



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

**CL: O-OPS 023A**  
**Dangerous Goods Manual Evaluation Checklist**  
**(For Dangerous Goods Non-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>0.</b>	<b>COMPLETE CHECKLIST CL: O-OPS 020B</b>				
<b>1.</b>	<b>Applicable Regulations</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
1.1	Does the Dangerous Goods Manual Contain procedures and information on the following?				
a)	General policies for the Dangerous Goods Awareness 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 Awareness Programme?				
d)	Instructions and information for personnel to meet the requirements of the Dangerous Goods Awareness 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 when presented?				
1.2	Does the dangerous goods manual contain procedures sufficient to assist persons complying with undeclared or misdeclared reporting requirements?				
1.3	Does the dangerous goods manual contain procedures sufficient to assist persons in identifying packages that may contain undeclared dangerous goods?				
<b>2.</b>	<b>Training (ICAO TI 1;4 and 7;4.9)</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
2.1	<b>COMPLETE CHECKLIST CL: O-OPS 023C</b>				
<b>3.</b>	<b>Passenger Handling</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
3.1	Does the operator ensure that passengers are warned as to the types of dangerous goods that they are prohibited or restricted?				

a)	from transporting aboard an aircraft?				
b)	at the point of ticket purchase or, if this is not practical, made available in another manner to passengers prior to boarding pass issuance.				
3.2	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)	Procedures for handling damaged packages?				
f)	Notices prominently displayed, in sufficient number, at self-service ticket purchase kiosks?				
g)	On the screen within a 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.				
h)	where physical or electronic ticket boarding pass in advance of the passengers boarding the aircraft is issued, the operator must implement a process such that passengers are presented with a notice or other information prior to boarding the aircraft.				
i)	Does the operator's manual contain sample of the notice to passengers on dangerous goods restricted in check in and carry-on baggage?				
<b>4.</b>	<b>Controls</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
4.1	Are controls built into the handling procedures to ensure that:				
a)	Personnel are able to identify packages marked or labelled as containing dangerous goods?				
b)	Individuals associated with handling cargo report hazardous material related incidents correctly?				
c)	The operator maintains records of the individuals who are properly trained on dangerous goods awareness?				
d)	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 operator's procedures and Authority's approval?				
<b>5.</b>	<b>Internal Audit</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
5.1	Does the Operator's Dangerous Goods Manual 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 the procedures for rejection of dangerous goods were adhered to by personnel?				
c)	If individuals associated with handling cargo report hazardous material related incidents correctly?				
d)	If the Operator's Pilot-in-Command notification procedures were not followed when carrying Other Regulated Materials (ORM)?				
e)	If the Operator failed to maintain records of the individuals who are properly trained on dangerous goods awareness?				
f)	If dangerous goods COMAT were not processed in accordance with the Operator's procedures and Authority's approval?				
5.2	Does the Operator document the internal audit measurement methods and results?				
5.3	Does the organization that conducts the internal audit measurements have direct access to the person with				

	responsibility for the Dangerous Goods Awareness Programme?				
<b>6.</b>	<b>COMAT Shipment</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
6.1	If the operator does not perform the responsibilities of a shipper of dangerous goods COMAT, then the operator will include a statement to this effect				
6.2	States who is responsible/qualified to get Authority's approval and prepare dangerous goods COMAT for transport.				
6.3	Describes how dangerous goods COMAT are prepared for transport				
6.4	Explains how dangerous goods COMAT are to be processed once prepared.				
<b>7.</b>	<b>Retention of Documents</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
7.1	Describes what documents must be retained?				
7.2	States the length of time each type of document must be retained?				
7.3	Describes who is responsible for retaining the document?				
7.4	States the location where each is to be kept, including with third party?				
<b>8.</b>	<b>Emergency Procedures</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
8.1	States emergency response information is available and where the pilot-in-command/other crew members can find it?				
8.2	States how the pilot-in-command is to report emergencies involving dangerous goods?				
8.3	Describes how the NOTOC is accessed during an emergency?				
8.4	Describes the procedures for managing a dangerous goods incident/accident on the ground?				
8.5	Describes the procedures for managing misdeclared or undeclared dangerous goods?				
8.6	Information provided to the employees?				
8.7	Describes the procedures to follow when reporting undeclared or misdeclared dangerous goods?				
8.8	Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage?				
8.9	Describes procedures to follow when reporting dangerous goods incidents/accidents?				
8.10	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?				

**REMARKS & OBSERVATIONS**

**INSPECTOR SIGNATURE**

**Additional comments attached  =>**