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“ _____ ” _____ 2013

Dangerous Goods Inspector Guidance Manual

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CHAPTER 1 GENERAL

1.1 Introduction

- 1.1.1 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."
- 1.1.2 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.
- 1.1.3 The following guidance is offered to assist primarily in the inspection of operators, handling agents, freight agents, shippers and other parties.
- 1.1.4 This manual outlines the recommended procedures the Dangerous Goods Inspector should follow in conducting his/her duties.

1.2 Manual Scheme

- 1.2.1 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

- 1.3.1 All Annex 18 to the Convention on International Civil Aviation "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) definitions apply. Where a word or term is not defined by regulation see the dictionary definition
- 1.3.2 The following definitions are for the use of this manual only.
- **"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).

1.4 Acronyms

"**COMAT**" means company material.

"**CAA RM**" means Civil Aviation Authority of the Republic of Moldova

"**FDG**" is use in checklists to mean "finding".

"**IAEA**" means the International Atomic Energy Agency.

"**IATA DGR**" means the International Air Transport Association's Dangerous Goods Regulations

"**ICAO TI**" means the current edition of the International Civil Aviation Organization Technical Instruction for the Safe Transport of Dangerous Goods by Air.

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

"**MSDS**" means Material Safety Data Sheet.

"**NOTOC**" means, "Notice to Captain" or "Notification to Pilot-in-command".

"**N/A**" mean not applicable

"**N/C**" means not checked

"**UN**" means United Nations

CHAPTER 2 LEGISLATION

2.1 International Regulation

2.1.1 International Civil Aviation Organization, Annex 18 to the Convention on International Civil Aviation

2.1.1.1 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:

- "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
- 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;
- 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;
- Have accordingly concluded this Convention to that end."

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

2.1.1.3 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.

2.1.2 International Civil Aviation Organization Technical Instructions for the Safe transport of Dangerous Goods by Air

2.1.2.1 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.

2.1.3 International Civil Aviation Organization Supplement to the Technical Instructions for the Safe transport of Dangerous Goods by Air

2.1.3.1 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

2.2.1 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 (RAC–TABP).

2.3 Reference Manual

2.3.1 This procedures 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 this is:

- The International Air Transport Association's "Dangerous Goods Regulations" (IATA Regulations)

CHAPTER 3 DANGEROUS GOODS INSPECTOR'S QUALIFICATION AND TRAINING

3.1 Introduction

- 3.1.1 The inspector must be trained in every aspect of his / her duties as a technical inspector and regulatory officer. Each shipment of dangerous goods may represent a threat to life, health, property or the environment. Procedures and regulations attempt to minimize the danger during transport.
- 3.1.2 This chapter sets out the training qualifications required by inspection personnel employed as an inspector.

3.2 Designated Inspector's courses recommended

- 3.2.1 All employees occupying position with delegation of authority must be qualified and competent by receiving with the training required to perform their duties.
- 3.2.2 The following training topics are recommended:
- ICAO Technical Instructions
 - National Regulations
 - Audit procedures
 - Investigation Procedures
 - Aviation Enforcement
 - Safe working procedures
 - Structured on the job training (OJT)
- 3.2.3 To ensure Full Competency as a designated Inspector, the Inspector should also successfully complete training on the following topics listed below within a period of time deemed appropriate.
- IATA Dangerous Goods Regulations Course
 - Communication skills
 - Safety Management System (SMS)
- 3.2.4 Other recommended specialized training topics:
- Radioactive Materials
 - Radiation protection and Instrumentation
 - Infectious Substances
 - Dangerous Goods Sampling Course
 - Explosives
 - Cylinders

3.3 On-the-Job Training (OJT)

- 3.3.1 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.

On the job training checklist is found in
APPENDIX "3-1" - Dangerous Goods Inspector - On-the-job training checklist

3.4 Inspector Conduct

- 3.4.1 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.

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**APPENDIX “3-1”
Dangerous Goods Inspector - On-the-job training checklist**

Employee Name: _____	Employee number: _____	Date Record Opened: _____		
Module	Topic	Trainer	Date	Signature
1.0	DANGEROUS GOODS MEMBER			
1.1	Role			
1.2	General Responsibilities			
1.3	Interfacing with other Inspectors/other Divisions, Branches			
1.4	Training Plan (Dangerous Goods Inspector's Procedures Guidance Manual)			
1.5	Priorities and Mandate			
2.0	REGULATION DOCUMENTS			
2.1	International Regulatory Documents:			
2.1.1	Annex 18 The Safe Transport of dangerous Goods by Air			
2.1.2	International Civil Aviation Organization Technical Instructions for the safe Transport of Dangerous Goods by Air			
2.1.3	Supplement to Technical Instructions for the Safe Transport of Dangerous goods by Air			
2.1.4	Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods			
2.2	National Regulatory Documents (RAC-TABP)			
3.0	INSPECTIONS UNDER SUPERVISION			
3.1	Application to transport DG			
3.2	Operation's Manual			
3.3	Approval of training program			
3.4	Delivery of training course			
3.5	Consignment inspection			
3.6	Ramp inspection			
3.7	Terminal inspection			
3.8	In-depth audit			
3.9	Preparation of report			
3.10	Follow-up			

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4.0	SAFE WORKING PRACTICES			
4.1	EQUIPMENT			
4.1.1	Protective clothing			
4.1.2	Shoes or boots with protective toecaps			
4.1.3	Gloves			
4.1.4	Overalls			
4.1.5	High visibility reflective tabards and jackets			
4.1.6	Protective equipment			
4.1.7	Goggles			
4.1.8	Dust masks			
4.1.9	Hearing protectors			
4.2	WORKING PRACTICES			
4.2.1	Ramp safety			
4.2.2	Handling Packages			
4.2.3	Radioactive materials			
4.2.4	Warehouse safety			
4.2.5	Opening Packages			
4.2.6	Taking samples			
4.2.6	Contaminated clothing and equipment			

CHAPTER 4 INSPECTION PROCEDURES

4.1 Introduction

- 4.1.1 For the purposes of this manual and to align with the terminology used in ICAO Annex 18 "The Safe Transport of Dangerous Goods", "inspections" should be regarded as synonymous with "audits".

4.2 Purposes

- 4.2.1 As required by Annex 18 to the Chicago Convention, each contracting State shall establish inspection procedures with a view to achieving compliance with its dangerous goods regulations.

- 4.2.2 The aim of the inspection is to assess the suitability of the organization and procedures:

- i. established by the operator and of the facilities provided for the handling of dangerous goods, taking into account the nature and scale of the operation. If the operator uses a handling agent, the liaison between them needs to be checked to confirm that each knows what is expected of them by the other.
- ii. established by freight forwarders and shippers and the facilities provided for the preparation, offering, accepting, handling and transport of dangerous goods, taking into account the nature and scale of each operation.

- 4.2.3 The establishment of inspection procedures will ensure that dangerous goods are transported safely without placing an aircraft or its occupants at risk.

- 4.2.4 There are numbers of aspects related to the transport of dangerous goods by air to verify during an inspection. The inspection needs to confirm that there are sufficient resources for the intended operation and that individuals who have specific responsibilities have been made aware of their responsibilities. It will ensure that reference manuals and regulatory guidelines are up-to-date and available to staff who will need to use them. The manner of handling and storing dangerous goods in airport premises is checked to ensure there are no practices which could lead to accidental damage of packages or put staff at risk; and the method of loading and stowage on aircraft is checked to ensure it is carried out according to the requirements.

4.3 Inspection Procedures

- 4.3.1 Inspections are carried out at cargo facilities, on the ramp, in passenger terminals and, occasionally, other places such as security check-points, shippers, freight forwarders, packaging manufacturers, at a frequency commensurate with the scale and nature of the operation. In addition, audits of procedures include visiting operators or handling agent's premises, as appropriate.

4.4 Summary of Inspection Procedures

- 4.4.1 Each inspection listed below will be explained in a separated chapter of this manual and sample inspection checklists will be annexed:

- 4.4.2 The purpose of an initial inspection is to verify that the operator meet the requirements of the National Regulations and the ICAO Technical Instructions before transporting dangerous goods.

- 4.4.3 An Initial inspection includes a review of:

- Operator application to transport dangerous goods in normal or special circumstances;
- Operations manual and other staff instructions; and
- Training programs approvals.

- 4.4.4 The periodic inspections are to verify that the operator keeps the information in the reference manuals up to date and that the manner of handling and storing dangerous goods in airport

premises and the method of loading and stowage on aircraft are carried out according to the requirements. The types of inspections for operators/handling agents may vary from in-depth audits to consignment checks and ramp inspections; inspections at airports also include checks for notices for passengers.

4.4.5 Periodic inspections includes:

- Operations manual and other staff instructions inspection
- Training programs inspection
- Staff training inspection
- Consignment inspection (package and documents) at cargo facilities
- Ramp inspection (loading and stowage)
- Passenger information inspection (warning notices)
- In-depth audits.

4.5 How to plan an inspection

4.5.1 Pre-Inspection

4.5.1.1 Before an inspection is started, all information concerning the operator's procedures shall be reviewed.

4.5.1.2 Examine all relevant operator information such as:

- Operator Company file
- Certification file
- Company Manuals
- Occurrence reports
- Previous inspection records
- State Approvals
- Referral materials
- Any other relevant carrier/company information available

4.5.2 Site Inspection

4.5.2.1 When an inspection is scheduled, adequate notice should be given to advise the operator / handling agent and arrangements made for access to relevant areas. In some circumstances the inspection may be made without giving prior notice. However, this may not always be practicable or desirable.

4.5.2.2 On arrival:

- Introduce self to company representative (it is recommended to provide a business card)
- State purpose of inspection and request name of appropriate person to contact
- Explain to appropriate person in charge reason for inspection and general inspection process
- Ensure safety equipment meets carrier / company requirements (i.e. safety boots, high visibility vest, etc.)
- Arrange for accompaniment of person in charge

4.6 Results of inspections

4.6.1 The results of a dangerous goods inspection are documented so as to produce a record of what was seen and noted at the time. The record must be sufficiently comprehensive to identify any deficiencies, since these will need to be identified in a request to the operator to take action to remedy them.

4.6.2 The answer from the operator should include:

- An internal investigation report indicating the Probable / Root Causes
- Short term corrective action plan
- Long term / system wide corrective action plan
- Method to verify the effectiveness of corrective action plans (Specify frequency and how documentation will be retained)

4.6.3 If during an inspection an Inspector discovers a violation, his response will be determined by various factors, which will warrant different courses of action.

4.7 Frequency of inspections

4.7.1 The Technical Instructions does not specify the frequency of such inspections. However the "Manual of Procedures for Operations Inspection, Certification and Continued Surveillance" (DOC 8335 AN/879), produced by ICAO, and Manual of Procedures of Flight Operations Division recommends that all significant aspects of the operator's procedures and practices should be inspected at least once every twelve month period. Operators choosing not to transport dangerous goods as cargo may be inspected at a less frequent rate.

4.7.2 Some of the factors which may affect an inspection's schedules are as follow:

- Risk assessment of the air operator
- Quantity of COMAT or commercial dangerous goods accepted at the location.
- Location of many air operators at one location
- Seasonal operation in limited access area.
- ICAO Technical instructions' two years cycle.

CHAPTER 5 INITIAL INSPECTION PROCEDURES

5.1 Initial Inspection

5.1.1 An operator must demonstrate before transporting dangerous goods that procedures are in place to handle, offer for transport or transport dangerous goods, that arrangements have been made with the handling agent(s) (if applicable), that the Operations manual or other staff instructions contain the required information and that training has been approved and given to the appropriate staff.

5.1.2 The initial inspection will include:

- Review of the Operator application to transport Dangerous Goods under normal circumstances
- Approval of Operations manuals and other staff instructions
- Approval of Training programs approvals inspection
- Issuance of exemption for special circumstances

5.2 Review of the Operator's application for an authorization to transport Dangerous Goods under normal circumstances

5.2.1 The supervision of the transport of dangerous goods by air can be achieved by granting authorization, approvals and exemptions for the transport of dangerous goods under normal and specialized circumstances.

5.2.2 The aims of granting authorization, approvals and exemptions are to exercise control over the transport of dangerous goods and to aid enforcement activities.

5.2.3 Authorization for the transport of dangerous goods under normal circumstances should be granted to the operators by the State of the operator (i.e.: those goods which the Technical Instructions do not indicate as forbidden for transport on passenger aircraft or both passenger and cargo aircraft).

5.2.4 The authorization should be granted only once the operator has demonstrated that procedures are in place to handle dangerous goods, that arrangements have been made with the handling agent(s) (if applicable), that the Operations Manual or other staff instructions contain the required information and that training has been given to the appropriate staff.

5.2.5 An Operator planning to transport Dangerous Goods under normal circumstances should submit an application containing:

- General information on the identity and contact information of the operator;
- Content of the Dangerous Goods Operation's Manual, (see section 5.3) and
- Content of the Dangerous Goods Training Programs for each category of personnel (see section 5.4).

All information required from the operator are attached
APPENDIX "5-1" - "Information for permission for the transport of Dangerous Goods by air"
APPENDIX "5-2" - "Operations Manual's Dangerous Goods Segment"
APPENDIX "5-3" - "Application for Approval of Dangerous Goods Training Programs"

5.3 Operations manual and other staff instructions inspection

5.3.1 As required by Annex 6 to the Convention on International Civil Aviation, each air operator shall provide procedure and information, in the Operations Manual as will enable the flight crew to carry out its responsibilities. The Technical Instructions require the Operations Manual or other manuals to contain certain information when the operator intends to transport dangerous goods. In addition to this information, the Operations Manual needs to contain sufficient guidance

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material and instructions to enable all those concerned (both ground staff and flight and cabin crew) to meet their responsibilities.

5.3.2 The Operations Manual inspection aims to confirm the information provided by the operator is adequate, complete and up-to-date; also that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.

5.3.3 When an operator does not intend to transport dangerous goods, the Operations Manual is still to be checked at any appropriate times to ensure it contains information about the policy of the operator in regard to dangerous goods, the policy for the transport of COMAT (company material, spare parts) and instructions about the carriage of passengers with dangerous goods.

5.3.4 An initial inspection of the Operations Manual and other staff instructions must be made before an operator start to transport dangerous goods. Following the initial inspection of the Operations Manual, periodic inspections are to be made if there are some modifications to the operations or regulations.

5.4 Training programs Inspection

5.4.1 Training programs approvals

5.4.1.1 The Technical Instructions require that the operator's initial and recurrent dangerous goods training programs for all staff be reviewed and approved by the appropriate authority of the State of the operator. The Technical Instructions sets out the minimum training requirements, required by the various categories of employees involved in the handling, offering or transporting of dangerous goods as it relates to their assigned duties. The inspection is to confirm that training meets the requirements of the Technical Instructions.

5.4.1.2 Depending on the size of the operator and the responsibilities of his staff, there may be several different training programs, since the areas covered by the training and the depth to which they are covered will depend on the responsibilities of the persons concerned. Even if the operator does not transport dangerous goods there is still a need for training programs for both operational and ground staff involved in dealing with passengers and their baggage. The dangerous goods training for such staff may be included with the training in, for example, safety and emergency procedures. The content of the training program will vary according to the responsibilities of his staff.

5.4.1.3 The initial inspection leading to the grant of the training programs approvals can be carried out as an office activity (i.e.: does not need to be carried out in the premises of the operator).

5.4.1.4 To approve the operator's training programs, the inspector must verify the training curricula. Operator's staff must receive training in the requirements commensurate with their responsibilities. If a checklist was required to be submitted with the training program application, the same checklist can be used to assist the inspector in the process of review and approval.

5.4.2 Training courses

5.4.2.1 It is important to verify that when an Instructor provides training, the training is provided to the appropriate staff and covers all required aspects depending on their responsibilities. To evaluate the suitability, the inspector should attend a sample of the course.

5.4.2.2 In order to document the training attended, two different report should be completed:

- A report on the consistency between the approved training program and the delivery of the training.
- A report on the competency of the Instructor to deliver the approved training program

Such reports are attached APPENDIX "5-4" - "Dangerous Goods Training Monitor - Report on Training" APPENDIX "5-5" - "Dangerous Goods Training Monitor - Report on Inspector"
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5.4.3 Approval Letter

5.4.3.1 Following the initial inspection of the training programs, the inspector will grant an approval if the training programs meet the requirements of the ICAO Technical Instructions.

Training programs approval letter is attached
APPENDIX "5-6" - "Dangerous Goods Training Programs Approval Letter"

5.4.4 Register of approvals

5.4.4.1 A record of all training programs approval should be kept in files.

5.4.4.2 The Dangerous goods training programs approvals should be recorded and a register should contain the following information

- Name of the operator
- Address of the operator
- Date of the issuance, renewal or cancellation of the approval
- Type of program (Category of personnel involved)
- Registration number

Register of approvals for a dangerous goods training programs is attached
APPENDIX "5-7" - "Register of Approvals for Dangerous Goods Training Programs"

5.4.5 Expiry of Approval

5.4.5.1 Training programs approval is issued by the CAA RM and is valid from date of issuance until such time as there is operational change affecting the dangerous goods operation within the operator, regulatory amendment or such date specified by the CAA RM.

5.5 Review of the Operator's application for an authorization to transport Dangerous Goods under special circumstances

5.5.1 Approvals or exemptions may be granted by the CAA RM for the transport of certain dangerous goods, which are normally forbidden on passenger aircraft and/or cargo aircraft. Those dangerous goods are identified in Table 3-1 of the ICAO TI by Special Provision A-1, A-2 or A-109.

5.5.2 The operator will inform the CAA RM of his intention before to transport dangerous goods by air, by sending an application for an authorization to transport Dangerous Goods under special circumstances.

5.5.3 The Technical Instructions (2011-2012 edition, under 1;3.1.1) make a distinction between exemption and approval and define them as:

5.5.3.1 EXEMPTION: An authorization issued by an appropriate national authority providing relief from the provisions of the Instructions

5.5.3.2 APPROVAL: An authorization issued by the appropriate national authority for:

- (a) transport of those entries in the dangerous goods list which are forbidden on passenger aircraft and/or cargo aircraft and to which Special Provision A1, A2 or A109 has been assigned; or
- (b) other purposes as specified in the Instructions

5.5.4 The Standards and Recommended Practices of Annex 18 shall be applicable to all international operations of civil aircraft. In case of extreme urgency or when other form of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the States concerned may grant exemptions from the Annex 18 provisions provided that in such cases every effort shall be made to achieve an overall level of safety in transport which is equivalent of the level to safety provided by Annex 18. For the State of over flight, if none of the

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criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

- 5.5.5 The applicant will need to demonstrate that an "equivalent level of safety" can be achieved and the approval or exemption must contain whatever conditions are necessary to ensure that level of safety, in addition to any conditions, which the Technical Instructions identifies as being required on any approval or exemption. Any conditions on other approvals or exemptions granted by other States concerned in the flight are to be reflected in the approval or exemption granted, in order to avoid conflicting requirements. The approvals or exemptions are usually valid for short periods, for a single flight or short series of flights, although if the need arises they can be granted for longer periods of time.
- 5.5.6 The Technical Instructions contains a system of granting approvals for the carriage of some dangerous goods, which are forbidden in normal circumstances on either passenger aircraft or both passenger and cargo aircraft. This system permits these goods on aircraft with an approval granted by the State of Origin. The approval can only be granted if the method of packing and the quantity per package is in accordance with that set down in the Technical Instructions or the Supplement to the Technical Instructions and these conditions need to be stated on the document of approval, which is issued.
- 5.5.7 These approvals are usually valid for short periods, for a single flight or short series of flights, although if the need arises they can be granted for longer periods of time.
- 5.5.8 After an approval or exemption has been granted, circumstances may arise when all or some of the conditions on it are no longer valid and a variation may be needed; this will vary that part of the original approval or exemption, which has changed. Only if some time has elapsed since the original approval, etc, was granted or there is a major difference between what was originally requested and what is now sought is a complete reissue of it to be considered.

An Application for approval or exemptions to transport dangerous goods under special circumstances is attached "APPENDIX "5-8" - "Application for Approval or Exemption to Transport Dangerous Goods under special circumstances"
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APPENDIX "5-1"
Information for permission for the transport of Dangerous Goods by air

1. APPLICATION LETTER

2. APPLICATION INFORMATION:

INITIAL

RENEWAL

3. FULL LEGAL NAME OF OPERATOR _____

4. NAME, ADDRESS & CONTACT NUMBER OF PERSON WITHIN OPERATOR WITH OVERAL RESPONSIBILITY FOR TRANSPORT OF DANGEROUS GOODS BY AIR

5. ACCEPTANCE PROCEDURES:

5.1 DOES THE OPERATOR CONDUCT OWN ACCEPTANCE CHECKS?

YES

NO

5.2 IF "NO", GIVE NAME, ADDRESS & CONTACT NUMBER OF ACCEPTANCE AGENT:

5.3 SPECIFY AIRPORT OF ACCEPTANCE:

5.4 DOES THE OPERATOR CONDUCT ANY ACCEPTANCE CHECKS FOR ANY OTHER OPERATOR?

YES

NO

5.5 IF YES, GIVE NAMES OF OPERATORS: _____

6. DANGEROUS GOODS OPERATIONS:

6.1 CLASSES OF DANGEROUS GOODS

CLASS 1

CLASS 4

DIVISION 6.2

CLASS 2

CLASS 5

CLASS 7

CLASS 3

DIVISION 6.1

CLASS 8

CLASS 9

6.2 TYPES OF OPERATIONS:

AIRCRAFT

MEDICAL EVACUATION OPERATIONS

HELICOPTER

CHARTER OPERATION

PASSENGER & CARGO

SHEDULED PASSENGER & CARGO OPERATIONS

CARGO AIRCRAFT ONLY

7. LOADING. UNLOADING. STORING.

7.1 IS THE AIRCRAFT LOADED BY THE STAFF OF THE OPERATOR?

YES NO

7.2 IF "NO", SPECIFY AGENT'S NAME, ADDRESS & CONTACT NUMBER

7.3 SPECIFY PLACES OF LOADING, UNLOADING, STORING

8. PROVISION OF INFORMATION:

8.1 IS WRITTEN INFORMATION PROVIDED TO THE PILOT IN COMMAND BY THE OPERATOR?

YES NO

8.2 IF "NO", SPECIFY WHO PROVIDES THIS INFORMATION (NAME, ADDRESS & CONTACT NUMBER)

9. TRAINING

9.1 DOES THE OPERATOR EMPLOY HANDLING STAFF BASED IN MOLDOVA FOR CARGO OR PASSENGER HANDLING

PASSENGERS	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
CARGO	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

9.2 IF YOU ANSWERED "NO" TO ANY PART OF QUESTION PROVIDE DETAILS OF ORGANIZATION THAT HANDLES PASSENGERS AND/OR CARGO ON BEHALF OF THE OPERATOR AND GO TO QUESTION 9.6 IF YOU ANSWERED "NO" TO BOTH PARTS OF QUESTION, ANSWER THIS QUESTION

STAFF CATEGORY	NAME OF ORGANIZATION
CARGO HANDLING	
PASSENGER HANDLING	

9.3 DOES THE OPERATOR CONDUCT ITS OWN DANGEROUS TRAINING FOR STAFF EMPLOYED BY THE OPERATOR?

YES NO

9.4 IF "NO", PROVIDE NAME OF ORGANIZATION THAT CONDUCTS THE DANGEROUS TRAINING ON BEHALF OF THE OPERATOR

STAFF CATEGORY	NAME OF ORGANIZATION
CARGO HANDLING	
PASSENGER HANDLING	

9.5 ARE (IS) THE DANGEROUS GOODS TRAINING PROGRAM(S) FOR STAFF EMPLOYED BY THE OPERATOR APPROVED BY THE NATIONAL AUTHORITY OF THE STATE OF THE OPERATOR? IF "YES", ENCLOSE COPIES OF CERTIFICATES.

YES NO

Dangerous Goods Inspector Guidance Manual

9.6 ARE (IS) THE DANGEROUS GOODS TRAINING PROGRAM(S) OF THE AGENT APPROVED BY THE NATIONAL AUTHORITY OF THE STATE OF THE OPERATOR? IF "YES", ENCLOSE COPIES OF CERTIFICATES.

YES

NO

9.7 NAME, ADDRESS & CONTACT NUMBER OF PERSON WITHIN THE OPERATOR WITH RESPONSIBILITY FOR THE TRAINING OF MOLDAVIAN BASED STAFF:

10. DANGEROUS GOODS MANUAL AS PART OF OPERATION MANUAL

11. DECLARATION AND SIGNATURE

11.1 THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF

NAME: _____

POSITION: _____

DATE: _____

SIGNATURE: _____

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**APPENDIX “5-2”
Operations Manual’s Dangerous Goods Segment**

Date of inspection	
Operator	
CAA Inspector	

Notes: **C** – compliance; **NC** – noncompliance; **NA** – not applicable

№	INSPECTION ITEM	C	NC	NA
1.	GENERAL RESTRICTIONS			
1.1	States the types of DG operations the company is engaged in			
1.2	States which DG they do or do not accept for transport in which locations			
1.3	There is a list of all locations where the Operation Manual is/are kept			
2.	DANGEROUS GOODS COORDINATOR			
2.1	The Operator states the company telephone number or individual’s name & telephone number of the company DG Program Coordinator(s), or designated person(s) & his/her role(s) with respect to the administration of the company’s DG program			
2.2	The Operator list names & contact points for all third parties acting on their behalf for training, handling, offering for transport or transporting DG			
3.	APPLICABLE REGULATIONS			
3.1	The operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed			
4.	AIRCRAFT SPECIFIC			
4.1	The manual provides instructions on loading restrictions of the Operator (if applicable)			
4.2	States any aircraft DG loading restrictions by aircraft type			
4.3	The manuals provides details of the location and the numbering system of cargo compartments			
4.4	The manual specifies total sum of transport indexes of radioactive material permitted in each compartment			
5.	TRAINING			
5.1	States who is responsible for the air Operator’s training program & training records			
5.2	States which company employees require training, type of training and frequency of recurrent training			
5.3	States that the air Operator training programs must be reviewed & approved by the State of authority			
6.	PASSENGER HANDLING			
6.1	Describes which DG are permitted & not permitted in passenger or crew baggage or on the person			
6.2	Describes the procedures for and the form of promulgating information to passengers			
6.3	States what the acceptance procedures are for passengers and baggage			

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№	INSPECTION ITEM	C	NC	NA
7.	COMAT SHIPMENT			
7.1	If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect			
7.2	State who is responsible / qualified to prepare DG COMAT for transport			
7.3	Describes how DG COMAT are prepared for transport			
7.4	Explains how DG COMAT are to be processed once prepared			
8.	ACCEPTANCE PROCEDURES			
8.1	Describes how DG are prevented from entering the system without appropriate preparation			
8.2	States the procedures for accepting general cargo ensuring that DG do not enter the system when they are not permitted			
8.3	States the procedures for accepting / rejecting DG cargo use of Operator's DG acceptance checklist			
8.4	States the procedures for handling rejected DG in cargo			
8.5	Describes the procedures for and the form of promulgating information to those offering DG or cargo for transport			
9.	RETENTION OF DOCUMENTS			
9.1	Describes what documents must be retained			
9.2	States the length of time each type of document must be retained			
9.3	Describes who is responsible for retaining the document			
9.4	States the location where each is to be kept, including with third party			
10.	GROUND HANDLING			
10.1	Describes procedures for storing cargo in the course of air transportation, other than on the aircraft			
10.2	Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft			
10.3	Describes procedures for replacing lost, detached or illegible safety marks on packages, over packs, freight or unit load devices			
10.4	Describes procedures for loading / unloading DG onto or from an aircraft (ensuring proper loading & segregation processes and inspection for damage or leaking packages prior to the execution of the above)			
11.	LOAD PLANNING			
11.1	Describes the procedures for load planning (including preparation of NOTOC where applicable)			
11.2	Describes the procedures for NOTOC uplift to the pilot-in-command and it's retention and accessibility both on ground and in-flight when DG are carried on board the aircraft			

№	INSPECTION ITEM	C	NC	NA
Edition 01	22		23 Mai 2011	

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12.	EMERGENCY PROCEDURES			
12.1	States emergency response information is available and where the pilot-in-command / other crew members can find it			
12.2	States how the pilot-in-command is to report emergencies involving DG			
12.3	Describes how the NOTOC is accessed during an emergency			
12.4	Describes the procedures for managing DG incident / accident on the ground			
12.5	Describes the procedures for managing misdeclared or undeclared DG			
12.6	Describes the procedures to follow when reporting misdeclared or undeclared DG			
12.7	Describes the procedures to follow when reporting DG in passengers / crew baggage			
12.8	Describes the procedures to follow when reporting DG incident / accident			
12.9	In the event of an aircraft accident or serious incident, the Operator must have a procedure to provide information without delay to emergency service responders about DG on board			

Remarks

Inspector's name		Inspector's signature	
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APPENDIX "5-3"

Dangerous Goods Inspector Guidance Manual

Application for Approval of Dangerous Goods Training Programs

Instruction:

1. The form once completed should be returned to the CAA RM.
2. Failure to complete this form in full may result in a delay in processing the application.
3. The issuing of this form does not in itself constitute an approval of the training program.

Name of Operator		Date submitted
Title of training program		
Type of submission <input type="checkbox"/> Initial Submission <input type="checkbox"/> Amendment	Prior Approval Number (if applicable)	
Type of program <input type="checkbox"/> Initial <input type="checkbox"/> Recurrent <input type="checkbox"/> Initial and Recurrent <input type="checkbox"/> Other (specify)	How the training is to be delivered <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Home Study <input type="checkbox"/> Computer Based Training (CBT) <input type="checkbox"/> Other (specify)	
<p style="text-align: center;">Category of personnel who will use the training program</p> <p><input type="checkbox"/> 01 - Shippers and persons undertaking the responsibilities of shippers</p> <p><input type="checkbox"/> 02 - Packers</p> <p><input type="checkbox"/> 03 - Staff of freight forwarders involved in processing dangerous goods</p> <p><input type="checkbox"/> 04 - Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)</p> <p><input type="checkbox"/> 05 - Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores</p> <p><input type="checkbox"/> 06 - Operator's and ground handling agent's staff accepting dangerous goods</p> <p><input type="checkbox"/> 07 - Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)</p> <p><input type="checkbox"/> 08 - Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage</p> <p><input type="checkbox"/> 09 - Passenger-handling staff</p> <p><input type="checkbox"/> 10 - Flight crew members and load planners</p> <p><input type="checkbox"/> 11 - Crew members (other than flight crew members)</p> <p><input type="checkbox"/> 12 - Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores</p>		

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Please ensure that;

- Every page is identified with a page number, a date and a revision number.
- There is a list of effective pages
- All the applicable training references are inscribed on the "Training Program Reference" column of the form. If the topic is not applicable "N/A" should be inscribed.
- All student handouts exams, answer sheet, correctors and marking details are included.
- The passing grade is mentioned.
- A copy of all audio-visual (transparencies, PowerPoint & movies) is included.
- If the program is a Computer Base Training (CBT), submit either the scenario or a copy of the computer program.
- If the program is a Home Study, submit the form use by the trainee to attest that he / she have completed the training.
- Provide login and password for CAA inspector (if applicable).

**APPENDIX “5-3”
Application for Approval of Dangerous Goods Training Programs**

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)	FDG
General Philosophy														
General applicability (ICAO TI 1;1)	X	X	X	X	X	X	X	X	X	X	X	X		
Definition of Dangerous Goods (ICAO TI 1 ;3.1)	X	X	X	X	X	X	X	X	X	X	X	X		
State and Operator Variations (ICAO TI Attachments 3)	X	X	X	X	X	X	X	X	X	X	X	X		
Unit of Measurements (ICAO TI 1 ;3.2)	X	X	X	X	X	X	X	X	X	X	X	X		
Limitation of Dangerous Goods on Aircraft														
Dangerous goods Forbidden for Transport by Air under any circumstances (ICAO TI 1;2.1)	X	X	X	X		X	X		X	X	X	X		
Exceptions for Dangerous Goods of the Operator (ICAO TI 1;2.2)	X		X	X	X	X	X	X	X	X	X	X		
Dangerous Goods in airmail (ICAO TI 1 ;2.3)	X	X	X	X	X	X	X	X	X	X	X	X		
Dangerous Goods in Excepted Quantities (ICAO TI 1 ;2.4)	X	X	X	X	X	X	X	X	X	X	X	X		
Dangerous Goods in Limited Quantities (ICAO TI 1 ;2.5)	X	X	X	X	X	X	X	X	X	X	X	X		
General Requirements for shippers														
General (ICAO TI 5;1.1)	X		X	X		X								
General provision for Class 7 (ICAO TI 5;1.2)	X		X	X		X								
Information to employees (ICAO TI 5;1.3)	X		X	X		X								
Training (ICAO TI 5;1.4)	X		X	X		X								
Salvage packaging (ICAO TI 5;1.5)	X		X	X		X								
Empty packaging (ICAO TI 5;1.6)	X		X	X		X								
Mixed packing ((ICAO TI 5;1.7)	X		X	X		X								
Classification														
Classes and divisions (ICAO TI Introductory Chapter, point 2)	X	X	X			X								
Complete List of Classes, divisions and definitions (ICAO TI 2;1 to 2;9)	X	X	X			X								
Packing Groups (ICAO TI Introductory Chapter, point 2)	X	X	X			X								
UN Numbers and Proper shipping name (ICAO TI Introductory Chapter, point 3)	X	X	X			X								
Classification of Substances and Articles with Multiple Hazards (ICAO TI Introductory Chapter, point 4 and table 2-1)	X	X	X			X								
Transport of samples (ICAO TI Introductory Chapter 5)	X	X	X			X								
List of Dangerous Goods														
Arrangement of the Dangerous Goods List (ICAO TI 3;2.1 and Table 3-1)	X	X	X			X				X				
Method of using the Dangerous Goods List for articles or substances specifically listed by name (ICAO TI 3;1.1.2)	X	X	X			X				X				

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Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)	FDG
Classification (continue)														
Mixtures and solution containing one or more dangerous substances (ICAO TI 3;1.3)	X	X	X			X				X				
Forbidden dangerous goods entries in the Dangerous Goods List (ICAO TI 3;2.1.1 and Note 1)	X	X	X			X				X				
Special provision entries in the Dangerous Goods List (ICAO TI 3;3 and Table 3-2)	X	X	X			X				X				
Quantity Limitations for types of aircraft (ICAO TI 3;2.1)	X	X	X			X				X				
Dangerous goods in limited quantities (ICAO TI 3;4)	X	X	X			X				X				
Packing requirements														
General packing requirements ((ICAO TI 4;1 and 4;2)	X	X	X			X								
Types of packaging (ICAO TI 1;3.1, 2 ;7.2, 2;7.7 and 2;7.9)	X	X	X			X								
Marking of packaging other than inner packaging (ICAO TI 5;2 and 6;2)	X	X	X			X								
Different substances packed together (ICAO TI 4;1.1.7 and 4;1.1.8)	X	X	X			X								
Over packs (ICAO TI 1;3.1 and 5;1.1)	X	X	X			X								
Packing Instructions (ICAO TI 4;3 to 4;11)	X	X	X			X								
Use of the packing instructions in conjunction with the Dangerous Goods List (ICAO TI 4;2)	X	X	X			X								
Labeling and marking														
Package markings (ICAO TI 5;2)	X	X	X	X	X	X	X	X	X	X	X	X		
Labeling (ICAO TI 5;3)	X	X	X	X	X	X	X	X	X	X	X	X		
Over packs (ICAO TI 5;1.1 and 5;2.4.9)	X	X	X	X	X	X	X	X	X	X	X	X		
Handling Labels (ICAO TI 5;3.5.2)	X	X	X	X	X	X	X	X	X	X	X	X		
Dangerous goods transport document and other relevant documentation														
Dangerous goods transport document (ICAO TI 5;4.1)	X		X	X		X	X							
Certification (ICAO TI 5 ;4.1.6)	X		X	X		X	X							
Infectious substances (ICAO TI 5;4.1.5.6)	X		X	X		X	X							
Air Waybill information (ICAO TI 5;4.2)	X		X	X		X	X							
Additional documentation for other than radioactive material (ICAO TI 5;4.3)	X		X	X		X	X							

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Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)	FDG
Acceptances procedures														
General inspection requirements before acceptance (ICAO TI 7;1.1.1)						X								
Inspection for documentation, retention of document, marking, labeling, no leakage and integrity is not compromised (ICAO TI 7;1.1.2)						X								
Special Responsibilities - Infectious Substances (ICAO TI 7;1.2)						X								
Acceptance Checklist (ICAO TI 7;1.3)						X								
Cargo Acceptance Procedures (ICAO TI 7;1.4)						X								
Undeliverable consignments of radioactive material (ICAO TI 7;1.5)						X								
Recognition of undeclared dangerous goods														
Provision to aid recognition of undeclared dangerous goods (ICAO TI 7;6)	X	X	X	X	X	X	X	X	X	X	X	X		
Storage and loading procedures														
Loading restrictions on the flight deck and on passenger aircraft (ICAO TI 7;2.1)					X	X		X		X				
Loading of incompatible dangerous goods and segregation (ICAO TI 7;2.2 and Table 7-1)					X	X		X		X				
Loading of packages containing liquid dangerous goods (ICAO TI 7;2.3)					X	X		X		X				
Loading and securing of dangerous goods (ICAO TI 7;2.4)					X	X		X		X				

**APPENDIX “5-3”
Application for Approval of Dangerous Goods Training Programs**

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)	FDG
Damaged Packages of dangerous goods (ICAO TI 7;2.5)					X	X		X		X				
Replacement of labels (ICAO TI 7;2.6)					X	X		X		X				
Identification of unit load devices containing dangerous goods (ICAO TI 7;2.7)					X	X		X		X				
Stowage of toxic and infectious substances (ICAO TI 7;2.8)					X	X		X		X				
Handling and Loading of Radioactive Material (ICAO TI 7;2.9)					X	X		X		X				
Loading of magnetized materials (ICAO TI 7;2.10)					X	X		X		X				
Loading of dry ice (ICAO TI 7;2.11)					X	X		X		X				
Loading of expandable polystyrene beads (ICAO TI 7;2.12)					X	X		X		X				
Handling of self-reactive substances and organic peroxides (ICAO TI 7;2.13)					X	X		X		X				
Inspection for damage or leakage (ICAO TI 7;3.1)					X	X		X		X				
Damaged or leaking packages of radioactive material contaminated packaging (ICAO TI 7;3.2)					X	X		X		X				

Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training program reference (page or section)	FDG
Pilot's notification														
Information to Pilot-in-Command (ICAO TI 7;4.1)						X		X		X				
Information by Pilot-in-command in case of In-Flight Emergency (ICAO TI 7;4.3)						X		X		X				
Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board) (ICAO TI 7;4.6)						X		X		X				
Provisions for passengers and crew														
Information to passengers (ICAO TI 7;5.1)	X	X	X	X	X	X	X	X	X	X	X	X		
Passenger check-in procedures (ICAO TI 7;5.2)	X	X	X	X	X	X	X	X	X	X	X	X		

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APPENDIX "5-4"
Dangerous Goods Training Monitor - Report on Training

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Training Program	
Title of training program	Approval Number
Category of personnel to whom the training was provided	
Number of person attending	Number of person who obtained a passing grade on the exam

Training Area		
Airport Name	Closest City	Country
Name of Facility		
Address of Facility		

Instructor		
Name and Title of Instructor		
Telephone	Fax	E-mail

Comment on Course Content		

Comments On The Examination		
	YES	NO
Does the course meet the objectives and the syllabus or curriculum:		
Can the training program be approved:		

Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

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APPENDIX "5-5"
Dangerous Goods Training Monitor - Report on Instructor

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Training Program	
Title of training program	Approval Number
Category of personnel to whom the training was provided	
Number of person attending	Number of person who obtained a passing grade on the exam

Training Area		
Airport Name	Closest City	Country
Name of Facility		
Address of Facility		

Instructor		
Name and Title of Instructor		
Telephone	Fax	E-mail

Allocation of Marks on a Scale 0 -5	
Points	Explanation
5 Excellent	Outstanding, meet all requirements and delivered in an exceptional manner
4 Good	Above average, message clearly delivered, drawing interest and participation of trainees.
3 Average	Message delivered and understandable. Objectives met.
2 Below average	Message delivered but somewhat difficult to understand. Objectives barely met.
1 Not up to standard	Message incomplete or difficult to understand. Objectives not met
0 Not applicable	Not addressed

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Introduction		
Evaluation Criteria	Remarks	Points
1- Stimulating		
2- Effective linking to title		
3- Importance of lesson stressed		
4- Objective / Scope of lesson given		
SUB-TOTAL (20)		

Lesson content		
Evaluation Criteria	Remarks	Points
1- Content relevant to objective/scope		
2- Content in logical order		
3- Content sufficient to cover objective/scope		
4- Demonstration / explanations given		
5- Class participation evoked		
6- Subject clarification provided where necessary		
7- Students given practice/exercise		
SUB-TOTAL (35)		

Instructional Techniques		
Evaluation Criteria	Remarks	Points
1- Effective use of voice		
2- Effective use of questions to students		
3- Effective eyes contact		
4- Effective use of body language		
5- Effective movement around the class		
6- Logical explanation given		
7- Enthusiasm during presentation		
8- Effective handling of questions from students		
SUB-TOTAL (40)		

Use of teaching aid		
Evaluation Criteria	Remarks	Points
1- Effective use of aids		
2- Quality of aids		
SUB TOTAL (10)		

Conclusion		
Evaluation Criteria	Remarks	Points
1- Summary of important facts		
2- Summary in line with objective		
SUB TOTAL (10)		
GRAND TOTAL (100)		

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Positive remarks:

Critical remarks:

Recommendations:

	YES	NO
Does the course meet the objectives and the syllabus or curriculum:		

Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

Dangerous Goods Inspector Guidance Manual

APPENDIX "5-8" Application for Approval or Exemption to Transport Dangerous Goods under special circumstances

Note - This form applies to requests to carry dangerous goods where they do not comply with the normal requirements of the Technical Instructions. If there is insufficient space to list all items, they can be listed on a separate sheet. Application should be made at least 10 days before the date of the flight on which the dangerous goods are to be carried and should be submitted to the Civil Aviation Authority RM.

Instruction:

The form once completed should be returned to the Civil Aviation Authority RM.
Failure to complete this form in full may result in a delay in processing the application.
The issuing of this form does not in itself constitute an authorization to carry dangerous goods.

1. Applicant Details

Name	
Company	
Telephone	
Fax	
Email	

2. Operational Details

Operator:			
Flight number(s):		Date of flight:	
Airport of departure:		Airport of destination:	
Shipper:			
AWB number:		Consignee:	

3. Details of the Dangerous Goods

UN number	Proper shipping name	Class / Division and Compatibility Group	Packing Instruction	Number of package	Type of package	Net quantity (total)	Gross weight (total)

4. Additional Information

<hr/> <hr/> <hr/> <hr/> Applicant's Name: _____ Date: _____ Signature: _____
--

5. Inspector's comment

<hr/> <hr/> <hr/> <hr/>		
Name and Title of Inspector	Signature	Date
Telephone	Fax	Email

CHAPTER 6 PERIODIC INSPECTION PROCEDURE

6.1 Periodic / Random inspections.

6.1.1 The periodic inspections are to assess the adequacy of the procedures established by the operator, to verify that the operator keep the information in the reference manuals up to date, to check that consignments of dangerous goods meet the requirements, the manner of handling and storing dangerous goods in airport premises and the method of loading and stowage on aircraft are carried out according to the requirements.

6.1.2 Random inspections are made without giving prior notice. The frequency of inspections is in accordance with annual surveillance plan. Check-lists shall be used as for periodic inspections.

6.2 Operation manual and other staff instructions inspection (Chapter 5, section 5.3)

6.2.1 The aim of the periodic / random inspection of the operations manual and other staff instructions is to confirm the adequacy of the information provided to the staff. It also confirms that any handling agent has copies of the relevant parts of the manual or other instructions concerning the operator's policy and procedures.

6.3 Training programs Inspection (Chapter 5, section 5.4)

6.3.1 Following the initial inspection of the training programs, periodic inspections are to be made of a selection of the actual training courses being given to establish that the training is in accordance with the objectives and syllabus/curriculum.

6.4 Staff Training Inspection

6.4.1 A staff training inspection is to confirm that all relevant staff of the operator or handling agent have been trained, that the training has been to the required standard and given within the required periods.

6.4.2 The inspection will check on the training of all those involved, by asking a selection of them about the recurrence of their training and of what, in general, it consisted. All those involved covers everyone from the flight and cabin crew (where relevant) to the ground handling staff. Checks are also be made of training records to confirm that they show sufficient details to establish what training has been given to an individual, when it was given and when refresher training will be required.

Checklists are attached to verify the Staff training APPENDIX "6-1" - Training record inspection checklist

6.5 Consignment inspection at cargo facilities (package and documents)

6.5.1 The aim of checking consignments of dangerous goods is to determine that, as far as can be ascertained from an external check, the packages and their associated documents comply with the requirements; it also aims to determine, as far as possible, that associated documentation (e.g. air waybill, dangerous goods transport document, acceptance check list, notification to the Pilot-in-command) meets all applicable requirements. A consignment inspection consists of a package inspection and a documents inspection. Consignment inspections are carried out, also to determine whether or not the operators/handling agent's procedures are being followed. Inspections are carried out in the operator's or handling agent's premises and after the dangerous goods have been accepted for transport or whilst they are still in the care of the operator or handling agent.

- 6.5.2 Both export and import consignments are to be inspected but with the emphasis on export consignments since, if a consignment is found which does not comply with the requirements, action can be taken to prevent it from being loaded on an aircraft and investigation made into how it was offered for transport and accepted in the state in which it has been found. Import consignments are also to be checked, since although they have been carried by air, the finding of evidence of non-compliance with the requirements needs to be reported to the State where the goods were originally loaded on an aircraft.
- 6.5.3 If a consignment inspection is part of an in-depth inspection, check there are procedures in place that are suitable for handling dangerous goods, given the nature and scale of the operation; including recurrence of training, acceptance procedures, notices at cargo acceptance points, loading procedures and provision of information (manuals, NOTOC, emergency response guidance).
- 6.5.4 When an inspection is scheduled, adequate notice should be given to advise the operator / handling agent and arrangements made for access to relevant areas. In some circumstances the inspection may be made without giving prior notice (random inspection). However, this may not always be practicable or desirable. If arrival is unannounced, the most senior operational person on duty should be contacted and informed of the inspection. It should be confirmed which consignments are available for inspection and, if necessary, a final decision made on what will be checked.

Consignment inspection checklist is attached APPENDIX "6-2" – Consignment Inspection Checklist

6.5.5 Package inspection

- 6.5.5.1 A package inspection looks at the external appearance of all the packages of dangerous goods currently held by the operator or handling agent, irrespective of whether they are due for transport or have been transported, providing they are still in the operator's or handling agent's custody.
- 6.5.5.2 The inspection will check that the marking and labeling requirements have been met, that the type of packaging used is permitted and of the correct specification, for radioactive material packages the radiation level and that the packages are, or would appear to have been, in a fit state for transport
- 6.5.5.3 Package of dangerous goods should only be opened in exceptional circumstances and then only with extreme caution. If a package is to be opened, the potential hazard from the contents needs to be taken into account and care exercised. Any package opened during an inspection must, before being forwarded to the consignee, be restored to its original condition by qualified persons. During the course of their duties, Security Staff may be considering opening packages consigned as cargo. However, packages of dangerous goods should be opened in exceptional circumstances with the assistance of specialist qualified persons.

6.5.6 Documents inspection

- 6.5.6.1 A document inspection is to determine, as far as possible, that a dangerous goods consignment meets all applicable requirements. Information is contained in several documents and to transport out a thorough check it is necessary to cross refer from one document to another.
- 6.5.6.2 Where the operator or handling agent has packages of dangerous goods in his premises, the associated documents are to be checked. Where there are no packages available, a document check only is made

6.5.6.3 The method is to look at the documents for every consignment that was carried during a specific period.

6.5.6.4 For export consignments, the documents that need to be inspected are:

- (a) The Air Waybill;
- (b) The Dangerous Goods Transport Document (Shipper's Declaration);
- (c) The Acceptance Check List;
- (d) The "Notice to Captain" or "Notification to Pilot-in-command";
- (e) Other documents relating to a consignment that may assist in assessing it.

6.5.6.5 The purpose of inspecting the Air Waybill, Dangerous Goods Transport Document and other documents relating to a consignment is to ensure that they have been completed correctly and that, as far as can be ascertained, the correct classification and method of packing was used.

6.5.6.6 The Acceptance check list is inspected to establish that the operator or handling agent uses a form or other system which allows for completion by the acceptance clerk, either manually or mechanically, and that consignments of dangerous goods were accepted in accordance with the requirements or that any errors were correctly identified.

6.5.6.7 The "Notice to Captain" or "Notification to Pilot-in-command" (NOTOC) is checked to establish that all the required information was given, that the form was correctly signed and that the loading / stowage requirements were met.

6.5.7 Inspection of general cargo for suspected undeclared dangerous goods

6.5.7.1 There is an increasing tendency for undeclared dangerous goods to be consigned as general cargo. There are safety implications with this practice, since it results, among other things, in the commander not being aware of all the potential hazards that may be present on an aircraft.

6.5.7.2 Inspections of general cargo are made in association with consignment checks at cargo acceptance facilities. Inspections of general cargo are helpful to know what is transported and undeclared dangerous goods can be discovered during those inspections.

6.5.7.3 The method of carrying out an inspection is to examine carefully all the general cargo or a representative sample of it, or to examine the documentation available such as air waybill or invoice. When inspecting a package, concentrate on looking for hazard labels, UN packaging specification markings and other markings and labels that are required to be used when consigning declared dangerous goods or which relate to identification of substances hazardous to health; documents in pouches attached to packages should be checked for any that identify the hazards of the contents. Should anything be found which appears to be suspicious, the relevant transport documents (such as an invoice or air waybill) should be checked for any additional indications which suggest the goods are dangerous goods or conversely that they are not. If it cannot be ascertained with certainty whether or not the goods are dangerous goods, the operator or handling agent should be asked to retain the goods and the shipper should be contacted and asked for a copy of the material safety data sheet (MSDS). In the absence of any other evidence to the contrary, the information on the MSDS should be believed.

6.5.8 Follow-up action

6.5.8.1 If suspected undeclared dangerous goods are found it is likely it will be considered that a dangerous goods incident has occurred.

6.6 Ramp inspection (loading and stowage)

6.6.1 Ramp inspections take place on or adjacent to an aircraft and, sometimes, also in a warehouse/freight shed prior to loading, with the aim of checking that the operator has prepared for loading and loaded the aircraft according to the principles of the Technical Instructions, that the training for the crew (both flight and cabin crew, if appropriate), that all required manuals/staff instructions, etc, are on board and up-to-date and that any necessary approvals/exemptions are being carried and the conditions on them have been complied with.

6.6.2 A ramp inspection is likely to be concerned primarily with confirming that loading and stowage of dangerous goods meets the requirements of the Technical Instructions.

6.6.3 Loading and Stowage

6.6.3.1 An inspection on loading and stowage includes ensuring that dangerous goods are adequately secured to prevent movement, that any radioactive material has been stowed so the required segregation distances can be maintained; that any cargo aircraft only dangerous goods are on the main deck and accessible, as far as required by the Technical Instructions; and that toxic or infectious substances are not in close proximity to animals or foodstuffs.

6.6.4 Training

6.6.4.1 Training records of Ground Crews should be inspected in their office.

6.6.4.2 An inspection of the training for flight crew and cabin crew consists of talking to the crew or a representative selection of them and asking for details of their last training, when it was and who carried it out. Their names should be recorded and the operator, subsequently, asked to send details of their training records. The training inspection should also confirm that both flight and cabin crew understands what actions to take in the event of emergencies whilst the aircraft is in flight, as required by the Technical Instructions.

6.6.5 Manuals and Staff Instructions

6.6.5.1 An inspection on the manuals and staff instructions consists of looking in the aircraft library to see if there is a copy of the Operations Manual; there should also be a copy of the ICAO document Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods or similar information in another form. The inspection should confirm that there are instructions for actions in emergencies, including notification to Air Traffic Services, as set down in the Technical Instructions.

6.6.5.2 If a major non-compliance is suspected and it is believed that the safety of the aircraft will be at risk if it is allowed to make the flight, dangerous goods should be unloaded from the aircraft, or detention of the aircraft should be considered.

Ramp inspection checklist is attached APPENDIX "6-3" - "Ramp Inspection Checklist"

6.7 Passenger Handling Inspection

6.7.1 In addition to the common inspection to inspect (training, reference documents, documentation, etc.) the Technical Instructions requires that the operator (or his handling agent) to provide information for passengers about the types of dangerous goods forbidden from transporting aboard aircraft. This information must consist of notices, warning passengers of the prohibition on dangerous goods in baggage, to be prominently displayed and in sufficient number so that passengers see them during their normal progression through departure procedures.

6.7.2 The aim of inspecting these notices is to ascertain that operators (or their agents) are providing such information.

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- 6.7.3 The method of inspecting notices is to check those areas in terminals where the operator (or his handling agent) issues tickets, checks in passengers and assembles them to board an aircraft. The inspection should confirm that notices are at the required places (check-in desks, ticket sales desks and operator maintained aircraft boarding areas). Notices should be conspicuous and in sufficient number so as to be seen by passengers during their normal progression through the check in procedures through to departure.
- 6.7.4 The method of inspecting warning material in or with tickets is to ask to look at passenger's tickets. Passengers must be assured that the inspection concerns operator's responsibilities and in no way directly involves them.

Passenger Handling Inspection checklist is attached APPENDIX "6-4" - "Passenger Handling Inspection Checklist"

- 6.8 In-depth audits
- 6.8.1 Advance arrangements should be made with the operator/handling agent in order that the necessary staff and documents can be made available. A blank copy of the audit form to be used should be sent to the company to be audited.
- 6.8.2 The object of an audit is to determine whether an operator or handling agent has procedures/instructions etc. in place to ensure the Operators Responsibilities of the Technical Instructions are met.
- 6.8.3 Ensure that checklists for all areas of the audit are fully completed and identify any findings or observations. Checklists for Operation manual inspection, staff training inspection, consignment inspection, ramp inspection and passenger information inspection should be used in addition of the In-depth audit checklist. In the case of an operator, if the procedures are found to be seriously deficient, it may be necessary to consider revocation of the company's dangerous goods Authorization, or the company's Dangerous Goods Training Program Approval. If follow-up action concerns shipper/freight agent, etc, ensure details are recorded.
- 6.8.4 Debriefing
- 6.8.4.1 Prior to debriefing summarize non-compliances found during inspection. The person(s) dealt with should be fully debriefed, identifying the areas (if any) which are in need of attention. The time period for rectification of findings should be agreed. The original of the form should be given to the responsible person and the copy retained by the Dangerous Goods Inspector.

An In-depth audit checklist is attached APPENDIX "6-5" - "Audit Checklist"

- 6.9 Other places inspection
- 6.9.1 Shippers Inspection
- 6.9.1.1 Before a person offers any package or over pack of dangerous goods for transport by air, that person shall ensure that the dangerous goods are not forbidden for transport by air and are properly classified, packed, marked, labeled and accompanied by a properly executed dangerous goods transport document as specified in Annex 18.
- 6.9.1.2 The frequent shippers are often identified during the consignment inspections or audits at the operator's or handling agent's premises.
- 6.9.1.3 The aim of inspecting frequent shippers is to determine whether the shipper has procedure in place to meet the shipper's responsibilities of the Technical Instructions. A shipper's inspection is carried out to ensure that dangerous goods are properly classified, packaged, marked and labeled, the dangerous goods transport document is properly completed and declaration signed

and the persons involved in the preparation of the shipments have received training enable them to carry out their responsibilities.

6.9.1.4 When an inspection is scheduled, adequate notice should be given to the shipper and arrangements made to meet the person responsible of the shipping.

6.9.1.5 Consignment inspection. For a shipper, inspections consist of an on-site review or examination of a shipper's processes, conducted by the AAC RM inspector, for the purpose of independently verifying compliance with applicable dangerous goods transportation regulations. The shipping area is any location where cargo and/or small packages are packaged, build-up, sorted, stored and ready for pick-up by a freight forwarder or operator. This location may also include a location where unit load devices (ULD) are loaded by the shipper with cargo for subsequent loading onto an aircraft. The package production area includes those locations in a shipper's facility where packages are filled and receive final closing prior to being transferred to the facility's shipping department.

6.9.1.6 Staff training. A training inspection needs to confirm that all relevant staff of the freight agent or shipper have been trained, that the training has been to the required standard and given within required periods.

6.9.1.7 Training programmes. The Technical Instructions require initial and recurrent dangerous goods training programmes be established and maintained by or on behalf of shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper. Freight forwarders are also subject to this requirements.

6.9.1.8. Results of inspections. The results of inspection are recorded so as to produce a record of what was seen and noted at the time. The record should be sufficiently comprehensive to identify any faults of deficiencies, since these will need to be identified in the request to the freight agent or shipper to take action to remedy them. The request should include a timescale for taking remedial actions.

A form suitable for this type of inspection is attached APPENDIX "6-6" - " <u>Dangerous Goods Audit Form - Shipper</u> "

6.9.2 Security check-in desks inspection

6.9.2.1 When doing passenger information inspection it is also important to verify the procedure of the security check-in desks employees.

6.9.2.2 The aim of inspecting security check-in desk is to prevent passengers from taking on board dangerous goods not permitted. A security check-in desk inspection is carried out to ensure that employees have received appropriate training enable them to carry out their responsibilities and the procedures concerning the provisions for dangerous goods transported by passenger or crew are followed.

6.10 On site action / Initial action findings

6.10.1 At any time during an inspection or check it might become apparent that there are deficiencies with differing levels of potential seriousness. A deficiency is an error or an omission and covers different type from the trivial to the serious, no matter who is the perpetrator.

6.10.2 The cause of the deficiencies should be established. Deficiencies may be such as: simple administrative errors in paperwork, incorrect preparation of a consignment for transport, finding of undeclared dangerous goods, lack of training for flight crew, or an incorrect procedure. A decision should be taken, based on the cause of the deficiencies, as to what is the appropriate action given the circumstances. Other factors should also be considered before taking appropriate action such as previous recorded history of noncompliance and the nature and the reoccurrence of the non-compliance.

6.10.3 If it is considered the deficiencies should be followed-up, the likely organization(s) responsible should be identified. There must be some evidence (e.g. documents, photographs) which can be shown to the potential offender(s), demonstrating the error.

6.10.4 Very simple deficiencies (e.g. incorrect spellings) may not require any action. For operator/handling agent deficiencies, ensure inspection checklists are fully completed with all necessary details.

6.10.5 Non-compliance with legal requirements or the procedures of the operator/handling agent should be identified as a finding against the details on checklists. Deficiencies, which are not in contravention of legal requirements or are minor errors in procedures, can be annotated on the forms as observations.

6.11 Preparation of report and record keeping

6.11.1 A report should be produced no longer than 20 days after an inspection. Before commencing the report, all information, documents, etc, should be reviewed to ensure there are no loose ends or outstanding action. Confirm that all deficiencies have been identified and recorded on the inspections checklists, as appropriate; confirm action taken or intended to be taken.

6.11.2 If there are deficiencies, confirm the decision taken during the inspection as to whether or not an incident may have occurred.

6.11.3 If there has been an incident, ensure action is taken as required. Collate all documents, etc, which are relevant to the report. Include in the narrative any deficiencies found which are considered to be errors by other than the operator/handling agent. If taking action on an incident, also include brief details. Attach all documents to report. See chapter 8 for detailed information.

6.11.4 For operators/handling agents, produce a letter to confirm the findings and observations. Send the letter to the responsible person in the organization inspected. For shippers and others, write a letter to the potential offender seeking an explanation; this will usually preclude the possibility of formal investigation due to prejudicial action.

6.11.5 If under a Safety Management System (SMS), you may request from them details on the following:

- An investigation report indicating the Probable / Root Causes
- Proposed short term corrective action plan
- Proposed long term / system wide corrective action plan
- Proposed method to verify the effectiveness of corrective action plans (Specifying frequency and how documentation will be retained)

6.11.6 Alternatively, if all that is needed is to provide advice, this can be done without seeking an explanation. A letter must not assign blame and may offer advice or help for the future.

6.11.7 Ensure all outstanding follow-up action has been identified and documented.

6.12 Follow-up

6.12.1 Follow-up action is to ensure that all outstanding matters on inspection reports are pursued to a conclusion. Inspection and audit reports will identify when follow-up action is required; it covers sending letters to seek action to deal with deficiencies encountered during an inspection and ensuring satisfactory responses are received.

6.12.2 Processing of Responses

6.12.2.1 As responses are received to letters, they are reviewed by the relevant inspector or in their absence, by another inspector. They are considered against the report / correspondence for completeness and satisfactoriness of reply. If the response is deemed to deal completely with the outstanding matter, the inspector indicates the matter is to be closed.

6.12.3 Non-Satisfactory Responses

6.12.3.1 If the response is not considered complete or satisfactory, the inspector will decide what further action to take, such as writing again to seek a further response.

6.12.4 Closing an Outstanding Matter without Resolution

6.12.4.1 It is possible that an addressee may choose not to respond to a letter no matter how often a reply is requested. In such circumstances the inspector is to decide when it ceases to be productive to keep open an outstanding matter and close it.

6.12.5 Record Keeping

6.12.5.1 Letters and responses concerning findings and observations are placed on the relevant file for the operator/handling agent.

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**APPENDIX "6-1"
Training Record Inspection Checklist**

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Location		
Airport Name	Closest City	Country
Name of Facility		
Address of Facility		

Availability of Training Records	YES	NO
Are the records of training available when requested?		
If No, specify why:		

Content of Training Records			
Name of the employee			
The most recent training completion date			
Recurrent training within 24 months of previous training			
A description, copy or reference to training materials used to meet the requirements			
Name and address of the organization providing the training			
A copy of the certification showing that a test has been completed satisfactorily in the employee file			
Copy of record of training attached			
Note:			

Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

APPENDIX "6-2"

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Consignment Inspection Checklist

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Location			
Airport Name	Closest City	Country	
Name of Facility			
Address of Facility			
Name and Title of Contact Person			
Telephone	Fax	E-mail	
Type of Operation			
<input type="checkbox"/>	Year Long	<input type="checkbox"/>	Maintenance Only
<input type="checkbox"/>	Seasonal	<input type="checkbox"/>	Ad Hoc
<input type="checkbox"/>		<input type="checkbox"/>	Cargo Acceptance Only
<input type="checkbox"/>		<input type="checkbox"/>	Sub-Contract
Dangerous Goods Handled (Based on historical data)	YES	NO	If yes - > Average quantity of package per year
Commercial Dangerous Goods Cargo accepted at Station			0-999 1,000-9,999 +10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station			0-999 1,000-9,999 +10,000
Non-Dangerous Goods Commercial Cargo accepted at Station			0-999 1,000-9,999 +10,000
Dangerous Goods COMAT accepted at Station			0-999 1,000-9,999 +10,000
Note:			

Hidden Dangerous Goods Warning									
Yes	FDG	N/C	N/A		Yes	FDG	N/C	N/A	
				Where documents are accepted					Where the cargo is accepted
Note:									

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Reference Documents

Yes	No	N/C	N/A		Yes	No	N/C	N/A		
				National Regulations					OPS manual	
				State's exemption					Company policy - Embargo/restrictions	
				ICAO Technical Instructions					Company - Emergency procedures	
				Supplement to the ICAO Technical Instructions					IATA Dangerous Goods Regulations	
				ICAO - Emergency response guide					Label Master Air Shipper	
Documents				Last version / edition				Status		

Dangerous Goods Consignment Inspection

1 PACKAGE/ OVERPACKS					
1.1	MARKINGS	OK	FDG	N/A	N/C
1.1.1	Proper Shipping Name including technical name (if app.) and UN No				
1.1.2	Name and address of shipper and consignee				
1.1.3	Package specification markings:				
	- Correct code for type				
	- Correct packing group for contents (X, Y or Z)				
	- Correct gross mass (combination packs)				
	- Legitimacy of markings, if can be checked				
1.1.4	Explosives - net quantity and gross mass				
1.1.5	Refrigerated liquefied gases - indication of:				
	- Upright position				
	- "Keep upright"				
	- "Do not drop - handle with care"				
1.1.6	Dry Ice / Carbon Dioxide Solid - net mass				
1.1.7	"Limited quantity "				
1.1.8	"Diagnostic Specimen" if Instruction 650 used				
1.1.9	Radioactive materials Markings:				
	- Industrial type: TYPE IP-1, TYPE IP-2, or TYPE IP-3				
	- Industrial package Type 2, Type 3 or Type A: (VRI CODE) of the country				
	- Type A, Type B(U), Type B(M), or Type C				
	- Type B(U), Type B(M) and Type C packages - design identifier / trefoil symbol				
	- Packages > 50kg gross mass,				
1.1.10	Over pack				
	- Markings of packages clearly visible or reproduces on outside				
	- For UN specification markings or Type A, B or C, statement: "over pack"				

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1.2	LABELLING	OK	FDG	N/A	N/C
1.2.1	Hazard label(s):				
	- Appropriate to contents				
	- Correct specification				
1.2.2	Number for primary / subsidiary risk				
1.2.3	"Cargo Aircraft Only" label, if required				
1.2.4	Package orientation labels x 2, if required				
1.2.5	"Cryogenic Liquid" labels if required				
1.2.6	For magnetized Material, handling label if required				
1.2.7	Keep away from heat				
1.2.8	Radioactive materials labeling:				
	- Transport Index for (Cat II & III only)				
	- Contents and activity				
	- Two labels on opposite side				
	- Fissile material label (CSI) for other than excepted				
1.2.9	Radioactive material, excepted package				
1.3	Condition	OK	FDG	N/A	N/C
1 1.3.1	Package appears to be in good condition				

Dangerous Goods Consignment Inspection

2	DOCUMENTS	OK	FDG	N/A	N/C
2.1	DANGEROUS GOODS TRANSPORT DOCUMENT				
2.1.1	Numbered if more than one page				
2.1.2	Name and address of shipper				
2.1.3	Name and address of consignee				
2.1.4	Statement of "Passenger & CAO" or "CAO"				
2.1.5	Correct order for:				
	- UN / ID no.				
	- Proper shipping name				
	- Class / division				
	- Packing group				
2.1.6	Sequence of description of Dangerous Goods				
2.1.7	Additional information				
	- Subsidiary risks				
	- Number of packages				
	- Net quantity / gross mass for each package				
	- Packing instruction number				
	- Special provision reference				
	- "over pack used"				
	- "Limited quantity"				
	- "Salvage package"				
2.1.8	Infectious substances - contact name & tel no				
2.1.9	Packages of mixed dangerous goods:				
	- "Q" value shown and does not exceed 1.0				
	- Segregation requirements met				
	- Self reactive subs. Division 4.1 and 5.2, indication that the package must be protected from direct sunlight and heat				

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2.1.10	- Declaration that the goods are properly packaged, marked and labeled and in accordance with the applicable regulations				
	- Declaration must be signed and dated by the shipper				
2.1.11	Radioactive materials:				
	- "Radioactive materials" if not part of name				
	- Name or symbol of radionuclide(s)				
	- Description of physical or chemical form or special form if not part of name				
	- Total activity for LSA-II, LSA-III, SCO-I and SCO-II				
	- Category of package(s) or over pack(s)				
	- Transport index (es) (Cat II & III only)				
	- Package dimensions (Cat II & III only)				
	- Certificates (i.e.: special form, Type B package design)				
	- Supplementary requirements for loading, stowage, carriage, or a statement that no such requirements are necessary				
	- Emergency arrangements appropriate to the consignment.				
2.2	AIR WAYBILL (if used)	OK	FDG	N/A	N/C
2.2.1	Statement concerning the attached document "shipper's declaration"				
2.2.2	"Cargo Aircraft Only"				
2.2.3	Statement for "Excepted packages of radioactive materials"				
2.3	EXEMPTIONS / SPECIAL APPROVALS	OK	FDG	N/A	N/C
2.3.1	Copy of document attached (exemptions or approval)				
2.3.2	Conditions complied with				

Dangerous Goods Consignment Inspection					
3	ACCEPTANCE CHECK LIST	OK	FDG	N/A	N/C
3.1	Use of check list and accurate completion				
4	NOTOC/NOTIFICATION TO CAPTAIN	OK	FDG	N/A	N/C
4.1	Use of a NOTOC				
4.2	Information for each item:				
	- AWB no.				
	- Proper shipping name and UN/ID no				
	- Class / division, subsidiary risks and Compatibility group for Class 1				
	- Packing group and number of packages				
	- Net quantity / gross mass				
	- Loading location on aircraft				
	- Indication "Cargo Aircraft Only"				
	- Point of unloading				
	- Category & transport index - radioactive materials				
	- indication of a State exemption				
4.3	- Confirmation that no damaged / leaking packages, from person responsible for loading				
5	TRAINING	OK	FDG	N/A	N/C
5.1	Adequate number of trained staff on duty				
5.2	Acceptance staff received in depth training				
5.3	Recent training within 24 months				

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APPENDIX "6-3" Ramp Inspection Checklist

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Location								
Airport Name		Closest City		Country				
Location								
Name and Title of Contact Person								
Telephone		Fax		E-mail				
Type of Operation								
<input type="checkbox"/>	Year Long	<input type="checkbox"/>	Maintenance Only	<input type="checkbox"/>	Ad Hoc			
<input type="checkbox"/>	Seasonal	<input type="checkbox"/>	Cargo Acceptance Only	<input type="checkbox"/>	Sub-Contract			
Dangerous Goods Handled (Based on historical data)				YES	NO	If yes - > quantity of package per year		
Commercial Dangerous Goods Cargo accepted at Station						0-999	1,000-9,999	+10,000
Cargo Aircraft Only quantities of Dangerous Goods accepted at Station						0-999	1,000-9,999	+10,000
Non-Dangerous Goods Commercial Cargo accepted at Station						0-999	1,000-9,999	+10,000
Dangerous Goods COMAT accepted at Station						0-999	1,000-9,999	+10,000

Reference Documents									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
				National Regulations					OPS manual
				State's exemption					Company policy - Embargo/restrictions
				ICAO Technical Instructions					Company - Emergency procedures
				Supplement to the ICAO Technical Instructions					IATA Dangerous Goods Regulations
				ICAO - Emergency response guide					Label Master Air Shipper
Documents				Last version / edition			Status		

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Ramp Inspection					
1	PACKAGE CONDITION	OK	FDG	N/A	N/C
1.1	Package appears to be in good condition No damage - No leaking				
2	NOTOC/NOTIFICATION TO CAPTAIN	OK	FDG	N/A	N/C
2.1	Use of a NOTOC				
2.2	Information for each item:				
	- AWB no.				
	- proper shipping name and UN/ID no				
	- class / division, subsidiary risks and Compatibility group for Class 1				
	- packing group and number of packages				
	- net quantity / gross mass (if applicable)				
	- loading location on aircraft				
	- indication "Cargo Aircraft Only" if applicable				
	- point of unloading				
	- category & transport index - radioactive materials				
	- if applicable indication of a State exemption				
	- Confirmation no damaged/leaking packages, from person responsible for loading.				
2.3	Indication from the pilot-in-command that the information has been received.				
3	LOADING AND SECURING				
3.1	All Aircraft	OK	FDG	N/A	N/C
3.1.1	Correct loading of liquids				
3.1.2	Goods segregated and secured as required				
3.1.3	Toxic & infectious substances segregated from animals / foodstuffs				
3.1.4	Radioactive materials:				
	- separated from persons, film & animals (minimum distance)				
3.1.5	Unit Load Devices:				
	- segregation requirements met				
	- correct loading of liquids				
	- goods secured against movement				
	- hazard labels visible or tag used				
	- "CAO" labels visible or tag used				
	- if tag used: red hatching on both side, dimension 148 X 210 mm				
3.1.6	Check loading position conforms to NOTOC				
3.2	Passenger and Combi Aircraft	OK	FDG	N/A	N/C
3.2.1	No "Cargo Aircraft Only" loaded				
3.2.2	Aircraft without main deck "Class B" holds: - no dangerous goods in main deck hold				
3.3	Cargo Aircraft	OK	FDG	N/A	N/C
3.3.1	Accessibility requirements met for cargo aircraft only dangerous goods				
4	EXEMPTIONS / SPECIAL APPROVALS	OK	FDG	N/A	N/C
4.1	Conditions complied with				
5	INFORMATION	OK	FDG	N/A	N/C
5.1	Operations Manual has suitable entry				
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**APPENDIX "6-4"
Passenger Handling Checklist**

Name of Organization		Date
Name and Title of Dangerous Goods Coordinator		
Telephone	Fax	E-mail

Location		
Airport Name	Closest City	Country
Name of Facility		
Address of Facility		
Name and Title of Contact Person		
Telephone	Fax	E-mail
Type of Operation		
<input type="checkbox"/>	Year Long	<input type="checkbox"/>
<input type="checkbox"/>	Seasonal	<input type="checkbox"/>
<input type="checkbox"/>	Maintenance Only	<input type="checkbox"/>
<input type="checkbox"/>	Cargo Acceptance Only	<input type="checkbox"/>
<input type="checkbox"/>	Ad Hoc	<input type="checkbox"/>
<input type="checkbox"/>	Sub-Contract	<input type="checkbox"/>

Reference Documents									
Yes	No	N/C	N/A		Yes	No	N/C	N/A	
				National Regulations					OPS manual
				State's exemption					Company policy - Embargo / restrictions
				ICAO Technical Instructions					Company - Emergency procedures
				Supplement to the ICAO Technical Instructions					IATA Dangerous Goods Regulations
				ICAO - Emergency response guide					LabelMaster Air Shipper
Documents				Last version / edition				Status	

Passenger Handling Procedures				
Are the Passenger Handling Staff aware of	Yes	FDG	N/C	N/A
Procedures for handling of wheelchairs or other battery-powered mobility aids with non- spill able batteries				
Procedures for handling of wheelchairs or other battery-powered mobility aids with spill able batteries				
Procedures for handling of Dry Ice in Passenger or Crew baggage				

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--	--

Procedures for dealing with undeclared or misdeclared dangerous goods found in baggage				
--	--	--	--	--

Note

Hidden Dangerous Goods Warning									
---------------------------------------	--	--	--	--	--	--	--	--	--

Yes	FDG	N/C	N/A		Yes	FDG	N/C	N/A	
				Where tickets are issued					Aircraft boarding areas
				Where the passengers are checked					

Note

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Passenger Handling Inspection				
TRAINING	OK	FDG	N/A	N/C
Adequate number of trained staff on duty				
Acceptance staff received in depth training				
Training given to ground handling staff				
Recent training within 24 months				
Employees Names	Position	Date of last training		

Items Commonly Seized									
	Yes	No	N/C	N/A		Yes	No	N/C	N/A
Camping Fuel					Undeclared Dry Ice				
Matches					Paint				
Large quantity of lighters					Antique barometer with mercury				
Lighter fuel					Carbon dioxide cartridge				
Self defence Spray					Large quantity of lithium batteries				
Fireworks					Large quantity of cosmetic aerosols				
Over proof alcohol (more than 70% per volume)					Marine Flares				
Gas refill for hair curler					Insect repellent aerosol				
Undeclared ammunition									
Notes:									

Observation		
Name and Title of Inspector	Signature	Date
Telephone	Fax	E-mail

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**APPENDIX “6-5”
Audit Checklist**

Pre-Inspection							
	Item	Reference	OK	FDG	N/A	N/C	Notes
1	Identify any outstanding Audit Findings respecting the last audit.	N/A					
2	Determine the current type of operator service and identify any changes since the last audit.	N/A					
3	Review prior company records to establish compliance history	N/A					
4	Review dangerous goods occurrence reports, where applicable.	N/A					
5	Determine if the company currently has any exemptions	N/A					
	Review manual and determine if there	ICAO TI					
6	Has been any amendments to the dangerous goods operations manual/other manuals.	7;4.2					
7	Determine if the company has an approval for the transport of dangerous goods on main deck cargo compartments of passenger aircraft.	ICAO TI 7;2.1					
8	Determine if the company has an approved dangerous goods training program.	ICAO TI 1;4.1					
9	Determine if the training program reflects all regulatory or operational amendments.	ICAO TI 1;4.2					

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APPENDIX “6-5” Audit Checklist

Various lower level managers are generally delegated, by senior management, the responsibility of managing the systems for ensuring that the operators dangerous goods manual is appropriately distributed, is current and kept up to date, that training records are maintained and various dangerous goods transport documents are retained. The following checklist is applicable to all levels of management who hold those responsibilities.

Site Inspection							
Item	Referen ce	OK	FDG	N/A	N/C	Notes	
1	ADMINISTRATION						
	Determine if internal audits on the Dangerous Goods Manual, DG Training, DG Acceptance/ Handling/Loading Processes and DG Document Control are conducted.						
	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: > Responsibility/Authority (Who) > Date of amendment (When) > Distribution List > Distribution process (How)						
1-1	Does the company's dangerous goods training program match State approved program?	ICAO TI 1;4.2					
	Determine who conducts that dangerous goods training and the system for ensuring that those courses and instructors are appropriately authorized/qualified: > System for assessing and approving internal dangerous goods training providers > System for assessing and approving external dangerous goods training providers						
1-2	Determine that the recurrent training takes place within 24 months of previous training.	ICAO TI 1;4.2.3					
1-3	Determine that the companies maintain a record of training for trained employees.	ICAO TI 1;4.2					
	Determine who is responsible for maintaining the dangerous goods training records and the system used for maintaining those records: > 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						
1-4	Determine that the maintenance staffs are aware of requirements in respect of replacements or unserviceable items.	ICAO TI 1;2.2					

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ACCEPTANCE, HANDLING, STORAGE AND LOADING OF DANGEROUS GOODS

The operator must have procedures in place to ensure that dangerous goods are accepted, handled, temporary stored (segregation and consideration to goods who need to be stored away from certain environmental condition (heat, light or water) and loaded on aircraft as per the requirements. "CONSIGNMENT INSPECTION CHECKLIST" and the "RAMP INSPECTION CHECKLIST» should be used in addition to this checklist.

Site Inspection							
Item	Reference	OK	FDG	N/A	N/C	Notes	
2	ACCEPTANCE OF DANGEROUS GOODS						
2-1	Determine who accepted the dangerous goods cargo and general cargo for the operator.						
2-2	Determine if the Operations Manual is available to acceptance staff as required.	ICAO TI 7;4.2					
2-3	Determine if the company's acceptance procedures are in compliance with the regulations. Adequacy and use of acceptance checklist, accessibility of DG documents.	ICAO TI 7;1					
2-4	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations. Verify correct completion (including signature/ some other indication) and accessibility.	ICAO TI 7;4.1					
2-5	Determine if at least one copy of appropriate documents to the transport is retained for a minimum period of three months.	ICAO TI 7;4.10					
2-6	Determine if the documents are retained for a minimum of three months.	ICAO TI 7;4.10					
2-7	Determine if the operator's acceptance staff are adequately trained to assist them to identify and detect dangerous goods presented as general cargo	ICAO TI 7;1.4					
2-8	Determine the capability of the operator to replace lost or stolen safety marks.	ICAO TI 7;2.6					
2-9	Determine provision of information is provided at cargo acceptance areas.	ICAO TI 7;4.7					
3	STORAGE, HANDLING AND LOADING OF DANGEROUS GOODS						
3-1	Verify the company's storage procedures are in compliance with the regulations. Verify packages are handled correctly and segregation between packages respected.	ICAO TI 7;2					
3-2	Determine that operator has procedure to ensure inspection for leaking or damage before and after loading.	ICAO TI 7;3					
3-3	Determine that operator has procedures for removal of damaged or leaking packages from aircraft.	ICAO TI 7;3.2 7;3.3					
3-4	Determine that pilots have been supplied with appropriate written or printed information regarding dangerous goods to be carried as cargo.	ICAO TI 7;4.1					

Dangerous Goods Inspector Guidance Manual

Site Inspection						
Item	Reference	OK	FDG	N/A	N/C	Notes
3-5	Determine that the notification to the pilot (NOTOC) includes signed confirmation of no evidence of any damage to or leakage from the package.	ICAO TI 7;4.1				
3-6	Determine that the pilot indicates on one copy or in some other way that the information was received.	ICAO TI 7;4.1				
3-7	Determine if the operator provided the pilot in command with the "Emergency Response Guidance" or a similar document concerning dangerous goods on board.	ICAO TI 7;4.8				
3-8	Determine that the company has procedures for loading and stowing a wheelchair for a passenger. (including notification to the pilot in command)	ICAO TI 8;1.1.2j)				
3-9	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	ICAO TI 7;4.9				

**APPENDIX “6-5”
Audit Checklist**

PASSENGER INFORMATION

Except as otherwise provided in Technical Instructions Part 8; 1.1.2, dangerous goods must not be transported by passengers or crew members. Passengers and crew are permitted to transport certain dangerous goods either in checked baggage or carry-on baggage. Some of these permitted items require the express approval of the operator. In order to do this, safely check-in staff must be provided with the appropriate training and material at the check-in counter to be able to identify those items "PASSENGER TERMINAL NOTICES INSPECTION CHECKLIST" should be used in addition to this section.

Site Inspection							
Item	Reference	OK	FDG	N/A	N/C	Notes	
4	PASSENGER CHECK-IN						
4-1	Determine if there is a documented policy or process concerning dangerous goods carried by passengers or crew.	ICAO TI 8;1					
4-2	Determine that the company is in compliance with the requirements for provision of information to passengers and crew. Verify notices in place and information provided with passenger ticket or in another manner.	ICAO TI 7;5.1.2					
4-3	Determine that passenger check-in procedures are in compliance with the regulation.	ICAO TI 7;5.2					
4-4	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	ICAO TI 7;5.2.1					

Dangerous Goods Inspector Guidance Manual

**APPENDIX “6-5”
Audit Checklist**

REPORTING OF INCIDENT, ACCIDENT OR UNDECLARED DANGEROUS GOODS

It is important to remember that dangerous goods incident is not incidents until the product in question has been formally accepted for uplift by the airline operator. However, once formally accepted there are a number of aspects that must be addressed by the operator.

Site Inspection							
Item	Reference	OK	FDG	N/A	N/C	Notes	
5	REPORTING OF DANGEROUS GOODS						
5-1	Verify the company has the proper dangerous occurrence procedures in place, in case of an aircraft accident or incident.	ICAO TI 7;4.6					
5-2	Determine if a reporting system exists to report DG accidents and incidents to the State of operator and state where accident or incident occurred.	ICAO TI 7;4.4					
5-3	Determine if a reporting system exists to identify undeclared or misdeclared dangerous goods. Arrangements between operator/handling agents and operator/security staff to ensure reporting to the State.	ICAO TI 7;4.5					
5-4	Determine that pilots have been supplied with appropriate information concerning his responsibility to inform appropriate air traffic services in case of in-flight emergency	ICAO TI 7;4.3					
5-5	Determine that pilots have been supplied with appropriate information regarding emergency response.	ICAO TI 7;4.8					

Observation		
Ref	Details Of Non-Conformity (continued from above tables)	
Name and Title of Inspector		Signature
Telephone		E-mail

APPENDIX "6-6"
Dangerous Goods Audit Form - Shipper

Pre-inspection research

Shipper Name:

Inspection initiation date:

Office preparation: Prior to inspecting the shipper research the following;

CAA RM database: Review previous inspections associated with the shipper and record previous violation information below:

State safety risk management (SRM) database: Run "company search" or "incident summaries" on the shipper. Note any information from inspections on the same shipper from other locations besides the one you plan to inspect. Print out the report and attach it to this job aid for your files. Record any notable information below:

State SRM database: Review the following additional information:

Is the shipper a holder of any exemption?

No:

Yes:

If yes, record the exemption(s) and obtain copies to review and take to the inspection:

Is the shipper a holder of any approval?

No:

Yes:

If yes, record the exemption(s) and obtain copies to review and take to the inspection:

Other Public Information: Note any information from other sources on the shipper that may be helpful in conducting the inspection:

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Conduct of the inspection

Once at the shipper's location, record the following information:

General company information:

Shipper:
Address:
Phone number:
Email:
Fax number:
Company point-of-contact: (name/title):

General company information: Business organization:

Individual:
Partnership:
Corporation:

If corporation, is this branch or division?

No:
Yes:

If it a wholly owned subsidiary?

No:
Yes:

If the corporation isa branch or division, then record the parent corporation's information here:

Corporation headquarters:

Address:
Phone number:
Email:
Fax number:
Company point-of-contact: (name/title):

Shipper profile information:

Days/hours of operation:

Operators that are offered dangerous goods for air transportation from the shipper:

List hazard class or divisions of dangerous goods offered by the shipper:

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Exemptions utilized by the shipper:

Approvals utilized by this shipper:

Determine if the shipper is required to have a security plan (Technical Instructions, Part 1;5):

No:

Yes:

If yes, what dangerous goods require the shipper to have a security plan:

Shipping area / package production area:

Observation/interview/verification:

Inspect completed dangerous goods packages awaiting pick-up for air transport by an operator for:

Transport documents

Marking

Labeling

Packaging (authorized for air transport)

Classification

Does the shipper use a checklist to ensure shipments are offered in compliance with the Technical Instructions?

No:

Yes:

Notes:

If packages are being prepared, then review if workers are properly closing UN specification packagings as per the package manufacturer's closing instructions. Also, verify if single packagings and the inner packagings of combination packages are permitted by the Technical Instructions for the substances being shipped (Technical Instructions, Part 4 and 5).

Notes:

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Record names of all workers who you observe performing dangerous goods functions to verify training records:

Notes:

Warehouse:

Observation/Interview/document review/verification:

Perform a complete physical walk-through of the shipper's warehouse/storage area during the inspection. Look for, and question the company on any products that are marked or labeled as dangerous goods.

Notes:

Administrative office:

Interview:

Have the knowledgeable company official describe how the shipper retains dangerous goods shipping documentation (Technical Instructions, Part 5):

- Separate dangerous goods transport document file (folder)
- Record of rejected consignments
- Electronic record (separate file or by order)
- Transport document filed with purchase/invoice order
- Transport document filed with customer file
- Transport document filed with other shipping documentation
- Test report and instructions for packaging
- Other

Describe method utilized and note of shipper maintains other transport documents in different locations.

Notes:

Administrative office:

Document review/verification:

Review dangerous goods transport documents on file.

Any transport documents that are in violation of the dangerous goods regulations?

No:

Yes:

If yes, document for possible further investigation.

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List all names of individuals who certified shipments according to transport documents for verification of training (Technical Instructions, part 1):

Review all transport documents that indicate that State exemption was used by other shipper. Verify that the shipper complied with the exemptions utilized (Technical Instructions, Part 1).

List exemptions utilized:

Review all transport documents that indicate a State approval was used by the shipper. Verify that the shipper complied with the approval (Technical Instructions, Part 1).

List approvals utilized:

Review all transport documents that indicate a security plan would be required. Verify that shipper complied with all security plan requirements (Technical Instructions, Part 1).

Classification of dangerous goods:

Notes;

Review all dangerous goods classifications listed on transport documents against supporting documentation that the shipper utilized to classify the material.

What is the primary method utilized by the shipper to classify their dangerous goods shipments?

- Material safety data sheet
- Product information (manufacturer)
- Lab analysis
- State approval
- Other

List:

Obtain a roster of all employees, agents, and contractors who perform a dangerous goods function and/or transport function for the shipper (Technical Instructions, Part 1 and part 5).

Notes:

Obtain training records that the shipper has on file (Technical Instructions, Part 1 and part 5):

Record the following training programme information:

Name of training programme;

Description of training programme:

Location of training material(s):

Name and address of person providing training:

Name:

Address:

Notes:

Review, verify, and compare worker rosters against training records provided by the shipper.

Compare names of workers you observed performing dangerous goods functions against shipper's training records.

Notes;

Outreach

Provide State dangerous goods information for the safe transport of dangerous goods by air.

CHAPTER 7 SAFE WORKING PRACTICES

7.1 General

7.1.1 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

7.2.1 When transporting 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

7.3.1 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

7.4.1 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 maneuvering vehicles, particularly forklift trucks, are avoided. Other hazards that should be borne in mind are wet or slippery floors and trip hazards.

7.4.2 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.

7.4.3 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

7.5.1 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 maneuvering aircraft, vehicles and baggage/freight trolleys. Ear protection should be worn whenever near aircraft with engines or Auxiliary Power Units (APUs) running.

7.5.2 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

7.6.1 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

7.7.1 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.

7.7.2 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

7.8.1 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

7.9.1 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

7.10.1 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.

Contingency plan for dealing with dangerous goods incidents is attached in Appendix "7-1" - Contingency plan for dealing with dangerous goods incidents

APPENDIX “7-1”
Contingency plan for dealing with Dangerous Goods Incidents

The following is a list of specialist who may be able to provide assistance when dealing with a dangerous goods incident or accident

Contacts	Name of Experts or Contacts personnel	Telephone numbers
Airport authority		
Air Traffic Services (ATS)		
Airport fire service		
Hospital		
Expert to dispose of the commodity		
Emergency Response teams		
Health Authority (for Division 6.1 and 6.2)		
Radioactive Material Protection (for Class 7)		
Explosives Bureau of Experts (for class 1)		
Police		
Customs Authority		
Postal Authority		
Food and drug		
Major Shippers		
Major Manufactures		

- Dangerous goods incidents may involve cargo or passengers' baggage
- They may occur in a freight shed, a passenger terminal or on the apron
- They may also occur on an aircraft, such as when a package is damaged through miss loading
- They may involve a fire, major spillage, leakage or finding undeclared dangerous goods
- The Contingency Plan need not be implemented for undeclared dangerous goods where the package is intact and there are no signs of leakage, although they still need to be identified
- If it is suspected there has been non-compliance with the Technical Instructions, the dangerous goods need to be retained for further investigation (provided it is safe to do so)
- To implement the Contingency Plan, take the following actions:

All incidents

- record brief details, including the names of all persons involved
- make an initial assessment of the potential seriousness
- if there is fire, leakage or spillage, call the airport fire service, if not already in attendance
- notify the relevant airport authority, if not already in attendance

Any incident involving a suspected infectious substance

- Clear the immediate area; do not touch or move the container, bag, etc
- Contact the shipper or consignee; if not contactable, contact the nearest hospital

Cargo related incidents - fire, major leakage or spillage

- Clear the immediate area; do not touch or move the dangerous goods or any container; do not attempt to clean-up a spillage or leakage; avoid breathing in fumes
- Call the airport fire service if not already in attendance
- Look at container for details of the contents (name, UN no., etc), if this is possible without risking injury
- Locate shipping documents and use to confirm or establish details; retain for further investigation
- If the airport fire service is not available or other action needed see Subsequent Actions
- Ensure container and contents placed in a safe location (if this is considered safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- Ensure operator notified of incident, if not already aware

Cargo related incidents - minor leakage (e.g. wetting of part of the outer packaging)

- Keep persons away from immediate vicinity; avoid breathing in fumes
- Consider if calling airport fire service if considered justified
- Look at container for details of the contents (name, UN no., etc)
- Locate shipping documents and use to confirm or establish details; retain for further investigation
- If airport fire service not called and other action needed see Subsequent Actions
- If airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded
- Ensure operator notified of incident, if relevant

Passenger related incidents

- Keep persons away from immediate vicinity; avoid breathing in fumes
- Ask passenger to identify item or potential hazard
- Consider if calling airport fire service is justified
- If airport fire service is not called and other action needed see Subsequent Actions
- If airport fire service deal with the incident, ensure container and contents are placed in a safe location (if safe to do so and possible) if further investigation needed; ensure full and accurate details recorded

Subsequent Actions

- If container shows emergency actions, deal with incident according to them
- If commodity identifiable, seek expert help if there are no emergency actions or if they cannot be followed
- Do not use water, cloth or paper to deal with any spillage, unless it is certain that it is safe to do so
- If commodity not immediately identifiable but container safe to handle (little evidence of leakage, no fumes), remove to well-ventilated place, use rubber gloves to protect hands and check for labels or markings on outer container; open if there are inner containers and check again for labels or markings
- Orientate any leaking container so further leakage is prevented
- Stop all actions immediately if fumes detected or more serious leakage found on closer inspection; call the airport fire service or other specialist assistance
- If there are fumes, covering spillage with plastic sheeting can contain them or plastic bags (unless emergency actions identify possible adverse reaction) but be aware this may lead to a build-up of fumes under the covering; remain at a safe distance
- A spillage can be contained by surrounding with dry sand to prevent spread (unless emergency actions identify a possible adverse reaction)
- Use dry sand to cover a spillage, unless commodity is identified as an acid
- Use sodium bicarbonate to cover a spillage of acid, but be aware this may result in bubbling and evolution of carbon dioxide (but there will be no other reaction)
- Seek expert help for cleaning up the scene; if help not immediately available and it is desired to remove containers, spillage, etc, assess whether or not it is safe to continue
- Using rubber gloves to protect the hands put any container in a plastic bag; avoid breathing in any fumes; tie bag tightly
- Using rubber gloves and plastic based tools or rigid plastic material, pick-up contaminated sand/sodium bicarbonate and place in another plastic bag; tie bag tightly
- Place all plastic bags in a further bag and tie tightly

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- Place the bag(s) in a secure, well ventilated location well away from any occupied area; if in the open air ensure moisture, rain, etc, cannot come into contact with the plastic bag(s)
- Check the bag(s) at frequent intervals for any adverse reaction
- Seek expert help to dispose of the commodity, if not being retained.

**APPENDIX “7-2”
Dangerous Goods Investigation Report**

Time and Date of incident:	Report number:	
Place of occurrence:	Type of Report:	
	Violation observed	
	Incident	
	Accident	
	Other	
Name and address of shipper:	Documents attached:	
	Air waybill	
	Shipper's declaration	
	Acceptance check list	
	Notification to captain	
Name and address of consignee:	Photographs	
	Analysis report	
	Witness statement	
	Police report	
	Other	
Name and address of operator:	Additional Information:	
	Airport of departure:	
	Airport of destination:	
	Aircraft registration:	
	Flight No:	

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Dangerous Goods involved:

UN / ID no.	Proper shipping name	Class / Division	Sub risk	Number and type of packages	Packing instruction and packing group

Chronological report of occurrence:

Violation to the regulation:

Actions taken by Inspector:

REPORT COMPILED BY:

Signed : _____

Date: _____

CHAPTER 8 DANGEROUS GOODS ACCIDENTS AND INCIDENTS

8.1 Introduction

- 8.1.1 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.
- 8.1.2 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.
- 8.1.3 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.

8.2 Reporting of Dangerous Goods Accidents and Incidents

- 8.2.1 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.
- 8.2.2 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 noncompliance 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).
- 8.2.3 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.
- 8.2.4 To aid the reporting of dangerous goods accidents and incidents by operators, a recommended form for reporting is included.

Report form is attached APPENDIX "8-1" - "Dangerous Goods Occurrence Report"

8.3 Investigating of Dangerous Goods Accidents and Incidents

- 8.3.1 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.

8.3.2 Dangerous Goods Accident

8.3.2.1 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 organizations 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.

8.3.2.2 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.

8.3.2.3 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-ordinate with the air accident investigation.

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

8.3.3 Dangerous Goods Incident

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

8.3.3.2 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 organizations or individuals responsible for the incident.

8.3.3.3 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.

Contingency plan for dealing with dangerous goods incidents is attached in Appendix "7-1"

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.

An "Investigation Report" is attached APPENDIX "7-2"
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8.4 Recording of Dangerous Goods Accidents and Incidents

8.4.1 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.

- 8.4.2 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.

"Dangerous goods Accidents and Incidents Record" is attached APPENDIX "8-3" - "Dangerous goods Accidents and Incidents Record"

8.5 Cooperation between States in the investigation of DG Accidents and Incidents

- 8.5.1 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.

8.5.2 The Aims of Cooperation between States

- 8.5.2.1 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.

8.5.3 Liaison and Cooperation between States

- 8.5.4.1 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.

- 8.5.4.2 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:

Secretary, Dangerous Goods Panel
International Civil Aviation organization
999 University Street
Montreal, Quebec
Canada, H3C 5H7
TELEX: 05-24513
E-MAIL: krooney@icao.int

APPENDIX "8-1"
Dangerous Goods occurrence Report

DANGEROUS GOODS OCCURRENCE REPORT

DGOR No:

See the Notes on the reverse of this form. Those boxes where the heading is in italics need only be completed if applicable.

1. Operator:		2. Date of occurrence:		3. Local time of occurrence:	
4. Flight date:		5. Flight no:			
6. Departure airport:		7. Destination airport:			
8. Aircraft type:		9. Aircraft registration:			
10. Location of occurrence:		11. Origin of the goods:			
12. Description of the occurrence, including details of injury, damage, etc (if necessary continue on the reverse of this form):					
13. Proper shipping name (including the technical name):				14. UN/ID no (when known):	
15. Class/division (when known):		16. Subsidiary risk(s):	17. Packing group	18. Category, (class 7 only)	
19. Type of packaging:	20. Packaging specification marking:		21. No of packages:	22. Quantity (or transport index, if applicable):	
23. Reference no of Air Waybill:					
24. Reference no of courier pouch, baggage tag, or passenger ticket:					
25. Name and address of shipper, agent, passenger, etc:					
26. Other relevant information (including suspected cause, any action taken):					

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27. Name and title of person making report:	28. Telephone no:
29. Company:	30. Reporters ref:
31. Address:	32. Signature:
	33. Date:
Description of the occurrence (continuation):	

NOTES

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (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% of the body surface; or f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for reporting of air accidents must be followed.
3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, 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 the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
4. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.
5. An initial report, which may be made by any means, must be dispatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available.
6. Copies of all relevant documents and any photographs should be attached to this report.
7. Providing it is safe to do so, all dangerous goods, packaging, documents, etc, relating to the occurrence must be retained until after the initial report has been sent to the Dangerous Goods State Authority and they have indicated whether or not these should continue to be retained.

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APPENDIX "8-2"
Dangerous Goods Investigation Report

Time and Date of incident:	Report number:	
Place of occurrence:	Type of Report:	
	Violation observed	
	Incident	
	Accident	
Name and address of shipper:	Documents attached:	
	Air waybill	
	Shipper's declaration	
	Acceptance check list	
Name and address of consignee:	Notification to captain	
	Photographs	
	Analysis report	
	Witness statement	
Name and address of operator:	Police report	
	Other	
	Additional Information:	
	Airport of departure:	
	Airport of destination:	
	Aircraft registration:	
	Flight No:	

Dangerous Goods involved:

UN / ID no.	Proper shipping name	Class / Division	Sub risk	Number and type of packages	Packing instruction and packing group

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Chronological report of occurrence:

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Violation to the regulation:

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Actions taken by Inspector:

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REPORT COMPILED BY:

<i>Name and Title of Inspector</i>	<i>Signature</i>	<i>Date</i>
<i>Telephone</i>	<i>Fax</i>	<i>E-mail</i>

CHAPTER 9 PASSENGER PUBLIC AWARENESS PROGRAMME

9.1 Introduction

9.1.1 Each State must insure 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.

9.1.2 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.

9.2 Awareness Plan Achievement

9.2.1 A Dangerous Goods Awareness Plan should be designed to increase public knowledge in the safe transport of dangerous goods.

9.2.2 Providing information to the travelling public may be achieved through the assistance of all agencies involved in air transportation.

9.3 Avenues of Communication

9.3.1 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:

- Travel agents
- Tour operators
- Airport authorities
- Air operators,
- Sports Associations
- Outdoors Association
- Publication in newspapers
- Magazines
- Trade publications
- Newsletters
- Websites
- Exhibits at trade shows
- Conferences.

9.4 Passenger public awareness devices

9.4.1 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 transport-on and checked baggage or on the person.

9.4.2 Example of Passenger public awareness devices is listed below:

- Posters
- Brochures
- Display cabinet
- Electronic media
- Handouts
- Websites
- Information articles
- Advisory bulletin

- 9.5 Availability of materials for Passenger public awareness program
- 9.5.1 The ICAO Technical Instructions Supplement, Part S-8 illustrates some examples of materials that may be used for a passenger public awareness program.
- 9.5.2 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
330 Sparks Street
Ottawa, Ontario
Canada K1A 0N8
 - Some websites addresses 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.

Example of a "List of Other Authorities" is attached APPENDIX "10-1" - "List of Other Authorities"

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APPENDIX "10-1"
List of Other Authorities

The following is a list of source of information

Contacts	Name of Experts or Contacts personnel	Telephone numbers
Customs Authority		
Postal Authority		
Explosives Bureau of Experts (for class 1)		
Radioactive Material Protection (for Class 7)		
Health Authority (for Division 6.1 and 6.2)		
Food and drug Authorities		
Airport authority		
Police Authority		
Air Traffic Services (ATS)		
Airport fire service		
OTHER SOURCES		
Major shippers		
Major Manufacturers		