



**NIGERIA CIVIL AVIATION AUTHORITY**  
**CORPORATE HEADQUARTERS**  
 Nnamdi Azikiwe International Airport  
 Domestic Wing, Abuja, Nigeria

**CL: O-OPS 023**  
**Dangerous Goods Manual Evaluation Checklist**  
**(For Dangerous Goods Carrier)**

Record ID:	Protocol#	Tracking#	Activity#
Date Accomplished	Action Taken	Inspector	Type of Operation:
Air Operator/Organization		Location#	
Title of Manual Reviewed:			

**Instructions for Use:**

1. Check **`S`** column if you reviewed the record, procedure or event and it is **`Satisfactory`**.
2. Check **`U`** column if you reviewed the record, procedure or event and it is **`Unsatisfactory`**.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

S/N	MANUAL ADMINISTRATION	S	U	NS	NA
<b>A.</b>	<b>COMPLETE CHECKLIST CL: O-OPS 020B</b>				
<b>1</b>	<b>General Restrictions</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
1.1	States the types of dangerous goods operations the company is engaged in.				
1.2	States which dangerous goods they do or do not accept for transport in which locations.				
1.3	There is a list of all locations where the operations manual is/are kept.				
<b>2</b>	<b>Dangerous Goods Coordinator</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
2.1	The operator states the Company Title and telephone number or Individual's name and telephone number of the company Dangerous Goods Program Coordinator(s), or designated person(s) and his/her role(s) with respect to the administration of the company's dangerous goods program				
2.2	The operator list names and contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting dangerous goods				
<b>3</b>	<b>Applicable Regulations</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
3.1	Does the Dangerous Goods Manual Contain procedures and information on the following:				
(a)	General policies for the Dangerous Goods Programme that comply with the specific regulatory requirements of Nig. CARs and the ICAO Technical instructions?				
(b)	Information on the regulatory source for the requirement?				
(c)	The duties and responsibilities for personnel who will accomplish the Dangerous Goods Programme?				
(d)	Instructions and information for personnel to meet the requirements of the Dangerous Goods Programme?				
(e)	contains sufficient procedures and information to assist persons in identifying packages that are marked or labelled as dangerous goods?				
(f)	contains sufficient procedures and information to assist persons in rejecting dangerous goods that do not conform to dangerous goods regulations				

3.2	Does the dangerous goods manual contain procedures for determining if packages containing dangerous goods are properly stored, handles, packaged, loaded and carried onboard an aircraft?				
3.3	Does the dangerous goods manual contain procedures sufficient to assist persons complying with undeclared or misdeclared reporting requirements?				
3.4	Does the dangerous goods manual contain procedures sufficient to assist persons in identifying packages that may contain undeclared dangerous goods?				
3.5	Does the dangerous goods manual contain requirements for information to the notification of the pilot in command when there are dangerous goods aboard the aircraft?				
3.6	Does the dangerous goods manual contain procedures for determining if packages containing dangerous goods are properly offered and accepted?				
3.7	If the Certificate Holder carries dangerous goods, does the manual contain procedures and instructions for the PIC to follow in case there is an in-flight emergency involving dangerous goods incident or accident using the emergency response guidance for aircraft incidents involving dangerous goods				
3.8	Does the manual list the dangerous goods which passengers are permitted to carry in their check-in baggage?				
<b>4</b>	<b>Aircraft Specific</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
4.1	The manual provides instructions on loading restrictions of the operator (if applicable).				
4.2	States any aircraft dangerous goods loading restrictions by aircraft type				
4.3	The manual provides details of the location and the numbering system of cargo compartments.				
4.4	The manual specifies the maximum total sum of transport indexes of radioactive material permitted in each compartment.				
<b>5</b>	<b>Training</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
5.1	States that the air operator training programs must be approved by the State of authority				
5.2	Does the approved training programme require personnel who perform any duties or have responsibility for handling dangerous articles and magnetized materials to be trained every 24 calendar months on the following:				
(a)	The proper packaging?				
(b)	The proper marking?				
(c)	The proper labelling and documentation instructions regarding compatibility, loading, storage and handling characteristics?				
5.3	Does the Certificate Holder maintain satisfactory completion records for individuals who are required to receive training on the handling and carriage of dangerous articles and magnetized materials?				
5.4	Does the Certificate Holder’s manual contain instructions and information that If the Certificate Holder operates in a foreign country where the loading and unloading of aircraft is performed by personnel of the foreign country who do not meet the requirements of Regulations “Carriage of dangerous goods” and Regulation “Initial dangerous goods training” of the Nigeria Civil Aviation Regulations (Operation of Aircraft), that they will be supervised during the loading and unloading by a person qualified in accordance with the Technical Instructions?				

5.5	Does the Certificate Holder's Dangerous Goods Programme comply with the guidance contained in the Technical Instructions with respect to the following:				
(a)	Instructions and information that the Certificate Holder who does not accept, handle, or store dangerous goods or dangerous goods provides procedures and instructions in the operator's manual to ensure that no packages are accepted by the operator that contain a hazardous material?				
(b)	Instructions and information that the Certificate Holder who does not accept, handle, or store dangerous goods or dangerous goods provides in their manual, procedures and instructions for reporting that damaged packages found to contain, or that are suspected of containing, dangerous goods or dangerous goods are reported (in compliance with Regulation "Dangerous goods incident and accident reports" of the Nigeria Civil Aviation Regulations?				
(c)	Instructions and information that the DGI is the NCAA's point of contact for the operator and is the final approving authority for the operator's training programme?				
(d)	Instructions and information about damage-free packages?				
(e)	Instructions and information about Authorization of Carriage of dangerous goods, dangerous goods, or other regulated materials?				
(f)	Instructions and information providing specific guidance on the storage of dangerous goods?				
(g)	Instructions and information providing specific guidance on the storage of Class 8 (corrosive) materials?				
(h)	Instructions and information providing specific guidance on the storage of Class 7 (radioactive) materials?				
(i)	Instructions and information providing specific guidance on the storage of Class 6, Division 6.1 (poisonous) materials?				
(j)	Instructions and information providing specific guidance for loading of other regulated materials (ORM) aboard aircraft?				
(k)	Procedures for handling damaged packages?				
(l)	Procedures for handling radioactive contamination?				
(m)	Procedures for handling substances in Class 6, Division 6.2 (infectious substances)?				
(n)	Information that includes a list of telephone numbers and addresses of organizations that can provide technical advice on clean-up techniques and precautions to minimize the possibility of injury to employees and the general public?				
(o)	If the Certificate Holder is authorized to handle poisons, does the manual include procedures for handling packages bearing a poison label?				
(p)	Instructions and information that the Certificate Holder's training programme is approved by the NCAA (either initial or recurrent)?				
(q)	Does the Certificate Holder's Dangerous Goods Programme comply with the guidance contained in the Technical Instructions?				
<b>6</b>	<b>Training (ICAO TI 1;4 and 7;4.9)</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
6.1	States that the air operator training programs must be approved by the State of authority				
6.2	Does the approved training programme require personnel who perform any duties or have responsibility for handling dangerous articles and magnetized materials to be trained every 24 calendar months on the following:				
(a)	The proper packaging?				
(b)	The proper marking?				
(c)	The proper labelling and documentation instructions regarding compatibility, loading, storage and handling characteristics?				
6.3	10. Does the Certificate Holder maintain satisfactory				

	completion records for individuals who are required to receive training on the handling and carriage of dangerous articles and magnetized materials?				
6.4	Does the Certificate Holder's manual contain instructions and information that If the Certificate Holder operates in a foreign country where the loading and unloading of aircraft is performed by personnel of the foreign country who do not meet the requirements of Regulations "Carriage of dangerous goods" and Regulation "Initial dangerous goods training" of the Nigeria Civil Aviation Regulations (Operation of Aircraft), that they will be supervised during the loading and unloading by a person qualified in accordance with the Technical Instructions?				
6.5	Does the Certificate Holder's Dangerous Goods Programme comply with the guidance contained in the Technical Instructions with respect to the following:				
(a)	Instructions and information that the Certificate Holder who does not accept, handle, or store dangerous goods or dangerous goods provides procedures and instructions in the operator's manual to ensure that no packages are accepted by the operator that contain a hazardous material?				
(b)	Instructions and information that the Certificate Holder who does not accept, handle, or store dangerous goods or dangerous goods provides in their manual, procedures and instructions for reporting that damaged packages found to contain, or that are suspected of containing, dangerous goods or dangerous goods are reported (in compliance with Regulation "Dangerous goods incident and accident reports" of the Nigeria Civil Aviation Regulations?				
(c)	Instructions and information that the DGI is the NCAA's point of contact for the operator and is the final approving authority for the operator's training programme?				
(d)	Instructions and information about damage-free packages?				
(e)	Instructions and information about Authorization of Carriage of dangerous goods, dangerous goods, or other regulated materials?				
(f)	Instructions and information providing specific guidance on the storage of dangerous goods?				
(g)	Instructions and information providing specific guidance on the storage of Class 8 (corrosive) materials?				
(h)	Instructions and information providing specific guidance on the storage of Class 7 (radioactive) materials?				
(i)	Instructions and information providing specific guidance on the storage of Class 6, Division 6.1 (poisonous) materials?				
(j)	Instructions and information providing specific guidance for loading of other regulated materials (ORM) aboard aircraft?				
(k)	Procedures for handling damaged packages?				
(l)	Procedures for handling radioactive contamination?				
(m)	Procedures for handling substances in Class 6, Division 6.2 (infectious substances)?				
(n)	Information that includes a list of telephone numbers and addresses of organizations that can provide technical advice on clean-up techniques and precautions to minimize the possibility of injury to employees and the general public?				
(o)	If the Certificate Holder is authorized to handle poisons, does the manual include procedures for handling packages bearing a poison label?				
(p)	Instructions and information that the Certificate Holder's training programme is approved by the CAA (either initial or recurrent)?				
(q)	Does the Certificate Holder's Dangerous Goods Programme comply with the guidance contained in the Technical Instructions?				
<b>7</b>	<b>Load Planning</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
7.1	Does the Certificate Holder's manual contain procedures and information which ensure that dangerous goods will not be				

	loaded into the aircraft unless the appropriate loading, segregation and inspection for damage or leakage are followed in accordance with the Technical Instructions?				
7.2	Does the Certificate Holder's responsible for the transport of dangerous goods by air manual contain procedures to ensure that:				
(a)	the air operator of an aircraft in which dangerous goods are carried provides the pilot-in-command with written information (e.g. Notification to Captain or NOTOC); and				
(b)	the written information is retained on the ground and readily accessible to the aerodromes of last departure and next scheduled arrival, as specified in the Technical Instructions (TI or Doc 9284)?				
7.3	Does the Certificate Holder's responsible for the transport of dangerous goods by air manual contain procedures to ensure that the pilot-in command shall use the (ICAO Doc 9481) Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods.				
7.4	Does the air operator authorized to transport dangerous goods established in-flight procedures for emergency response for aircraft incidents involving dangerous goods?				
7.5	Does the AOC Holder's responsible for the transport of dangerous by air ensure that passengers are warned as to the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft?				
<b>8</b>	<b>Ground Handling</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
8.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft				
8.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft				
8.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices. (ICAO TI 7;2.6)				
8.4	Describes the procedures for loading/unloading dangerous goods onto or from and aircraft				
<b>9</b>	<b>Passenger Handling</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
9.1	Does AOC Holder's manual contain information that passengers are warned as to the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft to the passengers at the point of ticket purchase or, if this is not practical, made available in another manner to passengers prior to boarding pass issuance. Methods of providing this information to the passenger include:				
(a)	Notices prominently displayed, in sufficient number, at each of the places at an airport or off-airport where tickets are issued				
(b)	As part of the physical ticket receipt/itinerary				
(c)	By email with the ticket receipt/itinerary				
(d)	On the airline website in text or pictorial form. When provided in this manner the process must be such that ticket purchase cannot be complete until the passenger, or a person acting on his or her behalf, has been presented with this information and indicated that he/she has understood the restrictions on dangerous goods in baggage.				
(e)	Notices prominently displayed, in sufficient number, at self-service ticket purchase kiosks				
(f)	On the screen within the ticket purchase point. When provided in this manner the process must be such that ticket purchase cannot be complete until the passenger, or a person acting on his or her behalf, has been presented with this information and indicated that he/she has understood the restrictions on dangerous goods in baggage.				
(g)	where physical or electronic ticket boarding pass in advance of the				

	passengers boarding the aircraft, the operator must implement a process such that passengers are presented with a notice or other information prior to boarding the aircraft.				
(h)	Does the AOC Holder's manual contain sample of the notice to passengers on dangerous goods restricted in baggage.				
<b>10</b>	<b>Acceptance Procedures</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
10.1	Does the dangerous goods manual contain procedures and information regarding acceptance?				
10.2	Describes how dangerous goods are prevented from entering the system without appropriate preparation				
10.3	States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted.				
10.4	States the procedures for accepting/rejecting dangerous goods cargo				
10.5	States the procedures for handling rejected dangerous goods in cargo.				
10.6	Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport.				
<b>11</b>	<b>Controls</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
11.1	Are controls built into the Dangerous Goods Programme to ensure that -				
(a)	Personnel are able to identify packages marked or labelled as containing dangerous goods?				
(b)	The Certificate Holder's personnel are able to handle occurrences of radioactive contamination, infectious substances, and poisons in accordance with its procedures?				
(c)	The procedures for handling dangerous goods are adhered to by personnel?				
(d)	Individuals associated with handling cargo and/or dangerous goods report hazardous material related incidents correctly?				
(e)	The Certificate Holder's Pilot in Command notification procedures are followed when carrying dangerous goods?				
(f)	The Certificate Holder maintains records of the individuals who are properly trained to handle dangerous goods?				
(g)	Packages containing hazardous material are inspected to verify that they are not damaged?				
(h)	The Certificate Holder's procedures are followed when oxygen generators are shipped?				
(i)	Dangerous Goods manual contain procedures and information regarding packaging of spares and company materials classified as dangerous goods (COMAT) are accepted in accordance with the Certificate Holder's procedures?				
(j)	Compatibility of materials restrictions are adhered to by personnel?				
11.2	Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls (under Item 7) in the Dangerous Goods Programme?				
<b>12</b>	<b>Internal Audit</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
12.1	Does the Certificate Holder's Dangerous Goods Programme include an internal audit of the most important policies, procedures or instructions and information any of the following situations:				
(a)	If personnel were unable to identify packages marked or labelled as containing dangerous goods?				
(b)	If company personnel were unable to handle radioactive contamination, infectious substances, and poisons in accordance with their procedures?				
(c)	If the procedures for handling of dangerous goods were adhered to by personnel?				
(d)	If individuals associated with handling cargo and/or dangerous				

	goods report hazardous material related incidents correctly?				
(e)	If the Certificate Holder's Pilot-in-Command notification procedures were not followed when carrying dangerous goods?				
(f)	If the Certificate Holder failed to maintain records of the individuals who are properly trained to handle dangerous goods?				
(g)	If the packages containing hazardous material were not inspected to verify that they were not damaged?				
(h)	If oxygen generators were shipped without following the Certificate Holder's procedures?				
(i)	If dangerous goods (including COMAT) were not accepted in accordance with the Certificate Holder's procedures?				
(j)	If the compatibility of materials restrictions were not adhered to by personnel?				
12.2	Does the Certificate Holder document the internal audit measurement methods and results?				
12.3	Does the organization that conducts the internal audit measurements have direct access to the person with responsibility for the Dangerous Goods Programme?				
<b>13</b>	<b>COMAT Shipment</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
13.1	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				
13.2	State who is responsible/qualified to prepare dangerous goods COMAT for transport.				
13.3	Describes how dangerous goods COMAT are prepared for transport				
13.4	Explains how dangerous goods COMAT are to be processed once prepared.				
<b>14</b>	<b>Retention of Documents</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
14.1	Describes what documents must be retained				
14.2	States the length of time each type of document must be retained				
14.3	Describes who is responsible for retaining the document;				
14.4	States the location where each is to be kept, including with third party:				
<b>15</b>	<b>Emergency Procedures</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
15.1	States emergency response information is available and where the pilot-in-command/other crew members can find it				
15.2	States how the pilot-in-command is to report emergencies involving dangerous goods.				
15.3	Describes how the NOTOC is accessed during an emergency				
15.4	Describes the procedures for managing a dangerous goods incident/accident on the ground.				
15.5	Describes the procedures for managing misdeclared or undeclared dangerous goods.				
15.6	Information provided to the employees				
15.7	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods.				
15.8	Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage				
15.9	Describes procedures to follow when reporting dangerous goods incidents/accidents.				
<b>16</b>	<b>Additional Information</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
16.1	Does the operator conduct any excepted operations?				
16.2	Does the operator have any Authority exemptions or approvals?				
16.3	Is the operator required to have a dangerous security plan? If so, does the dangerous goods manual contain sufficient procedures to transport high consequences dangerous goods?				

**REMARKS & OBSERVATIONS**



**INSPECTOR SIGNATUR**

**Additional comments attached  =>**