas (if any) which are in need of attention. The time period for rectification of findings should be agreed. The original of the form should be given to the responsible person and the copy retained by the Dangerous Goods Inspector.

Note: An example of an In-depth audit checklist is attached as Appendix "F-6" – "Audit Checklist"

5.9. Other places inspection

5.9.1. Shippers Inspection

5.9.1.1. Shipping facilities usually has the following areas:

- A restricted area limited to those authorized to be present which include:
  - An area where dangerous goods are stored
  - An area where packages containing dangerous goods are prepared for shipping
  - An area where packages containing dangerous goods are received
- An area where the records will be kept

5.9.1.2. A process inspection of a shipping facility includes the following topics:

- Identification of shipping facilities;
- Past Occurrences;
- Identification of Employees;
- Training Records;
- Reference Documents;
- Transport Documents;

- Packages Inspected; and
- Available Tools

5.9.1.3. Inspection

It is the operator's responsibility to ensure that a shipper who offers Dangerous goods for transport by air has complied with all applicable provisions relating to classification, packing, marking and labelling of the package. However, Dangerous Goods Inspectors may inspect shippers on request of the operator or shipper himself or when deemed necessary by the DGCA. The following areas may be considered before inspection.

a. Before a person offers any package or overpack of dangerous goods for transport by air, that person shall ensure that the dangerous goods are not forbidden for transport by air and are properly classified, packed, marked, labelled and accompanied by a properly executed dangerous goods transport document as specified in IS 009 and ICAO TI.

b. The aim of inspecting shippers is to determine whether the shipper has procedure in place to meet the shipper's responsibilities of the Technical Instructions. A shipper's inspection is carried out to ensure that dangerous goods are properly classified, packaged, marked and labelled, the dangerous goods transport document is properly completed and declaration signed and the persons involved in the preparation of the shipments have received training enable them to carry out their responsibilities.

c. When an inspection is scheduled, adequate notice should be given to the shipper and arrangements made to meet the person responsible of the shipping.

Note: The checklists prepared as example for the Dangerous Goods Shipping Facilities Process Inspection Checklist can be used for the shipper's inspection. (Appendix F-13)

5.9.1.4. Special Provisions

The following are special provisions which should be kept in mind during a shipper inspection

Special Provision A19, A32, A51, A59, A70, A87, A111, A144 and A199.

5.9.1.5. **Exceptions**

Some general exceptions are present in the Technical Instructions and should be taken under considerations during a process inspection. These being where the dangerous goods are:

- vehicles carried in aircraft designed or modified for vehicle ferry operations ; and
- required for the propulsion of the means of transport or the operation of its specialized equipment during transport (e.g. refrigeration units) or that are required in accordance with the operating regulations (e.g. fire extinguishers) ;

5.9.1.6. **Common Non-Compliances**

The following are common non-compliances observed in the past:

- Failure to train personnel
- Holes in training history
- Missing training files
- Outdated publication

- Failure to ensure that up to date information is available to staff.
- Undeclared dangerous goods COMAT
- Non-dangerous goods shipment in package with DG labels

5.9.2. *Security check-in desks inspection

a. When doing passenger information inspection it is also important to verify the procedure of the security check-in desks employees.

b. The aim of inspecting security check-in desk is to prevent passengers from taking on board dangerous goods not permitted. A security check-in desk inspection is carried out to ensure that employees have received appropriate training enable them to carry out their responsibilities and the procedures concerning the provisions for dangerous goods transported by passenger or crew are followed.

5.10. On site action / Initial action findings

5.10.1. At any time during an inspection or check it might become apparent that there are deficiencies with differing levels of potential seriousness. A deficiency is an error or an omission and covers different type from the trivial to the serious, no matter who is the perpetrator.

5.10.2. The cause of the deficiencies should be established. Deficiencies may be such as: simple administrative errors in paperwork, incorrect preparation of a consignment for transport, finding of undeclared dangerous goods, lack of training for flight crew, or an incorrect procedure. A decision should be taken, based on the cause of the deficiencies, as to what is the appropriate action given the circumstances. Other factors should also be considered before taking appropriate action such as previous recorded history of non-compliance and the nature and the reoccurrence of the non-compliance.

5.10.3. If it is considered the deficiencies should be followed-up, the likely organisation(s) responsible should be identified. There must be some evidence (e.g. documents, photographs) which can be shown to the potential offender(s), demonstrating the error.

5.10.4. Very simple deficiencies (e.g. incorrect spellings) may not require any action. For operator/handling agent deficiencies, ensure inspection checklists are fully completed with all necessary details.

5.10.5. Non-compliance with legal requirements or the procedures of the operator/handling agent should be identified as a finding against the details on checklists. Deficiencies, which are not in contravention of legal requirements or are minor errors in procedures, can be annotated on the forms as observations.

5.11. Preparation of report and record keeping

5.11.1. A report should be produced no longer than 20 days after an inspection. Before commencing the report, all information, documents, etc, should be reviewed to ensure there are no loose `ends or outstanding action. Confirm that all deficiencies have been

identified and recorded on the inspections checklists, as appropriate; confirm action taken or intended to be taken.

5.11.2. If there are deficiencies, confirm the decision taken during the inspection as to whether or not an incident may have occurred.

5.11.3. If there has been an incident, ensure action is taken as required. Collate all documents, etc, which are relevant to the report. Include in the narrative any deficiencies found which are considered to be errors by other than the operator/handling agent. If taking action on an incident, also include brief details. Attach all documents to report.

5.11.4. For operators/handling agents, produce a letter to confirm the findings and observations. Send the letter to the responsible person in the organisation inspected. For shippers and others, write a letter to the potential offender seeking an explanation; this will usually preclude the possibility of formal investigation due to prejudicial action.

5.11.5. If under a Safety Management Systems (SMS), you may request from them details on the following:

- An investigation report indicating the Probable / Root Causes
- Proposed short term corrective action plan
- Proposed long term / system wide corrective action plan
- Proposed method to verify the effectiveness of corrective action plans (Specifying frequency and how documentation will be retained)

5.11.6. Alternatively, if all that is needed is to provide advice, this can be done without seeking an explanation. A letter must not assign blame and may offer advice or help for the future.

5.11.7. Ensure all outstanding follow-up action has been identified and documented.

5.12. Follow-up

5.12.1. Follow-up action is to ensure that all outstanding matters on inspection reports are pursued to a conclusion. Inspection and audit reports will identify when follow-up action is required; it covers sending letters to seek action to deal with deficiencies encountered during an inspection and ensuring satisfactory responses are received.

5.12.2. Processing of Responses

As responses are received to letters, they are reviewed by the relevant inspector or in their absence, by another inspector. They are considered against the report / correspondence for completeness and satisfactoriness of reply. If the response is deemed to deal completely with the outstanding matter, the inspector indicates the matter is to be closed.

5.12.3. Non-Satisfactory Responses

If the response is not considered complete or satisfactory, the inspector will decides what further action to take, such as writing again to seek a further response.

5.12.4. Closing an Outstanding Matter without Resolution

It is possible that an addressee may choose not to respond to a letter no matter how often a reply is requested. In such circumstances the inspector is to decide when it ceases to be productive to keep open an outstanding matter and close it.

5.12.5. Record Keeping

Letters and responses concerning findings and observations are placed on the relevant file for the operator/handling agent.

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Chapter 6 - SAFE WORKING PRACTICES

6.1. General

6.1.1. Dangerous goods inspections and investigations of potential incidents, of necessity, often take place in areas, or involve the taking of samples, where personal injury could occur unless suitable precautions are taken.

6.2. Protective Clothing and Equipment

6.2.1. When transporting out inspections or investigations, various items of protective clothing and equipment should be worn. These items include shoes or boots with protective toecaps, high visibility reflective tabards and jackets, reflective waterproof trousers, gloves, goggles, dust masks, hearing protectors and overalls. These items must be used whenever appropriate according to the potential risk of the activity being undertaken.

6.3. General Set-Up

6.3.1. A cargo facility usually has the following areas:

- A non-restricted area, open to the public which include:
  - An area where the documentation for cargo will be accepted
  - An area where the cargo packages will be accepted
  - An area where the cargo packages will be released after arrival
- A restricted area limited to those authorized to be present which include:
  - An outbound area where the outbound cargo will be stored prior to be brought to an aircraft.
  - An inbound area where the inbound cargo will be stored after arrival
- An area where the records will be kept

6.4. Risk Assessment

6.4.1. The level of risk involved in the inspection or investigation to be undertaken must be assessed before that activity commences and should be reviewed at appropriate intervals during the activity in case the level of risk has changed. The level of risk will be affected by the precautions taken and vice versa. The Dangerous Goods Inspector must assess the risk and take the appropriate precautions to ensure that the risk is kept as low as reasonably practical. It may be that despite the precautions taken, it will be decided that the activity should not be undertaken in the first place, or that it should stop if it has already commenced.

6.5. Warehouse Safety

6.5.1. Normally, handling agents or operators provide health and safety information when visitors first arrive at their premises. In any event, and particularly if such information has not been provided, it should be determined early on whether there is any unusual activity taking place in the warehouse prior to entering it, which may require particular attention (such as construction work). Whenever working in a warehouse, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Many warehouses have specific walkways that should be used but even so, a careful watch

must be kept to ensure that manoeuvring vehicles, particularly forklift trucks, are avoided. Other hazards that should be borne in mind are wet or slippery floors and trip hazards.

6.5.2. Most warehouses use racking to store freight and often packages that need to be inspected are stored under a shelf providing low headroom. Care must therefore be taken when inspecting packages and it is often advisable to ask for the packages concerned to be taken out of the racking system first.

6.5.3. As the exterior of packages may have been contaminated during transport, handling or by the environment, Hands should be washed thoroughly as soon as possible after working in a warehouse, whether or not protective gloves have been worn.

6.6. **Ramp Safety**

6.6.1. When on the ramp, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Care must be taken to keep well clear of aircraft engines, propellers and rotor blades and a watch must be kept to avoid manoeuvring aircraft, vehicles and baggage/freight trolleys. Ear protection should be worn whenever near aircraft with engines or Auxiliary Power Units (APUs) running.

6.6.2. When working on board an aircraft on the ground, exit and cargo doors are often left open and care must be taken to avoid falling out. On freighter aircraft, the hold floors normally contain roller systems and again, care must be taken to avoid slipping.

6.7. **Handling Packages**

6.7.1. Dangerous goods packages have to be closely checked during an inspection; this often means they have to be moved. Before attempting to move a package that may be heavy or awkward due to its size, shape or the contents weight distribution, the risk of injury should be assessed and consideration should be given to asking for assistance rather than move it alone. If the decision is made to move or lift the package alone then this must be carried out with care, with the back straight and as vertical as possible and by bending the knees. Care should also be taken to ensure that the correct orientation of the package is maintained at all times. Before handling a damaged package, the Dangerous Goods Inspector must assess whether it is safe to do so and what precautions should be taken.

6.8. **Radioactive Materials**

6.8.1. All dangerous goods have an inherent risk to health, safety or property, but correct packaging means this risk is obviated for transport providing the package remains intact. The same is not necessarily true for radioactive materials; many of them emit ionizing radiation through the packaging. To reduce the dose of radiation received as low as possible, time spent close to the packages and handling them must be kept to the minimum. When not working directly with the packages, as much distance as is reasonably practical must be maintained from those packages.

6.8.2. If it is suspected that a package of radioactive materials does not meet all the requirements, in no circumstances should it be opened or tampered with; access to the package concerned must be restricted and advice must be sought from the appropriate National Authority for radioactive materials.

6.9. Opening Packages

6.9.1. With the exception of radioactive materials, if it is suspected that a package does not comply with the requirements the decision may be taken to open it. In taking this decision, the hazard of the contents, the location of the package and whether there is an adequate supply of fresh air should be considered. Protective equipment appropriate to the assessed risk must be worn. Before opening a package it may be possible to get some idea of the contents by having it x-rayed.

6.10. Taking Samples

6.10.1. It may be necessary to take samples of dangerous goods or goods suspected of being dangerous. Where possible, the complete receptacle should be taken, to avoid the need to open it. However, if a sample needs to be taken from a receptacle, this should only be considered if the hazard can be correctly identified. The quantity of sample taken must be sufficient for analysis to be undertaken. Care must be taken to ensure there are as few persons as possible in the vicinity and that they do not touch or otherwise come into contact with the sample.

6.11. Contaminated Clothing and Equipment

6.11.1. Any contaminated item of clothing must be removed with care to avoid contact with the contamination. Arrangements must be made to dispose of them as quickly as possible, using expert assistance depending upon the type of substance that causes the contamination.

Note: An example of a contingency plan for dealing with dangerous goods incidents is attached as Appendix "F-7".

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Chapter 7 - DANGEROUS GOODS ACCIDENTS AND INCIDENTS

7.1. Introduction

7.1.1. Each State must establish procedures for reporting, investigating and compiling information concerning dangerous goods accident and incident which occur on its territory and which involve the transport of dangerous goods originating in or destined for another State.

7.1.2. Dangerous Goods accidents and incidents need to be recorded and investigated to establish their cause in order to discover, among other things, if the requirements of the Technical Instructions are inadequate or there has been a violation of them.

7.1.3. It is also recommended that each State participate in cooperative efforts with other States concerning violations of dangerous goods regulations with the aims of eliminating such violations.

7.2. Reporting of Dangerous Goods Accidents and Incidents

7.2.1. As required by the ICAO Technical Instructions, “An operator must report dangerous goods accidents or incidents to the authorities of the State of the operator and the State in which the accident or incident occurred in accordance with the reporting requirements of those appropriate authorities”. A suspected violation of the requirements (undeclared or misdeclared dangerous goods) must also be reported to the appropriate authorities of the State of the operator, or the State in which this occurred.

7.2.2. When a report is received of a dangerous goods accident or incident it must be checked as quickly as possible to confirm that all relevant details have been reported. If any details are missing, the reporter is to be asked to supply them as soon as they are available. A review will be undertaken of all information currently available in order to establish what action needs to be taken. If it is decided that no action needs to be taken or action is not possible, the record is annotated to show this. The review will aim to establish whether or not the incident is regarded as serious (i.e.: there is evidence of non-compliance with the Technical Instructions such that there was a potentially unsafe situation) or not serious (e.g.: misunderstanding of the requirements but not resulting in a potentially unsafe situation).

7.2.3. The aims of investigating a dangerous goods accident and incident are to establish its potential seriousness and determine the cause so that action can be taken to prevent a recurrence. Also, any other State from which, or through which, the dangerous goods travelled needs to be notified quickly of all relevant details, particularly if it seems likely that persons in that State may have been exposed to the dangerous goods.

7.2.4. To aid the reporting of dangerous goods accidents and incidents by operators, a recommended form for reporting is included.

Note: An example of a report form is attached as APPENDIX “E” - “Dangerous Goods Occurrence Report”

7.3. Investigating of Dangerous Goods Accidents and Incidents

7.3.1. As required by Annex 18, with the aim of preventing the recurrence of dangerous goods accidents and incidents, each State shall establish procedures for investigating and

compiling information concerning such accidents and incidents which occur on its territory and which involve the transport of dangerous goods originating in or destined for another State.

7.3.2. Dangerous Goods Accident

a. The State in which a dangerous goods accident occurs must forward a notification of the accident with a minimum of delay and by the most suitable and quickest means available to:
   i. the State of Origin;
   ii. the State of Registry; and
   iii. the State of the Operator

b. A dangerous goods accident is a very serious occurrence and may involve air accident investigators. If there has been a dangerous goods accident any request for information or assistance from other organisations must be dealt with immediately. Any request from another State for details about the dangerous goods on board an aircraft involved in an accident in that State must also be dealt with immediately.

c. The State in which a dangerous goods accident occurs involving goods originating in or destined for another State must institute an investigation into the circumstances of the accident.

d. If it becomes known or is suspected that dangerous goods were a causative factor in an aircraft accident, any dangerous goods investigation will need to be co-ordinated with the air accident investigation.

e. There is information on the recording and investigation of dangerous goods accidents in the Supplement to the Technical Instructions, Part S-7;4.

7.3.3. Dangerous Goods Incident

a. The State in which a dangerous goods incident occurs involving goods originating in or destined for another State must transport out an investigation into the circumstances of the incident such as is considered appropriate to its seriousness.

b. Preliminary enquiries will be made to establish what has happened, who is involved and what evidence is available. The enquiries will identify if the incident warrants investigation by professional investigators with the aim of securing evidence for prosecution. If professional investigation is not justified or not possible (e.g.: all evidence needed is not available), a detailed investigation has still to be carried out. This has to be thorough, to confirm the cause and identify the organisations or individuals responsible for the incident.

c. When making preliminary enquiries it has to be determined whether the dangerous goods in their current state are a danger to persons. If they are, arrangements must be made to make them safe or dispose of them as quickly as possible, using expert assistance. If an investigation is to be made of the dangerous goods, it is essential that personal safety be taken into account, since many dangerous goods have the potential to cause permanent injury. Protective clothing must be worn, including gloves and

goggles. Although it is important to confirm identification of the dangerous goods, this should not be done if in order to do so there is a risk of personal injury.

Note: An example of a contingency plan for dealing with dangerous goods incidents is attached in Appendix "F-7".

d. On completion of an investigation into a serious incident, a report will be produced outlining the details of the incident, the findings of the investigation and recommended action. The report will be reviewed to determine what further action has to be taken. If the investigation shows that the requirements of the ICAO Technical instructions were inadequate or to prevent the recurrence of similar incidents, a report of the incident must be forwarded to ICAO and to the other States concerned. For import consignments, a copy of the report must be sent to the State of Origin and any other State involved. For export consignments, if the report has evidence of wrongdoing such that penalty action is justified against those responsible, this must be initiated.

Note: Example of an "Investigation Report" is attached as Appendix "F-8" – Dangerous Goods Investigation Report

7.4. Recording of Dangerous Goods Accidents and Incidents

7.4.1. A record is to be maintained of all reported dangerous goods accidents and incidents and occurrence. The aim is for the record to be kept in such a way that all relevant details are included for each accident and incident, so as to provide a permanent record of all reportable accidents and incidents, to allow for a review to establish the cause, to facilitate reporting to other involved States and to allow analysis to establish weaknesses in the requirements or trends. The record can be used also to establish if a particular shipper, operator, agent, etc, is causing an excessive number of problems.

7.4.2. Details of an accident or incident are to be entered into the record as soon as possible, even if initially few details are known; it is to be up-dated as additional information becomes available. The record will indicate when all action on an accident or incident is complete and a review made at regular intervals to identify any outstanding action. Past records are not destroyed but may be archived, providing they can be retrieved if the need arises.

Note: Example of "Dangerous goods Accidents and Incidents Record" is attached as Appendix "F-9" - "Dangerous goods Accidents and Incidents Record"

7.5. Cooperation between States in the investigation of DG Accidents and Incidents

7.5.1. Annex 18, Chapter 11.2 recommend that Contracting States should participate in cooperative efforts with other States concerning violations of dangerous goods regulations, with the aim of eliminating such violations. It is envisaged that cooperative efforts include coordination of investigations and enforcement action, exchanging information and joint inspections.

7.5.2. The Aims of Cooperation between States

a. States need to cooperate in the investigation of occurrences in order to establish what has happened, take remedial action if required and deal with any violator. They need to show that they are in joint control of dealing with the response to the occurrence so that a suspected violator cannot try to exploit any situation where one enforcing agency takes a different or more lenient view of an investigation than the other. Cooperation between States is needed to ensure all the relevant information about an occurrence is identified, so that correct decisions can be made as to the measures needed to deal with it and prevent any recurrence. Cooperation is also needed to ensure that where a violator is identified, it is possible to take penalty action no matter in which State the violator is situated.

7.5.3. Liaison and Cooperation between States

a. Wherever possible, States should liaise and cooperate with other States on a regular basis, so that the members of the enforcing agencies know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation.

b. If there has been no contact with a State and it is necessary to report an occurrence to them, contact details for the aviation agencies throughout the world can be asked to:

Secretary, Dangerous Goods Panel
International Civil Aviation organization
999 University Street
Montreal, Quebec
Canada, H3C 5H7
TELEX: 05-24513
E-MAIL: krooney@icao.int

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Chapter 8 – EXEMPTIONS, SPECIFIC AUTHORIZATION AND APPROVALS

8.1. Introduction

8.1.1 The difference between an "exemption" and an "approval" can be understood by refereeing to the definitions in Annex 18 to the Convention on International Civil Aviation, The Safe Transport of Dangerous Goods which defines them as follow:

"Exemption. An authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions."

"Approval. An authorization granted by an appropriate national authority for:
a) the transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or
b) other purposes as provided for in the Technical Instructions.

Note — In the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption may be sought."

8.1.2 In the Technical Instructions, approvals are required for the following circumstances:

- when dangerous goods are shipped under special provisions A1 or A2 ;
- when shipping infected live animals , etc.

8.1.3 The Technical Instructions provides for States to grant exemptions to enable the transport by air of dangerous goods which may not be permitted in normal circumstances or in conditions which are different to those prescribed in the Instructions. Such exemptions may only be granted in instances of extreme urgency, when other forms of transport are inappropriate or when full compliance with the Technical Instructions is contrary to the public interest.

8.1.4 The following is offered as guidance to States to determine whether these criteria have been met:

8.1.4.1 Extreme urgency.

8.1.4.1.1 In deciding whether the transport is urgent, States should consider why it is important for a consignment to reach its destination quickly or why it has been necessary to make an application at short notice. Dangerous goods may need to be transported because of:

- humanitarian relief;
- environmental relief;
- pestilence;
- national or international security;
- saving of life (e.g. rescue); and
- Limited availability at destination.

8.1.4.1.2 Applications based on commercial reasons only should not be viewed as urgent and carriage by other forms of transport should also be considered.

8.1.4.2 When other forms of transport are inappropriate.

8.1.4.2.1 Whilst carriage by other forms of transport may be possible, States should evaluate a risk analysis which should include consideration of:

- Length of journey. Transport by other forms may result in an unrealistic journey time and could affect the viability of the dangerous goods;
- Infrastructure. The availability of other forms of transport may be limited;
- Security. The comprehensive security provisions of the air mode may reduce the possibility of unlawful interference (theft, etc.);
- Routing. Transport by air may result in a reduced risk of exposure of the public to the dangerous goods in the event of an incident or accident. The risk of piracy may also be significantly reduced;
- Cost. The cost of carriage by other forms of transport may be economically unreasonable. However, the decision to grant an exemption should not be based on cost alone.

8.1.4.3 When full compliance with the Technical Instructions is contrary to the public interest

For example:

- medical applications;
- new technologies; and
- Enhancements in safety.

8.2. Procedure for granting approvals & exemptions

8.2.1 When the DGCA is approached by an operator holding a DG permit for an approval/exemption, at least the following information shall be supplied before consideration is given to granting an approval/exemption:

- The reason why it is essential the article or substance must be carried by air;
- A statement why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that provided by these Instructions;
- Proposed proper shipping name, classification and UN number with full supporting technical data;
- The proposed packaging;
- Quantity to be carried;
- Any special handling required and any special emergency response information;
- Name and address of shipper and consignee;
- Approvals obtained from the States of Origin, the Operator, Transit, Overflight, and Destination, indicating the proposed dates of transport, for an exemption.
- Approvals obtained from the State of the Operator and the State of Origin, indicating the proposed dates of transport, for an approval.
- Details of the operator including aircraft type, flight numbers, etc.
- Whether transport by authorized cargo aircraft or passenger aircraft

8.2.2 Refer Appendix F in SLCAP 4400 for the application form for an exemption.

8.3. Evaluation of an Approval/ Exemption Request

8.3.1 When granting an exemption, an overall level of safety in transport that is at least equivalent to the level of safety provided by the Technical Instructions must be achieved. In determining an equivalent level of safety, the following shall be considered:

- **A review of the applicable regulatory provisions**. This includes the identification of specific provisions that will not be met, thus requiring a determination that an equivalent level of safety has been achieved;

- **A review of any potential increased risk to safety or property that may result from deviating from the provisions in question and identification of the measures considered necessary or appropriate to address that risk**. This shall include substantiation with applicable analysis or an evaluation demonstrating that the proposed additional measures will achieve a level of safety that is at least equal to that required by the Technical Instructions;

- **A thorough review and risk assessment to identify and evaluate the potential risks involved in transport**. This may include a risk analysis addressing failure modes and effects, a systems safety evaluation, and an explanation of the measures imposed to ensure each risk factor has been evaluated, in order to provide an appropriate level of safety;

8.3.2 When appropriate, risk mitigation factors and a safety analysis may be based on analogy to requirements in place for technologies posing similar risks in order to ensure safety and regulatory consistency.

8.4. Issuing an Approval/Exemption

8.4.1 When an exemption is to be issued by a DGCA, the following items shall be considered to be the minimum requirements to be applied in connection with that exemption:

- Notification shall be provided to the authorities at the relevant airports authorities;
- The packing method to be used should, where possible, be as shown in the supplementary dangerous goods list. The packaging to be used should provide a level of safety at least equivalent to that which is needed in order to meet the applicable requirements of Parts 4 and 6 of the Technical Instructions; and
- Copies of the relevant exemption documents shall be attached to the dangerous goods transport document which accompanies the goods.

8.4.2 When DGCA grants an approval/exemption it shall contain, as a minimum, the following:

- The UN number, proper shipping name and the classification of the goods;
- The packaging and quantity applicable;
- Any special handling required and any special emergency response information;
- Name and address of shipper and consignee;
- The airports of departure, transit and destination and the proposed dates of transport; and
- The duration of the validity of the exemption, this normally should not exceed a period of two years from the date of issue.

- Additional consideration for the operator shall also be addresses
  - restrictions on the location and of loading and unloading of cargo;
  - restrictions on the time of day of the flight to daylight hours (including loading and unloading);
  - restrictions to take-off or land only in visual meteorological conditions;
  - flight planning to avoid population-dense areas;
  - restrictions on the use of hand-held transmitting devices in the vicinity of the dangerous goods;
  - restrictions on the use of aircraft radios and radar during loading and unloading;
  - restrictions on the passengers on board;
  - carriage of additional firefighting equipment; and/or
  - additional segregation requirements.

8.5.1 The inspector shall evaluate a request to grant of an specific authorization based on the evaluation form in Appendix I - Granting of special authorization Evaluation Checklist**.**

8.4.3 A copy of the approval/exemption must be provided to the operator concerned.

8.4.4 The responsibility for obtaining the approval/exemption shall rest with the operator or with the shipper. Generally, the applicant for an approval/exemption should be the party for whom the responsibilities are most relevant, e.g. when an exemption is granted for dangerous goods which are forbidden under normal circumstances, it may be most appropriate for the shipper to apply. However, the exemption must address all affected parties. Irrespective of who is responsible, the operator must be in possession of confirmation that all the required approvals/exemptions have been obtained prior to accepting the goods for shipment.

8.4.5 Usually an approval/exemption shall cover a single occasion, but it may be necessary to issue exemptions to cover multiple occasions and/or multiple shippers.

8.4.6 An exemption must not be granted for any dangerous goods indicated as forbidden under any circumstance, as described in the Technical instructions. (Doc 9284)

8.4.7 Where dangerous goods are forbidden on both passenger and cargo aircraft, consideration should ordinarily only be given to carriage on cargo aircraft.

8.4.8 Transport on a passenger aircraft shall only be considered in exceptional circumstances.

8.4.9 DGCA, Sri Lanka shall grant initial exemption only, if the DG consignment is transported through multiple destinations.

8.4.10 If a DGCA grant an exemption from the prohibition to transport lithium metal batteries on passenger aircraft as per special provision A201, a copy of the exemption must be forwarded to the Chief of the Cargo Safety Section within three months via email at css@icao.int, via facsimile at +1 514-954-6077 or via post to the following address:

Chief, Cargo Safety Section
International Civil Aviation Organization
999 University Street
Montréal, Quebec

CANADA H3C 5H7

8.5. Procedure for granting of specific authorization

8.5.2 An operator conducting an international flight carrying dangerous goods that is scheduled to make a technical landing in Sri Lanka, without loading or unloading dangerous goods, may apply to the DGCA for a specific authorization to transport such dangerous goods under normal or special circumstances.

8.5.3 DGCA may grant approval for such request once the operator has demonstrated that and necessary approvals have been obtained and the required arrangements are made with the handling agent.

8.5.4 The applicants shall submit the following details with a request addressing to DGCA. The details include;

- Purpose
- Date
- Aircraft Configuration
- Model of Aircraft
- Details about the Dangerous Goods intended to transport (UN, PSN, Class, Quantity & Packing Instruction)

8.5.5 The inspector shall evaluate a request to grant of an specific authorization based on the evaluation form in Appendix H - Granting of special authorization Evaluation Checklist**.**

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Chapter 9 - PASSENGER PUBLIC AWARENESS PROGRAMME

9.1. Introduction

9.1.1. Each State must insure that information is promulgated in such manner that passengers are warned as to the types of dangerous goods they are prohibited or restricted from transporting aboard an aircraft.

9.1.2. In addition to the mandatory information that must be promulgated by operators, State should encourage all agencies involved in air transport to assist in raising the level of public awareness of the risks of dangerous goods in air transport.

9.2. Awareness Plan Achievement

9.2.1. A Dangerous Goods Awareness Plan should be designed to increase public knowledge in the safe transport of dangerous goods.

9.2.2. Providing information to the travelling public may be achieved through the assistance of all agencies involved in air transportation.

9.3. Avenues of Communication

9.3.1. Several avenues of communication are available to assist States in raising the level of public awareness of the risks of dangerous goods in air transportation. Such as:

- Travel agents
- Tour operators
- Airport authorities
- Air operators,
- Sports Associations
- Outdoors Association
- Publication in newspapers
- Magazines
- Trade publications
- Newsletters
- Websites
- Exhibits at trade shows
- Conferences.

9.4. Passenger public awareness devices

9.4.1. There are number of devices that may be used to convey easy to understand information to the public regarding restrictions or prohibitions associated with the transport of dangerous goods in passenger transport-on and checked baggage or on the person.

9.4.2. Example of Passenger public awareness devices is listed below:

- Posters
- Brochures

- Display cabinet
- Electronic media
- Handouts
- Websites
- Information articles
- Advisory bulletin.

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Chapter 10 - SOURCE OF ADDITIONNAL INFORMATION

10.1. Introduction

10.1.1. Other regulations may have an impact on the transport of dangerous goods. Each State should participate in cooperative efforts with other Authorities concerning the transport of dangerous goods with the aim of eliminating violations of the regulations. Cooperative efforts could include joint inspections, technical liaisons, exchange of information and joint meeting and conferences.

10.1.2. Appropriate information that could be exchange includes safety alerts, bulletins or advisory, incident reports, and educational/outreach materials suitable for public dissemination.

10.2. Cooperation

10.2.1. Wherever possible, Civil Aviation Authority of Sri Lanka should liaise and cooperate with other Authorities so that the members know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation or simply exchange information.

10.2.2. A list of Other Authorities who could have an impact on the transport of dangerous goods should be kept up-to-date. Those Authorities could be a source of additional information.

Note: Example of a "List of Other Authorities" is attached as Appendix "F-10" - "List of Other Authorities"

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Chapter 11 - APPENDISES

APPENDIX "A"

Application for issuance of Approval for Handling / Transporting Dangerous Goods by Air

1. Name of the Operator :-

2. Name of the Chief Executive Officer:-

3. Postal Address :-

4. Nominee/Designated person for the post of Dangerous Goods Co-ordinator (DGC):-

   (Person within the operator with overall responsibility for the transport of dangerous goods by air)

   i. Name :-

   ii. Qualifications:-

   iii. Experience:-

   iv. Contacts:-

   a) Address:-

   b) Telephone:-

   c) E-mail:-

   d) Fax:-

5. Has the Operator prepared a Dangerous Goods Manual? :-

   (Please attach a copy thereof)

6. Has the operator's nominated person for the post of DGR Coordinator undergone a CAT 6 training?
   (Please attached a certificate of training completion)

7. Has the Operator prepared a Training Programme for its Staff? :-

   (Please attach a copy of the training programme)

8. If the Operator has not prepared its own training programmes, specify as to how the Operator intends training its staff in Dangerous Goods.

9. Types / Nature of Dangerous Goods, the Operator wish to transport :

10. Destinations where the Operator intends transporting Dangerous Goods from/to

Signature of the Chief Executive Officer:-……

Name:-……..

Official Stamp:-

Date:-……

APPENDIX "B"

Application for Renewal of Approval for Handling / Transporting Dangerous Goods by Air

1. Name of the Operator :-

2. Name of the Chief Executive Officer:-

3. Postal Address :-

4. Appointed Dangerous Goods Co-ordinator (DGC):-*(Person within the operator with overall responsibility for the transport of dangerous goods by air)*

    1. Name :-
    2. Contact:-
        a) Address:-
        b) Telephone:-
        c) E-mail:-
        d) Fax:-

3. Types / Nature of Dangerous Goods, the Operator wish to transport :-

4. Destinations where the Operator intends transporting Dangerous Goods from/to:-

5. Statement of the Dangerous Goods Co-ordinator:

    I certify that the findings of last Air carrier inspection report were rectified.

    (Please enclose proof to support the above statement if applicable.)

……..

Signature of the Dangerous Goods Co-ordinator

……..

Signature of the Chief Executive Officer

Name:-…….

Official Stamp:- Date:-……

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Operators/Airlines Dangerous Good Acceptance Checklists - CL/OP/DG/001

NON RADIOACTIVE DANGEROUS GOODS ACCEPTANCE CHECKLIST				
	Air waybill # _____	**Yes**	**No**	**N/A**
1	If a consignment requires a dangerous goods transport document, does the airway bill contain a statement to indicate that the dangerous goods are described on an accompanying dangerous goods transport document (5;4.3).	☐	☐	☐
2	Is there a statement indicating that the consignment must be loaded on cargo aircraft only (5;4.3).	☐	☐	☐
Dangerous Goods Transport Document		**Yes**	**No**	**N/A**
3	Two copies offered (5;4.1.1)	☐	☐	☐
4	The English language is used on the document (XX-03)	☐	☐	☐
5	If more than one page, the pages are consecutively numbered (5;4.1.2.4)	☐	☐	☐
6	Name and address of the shipper and the consignee (5;4.1.3)	☐	☐	☐
7	For infectious substances (Division 6.2), and for controlled substances where a national law or international convention prohibits the disclosure of the technical name following an n.o.s. or generic proper shipping name, the name and telephone number of a responsible person must be provided. (5;4.1.5.6)	☐	☐	☐
8	A statement indicating that the shipment is within the limitations prescribed for either passenger and cargo aircraft or cargo-only aircraft as appropriate (5;4.1.5.8.1 b)	☐	☐	☐
9	For each dangerous goods, a description containing: UN number preceded by the letters UN,	☐	☐	☐
10	Proper shipping name,	☐	☐	☐
11	Class or, when assigned, the division	☐	☐	☐
12	For class 1 the compatibility group letter.	☐	☐	☐
13	Any assigned subsidiary hazard class or division number(s)	☐	☐	☐
14	Where assigned, the packing group for the substance or article which may be preceded by PG (e.g. PG II).	☐	☐	☐
15	The packing instruction (if applied) and, when applicable, reference to Special Provision A1, A2 or A109, (5;4.1.5.8.1 a)	☐	☐	☐
16	For chemical kits and first aid kits, the total net quantity of dangerous goods. The net mass of liquids within the kits is to be calculated on a 1 to 1 basis of their volume, i.e. 1 litre equal to 1 kilogram; (5;4.1.4.2.2 e)	☐	☐	☐
17	For dangerous goods in machinery or apparatus, the individual total quantities of dangerous goods in solid, liquid or gaseous state, contained in the article; (5;4.1.4.2.2 f)	☐	☐	☐
18	The total quantity of dangerous goods covered by the description (by volume or mass as appropriate) of each item of dangerous goods bearing a different proper shipping name, UN number or packing group (5;4.1.5.1)	☐	☐	☐
19	When dangerous goods are transported according to the exceptions for dangerous goods packed in limited quantities, the words limited quantity or LTD QTY must be included. (5;4.1.5.2)	☐	☐	☐

20	For dangerous goods transported in salvage packaging, the words SALVAGE PACKAGE must be included. (5;4.1.5.3)	☐	☐	☐
21	An indication that an over pack has been used, when appropriate (5;4.1.5.8.1 d)	☐	☐	☐
22	A Q value rounded up to the first decimal place, if substances are packed in accordance with 3;4.3.3 or 4;1.1.8 c. (5;4.1.5.8.1 e)	☐	☐	☐
23	For self-reactive substances of Division 4.1, or other substances having similar properties, an indication that the packages containing such substances must be protected from direct sunlight, stored away from all sources of heat in a well ventilated area. (5;4.1.5.8.3)	☐	☐	☐
24	The certification I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. (5;4.1.6.1)	☐	☐	☐
25	Certification signed and dated by the shipper (5;4.1.6.1)	☐	☐	☐
26	All applicable State and operator=s variations respected	☐	☐	☐
27	If the dangerous goods are shipped under a State exemption, a copy of the exemption must accompany the consignment. Where more than one State has granted an exemption for a particular consignment, the documents that need to accompany it are the exemptions granted by the States of Origin, transit (if relevant) and destination. (5;4.4.5)	☐	☐	☐
Package or container		**Yes**	**No**	**N/A**
28	Condition and integrity of the package	☐	☐	☐
29	The proper shipping name including technical name where required, and the UN or ID number (5;2.4.1)	☐	☐	☐
30	The net quantity of explosives and the gross mass of the package (5;2.4.3)	☐	☐	☐
31	Packaging Specification markings (5;2.4.4)	☐	☐	☐
32	If refrigerated liquefied gas: Upright position marked by arrows or by using the Package orientation label. Wording KEEP UPRIGHT must be placed at 120 degrees intervals around the package or on each side. Packages must also be clearly marked DO NOT DROP C HANDLE WITH CARE. (5;2.4.6) Cryogenic liquid label (5;3.2.11 c)	☐	☐	☐

33	If Dry Ice present, the net mass of solid carbon dioxide (dry ice) (5;2.4.7)	☐	☐	☐
34	If diagnostic specimens (PI 650), the marking Diagnostic Specimen. (5;2.4.8)	☐	☐	☐
35	For over packs Proper shipping names, UN numbers, "limited quantities" (when applicable), and special handling instructions appearing on interior packages must be clearly visible, or reproduced on the outside of the over pack. When these Instructions require the use of packaging bearing UN Specification Markings, the statement "Inner packages comply with prescribed specifications" must appear on an over pack used to enclose these packages, unless such markings are visible. (5;2.4.9)	☐	☐	☐
36	Primary hazard label which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04)	☐	☐	☐
37	Subsidiary hazard label(s) (if applicable) which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04)	☐	☐	☐
38	Orientation labels (2 sides) (if applicable) (5;3.2.11 b)	☐	☐	☐
39	Cargo aircraft only (CAO) if applicable (5;3.2.11 a)	☐	☐	☐
40	Magnetized material label (if applicable) (5;3.2.10)	☐	☐	☐

Date : _____ **Shipment accepted** **Yes** **No**

Name : _____ Signature: _____

NOTE: All questions must be answered b checking one of the following boxes: Yes, No or Not applicable. The acceptation or rejection of the shipment must also include the date, the name in block letter and the signature of the person who has filled the acceptance checklist.

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Radioactive Material Checklist - CL/OP/DG/002

RADIOACTIVE MATERIAL ACCEPTANCE CHECKLIST				
	Air waybill # _____	**Yes**	**No**	**N/A**
1	If a consignment requires a dangerous goods transport document, does the airwaybill contain a statement to indicate that the dangerous goods are described on an accompanying dangerous goods transport (5;4.3).	☐	☐	☐
2	Is there a statement indicating that the consignment must be loaded on cargo aircraft only (5;4.3).	☐	☐	☐
Dangerous Goods Transport Document		**Yes**	**No**	**N/A**
3	Two copies offered (5;4.1.1)	☐	☐	☐
4	The English language is used on the document (XX-03)	☐	☐	☐
5	If more than one page, the pages are consecutively numbered (5;4.1.2.4)	☐	☐	☐
6	Name and address of the shipper and the consignee (5;4.1.3)	☐	☐	☐
7	A statement indicating that the shipment is within the limitations prescribed for either passenger and cargo aircraft or cargo-only aircraft as appropriate (5;4.1.5.8.1 b)	☐	☐	☐
8	For each dangerous goods, a description containing: UN number preceded by the letters UN (5;4.1.4.1 a)	☐	☐	☐
9	Proper shipping name (5;4.1.4.1 b)	☐	☐	☐
10	Class 7 (5;4.1.4.1 c)	☐	☐	☐
11	Any assigned subsidiary hazard class or division number(s)	☐	☐	☐
12	The name or symbol of each radionuclide or, for mixtures of radionuclide, an appropriate general description or a list of the most restrictive nuclides (5;4.1.5.8.7.1 a)	☐	☐	☐
13	A description of the physical and chemical form of the material, or a notation that the material is special form radioactive material or low dispersible radioactive material. A generic chemical description is acceptable for chemical form (5;4.1.5.8.7.1 b)	☐	☐	☐
14	The maximum activity of the radioactive contents during transport expressed in units of becquerels (Bq) with an appropriate SI prefix. For fissile material, the mass of fissile material in units of grams (g), or appropriate multiples thereof, may be used in place of activity (5;4.1.5.8.7.1 c)	☐	☐	☐
15	The category of the package, i.e. I-WHITE, II-YELLOW, III-YELLOW (5;4.1.5.8.7.1 d)	☐	☐	☐
16	The transport index (categories II-YELLOW and III-YELLOW only) (5;4.1.5.8.7.1 e)	☐	☐	☐
17	For consignments including fissile material the criticality safety index (5;4.1.5.8.7.1 f)	☐	☐	☐
18	The identification mark for each competent authority approval certificate (special form radioactive material, low dispersible radioactive material, special arrangement, package design, or shipment) applicable to the consignment (5;4.1.5.8.7.1 g)	☐	☐	☐
19	For consignments of packages in an overpack or freight container, a detailed statement of the contents of each package within the overpack or freight container and, where appropriate, of each overpack or freight container in the consignment. If packages are to be removed from the overpack or freight container at a point of intermediate unloading, appropriate transport documents must be made available (5;4.1.5.8.7.1 h)	☐	☐	☐
20	Where a consignment is required to be shipped under exclusive use, the statement EXCLUSIVE USE SHIPMENT (5;4.1.5.8.7.1 i)	☐	☐	☐

21	For LSA-II, LSA-III, SCO-I and SCO-II, the total activity of the consignment as a multiple of A2. (5;4.1.5.8.7.1 j)	☐	☐	☐
22	When dangerous goods are shipped as authorized by Special Provision A1, A2 or A109, they must be accompanied by a copy of the document(s) of approval, showing the quantity limitations, the packing requirements and, in the case of A2, the labelling requirements.	☐	☐	☐
23	An indication that an overpack has been used, when appropriate (5;4.1.5.8.1 d)	☐	☐	☐
24	The certification I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. (5;4.1.6.1)	☐	☐	☐
25	Certification signed and dated by the shipper (5;4.1.6.1)	☐	☐	☐
26	All applicable State and operator=s variations respected	☐	☐	☐
27	If the dangerous goods are shipped under a State exemption, a copy of the exemption must accompany the consignment. Where more than one State has granted an exemption for a particular consignment, the documents that need to accompany it are the exemptions granted by the States of Origin, transit (if relevant) and destination. (5;4.4.5)	☐	☐	☐
	Package or container	**Yes**	**No**	**N/A**
28	Condition and integrity of the package	☐	☐	☐
29	The proper shipping name including technical name where required, and the UN or ID number (5;2.4.1)	☐	☐	☐
30	For radioactive material, if gross mass exceeding 50 kg, the permissible gross mass must be marked (5;2.4.5 a)	☐	☐	☐
31	For radioactive material, TYPE IP-1, TYPE IP-2, TYPE IP-3 or TYPE A legibly and durably marked on the outside of the packaging, (5;2.4.5 b)	☐	☐	☐
32	For radioactive material, TYPE IP-1, TYPE IP-2, TYPE IP-3 or TYPE A must be legibly and durably marked on the outside of the packaging with the international vehicle registration code (VRI Code) of the country of origin of design and the name of the manufacturers, or other identification of the packaging specified by the competent authority. (5;2.4.5b)	☐	☐	☐
33	For radioactive material Type "B" & "C" the identification mark allocated to that design by the competent authority; a serial number to uniquely identify each packaging which conforms to that design; in the case of a Type B(U) or Type B(M) package design, with "TYPE B(U)" or "TYPE B(M)"; and in the case of a Type C package design, with "TYPE C".	☐	☐	☐
34	If a Type B(U), Type B(M) or Type C package, the trefoil symbol (5;2.4.5 d)	☐	☐	☐
35	If Dry Ice present, the net mass of solid carbon dioxide (dry ice) (5;2.4.7)	☐	☐	☐
36	For overpacks g) Proper shipping names, UN numbers, and special handling instructions appearing on interior packages must be clearly visible, h) or reproduced on the outside of the overpack. i) When these Instructions require the use of packagings bearing UN Specification Markings or Type A or B packagings for radioactive material, the statement "Inner packages comply with prescribed specifications" must appear on an overpack used to enclose these packages, unless such markings are visible. (5;2.4.9)	☐	☐	☐
37	Two radioactive material, (on 2 sides)(5;3.2.6)	☐	☐	☐

38	Subsidiary hazard label(s) (if applicable) which include a text indicating the nature of the risk (5;3.3.1.1)(XX-04)	☐	☐	☐
39	Cargo aircraft only (CAO) if applicable (5;3.2.11 a)	☐	☐	☐

Date : _____ Shipment accepted **Yes** **No**

Name : _____ Signature: _____

NOTE: All questions must be answered b checking one of the following boxes: Yes, No or Not applicable. The acceptation or rejection of the shipment must also include the date, the name in block letter and the signature of the person who has filled the acceptance checklist.

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TRANSPORT OF DANGEROUS GOODS BY AIR

APPLICATION FOR APPROVAL OF TRAINING PROGRAMMES

1. GENERAL INFORMATION

1.1 Name of Company :- ……

1.1.1 Full Address : ……

……

1.1.2 Telephone Number :- ……

1.1.3 E-mail :- ……

1.2 Name of Company Dangerous Goods Co-ordinator (Not applicable for individual training providers)

1.2.1 Contact Telephone Number :- ……

1.2.2 E-mail :- ……

1.3 What classes of dangerous goods does your company handle, offer or transport? (Not applicable for individual training providers)

1.4 Is the proposed training to be in-house or by a third party? (Not applicable for individual training providers)

1.5 If by a third party, specify the training organization? (Not applicable for individual training providers)

1.6 In the event your training programme is to be conducted by a third party has it received approval from this Authority? (Not applicable for individual training providers)

2. TYPE OF TRAINING PROGRAMME

2.1 Indicate which type of training programme(s) you are requesting approval for:

- ☐ Personnel responsible for preparation of dangerous goods consignments
- ☐ Persons responsible for processing or accepting goods presented as general cargo
- ☐ Personnel responsible for processing or accepting dangerous goods consignments
- ☐ Persons responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments
- ☐ Persons responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport
- ☐ Personnel responsible for the planning of aircraft loading
- ☐ Flight crew
- ☐ Flight operations officers and flight dispatchers
- ☐ Cabin crew
- ☐ Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail
- ☐ Non Dangerous Goods Carrier's Training Programme
  Specify:
- ☐ Any other training programme designed as per employees Job functions and responsibilities

3. LOCATION

3.1 Address of the location where the dangerous goods courses will be conducted or taken and dates (if applicable)

3.2 List the Training Aids that will by used in the Training Plan (if applicable) (a full set of training materials used shall be submitted to DCA)

3.2.1 Audio :

3.2.2 Video :

3.2.3 Reference Material :

3.2.4 Posters :

3.2.5 Handouts :

3.2.6 Others (Please specify):

4. COURSE SYLLABUS

4.1 For company training programme the complete dangerous goods training programme which must detail:

4.1.1 Your objective and method of achieving it;

4.1.2 The list of subjects to be covered in your training program;

4.1.3 The list of subjects to be covered in your recurrent training programme;

4.1.4 The duration of each subject and total time of training;

4.1.5 The duration of each subject and total time of recurrent training

4.1.6 Courses tests with marking details (samples).

4.1.7 Copy of Course Completion Certificate(s).

4.2 If using third party training, a complete copy of the course syllabus.

4.3 Are the Reference manuals mentioned? (Operations Manual , ICAO Emergency Response Guidance, other manuals)

4.4 Are all pages identified, dated and numbered?

5. INSTRUCTORS

In respect of each inspector to be used for imparting instructions please provide the following details:

1. Name
2. Qualifications
3. Experience in the subject matter
4. Experience as an Instructor

6. TYPE OF DANGEROUS GOODS OPERATION, SPECIALITY AND REGIONAL OPERATIONS((Not applicable for individual training providers)

Indicate the type (s) of operation your company is involved in:

- ☐ Year-round
- ☐ Seasonal (From: _____ to _____)
- ☐ Land-base
- ☐ Water-base
- ☐ Multi-base
- ☐ Hunting, fishing, lodge and camp supply
- ☐ Passenger and Cargo
- ☐ Cargo Aircraft Only
- ☐ Combi-Operation
- ☐ Type of Cargo Compartments (A___ B ___ C ___ D ___ E ___)
- ☐ Charter Operations
- ☐ Scheduled passenger/ Cargo Operations
- ☐ Medical Evacuation Operations

- ☐ Operator-owned dangerous goods
- ☐ Charter-owned dangerous goods
- ☐ Offered dangerous goods
- ☐ Dangerous goods to extend flight
- ☐ Dangerous goods to supply remote settlements
- ☐ Bulk dangerous goods operations (i.e. fuel etc..)
- ☐ Acceptance conducted by Company Personnel
- ☐ Acceptance conducted by third party (———————————)
- ☐ Loading and unloading conducted by Company Personnel)
- ☐ Loading and unloading conducted by third party (———————————)
- ☐ Passenger handling conducted by Company Personnel
- ☐ Passenger handling conducted by third party (———————————)
- ☐ Baggage handling conducted by Company Personnel
- ☐ Baggage handling conducted by third party (———————————)
- ☐ Security Screening conducted by Company Personnel
- ☐ Security Screening conducted by third party (———————————)
- ☐ Cargo handling conducted by Company Personnel
- ☐ Cargo handling conducted by third party (———————————)

…….. ……

Signature of the Dangerous Goods Co-ordinator **Date**

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DANGEROUS GOODS OCCURRENCE REPORT

DGOR No:

See the Notes on the reverse of this form.

1. LOCATION	2. CITY	3. AIRPORT	4. DATE	5. TIME

6. INCIDENT OCCURRED		7. FLIGHT INFORMATION	
Warehouse/ Terminal		Type of aircraft	
Onboard		Registration number	
When transporting to/ From the aircraft		Pax/ Cargo/ Charter	
While loading/unloading from the aircraft		Origin/ Transit/ Destination	
		Hours flown from the origin	

8. AWB Number/ AV7 Number	9. Flight Number/ Date

10. Shipper's Name and Address:
11. Consignee's Name and Address:
12. Origin Address of the shipper if it defers from No 9:
13. Destination address of the Consignee of defers from No 10:
14. Proper Shipper Name:
15. Chemical/ Trade Name:
16. Hazard Class/ Division:
17. UN Number/ ID Number:
18. Consequences of the Incident:
19. Estimated Quantity of Hazardous Materials Released:

Insert "√ " or " X " as relevant.

Fatalities	Hospitalized Injured	Non-Hospitalized Injures
Aircraft Damage	No of People evacuated	Damage to the other shipments

20. Consequences Associated with the incident

Spillage		Fire		Explosion	
Vapour/ Gas Dispersion		Leakage		Other	

21. Packaging Information

Type of Package	Inner	Outer
Description		
Weight/ Capacity		
No of Packages failed		
No of Packages in the shipment	N/A	
Package specification Identification		
Type of Labeling	N/A	

22. Exemption/ Approvals from the Competent Authority:

23. Description of the Package Failure:

Transport vehicle collision		Corrosion	
Overloading of Cargo		Friction	
Loose Fittings		Fire/ Heat	
Outer Package not strong		Venting	
Dropped		Incompatible	
Rammed		No Absorbent Materials	
Improper Loading		Other	

24. Object causing failure:

Other Freight		No absorbent Material	
Forklift		None	
Nail protrusion		Other	
Water			

25. How Package Failed

Punctured		Burst	
Cracked		Crushed	
Broken		Other	
Ripped			

26. Package Area that failed

Bottom		Top	

Side left		Centre (Bottom)	
Side Right		Other	

27. What failed on the Package

Package Material		Closure	
Fittings		Seam	
Valves		Inner Liner	

Description of the Event:

28. Describe the sequence of the incident:

29. Action taken at the time it was discovered:

30. Any recommendations to prevent this type of accident:

31. Attached to the Report:

Photographs		AWB		DGD	
Checklist		Other			

Name of the person responsible for preparing this Report…….

Title ……

Telephone Number ……..

Signature …… Date ……

NOTES

I. 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.

APPENDIX "F-0"

ON THE JOB TRAINING CHECKLIST - DANGEROUS GOODS INSPECTOR – CL/OP/DG/003

Dangerous Goods Inspector – OJT Check List			
Employee Name :	**Employee Number :**		**Date of Record Opened:**
SECTION NUMBER	**SECTION NAME**	**TRAINER**	**DATE & SIGNATURE**
1-	**DANGEROUS GOODS PROGRAM – INSTRODUCTION**		
	ORGANIZATION **A- International** **B- National**		
	➢ **DANGEROUS GOODS MEMBER:** ➢ Role ➢ General Responsibilities ➢ Interfacing with other Inspectors/other Division, Branches, ➢ Training Plan (Dangerous Goods Inspector's Procedures Guidance Manual) ➢ Priorities and Mandate		
2-	**REGULATION DOCUMENTS**		
	International Regulatory Documents: ➢ Annex 18 The Safe Transport of dangerous Goods by Air ➢ International Civil Aviation Organization Technical Instructions for the safe Transport of Dangerous Goods by Air. ➢ Supplement to Technical Instructions for the Safe Transport of Dangerous Goods by Air. ➢ Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods. **National Regulatory Documents:** ➢ **SLCAP 4400 – Manual on Transport of Dangerous Goods** ➢ **Implementing Standards (IS)- 009 - Compliance to Annex-18 – The Safe Transport of Dangerous Goods by Air and Annex-6-Part (I) – Chapter 14- Dangerous Goods**		

Dangerous Goods Inspector – OJT Check List			
SECTION NUMBER	**SECTION NAME**	**TRAINER**	**DATE & SIGNATURE**
3-	**INSPECTIONS UNDER SUPERVISION**		
	• Application to transport DG • Operation's Manual • Approval of training program • Delivery of training course • Consignment Inspection • Ramp Inspection • Passenger information (warning notices) • Terminal inspection • In-depth audit • Preparation of report • Follow-up		
4-	**SAFE WORKING PRACTICES**		
	EQUIPMENT ➢ ***Protective clothing:*** • Shoes or boots with protective toecaps • Gloves • Overalls • High visibility reflective tabards and jackets. ➢ ***Protective equipment:*** • Goggles • Dust masks • Hearing protectors **WORKING PRACTICES** • Warehouse safety • Ramp safety • Handling Packages • Radioactive materials • Opening Packages • Taking samples • Contaminated clothing and equipment		

APPENDIX "F-1"

DANGEROUS GOODS OPERATIONS MANUAL CHECKLIST - CL/OP/DG/004

Instruction:
1. The form once completed should be returned to the [Authority].
2. Failure to complete this form in full may result in a delay in processing the application.
3. The issuing of this form does not in itself constitute an approval of the operations manual.

Name of Air Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

For each of the item listed on the left, indicate in which manual the information is located as well as a precise reference.

	Information provided to the employees (ICAO TI 7;4.2)	**Reference in the Applicable Operations Manual or Other manual**	**Remark**
1	General Restrictions		
1.1	States the types of dangerous goods operations you are engaged in. • Aeroplane or/and helicopter operations • Passenger or/and all cargo aircraft(s) • Domestic or/and international operations • Carrying dangerous goods as cargo • Carrying dangerous goods in stores • Carrying dangerous goods in mail		
1.2	Identify which dangerous goods are not acceptable for transport for all destinations (Operator's variation(s)). (ICAO TI A3;2)		
1.3	Provide a list of all locations where the various operations manuals are kept.		
1.4	List all State's exemptions or approvals affecting the operator (ICAO TI 1;1.1)		
1.5	If using the exemption for electronic devices, such as electronic flight bags, personal entertainment devices, and credit card readers, containing lithium metal or lithium-ion cells or batteries and spare lithium batteries, provide the conditions for the carriage and use of these electronic devices and for the carriage of spare batteries. (ICAO TI 1;2.2.1 d))		
2	**Dangerous Goods Coordinator**		
2.1	Contact information for the operator Dangerous Goods Coordinator(s), or designated person(s) and their role(s) with respect to the administration of the company's dangerous goods program		
2.2	The list of all third parties acting on their behalf of the operator for training, handling, offering for transport or transporting dangerous goods.		
3	Applicable Regulations		
3.1	The operator identifies the applicable regulations and documents the company uses including where they're located and how they're accessed		

	Information provided to the employees (ICAO TI 7;4.2)	Reference in the Applicable Operations Manual or Other manual	Remark
4	**Aircraft Specific**		
4.1	Details of the location and the numbering system of cargo compartments for each aircraft type. (ICAO TI 7;4.2)		
4.2	Instructions on the loading restrictions for each aircraft type. (ICAO TI 7;4.2)		
4.3	Maximum quantity of dry ice permitted in each compartment. (ICAO TI 7;4.2 a))		
4.4	Maximum sum of transport indexes for radioactive material permitted in each compartment. (ICAO TI 7;4.2 b))		
5	**Training** (ICAO TI 1;4 and 7;4.10)		
5.1	States who is responsible for the operator's Training Program (ICAO TI 1;4.2.5)		
5.2	States who is responsible for the operator's Training Records (ICAO TI 1;4.2.5)		
5.3	States which employees require training. (TDGR 6.2, ICAO TI 7;4.10)		
5.4	States the frequency of recurrent training. (TDGR 6.5, ICAO TI 7;4.2.3)		
5.5	Statement that the air operator training programs must be approved by the State of authority (ICAO TI 1;4.1.2)		
6	**Passenger Handling** (ICAO TI 7;5 and 8;1)		
6.1	Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person (ICAO TI 7;5.2 and 8;1)		
6.2	Describes the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium-ion cells or batteries from being transported in checked baggage (ICAO TI 7;5.2 and 8;1.1.4 Table 8-1)		
6.3	Describes the procedures for and the form of promulgating information to passengers. (ICAO TI 7;5.1)		
6.4	State what the acceptance procedures are for passengers and baggage. (ICAO TI 7;5.2)		
6.5	Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase (ICAO TI 7;5.1.1)		
6.6	Describe how information provided via the Internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage (ICAO TI 7;5.1.1)		
6.7	Describe how the operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at an airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft (ICAO TI 7;5.1.2)		

6.5	Describe how the staff may consult a list of general descriptions of hidden dangerous goods that may contain dangerous goods. (ICAO TI 7;5.2.2 & 7;6 – IATA DGR 2.2.4)		
6.6	If there is a system where the ticket purchase and/or boarding pass issuance can be completed by a passenger without the involvement of another person. A description must be provided on how the system will include an acknowledgement by the passenger that he or she has been presented with information about dangerous goods that passengers are forbidden to transport aboard an aircraft. (ICAO TI 7;5.1.1 – IATA DGR 1.4.3.1)		
6.8	Describe how an operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information (ICAO TI 7;5.1.3)		
6.9	Information provided to the employees (ICAO TI 7;4.2)		
6.10	Describe if provision is made for the check-in process to be completed remotely (e.g. via the Internet), the operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is presented to passengers. Information may be in text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage. (ICAO TI 7;5.1.4).		
6.11	Describe when provision is made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility), the operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is presented to passengers. Information should be in pictorial form and must be such that the check-in process cannot be completed until the passenger has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage. (ICAO TI 7;5.1.5).		
7	**Stores (Company Material (COMAT)) Shipment (ICAO TI 1;2.2 and 7;4.2)**		
7.1	If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect (ICAO TI 7;4.2)		
7.2	State who is responsible / qualified to prepare dangerous goods COMAT for transport. (ICAO TI 7;4.2)		
7.3	Describes how dangerous goods COMAT are prepared for transport (ICAO TI 1;2.2)		
7.4	Explains how dangerous goods COMAT are to be processed once prepared. (ICAO TI 1;2.2)		
8	**Acceptance Procedures** (ICAO 7;1, 7;6 and 7.4.8)		
8.1	Describes how dangerous goods are prevented from entering the system without appropriate preparation (use of acceptance checklist) (ICAO TI 7;1.2)		
8.2	States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted. (ICAO TI 7;6)		

8.3	States the procedures for accepting / rejecting dangerous goods cargo (ICAO TI 7;1)		
8.4	States the procedures for handling rejected dangerous goods in cargo. (ICAO TI 7;4.5)		
8.5	Describe the procedures for accepting general cargo, which ensure that dangerous goods do not enter the transportation system when they are not permitted. (ICAO TI 7;6.1)		
8.6	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. (ICAO TI 7;4.8)		
9	**Retention of Documents** (ICAO TI 7;4.11)		
9.1	Describes what documents must be retained (ICAO TI 7;4.11)		
9.2	States the length of time each type of document must be retained (ICAO TI 7;4.11)		
9.3	Describes who is responsible for retaining the document;		
9.4	States the location where each is to be kept, including with third party;		
10	**Ground Handling** (ICAO 7;2 and 7;3.1)		
10.1	Describes procedures for storing cargo during air transportation, other than on the aircraft (ICAO TI 7;2)		
10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft		
10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices. (ICAO TI 7;2.7)		
10.4	Describes the procedures for loading / unloading dangerous goods onto or from and aircraft (appropriate loading, segregation and inspection for damage or leakage procedures are followed and etc.) (ICAO TI 7;2 and 7;3.1)		
11	**Load Planning** (ICAO TI 7;4.1)		
11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable) and the written information is retained on the ground and readily accessible to the aerodromes of last departure and next scheduled arrival, as specified in the Technical Instructions (ICAO TI Part 7;4,1)		
11.2	Specify the personnel (job title or function) who have responsibilities for operational control of the aircraft and will be provided with the same information that is required to be provided to the pilot-in-command (e.g. a copy of the written information provided to the pilot-in-command). (ICAO TI Part 7;4.1.1 b) – IATA DGR 9.5.1.1.1 b))		
11.3	Describe how the personnel with responsibilities for operational control of the aircraft will be provided with the same information that is required to be provided to the pilot-in-command. (ICAO TI Part 7;4.1.1 b) – IATA DGR 9.5.1.1.1 b))		
12	**Emergency Procedures** (ICAO TI 7;4)		
12.1	States emergency response information is available and where the pilot-in-command/other crew members can find it (ICAO TI 7;4.9)		
12.2	States how the pilot-in-command is to report emergencies involving dangerous goods. (ICAO TI 7;4.3)		
12.3	Describes how the NOTOC is accessed during an emergency (ICAO TI 7;4.1.5)		

12.4	Describes the procedures for managing a dangerous goods incident/accident on the ground. (ICAO TI 7;3)		
12.5	Describes the procedures for managing misdeclared or undeclared dangerous goods. (ICAO TI 7;4.5)		
12.6	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods as cargo or mail. (ICAO TI 7;4.5)		
12.7	Describes the procedures to follow when reporting dangerous goods in passenger / crew baggage (ICAO TI 7;4.5)		
12.8	Describes procedures to follow when reporting dangerous goods incidents / accidents. (ICAO TI 7;4.4)		
12.9	Describes the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured (ICAO TI 7;4.6 a))		
12.10	Describes the procedures to follow when reporting dangerous goods dangerous goods are discovered to have been carried without information having been provided to the pilot-in command (ICAO TI 7;4.6 b))		
12.11	In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board. (ICAO TI 7;4.7)		

Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the operations manuals.

Declaration and Signature

The information given in this application form is correct to the best of my knowledge and belief.

Applicant's Name: _____ Date: _____

Signature: _____

Observation	

Name and Title of Inspector		**Date**
Telephone	**Fax**	**Email**

APPENDIX "F-2"

DANGEROUS GOODS TRAINING

2.1. DANGEROUS GOODS TRAINING PROGRAMS APPROVAL CHECKLIST – CL/OP/DG/005

Operator: _____

Intended area of program: _____

Check list 2.1 and 2.2 should be used together and are to assist in determining that a training program covers all relevant areas. It identifies the main areas which should be covered and to which groups of staff they relate.

Program type: Category of personnel:		
Initial	Recurrent	Both
Classroom Delivery	Home Study	Computer Based Study
Is there a previous training program approved?	Is the training program dated?	
Are all the pages of the program identified, dated and numbered?	Is the training program used with ICAO or IATA?	
What manuals are mentioned as reference? Operation Manual ICAO Emergency Response Guidance Other Manual (Specifics)		
Is the time required for the training mentioned?	Is there a test with the program?	
Are the answers and marking details with the program?	Is the passing grade mentioned?	
Is there a revision #?		
Submitted by:	Reviewed by:	
Approved:	Rejected:	Pending:
COMMENTS		

Approved by: Date:
Approval #:

2.2. CONTENT OF TASKS CHECKLIST – CL/OP/DG/006

Category of Programme:

Code	Category
A	Personnel responsible for preparation of dangerous goods consignments
B	Persons responsible for processing or accepting goods presented as general cargo
C	Personnel responsible for processing or accepting dangerous goods consignments
D	Persons responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments
E	Persons responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport
F	Personnel responsible for the planning of aircraft loading
G	Flight crew
H	Flight operations officers and flight dispatchers
I	Cabin crew
J	Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail

The content of the Dangerous Goods Training Programme shall comply with the requirements specified in the table below. The training programme shall demonstrate compliance with the applicable requirements specified in the table below, as applicable.

			A	B	C	D	E	F	G	H	I	J
TASK 0 : Understanding the basics of dangerous goods												
0.1 Dangerous goods applicability	0.1.1	Understand the definition	X	X	X	X	X	X	X	X	X	X
	0.1.2	Recognise the legal framework (global, national)	X	X	X	X	X	X	X	X	X	X
	0.1.3	Identify the application and scope	X	X	X	X	X	X	X	X	X	X
	0.1.4	Differentiate hazard and risk	X	X	X	X	X	X	X	X	X	X
0.2 Understanding the general limitations	0.2.1	Develop a sense of forbidden dangerous goods	X	X	X	X	X	X	X	X	X	X
	0.2.2	Recognise potential hidden dangerous goods	X	X	X	X	X	X	X	X	X	X
	0.2.3	Familiarise with passenger provisions	X	X	X	X	X	X	X	X	X	X
0.3 Identifying roles and responsibilities	0.3.1	Clarify the individual and collective role of the supply chain stakeholders	X	X	X	X	X	X	X	X	X	X
	0.3.2	Understand the passenger's responsibilities	X	X	X	X	X	X	X	X	X	X
	0.3.3	Recognise the impact of State & operator variations	X	X	X	X	X	X	X	X	X	X
0.4Understanding the importance of classification & packaging	0.4.1	Identify the general information about classes, divisions	X	X	X	X	X	X	X	X	X	X
05. Understanding hazard communication	0.5.1	Recognise the basic marking requirements	X	X	X	X	X	X	X	X	X	X
	0.5.2	Recognise the basic labeling requirements	X	X	X	X	X	X	X	X	X	X
	0.5.3	Identify the required documentation	X	X	X	X	X	X	X	X	X	X
0.6 Familiarising with basic emergency response	0.6.1	Create awareness about general emergency procedures	X	X	X	X	X	X	X	X	X	X
	0.6.2	Understand the employer's emergency response requirements	X	X	X	X	X	X	X	X	X	X
TASK 1 : Classifying Dangerous Goods												
	1.1.1	Determine if it is dangerous goods	X	X	X							

1.1 Evaluate substance or article against classification criteria	1.1.2	Determine if it is forbidden under any circumstances	X		X							
1.2 Determine dangerous goods description	1.2.1	Determine class or division	X		X							
	1.2.2	Determine packing group	X		X							
	1.2.3	Determine proper shipping name and UN number	X		X							
	1.2.4	Determine if it is forbidden unless approval or exemption is granted	X		X							
1.3 Review special provisions	1.3.1	Assess if special provision(s) is applicable	X		X							
	1.3.2	Apply special provision(s)	X		X							
TASK 2: Preparing dangerous goods shipment												
2.1 Assess packing options including quantity limitations	2.1.1	Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	X		X							
	2.1.2	Consider State and operator variations	X		X							
	2.1.3	Determine if all-packed-in-one can be used	X		X							
	2.1.4	Select how dangerous goods will be shipped based on limitations and variations	X		X							
2.2 Apply packing requirements	2.2.1	Consider constraints of packing instructions	X		X							
	2.2.2	Select appropriate packaging materials (absorbent, cushioning, etc.)	X		X							
	2.2.3	Assemble package	X		X							
	2.2.4	Comply with the packaging test report when UN specification packaging is required	X		X							
2.3 Apply marks and labels	2.3.1	Determine applicable marks	X		X							
	2.3.2	Apply marks	X		X							
	2.3.3	Determine applicable labels	X		X							
	2.3.4	Apply labels	X		X							
2.4 Assess use of overpack	2.4.1	Determine if overpack can be used	X		X							
	2.4.2	Apply marks if necessary	X		X							
	2.4.3	Apply labels if necessary	X		X							
2.5 Prepare documentation	2.5.1	Complete the dangerous goods transport document	X		X							
	2.5.2	Complete other transport documents (e.g. air waybill)	X		X							
	2.5.3	Include other required documentation (approvals/exemptions, etc.)	X		X							
	2.5.4	Retain copies of documents as required	X		X							
TASK 3 : Processing/accepting cargo												
3.1 Review documentation	3.1.1	Verify dangerous goods transport document			X							
	3.1.2	Verify air waybill			X							
	3.1.3	Verify other documents (exemptions, approvals, etc.)			X							
	3.1.4	Verify State/operator variations			X							
3.2 Review package(s)	3.2.1	Verify marks			X							
	3.2.2	Verify labels			X							
	3.2.3	Verify package type			X							
	3.2.4	Verify package conditions			X							
	3.2.5	Verify State/operator variations			X							
3.3 Complete acceptance procedures	3.3.1	Complete acceptance checklist			X							
	3.3.2	Provide shipment information for load planning			X							
	3.3.3	Retain documents as required			X							
	3.4.1	Check documentation for indications of undeclared dangerous goods		X	X							X

3.4 Process/accept cargo other than dangerous goods	3.4.2	Check packages for indications of undeclared dangerous goods		X	X							X
TASK 4 : Managing cargo pre-loading												
4.1 Plan loading	4.1.1	Determine stowage requirements			X	X		X				
	4.1.2	Determine segregation, separation, aircraft/compartment limitations			X	X		X				
4.2 Prepare load for aircraft	4.2.1	Check packages for indications of undeclared dangerous goods			X	X						
	4.2.2	Check for damage and/or leakage			X	X						
	4.2.3	Apply stowage requirements (e.g. segregation, separation, orientation)			X	X						
	4.2.4	Apply ULD tags when applicable			X	X						
	4.2.5	Transport cargo to aircraft			X	X						
4.3 Issue NOTOC	4.3.1	Enter required information			X			X				
	4.3.2	Verify conformance with load plan			X			X				
	4.3.4	Transmit to loading personnel			X			X				
TASK 5 : Accepting passenger and crew baggage												
5.1 Process baggage	5.1.1	Identify forbidden dangerous goods			X		X					X
	5.1.2	Apply approval requirements			X		X					X
5.2 Accept baggage	5.2.1	Apply operator requirements			X		X				X	
	5.2.2	Verify passenger baggage requirements			X		X				X	
	5.2.3	Advise pilot-in-command			X		X				X	
TASK 6 : Transporting cargo/baggage												
6.1 Load aircraft	6.1.1	Transport cargo/baggage to aircraft			X	X						
	6.1.2	Check packages for indications of undeclared dangerous goods			X	X						
	6.1.3	Check for damage and/or leakage			X	X						
	6.1.4	Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)			X	X						
	6.1.5	Verify that NOTOC reflects against aircraft load			X	X						
	6.1.6	Verify passenger baggage requirements			X	X		X				
	6.1.7	Inform pilot-in-command and flight operations officer/flight dispatcher			X	X						
6.2 Manage dangerous goods pre- and during flight	6.2.1	Detect presence of dangerous goods not permitted in baggage			X				X	X	X	
	6.2.2	Interpret NOTOC			X				X	X	X	
	6.2.3	Apply procedures in the event of an emergency			X				X	X	X	
	6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency			X				X	X	X	
	6.2.5	Inform emergency services of the dangerous goods on board in the event of an emergency			X				X	X	X	
6.3 Unload aircraft	6.3.1	Apply specific unloading considerations			X	X						
	6.3.2	Check packages for indications of undeclared dangerous goods			X	X						
	6.3.3	Check for damage and/or leakage			X	X						
	6.3.4	Transport cargo/baggage to facility/terminal			X	X						
TASK 7 : Transporting cargo/baggage												
	7.1	Report dangerous goods accidents	X	X	X	X	X	X	X	X	X	X
	7.2	Report dangerous goods incidents	X	X	X	X	X	X	X	X	X	X
	7.3	Report undeclared/misdeclared dangerous goods	X	X	X	X	X	X	X	X	X	X
	7.4	Report dangerous goods occurrences	X	X	X	X	X	X	X	X	X	X

Inspector's Name & Signature:
Date:

2.3. DANGEROUS GOODS TRAINING COURSE DELIVERY – INSPECTION REPORT

Name of organization: _____

Category of personnel: _____

Date of inspection: _____

Instructor(s) _____

INSPECTION

COMMENTS ON COURSE CONTENT

COMENTS ON THE EXAMINATION

Does the course meet the objectives and the syllabus or curriculum: YES / NO

Can the training programme be approved: YES / NO

REPORT COMPILED BY:

Signed ..... Date:
DANGEROUS GOODS INSPECTOR

Note – the length of the report will vary depending on the information in each section

2.4. DANGEROUS GOODS TRAINING COURSE DELIVERY – EVALUATING REPORT

Name of organization: _____

Category of personnel: _____

Date of inspection: _____

Instructor(s) _____

S=Satisfactory; SB= Satisfactory with Briefing; U=Unsatisfactory

Evaluation Criteria	Evaluation	Remark
1. Introduction		
1.1- Stimulating		
1.2- Effective linking to title		
1.3- Importance of lesson stressed		
1.4- Objective / Scope of lesson given		
2.Lesson content		
2.1- Content relevant to objective/scope		
2.2- Content in logical order		
2.3-Content sufficient to cover objective/scope		
2.4- Demonstration / explanations given		
2.5- Class participation evoked		
2.6- Subject clarification provided where necessary		
2.7- Students given practice / exercise		
3.Instructional Techniques		
3.1 - Effective use of voice		
3.2 - Effective use of questions to students		
3.3 - Effective eyes contact		
3.4 - Effective use of body language		
3.5 - Effective movement around the class		
3.6 - Logical explanation given		
3.7- Enthusiasm during presentation		
3.8 - Effective handling of questions from students		
4.Use of teaching aid		

4.1 – Effective use of aids		
4.2 – Quality of aids		
5.Conclusion		
5.1 – Summary of important facts		
5.2 – Summary in line with objective		
Positive remarks:		
Critical remarks:		
Recommendations:		

Does the course meet the objectives and the syllabus or curriculum? YES / NO

REPORT COMPILED BY:

Signed: ..... Date: ……

DANGEROUS GOODS INSPECTOR

2.5.1. TRAINING PROGRAMS APPROVAL LETTER (in accordance with ICAO Technical Instructions PART 1; 4.1.2)

<<File Name>> <<Date>>

<<Address of the Operator>>

Attention: <<Name of the DG Coordinator>>- Dangerous Goods Coordinator-<<Name of the Operator>>

APPROVAL OF DANGEROUS GOODS COMPETENCY BASED TRAINING AND ASSESSMENT FOR <<Name of the Training Programme>> - INITIAL/RECURRENT - <<Name of the Operator>>- <<ISSUE Number >>,<< REVISION Number >><< DG Training File Name>>

The Dangerous Goods Training Programme submitted for Initial/Recurrent training of <<Name of the Training Programme>> >><< DG Training File Name>> has been evaluated pursuant to the requirements of Chapter 4, of Part I of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, being part of SLCAP 4400. It has been determined that the submitted program meets all the requirements of the ICAO Technical Instructions.

Hence in accordance with SLCAP 4400 and ICAO Technical Instructions Part 1; 4.5 the <<Name of the Operator>> dangerous goods training programme for <<Name of the Training Programme>>, << ISSUE Number >>,<< REVISION Number >> is hereby approved.

Please note 'Technical Instructions' means the latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), including the Supplement and any Addendum, approved and published by the International Civil Aviation Organization.

This Approval remains valid until <<Expire Date>>, unless sooner suspended, revoked or withdrawn.

Yours faithfully,

<Head of Section>

2.5.2. TRAINING INSTRUCTOR APPROVAL LETTER.

<<File Name>> <<Date>>

<<Address of the Operator>>

Attention: <<Name of the DG Coordinator>> – Dangerous Goods Coordinator, <<Name of the Operator>>.

APPROVAL FOR THE INSTRUCTOR TO CONDUCT COMPETENCY BASED DANGEROUS GOODS TRAINING PROGRAMME FOR <<Name of the Training Programme>>

Approval is hereby granted to <<Name of the DG Instructor>> of << Name of the Operator >>. as a Dangerous Goods Instructor to conduct Initial/Recurrent Competency Based Dangerous Goods Training Programme for the <<Name of the Training Programme>>, << Name of the Operator >>., subject to the following conditions.

1. The instructor shall at all times use the Dangerous Goods Competency Based Training Programme for <<Name of the Training Programme>>, approved by this authority. Any amendment to the approved Dangerous Goods Programme shall receive prior approval from this authority.

2. Dangerous Goods Coordinator shall ensure Initial training is provided to the instructor as per 1.7.1.4 - Section 1 of SLCAP 4400.

3. Prior approval from this authority is required before this instructor conducts the CBTA programme for external participants who are not categorized under <<Name of the Operator>>.

4. The instructor is entitled to exercise the privileges granted by this authority as long as he serves << Name of the Operator>>.

5. Director General of Civil Aviation may suspend/ cancel this approval if the instructor fails to maintain the regulatory standards.

This Approval is valid from <<Expire Date>>, unless sooner suspended, revoked or withdrawn.

Yours faithfully,

<<Head of the Section>>

Copy to: <<Name of the DG Instructor>> - Dangerous Goods Instructor, << Name of the Operator >>.

2.6. REGISTER OF DANGEROUS GOODS TRAINING PROGRAMS APPROVALS

Code	Category
A	Personnel responsible for preparation of dangerous goods consignments
B	Persons responsible for processing or accepting goods presented as general cargo
C	Personnel responsible for processing or accepting dangerous goods consignments
D	Persons responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments
E	Persons responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport
F	Personnel responsible for the planning of aircraft loading
G	Flight crew
H	Flight operations officers and flight dispatchers
I	Cabin crew
J	Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail

Date of (I) issuance, (R) renewal, or (C) cancellation of approval	Registration number	Operator's Name	Address of Operator	Type of program (Category of personnel involved)

2.7. RECORD OF TRAINING INSPECTION CHECKLIST - CL/OP/DG/007

Name of organization:	
Location:	
Date(s) of Inspection:	

Is the record of training available upon request? Y / N

Does the record of training include:	**Y / N – COMMENTS**
Name of the employee	
The most recent training completion date	
Recurrent training within 24 months of previous training	
A description, copy or reference to training materials used to meet the requirements	
Name and address of the organization providing the training	
Copy of record of training attached	

REPORT COMPILED BY:

Signed ..... Date: ……

DANGEROUS GOODS INSPECTOR

APPENDIX "F-3"

CONSIGNMENT AT CARGO FACILITIES INSPECTION CHECKLIST - CL/OP/DG/008

Name of Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Identification of Cargo Facility		
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Name of Facility		Telephone
Address of Facility		Fax
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation

☐ Year Long ☐ Maintenance Only ☐ Ad Hoc

☐ Seasonal ☐ Cargo Acceptance Only ☐ Sub-Contract

Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Dangerous Goods COMAT shipped	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Mail / Post loaded	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000

Note

Past Occurrences		
Date (DD-MM-YY)	Description	Corrective action plan
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
Note		

N/C – Not Check N/A – Not Applicable

Hidden Dangerous Goods Warning									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	Where documents are accepted (ICAO TI 7;4.8)	☐	☐	☐	☐	Where the cargo is accepted (ICAO TI 7;4.8)
☐	☐	☐	☐	The notices include visual examples of dangerous goods, including batteries. (ICAO TI 7;4.8)	☐	☐	☐	☐	
Note									

Employees					
Category of personnel		Employer	Number of Staff	Number Trained	Trained by
	Freight Forwarders				
3	Staff of freight forwarders involved in processing dangerous goods				
4	Staff of freight forwarders involved in processing cargo or mail (other than dangerous goods)				
5	Staff of freight forwarders involved in the handling, storage and loading of cargo or mail				
	Operator's Staff				
6	Operator's and ground handling agent's staff accepting dangerous goods				
7	Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods)				
8	Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage				
12	Security staff who are involved with the screening of passengers and crew and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures				
Note					

Training Records				
	SAT	UNSAT	Total	N/C
Number of training records inspected (ICAO TI 1;4.2.5)				
NOTE				

Notes	Name	Position	Expires on

Reference Documents

(ICAO TI 7;4.2)

Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	OPS manual - DG chapter	☐	☐	☐	☐	ICAO TI's - current edition / extracts
☐	☐	☐	☐	Company - Emergency procedures	☐	☐	☐	☐	ICAO supplement - current edition / extracts
☐	☐	☐	☐	Company policy - Embargo/restrictions	☐	☐	☐	☐	ICAO - Emergency response guide
☐	☐	☐	☐	Domestic Regulations - current edition/extracts	☐	☐	☐	☐	IATA DGR's - Current edition/extracts
☐	☐	☐	☐	Approval and Exemptions	☐	☐	☐	☐	.

Documents	Last version / edition	Status
ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: ADD 1 & 2 + COR 1	
Supplement to the ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: Original document	
ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods	Edition: 2017-2018 Last amendment: Original document	
IATA Dangerous Goods Regulations	Edition: 58th edition 2017 Last amendment: Addendum 1	

NOTE

Transport Documents

(ICAO TI 5;4, 7;1.3 and 7;4.1)

	SAT	UNSAT	N/A	N/C
Number of shipper's declarations inspected (ICAO TI 5;4)				
Number of acceptance check lists inspected (ICAO TI 7;1.3)				
Number of pilot notifications inspected (NOTOC) (ICAO TI 7;4.1)				
Number of air waybills inspected (ICAO TI 5;4.2)				
Number of exemptions inspected (ICAO SUP 1;1.2)				
Number of approvals inspected (ICAO TI 7;4.3.1)				

NOTE

Packages Inspected

Inbound

Class of package inbound	1	2	3	4	5	6.1	6.2	7	8	9	ID 8000	Non DG	TOTAL
Number inspected / monitored													
Number found unsatisfactory													

Outbound

Class of package outbound	1	2	3	4	5	6.1	6.2	7	8	9	ID 8000	Non DG	TOTAL
Number inspected / monitored													
Number found unsatisfactory													

NOTE

Available Tools

Yes	No	N/C	N/A	
☐	☐	☐	☐	Straps for securing dangerous goods in the aircraft in a manner that will prevent any movement in flight (ICAO 7;2.4.2)
☐	☐	☐	☐	Spare labels for packages of dangerous goods have become lost, detached or illegible (ICAO 7;2.7)
☐	☐	☐	☐	Identification tag for Unit Load Devices (ULD) containing dangerous goods (ICAO 7;2.8)

Note

Name of Inspector	Title of Inspector	Date
Telephone	Fax	Region	Email

Inspectors shall inspect the following areas of each dangerous goods consignment, as applicable, to verify compliance with the applicable requirements.

DANGEROUS GOODS CONSIGNMENT INSPECITON –CHECK LIST				
		OK	**N/A**	**FDG**
1	**PACKAGE / OVERPACKS**			
1.1	**MARKINGS**			
1.1.1	Proper Shipping Name including technical name (if app.) and UN No			
1.1.2	Name and address of shipper and consignee			
1.1.3	Package specification markings:			
	- correct code for type			
	- correct packing group for contents (X, Y OR Z)			
	- correct gross mass (combination packs)			
	- legitimacy of markings, if can be checked			
1.1.4	Explosive – net quantity and gross mass			
1.1.5	Refrigerated liquefied gases – indication of:			
	- upright position			
	- "keep upright"			
	- "Do not drop – handle with care"			
1.1.6	Dry Ice / Carbon Dioxide Solid – net mass			
1.1.7	"limited quantity" if applicable			
1.1.8	"Diagnostic Specimen" if Instruction 650 used (if applicable)			
1.1.9	**Radioactive materials Markings:**			
	- Industrial type: TYPE IP–1, TYPE IP-2, or TYPE IP-3			
	- Industrial package Type 2, Type 3 or Type A: (VRI CODE) of the country			
	- Type A, Type B(U), Type B(NM), or Type C			
	- Type B(U), Type B(M) and Type C packages – design identifier/trefoil symbol			
	- package>50 kg gross mass, if applicable			
1.1.10	**Over pack**			
	-Markings of packages clearly visible or reproduced on outside			
	-For UN specification markings or Type A\B or C, statement: "Inner packages comply with prescribed specifications"			
1.2	**LABELLING**			
1.2.1	Hazard label(s):			
	- appropriate to contents			
	-correct specification			
1.2.2	Indication of primary/subsidiary risk			
1.2.3	"Cargo Aircraft Only" label, if required			
1.2.4	Package orientation label x 2, if required			
1.2.5	'Cryogenic Liquid" labels if required			
1.2.6	For magnetized Material, handling label if required			
1.2.7	**Radioactive materials labelling:**			
	- Transport Index for (Cat II & III only)			
	- contents and activity			
	- two labels on opposite side			
	- fissile material label (CSI) for other than excepted, if applicable			
1.3	**Condition**			
1.3.1	Package appears to be in good condition			
2	**DOCUMENTS**			
2.1	**DANGEROUS GOODS TRANSPORT DOCUMENT**			
2.1.1	Numbered if more than one page			
2.1.2	Name and address of shipper			

2.1.3	Name and address of consignee			
2.1.4	Statement of "Passenger & CAO" or "CAO"			
2.1.5	Correct order for:			
	A - UN/ID no.			
	B - proper shipping name			
	C - class / division			
	D – packing group			
2.1.6	Sequence of description of Dangerous Goods			
	ABCD OR BCAD (From January 2005, sequence BCAD will be deleted)			
2.1.7	Additional information			
	- subsidiary risks (if applicable)			
	- number of packages			
	- net quantity / gross mass for each package			
	- packing instruction number			
	- special provision reference (if applicable)			
	-"over pack used" (if applicable)			
	- "limited quantity" (if applicable)			
	- 'salvage package' (if applicable)			
2.1.8	Infectious substance – contact name & tel no			
2.1.9	Packages of mixed dangerous goods:			
	- "Q" value shown and does not exceed 1.0			
	- segregation requirements met			
	- self reactive subs. Division 4.1, indication that the package must be protected from direct sunlight and heat (if applicable)			
2.1.10	- Declaration that the goods are properly packaged, marked and labelled and in accordance with the applicable regulations			
	- declaration must be signed and dated by the shipper			
2.1.11	**Radioactive materials:**			
	- "Radioactive materials" if not part of name			
	- name or symbol of radionuclide(s)			
	- description of physical or chemical form or special form if not part of name			
	- total activity for LSA –II, LSA – III, SCO – I and SCO – II			
	- category of package(s) or over pack(s)			
	- transport index(es) (Cat II & III only)			
	- package dimensions (Cat II & III only)			
	-certificate nos (eg: special form, Type B package design)			
	- Supplementary requirements for loading, stowage, carriage, or a statement that no such requirements are necessary.			
	- Emergency arrangements appropriate to the consignment.			
2.2	**AIR WAYBILL (if used)**			
2.2.1	Statement concerning the attached document "shipper's declaration"			
2.2.2	"Cargo Aircraft Only" (if applicable)			
2.2.3	Statement for "Excepted packages of radioactive materials"			
2.3	**EXEMPTIONS / SPECIAL APPROVALS**			
2.3.1	Copy of document attached (exemptions of approval) (if applicable)			
2.3.2	Conditions complied with			
3.	**ACCEPTANCE CHECK LIST**			
3.1	Use of check list and accurate completion			
4	**NOTOC / NOTIFICATION TO CAPTAIN**			
4.1	Use of a NOTOC			
4.2	Information for each item:			

	- AWB no.			
	- proper shipping name and UN/ID no			
	- class / division, subsidiary risks and Compatibility group for Class I			
	- packing group and number of packages			
	- net quantity / gross mass (if applicable)			
	- loading location on aircraft			
	- indication "Cargo Aircraft Only" if applicable			
	- point of unloading			
	-category & transport index – radioactive materials			
	- if applicable indication of a State exemption			
4.3	- confirmation no damaged /leaking packages, from person responsible for loading			
5	**TRAINING (use next page for note)**			
5.1	Adequate number of trained staff on duty			
5.2	Acceptance staff received in depth training			
5.3	Training given to ground handling staff			
5.4	Recent training within 24 months			
6	**NOTICES AT CARGO ACCEPTANCE AREA**			
6.1	Displayed			
6.2	In sufficient number			
7	**INFORMATION**			
7.1	Operations Manual has suitable entry			
7.2	Holding copies of:			
	- IATA DGRs / Technical Instructions			
	- ICAO ERG (or similar) – on aircraft			
	- all appropriate legislation			
	- all relevant approvals, exemptions, etc			

OBSERVATIONS AND ACTION

REPORT COMPILED BY:

Signed ..... Date: ……

DANGEROUS GOODS INSPECTOR

APPENDIX "F-4/1"

RAMP & INFLIGHT PROCESS INSPECTION CHECKSLIST - CL/OP/DG/009-1

Name of Air Operator			Date
Aircraft Type	Registration	Flight number	Routing

Onboard Publication

☐ ICAO Emergency Guide 2017-2018	☐ ICAO Technical Instructions 2017-2018	☐ IATA DG Regulations 2017	☐ Airline Operation Manual
☐ Other (Specify)			
Notes:			

Training Documents

Position	Name - Nom	Employee No	Due date

Notes:

CIVIL AVIAITION AUTHORITY OF SRI LANKA

	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Dangerous Goods Onboard	☐	☐	☐	☐	NOTOC Present	☐	☐	☐	☐

Station Unloadin	Airwaybill Number	UN / ID Numbe	Proper Shipping Name	Class or Division and Sub Risk	Packing group	Number of package	Net Quantity or Transport Index	Radioactive Category	CA (X)	ULD Identification	Location

Name of Inspector		Title of Inspector	Date
Telephone	Fax	Region	Email

Inspectors shall inspect the following areas of each dangerous goods consignment at ramp, as applicable, to verify compliance with the applicable requirements.

DANGEROUS GOODS RAMP INSPECITON –CHECK LIST				
		OK	**NA**	**FDG**
1.	**PACKAGE CONDITION**			
1.1	Package appears to be in good condition No damage – No leaking			
2.	**NOTOC/NOTIFICATION TO CAPTAIN**			
2.1	Use of a NOTOC			
2.2	Information for each item:			
	- AWB no.			
	- proper shipping name and UN/ID no			
	- class / division, subsidiary risks and Compatibility group for Class I			
	- packing group and number of packages			
	- net quantity / gross mass (if applicable)			
	- loading location on aircraft			
	- indication "Cargo Aircraft Only" if applicable			
	- point of unloading			
	- category & transport index – radioactive materials			
	- if applicable indication of a State exemption			
	- Confirmation no damaged / leaking packages, from person responsible for loading.			
2.3	Indication from the pilot-in-command that the information has been received.			
3.	**LOADING AND SECURING**			
3.1	**All Aircraft**			
3.1.1	Correct loading of liquids			
3.1.2	Goods segregated and secured as required			
3.1.3	Poisons & infectious substance segregated from animals / foodstuffs			
3.1.4	Radioactive materials:			
	- separated from persons, film & animals (minimum distance)			
3.1.5	Unit Load Devices:			
	- segregation requirements met			
	- correct loading of liquids			
	- goods secured against movement			
	- hazard labels visible or tag used			
	- "CAO" lebels visible or tag used			
	- if tag used: red hatching on both side, dimension 148 X 210 mm			
3.1.6	Check loading position conforms to NOTOC			
3.2	**Passenger and Combi Aircraft**			
3.2.1	No "Cargo Aircraft Only" loaded			
3.2.2	Aircraft without main deck "Class B" holds: - no dangerous goods in main deck hold			
3.3	**Cargo Aircraft**			
3.3.1	Accessibility requirements met for cargo aircraft only dangerous goods			
4.	**TRAINING (Use next page for Notes)**			
4.1	Adequate number of trained staff on duty			
4.2	Recent training within 24 months			
4.3	Training given to flight crew & cabin crew			
4.4	Training given to ground handling staff			

5.	**EXEMPTION / SPECIAL APPROVALS**			
5.1	Conditions complied with			
6.	**INFORMATION**			
6.1	Operations Manual has suitable entry			
6.2	Holding on board aircraft copies of:			
	- Operations manual			
	- ICAO ERG (or similar)			
	- all appropriate legislation			
	- all relevant approvals, exemptions, etc			

OBSERVATIONS AND ACTION

REPORT COMPILED BY:

Signed ..... Date: ……

DANGEROUS GOODS INSPECTOR

APPENDIX "F-4/2"

DANGEROUS GOODS GROUND HANDLING FACILITIES PROCESS INSPECTION CHECKLIST – CL/OP/DG/010

Name of Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Identification of Ground Handling Facility		
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Name of Facility		Telephone
Address of Facility		Fax
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation

☐ Year Long ☐ Maintenance Only ☐ Ad Hoc

☐ Seasonal ☐ Cargo Acceptance Only ☐ Sub-Contract

Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Dangerous Goods COMAT shipped	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Mail / Post loaded	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000

Note

Past Occurrences

Date (DD-MM-YY)	Description	Corrective action plan
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
Note		

Employees					
Category of personnel		Employer	Number of Staff	Number Trained	Trained by
6	Operator's and ground handling agent's staff accepting dangerous goods				
7	Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods)				
8	Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage				
10	Flight crew members, loadmasters, load planners and flight operations officers / flight dispatchers				
11	Crew members (other than flight crew members)				
12	Security staff who are involved with the screening of passengers and crew and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures				
Note					

Training Records				
	SAT	UNSAT	Total	N/C
Number of training records inspected (ICAO TI 1;4.2.5)				
NOTE				

Notes	Name - Nom	Position	Expires on

Reference Documents

(ICAO TI 7;4.2)

Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	OPS manual - DG chapter	☐	☐	☐	☐	ICAO TI's - current edition / extracts
☐	☐	☐	☐	Company - Emergency procedures	☐	☐	☐	☐	ICAO supplement - current edition / extracts
☐	☐	☐	☐	Company policy - Embargo/restrictions	☐	☐	☐	☐	ICAO - Emergency response guide
☐	☐	☐	☐	Domestic Regulations - current edition/extracts	☐	☐	☐	☐	IATA DGR's - Current edition/extracts
☐	☐	☐	☐	Approval and Exemptions	☐	☐	☐	☐	.

Documents	Last version / edition	Status
ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: ADD 1 & 2 + COR 1	
Supplement to the ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: Original document	
ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods	Edition: 2017-2018 Last amendment: Original document	
IATA Dangerous Goods Regulations	Edition: 58th edition 2017 Last amendment: Addendum 1	

NOTE

Transport Documents

(ICAO TI 5;4, 7;1.3 and 7;4.1)

	SAT	UNSAT	N/A	N/C
Number of shippers declarations inspected (ICAO TI 5;4)				
Number of acceptance check lists inspected (ICAO TI 7;1.3)				
Number of pilot notifications inspected (NOTOC) (ICAO TI 7;4.1)				
Number of air waybills inspected (ICAO TI 5;4.2)				
Number of exemptions inspected (ICAO SUP 1;1.2)				
Number of approvals inspected (ICAO TI 7;4.3.1)				

NOTE

Packages Inspected

Inbound

Class of package inbound	1	2	3	4	5	6.1	6.2	7	8	9	ID 8000	Non DG	TOTAL
Number inspected / monitored													
Number found unsatisfactory													

Outbound

Class of package outbound	1	2	3	4	5	6.1	6.2	7	8	9	ID 8000	Non DG	TOTAL
Number inspected / monitored													
Number found unsatisfactory													

NOTE

Available Tools

Yes	No	N/C	N/A	
☐	☐	☐	☐	Straps for securing dangerous goods in the aircraft in a manner that will prevent any movement in flight (ICAO 7;2.4.2)
☐	☐	☐	☐	Spare labels for packages of dangerous goods have become lost, detached or illegible (ICAO 7;2.7)
☐	☐	☐	☐	Identification tag for Unit Load Devices (ULD) containing dangerous goods (ICAO 7;2.8)

Note

Name of Inspector	Title of Inspector	Date

Telephone	Fax	Region	Email

APPENDIX "F-5"

PASSENGER HANDLING AUDIT CHECKLIST - CL/OP/DG/011-1

Name of Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	Telephone

N/A – Not Applicable N/C – Not Check

Identification of Passenger Handling Facility		
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Name of Facility		Telephone
Address of Facility		Fax
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation

☐ Year Long ☐ Maintenance Only ☐ Ad Hoc

☐ Seasonal ☐ Cargo Acceptance Only ☐ Sub-Contract

Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station	☐	☐	☐ 0-999 ☐1,000-9,999 ☐ +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station	☐	☐	☐ 0-999 ☐1,000-9,999 ☐ +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station	☐	☐	☐ 0-999 ☐1,000-9,999 ☐ +10,000
Dangerous Goods COMAT shipped	☐	☐	☐ 0-999 ☐1,000-9,999 ☐ +10,000
Mail / Post loaded	☐	☐	☐ 0-999 ☐1,000-9,999 ☐ +10,000

Note

Past Occurrences		
Date (DD-MM-YY)	Description	Corrective action plan
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
Note		

Hidden Dangerous Goods Warning									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	Where tickets are issued (ICAO TI 7;5.1)	☐	☐	☐	☐	The notices include visual examples of dangerous goods forbidden from transport aboard an aircraft. (ICAO TI 7;5.1.2)
☐	☐	☐	☐	Where the passengers are checked (ICAO TI 7;5.1)					
☐	☐	☐	☐	Aircraft boarding areas (ICAO TI 7;5.1)					
Note									

Employees					
Category of personnel		Employer	Number of Staff	Number Trained	Trained by
9	Passenger-handling staff				
8	Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage				
12	Security staff who are involved with the screening of passengers and crew and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures				
Note					

Training Records				
	SAT	UNSAT	N/A	N/C
Number of training records inspected (ICAO TI 1;4.2.5)				
NOTE				

Notes	Name - Nom	Position	Expires on

Reference Documents

(ICAO TI 7;4.2)

Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	OPS manual - DG chapter	☐	☐	☐	☐	ICAO TI's - current edition / extracts
☐	☐	☐	☐	Company - Emergency procedures	☐	☐	☐	☐	ICAO supplement - current edition / extracts
☐	☐	☐	☐	Company policy - Embargo/restrictions	☐	☐	☐	☐	ICAO - Emergency response guide
☐	☐	☐	☐	Domestic Regulations - current edition/extracts	☐	☐	☐	☐	IATA DGR's - Current edition/extracts
☐	☐	☐	☐	Approval and Exemptions	☐	☐	☐	☐	.

Documents	Last version / edition	Status
ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: ADD 1 & 2 + COR 1	
Supplement to the ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: Original document	
ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods	Edition: 2017-2018 Last amendment: Original document	
IATA Dangerous Goods Regulations	Edition: 58th edition 2017 Last amendment: Addendum 1	

NOTE

Handling of wheelchairs or other battery-powered mobility aids with non-spillable batteries

(ICAO TI 8;1.1.2 table 8-1 5))

	Yes	No	N/C	N/A
• The air operator allows the transport of wheelchairs or other battery-powered mobility aids with spillable batteries	☐	☐	☐	☐
• There are procedures present	☐	☐	☐	☐
• For use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g. broken leg)	☐	☐	☐	☐
• Restricted to checked baggage	☐	☐	☐	☐
• The operator(s) must ensure that wheelchairs or other battery-powered mobility aids are carried in such a manner so as to prevent unintentional activation and that they are protected from being damaged by the movement of baggage, mail, stores or other cargo.	☐	☐	☐	☐

Note:

Handling of wheelchairs or other battery-powered mobility aids with spillable batteries (ICAO TI 8;1.1.2 table 8-1 6))	Yes	No	N/C	N/A
• The air operator allows the transport of wheelchairs or other battery-powered mobility aids with spillable batteries	☐	☐	☐	☐
• There are procedures present	☐	☐	☐	☐
• For use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g. broken leg)	☐	☐	☐	☐
• Restricted to checked baggage	☐	☐	☐	☐
• The operator(s) must ensure that wheelchairs or other battery-powered mobility aids are carried in such a manner so as to prevent unintentional activation and that they are protected from being damaged by the movement of baggage, mail, stores or other cargo.	☐	☐	☐	☐
Spillable batteries removed from the wheelchairs or other battery-powered mobility aids				
• If the wheelchair or mobility aid cannot be loaded, stowed, secured and unloaded always in an upright position, the battery must be removed and the wheelchair or mobility aid may then be carried as checked baggage without restriction.	☐	☐	☐	☐
• The removed battery must be carried in strong, rigid packagings	☐	☐	☐	☐
• The packagings must be leak-tight, impervious to battery fluid and be protected against upset by securing them to pallets or by securing them in cargo compartments using appropriate means of securement (other than by bracing with freight or baggage) such as by the use of restraining straps, brackets or holders.	☐	☐	☐	☐
• Batteries must be protected against short circuits, secured upright in these packagings and surrounded by compatible absorbent material sufficient to absorb their total liquid contents.	☐	☐	☐	☐
• The packagings must be marked “Battery, wet, with wheelchair” or “Battery, wet, with mobility aid” and be labelled with a “Corrosive” label (Figure 5-22) and with a package orientation label (Figure 5-26).	☐	☐	☐	☐
• The pilot-in-command must be informed of the location of a wheelchair or mobility aid with an installed battery or the location of a packed battery.	☐	☐	☐	☐
Note:				

Handling of lithium-ion battery-powered wheelchairs or other battery-powered mobility aids (ICAO TI 8;1.1.2 table 8-1 7))	Yes	No	N/C	N/A
• The air operator allows the transport of lithium-ion battery-powered wheelchairs or other battery-powered mobility aids	☐	☐	☐	☐
• There are procedures present	☐	☐	☐	☐
• For use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g. broken leg)	☐	☐	☐	☐
• The batteries must be of a type which meets the requirements of each test in the UN *Manual of Tests and Criteria*, Part III, section 38.3.	☐	☐	☐	☐
• Battery terminals must be protected from short circuits (e.g. by being enclosed within a battery container) and securely attached to the mobility aid.	☐	☐	☐	☐
• The operator(s) must ensure that such mobility aids are carried in a manner so as to prevent unintentional activation and that they are protected from being damaged by the movement of baggage, mail, stores or other cargo.	☐	☐	☐	☐
• The pilot-in-command must be informed of the location of the mobility aid.	☐	☐	☐	☐
Note:				

Handling of Dry Ice in Passenger or Crew baggage (ICAO TI 8;1.1.2 table 8-1 21))	Yes	No	N/C	N/A
• The air operator allows the transport of dry ice in passenger or crew baggage to pack perishable.	☐	☐	☐	☐
• There are procedures present	☐	☐	☐	☐
• The maximum quantity per person allowed is of 2.5 kg	☐	☐	☐	☐
• The package permits the release of carbon dioxide gas	☐	☐	☐	☐
• The dry Ice is accepted as cabin baggage	☐	☐	☐	☐
• The dry Ice is accepted as checked baggage, with the approval of the operator	☐	☐	☐	☐
• When in checked baggage, each package is marked "DRY ICE" or "CARBON DIOXIDE, SOLID"	☐	☐	☐	☐
• When in checked baggage, there is an indication of the net weight of the dry ice or an indication that the net weight is 2.5 kg or less.	☐	☐	☐	☐
Note:				

Passenger profile	Travelling on Business	Tourist	Locals	Other (specify)
Passengers	%	%	%	%
Amount of checked baggage per person				
Type of baggage				

	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Electronic toys with lithium batteries	☐	☐	☐	☐	Military Staff	☐	☐	☐	☐
Wheelchairs (non spillable battery)	☐	☐	☐	☐	Tool box	☐	☐	☐	☐
Wheelchairs (spillable battery)	☐	☐	☐	☐	Cruise Ship Passengers	☐	☐	☐	☐
Wheelchairs (Lithium battery)	☐	☐	☐	☐	Hunters	☐	☐	☐	☐
Cryogenic containers	☐	☐	☐	☐	Camping equipment	☐	☐	☐	☐
Oxygen Cylinders	☐	☐	☐	☐	Sport Team	☐	☐	☐	☐
Dry Ice	☐	☐	☐	☐					
Note:									

Items Commonly Seized *(ICAO TI Part 8)*									
	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Class 1: Explosives									
Fireworks	☐	☐	☐	☐	Undeclared ammunition	☐	☐	☐	☐
Fire crackers	☐	☐	☐	☐	Marine Flares	☐	☐	☐	☐
Class 2: Gases									
Lighters	☐	☐	☐	☐	Large quantity of cosmetic aerosols	☐	☐	☐	☐
Carbon dioxide cartridge	☐	☐	☐	☐	Paint (aerosol)	☐	☐	☐	☐
Personal oxygen cylinder	☐	☐	☐	☐	Insect repellent (aerosol)	☐	☐	☐	☐
Class 3: Flammable liquids									
Camping Fuel	☐	☐	☐	☐	Paint	☐	☐	☐	☐
Lighter fuel	☐	☐	☐	☐	Over proof alcohol (more than 70% per vol)	☐	☐	☐	☐
Class 4: Flammable solids; substances liable to spontaneous combustion; substances which, on contact with water, emit flammable gases									
Matches	☐	☐	☐	☐					
Class 5: Oxidizing substances and organic peroxides									
Bleach	☐	☐	☐	☐	Hydrogen peroxide	☐	☐	☐	☐
Division 6.1: Toxic substances									
Self Defence Spray	☐	☐	☐	☐	Herbicide	☐	☐	☐	☐
Division 6.2: Infectious substances									
Patient or animal speciment	☐	☐	☐	☐	Biological substance category "B"	☐	☐	☐	☐
Class 7: Radioactive material									
Measuring equipment containing a radioactive source	☐	☐	☐	☐					
Class 8: Corrosive substances									
Items with mercury	☐	☐	☐	☐	Drain openers	☐	☐	☐	☐
Class 9: Miscellaneous dangerous substances and articles									
Large quantity of lithium batteries	☐	☐	☐	☐	Dry Ice	☐	☐	☐	☐
Powerful magnet	☐	☐	☐	☐	Battery pack for portable tools (e.g. power drill)	☐	☐	☐	☐
Note									

Available Tools – Outils disponibles				
Yes	No	N/C	N/A	
☐	☐	☐	☐	Strong, rigid, leak-tight and impervious to battery fluid packagings packaging for spillable batteries
☐	☐	☐	☐	"Corrosive" label and package orientation labels for packaging for spillable batteries.
☐	☐	☐	☐	Special labels for package containing "DRY ICE" or "CARBON DIOXIDE, SOLID"
Note				

Duty Free Stores									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	Over proof alcohol - more than 70% per volume	☐	☐	☐	☐	Large quantity of lighters
Note									

Note:

Name of Inspector	Title of Inspector		Date
Telephone	Fax	Region	Email

PASSENGER HANDLING INSPECTION CHECKLIST - CL/OP/DG/011-2

Airport:	**Terminal**
Date of inspection:	**Inspector's Name:**

S – Satisfactory, U/N- Un-satisfactory, N/A-Not Applicable, N/C-Not Check

1	Passenger Handling Procedures	Status	Remark
1.1	Are the passenger handling staff aware of following		
1.1.1	Procedure for handling of wheelchairs or other battery-powered mobility aids with non-spillable batteries		
1.1.2	Procedure for handling of wheelchairs or other battery-powered mobility aids with spillable batteries		
1.1.3	Procedure for handling of Dry Ice in Passenger or Crew Baggage		
1.1.4	Procedure for dealing with undeclared or misdeclared dangerous goods found in baggage		
2.	**Passenger Awareness Notices**		
2.1	Where tickets are issued		
2.2	Where the passengers are checked		
2.3	Aircraft boarding areas		
3.	**Training**		
3.1	Adequate number of trained staff on duty		
3.2	Training given to Check-in staff		
3.3	Recent training within 24 months		

Observations and Action

REPORT COMPILED BY

Signed.....Date .....

Dangerous Goods Inspector

APPENDIX "F-6"

AUDIT CHECKLIST – CL/OP/DG/012

Name of Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Location		
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Name of Facility		Telephone
Address of Facility		Fax
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation

☐ Year Long ☐ Maintenance Only ☐ Ad Hoc

☐ Seasonal ☐ Cargo Acceptance Only ☐ Sub-Contract

Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Dangerous Goods COMAT shipped	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Mail / Post loaded	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000

Note

S – Satisfactory, UN- Unsatisfactory, N/A-Not Applicable, N/C-Not Check

Pre-Audit							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
1	Identify any outstanding Audit Findings respecting the last audit.	N/A					
2	Determine the current type of operator service and identify any changes since the last audit.	N/A					
3	Review prior company records to establish compliance history	N/A					
4	Review dangerous occurrence reports, where applicable.	N/A					
5	Determine if the company currently has any approval or exemption	N/A					
6	Review manual and determine if there has been any amendments to the dangerous goods operations manual/other manuals.	ICAO TI 7;4.2					
7	Determine if the company has an approval for the transport of dangerous goods on main deck cargo compartments of passenger aircraft.	ICAO TI 7;2.1					
8	Determine if the company has an approved dangerous goods training program.	ICAO TI 1;4.1.2					
9	Determine if the training program reflects all regulatory or operational amendments.	ICAO TI 1;4.2					
Note							

Various lower level managers are generally delegated, by senior management, the responsibility of managing the systems for ensuring that the operators dangerous goods manual is appropriately distributed, is current and kept up to date, that training records are maintained and various dangerous goods transport documents are retained. The following checklist is applicable to all levels of management who hold those responsibilities.

Site Inspection							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
1	**ADMINISTRATION**						
	Determine if internal audits on the Dangerous Goods Manual, DG Training, DG Acceptance/ Handling/Loading Processes and DG Document Control are conducted.						
	Determine who has the authority to amend and issue the Dangerous Goods Manual, the system for distribution and control of the manual and the system for keeping the manual up to date: • Responsibility/Authority (Who) • Date of amendment (When) • Distribution List • Distribution process (How)						
1-1	Does the company's dangerous goods training program match the State approved program?	ICAO TI 1;4.1.2					
	Determine who conducts that dangerous goods training and the system for ensuring that those courses and instructors are appropriately authorised / qualified: • System for assessing and approving internal dangerous goods training providers • System for assessing and approving external dangerous goods training providers						
1-2	Determine that the recurrent training takes place within 24 months of previous training.	ICAO TI 1;4.2.3					
1-3	Determine that the company maintain a record of training for trained employees.	ICAO TI 1;4.2.5					
	Determine who is responsible for maintaining the dangerous goods training records and the system used for maintaining those records: • System for the training of staff relating to dangerous goods • System for maintaining currency of staff relating to dangerous goods System for maintaining dangerous goods training records						
1-4	Determine that the maintenance staffs are aware of requirements in respect of replacements or unserviceable items.	ICAO TI 1;2.2.2					
Note							

The operator must have procedures in place to ensure that dangerous goods are accepted, handled, temporary stored (segregation and consideration to goods who need to be stored away from certain environmental condition (heat, light or water) and loaded on aircraft as per the requirements.

The "CARGO FACILITIES INSPECTION FORM", "PACKAGE INSPECTION FORM" and the "GROUND HANDLING INSPECTION FORM" should be used in addition to this checklist.

Site Inspection							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
2	**ACCEPTANCE OF DANGEROUS GOODS**						
2-1	Determine who accepted the dangerous goods cargo and general cargo for the operator.						
2-2	Determine if the Operations Manual is available to acceptance staff as required.	ICAO TI 7;4.2					
2-3	Determine if the company's acceptance procedures are in compliance with the regulations. Adequacy and use of acceptance checklist, accessibility of DG documents.	ICAO TI 7;1					
2-4	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations. Verify correct completion (including signature/ some other indication) and accessibility.	ICAO TI 7;4.1					
2-5	Determine if the documents are retained for a minimum of three months.	ICAO TI 7;4.11					
2-6	Determine if the operator's acceptance staff are adequately trained to assist them to identify and detect dangerous goods presented as general cargo	ICAO TI 1;4.2.1					
2-7	Determine the capability of the operator to replace lost or stolen safety marks.	ICAO TI 7;2.7					
2-8	Determine provision of information is provided at cargo acceptance areas.	ICAO TI 7;4.8					
3-	**STORAGE, HANDLING AND LOADING OF DANGEROUS GOODS**						
3-1	Verify the company's storage procedures are in compliance with the regulations. Verify packages are handled correctly and segregation between packages respected.	ICAO TI 7;2					
3-2	Determine that operator has procedure to ensure inspection for leaking or damage before and after loading.	ICAO TI 7;3.1					
3-3	Determine that operator has procedures for removal of damaged or leaking packages from aircraft.	ICAO TI 7;3.2 7;3.3					
3-4	Determine that pilots have been supplied with appropriate written or printed information regarding dangerous goods to be carried as cargo,	ICAO TI 7;4.1					

Site Inspection							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
3-5	Determine that the notification to the pilot (NOTOC) includes signed confirmation of no evidence of any damage to or leakage from the package.	ICAO TI 7;4.1.4					
3-6	Determine that the pilot indicates on one copy or in some other way that the information was received.	ICAO TI 7;4.1.7					
3-7	Determine if the operator provided the pilot in command with the "Emergency Response Guidance" or a similar document concerning dangerous goods on board.	ICAO TI 7;4.9					
3-8	Determine that the company has procedures for loading and stowing a wheelchair for a passenger. (including notification to the pilot in command)	ICAO TI 8;1.1.2 Table 8-1 (5 to 7)					
3-9	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	ICAO TI 7;4.10					
Note							

PASSENGER INFORMATION

Except as otherwise provided in Technical Instructions Part 8; 1.1.2, dangerous goods must not be transported by passengers or crew members. Passengers and crew are permitted to transport certain dangerous goods either in checked baggage or carry-on baggage. Some of these permitted items require the express approval of the operator. In order to do this, safely check-in staff must be provided with the appropriate training and material at the check-in counter to be able to identify those items "PASSENGER HANDLING FACILITIY INSPECTION FORM" should be used in addition to this section.

Site Inspection							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
4	**PASSENGER CHECK-IN**						
4-1	Determine if there is a documented policy or process concerning dangerous goods carried by passengers or crew.	ICAO TI 8;1					
4-2	Determine that the company is in compliance with the requirements for provision of information to passengers and crew. Verify notices in place and information provided with passenger ticket or in another manner.	ICAO TI 7;5.1.2					
4-3	Determine that passenger check-in procedures are in compliance with the regulation.	ICAO TI 7;5.2					
4-4	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	ICAO TI 7;5.2.1					

Note

REPORTING OF INCIDENT, ACCIDENT OR UNDECLARED DANGEROUS GOODS

It is important to remember that dangerous goods incident is not incidents until the product in question has been formally accepted for uplift by the airline operator. However, once formally accepted there are a number of aspects that must be addressed by the operator.

Site Inspection							
	Item	**Reference**	**S**	**UN**	**N/A**	**N/C**	**Notes**
5	**REPORTING OF DANGEROUS GOODS**						
5-1	Verify the company has the proper dangerous occurrence procedures in place, in case of an aircraft accident, incident and occurrences.	ICAO TI 7;4.6 & 7;4.7					
5-2	Determine if a reporting system exists to report DG accidents and incidents to the State of operator and state where accident or incident occurred.	ICAO TI 7;4.4					
5-3	Determine if a reporting system exists to identify undeclared or miss-declared dangerous goods. Arrangements between operator/handling agents and operator/security staff to ensure reporting to the State.	ICAO TI 7;4.5					
5-4	Determine that pilots have been supplied with appropriate information concerning his responsibility to inform appropriate air traffic services in case of in-flight emergency	ICAO TI 7;4.3					
5-5	Determine that pilots have been supplied with appropriate information regarding emergency response.	ICAO TI 7;4.9					
Note							

Observation	
Ref	**Details Of Non-Conformity (continued from above tables)**

Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

APPENDIX "F-7"

CONTIGENCY PLAN FOR DEALING WITH DANGEROUS GOODS INCIDENTS

On site of a dangerous goods incident, there may be a need to contact some specialists. Complete the list of experts below:

CONTACTS	NAME OF EXPERT OR CONTACT PERSONNEL	TELEPHONE NUMBERS & EMAIL
Airport Authority		
Air Traffic Services (ATS)		
Airport Fire Service		
Hospital		
Expert to dispose of the commodity		
Emergency Response Teams		
Health Authority (for Division 6.1 and 6.2)		
Radioactive Material Protection (for Class 7)		
Explosives Bureau of Experts (for Class 1)		
Police		
Customs Authority		
Postal Authority		
Food and Drug		
Major Shippers		
Major Manufactures		

General

- Dangerous goods incidents may involve cargo or passengers' baggage
- They may occur in a freight shed, a passenger terminal or on the apron
- They may also occur on an aircraft, such as when a package is damaged through misloading
- They may involve a fire, major spillage, leakage or finding undeclared dangerous goods
- The Contingency Plan need not be implemented for undeclared dangerous goods where the package is intact and there are no signs of leakage, although they still need to be identified
- If it is suspected there has been non-compliance with the Technical Instructions, the dangerous goods need to be retained for further investigation (provided it is safe to do so)
- To implement the Contingency Plan, take the following actions:

All incidents

- record brief details, including the names of all persons involved
- make an initial assessment of the potential seriousness
- if there is fire, leakage or spillage, call the airport fire service, if not already in attendance
- notify the relevant airport authority, if not already in attendance

Any incident involving a suspected infectious substance

- clear the immediate area; do not touch or move the container, bag, etc
- contact the shipper or consignee; if not contactable, contact the nearest hospital

Cargo related incidents - minor leakage or spillage

- clear the immediate area; do not touch or move the dangerous goods or any container; do not attempt to clean-up a spillage or leakage; avoid breathing in fumes
- call the airport fire service if not already in attendance
- look at container for details of the contents (name, UN no., etc), if this is possible without risking injury.
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if the airport fire service is not available or other action needed see Subsequent Actions
- ensure container and contents placed in a safe location (if this is considered safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if not already aware

Cargo related incidents - minor leakage (eg: wetting of part of the outer packaging)

- keep persons away from immediate vicinity; avoid breathing in fumes
- consider if calling airport fire service is justified
- look at container for details of the contents (name, UN no., etc)
- locate shipping documents and use to confirm or establish details; retain for further investigation
- if airport fire service not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- ensure operator notified of incident, if relevant

Passenger related incidents

- keep persons away from immediate vicinity; avoid breathing in fumes

- ask passenger to identify item or potential hazard
- consider if calling airport fire service is justified
- if airport fire service is not called and other action needed see Subsequent Actions
- if airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible). If further investigation needed; ensure full and accurate details recorded

Subsequent Actions

- if container shows emergency actions, deal with incident accordingly
- if commodity identifiable, seek expert help if there are no emergency actions or if they cannot be followed
- do not use water, cloth or paper to deal with any spillage, unless it is certain that it is safe to do so
- if commodity not immediately identifiable but container safe to handle (little evidence of leakage, no fumes), remove to well-ventilated place, use rubber gloves to protect hands and check for labels or markings on outer container; open if there are inner containers and check again for labels or markings
- orientate any leaking container so further leakage is prevented
- Stop all actions immediately if fumes detected or more serious leakage found on closer inspection; call the airport fire service or other specialist assistance
- if there are fumes, they can be contained by covering spillage with plastic sheeting or plastic bags (unless emergency actions identify possible adverse reaction) but be aware this may lead to a build-up of fumes under the covering; remain at a safe distance
- a spillage can be contained by surrounding with dry sand to prevent spread (unless emergency actions identify a possible adverse reaction)
- use dry sand to cover a spillage, unless commodity is identified as an acid
- use sodium bicarbonate to cover a spillage of acid, but be aware this may result in bubbling and evolution of carbon dioxide (but there will be no other reaction)
- seek expert help for cleaning up the scene; if help not immediately available and it is desired to remove containers, spillage, etc, assess whether or not it is safe to continue
- using rubber gloves to protect the hands, put any container in a plastic bag; avoid breathing in any fumes; tie bag tightly
- using rubber gloves and plastic based tools or rigid plastic material, pick-up contaminated sand/sodium bicarbonate and place in another plastic bag; tie bag tightly
- place all plastic bags in a further bag and tie tightly
- place the bag(s) in a secure, well ventilated location well away from any occupied area; if in the open air ensure moisture, rain, etc, cannot come into contact with the plastic bag(s)
- check the bag(s) at frequent intervals for any adverse reaction
- seek expert help to dispose of the commodity, if not being retained.

DANGEROUS GOODS INVESTIGATION REPORT

Time and Date incident:	**Report number:**	
Place of occurrence:	**Type of Report**	
	Violation observed	
	Incident	
	Other	
Name and address of shipper:	**Documents attached:**	
	Air waybill	
	Shipper's declaration	
	Acceptance check list	
	Notification to captain	
Name and address of consignee:	Photographs	
	Analysis report	
	Witness statement	
	Police report	
	Other	
Name and address of operator:	**Additional Information:**	
	Airport of departure:	
	Airport of destination:	
	Aircraft registration:	
	Flight No:	

Dangerous Goods involved:

UN/	Proper shipping name	Class/ Division	Sub risk	Number and type of packages	Packing instruction and packing group
Chronological report of occurrence:					

Violation to the regulation:
Actions taken by Inspector:

REPORT COMPILED BY:

Signed ..... Date: …….

DANGEROUS GOODS INSPECTOR

Left Intentionally Blank

APPENDIX "F-9"

DANGEROUS GOODS ACCIDENTS AND INCIDENTS RECORD

File # & Report #	Date	Person involved	Dangerous goods involved	Shipper	Consignee	Operator/ handling agent	Violation	Remarks	Closure date, Inspector

Left intentionally blank

LIST OF OTHER AUTHORITIES
(Source of additional information)

CONTACTS	NAME OF EXPERT OR CONTACT PERSONNEL	TELEPHONE NUMBERS & EMAIL
Customs Authority		
Postal Authority		
Explosives Bureau of Experts (for Class 1)		
Radioactive Material Protection (for Class 7)		
Health Authority (for Division 6.1 and 6.2)		
Food and Drug Authorities		
Airport Authority		
Police Authority		
Air Traffic Service (ATS)		
Airport Fire Service		
OTHER SOURCES		
Major shippers		
Major Manufacturers		

APPENDIX "F-11"

REPORT ON FOREIGN AIR OPERATOR FACILITY INSPECTION FOR INITIAL/ RENEWAL OF PERMIT FOR TRANSPORT OF DANGEROUS GOODS BY AIR (CL/OP/DG/013)

OPERATOR : .....

DATE : .....

INSPECTOR : .....

	Satisfactory	Unsatisfactory	Not Applicable
OFFICE FACILITY INSPECTION			
1. Proper Filling Procedure			
2. Record Keeping			
3. Availability of			
+ Current labels			
+ NOTOC			
+ Acceptance Checklist			
+ Declaration			
4. Company Procedure to ensure compliance with all DG Incident /Accident and reporting System to DGCA			
5. Training Records of DGC			
6. Procedure for transport of COMAT			
7. ICAO Doc.9284 or IATA DGR Available			
8. Availability of IS 009 & SLCAP 4400			
9. Company Manual up-to-date			
• Operations Manual			
10. Authority given by State of the operator			

	Satisfactory	Unsatisfactory	Not Applicable
AIRCRAFT INSPECTION			
☐ No Dangerous Goods on board			
☐ Contained Dangerous Goods on board			
11. Emergency Response Guidance Available			
12. Loading of Cargo			
13. NOTOC			
14. DGR Training of Pilots			
15. DGR Training of Cabin Crew			
OBSERVATIONS:			
COMMENTS:			
RECOMMENDATION:			

Inspectors Name : ……

Inspectors Signature : ……

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APPENDIX "F-12"

PASSENGER TERMINAL NOTICES INSPECTION CHECKLIST – CL/OP/DG/014

Airport :			**Terminal :**		
Date of Inspection :			**Inspector's Name :**		
	Desk Numbers/ Gate Numbers / Ticket Sales Desk	**Handling Agent or Operator (When self operated)**	*** Operator(s) (only when identified by flight or as check-in)**	*** In use at time (✓ or ✗)**	**Notes / Comments on prominence and sufficiency)**
1					
2					
3					
4					
5					
6					
7					
8					
9					

{* - Show operator only if "☐" applicable and the handling agent is checking in passengers for that operator; otherwise leave operator blank}

All notices sufficient and prominent, no further action.	Signed :	Date :
Not all notices sufficient and prominent, further action required : Action Required :		
	Signed :	Date :

APPENDIX "F-13"

DANGEROUS GOODS SHIPPING FACILITIES PROCESS INSPECTION CHECKLIST – CL/OP/DG/015

Name of Operator		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

S- Satisfactory, UN-Unsatisfactory, N/A-Not Applicable, N/C-Not Check

Identification of Shipping Facility		
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Name of Facility		Telephone
Address of Facility		Fax
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation

☐ Year Long ☐ Maintenance Only ☐ Ad Hoc

☐ Seasonal ☐ Cargo Acceptance Only ☐ Sub-Contract

Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Dangerous Goods COMAT shipped	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000
Mail / Post loaded	☐	☐	☐ 0-999 ☐ 1,000-9,999 ☐ +10,000

Note

Past Occurrences		
Date (DD-MM-YY)	Description	Corrective action plan
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
		Root Causes Short term corrective action plan Long term / system wide corrective action plan Mean to evaluate the effectiveness of corrective action plans
Note		

Employees					
	Category of personnel	Employer	Number of Staff	Number Trained	Trained by
1	Shippers and persons undertaking the responsibilities of shippers				
2	Packers				
Note					

Training Records				
	S	UN	N/A	N/C
Number of training records inspected (ICAO TI 1;4.2.5)				
NOTE				

Notes	Name - Nom	Position	Expires on

Reference Documents

(ICAO TI 7;4.2)

Yes	No	N/C	N/A		Yes	No	N/C	N/A	
☐	☐	☐	☐	OPS manual - DG chapter	☐	☐	☐	☐	ICAO TI's - current edition / extracts
☐	☐	☐	☐	Company - Emergency procedures	☐	☐	☐	☐	ICAO supplement - current edition / extracts
☐	☐	☐	☐	Company policy - Embargo/restrictions	☐	☐	☐	☐	ICAO - Emergency response guide
☐	☐	☐	☐	Domestic Regulations - current edition/extracts	☐	☐	☐	☐	IATA DGR's - Current edition/extracts
☐	☐	☐	☐	Approval and Exemptions	☐	☐	☐	☐	.

Documents	Last version / edition	Status
ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: ADD 1 & 2 + COR 1	
Supplement to the ICAO Technical Instruction for the Safe Transport of Dangerous Goods by Air	Edition: 2017-2018 Last amendment: Original document	
ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods	Edition: 2017-2018 Last amendment: Original document	
IATA Dangerous Goods Regulations	Edition: 58th edition 2017 Last amendment: Addendum 1	

NOTE

Transport Documents

(ICAO TI 5;4, 7;1.3 and 7;4.1)

	S	UN	N/A	N/C
Number of shippers declarations inspected (ICAO TI 5;4)				
Number of air waybills inspected (ICAO TI 5;4.2)				
Number of exemptions inspected (ICAO SUP 1;1.2)				
Number of approvals inspected (ICAO TI 7;4.3.1)				

NOTE

Packages Inspected

Outbound

Class of package outbound	1	2	3	4	5	6.1	6.2	7	8	9	ID 8000	Non DG	TOTAL
Number inspected / monitored													
Number found unsatisfactory													

NOTE

Available Tools

Yes	No	N/C	N/A	
☐	☐	☐	☐	Packaging
☐	☐	☐	☐	Absorbent materials
☐	☐	☐	☐	Cushioning Materials
☐	☐	☐	☐	Labels

Note

Name of Inspector		Title of Inspector	Date
Telephone	Fax	Region	Email

APPENDIX "F-14"

PACKAGE OR ARTICLE INSPECTION CHECKLIST – CL/OP/DG/016

Reason for inspection

☐	Routine surveillance	☐	Undeclared DG discovered and reported
☐	Leakage or damage reported	☐	Other raison (specify)

Air Operator or Facility

Air Operator or Facility		Date – Date
Airport Name	Closest City	IATA Code
Province / State	Country	ICAO Code
Location		

Shipper	Consignee

	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Has the package been cleared by custom?	☐	☐	☐	☐	Has the package been opened by custom?	☐	☐	☐	☐
Is the package considered "mail"?	☐	☐	☐	☐	Is the package considered company material?	☐	☐	☐	☐

Description of Routing

Actual or planned routing					
Routing					
Operator					
Flight #					

	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Has the package already travelled by air?	☐	☐	☐	☐	Was an acceptance check completed?	☐	☐	☐	☐
Is the package intended to travel by air?	☐	☐	☐	☐	Was a checklist used?	☐	☐	☐	☐

Description of Package

AWB Number	Gross weight of package	Dimension (Length X Width X Height)	UN Specification marking

Type of Package (Crate, Box, Drum, etc.)	Identifying mark if part of a multi-piece shipment

Description of Dangerous Goods

	Yes	No		Yes	No	N/A
Was the package declared as dangerous goods by the shipper?	☐	☐	Packaged for Cargo Aircraft Only?	☐	☐	☐

UN / ID Number	Proper Shipping Name	Technical name (if applicable)

Class or Division	Subsidiary Risk	Packing Group	Quantity per package	Special Provision

Description of Damage or Spillage

	Yes	No		Yes	No	Description
Pictures taken	☐	☐	Other media	☐	☐	

Documents Taken (Copies or original)

	Yes	No	N/C	N/A	Notes
Air waybill	☐	☐	☐	☐	
Shipper declaration	☐	☐	☐	☐	
Acceptance check list	☐	☐	☐	☐	
Pilot notification	☐	☐	☐	☐	
State's approval (equivalency certificate	☐	☐	☐	☐	
State's exemption (equivalency certificate)	☐	☐	☐	☐	
Special Form approval certificate	☐	☐	☐	☐	
Low Dispersible Material certificate	☐	☐	☐	☐	
Type B package design approval certificate	☐	☐	☐	☐	
Type B(M) package shipment approval certificate	☐	☐	☐	☐	
Type C package design approval and shipment	☐	☐	☐	☐	
Fissile Material package design approval certificate	☐	☐	☐	☐	
Fissile Material package shipment approval certificate	☐	☐	☐	☐	
Special Arrangement approval certificate	☐	☐	☐	☐	
Statement from employee	☐	☐	☐	☐	
Other document (specify)	☐	☐	☐	☐	

Non-Compliance

Non-Compliance Area	Yes	No	N/C	N/A	Notes
Physical condition of package or article	☐	☐	☐	☐	
Marking	☐	☐	☐	☐	
Labelling	☐	☐	☐	☐	
Transport Document	☐	☐	☐	☐	
Air Waybill	☐	☐	☐	☐	
Approval and exemption document (equivalency certificate)	☐	☐	☐	☐	
Acceptance checklist	☐	☐	☐	☐	
Variation notified by State	☐	☐	☐	☐	
Variation notified by Air Operators	☐	☐	☐	☐	
Other	☐	☐	☐	☐	

Action Taken

Date (DD-MM-YY)	Time	Action taken by	Action taken

Name of Inspector	Title of Inspector		Date
Telephone	Fax	Region	Email

APPENDIX "G"

Dangerous Goods Investigation Report

Time and Date incident:	**Report number:**	
Place of occurrence:	**Type of Report**	
	Violation observed	
	Incident	
	Other	
Name and address of shipper:	**Documents attached:**	
	Air waybill	
	Shipper's declaration	
	Acceptance check list	
	Notification to captain	
Name and address of consignee:	Photographs	
	Analysis report	
	Witness statement	
	Police report	
	Other	
Name and address of operator:	**Additional Information:**	
	Airport of departure:	
	Airport of destination:	
	Aircraft registration:	
	Flight No:	

Dangerous Goods involved:

UN/	Proper shipping name	Class/ Division	Sub risk	Number and type of packages	Packing instruction and packing group

Chronological report of occurrence:
Violation to the regulation:
Actions taken by Inspector:

REPORT COMPILED BY:

Signed ..... **Date:** .....

DANGEROUS GOODS INSPECTOR

APPENDIX "H"

Granting of Specific Authorization Evaluation Checklist – CL/OP/DG/17

Purpose :

Date of Landing :

Model of aircraft :

Type of A/C Configuration : Pax & Cargo / Cargo only

UN No.	PSN	Class	Packing Ins.	Requested Quantity	Max Quantity	Remarks

This office …… grant approval to transport <UN NO> in the aircraft as per the instruction given in doc 9284.

Checked By : ……..

Signature : …….. Date : ……

Comments :
……
……
……
……
……

Approved By : ……..

Signature : …….. Date : ……

APPENDIX "I"

Granting of an Approval Evaluation Checklist –CL/OP/DG/18

Name of the Airline :

Date of Arrival & Departure:

Purpose :

Landing Airport :

		Sat	Unsat	Remarks
01	**Application for Approval**			
02	**AOC**			
03	**OPS SPECS**			
04	**Insurance**			
05	**Reason why it is essential the A1 or A2 approval**			
06	**Statement why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that proposal**			
	- Application (item No. 04)			
	- Risk Assessment			
07	**Proposed Proper shipping Name, Clarification, and UN number with full supporting technical data**			
	- Shipper's Dangerous Goods Declaration			
08	**The proposed Packaging**			
	- Shipper's Dangerous Goods Declaration			
09	**Quantity to be carried**			
	- Shipper's Dangerous Goods Declaration			
10	**Any special handling required and any special emergency response information**			
	- Risk Assessment			
11	**Name and address of the shipper and consignee**			
	- Shipper's Dangerous Goods Declaration			
12	**The Airports of departure, destination and the proposed dates of transport**			
	- Application for approval			
13	**Details of the operator including aircraft type, Flight numbers**			
	- Application for approval			
14	**Other State Approvals**			
	- Approval issued by State of the origin			
	- Approval issued by state of the operator			

Inspectors Name : ……

Inspectors Signature & Date : ……

APPENDIX "J"

Granting of an Exemption Evaluation Checklist – CL/OP/DG/19

Name of the Air Line :

Date of Arrival & Departure:

Purpose :

Landing Airport :

		Sat	Unsat	Remarks
01	**Application for exemption**			
02	**AOC**			
03	**OPS SPECS**			
04	**Insurance**			
05	**Reason why it is essential the articles or substance must be carried by Air**			
06	**Statement why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that proposal**			
	- Application (item No. 04)			
	- Risk Assessment			
07	**Proposed Proper shipping Name, Clarification, and UN number with full supporting technical data**			
	- Shipper's Dangerous Goods Declaration			
08	**The proposed Packaging**			
	- Shipper's Dangerous Goods Declaration			
09	**Quantity to be carried**			
	- Shipper's Dangerous Goods Declaration			
10	**Any special handling required and any special emergency response information**			
	- Risk Assessment			
11	**Name and address of the shipper and consignee**			
	- Shipper's Dangerous Goods Declaration			
12	**The Airports of departure, transit and destination and the proposed dates of transport**			
	- Application for exemption			
13	**Details of the operator including aircraft type, Flight numbers**			
	- Application for exemption			
14	**Other State Approvals**			
	- Exemption issued by state of origin			
	- Exemption issued by state of operator			

	- Exemption issued by state of transit			
	- Exemption issued by state of overflying			
	- Exemption issued by state of Destination			

Inspectors Name : ……

Inspectors Signature & Date : ……