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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 MANUAL EVALUATION CHECKLIST

**Date of Evaluation:** \_\_\_\_\_

**Operator:** \_\_\_\_\_

**Flight Operations Inspector:** \_\_\_\_\_

No	INSPECTION ITEM	OK	FDG	N/C	N/A
<b>1</b>	<b>GENEAL RESTRICTIONS</b>				
1.1	States the types of DG operations the company is engaged in				
1.2	States which DG they do or do not accept for transport in which locations				
1.3	There is a list of all locations where the Operation Manual is/are kept				
<b>2.</b>	<b>DANGEROUS GOODS COORDINATOR</b>				
2.1	The Operator states the company telephone number or individual's name & telephone number of the company DG Program Coordinator(s), or designated person(s) & his/her role(s) with respect to the administration of the company's DG program				
2.2	The Operator list names & contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting DG				
<b>3.</b>	<b>APPLICABLE REGULATIONS</b>				
3.1	The operator identifies the applicable regulations and documents the company uses, where they're located and how they're accessed				
<b>4.</b>	<b>AIRCRAFT SPECIFIC</b>				
4.1	The manual provides instructions on loading restrictions of the Operator (if applicable)				
4.2	States any aircraft DG loading restrictions by aircraft type				
4.3	The manuals provides details of the location and the numbering system of cargo compartments				
4.4	The manual specifies total sum of transport indexes of radioactive material permitted in each compartment				

No	INSPECTION ITEM	OK	FDG	N/C	N/A
<b>5.</b>	<b>TRAINING</b>				
5.1	States who is responsible for the air Operator's training program & training records				
5.2	States which company employees require training, type of training and frequency of recurrent training				
5.3	States that the air Operator training programs must be reviewed & approved by the State of authority				
<b>6.</b>	<b>PASSENGER HANDLING</b>				
6.1	Describes which DG are permitted & not permitted in passenger or crew baggage or on the person				
6.2	Describes the procedures for and the form of promulgating information to passengers				
6.3	States what the acceptance procedures are for passengers and baggage				
<b>7.</b>	<b>COMAT SHIPMENT</b>				
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				
7.2	State who is responsible / qualified to prepare DG COMAT for transport				
7.3	Describes how DG COMAT are prepared for transport				
7.4	Explains how DG COMAT are to be processed once prepared				
<b>8.</b>	<b>ACCEPTANCE PROCEDURES</b>				
8.1	Describes how DG are prevented from entering the system without appropriate preparation				
8.2	States the procedures for accepting general cargo ensuring that DG do not enter the system when they are not permitted				
8.3	States the procedures for accepting / rejecting DG cargo use of Operator's DG acceptance checklist				
8.4	States the procedures for handling rejected DG in cargo				
8.5	Describes the procedures for and the form of promulgating information to those offering DG or cargo for transport				
<b>9.</b>	<b>RETENTION OF DOCUMENTS</b>				
9.1	Describes what documents must be retained				
9.2	States the length of time each type of document must be retained				
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				
<b>10.</b>	<b>GROUND HANDLING</b>				
10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft				
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, over packs, freight or unit load devices				
10.4	Describes procedures for loading / unloading DG onto or from an aircraft (ensuring proper loading & segregation processes and inspection for damage or leaking packages prior to the execution of the above)				

No	INSPECTION ITEM	OK	FDG	N/C	N/A
<b>11.</b>	<b>LOAD PLANNING</b>				
11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable)				
11.2	Describes the procedures for NOTOC uplift to the pilot-in-command and it's retention and accessibility both on ground and in-flight when DG are carried on board the aircraft				
<b>12.</b>	<b>EMERGENCY PROCEDURES</b>				
12.1	States emergency response information is available and where the pilot-in-command / other crew members can find it				
12.2	States how the pilot-in-command is to report emergencies involving DG				
12.3	Describes how the NOTOC is accessed during an emergency				
12.4	Describes the procedures for managing DG incident / accident on the ground				
12.5	Describes the procedures for managing mis-declared or undeclared DG				
12.6	Describes the procedures to follow when reporting mis-declared or undeclared DG				
12.7	Describes the procedures to follow when reporting DG in passengers / crew baggage				
12.8	Describes the procedures to follow when reporting DG incident / accident				
12.9	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 DG on board				
	Remarks				
<b>Inspector's Name:</b>		<b>Inspector's Signature</b>			
<b>Telephone:</b>		<b>Fax:</b>		<b>Date:</b>	