



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

CL: O-OPS 002A
DANGEROUS GOODS AUTHORISATION AUDIT CHECKLIST
FOR AIR OPERATORS

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 Operator Certificate (AOC) and its associated Operations Specifications authorize the Operator to carry dangerous goods. Check: The AOC and Operations Specifications issued by the Authority and confirm the validity				
2.	Confirm that the Operator has established procedures for handling dangerous goods. Check: Operator's relevant manuals, verify use and adequacy of the procedures and checklists.				
3.	The Dangerous Goods Training Programme of the Operator has been approved by the Authority. Check: Validity of the approval.				
	GENERAL POLICIES	S	U	NS	NA
4.	If the Operator is availing the services of handling agents, the Operator has a system of providing all information related to carriage of dangerous goods to the handling agents. Check: Manuals and other Instructions have been provided.				
5.	The Operator has designated a person as responsible for all issues related to carriage of dangerous goods by air.				
6.	The Operator has a system of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods in the areas where dangerous goods are handled. Check: <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				
7.	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				

8.	The Operator has established appropriate Emergency Management System required to meet any emergencies arising during ground operations (spill or leak of dangerous goods etc.,) Check: ➤ Relevant documentation. ➤ Physical availability of arrangements.				
9.	Ground Emergency Drill Information is adequately displayed in all areas where dangerous goods are handled. Check: Physical availability.				
10.	The Operator has a system for appropriate spill cleaning as part of ground operations management. Check: Documentation.				
11.	The Operator has a system of providing the Emergency Response Information on board aircraft. Check: The availability of information.				
12.	The Operator has established system of reporting incidents / accidents related to carriage of dangerous goods including undeclared / mis-declared dangerous goods.				
13.	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.				
14.	The Operator has a system of maintaining records related to the carriage of dangerous goods. Check: Documentation that details the procedures.				
15.	The Operator has an appropriate disposal system for unclaimed and or undelivered dangerous goods. Check: Documentation that details procedure.				
16.	The Operator ensures to comply with the regulations for transportation of Company Material (COMAT) that contains dangerous goods.				
17.	The Operator has deployed appropriately trained personnel for acceptance of cargo other than dangerous goods. Check: Training records				
18.	The Operator has deployed appropriately trained personnel for acceptance of dangerous goods. Check: Compare the training record with the Duty Roster to confirm that appropriately trained personnel are available at all times, when dangerous goods are handled.				
19.	There is in the cargo acceptance area appropriate placards providing information about dangerous goods. Check: ➤ Physical availability. ➤ Pictorial information in addition to written information.				
20.	The Operators has established its own Dangerous Goods Acceptance Checklist or uses IATA Dangerous Goods Checklist. Check: ➤ Physical availability of current checklists. ➤ Few checklists that were used for acceptance of dangerous goods. Enclose a specimen of the checklist				
21.	If the Operator has established its own Dangerous Goods Acceptance Checklist, confirm that the checklist covers all areas of acceptance procedures as is otherwise detailed in IATA Checklist.				

	<p>Check:</p> <ul style="list-style-type: none"> ➤ The contents. ➤ Provide a specimen along with report 				
22.	<p>The dangerous goods acceptance personnel have easy and ready access to the current edition reference materials for handling of dangerous goods.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Technical Instructions and or IATA DGR. ➤ Operator's Cargo Operations Manual or equivalent. 				
23.	<p>The Operator has a system of maintaining records of shipments that have been rejected on the basis of a dangerous goods acceptance checklist.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of procedures ➤ Physical evidence to conform compliance 				
24.	<p>The Operator has a system of ensuring that the dangerous goods packages that were opened by customs and or other regulatory/law enforcement authorities are repacked by appropriately trained and qualified personnel.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation for Procedures. ➤ Physical arrangements. 				
25.	<p>The Operator has designated an appropriate place for storage of dangerous goods in the warehouse.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Placarded to show that the place is designated for storage of dangerous goods and Compatibility Chart is prominently displayed. ➤ Availability for required firefighting equipment in the area where cargo is stored and easily accessible to fire tenders. ➤ "NO SMOKING" signage is prominently displayed. ➤ First-Aid box is available in the warehouse. 				
26.	<p>The Operator has a designated place for storage of radioactive material</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ That it is not located in highly populated operational areas; <p>Appropriate placards that indicate that the place is designated for storage of radioactive material and confirm that the placards contain Trefoil Symbol.</p>				
OPERATOR-SPECIFIC DANGEROUS GOODS LOADING		S	U	NS	NA
27.	<p>The Operator has a system of carrying out inspection of packages containing dangerous goods before preparing the goods for dispatch.</p> <p>Check: Documentation of the procedures.</p>				
28.	<p>The operator has a system of providing special Unit Load Devices (ULD) identification tags for ULDs containing dangerous goods.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of the procedures. ➤ Physical availability of ULD tags that meets the requirements. <p>Observe whether the Staff responsible could prepare the tag correctly.</p>				
29.	<p>The Operator has a system of replacing the missing hazard and handling labels before the goods are dispatched.</p> <p>Check:</p>				

	<ul style="list-style-type: none"> ➤ Documentation of the procedures. ➤ Physical availability of hazard and handling labels that meets the requirements. 				
30.	<p>The Operator has a system of inspecting the packages, marking freight containers and ULDs containing dangerous goods prior to loading on to an aircraft and to ensure that uninspected packages are not loaded onto an aircraft.</p> <p>Check: Documentation of procedures.</p>				
31.	<p>The Operator has a system of inspecting the packages, the cargo compartments to identify possible leakage and damage to packages prior to loading and also after unloading.</p> <p>Check: Documentation of procedures.</p>				
32.	<p>Where leakage or spill is found in the cargo compartments, the Operator has a system of ensuring that the subject aircraft is not deployed unless the spill and clean operation has been carried out.</p> <p>Check: Documentation of procedures.</p>				
33.	<p>The Operator has established maximum quantities of carbon-dioxide, (solid) that can be loaded in a cargo compartment.</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 material for food items that are carried in the service galley area in the main cabin. 				
34.	<p>The Operator has established maximum Transport Index of radioactive material that can be carried in an aircraft.</p> <p>Check: Documentation of the permitted quantities.</p>				
35.	<p>If the Operator has established maximum quantities of dangerous goods (other than for radioactive material and carbon-dioxide, solid) that can be loaded in a cargo compartment/ aircraft, such information is easily accessible to the personnel who are involved in loading of such goods.</p> <p>Check: Documentation of procedures.</p>				
36.	<p>The Operator has established a system to secure packages containing dangerous goods.</p> <p>Check:</p> <ul style="list-style-type: none"> ➤ Documentation of procedures. ➤ Operator holds required securing material that are easily available for the personnel responsible for securing of goods. ➤ Verify by observation (if possible) correct loading of dangerous goods 				
37.	<p>If Operator has 'COMBI' aircraft and where the main deck cargo hold is not at least of Class B, the Operator has established system and procedures based on exceptions or approvals or prohibitions and the such procedures have been made available to all personnel including handling agents.</p>				
38.	<p>If the Operator has all cargo aircraft operation, the Operator has a system of providing access facilities to the flight crew members when packages bearing 'Cargo Aircraft Only' label that need to be loaded in accessible compartment/positions</p> <p>Check: Documentation of procedures.</p>				
NOTICE TO CAPTAIN		S	U	NS	NA
39.	<p>The Operator has a system of providing Notice to the Pilot-in-Command detailing information related to dangerous goods that are</p>				

	placed on board. Check: <ul style="list-style-type: none"> ➤ Documentation of the procedures. ➤ NOTOC contains all information required and detailed in Technical Instructions. ➤ Check whether the NOTOC has been completed correctly including signature. 				
40.	The Operator has 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. Check: Documentation of the procedures. Check the accessibility.				
41.	The Operator has a system of notification by pilot-in-command to air traffic services in the event of an in-flight emergency. Check: The Documentation for procedures.				
42.	The Operator has a system of providing information to passengers about dangerous goods that are permitted in passenger's baggage. Check: <ul style="list-style-type: none"> ➤ Documentation for procedures; ➤ Provision of information in passenger ticket or website where e-tickets are purchased; ➤ Placards are available at the check-in area. 				
43.	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.				
44.	The Operator deploys appropriately trained personnel for passenger and their baggage acceptance process. Check: <ul style="list-style-type: none"> ➤ Training records and duty roster. ➤ Validity of the certification. 				
45.	The Operator has a system of seeking 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. 				
46.	The Operator has established appropriate systems and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including provision of information to the handling staff. Check: Documentation of the procedures and also check with staff.				
47.	If the Operator accepts wheel chairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulations. Check: Documentation of policies related to acceptance of wheel chairs.				
	HANDLING PROCEDURES	S	U	NS	NA
48.	The operator has a system of ensuring that such wheel chairs powered with spillable batteries are loaded and stowed as laid down in the Regulations. Check: Documentation of the processes. Notification to the Pilot-in-Command. Check with staff responsible				

49.	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.)				
50.	The Operator deploys appropriately trained personnel as Load Planners. Check: <ul style="list-style-type: none"> ➤ Compare training records and duty roster. ➤ Validate the certification. 				
51.	The Operator deploys appropriately trained personnel for screening passenger's baggage and their baggage. Check: <ul style="list-style-type: none"> ➤ Compare training records and duty roster. ➤ Validate the certification 				
52.	The operator deploys appropriately trained personnel for loading/unloading operations. Check: <ul style="list-style-type: none"> ➤ Compare training records and duty roster. ➤ Validate the certification. 				
53.	The operations, handling and security staff have been appropriately trained on dangerous goods. Check: Validation of the certification.				
54.	The Operator ensures that the Flight Deck and Cabin Crew have been appropriately trained on dangerous goods. Check: Validate the certification.				
55.	The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements or unserviceable items. Check: The established procedures.				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached =>