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**Instructions for Use:**

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING (FDG)** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED (N/C)** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter **"N/A"** in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

**DANGEROUS GOODS CONSIGNMENT INSPECTION CHECKLIST**

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

Location		
Airport Name	Closest City	Country
Name of Facility		
Address of Facility		
Name and Title of Contact Person		
Telephone	Fax	E-mail

Type of Operation		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year Long	Maintenance Only Cargo	Ad Hoc Sub-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal	Acceptance Only	Contract

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

Note:

Hidden Dangerous Goods Warning									
Yes	FDG	N/C	N/A		Yes	FDG	N/C	N/A	
				Where documents are accepted					Where the cargo is accepted

Note:

Reference Documents									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
				National Regulations					OPS manual
				State's exemption					Company policy - Embargo/restrictions
				ICAO Technical Instructions					Company - Emergency procedures
				Supplement to the ICAO Technical Instructions					IATA Dangerous Goods Regulations
				ICAO - Emergency response guide					Label Master Air Shipper
<b>Documents</b>				<b>Last version / edition</b>				<b>Status</b>	

Dangerous Goods Consignment Inspection					
1	PACKAGE/ OVERPACKS	OK	FDG	N/A	N/C
1.1	<b>MARKINGS</b>				
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	Explosives - 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 "				
1.1.8	"Diagnostic Specimen" if Instruction 650 used				
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(M), or Type C				
	- Type B(U), Type B(M) and Type C packages - design identifier / trefoil symbol				
	- Packages > 50kg gross mass,				
1.1.10	Over pack				
	- Markings of packages clearly visible or reproduces on outside				
	- For UN specification markings or Type A, B or C, statement: "over pack"				

<b>1.2</b>	<b>LABELLING</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
1.2.1	Hazard label(s):				
	- Appropriate to contents				
	- Correct specification				
1.2.2	Number for primary / subsidiary risk				
1.2.3	"Cargo Aircraft Only" label, if required				
1.2.4	Package orientation labels 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	Keep away from heat				
1.2.8	<b>Radioactive materials labeling:</b>				
	- Transport Index for (Cat II & III only)				
	- Contents and activity				
	- Two labels on opposite side				
	- Fissile material label (CSI) for other than excepted				
1.2.9	Radioactive material, excepted package				
<b>1.3</b>	<b>Condition</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
1.3.1	Package appears to be in good condition				

**Dangerous Goods Consignment Inspection**

<b>2</b>	<b>DOCUMENTS</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
<b>2.1</b>	<b>DANGEROUS GOODS TRANSPORT DOCUMENT</b>				
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:				
	- UN / ID no.				
	- Proper shipping name				
	- Class / division				
	- Packing group				
2.1.6	Sequence of description of Dangerous Goods				
2.1.7	Additional information				
	- Subsidiary risks				
	- Number of packages				
	- Net quantity / gross mass for each package				
	- Packing instruction number				
	- Special provision reference				
	- "over pack used"				
	- 'Limited quantity'				
	- 'Salvage package'				
2.1.8	Infectious substances - 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 and 5.2, indication that the package must be protected from direct sunlight and heat				
2.1.10	- Declaration that the goods are properly packaged, marked and labeled and in accordance with the applicable regulations				
	- Declaration must be signed and dated by the shipper				
2.1.11	<b>Radioactive materials:</b>				
	- "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)				
	- Certificates (i.e.: 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.				
<b>2.2</b>	<b>AIR WAYBILL (if used)</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
2.2.1	Statement concerning the attached document "shipper's declaration"				
2.2.2	"Cargo Aircraft Only"				
2.2.3	Statement for "Excepted packages of radioactive materials"				
<b>2.3</b>	<b>EXEMPTIONS / SPECIAL APPROVALS</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
2.3.1	Copy of document attached (exemptions or approval)				
2.3.2	Conditions complied with				

<b>Dangerous Goods Consignment Inspection</b>					
<b>3</b>	<b>ACCEPTANCE CHECKLIST</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
3.1	Use of acceptance checklist and accurate completion				
<b>4</b>	<b>NOTOC/NOTIFICATION TO CAPTAIN</b>	<b>OK</b>	<b>FDG</b>	<b>N/A</b>	<b>N/C</b>
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 1				
	- Packing group and number of packages				
	- Net quantity / gross mass				
	- Loading location on aircraft				
	- Indication "Cargo Aircraft Only"				
	- Point of unloading				

