



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

CL: O-OPS 041A
DANGEROUS GOODS SURVEILLANCE CHECKLIST
(NON-CARRIER)

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

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	COMPANY POLICY & PROCEDURES	S	U	NS	NA
1.	Air Operators Certificate (AOC) and the Ops Spec does not authorize the Operator to carry dangerous goods. Check: The AOC, Ops Spec and other Certificates issued by the Authority and confirm the validity.				
2.	The Dangerous Goods Training of the Operator has been approved by the Authority. Check: Validity of the approval.				
3.	If the operator avails the services of a third party for providing Dangerous Goods Training such arrangement is approved by the Authority.				
4.	The Operator has established a system of maintaining training records that meets the requirements of the Regulations. Check: Training Manual for requirements regarding maintenance of training records. Review actual training records.				
	GENERAL POLICIES	S	U	NS	NA
5.	The Operator has established system of reporting incidents/accidents related to carriage of undeclared dangerous goods. Check: Documentation that details the procedures. Verify the arrangements if the operator engages the services of handling agents.				
6.	The Operator has established a system for dealing with and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff). Check: The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements.				
7.	The Operator has appropriate system to ensure that Company Material (COMAT) that contains dangerous goods are not carried on its services with the Authority's approval. Check: Documentation that confirms the compliance.				

8.	<p>The Operator has a system of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Current edition of Technical Instructions or IATA DGR ➤ Operator's Manuals on Cargo Operations/Flight Operations/Cabin Crew SEP/ Passenger Services. ➤ Check whether Cargo and Other Operations Staff have been provided with the information. 				
9.	<p>Availability for required fire- fighting equipment in the area where cargo is stored.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ NO SMOKING Signage is prominently displayed. ➤ First Aid box is available in the warehouse. ➤ First Aid Emergency information is prominently displayed. 				
10.	<p>The Operators has a system of inspecting the packages, the cargo compartments to identify possible leakage and damages to packages prior to loading and after unloading.</p> <p>Check: Documentation of procedures.</p>				
11.	<p>The operator has established maximum quantities of carbon-dioxide, solid that can be loaded in a compartment, when the operators accept packages containing non- dangerous goods packed with dry ice.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of the permitted quantities. ➤ Quantity limits for different types/versions of aircraft operated by the operator. ➤ Quantity limits permitted when dry ice is used as refrigerant materials for food items that are carried in the service galley area in the cabin. 				
12.	<p>The Operator has established a system to secure packages that contain liquids.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of procedures. ➤ Operator holds required securing materials that are easily available for the personnel responsible for securing of goods. Verify by observation (if possible) correct loading of dangerous goods. 				
13.	<p>The Operator has a system of providing Notice to the Pilot -in-Command detailing information related to special loads that are placed on board.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of the Procedures. ➤ Check whether the NOTOC has been completed correctly including signature. 				
14.	<p>The Operator has a system of ensuring that the information provided in the NOTOC is available on ground at point of departure and scheduled arrival for duration of flight.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of the procedures. ➤ Check the accessibility. 				

15.	The Operator has established system of reporting incidents / accidents related to dangerous goods.				
16.	The Operator has a system of immediately notifying the competent State Authority(s) about the aircraft incident/accident arising due to dangerous goods on-board an aircraft.				
17.	The operator has a system of providing information to passengers about the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft. Check: <ul style="list-style-type: none"> ➤ Documentation of the procedures ➤ Provision of information in passenger ticket or website where e-tickets are purchased. ➤ Placards are available at the check-in area. 				
18.	The Operator has established a system for warning passengers as to the types of dangerous goods they are allowed to carry and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff) Check: The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements.				
19.	The Operator has a system of confirmation from the passengers that their baggage does not contain dangerous goods that are not permitted in passenger baggage. Check: <ul style="list-style-type: none"> ➤ Documentation of procedures. ➤ Observe check-in process. 				
20.	If the Operator accept wheelchairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulatory requirements. Check: <ul style="list-style-type: none"> ➤ Documentation of policies related to acceptance of wheelchairs. 				
21.	The operator has established appropriate systems and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including of provision of information to the handling staff. Check: Documentation of the procedures and check with staff.				
22.	If the Operator accept wheelchairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulatory requirements. Check: Documentation of policies related to acceptance of wheelchairs.				
23.	The Operator has a system of ensuring that such wheelchairs powered with spillable batteries are loaded and stowed as laid down in the regulations.				
OTHER POLICIES & PROCEDURES		S	U	NS	NA
24.	The Operator has established appropriate systems to provide approval for such dangerous goods in passenger baggage that need Operator's approval as detailed in the Regulations (E.g Dry ice in checked baggage, oxygen for medical use etc.) Check: Documentation of procedures.				
25.	The Operator deploy appropriate trained personnel as Load Planners Check:				

	<ul style="list-style-type: none"> ➤ Compare training records and duty roster. ➤ Validation of the certification. 				
26.	<p>The Operator deploys appropriately trained personnel for screening passenger's baggage and their baggage.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Compare training records and duty roster. ➤ Validation of the certification. 				
27.	<p>The Operator ensures that the Flight Crew have been appropriately trained on dangerous goods.</p> <p>Check: Validation of the certification.</p>				
28.	<p>The Operator ensures that the Cabin Crew have been appropriately trained on dangerous goods.</p> <p>Check: Validation of the certification.</p>				
29.	<p>The Operator ensures that the all operations, ground handling staff and security personnel have been appropriately trained on dangerous goods.</p> <p>Check: Validation of the certification.</p>				
30.	<p>The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements of unserviceable items notification by pilot-in-command to air traffic services in the event of an in-flight emergency.</p> <p>Check: The established procedures.</p>				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached