



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

CL: O-OPS 041
DANGEROUS GOODS SURVEILLANCE CHECKLIST

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

Instructions for Use:

1. Check **`S`** column if you reviewed the record, procedure or event and it is **`Satisfactory`**.
2. Check **`U`** column if you reviewed the record, procedure or event and it is **`Unsatisfactory`**.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

PRE-INSPECTION		S	U	NS	NA
1.	Identify any outstanding Audit Findings in respect of the last audit.				
2.	Determine the current type of operator service and identify any changes since the last audit.				
3.	Review prior company records to establish compliance history.				
4.	Review dangerous goods occurrence reports, where applicable.				
5.	Determine if the company currently has any exemptions.				
6.	Review manual and determine if there have been any amendments to the dangerous goods operations manual/other manuals.				
7.	Determine if the company has an approval for the transport of dangerous goods on main deck cargo compartments of passenger aircraft.				
8.	Determine if the company has an approved dangerous goods training program.				
9.	Determine if the training program reflects all regulatory or operational amendments.				
SITE-INSPECTION.					
ADMINISTRATION		S	U	NS	NA
10.	Determine if internal audits on the Dangerous Goods Manual, DG Training, DG Acceptance/ Handling / Loading Processes and DG Document Control are conducted.				
11.	Determine who has the authority to amend and issue the Dangerous Goods Manual, the system for distribution and control of the manual and the system for keeping the manual up to date: <ul style="list-style-type: none"> • Responsibility/Authority (Who) • Date of amendment (When) • Distribution List • Distribution process (How) 				
12.	Does the company's dangerous goods training program match State approved program?				
13.	Determine who conducts that dangerous goods training and the system for ensuring that those courses and instructors are appropriately authorized / qualified: <ul style="list-style-type: none"> • System for assessing and approving internal dangerous goods training providers • System for assessing and approving external dangerous goods training providers 				
14.	Determine that the recurrent training takes place within 24 months				

	of previous training.				
15.	Determine that the company maintain a record of training for trained employees.				
16.	Determine who is responsible for maintaining the dangerous goods training records and the system used for maintaining those records: <ul style="list-style-type: none"> • System for the training of staff relating to dangerous goods. • System for maintaining currency of staff relating to dangerous goods. • System for maintaining dangerous goods training records. 				
17.	Determine that the maintenance staff are aware of requirements in respect of replacements or unserviceable items.				
ACCEPTANCE, HANDLING, STORAGE AND LOADING OF DANGEROUS GOODS					
The operator must have procedures in place to ensure that dangerous goods are accepted, handled, temporarily stored (segregation and consideration to goods that need to be stored away from certain environmental condition (heat, light or water) and loaded on aircraft as per the requirements.					
ACCEPTANCE OF DANGEROUS GOODS		S	U	NS	NA
18.	Determine who accepts the dangerous goods cargo and general cargo for the operator.				
19.	Determine if the Operations Manual is available to acceptance staff as required.				
20.	Determine if the company's acceptance procedures are in compliance with the regulations. Adequacy and use of acceptance checklist, accessibility of DG documents.				
21.	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations. Verify correct completion (including signature / some other indication) and accessibility.				
22.	Determine if the documents are retained for a minimum period of three months.				
23.	Determine if the operator's acceptance staff are adequately trained to assist them to identify and detect dangerous goods presented as general cargo.				
24.	Determine the capability of the operator to replace lost or stolen safety marks.				
25.	Determine provision of information is made at cargo acceptance areas.				
26.	Is the DG accepted by the operator for transport accompanied by two copies of the DG Transport document/form?				
27.	Has the operator inspected the DG and found it to be properly marked and labelled, without leakages and its integrity has not been compromised?				
28.	Has the operator established that packages of DG requiring segregation (Table 7-1) are not mixed?				
29.	Has the operator established that overpacks of the DG does not contain any packages bearing the ' Cargo Aircraft Only ' label unless? <ul style="list-style-type: none"> i. The packages are assembled in such a way that clear visibility and easy access to them is possible or ii. The packages are not required to be accessible under 7.2.4.1. or iii. Not more than one package is involved. 				
30.	Has the operator established that the following are clearly visible or reproduced on the outside of the overpacks? <ul style="list-style-type: none"> i. Proper shipping names ii. UN Numbers iii. Labels iv. Limited Quantity (when applicable) v. Special handling instructions 				
31.	Are all four sides of containers containing radioactive materials correctly labelled?				
32.	Are identification tags attached to unit loads of consumer commodities?				

INFECTIOUS SUBSTANCES		S	U	NS	NA
33.	Is the route used to transport infectious substances the quickest possible?				
34.	Is a checklist available to assist in the operator's acceptance of DG?				
35.	Are the operator's acceptance staff adequately trained to carry out their duties?				
36.	Has the shipper made provisions for safe keeping of undelivered DG?				
STORAGE, HANDLING AND LOADING OF DANGEROUS GOODS		S	U	NS	NA
37.	Verify that the company's storage procedures are in compliance with the regulations. Verify packages are handled correctly and segregation between packages respected.				
38.	Determine that operator has procedure to ensure inspection for leaking or damage before and after loading.				
39.	Determine that operator has procedures for removal of damaged or leaking packages from aircraft.				
40.	Determine that pilot have been supplied with appropriate written or printed information regarding dangerous goods to be carried as cargo.				
41.	Determine that the notification to the pilot (NOTOC) includes signed confirmation of no evidence of any damage to or leakage from the package.				
42.	Determine that the pilot indicates on one copy or in some other way that the information was received.				
43.	Determine if the operator provided the pilot in command with the "Emergency Response Guidance" or a similar document concerning dangerous goods on board.				
44.	Determine that the company has procedures for loading and stowing a wheelchair for a passenger. (Including notification to the pilot in command).				
45.	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.				
46.	Are dangerous goods bearing the "cargo only" label carried on passenger aircraft?				
47.	Are incompatible dangerous goods stowed next to each other on an aircraft?				
48.	Are the following explosives transported on passenger aircraft?				
	i. Division 1.3: Compatibility Groups C, G				
	ii. Division 1.4: Compatibility Groups B, C, D, E, G, S				
49.	Are single packaging with end closures containing liquid DG loaded and stowed with closures upwards?				
50.	Are packages with "cargo aircraft only" and "hazard warning label" loaded in such a manner that crew members and authorized persons can see the labels?				
51.	Has the operator adequately secured the DG in the aircraft to prevent any movement in flight?				
52.	Has the operator made adequate arrangements to ensure that damaged or leaking packages of DG are removed and safely disposed?				
53.	Has the operator made arrangement for the replacement of dangerous goods packages labels which has become lost or detached?				
54.	have unit load devices of DG been properly packed and tagged with an identification tag for easy identification?				
55.	Does the tag have a prominent red hatching border on both sides with a minimum dimension of 148mm * 210mm?				
56.	Are the primary and subsidiary hazard class and division numbers clearly marked on this tag?				
57.	Are the following substances carried in the same compartment of an aircraft without animals and foodstuffs?				
	i. Substances of class 6 (toxic and category A infectious substances)				
	ii. Substances requiring a subsidiary toxic 'label'.				
58.	Has the operator made adequate provisions to control the				

	unnecessary exposure transport and storage personnel to radiation (in cases where such operator transports such categories of DG)?				
59.	Has the operator educated her transport and storage personnel on the hazards involved in transporting such goods and necessary precautions to be taken?				
60.	Are the radiation level of DG under transport kept under 2mSv/h at any point and 0.1 mSv/h at 2m from the external surface of the aircraft?				
61.	Are packages or overpacks having either a transport index greater than 10 or any consignment having criticality safety index greater than 50 transported under exclusive use?				
62.	Are groups of packages containing fissile material stored to maintain a spacing of at least 6m from other such groups?				
63.	Are type B(M) packages and consignment under 'exclusive use' transported on passenger aircraft?				
SEPERATION / SEGREGATION		S	U	NS	NA
64.	Are category II & III Yellow packages, overpacks or freight separated from persons?				
65.	Are category II & III Yellow packages, overpacks or freight separated from undeveloped photographic films and plates?				
66.	Are category II & III Yellow packages, overpacks or freight separated from live animals?				
67.	Is it separated from the live animal by a distance of at least 0.5 meters for a journey not exceeding 24 hours and by a distance of 1.0 meters for journeys longer than 24 hours?				
68.	Are self-reactive substances or organic peroxides shaded from direct sunlight, stored away from all sources of heat in a well-ventilated area?				
INSPECTION AND DECONTAMINATION					
OPERATOR'S RESPONSIBILITY		S	U	NS	NA
69.	Has packages or overpacks loaded into an aircraft or a unit load device been inspected prior to loading and found free of leakages or damage?				
70.	Are aircraft and equipment used regularly for the transport of radioactive materials periodically checked to determine the level of contamination?				
DOCUMENTATION - Shipper's Responsibility		S	U	NS	NA
71.	Has the shipper provided two copies of the DG Transport document / form for each type of consignment?				
72.	Is the document/form easy to identify, legible and durable?				
73.	Is the document/form completed and signed?				
74.	Are the names and addresses of the shipper and the consignee of the DG included on the DG transport document?				
PROVISION OF INFORMATION – Operator's Responsibility		S	U	NS	NA
75.	Has the pilot in command been provided with a document concerning the DG that are to be carried as cargo?				
76.	Are the following information provided on the above document?				
	i. The airway bill number (when issued)				
	ii. The Proper shipping name.				
	iii. The class or division and subsidiary risk.				
	iv. The packing group				
	v. The number of packages and their exact loading location				
	vi. The net quantity and gross mass of each package				
For radioactive materials:					
	a) The number of packages, overpacks and freight containers.				
	b) Their category, their transport index and their exact loading location.				
	vii. Whether the package must be carried on cargo aircraft only.				
	viii. The aerodrome at which the package(s) is to be unloaded.				
	ix. The telephone number where a copy of the DG information provided to the pilot in command can be obtained.				
	x. A signed confirmation that there was no evidence of any damage to or leakage from the packages loaded on the aircraft.				

77.	Are these information present on a separate, dedicated form and are not part of the DG transport document or airway bills, or invoices?				
78.	Is there any evidence of confirmation that the pilot in command has received a copy of the above document?				
79.	Is a copy of the above document retained at the operator's base station?				
80.	Is the copy readily accessible to the aerodrome of last departure and the next scheduled arrival point?				
81.	Are the DG information to the to the pilot written on the above document written in English Language?				
82.	Are the employees employed in the transport of DG provided with appropriate manuals to enable them discharge their duties effectively?				
83.	Does the manual contain information instructions on actions to be taken in the event of an emergency?				
84.	Is the appropriate manual also provided to ground handling agents (where applicable)?				
85.	Is there a procedure to enable the pilot-in-command inform the appropriate air traffic service unit of any in-flight emergency?				
86.	Are there established procedures for reporting DG accidents or incidents to the appropriate authority of the state of the operator and the state in which the accident occurred?				
87.	Are there provisions for reporting un-declared or mis-declared DG discovered in the cargo?				
88.	Are notices giving information about the transport of dangerous goods provided at the acceptance points for DG cargo?				
89.	Are they in sufficient number?				
90.	Are they prominently displayed?				
91.	Are the employees employed in the transport of DG adequately trained to enable them discharge their duties effectively?				
PROVISION CONCERNING PASSENGERS AND CREW		S	U	NS	NA
92.	Has the operator provided information to the passengers on the types on DG which are forbidden to transport on board an aircraft?				
93.	Are notices giving information on the types of DG which passengers are forbidden to transport on board an aircraft?				
94.	Are they in sufficient number?				
95.	Are they prominently displayed?				
Are they displayed at the following locations?					
	i. Where tickets are issued.				
	ii. At the check-in-counter.				
	iii. At the boarding gates/areas.				
96.	Are the operator's check-in staff adequately trained to enable them identify and detect DG carried by passengers?				
MARKING		S	U	NS	NA
97.	Are the markings placed on packaging covered or obscured?				
ARE PACKAGE MARKINGS					
	i. Durable/printed/affixed to external surface?				
	ii. Readily visible and legible?				
	iii. Able to withstand open weather exposure without substantial reduction in effectiveness?				
	iv. Displayed on a background of contrasting colour?				
	v. Not located with other package markings that could substantially reduce their effectiveness?				
98.	Are there arrows indicating proper orientation on a package containing liquid dangerous goods?				
99.	Are the proper shipping name, UN number and packaging group clearly displayed on unpackaged articles?				
100.	Is the UN number "placed within a diamond" indicated on packages containing limited quantities of dangerous goods?				
EXPLOSIVES					
101.	Are the dangerous goods marked with net quantity and gross mass of the package?				
102.	Are the markings stamped printed or otherwise marked with				

	adequate permanency?				
	RADIOACTIVE MATERIAL				
103.	Are there permissible gross mass clearly displayed on packages exceeding 50kg?				
104.	Are the marked packages designed on the outside with receptacle which is resistant to fire and water?				
	REFRIGERATED LIQUEFIED GAS				
105.	Are there arrows indicating "Package Orientation"?				
	DRY ICE				
106.	Is the net mass indicated on the package?				
	ENVIRONMENTALLY HAZARDOUS SUBSTANCES				
107.	Are the substances durably marked?				
108.	Are the markings adjacently located?				
	OVERPACKS				
109.	Are they clearly marked with the following; Proper shipping name, UN number and special handling instructions?				
	LABELLING	S	U	NS	NA
110.	Are the dangerous goods affixed with the following: Subsidiary risk label, danger class label?				
111.	Are the labels showing the class or division number?				
112.	Are the labels durable enough?				
113.	Are radioactive materials indicating their characteristics?				
114.	Are the labels on both sides of the package?				
115.	Are the labels folded?				
116.	Are the labels firmly attached to the packages?				
117.	Are magnetized materials indicating the "Magnetized material" label?				
118.	Are dangerous materials indicating the handling labels?				
119.	Are the dangerous goods within overpack well labelled?				
120.	Are there arrows indicated on dangerous goods containing liquid?				
121.	Are dangerous goods containing lithium batteries adequately packed bearing "Lithium battery" handle label?				
122.	Are the carrying packages indicating four vertically placed placards?				
123.	Are the placards of appropriate dimension?				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached