



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

**CL: O-OPS 002B**  
**DANGEROUS GOODS AUTHORISATION AUDIT CHECKLIST**  
**FOR GROUND HANDLING SERVICE PROVIDERS, AIRPORT**  
**OPERATORS, SHIPPERS, AND OTHER ENTITIES**

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.	Determine if the company/currently has any relevant approvals/exemptions.				
2.	Review manual(s) and determine if there have been any applicable amendments.  <b>Check:</b> Operators relevant manuals. Verify use and adequacy of the procedures and checklists.				
3.	The Dangerous Goods Training has been approved by the Authority.  <b>Check:</b> Validity of the approval.				
	<b>GENERAL POLICIES</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
4.	Person responsible for all issues related to carriage of dangerous goods by air has been designated.				
5.	System of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods in the areas where dangerous goods are handled.  <b>Check:</b> Current edition of Technical Instructions or IATA DGR, check whether Cargo and Other Operations Staff have been provided with the information.				
6.	Established system of reporting incidents/accidents related to carriage of dangerous goods including undeclared/misdeclared dangerous goods.  <b>Check:</b> Documentation that details the procedures.				
7.	Determine if the company's acceptance procedures are in compliance with the regulation. Adequacy and use of acceptance checklist, accessibility of the DG documents.  <b>Check:</b> Documentation that details the procedures.				
10.	System of maintaining records related to carriage of dangerous goods.				

	<b>Check:</b> Documentation that details the procedures.				
11.	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations. Verify correct completion and accessibility.  <b>Check:</b> Documentation that details the procedures.				
12.	Determine if the copy of appropriate documents to the dangerous goods transport is retained for a minimum period of three months.  <b>Check:</b> Documentation that details the procedures.				
13.	Determine if the operator's acceptance staff are adequately trained to assist them to identify and detect dangerous goods presented as general cargo.				
14.	Determine the capability of the operator to replace lost/missing or stolen labels.  <b>Check:</b> Documentation that details the procedures. Physical availability of hazards and handling labels that meets requirements.				
15.	Established an appropriate disposal system for unclaimed and or undelivered dangerous goods.  <b>Check:</b> Documentation that details the procedures.				
16.	Appointed trained personnel for acceptance of dangerous goods.  <b>Check:</b> compare the training record with the Duty Roster to confirm that appropriate trained personnel are available at all times when dangerous goods are handled.				
17.	In the cargo acceptance area appropriate placards providing information about dangerous goods.  <b>Check:</b> Physical availability pictorial information in addition to written information.				
18.	The Operator has established its own Dangerous Goods Acceptance Checklist or uses IATA Dangerous Goods Checklist.  <b>Check:</b> Physical availability of current checklists. Few checklists that were used for acceptance of dangerous goods. Enclose a specimen of the checklist.				
19.	Established its own Dangerous Goods Acceptance Checklist or uses customer Air operator's checklist or IATA's Checklist. <b>Check:</b> ➤ Physical availability of current checklists. ➤ Enclose a specimen of the checklist.				
20.	The dangerous goods acceptance personnel have easy and ready access to current edition of the reference materials for handling dangerous goods.  <b>Check:</b> ➤ Technical Instructions or IATA DGR and ➤ Operators Cargo Operations Manual or equivalent.				
21.	Established a system of maintain records of shipments that have been rejected on the basis of Dangerous Goods Acceptance Checklist.  <b>Check:</b> Documentation of procedures and physical evidence to confirm compliance.				
22.	Established a system of ensuring that the dangerous goods packages that were opened by customs or other regulatory/law enforcement authorities are repacked by appropriate trained and qualified				

	personnel. <b>Check:</b> Documentation for procedures physical arrangements.				
23.	Designated an appropriate place for storage of dangerous goods in the warehouse. <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Placarded to show that the place is designated for storage of dangerous goods and Compatibility Chart is prominently displayed.</li> <li>➤ Availability for required fire-fighting equipment in the area where cargo is stored and easily accessible to fire fighters.</li> <li>➤ NO SMOKING signage is prominently displayed.</li> <li>➤ First Aid box is available in the warehouse.</li> <li>➤ First -Aid and Emergency information is prominently displayed.</li> </ul>				
24.	Established a designated place for storage of radioactive material. <b>Check:</b> <ul style="list-style-type: none"> <li>➤ That it is not located in highly populated operational areas;</li> <li>➤ Propriate placards that indicate that the place is designated for storage of radioactive material and</li> <li>➤ Confirm that the placards contain Trefoil Symbol.</li> </ul>				
25.	Established a system of carrying out inspection of packages containing dangerous goods before preparing the goods for dispatch. <b>Check:</b> Documentation of the procedures.				
26.	Established a system of providing special Unit Load Devices (ULDs) identification tags for ULDs that contained dangerous goods. <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures.</li> <li>➤ Physical availability of ULD tags that meets the requirements.</li> <li>➤ Observe whether the staff responsible could prepare the tag correctly.</li> </ul>				
27.	Established a system of inspecting the packages, ULDs containing dangerous goods prior to loading to an aircraft and to ensure that uninspected packages are not loaded onto the aircraft. <b>Check:</b> Documentation of the procedures.				
<b>OPERATOR-SPECIFIC DANGEROUS GOODS LOADING</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
28.	Established a system of inspecting the packages, the cargo compartments to identify possible leakage and damages to packages prior to loading and also after unloading. <b>Check:</b> Documentation of the procedures.				
29.	Where leakage or spill is found in the cargo compartments, a set system of ensuring that the subject aircraft is not deployed unless the spill and clean operation has been carried out system of replacing the missing hazard and handling labels before the goods are dispatched. <b>Check:</b> Documentation of the procedures				

30.	Ground Emergency Drill information is adequately displayed in all areas where dangerous goods are handled.  <b>Check:</b> Physical availability.				
31.	Established a system for appropriate spill cleaning as part of ground operations management.  <b>Check:</b> Documentation and physical availability of spill kit.				
32.	Awareness of established maximum quantities of dangerous goods (other than for radioactive material and carbon-dioxide, solid) that can be loaded in a cargo compartments of an aircraft such information is easily accessible to the personnel who are involved in loading of such goods.  <b>Check:</b> Documentation of procedures.				
33.	Awareness of established system of the customer's air operator(s) to secure packages containing dangerous goods.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of procedures.</li> <li>➤ Operator holds required securing material that are easily available for the personnel responsible for securing of dangerous goods.</li> <li>➤ Verify by observation (if possible) correct loading of dangerous goods.</li> </ul>				
<b>NOTICE TO CAPTAIN</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
34.	Awareness of the customer air operator's system of providing access facilities for the flight crew members when packages bearing Cargo Aircraft Only label that need to be loaded in accessible compartments/position.  <b>Check:</b> Documentation of procedures.				
35.	Awareness of a system of providing Notice to the Pilot-in-Command detailing information related to dangerous goods that are placed on board.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures.</li> <li>➤ NOTOC contain all information required and details in Technical Instructions.</li> <li>➤ Whether the NOTOC has been completed correctly including signature.</li> </ul>				
36.	Awareness of a system of ensuring that the information provided in the NOTOC is available on ground at points of departure and scheduled arrival for duration of flight.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Check accessibility</li> </ul>				
37.	System of providing information to passengers about dangerous goods that are permitted in passenger's baggage.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation for procedures</li> <li>➤ Provision of information in passenger ticket or website where e-tickets are purchased.</li> </ul>				

	➤ Placards are available at the check-in area				
38.	System for dealing with and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff).  <b>Check:</b> The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements.				
39.	Allocation of appropriately trained personnel for passenger and their baggage acceptance process.  <b>Check:</b> Training records and duty roster. Validity of certification.				
40.	<b>HANDLING PROCEDURES</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
41.	System of seeking a confirmation from the passengers that their baggage does not contain dangerous goods that are not permitted in passenger baggage.  <b>Check:</b> ➤ Documentation of procedures. ➤ Observe check-in process.				
42.	The Operator has established appropriate system and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including provision of information to the handling staff.  <b>Check:</b> The Documentation for procedures.				
43.	If operator accepts wheelchairs that are powered with spillable batteries, the operator has a system of ensuring that such batteries are packed meeting the regulations.  <b>Check:</b> Documentation policies related to acceptance of wheelchairs.				
44.	The Operator has a system of ensuring that such wheelchairs powered with spillable batteries are loaded and stowed as laid down in the regulations.  <b>Check:</b> ➤ Documentation of the process. ➤ Notification to the Pilot-in-Command. Check with staff responsible.				
45.	The Operator 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).  <b>Check:</b> Documentation of procedures.				
	<b>TRAINING</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
46.	The Operator deploys appropriately trained personnel as load planners.  <b>Check:</b> Compare training records and duty roster. Validation of the certification				
47.	The Operator has deployed appropriately trained personnel for screening passengers' baggage and their baggage.  <b>Check:</b> Compare training records and duty roster. Validation of the certification.				
48.	The Operator has deployed appropriately trained personnel for loading/unloading operations.				

	<b>Check:</b> Compare training records and duty roster. Validation of the certification.				
49.	The Operator ensures that the ground operations personnel have been appropriately trained on dangerous goods.  <b>Check:</b> Verify training records.				
50.	The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements or unserviceable items.  <b>Check:</b> The established procedures.				

**REMARKS & OBSERVATIONS**

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**INSPECTOR SIGNATURE**

Additional comments attached =>