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

Reference Documents									
OK	FDG	N/C	N/A		OK	FDG	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	

Passenger Handling Procedures				
Are the Passenger Handling Staff aware of	OK	FDG	N/C	N/A
Procedures for handling of wheelchairs or other battery-powered mobility aids with non-spillable batteries				
Procedures for handling of wheelchairs or other battery-powered mobility aids with spillable batteries				
Procedures for handling of Dry Ice in Passenger or Crew baggage				
Procedures for dealing with undeclared or misdeclared dangerous goods found in baggage				

Notes

Hidden Dangerous Goods Warning									
OK	FDG	N/C	N/A		OK	FDG	N/C	N/A	
				Where tickets are issued					Aircraft boarding areas
				Where the passengers are checked					

Note				
Passenger Handling Inspection				
TRAINING				
	OK	FDG	N/A	N/C
Adequate number of trained staff on duty				
Acceptance staff received in depth training				
Training given to ground handling staff				
Recent training within 24 months				
Employees Names	Position			Date of last training

Items Commonly Seized									
	OK	FDG	N/C	N/A		OK	FDG	N/C	N/A
Camping Fuel					Undeclared Dry Ice				
Matches					Paint				
Large quantity of lighters					Antique barometer with mercury				
Lighter fuel					Carbon dioxide cartridge				
Self defence Spray					Large quantity of lithium batteries				
Fireworks					Large quantity of cosmetic aerosols				
Over proof alcohol (more than 70% per volume)					Marine Flares				
Gas refill for hair curler					Insect repellent aerosol				
Undeclared ammunition									

