



Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING (FDG)** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED (N/C)** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

DANGEROUS GOODS MANUAL EVALUATION CHECKLIST

Date of Evaluation: _____

Operator: _____

CAA Inspector: _____

| No | INSPECTION ITEM | OK | FDG | N/C | N/A |
|-----------|---|----|-----|-----|-----|
| 1 | GENEAL 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 | | | | |

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|------------|--|----|-----|-----|-----|
| 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 | | | | |
| 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) | | | | |

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|--------------------------|---|------------------------------|-----|--------------|-----|
| 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 | | | | |
| 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 | | | | |
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| | | | | | |
| Inspector's Name: | | Inspector's Signature | | | |
| Telephone: | | Fax: | | Date: | |