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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 RAMP INSPECTION CHECKLIST

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

Location								
Airport Name		Closest City			Country			
Location								
Name and Title of Contact Person								
Telephone		Fax		E-mail				
Type of Operation				Ad Hoc Sub-Contract				
Year Long		Maintenance Only		Seasonal				
Cargo Acceptance Only								
Dangerous Goods Handled (Based on historical data)				YES	NO	If yes -> quantity of package Average 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 accepted at Station						0-999	1,000-9,999	+ 10,000

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
Documents				Last version / edition				Status	

Ramp Inspection					
1	PACKAGE CONDITION	OK	FDG	N/A	N/C
1.1	Package appears to be in good condition No damage - No leaking				
2	NOTOC/NOTIFICATION TO CAPTAIN	OK	FDG	N/A	N/C
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 1				
	- 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	OK	FDG	N/A	N/C
3.1.1	Correct loading of liquids				
3.1.2	Goods segregated and secured as required				
3.1.3	Toxic & infectious substances 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" labels 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	OK	FDG	N/A	N/C
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	OK	FDG	N/A	N/C
3.3.1	Accessibility requirements met for cargo aircraft only dangerous goods				
4	EXEMPTIONS / SPECIAL APPROVALS	OK	FDG	N/A	N/C
4.1	Conditions complied with				
5	INFORMATION	OK	FDG	N/A	N/C
5.1	Operations Manual has suitable entry				

5.2 Holding on board aircraft copies of:
 - Operations manual
 - ICAO ERG (or similar)
 - all appropriate legislation
 - all relevant approvals, exemptions, etc

6	TRAINING	OK	FDG	N/A	N/C
6.1	Adequate number of trained staff on duty				
6.2	Acceptance staff received in depth training				
6.3	Training given to ground handling staff				
6.4	Recent training within 24 months				

Employees Namibia	Position	Date of last Training

Observation	

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