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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 GENERAL AUDIT & INSPECTION CHECKLIST

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	OK	FDG	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 State approved program?	ICAO TI 1;4.2					
Determine who conducts that dangerous goods training and the system for ensuring that those courses and instructors are appropriately authorized/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 companies maintain a record of training for trained employees.	ICAO TI 1;4.2					
1-4 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						
1-5 Determine that the maintenance staffs are aware of requirements in respect of replacements or unserviceable items.	ICAO TI 1,2.2					

ACCEPTANCE, HANDLING, STORAGE AND LOADING OF DANGEROUS GOODS

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. "CONSIGNMENT INSPECTION CHECKLIST" and the "RAMP INSPECTION CHECKLIST» should be used in addition to this checklist.

Site Inspection						
Item	Reference	OK	FDG	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 at least one copy of appropriate documents to the transport is retained for a minimum period of three months.	ICAO TI 7;4.10				
2-6	Determine if the documents are retained for a minimum of three months.	ICAO TI 7;4.10				
2-7	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 7;1.4				
2-8	Determine the capability of the operator to replace lost or stolen safety marks.	ICAO TI 7;2.6				
2-9	Determine provision of information is provided at cargo acceptance areas.	ICAO TI 7;4.7				
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				
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	OK	FDG	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					
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					
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;4.8					
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;1.1.2j)					
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;4.9					

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 TERMINAL NOTICES INSPECTION CHECKLIST" should be used in addition to this section.

Site Inspection							
Item	Reference	OK	FDG	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					

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	OK	FDG	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 or incident.	ICAO TI 7;4.6				
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 misdeclared 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;4.8				

Item no.	Finding	Observation

Name & title of Inspector		Date	
Signature		Email	

