

TECHNICAL GUIDANCE MATERIAL

VOLUME 3

**DANGEROUS GOODS
INSPECTORS' HANDBOOK**



SECOND EDITION

15 JANUARY 2024

FOREWORD

DIRECTIVE OF STATEMENT OF COMPLIANCE

As required by Annex 18 to the Chicago Convention:

"Each Contracting State shall establish inspection, surveillance and enforcement procedures with a view to achieving compliance with its dangerous goods regulations."

The policies, procedures and guidelines presented in this manual are designed to help the implementation of the Air Transportation of Dangerous Goods inspection program and to promote the Inspector's uniform understanding. Dangerous Goods Inspectors shall comply with the provisions and guidelines contained in this Handbook and ICAO Technical Instructions on all occasions.

The following guidance is offered to assist primarily in the inspection of operators, handling agents, freight agents, shippers and other parties.

This manual outlines the recommended procedures the Dangerous Goods Inspector should follow in conducting his/her duties.

To facilitate the use of this manual, care was taken to ensure that the pages are easy to read and that information is easy to locate. The table of contents provides easy reference to the overall content. The Chapters provide detailed information about the various items listed in the Table of Contents. Finally, the Appendices provide supporting material to the Chapter such as lists, charts and schedules.

This volume of the manual has been prepared for the use and guidance of Dangerous Goods Inspectors (DGI) in the performance of their duties. I require all staff to use this manual in the performance of their duties. However, it is emphasized that all matters pertaining to Dangerous Goods Inspector's duties and responsibilities cannot be covered in this manual. Inspectors are expected to use good judgment in matters where specific guidance has not been given.

The manual is a dynamic document as a result of experience, changes in legislation and within the industry, as well as new technology, there may be the need for amendments. I encourage the contribution of comments and recommendations for revision/amendment action to this publication for the improvement of its content. The Director General, is accountable for approving the contents and amendments of this manual.

Capt. Chris Najomo
Ag. Director General Civil Aviation

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REVISION AND AMENDMENT INSTRUCTIONS

The Dangerous Good Inspector Manual will be subject to on-going review and revision. The **General Manager Dangerous Goods (GMDG)** is responsible for the publication, amendment and distribution of this manual.

Persons identifying errors or omissions, or those wishing to make recommendations for change, are asked to forward their observations to the **General Manager Dangerous Goods** any proposed amendment should be in the form of printed replacement pages which shall be approved by the Director General Civil Aviation before insertion.

Revision pages will be annotated to show the date of issue, amendment list number, and the portion of the text which has been revised, as indicated by vertical marginal lines to the changes. Each amendment will be accompanied by a revised list of effective pages with their dates of issue, a Letter of Transmittal, and by a certificate of receipt/ incorporation.



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CHAPTER 1

GENERAL

1.1 INTRODUCTION

As required by Annex 18 to the Chicago Convention:

“Each Contracting State shall establish inspection, surveillance and enforcement procedures for all entities performing any functions prescribed in this regulation for air transport of dangerous good with a view to achieving compliance with regulations¹.”

- 1.1.1 The policies, procedures and guidelines presented in this manual are designed to help the implementation of the Air Transportation of Dangerous Goods inspection program and to promote the Inspector’s uniform understanding.
- 1.1.2 The following guidance is offered to assist primarily in the inspection of operators and handling agents, although it is recognized that in some states, it may be possible to conduct inspections on freight agents, shippers and other parties.
- 1.1.3 This manual outlines the recommended procedures the Dangerous Goods Inspector should follow in conducting his/her duties.

1.2 MANUAL SCHEME

To facilitate the use of this manual, care was taken to ensure that the pages are easy to read and that information is easy to locate. The Table of Contents provides easy reference to the overall content. The Chapters provide detailed information about the various items listed in the Table of Contents. Finally, the Appendices provide supporting material to the Chapter such as lists, charts and schedules.

1.3 DEFINITIONS

All Annex 18 to the Convention on International Civil Aviation for The Safe Transport of Dangerous Goods and the International Civil Aviation Organization ‘Technical Instructions for the safe Transport of Dangerous Goods by Air (ICAO TI) and Nigeria Civil Aviation Regulation (Nig. CARs) Part 15 definitions apply. Where a word or term is not defined by regulation, see the dictionary definition.

The following definitions are for the use of this manual only.

Aerosol or aerosol dispenser. An article consisting of a non- refillable receptacle meeting the requirement of 6.3.2.7, made of metal, glass or plastic and contains gas, compressed liquefied or dissolved under pressure, with or without a liquid paste or powder, and fitted with a release device allowing the contents to be ejected as solid or liquid particles in suspension in a gas, as a foam, paste or powder or in liquid state or in a gaseous state.

Animal materials. Animal carcasses, animal body parts, foodstuffs or feedstuffs derived from animals.

Additional Documents. Includes a copy of the Air Waybill when one is required, a copy of the check list used by the air operator in the acceptance of dangerous goods, a copy of the form used to give written notification to the pilot-in-command, and the packaging certificate for some radioactive material packaging.

Audit. Means an in-depth inspection of an air operator's operation to verify conformance with current regulations.

Compliance. Means the state of conforming to specified requirements of a regulation.

Inspection. Means an examination of a specific item, function, and procedure, component or part of the company's operation either routinely or for specific reason to verify compliance with regulations.

Investigation. Systematic search for and documentation of facts relevant to an occurrence or suspected violation, from which a decision to take appropriate action can be made.

Procedure. Means a series of steps followed in a regular order (When, Where, How, What and by whom a task shall be completed).

Access Control – Means the security procedure applied to ensure that only authorized persons, authorized vehicles, and authorized items carried by such persons or transported in such vehicles are allowed access into the premises, area or zone being controlled.

Accompanied Hold Baggage – Means any hold baggage which is placed in the custody of operator by or on behalf of a person, carried in the same flight as that baggage.

Aerodrome (Airport) – Means a defined area of land intended to be used either wholly or in part, for the arrival, departure and movement of aircrafts.

Agent – Means any person, company or organization engaged, either directly or indirectly whether by contractual agreement or otherwise, to carry out duties on behalf of operator..

Air Cargo – Means any cargo which is intended to be carried by air.

Air Cargo Agent – Means any agent, freight forwarder or any other Company who accepts air cargo from a customer in order to send it to an aircraft operator or air cargo handling company for carriage by air.

Air Carrier (Aircraft Operator) – Means an air transport undertaking with a valid operating license, which is conducting flight operations.

Aircraft – Any machine that can derive support in the atmosphere from the actions of the air.

Aircraft not in Service – An aircraft that is either parked for a period of more than 12 hours under Flight Dispatch, or with no programme assigned.

Aircraft Maintenance Area – All the ground space and facilities provided for aircraft maintenance. It includes aprons, hangars, buildings and workshops, vehicle parks and associated therewith.

Aircraft Security Check – An inspection of the interior of an aircraft to which passengers may have had access, and an inspection of the hold for the purposes of discovering unauthorized persons, suspicious objects, weapons, explosives or other dangerous devices.

Aircraft Security Search – A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons or other dangerous devices, article and substances.

Air Way Bill (AWB) – means a document, issued by the aircraft operator, freight forwarder or other party which normally constitutes a contract between an airline and the customer.

Appropriate Airport Authority – means the Federal Airports Authority of Nigeria (FAAN) or any other organizations responsible for aviation security in Nigeria.

Appropriate Authority means the Nigerian Civil Aviation Authority (NCAA) as specified to ICAO as the body responsible for the coordination of the development, implementation and maintenance of the National civil Aviation Security Programme;

Appropriate Authority for Security – the authority designated by a State within its administration to be responsible for the development, implementation and maintenance of the national civil aviation security programmed.

Approval – An Authorization granted by an appropriate national authority for:

- a) The transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or
- b) Other purposes as provided for in the Technical Instructions.

Note: - in the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption may be sought

Approval. For the transport of radioactive material:

Multilateral approval. The approval by the relevant competent authority of a country of origin of the design or shipment, as applicable, and also, where the consignment is to be transported through or into any other country, approval by the competent authority of that country.

Unilateral approval. The approval of a design which is required to be given by the competent authority of the country of origin of the design only.

Audit – shall mean any procedure or process used for compliance monitoring undertaken at national level. It covers security audits, inspections, surveys, tests and investigations.

Auditor – shall mean any person conducting audits at national level.

Aviation Security Officer means –

- a) a person who is trained in accordance with the security training requirements of the approved Airport Security Programme and who has been appointed as an aviation security officer by an aerodrome operator, aircraft operator or aerodrome tenant: and
- b) Any member of the (Police and/or the military) when assigned aerodrome security duties.

Aviation Security Screening officer – means a person who by virtue of his/her training has been employed by the aerodrome operator, aircraft operator or aerodrome tenant to carry out aviation security screening duties and who has been certified as such by the Appropriate Authority

Apron – The extensive paved part of an airport immediately adjacent to the terminal area or hangars.

Apron Passenger Vehicle – Any vehicle used to convey passengers between aircraft and passenger buildings.

Authorized Vehicle – means any vehicle authorized by the aerodrome (airport), manager to operate within a Restricted Zone(s), Controlled Area or other areas through the issue of a valid pass or credential.

Background Check – A check of a person's identity and previous experience, including, where legally permissible, any criminal history, as part of the assessment of an individual's suitability to implement a security control and/or for unescorted access to a security restricted area.

Bag. A flexible packaging made of paper, plastic films, textiles, woven materials or other suitable materials

Baggage – The personal property or other articles of a passenger or crew member that is transported on an aircraft.

Baggage Container – A receptacle in which baggage is loaded for conveyance in aircraft.

Baggage Sorting Area – Space in which departure baggage is sorted into flight loads.

Baggage Storage Area – Space in which checked/hold baggage is stored pending transport to aircraft and space, in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of.

Bomb Alert – A status of alert, put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities.

Bomb Threat – A communicated threat, anonymous or otherwise, which suggests, or infers, whether true or false that the safety of an aircraft in flight or on the ground, or any airport or civil aviation facility or any person may be in danger from an explosive or other item or device.

Bundle of Cylinders. Not permitted for air transport. An assembly of cylinders that are fastened together and which are interconnected by the manifold and transported as a unit.

Cargo – Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

Note: This definition differs from the definition of “cargo” given in Annex 9 _ Facilitation.

Cargo transport unit. A multimodal freight container or portable tank

Cargo aircraft- Any aircraft, other than passenger aircraft which is carrying goods or property

Consignee. Any person, organization or government which is entitled to take delivery of a consignment.

Consignment- One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, received for in one lot and moving to one consignee at one destination address.

Note: For the purposes of handling, loading, securing and transporting, Operator's stores and supplies (COMAT) should be treated as cargo.

Closed cargo transport unit. A cargo transport unit which totally encloses the contents by permanent structures with complete and rigid surfaces. Cargo transport units with fabric sides or tops are not considered closed transport units.

Combination packaging. A combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging in accordance with the relevant provisions of Part 4

Closure. A device which closes an opening in a receptacle

Cargo Area – All the ground space and facilities provided for cargo handlings. It includes aprons, cargo buildings and warehouses, vehicle parks and roads associated therein.

Cargo Building – A building through which cargo passes between air and ground transport and in which processing facilities are located, or in which cargo is stored pending transfer to air or ground transport.

Carry-on Baggage – means luggage and personal belongings to which a person will have access while on board an aircraft.

Catering Supplies – Food, beverages, other dry stores and associated equipment used on board an aircraft.

Catering Stores – All items, other than catering supplies, associated with passenger in-flight services for example newspapers, magazines, headphones, audio and video tapes, pillows and blankets, amenity, kits etc.

Certification – A formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority.

Check-in – The process of reporting to an aircraft operator for acceptance on a particular flight.

Competent authority. Anybody or authority designated or otherwise recognized as such for any purpose in connection with these instructions.

Note. This applies to radioactive materials only

Compliance assurance. A systematic program of measures applied by an appropriate authority which is aimed at ensuring that the provisions of these Instructions are met in practice

Composite packaging. A packaging consisting of an outer packaging and an inner receptacle so constructed that the inner receptacle and the outer packaging form an integral packaging. Once assembled, it remains thereafter an integrated single unit, it is filled, stored, transported and emptied as such.

Note. Composite packagings for the purpose of these Instructions are regarded as single packagings.

Confinement system. For the transport of radioactive Material, the assembly of fissile material and packaging components specified by the designer and agreed to by the competent authority as intended to preserve criticality safety.

Control temperature. The maximum temperature at which the substance can be safely transported. It is assumed that during transport the temperature of the immediate surrounding of the package does not exceed 55 C and attains this value for a relatively short time only during each period of 24 hours.

Crate. An outer packaging with incomplete surface

Checked Baggage – Passenger baggage that has been taken into custody by the Operator, and for which a baggage claim check has been issued to the passenger.

Commercial Air Transport – The carriage of passengers, cargo or mail for remuneration or hire.

Corporate Aviation – The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft.

Note that corporate aviation is a subset of general aviation).

Courier Baggage – Shipments tendered by one or more shippers that are transported as the baggage of a courier passenger on board the aircraft under normal passenger hold baggage documentation.

Courier service – An operation whereby shipments tendered by one or more shippers are transported as the baggage of a courier passenger on board a scheduled airline service under normal passenger checked hold baggage documentation.

Co mail – Abbreviation of air carrier company mail, shipped within its network of stations.

Crew member – A person assigned by an operator to duty on an aircraft during a flight duty period

Crew Member Certificate – Identification Card issued by NCAA, Nigerian Civil Aviation Authority (NCAA).

Critical temperature. The temperature above which the substance cannot exist in the liquid state

Criticality safety index (CSI) assigned to a package, overpack or freight container containing fissile materials. For the transport of radioactive material, a number which is used to provide control over the accumulation of packages, overpacks or freight containers containing fissile material.

Cryogenic receptacle. A transportable, thermally insulated receptacle for refrigerated liquified gases, of a water capacity not more than 1000 liters.

Cylinder. A transportable pressure receptacle of a water capacity not exceeding 150 liters

CRM – Crew Resource Management, training for all Staff

COMAT- Company owned material carried on an operator's aircraft for the purpose of operator's own purposes

Note: For the purposes of handling, loading, securing and transporting, Operator's stores and supplies (**COMAT**) should be treated as cargo.

Dangerous Goods (DG) – Articles or substances that are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in this Instructions, or which are classified according to these Instructions.

Dangerous goods accidents – An occurrence associated with and related to the transport of dangerous by air which results in fatal or serious injury to a person or major property or environmental damage.

Dangerous goods incidents. – An occurrence, other than a dangerous goods accident, associated with and related to transport of dangerous goods by air, not necessarily occurring onboard an aircraft, which results in injury to a person, property or environmental damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

Note. A dangerous goods accident or incident may also constitute an aircraft accident or incident as specified Annex 13 – Aircraft Accident and Incident Investigation.

Dangerous goods security. Measures or precautions to be taken by operators, shippers and others involved in the transport of dangerous goods aboard aircraft to minimize theft or misuse of dangerous goods that may endanger persons or property.

Design. For the transport of radioactive material, the description of fissile material excepted under 2; 7.2.3.5.1f), special form radioactive material, low dispersible radioactive material package or packaging which enables such items to be fully identified. The description may include specifications, engineering drawings, reports demonstrating compliance with regulatory requirements, and other relevant documentation.

Design life. For composite cylinders and tubes, the maximum life (in number of years) to which the cylinder or tuber is designed and approved in accordance with the applicable standard.

Designated postal operator. Any government or non- governmental entity officially designated by a Universal Postal Union (UPU) member country to operate postal services and to fulfil the related obligations arising from the acts of the UPU Convention on its territory.

Drum. A flat- ended or convex- ended cylindrical packaging made of metal, fiberboard, plastic, plywood or other suitable materials. This definition also includes packagings or other shapes, e.g. round taper- necked packagings, or pail- shaped packagings. Jerricans are not covered by this definition.

Deficiency – shall mean failure to comply with aviation security requirements.

Director General – means the Director General of the Nigerian Civil Aviation Authority (NCAA).

Elevated temperature substance. A substance which is transported or offered for transport:

- in the liquid state at a temperature at or above 100C
- In the liquid state with a Flashpoint above 60C and which is intentionally heated to a temperature above its Flashpoint
- Or
- In a solid state and at a temperature at or above 240C.

Exception. - A provision in this annex 18 which excludes specific item of dangerous good from the requirements normally applicable to them.

Exemption. - An authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions

Note. The requirements for exemptions are given in 1.3

External carriage. Any load suspended from a helicopter or in equipment attached to a helicopter.

EDDS (Explosive Device Detection System) – A system or combination of different technologies which has the ability to detect, and to indicate by means of alarm, an explosive device by detecting one or more elements of such device contained in baggage, irrespective of the material from which the baggage is made.

EDS (Explosive Detection System) – A system or combination of different technologies which has the ability to detect and to indicate by means of an alarm, explosive material contained in baggage, irrespective the material from which the bag is made.

ETDS (Explosive Trace Detection System) – Equipment capable of revealing trace of explosive material.

Explosive article. An article containing one or more explosive substances.

Explosive substance. A solid or liquid substance (or mixture of substance) which is in itself capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings. Included are pyrotechnic substance even they do not evolve gases. A substance which is not itself an explosive but which can form an explosive atmosphere of gas, vapor or dust is not included.

Excess baggage. Baggage which a passenger has presented a to check in as accompanied checked in baggage, but which exceeds the passenger's baggage allowance specified by the operator and which is consequently consigned as cargo in order to be sent to the same destination as the passenger.

Exclusive use. For the transport of radioactive material, the sole use, by a single shipper, of an aircraft or a large freight container, in respect of which all initial, intermediate and final loading and unloading and shipment

are carried out in accordance with the directions of the shipper or continue, where so required by these Instructions.

Enhanced Security Restrictive Area – means those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, the screening of persons and any items they may have in their possession are conducted.

Escort – means to accompany or supervise an individual who does not have an unescorted access to areas restricted for security purposes, as identified in the Airport or Aerodrome Operator Security Programme.

Facilitation – The efficient management of a necessary control process, with the objective to expedite clearance of persons or goods and prevent unnecessary operational delays.

Flash point. The lowest temperature of a liquid at which flammable vapor is given off in a test vessel in sufficient concentration to be ignited in air when exposed momentarily to a source of ignition.

Firearm – Means any lethal barreled weapon from which a shot, bullet or missile can be discharged using a propellant it also includes all toy imitation or replica firearms.

Flight Catering Operator – means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers.

Flight Crew member – A licensed member of the flight crew charged with duties essential to the operation of an aircraft during a flight duty period.

Flight Release – A flight preparation identifying the type of operation with the permitting weight limitations, fuel requirement, weather conditions at departure, enroute destination and alternates airports for safe operation.

Freight forwarder. A person or organization who offers the service of arranging the transport of cargo by air

Foreign Air Operator – means an aircraft operator who conducts international air transport operations under the terms of an air operator certificate issued by a State other than Nigeria.

Freight – See "Cargo".

General aviation operation – An aircraft operation other than a commercial air transport operation or an aerial work operation.

Goods – means personal belongings, baggage, cargo, mail, article, thing or conveyance that may be taken or placed on board an aircraft or taken into a restricted area.

Handling Agent: An agency, which performs on behalf of operator some or all of the Company's functions including receiving, loading unloading, transferring or other processing of passengers or cargo requirements.

Hijacking – has the meaning given under Civil Aviation Act 2006.

Hold Baggage – Baggage intended for carriage in the hold of an airplane

Human factors principles – Principles that apply to aeronautical design, certification, training, operations and maintenance, and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance – Human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations.

Heliport - A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of helicopters and some other vertical lift aircraft

Helicopter. - A heavier than air aircraft supported in flight chiefly by the reactions of the air on one or more power driven rotors on substantially vertical axes,

Helipad- is a landing area or platform for helicopters and powered lift aircraft. It is relatively a flat surface; fabricated helipad provided a clearly marked hard surface away from obstacles where such aircraft can land safely.

ICAO (International Civil Aviation Organisation) – Means the specialist agency of the United Nations, which was constituted under the Chicago Convention to promote the safe and orderly development of civil aviation.

Identification cards – See "Permits".

Incendiary Device – means an object other than a match or pocket lighter, that is fabricated with combustible materials and when ignited may cause fire damage to properties or inflict burn injuries on individuals.

ID Number: A temporary identification number for entries items of dangerous goods which has not been assigned a UN number.

IAEA. The international Atomic Energy Agency (IAEA, P.O.Box 100-A 1400 Vienna, Austria)

Incompatible: Describing dangerous goods which, if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

Inner packaging. A packaging for which an outer packaging is required for transport.

Inner receptacle. A receptacle which requires an outer packaging in order to perform its containment function.

Inspection body. An independent inspection and testing body approved by the appropriate national authority.

Intermediate bulk container (IBC). Any rigid or flexible portable packaging, other than those specified in Part 6;3 of these instructions, as the stressed produced in handling and transport, as determined by tests.

Note. IBCs are only authorized by these instructions for UN 3077, environmentally hazardous substance, solid

Inspection – shall mean an examination of the implementation of one or more aspects of security measures and procedures in order to determine how effectively they are being carried out;

Inspection body: An independent inspection and testing body approved by the appropriate national authority.

ISO: (standard) An international standard published by the International Organization for Standardization (ISO-1, ch. de la voie- Creuse, CH-1211 Geneva Switzerland).

Integrated/consolidated cargo – A consignment of multi-packages, which has been originated by more than one person each of whom has made an agreement for carriage by air with another person other than a scheduled air carrier.

Interline baggage – Baggage of passengers subject to transfer from the aircraft of one operator to the aircraft of another operator in the course of the passenger's journey.

International airport – Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Investigation – shall mean an examination of a security incident and an explanation of its cause in order to consider legal action.

Known cargo – A consignment of cargo accepted by a regulated agent or operator directly from a regulated agent, operator or known shipper/consignor, to which appropriate security controls have already been applied, and which is thereafter protected from unlawful interference, or a consignment of unknown cargo that has been subjected to appropriate security controls, made "known," and which is thereafter protected from unlawful interference.

Known shipper – An originator of shipments for transportation by air who has established business with a regulated agent, or an Operator, on the basis of having demonstrated satisfaction of specific requirements for safe transportation of cargo.

Jerrica. A metal or plastic packaging or rectangular or polygonal cross- section

Landside – That area of an airport and buildings to which both traveling passengers and the non-traveling public has unrestricted free access, (see also Non-Restricted Area)

Large packaging: A packaging consisting of an outer packaging which contain articles or inner packaging's and which

- a) Is designed for mechanical handling; and
- b) Exceeds 400 kg net mass or 450 liters capacity but has a volume of not more 3m³

Mail – Dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).

Management system – The collective body of managers and other associated managerial elements that provide for direction, oversight and control of an organization.

Management system for the transport of radioactive material– A set of interrelated or interacting elements (system) for establishing policies and objectives and enabling the objectives to be efficient and effective manner.

Maximum capacity. The maximum inner volume of receptacles or packagings expressed in liters

Mishandled baggage – Checked baggage that has been involuntarily or inadvertently separated from passengers or crew members.

Movement area – That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

Narcotics control – Measures to control the illicit movement of narcotics and psychotropic substances by air.

National Aircraft Operator – means an aircraft operator operating under the authority of an air operators certificate issued by the Nigerian Civil Aviation Authority.

Nigerian Civil Aviation Authority (NCAA) – is designated as the Appropriate Authority for Aviation Safety within Nigeria and shall specify this to the International Civil Aviation Organisation (ICAO) and is hereby responsible for the development and maintenance of the national civil aviation safety programme.

National Civil Aviation Security Programme (NCASP) – The documented programme of a State for safeguarding civil aviation operations against acts of unlawful interference through regulations practices and procedures that take into account the safety, regularity and efficiency of flights.

Non-restricted Area – Areas of an airport to which the public have access or to which access is otherwise unrestricted.

Off-airport processing facilities – A passenger or cargo transport link terminal at an urban population center at which processing facilities are provided.

One-stop Security – A concept whereby a passenger and accompanied baggage are subjected to only one security check during departure, even if the journey involves multiple transfers.

Operator – A person, organization or enterprise engaged in or offering to engage in commercial passenger and/or cargo aircraft operations.

Operational Flight Plan – The Operator's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes or heliports concerned.

Overpack: An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage. Dangerous goods packages contained in the overpack must be properly packed, marked, labeled and in proper condition as required by the ICAO T. I. Regulation. For cooling purposes, an overpack shall contain Carbon dioxide, solid (dry ice), provided that the overpack meets the requirements of Packing Instruction 904. (A Unit Load Device is not included in the definition.)

Package: The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Packaging: Receptacles and any other components or materials necessary for the receptacle to perform its containment function, and to ensure compliance with the packing requirements.

Passenger aircraft: An aircraft that carries any person other than a crew member, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

Pilot-in-command: The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Proper Shipping Name: The name to be used to describe a particular article or substance in all shipping documents and notifications, and where appropriate, on packaging.

Passenger Area – All the ground space and facilities provided for passenger processing. It includes aprons, passenger buildings, vehicle parks and roads.

Passenger boarding bridge – A telescoping corridor that extends from an airport terminal to an aircraft for the boarding and disembarkation of passengers.

Permits – Cards or other documentation issued to individual persons employed on airports or who otherwise have need for authorized access to airports or to any restricted part(s) thereof, for the purposes of facilitating access and identifying the individual and includes vehicle documentation issued for similar purposes. Permits are sometimes referred to as airport identity cards or passes.

Person in Custody – means a person who is for the time being under the control of a law enforcement officer.

Primary Explosive Detection System – Automatic equipment for revealing explosives, foreseen by ECAC during the transit phase, for the 100% control of hold baggage. Awaiting the evolution technology production from this sector

Pier – A corridor at, above or below ground level to connect aircraft stands to a passenger building.

Pilot-in-Command –The pilot designated by the Operator as being in command of the aircraft and charged with responsibility for the operational control and safe conduct of a flight.

Prohibited Article – an object, which can be used to commit an act of unlawful interference and that has not been properly declared and subjected to the applicable laws or regulations.

Risk – means the probability of an attacker successfully exploiting vulnerability, i.e., the product of threat and vulnerability. The risk is never greater than the lower of those two factors, thus a high threat against assets with a low vulnerability produces a low risk and likewise a low threat against assets with high vulnerability still produces low risks.

Quality Control (QC) – The audit, inspection or testing of the output of a process, which may be a product, service or function, to determine an operator's compliance with technical, performance and/or quality standards.

Quality control activities are typically sponsored by operations, maintenance or security managers, who have the direct responsibility for the safety and security of operations.

Record – includes any writing, drawing, map, tape, film, photograph, or other means by which information is preserved.

Regulated Agent – A designation of an agent, freight forwarder or any other entity who conducts business with an operator, and subject cargo or mail to security controls that are accepted or required by the appropriate authority.

Restricted Area – means any area of an aerodrome that is identified as an area to which access is restricted to authorized persons.

Restricted Area Permit – means a document issued by the designated airport issuing authority that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period.

Sabotage – An act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.

Screening – The application of technical or other means intended and designed to identify and/or detect weapons, explosives or other dangerous devices, articles or substances, which may be used to commit an act of unlawful interference.

Screening Staff – includes an aviation security screening officer.

Security – The safeguarding of civil aviation against acts of unlawful interference, achieved by a combination of measures and human and material resources.

Security Audit – An in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme.

Security Control – A means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be utilized to commit an act of unlawful interference can be prevented.

Security Directive – means a formal written notification from the Director General of NCAA requiring the recipient to take such security measures as are specified within the directive.

Security Equipment – Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Security Incident – shall mean an occurrence with negative implications for the security and safety of persons and property;

Security Inspection – An examination of the implementation of relevant national civil aviation security programme requirements by an Operator, airport, or other provider entity involved in security.

Security Management System (SEMS) – The documented system of an Operator based on threat assessment to ensure security operations consistently fulfil all requirements mandated in the national civil aviation security programme of the State of the Operator in the most efficient and cost effective manner considering the operational environment of the airline.

Security Manual – A manual or series of separate manuals containing policies, procedures, instructions and other guidance relevant to the implementation of the Security Programme, which is intended for use by operational personnel in the execution of their duties.

Security Programme – A programme consisting of requirements and/or standards adopted for the purpose of safeguarding international civil aviation against acts of unlawful interference. The Security Programme of an operator is compliant with the requirements of applicable civil aviation security authorities in the State of the Operator and states where operations are conducted.

Security Restricted Area – Those airside areas of an airport that are identified as priority risk areas where, in addition to access control, other security controls are applied. Such areas will normally include, inter alia, all commercial aviation passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises.

Security Survey – An evaluation of security needs including the identification of vulnerabilities that could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions.

Security Test – A covert or overt trial of an aviation security measure that simulates an attempt to commit an unlawful act.

Security Threat – A measure of the probability of an act of unlawful interference being committed against civil aviation.

Small Arms – A general description applied to all hand-held firearms.

State of Registry – The state where an aircraft is registered for operation.

State of Flight Arrival – The territory of a state in which a commercial flight arrives.

State of Flight Departure – The territory of a state from which a commercial flight departs.

Serious injury: An injury which is sustained by a person in an accident and which:

- a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- c) involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; or
- d) involves injury to any internal organ; or
- e) involves second- or third-degree burns, or any burns affecting more than 5 per cent of the body surface; or
- f) Involves verified exposure to infectious substances or injurious radiation.

State of Origin: The Authority in whose territory the dangerous goods were first loaded on an aircraft.

State of Destination. The state in the territory of which the consignment is finally to be unloaded from the aircraft

State of the Operator: The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

Sterile Area – That area between any passenger inspection/screening station and the aircraft, into which access is, strictly controlled (also known as Security Restricted Area).

Note: In some states, sterile areas and security restricted areas are the same; in others states different levels of security exist.

Stores – Articles of a readily consumable nature for use or sale on board an aircraft during flight, including commissary supplies.

Supernumeraries – Persons, in addition to the flight crew, that are not passengers but are on board an all cargo aircraft because they either:

- are necessary for the safety of operations, or
- have a relationship with the operator (e.g. employee), or

- have certain knowledge and abilities gained through selection and mandatory training.

Survey – shall mean an evaluation of operations in order to determine security needs. This includes the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, despite the implementation of security measures and procedures, and the recommendation of compensatory protective measures commensurate with the threat to address any identified risk.

Tenant Restricted Area – means any area at, or connected to, an aerodrome that has been declared as such in accordance with the appropriate Airport (Restricted Area) Bye-laws;

Technical Instructions – means the International Civil Aviation Organisation Instructions for the transport of Dangerous Goods by air; The latest effective edition of the Technical instructions for the State Transport of Dangerous Goods by Air (Doc 9284-NA/905), including the Supplement and any Addendum, approved and published by decision of the Council of the International Civil Aviation Organisation

Terminal – the main building or group of buildings where the processing of commercial passenger and freight and the boarding of aircraft occurs.

Test – shall mean a trial of aviation security measures, where the appropriate authority introduces or simulates intent to commit an unlawful act for the purpose of examining the efficiency and implementation of existing security measures.

Threat – means the probability/likelihood of an attack on an aircraft or airport.

Threat Image Protection – Its software which can be installed on x-ray equipment of high level definition. This programme projects images of virtual dangerous articles, (e.g. knives, rudimental explosive device), on the x-ray image of the examined baggage, giving the operator the immediate sight in recognizing dangerous devices.

Transfer Baggage – Baggage that has been transported on a flight to a certain location, and then is offloaded and transferred to another flight within a defined time period for transportation to another location.

Transit Passengers – Passengers departing from an airport on the same flight as that on which they arrived.

Transfer Passengers – means a passenger making a direct connection between two different flights.

Transportation Security Administration – Also known as **TSA** is the United States of America new Security Authority that supervises all security issues related with transports. In aviation, publishes E.A. (Emergency Amendments), applicable to all flights departing and arriving to US airports.

Unauthorized Interference – Interference that occurs when any item for transport on an aircraft (e.g. baggage, cargo, mail, stores, catering equipment) that has been accepted for transport by an operator and subjected to security controls subsequently is in contact with a person who has not been screened and/or does not have authorized access to security restricted/sterile areas where such items are stored and handled.

Also, interference related to unauthorized access to passengers, the aircraft and/or property of the operator that are in security restricted/sterile areas by a person who has not been screened and/or does not have authorized access to such restricted/sterile areas.

Unaccompanied Baggage – Baggage which is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unclaimed Baggage – Baggage that arrives at an airport on a flight and is not picked up or claimed by a passenger or crew member.

Unidentified Baggage – Baggage at an airport, with or without a baggage tag, which has not been picked up by or identified with a passenger or crew member.

Unknown Cargo – A consignment of cargo tendered to a regulated agent or operator that has not been submitted to appropriate security controls, or A consignment of cargo subjected to appropriated security controls that may have or is confirmed to have been subjected to unlawful interference.

Unruly Passengers – Same as disruptive passenger

UN Number: The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

Unit Load Device: Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

Note 1: An over-pack is not included in this definition.

Note 2: A freight container for radioactive material is not included in this definition.

Validated Threat – A threat that after being submitted to the appropriated security authority is considered credible and must be handled seriously.

Vulnerable Point – Any facility on or connected with an airport, which, if damaged or destroyed, would seriously impair the functioning of the airport.

Weapons – means anything designed, used or capable of inflicting harm and includes firearm

X-Ray Equipment – Non automatic control equipment using the x-ray technology and permits the operator to identify each item viewed on the image screen.

1.4 ACRONYMS

COMAT. Company Material.

IAEA. International Atomic Energy Agency.

IATA DGR. International Air Transport Association's Dangerous Goods Regulations

ICAO TI. International Civil Aviation Organization Technical Instruction for the Safe Transport of Dangerous Goods by Air.

ICAO TI SUP. International Civil Aviation Organization Supplement to the Technical Instruction for the Safe Transport of Dangerous Goods by Air.

MSDS. Material Safety Data Sheet.

NOTOC. Notice to Captain or Notification to Pilot-in-command.

UN. United Nations

DGI(s) Dangerous Goods Inspector(s)

CHAPTER 2

LEGISLATION

2.0 INTERNATIONAL REGULATION

2.1 CONVENTION ON INTERNATIONAL CIVIL AVIATION

The Convention on International Civil Aviation (also known as Chicago Convention) was signed on 7 December 1944 by 52 States. Pending ratification of the Convention by 26 States, the Provisional International Civil Aviation Organization (PICAO) was established. It functioned from 6 June 1945 until 4 April 1947. By 5 March 1947 the 26th ratification was received. ICAO came into being on 4 April 1947. In October of the same year, ICAO became a specialized agency of the United Nations linked to Economic and Social Council (ECOSOC). The Convention on International Civil Aviation set forth the purpose of ICAO:

- (1) "**WHEREAS** the future development of international civil aviation can greatly help to create and preserve friendship and understanding among the nations and peoples of the world, yet its abuse can become a threat to the general security; and
- (2) **WHEREAS** it is desirable to avoid friction and to promote that co-operation between nations and peoples upon which the peace of the world depends.
- (3) **THEREFORE**, the undersigned governments having agreed on certain principles and arrangements in order that international civil aviation may be developed in a safe and orderly manner and that international air transport services may be established on the basis of equality of opportunity and operated soundly and economically.
- (4) Have accordingly concluded this Convention to that end."

The Convention is supported by eighteen annexes containing standards and recommended practices (SARPs). The annexes are amended regularly by ICAO.

Annex 18 was developed to respond to a demand by Contracting States for an internationally agreed upon set of provisions addressing the transportation of dangerous goods by air. These provisions are based upon the Recommendations of the United Nations Committee of Experts on the Transport of Dangerous Goods and the Regulations for the Safe transport of Radioactive Material of the International Atomic Energy Agency. All amendments to Annex 18 are approved by the Council following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with States.

2.1.1 TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR

The International Civil Aviation Organization Technical Instructions for the Safe transport of Dangerous Goods by Air contain the detailed technical material needed to support the broad provisions of Annex 18 providing a fully comprehensive set of international regulations. The ICAO TI can also be amended by the Council, following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and consultation with States. The Standard and Recommended Practices are contained in the Annex 18 and the Technical Instructions contain all the detailed instructions for the safe transport of dangerous goods by air. They are published biennially.

2.1.2. SUPPLEMENT TO THE TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR

The Supplement to the Technical Instructions for the Safe Transport of Dangerous Goods by Air provides information that is primarily of interest to States. Certain dangerous goods, which are normally forbidden (identified in Table 3-1 of the TI by Special Provision A-1, A-2 or A-109), may be specifically authorized for air transport by approval of the appropriate national authority. The Supplement to the TI provides information to State for the processing of approvals or exemptions.

2.2 NATIONAL REGULATION

It is assumed that Annex 18 and the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by air are included directly or by reference in the National Regulation.

The National regulation for transportation of dangerous good by air is contained in Nigeria Civil Aviation Regulation (Nig. CARs) Part 15.

2.3 REFERENCE MANUAL

This manual only makes reference to the Technical Instructions, in order to carry out some of the inspections identified, it may be necessary to use one of the reference manuals most commonly used by the operators, among these are:

- (1) The International Air Transport Association's "Dangerous Goods Regulations" (IATA Regulations), and
- (2) Label master's "Air International Regulations for Shippers of Dangerous Goods" (AIR Shippers)

Both documents must reflect as a minimum, all the ICAO Technical Instructions provisions.

CHAPTER 3

CARRIAGE OF DANGEROUS GOODS

3.1 PURPOSE

This chapter provides information, direction and guidance used by Dangerous Goods Inspectors concerning oversight of Dangerous Goods, the review, acceptance and approval of all Dangerous Goods Manuals, including the Approval of Dangerous Goods Training.

3.1.1 The Terms – Dangerous Goods and Hazards Materials (HAZMAT) are synonymous. All Operators are required as a minimum to provide training on the identification of Dangerous Goods to their personnel.

3.1.2 Those Operators who transport Dangerous Goods must include procedures for handling these materials in their Operations Manual (OM). These Operators must also train their personnel to be able to implement these procedures.

Notes: Operators that choose not to carry Dangerous Goods must have a Dangerous Goods Recognition or Awareness Program that should be submitted to the Authority for review and approval.

3.2 RESPONSIBILITY FOR ACCEPTANCE/APPROVAL, SURVEILLANCE AND ENFORCEMENT OF DANGEROUS GOODS PROGRAMMES

The Authority's DG Inspectorate has oversight responsibility for an Air Operator's Dangerous Goods Programmes. Dangerous Goods Inspectors (DGIs) specifically trained for Dangerous Goods are responsible for Dangerous Goods oversight activities and must evaluate all Dangerous Goods programmes. An Operator's Dangerous Goods Programme is contained in her Dangerous Goods Manual and includes Dangerous Goods Training. The Operators shall use the Current International Civil Aviation Organization (ICAO) Technical Instructions when developing their Dangerous Goods Programmes.

3.3 PROCEDURES FOR APPROVAL OF DANGEROUS GOODS TRAINING PROGRAMMES:

3.3.1 When the General Manager Dangerous Goods (GMDG) receives a proposed or updated Dangerous Goods Training Programme from an Operator, he shall forward it to any of the Dangerous Goods Inspectors (DGIs). The DGI will then evaluate the contents of the training and consult with other DGIs when necessary.

3.3.2 Once the DGI is satisfied with the training programme, he then recommends approval of the training programme as required by Regulation.

3.3.3 Training Programmes of Parts 15.6, 9.6.1.14 and Part 8.10.1.10 of the Nigeria Civil Aviation Regulations on Dangerous Goods Initial and recurrent Training, describe Dangerous Goods Training to be established and maintained in the Air Operator's Dangerous Goods Manual. The Initial Approval of the training is usually done at the same time as the Review and Acceptance of the Dangerous Goods Manual.

3.4 PROCEDURES FOR APPROVAL OF DANGEROUS GOODS MANUALS

When the General Manager Dangerous Goods receives a Dangerous Goods Manual for review from an Air Operator, he should forward it to a DGI. The DGI will review the contents of the manual and consult with other ASIs when necessary. Once the DGI is satisfied with the manual, he shall recommend to the Director, through the General Manager Dangerous Goods, or in his absence, the Deputy General Manager Dangerous Goods DGM Dangerous Goods in writing for acceptance/approval.

3.5 DANGEROUS GOODS INFORMATION REQUIREMENT FOR OPERATORS NOT ACCEPTING DANGEROUS GOODS:

Operators who do not accept or handle, or store Dangerous Goods must provide Procedures and Instructions in the Operator's Manual as follows:

3.5.1 Procedures and Instructions so that all personnel responsible for accepting and handling any Cargo or Packaged Materials receive training on the recognition of items classified as Dangerous Goods (Adequate is defined in an Operational Sense to mean the demonstrated ability of required personnel to identify such items).

3.5.2 Procedures and Instructions so that no Package are accepted by the operator that contain Dangerous Goods.

3.5.3 Procedures and Instructions for reporting that damaged packages found to contain, or that are suspected of containing Dangerous Goods are reported in compliance with the ICAO Technical Instructions and the Nig. CARs 2023, Part15 section 15.7.

3.5.4 Procedures and Instructions to see that all Company Material (COMAT) containing Dangerous Goods will be offered to a different mode of transportation (e.g., ground) and/or in Air Operator that is authorized to transport Dangerous Goods.

3.5.5 Procedures and Instructions to see that any employee, agent, or contract employee of the Air Operator who prepares and/or offers COMAT containing Dangerous Goods for shipment via any mode is fully trained as a Dangerous Goods shipper.

3.6 DANGEROUS GOODS INFORMATION REQUIREMENT FOR OPERATORS ACCEPTING DANGEROUS GOODS

Operators who transport Dangerous Goods must provide Instruction and Procedures on the basic subjects. The following information is provided as background material for the DG Inspector and is not intended to supplant nor provide guidance for an Operator's Dangerous Goods Programmes. ASIs may share this information when requested but must see that the operator understands that DGI is the Authority that operator must work with when developing, implementing or changing a Dangerous Goods Programme.

3.7 PROCEDURES AND INSTRUCTIONS ON ACCEPTANCE OF DANGEROUS GOODS FOR AIR SHIPMENT

The Operator's Instructions should contain the following information:

3.7.1 Packaging: Nig. CARs 9.6.1.6, 15.3.1.3 requires an operator to take all reasonable measures to ensure that Dangerous Goods are packaged as specified in the ICAO Technical Instructions. The material must be properly packaged in accordance with the packaging rules, and it must be properly marked, labelled and documented. The total quantity must be within the quantity limitations and the shipment must be accompanied by the proper shipping papers, Authority exemptions or competent Authority Certificates as determined by the Inspection requirements for accepting shipments in the ICAO Technical Instructions.

3.7.2 Damage-Free: The package shall not leak or be damaged and must be an authorized package in accordance with the applicable regulations.

3.7.3 Authorization of Carriage: The package must either be authorized for carriage in passenger carrying aircraft or labelled for cargo only aircraft if it is not acceptable for passenger carrying aircraft.

3.7.4 Identification: The material must be identified by proper shipping name, hazard class or division, identification number and packaging group, when required, in accordance with ICAO Technical Instructions.

3.7.5 Marking and Labelling: The package must be properly marked and labelled in accordance with the ICAO Technical Instructions and Nig. CARs 15.3.1.4

3.7.6 Shipping Papers: Shipping Papers must be reviewed to ensure that all necessary information is entered including any information that may be required because of the commodity shipped or because the method of transportation is related to Air Transportation.

3.8 STORAGE OF DANGEROUS GOODS

Operators should provide specific guidance on the storage of Dangerous Goods in accordance with the ICAO Technical Instructions. This guidance should include instructions for class 8 (Corrosive), class 7 (Radioactive) and class 6, Division 6.1 (Poisonous) materials as discussed below:

3.8.1 Corrosive Materials (Class 8): The storage of Class 8 (Corrosive) materials next to or in contact with, Class 4, Division 4.2 or 4.3 (Flammable) solids or class 5, Division 5.1 (Oxidized) materials must be prevented. The segregation prescribed in the Technical Instructions must be maintained for all packages containing Dangerous Goods that might react dangerously when stored in a position that causes or contributes to leakage.

3.8.2 Radioactive Materials (Class 7): The storage of Class 7 (radioactive) materials labelled yellow II and/or yellow III will not exceed a transport index of 50 in a single storage location. These materials are in an area that is isolated from people and does not permit pedestrian traffic or loitering. The minimum separation distances prescribed in the ICAO Technical Instructions should be maintained between radioactive materials labelled yellow II and yellow III and packages of undeveloped film.

3.8.3 Poisonous Materials (Class 6, Division 6.1): Packages bearing a Class 6, Division 6.1 poison label will not be stored in the same located as foodstuffs, feeds or any edible materials intended for consumption by either humans or animals.

3.9 LOADING OF DANGEROUS GOODS

The Operator shall specify guidance for loading Dangerous Goods. This guidance shall include:

3.9.1 Loading of Dangerous Goods in aircraft in accordance with Nig. CARs 15.18, 15.19, 15.20, 15.21, 15.22 and the ICAO Technical Instructions.

3.9.2 Loading and Carriage of Dangerous Goods in Cargo Only Aircraft (COA), when other means of transportation are not available or impracticable, in accordance with the ICAO Technical Instructions.

3.9.3 Loading of and carriage of radioactive materials in aircraft, in accordance with the ICAO Technical Instructions.

3.9.4 Loading of Dangerous Goods in Cargo Compartment or Freight Containers within Cargo Compartments in accordance with the ICAO Technical Instructions.

3.9.5 A prohibition against loading packages bearing a poison label in the same compartment that holds foodstuffs, feeds or any edible materials intended for consumption by humans or animals unless both commodities are separated, Closed-Unit Load Devices known as Freight Containers.

3.10 WRITTEN NOTIFICATION TO PILOT IN COMMAND (PIC) (NOTOC):

Operators must establish procedures for notifying the PIC when Dangerous Goods are carried on board the aircraft in accordance with Nig. CARs 9.6.1.13(f) and 15.5.1.1.

3.11 REPORTING DANGEROUS GOODS INCIDENTS:

The Dangerous Goods information must include Company Procedures for reporting Dangerous Goods incidents in compliance with Nig. CARs 9.6.1.15 and 15.5.1.9. This includes the procedures for reporting discrepancies, in accordance with the ICAO Technical Instructions.

3.12 INFORMATION IN THE EVENT OF AN IN-FLIGHT EMERGENCY:

Relevant manuals must contain procedures and instructions for the PIC to follow in case there is an in-flight emergency involving dangerous goods incident or accident as required in Nig. CARs 9.6.1.13 (g). Guidance is provided in ICAO Doc 9481: Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods.

3.13 DAMAGE TO DANGEROUS GOODS PACKAGES:

The Operator must develop procedures for handling damaged packages in accordance with Nig. CARs 9.6.1.10 and 9.6.1.11. Radioactive Contamination and Substances in Class 6, Division 6.2 (Infectious Substances) as found in the ICAO Technical Instructions. The information should include a list of telephone number 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.

3.14 COORDINATION

The DGI assigned to the Operator may be required to act as a coordinator between the operator and the Authority with respect to queries on Dangerous Goods.

3.15 EXEMPTIONS

3.15.1 When an Air Operator applies for an Initial Exemption for the carriage of certain Dangerous Goods on Commercial Air Transport, the DGI may need to review the compliance history of the Operator.

3.15.2 There are Two Types of Exemptions:

An Exemption which is obtained through the standard Exemption Process and an Emergency Exemption (also applied through the normal process as provided in Nig. CARs Part 1.7. and TGM General Chapter 12) that is issued to the shipper who hires and provides the name of the Operator in the exemption.

(b) The emergency exemption will normally be issued exclusively for one-time only shipment.

4.0 DANGEROUS GOODS EXEMPTION PROCEDURES

4.1 INTRODUCTION

Some dangerous goods are identified as being forbidden for air transport as stipulated in Nig. CARs Part 15.2.1.2.(a)(b)(c) and the ICAO Technical Instructions for the authority to grant exemptions to enable the transport by air of dangerous goods which may not be permitted in normal circumstances or in conditions which are different to those prescribed in the Technical Instructions. Such exemptions may only be granted in instances of extreme urgency, when other forms of transport are inappropriate, or when full compliance with the prescribed requirements is contrary to public interest.

The Authority may grant an exemption from the provisions of the Instructions provided that in such instances every effort is made to achieve an overall level of safety in transport which is at least equivalent to the level of safety provided for in the Instructions.

This procedure shall be used in conjunction with **Nig. CARs Part 1.7, TGM Vol. 1 Chapter 12. Transport of Dangerous Goods by Air Exemption FORM O-OPS020** shall be completed for all Dangerous Goods Exemption requests.

When an Air Operator applies for an Initial Exemption for the carriage of certain Dangerous Goods on Commercial Air Transport, the DGI may need to review the compliance history of the Operator.

There are Two Types of Exemptions:

- a) An Exemption which is obtained through the standard Exemption Process and an Emergency Exemption (also applied through the normal process as provided in Nig. CARs Part 1.7. and TGM General Chapter 12) that is issued to the shipper who hires and provides the name of the Operator in the exemption.
- b) The emergency exemption will normally be issued exclusively for one-time only shipment.

4.2 EXEMPTION GUIDANCE

The following is offered as guidance to determine whether these criteria have been met:

- a) Extreme urgency. In deciding whether the transport is urgent, authority may consider why it is important for a consignment to reach its destination quickly or why it has been necessary to make an application at short notice. Dangerous goods may need to be transported because of:

1. Humanitarian relief
2. Environmental relief
3. Pestilence
4. National or international security
5. Saving of life (e.g., rescue); and
6. Limited availability at destination.

Applications based on commercial reasons only should not be viewed as urgent and carriage by other forms of transport should also be considered.

- b) When other forms of transport are inappropriate. Whilst carriage by other forms of transport may be possible, the authority will evaluate a risk analysis which should include considerations of:

- 1) Length of journey. Transport by other forms may result in an unrealistic journey time and could affect the viability of the dangerous goods.
 - 2) Infrastructure. The availability of other forms of transport may be limited.
 - 3) Security. The comprehensive security provisions of the air mode may reduce the possibility of unlawful interference (theft, etc.).
 - 4) Routing. Transport by air may result in a reduced risk of exposure of the public to the dangerous goods in the event of an incident or accident. The risk of piracy may also be significantly reduced.
 - 5) Cost. The cost of carriage by other forms of transport may be economically unreasonable. However, the decision to grant an exemption should not be based on cost alone.
- c) When full compliance with the Technical Instructions is contrary to the public interest, for example.

- 1) Medical applications
- 2) New technologies; and
- 3) Enhancements in safety.

When authority is approached for an exemption, it is suggested that, if it is appropriate, at least the following information should be supplied before consideration is given to granting an exemption.

- a) The reason why it is essential the article or substance must be carried by air.
- b) A statement on why the applicant believes the proposal (including any safety control measures specified by the applicant) will achieve a level of safety equivalent to that provided by the Technical Instructions.
- c) Proposed proper shipping name, classification, and UN number with full supporting technical data.
- d) The proposed packaging.
- e) Quantity to be carried.
- f) Any special handling required and any special emergency response information.

- g) Name and address of the shipper and consignee.
- h) The airport of departure, transit, and destination and the proposed dates of transport; and
- i) Details of the operator including aircraft type, flight numbers, etc.

When the authority is granting an exemption, an overall level of safety in transport that is at least equivalent to the level of safety provided by the Technical Instructions must be achieved.

In determining an equivalent level of safety, the following should be considered:

- a) A review of the regulatory provisions. This includes the identification of specific provisions that will not be met, thus requiring a determination that an equivalent level of safety has been achieved.
- b) A review of any potential increased risk to safety or property that may result from deviating from the provisions in question and identification of the measures considered necessary or appropriate to address that risk. This should include substantiation with applicable analysis or an evaluation demonstrating that the proposed additional measures will achieve a level of safety that is at least equal to that required by the Technical Instructions.
- c) A thorough review and risk assessment to identify and evaluate potential risks in transport. This may include a risk analysis addressing failure modes and effects, a systems safety evaluation, and an explanation of the measures imposed to ensure each risk factor has been evaluated, in order to provide an appropriate level of safety.
- d) When appropriate, risk mitigation factors and a safety analysis may be on analogy to requirements in place for technologies posing similar risks to ensure safety and regulatory consistency.

4.3 GENERAL RECOMMENDATIONS TO BE CONSIDERED WHEN ISSUING EXEMPTIONS

When an exemption is to be issued by the authority, it is suggested that, if appropriate, the following items should be the minimum requirements to be applied in connection with that exemption:

- a) Notification should be provided to the authorities at the relevant airports within Nigeria.
- b) The packing method to be used, where possible, be as shown in the supplementary dangerous goods list. The packaging to be used should provide a level of safety at least equivalent to that which is needed to meet the applicable requirements for Parts 4 and 6 of the Technical Instructions; and
- c) Copies of the relevant exemption documents should be attached to the dangerous goods transport document which accompanies the goods.

When an exemption is granted, it should contain, as a minimum, the following:

- a) The UN number, proper shipping name and classification of the goods
- b) The packaging and quantity applicable
- c) The information listed in 1.2.2 f) to 1.2.2 h) above; and
- d) The duration of the validity of the exemption, which normally should not exceed a period of two years from the date of issue.

The copy of the exemption must be provided to the operator concerned. The responsibility for obtaining the exemption may rest with the operator, shipper, freight forwarder, ground handling agencies or designated postal operators.

Generally, the applicant for an exemption should be the party for whom the responsibilities are most relevant, e.g. When an exemption is granted for dangerous goods which are forbidden under normal

circumstances, it may be most appropriate for the shipper to apply. However, the exemption must address all affected parties. Irrespective of who is responsible, the operator must be in possession of confirmation that all the required exemptions have been obtained prior to accepting the goods for shipment.

An exemption must not be granted for any dangerous goods indicated as forbidden under any circumstances, as described in 1.2.1 of the Technical Instructions. When dangerous goods are forbidden on both passenger and cargo aircraft, consideration should ordinarily only be given to carriage on cargo aircraft. Transport on a passenger aircraft should only be considered in exceptional circumstances.

When an exemption or approval is required from more than one State, it is usually most appropriate for the State of Origin to grant the initial exemption because it may have greater awareness of the shipper and the terms and conditions under which the dangerous goods will be shipped. However, there may be circumstances where another State concerned might be better placed to grant the initial exemption.

3.16 VIOLATIONS AND INVESTIGATIONS

When an Inspector becomes aware of a suspected Dangerous Goods violation, the Inspector shall notify the DGI assigned to the Operator. The DGI will conduct Inspections, Surveillance and Investigations of the Dangerous Goods in Commercial Air Transport Operations.

3.17 SOURCES OF INFORMATION

3.17.1 ICAO Technical Instructions for the safe transport of Dangerous Goods by Air (DOC 9284) – These Technical Instructions amplify the basic provisions of Annex 18 to the convention on the International Civil Aviation and contain detailed instructions necessary for the safe International Transport of Dangerous Goods by Air.

3.17.2 The provisions of the Nigerian Civil Aviation Regulations for the safe transport of dangerous Goods by Air - Nig. CARs Parts 8, 9 and 15 contain regulations necessary for the safe transport of Dangerous Goods by Air in Nigeria.

3.18 EVALUATION OF DANGEROUS GOODS PROGRAMMES

3.18.1 The Air Operator certificate (AOC) Holder is responsible for ensuring safety in Air Transportation when accepting, loading and transporting Dangerous Goods through adherence to the approved Dangerous Goods Programmes.

3.18.2 The Civil Aviation Act requires the Authority to monitor and enforce compliance with the provisions of Annex 18 to the Chicago Convention and the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air. Nig. CARs 8.5.1.27, 8.10.1.10, Part 9.6 and Part 15 are the Regulatory Requirements Implementing the Civil Aviation Act, and they make reference to the requirements of the ICAO Technical Instructions.

3.19 EVALUATION

3.19.1 The Authority has the oversight responsibility to determine if the AOC Holder's Dangerous Goods Programme meets all applicable requirements of the Regulations and ICAO Technical Instructions and to identify any shortfall in the Certificate Holder's Dangerous Goods Programme.

3.19.2 The following checklist provides information, direction and guidance to be used by Dangerous Goods Inspectors concerning inspections of Dangerous Goods, the acceptance of Dangerous Goods or Dangerous Goods Manuals to ensure that they are consistent with the requirements of the Regulations.

3.20 PROCEDURES FOR NOTIFYING ICAO OF VARIATION FROM THE TECHNICAL INSTRUCTIONS (TI Doc 9284)

Nigeria will take the necessary measures to achieve compliance with the detailed provisions of these Technical Instructions. However, when Nigeria adopts different provisions from those specified in the Technical Instructions, Nigeria will notify ICAO promptly of such provisions for publication in the Technical Instructions in compliance with the requirements of Annex 18 section 2.5.

Those different provisions unless the text makes it otherwise, apply as follows:

a) Where such variations result in more restrictive provisions than those contained in the Technical Instructions, as they apply to the transport of dangerous goods by air:

- 1) Dangerous Goods transport to, from or through all territory subject to the sovereignty of Nigeria by all operators; and
- 2) Outside the territory of Nigeria to all operators for whom Nigeria is the State of the Operator.

b) where such variations result in less restrictive provisions than those contained in these Instructions, the variations are listed for information only and may only be applied within the territory of Nigeria by operators for whom Nigeria is the state of operator.

Nigeria will take the necessary measures to ensure that when an operator adopts more restrictive requirements than those specified in the Technical Instructions, the notification of such operation operators, variation is made to ICAO for publication in technical instruction the Technical Instructions.

CHAPTER 4

DANGEROUS GOODS INSPECTOR'S QUALIFICATION AND TRAINING

4.1. INTRODUCTION

The inspector must be trained in every aspect of his / her duties as a technical inspector and regulatory officer.

4.1.1. Each shipment of dangerous goods may represent a threat to life, health, property or the environment.

4.1.2. Procedures and regulations attempt to minimize the danger during transport.

This chapter sets out, as example, the training qualifications required by inspection personnel employed as an inspector.

This chapter is a complement to the inspector training requirement established in the Inspector Training Policy and Procedures Manual (ITTPM).

4.2 POSITION DESCRIPTION FOR DANGEROUS GOODS INSPECTOR

4.2.1. Position summary

The Dangerous Goods Inspector (DGI) is responsible for the performance of assigned technical administration, certification, and surveillance duties pertaining to the air transportation of dangerous goods. The DGI is delegated to make decisions as to the quality of activities inspected at the different operator facilities and operations.

4.2.2. Duties and responsibilities

(A) Technical Administration

- (i) Assures that operator's organizations comply with regulatory requirements, and reports deficiencies to the supervisor.
- (ii) Conducts enforcement investigations and prepares final reports and recommendations on disposition.
- (iii) Conducts investigations of public complaints, incidents and accidents pertaining to the air transportation of dangerous goods.

(B) Certification

- (i) Has responsibility for the certification of operators for the carriage of dangerous goods.
- (ii) Evaluates, approves training programs and ensure that they meet the requirements of the civil aviation regulation as it pertains to the carriage of dangerous goods

(C) Surveillance

Monitors operators in accordance with an approved annual work program. Take appropriate corrective action for deficiencies noted.

(D) Supervision received

General technical and administrative supervision is provided by a designated supervisor assigned by Authority.

(E) May be assigned other duties and responsibilities.

(i) Performance Standards for Dangerous Goods Inspector

(ii) Technical administration

1. Investigations are thoroughly conducted in a timely manner with an impartial and unbiased approach. Required reports are factually and accurately completed and submitted through supervisory channel within established time frames.
2. Assigned work program are effectively prioritized, planned and executed within the perimeters of NCAA policy.
3. Technical information provided is accurate and in accordance with NCAA regulations and policies. Recommended solutions shall be practicable.
4. The supervisor should be informed of problems and/or anticipated problems as early as practicable.
5. Deficiencies and/or problems are promptly communicated through channels to the operator for corrective action. Follow-up action is initiated to assure correction of the deficiency and/or problem.
6. Regular contact with the operator(s) results in knowledge of the developments or changes in their method of doing business.
7. Effective working relationships are established with assigned operator.

4.2.3 Certification

(i) Certification actions are accomplished and documented in accordance with applicable regulations and within established time frames.

(iii) Deficiencies/problems are promptly communicated through channels to the operator for corrective action.

(iii) Certification actions are appropriately coordinated.

(iv) All contacts and certifying operations are handled in a courteous and professional manner.

4.2.4 Surveillance

(i) Monitoring activities correctly indicate compliance/non-compliance with the NCAA regulations.

(ii) Deficiencies are promptly communicated through channels to the appropriate management levels.

(iii) Data analysis is continuously performed which detects trends in the operator's safety of operation.

(iv) Safety issues requiring special emphasis are identified and promptly communicated through channels to the NCAA office and the involved operator.

- (v) An effective working relationship is maintained with the public, industry organizations, and other agencies. All contacts and responses are handled in a courteous and professional manner.
- (vi) Meetings are arranged with operators, airport authorities and appropriate NCAA officials when conditions warrant to resolve local safety related issues.

4.3 DESIGNATED INSPECTOR'S COURSES RECOMMENDED

4.3.1 All employees occupying position with delegation of authority must be qualified and competent by receiving the training required to perform their duties.

4.3.2 The following training topics are recommended:

1. ICAO Technical Instructions
2. National Regulations
3. Audit procedures
4. Investigation Procedures
5. Aviation Enforcement
6. Safe working procedures
7. Structured on the job training (OJT)

4.3.3 To ensure Full Competency as a designated Inspector, the Inspector should also successfully complete training on the following topics listed below within a period deemed appropriate.

- (1) IATA Dangerous Goods Regulations Course
- (2) Communication skills
- (3) System Management Safety (SMS)

4.3.4 Other recommended specialized training topics:

- (1) Radioactive Materials
- (2) Radiation protection and Instrumentation
- (3) Infectious Substances
- (4) Dangerous Goods Sampling Course
- (5) Explosives
- (6) Cylinders

4.4 ON-THE-JOB TRAINING (OJT)

4.4.1 To properly document the training of each Inspector, an on the job (OJT) training syllabus, based on competency profiles, should be use for each position.

4.4.2 Additional guidance for the implementation of the OJT Programme is presented in the ITPPM.

An example of an on-the-job training checklist is found in CL: O-OPS 032A - Dangerous Goods Inspector - On-the-job training checklist.

4.5 INSPECTOR CONDUCT

At all times, Inspectors must act in such a manner that speaks well of the Authority and its Inspectors. Each person, company official or company shall be dealt with in an equitable manner. Advice and guidance are frequently sought and must be readily given in such a manner that public safety and the Authority are not compromised.

CHAPTER 5

AUTHORIZATION PROCESS

5.1 INTRODUCTION TO AUTHORIZATION

No person shall engage in the Air Transportation of Dangerous Goods unless authorized by the authority. The authorization process may be conducted by one or more qualified inspectors. When more than one inspector is involved, an APM should be assigned by the authority.

It is imperative that all team members are experienced in the authorization process, are team oriented, have the ability to analyze systems and are able to communicate effectively in written and oral presentations. This is an excellent opportunity for training other inspector personnel to observe and /or to participate in the authorization process under supervision. The failure of this team to properly accomplish this authorization process has a direct impact on aviation safety and public interest.

5.2 AUTHORIZATION PROCESS

5.2.1. GENERAL.

This section describes the authorization process. When followed by the aviation safety inspector (ASI), the guidance provided here will result in the operator's compliance with the Nig.CARs. Under no circumstances will an applicant be authorized until NCAA is assured that the applicant is capable of fulfilling responsibilities and complying with the Nig.CARs in an appropriate and continuing matter. The authorization process must be used with good judgment. Some phases may be combined, i.e., for existing operators the Demonstration and Inspection phase may be all that is required. For new authorizations all phases may be required, however good judgment must be used to determine how complex or in-depth each phase must be.

5.2.2. THE AUTHORIZATION PROCESSES.

The authorization process provides for interaction between the applicant and NCAA, from Initial inquiry to final approval or denial. The process consists of the following five phases:

- (1) Pre-authorization and Declaration Phase.
- (2) Formal Application Phase.
- (3) Document Compliance Phase.
- (4) Demonstration and Inspection Phase.
- (5) Certification Phase.

5.2.3. PRE-APPLICATION PHASE.

(1) Initial Inquiry: An initial request for information regarding authorization may be verbal or in writing, and must be provided to NCAA at the time the operator starts its planning and preparation.

(2) The Pre-Authorization Declaration of Intent (PADI) shall be given at the earliest opportunity after the appropriate sections are discussed with the applicant. These discussions must also include the requirement of the applicant to become familiar and have in possession the appropriate IATA and ICAO documents. When the operator returns the PADI it shows intent and prompts the authority to allocate resources. A PASI should be submitted only after the applicant has reviewed the appropriate regulations.

- (3) The authorization Team: The Authority will select a certification team consisting of one or more inspectors.
- A. The Authority will designate one team member as a Authorization Project Manager (APM) when more than one inspector is required. The Authorization Project Manager is the primary spokesperson for the authority throughout the certification process. When a single inspector is required, that inspector will assume the APM duties and responsibilities.
- (a) The Authorization Project Manager is the primary contact with the applicant. The Authorization Project Manager schedules and conducts meetings and coordinates any correspondence with the applicant.
- (b) The Authorization Project Manager must be sure each authorization task is completed in an acceptable and timely manner. Responsibilities include ensuring that all authorization matters are thoroughly coordinated with each team member.
- (c) The Authorization Project Manager should schedule periodic meetings with the authorization team and NCAA management to ensure that everyone is fully informed of the current status of the authorization. The Authorization Project Manager must notify NCAA management of any information that may significantly affect or delay authorization or that may attract media or political interest.
- B. Each team member will respond to requests for assistance made by the Authorization Project Manager and keep the Authorization Project Manager apprised of the status of the authorization. Anything that may delay authorization must be brought to the attention of the Authorization Project Manager immediately.

NOTE: Although guidance should be provided to the applicant, it is important that each document, procedure, demonstration, or inspection reflects the applicant's knowledge, skills, and abilities. Therefore, refrain from providing explicit instructions on how a task should be accomplished.

5.3 PRE-APPLICATION MEETING.

- A. Arrangements for the Pre-authorization Meeting. After being assigned, the APM shall contact the applicant to arrange a pre-application meeting. The applicant should be advised that the key management personnel listed on the PADI should attend the pre-application meeting and should be prepared to discuss specific aspects of the applicant's proposed operation in general terms.
- B. Package of Pre-authorization Information. The pre-authorization meeting between the APM, other authorization team members, and the applicant sets the tone for the rest of the authorization process. Therefore, it is important that the APM be thoroughly prepared to conduct the meeting. The CPM should review the PADI and assemble a pre-certification information package to be given to the applicant. The pre-certification information package shall consist of at least the following:
- I. Applicable sections of the Authorization Job Aid.
 - II. Sample Schedule of Events format.
- C. Briefing of the Applicant. At the pre-authorization meeting, the applicant and any of his key personnel attending the meeting should be briefed in as much detail as necessary to ensure that they understand the authorization process. The APM should use the applicable sections

of them Authorization Job Aid, and the Schedule of Events format as guides to facilitate the discussion and to ensure that all elements of the authorization process are covered. The applicant should be encouraged to ask questions about any area of the process that is not clearly understood.

- D. Verifying the Information on the PADI. The first item for discussion should be verification of the information on the PADI. When changes to this information have occurred, the applicant must annotate the changes on the PADI.
- E. Informing the Applicant of pertinent CAA Regulations. It is essential that the applicant is knowledgeable of all applicable regulations. The applicant and his personnel must be made aware of their responsibilities during the authorization process. It is to their benefit to submit required items as soon as they become available and to notify the APM immediately of any problems or changes in the proposed operation.
- F. Formal Application Letter. The APM shall inform the applicant that the formal application must be a letter containing a statement that the letter serves as a formal application for the air transportation of dangerous goods. The letter must contain the full and official name of the applicant. This letter must be signed by the owner when applying as an individual, all partners when applying as a partnership, or an authorized officer(s) when applying as an organization such as a company or a corporation. The letter shall contain the physical location address of the applicant's intended primary operating location. The applicant's mailing address shall be included in the formal application letter if different than its letterhead. Additionally, the letter will confirm the identity of key management personnel.
- G. Application Attachments. The formal application letter must be accompanied with at least the attachments described in the following subparagraphs. The applicant must understand that this letter and these attachments will be the minimum information acceptable.
- (i) Schedule of Events. The applicant needs to understand that the Schedule of Events is a key document to be presented with the formal application. The Schedule of Events is a list of items, activities, programs, and facilities which the applicant must accomplish or make ready for NCAA inspection before certification.
- The Schedule of Events will include the applicant's best estimate of the date, the item, activity, program, and facilities are ready for inspection. The applicant shall be informed that the Schedule of Events must be constructed in a logical and sequential manner. The Schedule of Events must also provide for a reasonable amount of time for NCAA to review and accept or approve each item or event, before scheduling other items or events that are dependent on such acceptance or approval. The applicant should be informed that failure to accomplish an item or event in a satisfactory or timely manner in accordance with the Schedule of Events could result in a delay in authorization.
- The applicant should be advised that if deficiencies are detected during the review of manuals and other documents, they will be returned for amendment or correction. Such action may also cause additional delays in the authorization process.
- (ii) Company Dangerous Goods Manuals. This attachment to the formal application may be in the form of one or more manuals or sections of manuals. These manuals or sections of manuals must contain information about the applicant's organization, general policies, duties/responsibilities of personnel, training, and general procedures.
- (H) Initial Company Dangerous Goods Training Curriculums. The training program for dangerous goods must be approved by NCAA and shall contain as a minimum, the training

requirements contained in Nig.CARs Part 15, ICAO Doc 9284, and IATA DGRs documents for dangerous goods. It should be recognized that some training program elements may not be fully developed at the time of formal application. The date when all required training course curriculums will be submitted must be annotated in the Schedule of Events. However, a draft of the initial company training curriculum, completed as nearly as possible in its final form, must be attached to the formal application.

(I) Initial Compliance Statement.

- (i) Preparation of the initial compliance statement and ultimately the final compliance statement benefits the applicant by systematically ensuring that all applicable regulatory aspects are appropriately addressed during the certification process. The initial compliance statement shall be in the form of a complete listing of all regulatory sections pertinent to the authorization the applicant is proposing. This list should reference applicable subparts and each relevant section of the subparts. Next to each section, the applicant must provide a brief narrative description or preferably a specific reference to a manual, or other documents, which describe how each regulation will be complied with, if known, at the time the formal application is submitted.
- (ii) The list of the specific regulations and subparts can be arranged so that when the method of compliance is formalized, the description or reference can be added to the list in preparation for the final compliance statement. The applicant shall be advised that the final compliance statement must be submitted, reviewed, and accepted before the authorization is granted.

J. Conclusion of Pre-authorization Meeting. The APM must ensure that the applicant understands that the formal application, with the previously described attachments, must be complete and acceptable or the entire formal application will be rejected.

5.4 FORMAL APPLICATION PHASE.

Upon receipt of a formal application, the certification team must initially review it and make a determination of its acceptability within the next 5 working days. The initial review serves two purposes and verifies that at least those items required for formal application have been submitted. The minimum required items are as follows:

- A. The formal letter requesting certification.
- B. The required formal application attachments.
 - i. Schedule of Events.
 - ii. Initial Compliance Statement.
 - iii. The company's Dangerous Goods Manual.
 - iv. The company's Initial Training Curriculums.
 - v. Emergency Response Manual
 - vi. Ground and Cargo Handling Manual

The initial review also permits a determination of whether the submitted material represents a feasible proposal and is of sufficient quality to allow for a productive formal application meeting and to proceed with the authorization process. The following paragraphs are provided as direction and guidance for this initial review.

- (1) Schedule of Events Attachment. The Schedule of Events, when accepted, represents a commitment for both the applicant and the authorization team. The Schedule of Events is a list of each major item, activity, program, and/or facilities. It also sets milestones for accomplishment

or submission of the listed items. Therefore, when reviewing the Schedule of Events, the certification team must carefully consider the feasibility of the proposed schedule with respect to the following criteria:

- a. Logic of sequence.
- b. Timeliness of events.
- c. Completeness of events.
- d. Timeliness of Events. The Schedule of Events must be reasonable, and realistically provide sufficient time for the authorization team to review the applicant's various documents, manuals, and proposals.
- e. Inspector or Other Resource Availability. Availability and capability of office personnel resources is another element of concern when determining whether a Schedule of Events can be met. The authorization must determine, for example, that qualified inspectors are available or can be made available from other offices to assist the authorization team in the conduct of extensive manual reviews consistent with the proposed Schedule of Events.

(2) Initial and Recurrent Company Training Curriculum Attachments. The initial company training curriculum attachments must be reviewed to ensure all Nig.CARs, ICAO and IATA required training is included. A detailed review and initial approval of the training curriculums will be accomplished after the applicant has finalized all training arrangements. The applicant may not start training until each curriculum has been initially approved.

(3) Initial Compliance Statement Attachment. The initial compliance must be reviewed to determine that it complies with the form and content. The final compliance statement must be given a detailed review and accepted before the authorization is approved.

(4) .

- a. Normally, if an applicant has been thoroughly briefed and has acquired a good understanding of the requirements during the pre-authorization phase, the formal application should be of sufficient quality that any minor discrepancies, omissions, and/or "open" questions may be resolved during the formal application meeting. For example, if the chronology of the Schedule of Events needs to be adjusted for logic of sequence, timeliness, or to accommodate inspector resource requirements, such adjustments can normally be accomplished during the meeting. Often minor and occasionally some significant discrepancies or omissions in manual material, training curriculums, and/or the initial compliance statement can be resolved during the formal application meeting.

- b. Upon acceptance of the formal application, the APM must contact the applicant and schedule the formal application meeting. The applicant must be informed that attendance of key management personnel is required. The APM should avoid making any statement concerning the acceptability of the application at this time. The APM and the certification team must prepare for the meeting by identifying minor discrepancies, omissions, or questions that must be satisfactorily resolved for the meeting to be considered successful.

(5) The Formal Application Meeting. The APM is responsible for conducting the formal application meeting. Except for unanticipated circumstances, all members of the authorization team must be present. Normally, the APM should open the meeting with the applicant, all of his key management personnel, and the certification team present.

- a. The first item to be discussed should be the formal application letter. Any questions or missing information must be resolved to the satisfaction of the APM.
- b. The second item to be discussed should be the detailed Schedule of Events. The APM

and the authorization team members should provide clear and reasonable explanations as to why a scheduled item is not feasible or why any omission, deficiency, or question must be satisfactorily resolved before the application can be considered acceptable. The APM and the authorization team should offer suggestions and recommendations which would make the Schedule of Events acceptable to the authority. If unfeasible schedules, omissions, deficiencies, or open questions concerning the Schedule of Events cannot be resolved to the satisfaction of the APM, the meeting should be terminated. A record of termination must be included in the authorization package.

- c. After problem areas with the Schedule of Events have been mutually resolved, the APM and the authorization team should discuss with the applicant any identified omissions or deficiencies associated with the initial compliance statement. Recommendations to correct such omissions and deficiencies should be offered to the applicant. Omissions or deficiencies must be corrected before the final compliance statement is submitted.
- d. The APM should encourage the applicant and his key management personnel to present any questions they may have concerned the forthcoming authorization process. The APM and authorization team members should provide candid answers and discuss freely all aspects of the authorization process.
- e. Before concluding the formal application meeting, the APM must make Certain the applicant clearly understands the following:
 - i. Notification of acceptance or rejection of the formal application will be provided in writing within a few days after the meeting.
 - ii. Notification of acceptance of the formal application package does not in any way constitute acceptance or approval of the separate attachments. The attachments will be reviewed further, and should additional corrective actions be required, the applicant will be expected to take such corrective action. Acceptance or approval of each attachment will be indicated separately at a later date during the authorization process.
 - iii. If the applicant is unable to meet the Schedule of Events, NCAA will need equivalent amounts of time, as agreed upon during the meeting, to make the necessary reviews and inspections. Consequently, the proposed startup date could be delayed. In addition, unanticipated demands on NCAA personnel could also delay the authorization process. The applicant should be informed that the authority may at times be forced to redirect resources to other activities and may not be able to meet the agreed upon Schedule of Events.

5.5. DOCUMENT COMPLIANCE PHASE

(1) General.

- a. The document compliance phase is that part of the certification process when the applicant's manuals and other documents are reviewed and either accepted, approved, or rejected, as appropriate. Each submission by the applicant will be given an in-depth review to ensure it complies with applicable regulations and conforms to safe operating practices.
- b. It should be noted that to ensure clarity, the document compliance phase and the demonstration and inspection phase are discussed individually. In practice, however, these two phases overlap. For example, when a training program has been initially approved, the operator may begin his training while other manuals and program elements are being reviewed. As another example, review of the final compliance statement is the last element of the document compliance phase. However, the final compliance statement

is normally reviewed and accepted just before final authorization.

- (2) Review of Applicant's Submissions: During this phase, members of the authorization team evaluate and approve the applicant's manuals and any other required documents. This list is not all-inclusive and certain items may not be applicable to a particular type of operation.

- i. Training program.
- ii. Dangerous goods procedures.
- iii. Operation specifications for dangerous goods approval.
- iv. Final compliance statement.

- (3) The Final Compliance Statement.

A. The final compliance statement serves the following two purposes:

- i. It ensures the applicant has adequately addressed all regulatory requirements applicable to the proposed authorization.
- ii. It aids the authorization team in determining where the regulatory requirements have been addressed in the applicant's manuals, programs, and procedures. In evaluating the applicant's final compliance statement, the authorization team may find it helpful to compare (in a side-by-side manner) NCAA DGR's, the applicant's manuals, and the final compliance statement. The final compliance statement documents how the applicant intends to comply with each applicable regulation. It either directs the inspector's attention to specific company manuals or documents or provides a statement that describes how the applicant intends to comply with a specific regulatory requirement.

B. If the applicant's final compliance statement does not serve the preceding purposes, it shall be returned with a letter outlining the deficient areas. The applicant's methods of compliance will be evaluated throughout the demonstration and inspection phase.

- (4) Document Deficiencies.

If the team's review reveals deficiencies in the applicant's submissions, on the spot corrections should be encouraged. If on the spot corrections cannot be made, the APM should return the manual or document to the applicant with a letter outlining the deficient areas. The team should be ready to offer suggestions on how to improve the product but avoid "writing" the applicant's manual. The authorization team should remember that it is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules.

5.6. DEMONSTRATIONS AND INSPECTION PHASE.

- (1) General. In this phase the authorization team determines that the applicant's proposed procedures and programs for training and directing personnel in the performance of their duties are effective. In this phase the emphasis is on compliance with regulations and safe operating practices. As previously mentioned, certain segments of the document compliance phase often occur simultaneously with certain events in the demonstration and inspection phase. For example, inspectors may be observing training at the applicant's facilities (demonstration and inspection phase) while other authorization team members are approving and or accepting maintenance manuals (document compliance phase).

- (2) Observations and Monitoring of Events. Through observation and other forms of on-site evaluation during the demonstration and inspection phase, members of the authorization team observe and monitor many types of applicant activities. The following list of activities or events is

representative of events which occur in the demonstration and inspection phase. This list is not all-inclusive and certain items may not be applicable to a particular type of operator:

- A. Conduct/monitoring of Training Programs.
- B. Facilities (equipment, procedures, and personnel).
- C. Record-keeping Procedures, i.e. training, dangerous goods shipping documents, etc.

(3) Demonstration and Inspection Deficiencies.

If at any time during the demonstration and inspection phase the applicant does not meet the Schedule of Events, or his conduct of various activities (such as training) or other items proves to be deficient, appropriate corrective action must be taken.

5.7. CERTIFICATION PHASE.

(1) General. The approved operations specifications are issued to the applicant after all significant unsatisfactory items have been corrected.

(2) Issuance of Operations Specifications. Before issuance, the applicant and the appropriate principal inspectors will sign the operations specifications. The operations specifications will then be given to the certificate holder.

(3) Authorization Report. When the new operator is certificated, the APM is responsible for assembling the authorization report. This report must be signed by the APM and will include the name and title of each team member who assisted in the authorization project. The report shall consist of the following:

- A. The Pre-Authorization Declaration of Intent.
- B. The Certification Job Aid.
- C. The Formal Application letter.
- D. The Schedule of Events.
- E. The Final Compliance Statement.
- F. A copy of the Operations Specifications issued.
- G. A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase.
 - i. Pre-Authorization Phase. Include summaries of difficulties or recommendations.
 - ii. Formal Application Phase. Include summaries of difficulties or recommendations.
 - iii. Document Compliance Phase. Include summaries of difficulties or recommendations.
 - iv. Demonstration and Inspection Phase. Include summaries of difficulties or recommendations.
 - v. Authorization Report Distribution: The Authority shall retain the authorization report.

5.8. APPLICATION AND AUTHORIZATION OF TRANSPORT OF DANGEROUS GOODS BY AIR FOR FOREIGN OPERATOR

(1) Letter of Application.

(2) The authorization documents on transport of dangerous goods by air or equivalent issued by the appropriate authority of the State of the Operator.

(3) The scope and classes of dangerous goods to be transported.

(4) Dangerous goods manual or equivalent approved by the appropriate authority of the State of the Operator.

(5) Dangerous goods training program or equivalent approved by the appropriate authority of the State of the Operator.

(6) A duplicate copy of Route Operating Permit by Foreign Air Transport Enterprises issued by the authority.

(7) Description of fulfilling the training requirements of these Regulations and the Technical Instructions.

(8) Other relevant documents required by the authority.

Foreign operator applying for scheduled operation of transport of dangerous goods by air between location in foreign country and location in Nigeria, shall submit the formal application fulfilling the requirements of these Regulations 60 days prior to the proposed commencement date. Foreign operator shall be liable for the authenticity of the substantial contents of the application documents. If the application documents are complete and consistent with the statutory form, the application shall be accepted by the authority.

If the application documents are incomplete or inconsistent with the statutory form, the authority shall inform the foreign operator on the spot or in 5 days of all the items Regulations on the Transport of Dangerous Goods by Air (that need to be supplemented. If the authority fails to do so within the aforesaid time limit, the application shall be regarded as having been accepted as of the date when the application documents are received.

The authority will review the application submitted by foreign operator. When the foreign operator is confirmed to meet the requirements of these Regulations, dangerous goods air transportation permit on scheduled operation shall be granted.

If the authority makes a disapproval decision on the application in accordance with the law and regulations, it shall give a written decision to the foreign operator with explanations.

After receiving an application of transport of dangerous goods by air on scheduled operation between location in foreign country and location in Nigeria submitted by the foreign operator, the authority will, make the decision on whether to grant the authorization or not.

5.9. FUTURE ACTIVITIES

- (1) Transition. The Authority must ensure that there is an orderly transition from the certification process to the surveillance process.
- (2) Post authorization surveillance: Assigned DGIs should carefully observe the operator during the first 120 days of operation. Additional inspections may be necessary to determine operating practices are performed at an adequate level of safety.
 - a. Particular attention should be directed to areas that may not have been demonstrated or observed during certification, such as cargo and passenger loading.
 - b. The DGI (s) may detect a need for changes in the methods of handling dangerous goods during this early period of operation. The DGI (s) must request changes to the observed deficiencies.
- (3) Prepare annual surveillance work plan.

CHAPTER 6: SURVEILLANCE PROCEDURES

6.1 GENERAL POLICY

The annual work plan usually consists of annual, semi-annual, quarterly and monthly surveillance activities.

6.1.1 SYSTEM ANALYSIS: The annual activities are the in-depth inspections and should be approached on a system basis. The evaluation of the system should consider:

(1) Policy formulation:

- A. General Polices: Broad statements of company goals.
- B. Major Polices: Company detailed statements of intent.
- C. Department Polices: Operation procedures.

(2) Organizational clarification: (Distribution of work and resources to achieve objectives).

- A. Assignment of function and responsibility.
- B. Delegation of Authority.
- C. Channels for coordination, communication, and control.
- D. Span of control.
- E. Like functions grouped together.
- F. Working relationships.

(3) Standards of performance. (Results expected from resources).

- A. Reasonable obtainable work standard, quality, quantity and timeliness.
- B. Compliance required with internal or external policies, rules, regulations and established procedures.
- C. Frequency of accidents, incidents, and violations.
- D. Adequacy of records, reports, and other control measures.

6.1.2. INDIVIDUAL ANALYSIS (PERSONNEL SYSTEMS).

- (1) Position requirements, tasks, tools and equipment.
- (2) Employee specifications, knowledge, skills and experience.
- (3) Recruiting, interviews, testing and placement.
- (4) Labor relations.
- (5) Employee turnover.

6.1.2.1 HELP AND INFORMATION NEEDED.

- (1) Instruction cards, guidelines and directives.
- (2) Physical facilities.
- (3) Systematic education and training for the tasks of the position.
- (4) Dissemination of company information/directives.

6.1.2.2 SOURCES OF HELP AND INFORMATION.

- (1) Policy, organization and procedures manuals.
- (2) Staff assistance.
- (3) Manufacture's manuals.
- (4) Training centres.

- (5) Records and reports.

6.1.2.3 TIME SCHEDULES.

- (1) Work schedules.
- (2) Target dates.
- (3) Actual versus standard time.

6.1.2.4 FEEDBACK.

- (1) Internal.
 - A. Employee feedback.
 - B. Quality assurance feedback.
 - C. Other departments/division feedback.
- (2) External.
 - A. Customer.
 - B. Government agencies.

6.1.2 PROCEDURE ANALYSIS: The following steps should be utilized in analyzing a procedure:

- (1) Select the procedure to be analysed.
- (2) Break the procedure down into its chronological order of time and sequential tasks or steps.
- (3) Select principles and rules that are applicable.
- (4) Ask questions about each step and note any defects either as to principal, rule or regulation.
- (5) Determine frequency, time and results of defects.
- (6) Determine causes for defects.
- (7) Make recommendation to correct deficiency.
- (8) Measure results.

6.2 GENERAL SURVEILLANCE PRACTICES AND PROCEDURES

6.2.1. GENERAL.

This Chapter contains information on surveillance procedures. It contains direction and guidance on the preparation and conduct of specific types of inspections in support of an overall surveillance program. This guidance applies to all aviation safety inspectors who conduct inspections under NCAA regulations and ICAO practices.

6.2.2. INSPECTION OBJECTIVE.

The primary objective of any inspection is to determine that a person, an item, or a certain segment of an operation associated with general aviation meets at least the same standards that were required for initial certification or approval by the NCAA. For inspectors to make these determinations, inspections must be conducted in an orderly and standardized manner. To accomplish this, each type of inspection must have individual objectives and be conducted each time in generally the same manner, according to the direction and guidance in this handbook.

6.2.3. INSPECTION CHARACTERISTICS.

Each type of inspection is a specific event (work activity) that has the following characteristics:

- (1) A specific work activity title.
- (2) A definite beginning and a definite end.
- (3) Specific objectives to be met.
- (4) General procedures to be followed.
- (5) A report of findings.
 - A. Each type of inspection is identified with a specific title.

- B. Inspections have a definite beginning and end. They may be scheduled by an inspector for the observation and evaluation of a specific activity, such as a proficiency check, or they may be scheduled for the evaluation of operator documents, manuals, or approved programs. An inspection begins when an inspector initiates the inspection task and ends when the inspector has completed the inspection report.
- C. Inspections have general procedures that inspectors should follow for standardization purposes. These general procedures are outlined in the following sections of this volume.
- D. The primary objective of any inspection is to determine that a person, item, or segment of an operation complies or continues to comply with regulations, safe operating practices, and other established standards.
- E. An inspection is not complete until a report on the results of the inspection has been recorded. This inspection report is the key element of any inspection. Inspectors must be concise, factual, and objective in reporting inspection results.

6.2.4. CONDUCTING AN INSPECTION.

The complexity of the aviation industry varies with each individual operator. Therefore, an inspector's decision to conduct a particular type of inspection may be based on an annual work plan, isolated situations such as a complaint, an incident or on some other information that raises a question about compliance with a regulation or safe operating practice.

- (1) **Preparing for an Inspection:** Before conducting an inspection, inspectors should to the extent possible, familiarize themselves with an operator's manuals, programs, and procedures pertinent to the type of inspection to be conducted. Additional familiarization can be obtained from other inspectors familiar with the operator. When possible, inspectors should become aware of any previous deficiencies or negative trends by reviewing previous surveillance data pertinent to the type of inspection to be conducted. Inspectors must be familiar with the applicable direction and guidance in this handbook for the type of inspection to be conducted.
- (2) **Advance Notice of an Inspection:** Most inspections will cause some disruptions to routine operations. Relevant operators engaged in air transportation understand the legal basis for CAA surveillance and are generally cooperative in responding to the needs of inspectors during the conduct of inspections. Operators are required to afford inspectors the opportunity to conduct inspections in a manner that effectively accomplishes the objectives of the inspections. Inspectors should, however, arrange their inspection activities so they will result in a minimum amount of disruption to routine operations. In general, it is appropriate and helpful to both the operator and inspectors to provide advance notice that an inspection is to be conducted.
- (3) **Limiting the Scope of an Inspection:** Each type of inspection has a set of items or areas that inspectors should observe and evaluate during the inspection. Sufficient time should be allotted for effective evaluation of all the items or areas. The circumstances under which inspections are conducted however, vary considerably. Often inspectors will not be able to evaluate all the specified items or areas. The more important consideration is to thoroughly and qualitatively evaluate those items or areas in which the inspector has the time and opportunity to observe. Schedule sufficient time to evaluate all the items/areas specified for an inspection type.
- (4) **Inspector Conduct:** The actions and conduct of a dangerous goods inspector are subject to close scrutiny by the personnel they encounter during the performance of an inspection. Inspectors must conduct themselves as aviation professionals at all times when conducting inspections. Inspectors shall wear name tags or other appropriate identification in plain view during the conduct of the inspections. When observing or evaluating operator personnel during the performance of their assigned duties, inspectors shall not intervene in a manner that could

adversely hinder or preclude them from effectively performing their duties. If, however, an inspector observes a condition that is obviously unsafe or that could potentially become unsafe, the inspector shall immediately inform the appropriate operator personnel of the condition.

- (5) **Concluding an Inspection:** At the conclusion of an inspection, inspectors shall debrief the operator. The debriefing should include a summary of the areas inspected and the inspector's findings concerning the compliance status of each area. Persons or items that were found to meet or exceed standards should also be commented on during the debriefing. If it appears that a regulation has been violated, inspectors must inform responsible operator personnel that an investigation into the apparent violation will be initiated. When an inspector is unable to debrief the appropriate operator employees on any deficiencies, the inspector should indicate in the inspection report that the operator was not available for debriefing. Operator personnel can often correct isolated types of deficiencies found during an inspection while the inspection is being conducted. Such deficiencies can be adequately resolved and closed out during the post inspection debriefing. In these cases, however, inspectors should record information about the deficiency and how it was corrected on the inspection report and take enforcement action for non-compliance items. The preparation of the inspection report is the final action that must be taken by inspectors to conclude an inspection.
- (6) **Inspection Reports:** Inspector's findings of any non-compliance of regulations, ops specs, programs, manuals or required directives, must be properly documented. The inspection report must mark unsatisfactory indicating that follow-up is required. Any concerns or opinions must be discussed with the operator prior to leaving the inspection site. If no violation occurred, the report should be satisfactory and lists important information.

6.3 REPORTING OF DISCREPANCIES

6.3.1 Finding: A conclusion, supported by evidence that there is or has been a process or product that is not in compliance with an established standard.

6.3.2 Concern: A conclusion concerning a system or process that identifies a condition that may become a finding or a system weakness, which could be the underlying cause of future noncompliance situations. A concern is not, at the time of inspection, an example of noncompliance of a standard. If so, it would be a finding.

6.3.3 Reporting: Any finding or concern must be reported and substantiated.

6.3.3.1 Any observed finding or concern must be reported to the operator before the inspector leaves the site of inspection.

- (1) If an operator corrects the finding or concern before the inspector leaves the site, determine causal factor and any noncompliance with the regulation.
- (2) Document or obtain copies of the standard, regulations, finding or concern.
- (3) Obtain/negotiate corrective action for causal factor (if appropriate).
- (4) Report finding or concern, causal factor, and corrective action on NCAA Inspection report.
- (5) Attach the documentation required to support the finding or concern, including regulations, standards, ops specs, manual procedures, etc. to the inspection report.
- (6) If enforcement is required, reference the enforcement file in the NCAA Inspection report and include copies of the substantiating data in the enforcement report.

6.3.3.2 File reports through GMDG Dangerous Goods approval. For guidance, see NCAA Compliance and Enforcement handbook. Findings or concerns not corrected: If corrective action of concern or finding is not obtained after notification to the operator.

- (1) Document or copy the data to support the finding.
- (2) Inform the operator that enforcement action will be taken.
- (3) Reporting of finding or concern will be as the procedures in the reporting paragraph above.

6.4.1 JOB FUNCTION 1: MANUAL INSPECTION

6.4.1.1 Objectives.

According to “Regulations Governing the Safe Transport of Dangerous Goods by Air”, operators are required to prepare and keep a current dangerous goods manual for the direction and guidance of flight and ground personnel for the carriage/non-carriage of dangerous goods by air transportation. Each operator is required to maintain a dangerous goods manual at the principal base of operations and submit it to NCAA. The manual must be reviewed by dangerous goods inspectors (DGIs) and approved by NCAA to ensure the content is in compliance with civil aviation regulations, safe operating practices, and the operator's operations specifications. While DGIs are encouraged to provide guidance and advice to operators in the preparation of the manual, the development and production of an acceptable manual is solely the responsibility of the operator.

6.4.1.2 GENERAL.

Inspectors should have knowledge of current civil aviation Regulations, ICAO TI, IATA DGR and other relevant documents for safe transport of dangerous goods by air. The dangerous goods manual must contain as a minimum, specific procedures for complying with all above regulations.

The approved dangerous goods manual must clearly be titled for the “Carriage of Dangerous Goods” or the “Non-Carriage of Dangerous Goods”. These manuals must have as a minimum those procedures specified in the appropriate manual for which authorization is requested. Appropriate parts of these manuals must be available to flight/cabin crewmembers, check-in counter, other personnel accepting baggage, cargo, or COMAT, and JCC personnel, etc. The manual shall be distributed to the airport ground services and air cargo entrepots if necessary.

6.4.1.3 DANGEROUS GOODS MANUAL PROCEDURES.

When applying for Public Air Transport Operator’s Certificate according to the Regulations on Application for Public Air Transport Operator’s Regulations on the Transport of Dangerous Goods by Air Certificate, domestic operator shall submit the dangerous goods manual which fulfilling the requirements of these Regulations together with other application documents to the authority for evaluation.

The dangerous goods manual may be a part of the operations manual relating to operating, ground handling service, passenger and cargo transportation or other appropriate manuals of the operator depending on type and area of operation and assigned responsibilities. An operator shall provide personnel involved in the transport of dangerous goods by air a dangerous goods manual which is written in the text they are familiar with.

The dangerous goods manual shall be kept in a workplace readily accessible to enable flight crew and other personnel to carry out their responsibilities with regard to dangerous goods.

The dangerous goods manual of domestic operator shall contain at least the following:

- (1) General policy on transport of dangerous goods by air.
- (2) Framework and responsibility of management and supervision of dangerous goods transport.
- (3) Limitations of dangerous goods carried by passengers or crew.
- (4) Reporting procedure for a dangerous goods incident or accident.
- (5) Precautions against hidden dangerous goods in cargo consignments and passenger’s baggage.

- (6) Requirements for transport of dangerous goods by air in operator's properties (COMAT) via the operator's own aircraft.
- (7) Personnel training.
- (8) Emergency response plan for dangerous goods.
- (9) The action to be taken in the event of emergencies involving dangerous goods.
- (10) Other documents and explanations concerning safety.

In addition to the above, the dangerous goods manual of domestic operator engaging in transport of dangerous goods by air shall also contain the following:

- a. Technical requirements and operating procedures for transport of dangerous goods by air.
- b. Information to the pilot-in-command; Domestic operators shall take measures to keep all the contents of the dangerous goods manual practical and current valid.

The operator shall take necessary measures to ensure that its employees, cargo sales agent and ground handling agent fully realize their relevant responsibilities as outlined in the dangerous goods manual when Regulations on the Transport of Dangerous Goods by Air in fulfilling their obligations as well as to ensure that the operation and transport of dangerous goods by air will be in compliance with the procedures and guidelines of the dangerous goods manual.

The authority reserves the right to notify the operator in written form to make adjustment to the relevant content, distribution, and revisions of the dangerous goods manual.

1. Dangerous Goods Inspectors should use the following procedures when reviewing the manuals

A. Stipulation of Manuals.

- i. During the review of the dangerous goods manual, the DGI must assure that an operator has addressed as a minimum all applicable topics contained in the sample manuals of this handbook. The sample manuals consist of the classification, identification, air transport limitation, packing, marking and labelling, provision of documents and information, handling, supervisory and audit mechanisms, acceptance procedures, and emergency response procedures of dangerous goods.
- ii. The operator must establish a system for the distribution of the manual to flight/cabin crew, check-in counter and other personnel accepting baggage, cargo or COMAT and all personnel concern, meanwhile the airport ground services and air cargo entrepots may be included if necessary. In addition, the operator must have a system to obtain the latest revisions of the ICAO TI or IATA DGR, whichever is in use and for the distribution of those documents to the appropriate personnel.

B. Revision of Manuals. The DGI must review the revision of the manual, checklist, or procedure. The revised manual and checklist shall be submitted to NCAA for approval prior to its implementation.

2. Debriefing of the operator.

Debrief the operator of the inspection results before leaving the inspection site. If the inspection is satisfactory, then inform the operator. If the discrepancies are noted, explain what follow-up action is required to the item.

3. Document inspection results.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.4.2 JOB FUNCTION 2: TRAINING PROGRAM/TRAINING INSPECTION

6.4.2.1 OBJECTIVES.

This section contains direction and guidance to be used by dangerous goods inspectors for conducting training program evaluations and approvals. The objective of the inspection is to ensure that the operator's training program complies with regulatory requirements and that instructional methods are effective. Dangerous goods inspectors (DGIs) are required to schedule annual training program surveillance as part of a work program, or when an operator's inspection reports, dangerous goods incidents, or accidents indicate deficiencies in the handling and shipment of dangerous goods.

6.4.2.2 GENERAL.

The training program/training inspections not only contains the observation of training but also the following:

1. Training curriculums are in accordance with civil aviation regulations, ICAO TI or IATA DGR requirements.
2. Teaching material.
3. High grade qualified instruction.
4. Testing and checking methods.
5. The qualification of the instructor.

6.4.2.3 TRAINING PROGRAMME PROCEDURES GENERAL REQUIREMENT

Personnel involved in the transport of dangerous goods must be trained and complete satisfactorily the training in accordance with these Regulations and the Technical Instructions.

The training to personnel involved in the transport of dangerous goods shall be conducted by dangerous goods training organizations that comply with these Regulations. Whether or not the operator holds the permit for the transport of dangerous goods, the operator shall ensure the relevant personnel have been trained and passed the training in accordance with these Regulations and the Technical Instructions.

6.4.2.4 DANGEROUS GOODS TRAINING PROGRAMS

In accordance with the Technical Instructions, the following enterprise or organizations shall hold dangerous goods training programs if training is to be conducted:

- (1) Shippers of dangerous goods, enterprises or organizations act as the agent of shippers.
- (2) Domestic operators.
- (3) Cargo sales agents.
- (4) Ground handling agents.
- (5) Enterprises involved in the civil aviation security check. The dangerous goods training organization could establish training programs on the Transport of Dangerous Goods by Air on behalf of the enterprise or organization above but shall obtain approval from the client before implementation of the training programs. Dangerous goods training programs must be established commensurate with the responsibilities of the personnel, and each training program should include initial and recurrent two categories, and in compliance with the Technical Instructions. Article 98 The training programs shall include, at least the following contents:
 - a. Statement that the programs are in compliance with these Regulations and the Technical Instructions,
 - b. Training curricula and requirement for examination.
 - c. The enrolment requirements of the trainee and „qualify requirement“ after the training.
 - d. The list of training facilities and equipment used.
 - e. Qualification requirement of instructor.

- f. Training material.
- g. Other requirement of national laws and regulations.

The training programs of the operator, cargo sales agent and ground handling agent shall include the requirement of „How to Use“ the dangerous goods operation manuals, or the dangerous goods operation manual of the operator. The training programs of the enterprise or organization

- i. Shall be filed to the authority before implementation. The training programs of the enterprise or organization shall be approved by the authority before implementation. The training programs of the enterprise or organization
- ii. shall be accepted by the operator before implementation. The training programs shall be revised and updated in time and be filed and approved by the authority or accepted by operator in accordance with the regulations.

6.4.2.5 TRAINING CURRICULA

The enterprise or organization that establishes and maintain dangerous goods training programs shall organize training curricula in accordance with the training programs. The training curricula shall include:

- a. general familiarization training: which must be aimed at providing familiarity with general provisions.
- b. function-specific training: which must provide detailed training in the Regulations on the Transport of Dangerous Goods by Air requirements applicable to the function for which that person is responsible, and
- c. safety training: which must cover the hazards presented by dangerous goods, safe handling, and emergency response procedures.
- d. The training curricula shall specify the detailed content of the training, training hours and requirement for examination. The training materials shall comply with the requirements in national laws, regulations, and the Technical Instructions.

6.4.2.6 TRAINING REQUIREMENTS

The personnel of the ground handling agent or the personnel of the cargo sales agent who have successfully completed the training by a training organization that complies with these Regulations in accordance with the approved training programs may carry out the same job function on behalf of different operators. The operator shall ensure the personnel meet the following conditions:

- 1. within the same job function, the training level is commensurate with the job designated.
- 2. comply with the requirements in the dangerous goods manual of the operator. The foreign operator shall ensure its personnel involved in the transport of dangerous goods in Nigeria, to be trained and passed the training, in compliance with one of the requirements below:
 - a. the training programs or other equivalent documents approved or accepted by the State of the Operator, as well as relevant requirements of Chinese laws and regulations on the transport of dangerous goods by air.
 - b. the training program approved by regional CAAC as well as the variation of the foreign operator. Recurrent training must be taken within 24 months of previous training to ensure knowledge is current. If recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.

A training record must be retained for at least three years and shall be available to the authority upon request. The training record shall include Regulations on the Transport of Dangerous Goods by Air

- i. the individual's name;
- ii. the most recent training completion month;
- iii. a description to training materials used;
- iv. the name and address of the organization providing the training;
- v. the name of the instructor;
- vi. the score of the examination.
- vii. evidence which shows that a test has been completed satisfactorily.

6.4.2.7 DANGEROUS GOODS TRAINING ORGANIZATION

The enterprise or organization that establishes and implements training programs could establish training organization. Enterprise or organization that is not capable of establishing training organization, could entrust training organization established in accordance with these Regulations to implement training according to approved, filed or accepted training programs of the enterprise or organization. The implementation of training-by-training organization shall be in accordance with the following conditions, and filed to the authority:

- A. be a legal entity
- B. have the approved, filed or accepted initial and recurrent training programs provided by the client, as well as the training curricula and training material designed for the client;
- C. have at least three instructors who meet the requirement of these Regulations.
- D. have the necessary training facility and equipment for training.
- E. Training organization established to provide training for its own employees, does not need to meet the requirements of the regulations. The instructor of the dangerous goods training organization shall meet the following requirements:
 - i. Be familiar with laws, regulations, rules, and policies of civil aviation.
 - ii. Engaged in aviation related activity for at least five years.
 - iii. with a diploma from junior college or above.
 - iv. have successfully completed an approved dangerous goods training program in Category 6 and passed with distinction.
 - v. have adequate instructional skills.
 - vi. with English level that could understand the relevant dangerous goods Regulations on the Transport of Dangerous Goods by Air and ICAO Technical Instructions TI Doc 9284.
 - vii. Other conditions as stipulated by the authority. The instructor of training organization established to provide training for its own employees, do not need to meet the requirements of the regulations. Training organization established to provide training for its own employees, the instructor shall meet the following requirements:
 - viii. be familiar with laws, regulations, rules and policies of civil aviation;
 - ix. the instructor shall be the employee of the enterprise;
 - x. engaged in aviation related activity for at least three years.
 - xi. have successfully completed an approved dangerous goods training program in Category 6 and passed with distinction.
 - xii. have adequate instructional skills and passed the evaluation.
 - xiii. Other conditions as stipulated by the authority. The instructor of the training organization shall be registered to only one training organization, and shall at least every 24 months deliver such course, or in the absence of this attend recurrent training. Training organizations shall establish a training record for the trainee in accordance with. The record shall be retained for at least three years and be available to the authority upon request.

6.4.2.7 OTHER REQUIREMENTS

Operator, ground handling agent, cargo sales agent, shipper and shipper's agent involved in the transport of dangerous goods by air, shall implement necessary measures to minimize theft or misuse of dangerous goods that may endanger persons or property.

Shipper and Operator involved in the transport of high consequence dangerous goods shall adopt a security plan. The security plan shall be updated to maintain practicability and validity. High consequence dangerous goods are those which have the potential for misuse in a terrorist event and which may, as a result, produce serious consequences such as mass casualties or mass destruction.

The Operations Specifications of domestic operators shall include the content of transport of dangerous goods. The Aerodrome authority shall establish dangerous goods emergency rescue plan, which shall be included in the civil aviation airport emergency rescue plan and executed in accordance with Civil Aviation Emergency Rescue Plan Management Rule. Aerodrome authority shall update the dangerous goods emergency rescue plan to ensure practicability and validity. Aerodrome authority shall include dangerous goods management and dangerous goods emergency rescue plan in the Civil Aviation Aerodrome Manual.

The requirements and procedures of investigation of aircraft accident, serious incident, and incident shall include the details of dangerous goods involved.

The operator, cargo sales agent, ground handling agent, shipper and shipper's agent involved in the transport of dangerous goods by air, shall report to the department responsible for the investigation of aircraft accident, serious incident, and incident, about the dangerous goods aboard the aircraft

The training program/training inspections shall include the approval and inspection of the training.

6.4.2.8 REVIEW AND APPROVAL

(1) Training program

- a. Assure the training program consists of all the elements required in the CAA regulations, ICAO TI or IATA DGR.
- b. Assure instructors are trained and qualified to present the material.
- c. Are adequate facilities and teaching materials available?
- d. Assure a training record keeping system exists.

(2) Training circumstances

- a. Assure the operator use the current ICAO TI or IATA DGR to train the personnel.
- b. Monitor training to assure training is in accordance with the approved training program.
- c. Monitor training to assure the curriculum is followed and produces qualified personnel.
- d. Assure testing procedures are to a standard.
- e. Are the initial and recurrent training records kept appropriately?

6.4.2.9 DEBRIEFING OF THE OPERATOR

Debrief the operator of the inspection results before leaving the inspection site. If the inspection is satisfactory, then inform the operator. If the discrepancies are noted, explain what follow-up action is required to the item.

6.4.2.10 DOCUMENT INSPECTION RESULTS.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.4.3 JOB FUNCTION 3: RAMP INSPECTION

6.4.3.1 OBJECTIVES.

A ramp inspection is an effective method for evaluating an operator's ability to prepare the carriage of dangerous goods. Ramp inspections allow inspectors to observe and evaluate the routine methods and procedures used by operator to determine compliance with regulations and safe operating practices.

6.4.3.2 GENERAL.

Dangerous Goods inspector must be familiar with the operator's dangerous goods manual and procedures prior to conducting the inspection. As a minimum the inspector must:

- (1) Determine what portions of the dangerous goods manual are required to be at the unit related to ramp operations, including latest revision.
- (2) Determine what portions of the dangerous goods manual are required to be on board the aircraft, including the latest revision.
- (3) Determine if training records are available or if maintained at the main base, how is qualification and currency determined.

6.4.3.3 There are 6 general inspection scopes that can be observed and evaluated during ramp inspections, which as follows:

- (1) Crewmember, personnel in charge of accepting and loading (Interview).
- (2) Position of dangerous goods on board the aircraft.
- (3) The storage and transport of the COMAT containing dangerous goods.
- (4) Training & Records.
- (5) Relevant document.
- (6) Emergency Procedures.

6.4.3.4 PROCEDURES.

1. Carry out the ramp inspection, according to the requirement of the work plan.
2. Know the operator's procedure well.
 - (a) For passenger flights carrying dangerous goods, the inspector must appropriately plan the inspection so not to delay the scheduled departure time.
 - (b) For cargo flights carrying dangerous goods, the inspector usually has more sufficient time to accomplish this inspection.
 - (c) A ramp inspection is only a small sampling of the whole system. Phases of these inspections may be accomplished on different inspections.

6.4.3.5 SPECIFIC PROCEDURES.

(1) Confirm training of personnel involving the ramp operation and handling dangerous goods or COMAT containing dangerous goods.

- a. Flight crew.
- b. Cabin crew.
- c. Personnel loading baggage.
- d. Personnel loading cargo.
- e. Personnel handling COMAT.
- f. JCC personnel.
- g. Airport ground handling services personnel.
- h. Determine the curriculum is the one approved in the manual.
- i. Are the initial and recurrent training records kept appropriately?

(2) Spot Check.

- a. If dangerous goods are discovered and not identified as dangerous goods, the operator shall be notified immediately and the consignment shall be stopped until the discrepancy is corrected and the appropriate report is filed.
- b. Check for proper location and position of dangerous goods.
- c. Check for packaging damage or any sign of breakage/leakage.

(3) Determine the PIC is notified in accordance with the ICAO TI, IATA DGR or relevant manuals. Check the NOTOC is filled accurately and correctly.

(4) Determine the ICAO TI or IATA DGR are the current version.

(5) Determine the telephone numbers of emergency response are available and current.

(6) Determine the appropriate portions of the current dangerous goods manual or relevant procedures are in the aircraft and ramp operating unit.

(7) Airport ground handling services.

Determine the personnel loads and unloads the dangerous goods in accordance with the ICAO TI, IATA DGR or relevant manuals.

6.4.3.6 DEBRIEFING OF THE OPERATOR.

Debrief operator of inspection results before leaving the inspection site. If the inspection is satisfactory, then inform the operator. If discrepancies are noted, explain what follow-up action is required to close the item.

6.4.3.7 DOCUMENT INSPECTION RESULTS.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.4.4 JOB FUNCTION 4: PASSENGER AND BAGGAGE SPOT ACCEPTANCE INSPECTION

6.4.4.1 OBJECTIVES.

The passenger and baggage spot acceptance inspection allow inspectors to observe and evaluate the routine methods and procedures used by operator to determine compliance with regulations and safe operating practices. The passenger and baggage spot acceptance inspection are generally observed at passenger check-in counter and baggage accepting areas

6.4.4.2 GENERAL.

DG inspector must be familiar with the operator's dangerous goods manual and procedures prior to conducting the inspection. As a minimum the inspector must:

- (1) Determine what portions of the dangerous goods manual are required while check-in and accepting baggage, including latest revision.
- (2) Determine if training records are available or if maintained at the main base, how is qualification and currency determined.

6.4.4.2.1. There are 6 general inspection scopes that can be observed and evaluated during passenger and baggage spot acceptance inspections, which as follows:

- (1) Personnel accepting passenger, handling baggage and airport ground handling service (Interview).
- (2) Station operations.
- (3) Training & records.
- (4) Relevant document.
- (5) Emergency procedures.

(6) The dangerous goods information.

6.4.4.3 PROCEDURES.

1. Passenger and baggage spot acceptance inspection is in accordance with the work plan.
2. Know the operator's procedures well.
 - (a) The inspector must appropriately plan the inspection so not to delay the scheduled departure time.
 - (b) A passenger and baggage spot acceptance inspection is only a small sampling of the whole system. Phases of these inspections may be accomplished on different inspections.

6.4.4.4 SPECIFIC PROCEDURES.

- (1) Confirm training of personnel handling dangerous goods containing dangerous goods.
 - a. Personnel handling passenger.
 - b. Personnel accepting baggage.
 - c. Airport ground handling services personnel.
 - d. Determine the curriculum is the one approved in the manual.
 - e. Are the initial and recurrent training records kept appropriately?
- (2) If there is an article in a baggage has to be notified the PIC according to the ICAO TI Part 8 Chapter 1 and the IATA DGR table 2.3A, determine the PIC is notified in accordance with those regulations.
 - i. Determine the ICAO TI or IATA DGR are current version.
 - ii. Determine the telephone numbers of emergency response are available and current.
 - iii. Determine the appropriate portions of the current dangerous goods manual or relevant procedures are in the passenger and baggage accepting unit.
 - iv. Are the signs of dangerous goods information noticeable to public and all personnel engaged in accepting dangerous goods, i.e. check-in counter, baggage accepting area?
 - v. Airport ground handling services
 - vi. Determine the personnel loads and unloads the dangerous goods in accordance with the ICAO TI, IATA DGR or relevant manuals.

6.4.4.5 DEBRIEFING OF THE OPERATOR.

Debrief operator of inspection results before leaving the inspection site. If the inspection is satisfactory, then inform operator. If discrepancies are noted, explain what follow-up action is required to close the item.

6.4.4.6 DOCUMENT INSPECTION RESULTS.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.4.5 JOB FUNCTION 5: CARGO TERMINAL AND CARGO HANDLING INSPECTION

6.4.5.1 OBJECTIVES.

This inspection is an effective method for evaluating an operator's ability to handle cargo containing dangerous goods. Cargo terminal and cargo handling inspections allow inspectors to observe and evaluate the routine methods and procedures used by the operator to determine compliance with regulations and safe operating practices.

6.4.5.2 GENERAL.

NCAA inspector must be familiar with the operator's dangerous goods manual and procedures prior to conducting the inspection. As a minimum the inspector must:

- (a) Determine what portions of the dangerous goods manual are required to be at the cargo handling units, including latest revision. Operator must have a manual distribution system.

- (b) Determine the latest revisions of the ICAO TI and IATA DGR are available.
- (c) Determine if training records are available or if maintained at the main base, how is qualification and currency determined.
- (d) Determine the operator is using the correct document for transporting dangerous goods, i.e. dangerous goods acceptance checklist

6.4.5.2.1 There are 8 general inspection scopes that can be observed and evaluated during cargo terminal and cargo handling inspections, which as follows:

- (1) Personnel accepting cargo, COMAT, airport ground handling service personnel and air cargo storage personnel (Interview).
- (2) Domestic air cargo terminals and air cargo entrepots.
- (3) General cargo accepting and loading area, dangerous goods accepting, storing, breakdown and build-up area.
- (4) Transportation of the COMAT containing dangerous goods.
- (5) Training & records.
- (6) Relevant document.
- (7) Emergency procedures.
- (8) The dangerous goods information.

6.4.5.3 PROCEDURES.

- 1. Cargo terminal inspection is in accordance with the work plan.
- 2. Notify the operator of scheduled inspection.

6.4.5.3.1. SPECIFIC PROCEDURES.

- 1. Confirm training of personnel handling dangerous goods and COMAT containing dangerous goods.
- 2. Personnel accepting cargo.
- 3. Personnel handling COMAT.
- 4. Airport ground handling services personnel.
- 5. Air cargo storage personnel.
- 6. Determine the curriculum is the one approved in the manual.
- 7. Are the initial and recurrent training records kept appropriately?
 - i. Determine the ICAO TI or IATA DGR are current version.
 - ii. Assure the dangerous goods manuals of cargo accepting unit, airport ground handling services and air cargo storage unit are available and current
 - iii. Is the approved dangerous goods acceptance checklist used?
 - iv. Spot check airway bill for possible hidden dangerous goods, proper identification, labelling, packing and marking. Is the approved hidden dangerous goods checklist being used?
 - v. Determine the NOTOC is dispatched in accordance with the ICAO TI, IATA DGR or relevant manuals.
 - vi. Determine the telephone numbers of emergency response are available and current.
 - vii. Determine the availability of labels for possible replacement of lost or damaged labels.
 - viii. Are the signs of dangerous goods information noticeable to public and all personnel engaged in accepting dangerous goods, i.e. cargo and COMAT accepting area, cargo handling area, etc.?
 - ix. Airport ground handling services.
- 8. Determine the personnel loads and unloads the dangerous goods in accordance with the ICAO TI, IATA DGR or relevant manuals.
 - a. Air cargo storage.

- a. Determine the personnel operates the acceptance, storage, breakdown or build-up of dangerous goods in accordance with the ICAO TI, IATA DGR or relevant manuals.
- b. Is there any designated personnel managing the warehouse of dangerous goods? Is the warehouse equipped with appropriate fire-fighting equipment?
- c. Determine the personnel places the dangerous goods (ex: segregation and keep upright, etc.) in accordance with the ICAO TI, IATA DGR or relevant manuals.

6.4.5.4. DEBRIEFING OF THE OPERATOR.

Debrief operator of inspection results before leaving the inspection site. If the inspection is satisfactory, then inform the operator. If discrepancies are noted, explain what follow-up action is required to close the item.

6.4.5.5. DOCUMENT INSPECTION RESULTS. NOTIFY SUPERVISOR OF ANY FINDINGS.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.4.6 JOB FUNCTION 6: DANGEROUS GOODS ACCIDENT/INCIDENT INVESTIGATION

6.4.6.1 OBJECTIVES.

The objective of this job function is to provide the inspector background information and procedures to investigate dangerous goods accidents and incidents reported by operators, those discovered during routine surveillance, or any other events reported by ATS, ASC, APO, airport, etc.

6.4.6.2 GENERAL.

6.4.6.2.1 DEFINITIONS

1. **DANGEROUS GOODS ACCIDENT** is an occurrence associated with and related to the transport of dangerous goods by air, which results in fatal or serious injury to a person or major property damage.
2. **DANGEROUS GOODS INCIDENT** is an occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods, which seriously jeopardizes an aircraft or its occupants, is also deemed to be a dangerous goods incident.

6.4.6.2.2. NOTIFICATION AND EMERGENCY RESPONSE

In the event of a dangerous goods incident during flight, the pilot-in-command shall, as soon as the situation permits, report the information related to the dangerous goods aboard to the air traffic control, which shall pass such information to the airport authority of entry.

On learning of the occurrence of an aircraft accident or serious incident with regard to an aircraft in which dangerous goods are carried, the owner or operator of the aircraft shall forthwith provide to the emergency response authority the information related to dangerous goods contained in the written document described in NOTOC. In the event of an aircraft incident, information related to dangerous goods shall be provided to the emergency response authority, if necessary.

Where the accident or incident referred to in the preceding paragraph results in fatality or injury to a person, property damage, or jeopardizes the aircraft or its occupants, the local airport and NCAA shall

be informed forthwith and a dangerous goods occurrence report shall be completed and submitted to NCAA within 72 hours

With regard to a dangerous goods accident or incident related to the dangerous goods accepted by an airfreight forwarder which have entered the airport, the air freight forwarder shall adhere to the provisions of the two preceding paragraphs.

With regard to a dangerous goods accident or incident related to the toxic substance transported by air, the transporter shall not only notify NCAA, but also the Environmental Protection Administration or the local Department of Environmental Protection the relevant information.

With regard to a dangerous goods accident or incident related to the infectious substance (pathogens) transported by air, the transporter shall not only notify NCAA, but also the Centre for Disease Control the relevant information.

With regard to a dangerous goods accident or incident related to the radioactive material transported by air, the transporter shall not only notify NCAA, but also the Atomic Energy Council the relevant information.

6.4.6.2.3. SCOPES OF DANGEROUS GOODS ACCIDENT/INCIDENT INSPECTION

After receiving the occurrence of dangerous goods accidents or incidents in the ROC or national airline, the following scopes of inspection must be performed by the inspector.

(1) Check items for civil aviation operator

- i. Nature of occurrence.
- ii. Initial fatalities or damage.
- iii. Reporting procedures of dangerous goods.
- iv. Emergency procedures of dangerous goods.
- v. Approved shipping documents / certification of dangerous goods.
- vi. Air Waybill, Shipper's declaration for dangerous goods, Acceptance checklist and Acceptance check of dangerous goods.
- vii. Storage of dangerous goods.
- viii. Consolidation, breakdown and build-up of dangerous goods.
- ix. Loading and unloading of dangerous goods.
- x. Damage handling of dangerous goods.
- xi. Provision of dangerous goods information to passengers, operator employees, cargo acceptance areas, cargo handling areas and Notification to Captain.
- xii. The dangerous goods manual, Nig. CARs Part 9.3.1.3, ICAO TI or IATA DGR.
- xiii. Determine the dangerous goods manual is in accordance with the Nig.CARs.9.3.1.2
- xiv. Training record of personnel handling dangerous goods.

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- xv. Determine the dangerous goods training program is in accordance with the civil aviation regulations.
 - xvi. Determine the dangerous goods operations of the air freight forwarder is in accordance with the civil aviation regulations.
 - xvii. Determine the dangerous goods operations of the airport ground handling services is in accordance with the civil aviation regulations.
 - xviii. Determine the dangerous goods operations of the air cargo entrepots is in accordance with the civil aviation regulations.
 - xix. Determine the dangerous goods operations of the catering is in accordance with the civil aviation regulations.
- (2) Check Items for Shipper (Including the COMAT containing dangerous goods).
- a. Shipper's declaration for dangerous goods.
 - b. Limitations.
 - c. Classification.
 - d. Identification
 - e. Packing and packaging.
 - f. Labelling and Marking.
 - g. Documentation.
 - h. Shipper's training records.
 - i. Shipper's training program.
 - j. Handling procedures for the COMAT.
- (3) Check Items for Emergency Response.
- a. Management duties and responsibilities for the dangerous goods accident and incidents.
 - b. Management control of the dangerous goods emergency events.

6.4.6.2.4. ON-SITE PROCEDURES.

(1) Initiate accident/incident investigative procedures upon receiving the Dangerous Goods Occurrence Report and any other reportable dangerous goods events.

- A. Determine the cause of the dangerous goods accident/incident.
 - i. Is the consignment properly packed, certified and labelled?
 - ii. Is the consignment properly handled and stored?
 - iii. Is the consignment properly loaded and transported?
- B. Determine the ICAO TI or IATA DGR are current version.
- C. Determine the dangerous goods manuals are current.

D. Determine if training is provided at the facility, if so:

- i. Determine the curriculum is the one approved in the manual.
- ii. Have personnel received recurrent training?
- iii. Are the initial and recurrent training records kept appropriately?

E. Is the approved dangerous goods acceptance checklist used?

F. Spot check airway bill for possible hidden dangerous goods, proper identification, labelling, packing and marking. Is the approved hidden dangerous goods checklist being used?

G. Determine the NOTOC is dispatched in accordance with the ICAO TI, IATA DGR or relevant manuals.

H. Determine the telephone numbers of emergency response are available and current.

I. Determine the availability of labels for possible replacement of lost or damaged labels.

J. Are the signs of dangerous goods information noticeable to public and all personnel engaged in accepting dangerous goods, i.e. check-in counter, baggage accepting area, cargo and COMAT accepting area, cargo handling area, etc.

K. Check for shipper's dangerous goods training records.

L. Check the civil aviation regulations, ICAO TI or IATA DGR possessed by the shipper.

(2) Debriefing of the operator.

Debrief operator of inspection results before leaving the inspection site. If the inspection is satisfactory, then inform the operator. If discrepancies are noted, explain what follow-up action is required to close the item.

(3) Document inspection results.

Analyse findings, if any, evaluate all causal factors to determine corrective action. Make a computer entry containing the inspection data. Notify the supervisor of any findings according to the procedures.

6.5 SURVEILLANCE AUDITS AND REPORTING PROCEDURES

6.5.1 ANNUAL SURVEILLANCE PROGRAMME (ASP)

6.5.1.1 The Chief Inspector shall prepare an Annual Surveillance Programme (ASP) and the DG Inspectors shall carry out the surveillance audits as per ASP.

6.5.1.2 Surveillance is a planned inspection of an approved facility or part thereof, carried out at regular intervals by the Dangerous Goods Division, to ensure adherence to the laid down requirements by approved organizations for continued approval of DGCA.

The planned inspections should include station facility, base facility and operator's manuals.

The various checklists and guidance material to be used by Dangerous goods Inspectors while carrying out the surveillance of operators are available

6.5.1.3 Random Inspections apart from scheduled Surveillance checks & Regulatory Audits, it is also decided to carry out the random inspection. Random inspections are unplanned checks and will be carried out to verify the affectivity of internal audit system of any organisation and ensuring the continued compliance of previous DGCA audit/ surveillance findings.

6.5.2 SURVEILLANCE AUDIT CHECKLIST

Dangerous Goods Division has designed and developed Surveillance Audit Checklists as given in Appendix 'D' for air operators certified to carry Dangerous Goods, Appendix 'E' for air operators not certified to carry Dangerous Goods and Appendix 'G' for Airport operators/GHA/shippers/Other entities, covering all compliance issues detailed in Annex 18, ICAO Technical Instructions and Supplement. The Surveillance Audit shall be carried out in line with the Surveillance Audit Checklist and any other findings other than issues that detailed in the checklist shall be treated and reported as 'observations' in the Audit Report.

6.5.2.1 THE SURVEILLANCE MUST CONSIST OF THE BELOW MENTIONED POINTS:

- A. Inspector shall ensure that the operator has structured required manuals to carry dangerous by air as per appendix E.
- B. An operator has developed and using an acceptance checklist as an aid to be in compliance with ICAO TI/IATA DGR Manual.
- C. Loading and Stowage of Dangerous Goods on an aircraft is in accordance with the provisions of TI/IATA DGR Manual.
- D. Marking, Package, overpack or ULD's (freight containers) containing Dangerous Goods shall be inspected for evidence of leakage or damage before loading on an aircraft.
- E. ULD shall not be loaded on aircraft unless it is inspected for any damage(s).
- F. Loading restrictions in passenger cabin or on flight deck is in compliance with TI/IATA DGR manual.
- G. Separation and segregation of Dangerous Goods is in compliance with TI/IATA DGR manual.
- H. Inspector shall ensure that the operator has structured the provision of information to pilot-in-command.

- I. Inspector shall ensure that the operator has structured the provision of information in the event of an aircraft accident/incident.
- J. Securing of Dangerous Goods Cargo loads, the operator shall protect the Dangerous Goods from being damage.
- K. Loading of radioactive Materials should be in compliance with TI/IATA DGR Manual.
- L. Packages of Dangerous Goods bearing “Cargo aircraft only” label shall be loaded in accordance with the provisions in the TI/IATA DGR manual.
- M. The operator/shipper must retain a copy of the Dangerous Goods transport document and additional documentation as specified in TI/IATA DGR manual.
- N. Inspector must verify the handling responsibilities if operator is availing services of external handling company.
- O. In case if the operator is availing services from subcontractor, he must verify the appropriate documents and operational manuals are provided to the same.
- P. Inspector must ensure that there is an inspection planned for authorized, non-authorized, national and foreign operators.
- Q. Inspector must ensure that the passengers are warned as to the types of dangerous goods that they are prohibited or restricted from transporting aboard an aircraft.
- R. In case of radioactive shipments Air Operators/ Airport Operators/ Ground Handling Agencies shall ensure that these shipments are stored only in the area designated area.

6.5.3 ADVANCE NOTICE TO THE ORGANIZATION

The Organization that is scheduled to be audited shall be advised of the date of audit, sufficiently in advance (minimum of 15 days in advance) to facilitate the Organization to be in preparedness for the audit.

The written Advance Notice along with a copy of the checklist proposed to be used during the audit shall be sent to the person responsible for dangerous goods in the organization and confirmation of the receipt should be sought.

6.5.3.1 PARTICIPATION OF OTHER DGCA OFFICIALS DURING THE AUDIT

The DG inspector shall consult with the Dangerous programme coordinator of dangerous Goods and check whether any other officials from DGCA will join him during the surveillance audits.

6.5.4 CATEGORIES OF AUDIT FINDINGS

The deficiencies and or non-compliance identified during the Surveillance Audit shall be categorized as under:

Level 1 – Any non-compliance with the Technical Instructions, which would lower the standard and probably place the aircraft or personnel in a hazardous situation. Depending on the extent of the Level 1 finding, consideration should be given to prohibiting the operator from carrying dangerous goods until corrective action has been taken Level.

Level 2 – Any non- compliance with the Technical Instructions, which could lower the standard and probably place the aircraft or personnel in a hazardous situation. The corrective action period granted

by DGCA should be appropriate to the nature of the finding, but initially not more than 30 days from the date of audit.

6.5.5 LEVEL 1 FINDING - IMMEDIATE ACTION

Any Level 1 findings identified during the audit shall be immediately brought to the attention of the Chief Inspector of Dangerous Goods. The Chief Inspector of Dangerous Goods shall take such immediate corrective action that may be required.

6.5.6 DE-BRIEFING AND FINALIZATION OF AUDIT FINDINGS

The deficiencies, non-compliance shall be listed and discussed in a de-briefing meeting with the representatives of the organization that was subjected to audit.

After evaluating the views offered by the representatives of the organization, organization shall set target date(s) for making good of each of the deficiency identified as Level 2 and the same shall be included in the Audit Report.

Non-compliance issues that were identified by the Dangerous Goods Inspector, but not agreed by the operator shall be brought to the attention of the Chief Inspector, who shall evaluate and guide the Dangerous Goods Inspector on the course of action that should be taken.

The Audit Report shall be submitted by the Dangerous Goods Inspector to the Chief Inspector of Dangerous Goods.

6.5.7 AUDIT FINDINGS/FOLLOW-UP

The Dangerous Goods Inspector who carried out the audit of an organization shall follow up with the organization and confirm that the organization has taken corrective action on Level 2 findings within the timeframe agreed during the de-briefing. If the organization has failed to take corrective actions within the stipulated time, same shall be brought to the attention of the Chief Inspector who shall guide the Dangerous Goods Inspector on the course of action that should be taken.

6.5.8 INSPECTION CHECKLISTS

Refer to TGM Vol. 3 for all Dangerous Goods Checklists.



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CHAPTER 7

SAFE WORKING PRACTICES

7.1 GENERAL

Dangerous goods inspections and investigations of potential incidents, of necessity, often take place in areas, or involve the taking of samples, where personal injury could occur unless suitable precautions are taken.

7.2 PROTECTIVE CLOTHING AND EQUIPMENT

When carrying out inspections or investigations, various items of protective clothing and equipment should be worn. These items include shoes or boots with protective toecaps, high visibility reflective tabards and jackets, reflective waterproof trousers, gloves, goggles, dust masks, hearing protectors and overalls. These items must be used whenever appropriate according to the potential risk of the activity being undertaken.

7.3 RISK ASSESSMENT

The level of risk involved in the inspection or investigation to be undertaken must be assessed before that activity commences and should be reviewed at appropriate intervals during the activity in case the level of risk has changed. The level of risk will be affected by the precautions taken and vice versa. The Dangerous Goods Inspector must assess the risk and take the appropriate precautions to ensure that the risk is kept as low as reasonably practical. It may be that despite the precautions taken, it will be decided that the activity should not be undertaken in the first place, or that it should stop if it has already commenced.

7.4 WAREHOUSE SAFETY

Normally, handling agents or operators provide health and safety information when visitors first arrive at their premises. In any event, and particularly if such information has not been provided, it should be determined whether there is any unusual activity taking place in the warehouse prior to entering it, which may require particular attention (such as construction work). Whenever working in a warehouse, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Many warehouses have specific walkways that should be used but even so, a careful watch must be kept to ensure that manoeuvring vehicles, particularly forklift trucks, are avoided. Other hazards that should be borne in mind are wet or slippery floors and trip hazards.

Most warehouses use racking to store freight and often packages that need to be inspected are stored under a shelf providing low headroom. Care must therefore be taken when inspecting packages and it is often advisable to ask for the packages concerned to be taken out of the racking system first.

Hands should be washed thoroughly as soon as possible after working in a warehouse, whether or not protective gloves have been worn.

7.5 RAMP SAFETY

When on the ramp, shoes or boots with protective toecaps and high visibility reflective clothing (either the tabard or jacket) must be worn. Care must be taken to keep well clear of aircraft engines, propellers and rotor blades and a watch must be kept to avoid manoeuvring aircraft, vehicles and baggage/freight trolleys. Ear protection should be worn whenever near aircraft with engines or Auxiliary Power Units (APUs) running.

When working on board an aircraft on the ground, exit and cargo doors are often left open and care must be taken to avoid falling out. On freighter aircraft, the hold floors normally contain roller systems and again, care must be taken to avoid slipping.

7.6 HANDLING PACKAGES

Dangerous goods packages have to be closely checked during an inspection; this often means they have to be moved. Before attempting to move a package that may be heavy or awkward due to its size, shape or the contents' weight distribution, the risk of injury should be assessed and consideration should be given to asking for assistance rather than move it alone. If the decision is made to move or lift the package alone then this must be carried out with care, with the back straight and as vertical as possible and by bending the knees. Care should also be taken to ensure that the correct orientation of the package is maintained at all times. Before handling a damaged package, the Dangerous Goods Inspector must assess whether it is safe to do so and what precautions should be taken.

7.7 RADIOACTIVE MATERIALS

All dangerous goods have an inherent risk to health, safety or property, but correct packaging means this risk is obviated for transport providing the package remains intact. The same is not necessarily true for radioactive materials; many of them emit ionizing radiation through the packaging. To reduce the dose of radiation received as low as possible, time spent close to the packages and handling them must be kept to the minimum. When not working directly with the packages, as much distance as is reasonably practical must be maintained from those packages.

If it is suspected that a package of radioactive materials does not meet all the requirements, in no circumstances should it be opened or tampered with; access to the package concerned must be restricted and advice must be sought from the appropriate National Authority for radioactive materials.

7.8 OPENING PACKAGES

With the exception of radioactive materials, if it is suspected that a package does not comply with the requirements the decision may be taken to open it. In taking this decision, the hazard of the contents, the location of the package and whether there is an adequate supply of fresh air should be considered. Protective equipment appropriate to the assessed risk must be worn. Before opening a package, it may be possible to get some idea of the contents by having it x-rayed.

7.9 TAKING SAMPLES

It may be necessary to take samples of dangerous goods or goods suspected of being dangerous. Where possible, the complete receptacle should be taken, to avoid the need to open it. However, if a sample needs to be taken from a receptacle, this should only be considered if the hazard can be correctly identified. The quantity of sample taken must be sufficient for analysis to be undertaken. Care must be taken to ensure there are as few persons as possible in the vicinity and that they do not touch or otherwise come into contact with the sample.

7.10 CONTAMINATED CLOTHING AND EQUIPMENT

Any contaminated item of clothing must be removed with care to avoid contact with the contamination. Arrangements must be made to dispose of them as quickly as possible, using expert assistance depending upon the type of substance that causes the contamination.

CHAPTER 8

DANGEROUS GOODS ACCIDENTS AND INCIDENTS

8.0 INTRODUCTION

Each State must establish procedures for reporting, investigating and compiling information concerning dangerous goods accident and incident which occur on its territory and which involve the transport of dangerous goods originating in or destined for another State.

Dangerous Goods accidents and incidents need to be recorded and investigated to establish their cause in order to discover, among other things, if the requirements of the Technical Instructions are inadequate or there has been a violation of them.

It is also recommended that each State participate in cooperative efforts with other States concerning violations of dangerous goods regulations with the aims of eliminating such violations.

8.1 REPORTING OF DANGEROUS GOODS ACCIDENTS AND INCIDENTS

As required by the ICAO Technical Instructions, “An operator must report dangerous goods accidents or incidents to the authorities of the State of the operator and the State in which the accident or incident occurred in accordance with the reporting requirements of those appropriate authorities”. A suspected violation of the requirements (undeclared or misdeclared dangerous goods) must also be reported to the appropriate authorities of the State of the operator, or the State in which this occurred.

When a report is received of a dangerous goods accident or incident it must be checked as quickly as possible to confirm that all relevant details have been reported. If any details are missing, the reporter is to be asked to supply them as soon as they are available. A review will be undertaken of all information currently available in order to establish what action needs to be taken. If it is decided that no action needs to be taken or action is not possible, the record is annotated to show this. The review will aim to establish whether or not the incident is regarded as serious (i.e.: there is evidence of non-compliance with the Technical Instructions such that there was a potentially unsafe situation) or not serious (e.g.: misunderstanding of the requirements but not resulting in a potentially unsafe situation).

The aims of investigating a dangerous goods accident and incident are to establish its potential seriousness and determine the cause so that action can be taken to prevent a recurrence. Also, any other State from which, or through which, the dangerous goods travelled needs to be notified quickly of all relevant details, particularly if it seems likely that persons in that State may have been exposed to the dangerous goods.

To aid the reporting of dangerous goods accidents and incidents by operators, a recommended form for reporting is included.

8.2 INVESTIGATING OF DANGEROUS GOODS ACCIDENTS AND INCIDENTS

As required by Annex 18, with the aim of preventing the recurrence of dangerous goods accidents and incidents, each State shall establish procedures for investigating and compiling information concerning such accidents and incidents which occur on its territory and which involve the transport of dangerous goods originating in or destined for another State.

Dangerous Goods Accident

A dangerous goods accident is a very serious occurrence and may involve air accident investigators. If there has been a dangerous goods accident any request for information or assistance from other organisations must be dealt with immediately. Any request from another State for details about the dangerous goods on board an aircraft involved in an accident in that State must also be dealt with immediately.

The State in which a dangerous goods accident occurs involving goods originating in or destined for another State must institute an investigation into the circumstances of the accident.

If it becomes known or is suspected that dangerous goods were a causative factor in an aircraft accident, any dangerous goods investigation will need to be co-ordinated with the air accident investigation.

There is information on the recording and investigation of dangerous goods accidents in the Supplement to the Technical Instructions, Part S-7;4.

Dangerous Goods Incident

The State in which a dangerous goods incident occurs involving goods originating in or destined for another State must carry out an investigation into the circumstances of the incident such as is considered appropriate to its seriousness.

Preliminary enquiries will be made to establish what has happened, who is involved and what evidence is available. The enquiries will identify if the incident warrants investigation by professional investigators with the aim of securing evidence for prosecution. If professional investigation is not justified or not possible (e.g.: all evidence needed is not available), a detailed investigation has still to be carried out. This has to be thorough, to confirm the cause and identify the organisations or individuals responsible for the incident.

When making preliminary enquiries it has to be determined whether the dangerous goods in their current state are a danger to persons. If they are, arrangements must be made to make them safe or dispose of them as quickly as possible, using expert assistance. If an investigation is to be made of the dangerous goods, it is essential that personal safety be taken into account, since many dangerous goods have the potential to cause permanent injury. Protective clothing must be worn, including gloves and goggles. Although it is important to confirm identification of the dangerous goods, this should not be done if in order to do so there is a risk of personal injury.

8.3.3.4 On completion of an investigation into a serious incident, a report will be produced outlining the details of the incident, the findings of the investigation and recommended action. The report will be reviewed to determine what further action has to be taken. If the investigation shows that the requirements of the ICAO Technical instructions were inadequate or to prevent the recurrence of similar incidents, a report of the incident must be forwarded to ICAO and to the other States concerned. For import consignments, a copy of the report must be sent to the State

of Origin and any other State involved. For export consignments, if the report has evidence of wrongdoing such that penalty action is justified against those responsible, this must be initiated.

8.2.1 RECORDING OF DANGEROUS GOODS ACCIDENTS AND INCIDENTS

A record is to be maintained of all reported dangerous goods accidents and incidents.

The aim is for the record to be kept in such a way that all relevant details are included for each accident and incident, so as to provide a permanent record of all reportable accidents and incidents, to allow for a review to establish the cause, to facilitate reporting to other involved States and to allow analysis to establish weaknesses in the requirements or trends. The record can be used also to establish if a particular shipper, operator, agent, etc, is causing an excessive number of problems.

Details of an accident or incident are to be entered into the record as soon as possible, even if initially few details are known; it is to be up-dated as additional information becomes available. The record will indicate when all action on an accident or incident is complete and a review made at regular intervals to identify any outstanding action. Past records are not destroyed but may be archived, providing they can be retrieved if the need arises.

8.2.2 COOPERATION BETWEEN STATES IN THE INVESTIGATION OF DG ACCIDENTS AND INCIDENTS

Annexes 18, Chapter 11.2 recommend that Contracting States should participate in cooperative efforts with other States concerning violations of dangerous goods regulations, with the aim of eliminating such violations. It is envisaged that cooperative efforts include coordination of investigations and enforcement action, exchanging information and joint inspections.

8.2.3 THE AIMS OF COOPERATION BETWEEN STATES

States need to cooperate in the investigation of occurrences in order to establish what has happened, take remedial action if required and deal with any violator. They need to show that they are in joint control of dealing with the response to the occurrence so that a suspected violator cannot try to exploit any situation where one enforcing agency takes a different or more lenient view of an investigation than the other. Cooperation between States is needed to ensure all the relevant information about an occurrence is identified, so that correct decisions can be made as to the measures needed to deal with it and prevent any recurrence. Cooperation is also needed to ensure that where a violator is identified, it is possible to take penalty action no matter in which State the violator is situated.

8.2.4 LIAISON AND COOPERATION BETWEEN STATES

Wherever possible, States should liaise and cooperate with other States on a regular basis, so that the members of the enforcing agencies know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation.

If there has been no contact with a State and it is necessary to report an occurrence to them, contact details for the aviation agencies throughout the world can be asked to:

CHAPTER 9

PASSENGER PUBLIC AWARENESS PROGRAMME

9.1 INTRODUCTION

Each State must ensure that information is promulgated in such manner that passengers are warned as to the types of dangerous goods they are prohibited or restricted from transporting aboard an aircraft.

In addition to the mandatory information that must be promulgated by operators, State should encourage all agencies involved in air transport to assist in raising the level of public awareness of the risks of dangerous goods in air transport.

AWARENESS PLAN ACHIEVEMENT

- a. A Dangerous Goods Awareness Plan should be designed to increase public knowledge in the safe transport of dangerous goods.
- b. Providing information to the travelling public may be achieved through the assistance of all agencies involved in air transportation.

AVENUES OF COMMUNICATION

Several avenues of communication are available to assist States in raising the level of public awareness of the risks of dangerous goods in air transportation. Such as:

- (1) Travel agents
- (2) Tour operators
- (3) Airport authorities
- (4) Air operators,
- (5) Sports Associations
- (6) Outdoors Association
- (7) Publication in newspapers
- (8) Magazines
- (9) Trade publications
- (10) Newsletters
- (11) Websites
- (12) Exhibits at trade show.

(13) Conferences.

PASSENGER PUBLIC AWARENESS DEVICES

There are number of devices that may be used to convey easy to understand information to the public regarding restrictions or prohibitions associated with the transport of dangerous goods in passenger carry-on and checked baggage or on the person.

Example of Passenger public awareness devices is listed below:

- (1) Posters
- (2) Brochures
- (3) Display cabinet
- (4) Electronic media
- (5) Handouts
- (6) Websites
- (7) Information articles
- (8) Advisory bulletin.

AVAILABILITY OF MATERIALS FOR PASSENGER PUBLIC AWARENESS PROGRAM

The ICAO Technical Instructions Supplement, Part S-8 illustrates some examples of materials that may be used for a passenger public awareness programme.

The artwork for each of the examples showed is available by contacting:

ICAO Dangerous Goods panel Secretary e-mail: krooney@icao.int

or by writing to:

**Chief dangerous Goods Standards
Transport Canada building
4th Floor, Tower C, Place de Ville
Sparks Street Ottawa, Ontario Canada K1A 0N**

Some websites address pertaining to passenger awareness information are also available from ICAO Dangerous Goods Panel Secretary.

CHAPTER 10

SOURCE OF ADDITIONNAL INFORMATION

10.1 INTRODUCTION

10.1.1 Other regulations may have an impact on the transport of dangerous goods. Each State should participate in cooperative efforts with other Authorities concerning the transport of dangerous goods with the aim of eliminating violations of the regulations. Cooperative efforts could include joint inspections, technical liaisons, exchange of information and joint meeting and conferences.

10.1.2 Appropriate information that could be exchange includes safety alerts, bulletins or advisory, incident reports, and educational/outreach materials suitable for public dissemination.

10.2 COOPERATION

10.2.1 Wherever possible, States Authority should liaise and cooperate with other Authorities so that the members know the persons to contact in the event of an occurrence and who they would be dealing with in any investigation or simply exchange information.

10.2.2 A list of Other Authorities who could have an impact on the transport of dangerous goods should be kept up-to-date. Those Authorities could be a source of additional information.



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