

Checklist Number: OPS-CLDGI-401

Checklist Name: Dangerous Goods Site Audit (For DG Approval Operator)

Applicability:

Location: Date:

No	Subject	Reference	S	U	N/A	Comment
1	Pre-Audit					
1.1	Identify any outstanding Audit Findings from the last audit.					
1.2	Determine the current type of operation and identify any changes since the last audit.					
1.3	Review prior company records to establish compliance history.					
1.4	Review dangerous occurrence reports, where applicable.					
1.5	Determine if the company currently has any relevant approvals/exemptions.					
1.6	Review manual(s) and determine if there have been any applicable					
1.7	Determine if the company has an approved dangerous goods training program.					
1.8	Determine if the training program reflects all regulatory or operational amendments.					
1.9	Note:					
2	Site Inspection – Policy, Procedure and Oversight					
2.1	Determine who is nominated as responsible for dangerous goods for the operator and that their level of training is appropriate.	-AOCR Iss.2 Rev.1 Ch.3 Item 3.1				
2.2	Determine who is responsible for the operator's policy for how dangerous goods are carried as cargo and by passengers (e.g. what may be carried, segregation requirements, processes for provision of information etc. and that their level of training is appropriate.	-AOCR Iss.2 Rev.1 Ch.3 Item 3.1				
2.3	Identify who is responsible for determining whether approvals/ exemptions are required and for obtaining/ renewing them	-AOCR Iss.2 Rev.1 Ch.3 Item 3.1, 3.3				
2.4	Determine that the above responsibilities are at an appropriate level within the organization.	-AOCR Iss.2 Rev.1 Ch.3 Item 3.1				
2.5	Determine that the above responsibilities are covered by the relevant job description(s) / Terms of Reference?	-AOCR Iss.2 Rev.1 Ch.5 Item 1.1				
2.6	Determine adequacy of internal audits of the Manuals, DG Training, DG Acceptance/ Handling/Loading Processes and DG Document Control.	-AOCR Iss.2 Rev.1 Appendix Q Item 1.2, 2.9 (p)				
2.7	Verify that the auditor is appropriate trained of dangerous goods training prior their performing internal audit	-AOCR Iss.2 Rev.1 Appendix Q Item 2.8 (c) (ii)				
2.8	Determine whether an audit schedule has been established and maintained and that it is appropriate to the size/complexity of the operation.	-AOCR Iss.2 Rev.1 Appendix Q Item 1.1 (b)				

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2.9	Identify whether adequate audit checklists have been generated by a person who is familiar with the carriage of dangerous goods by air and that they cover all areas relevant to the operation.	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.10	Identify whether the audit schedule has been adhered to	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.11	Determine whether reports of audits have been completed and that they demonstrate that the audits have been effective	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.12	Determine that responses to findings are sought in a timely manner.	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.13	Determine that closures to findings are acceptable and resolve the findings raised satisfactorily.	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.14	Determine who has the authority to amend and issue Dangerous Goods information in the Manual(s) and verify that the information is adequate and up-to-date.	-AOCR Iss.2 Rev.1 Ch.2 Item 1.16				
2.15	Determine whether the process for updating/amending manuals is adequate	-AOCR Iss.2 Rev.1 Ch.2 Item 1.14, 1.16				
2.16	Determine whether the manual(s) and any amendments reflect the operation, e.g. if dangerous goods are not to be carried on certain routes, is this stated?	-AOCR Iss.2 Rev.1 Ch.2 Item 18.1				
2.17	Determine adequacy of the system for the distribution and control of manuals and any amendments and that all applicable personnel (including handling agents) have access to the latest versions.	-AOCR Iss.2 Rev.1 Ch.2 Item 1.5				
2.18	Determine if an appropriate 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 -AOCR Iss.2 Rev.1 Ch.2 Item 17 -RCAAT No.22/2562				
2.19	Determine if an appropriate reporting system exists to report undeclared or mis- declared dangerous goods discovered in cargo and mail. Verify arrangements between operator/handling agents and operator/ security staff to ensure reporting to the State of operator and State in which it occurred.	-ICAO TI 7;4.5 -AOCR Iss.2 Rev.1 Ch.2 Item 17 and Ch.3 Item 3.9 -RCAAT No.22/2562				
2.20	Determine if an appropriate reporting system exists to report the finding of undeclared or mis- declared dangerous goods (prohibited) carried by passengers. Arrangements between operator/handling agents and operator/security staff to ensure reporting to the State in which it occurred.	-ICAO TI 7;4.5 -AOCR Iss.2 Rev.1 Ch.2 Item 17 and Ch.3 Item 3.9 -RCAAT No.22/2562				
2.21	Determine if an appropriate reporting system exists to report occurrences of incorrectly loaded dangerous goods or without information (NOTOC) being provided to the pilot-in-command.	-ICAO TI 7;4.6 -AOCR Iss.2 Rev.1 Ch.2 Item 17 and Ch.3 Item 3.9 -RCAAT No.22/2562				

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2.22	Determine the adequacy of procedures for provision of information in the event of an aircraft accident, serious incident or incident and verify provisions are included in appropriate manuals and accident contingency plans	-ICAO TI 7;4.7 -AOCR Iss.2 Rev.1 Ch.2 Item 17 and Ch.3 Item 3.9 -RCAAT No.22/2562				
2.23	Determine that there are appropriate procedures to ensure that aircraft spares and supplies are transported in accordance with the Technical Instructions, whether by the company's own Engineering Stores, or by other contractors	- ICAO TI 1;2.2.2 - AOCR Iss.2 Rev.1 Ch.5 item 19.1, APP B item 2.1.35 (a)(i)				
2.24	Note:					
3	Site Inspection - Training					
3.1	Determine who is responsible for ensuring dangerous goods training and assessment is provided for: (a) Flight crew (b) Cabin crew (c) Ground handling staff (d) Flight dispatchers (e) Load Planning staff (f) Engineering/Stores staff (g) Other staff	- ICAO TI 1;4.2.1 - AOCR Iss.2 Rev.1 Ch.4 Item 16.2				
3.2	Does the company's dangerous goods training program match the state approved program?	-ICAO TI 1;4.5.1 -AOCR Iss.2 Rev.1 Ch.4 Item 16.1				
3.3	Verify that the training materials used for any function of personnel provides adequate details for the applicable responsibilities	-ICAO TI 1;4.2.1 -AOCR Iss.2 Rev.1 Ch.4 Item 16.2				
3.4	Determine the adequacy of the process for amending training programmes to reflect changes to the requirements or company procedures/policies	-ICAO TI 1;4.1.1 -AOCR Iss.2 Rev.1 Ch.4 Item 16.2				
3.5	Determine who conducts the dangerous goods training and the adequacy of the system for ensuring that those courses and instructors are appropriately authorised/qualified, for both internal and external training providers.	-ICAO TI 1; 4.1, 4.6 - AOCR Iss.2 Rev.1 Ch.4 Item 16.8				
3.6	Determine the adequacy of the process to ensure new employees are trained prior to performing any duty or who are assigned to new functions must be assessed appropriately	-ICAO TI 1;4.2.1, 4.2.2 -AOCR Iss.2 Rev.1 Ch.4 Item 16.2, 16.3				
3.7	Determine the adequacy of the process for ensuring that the recurrent training and assessment takes place within 24 months of previous training.	-ICAO TI 1; 4.3 -AOCR Iss.2 Rev.1 Ch.4 Item 16.5				
3.8	Verify that an appropriate assessment of understanding is provided following training and that assessment are carried out under appropriate conditions	- ICAO TI 1;4.2.1 -AOCR Iss.2 Rev.1 Ch.4 Item 16.2				
3.9	Determine that the company maintains appropriate records of training and assessment for employees.	-ICAO TI 1;4.4.1, 4.4.2 -AOCR Iss.2 Rev.1 Ch.4 Item 16.6				

No	Subject	Reference	S	U	N/A	Comment
3.10	Verify that training and assessment records are retained for a minimum period of 36 months and they are available to the employee and national authority upon request	-ICAO TI 1; 4.4.3 -AOCR Iss.2 Rev.1 Ch.4 Item 16.7				
3.11	Note:					
4	Site Inspection – Acceptance of Dangerous Goods					
4.1	Determine if the Operations Manual and/or other manuals are available to acceptance staff as required, together with any amendments.	-ICAO TI 7; 4.2 -RCAAT no. 4 Section 1 Clause 5 -AOCR Iss.2 Rev.1 Ch.2 Item 1.5				
4.2	Verify availability/accessibility of current ICAO/IATA documents	-ICAO TI 7; 4.2 -RCAAT no. 4 Section 1 Clause 5				
4.3	Determine whether the process for incorporating amendments/addenda to the ICAO/IATA documents is adequate	-ICAO TI 1; 1.1.1				
4.4	Determine that information about transport of dangerous goods are sufficient in number and prominently displayed and provided at cargo acceptance area, including batteries.	-ICAO TI 7; 4.8				
4.5	Determine adequacy of the company's acceptance procedures. Verify adequacy and use of acceptance checklist.	-ICAO TI 7;1.3 -RCAAT no. 4 Section 1 Clause 4 (3) -AOCR Iss.2 Rev.1 Ch.3 Item 3.5				
4.6	Determine that the acceptance checklist used adequately verifies: (a) The correct details on the dangerous goods transport document (DGTD); (b) The quantity of dangerous goods stated on the DGTD is within limits per package; (c) The marks and labels on the package, overpack or freight container accord with the details on the DGTD; (d) The letter in the package specification mark is appropriate for the packing group of the dangerous goods (where applicable); (e) The outer/single packaging type is permitted by the packing instruction and as stated on the DGTD; (f) The package or overpack does not contain different dangerous goods which require segregation from each other and (g) The package, overpack or freight container are not leaking and there is no indication that its integrity has been compromised.	-ICAO TI 7;1.3.1 -RCAAT no. 4 Section 1 Clause 4 (4) -AOCR Iss.2 Rev.1 Ch.3 Item 3.5				
4.7	Verify that recent consignments of dangerous goods have been accepted and checklists completed appropriately	-ICAO TI 7;1.3.1 -RCAAT no. 4 Section 1 Clause 4 (4) -AOCR Iss.2 Rev.1 Ch.3 Item 3.5				

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4.8	Determine whether incorrectly presented dangerous goods are rejected appropriately.	-ICAO TI 7;4.11.2 -AOCR Iss.2 Rev.1 Ch.3 Item 3.5				
4.9	Determine if the operator's acceptance staff are appropriately trained and recurrent training has been carried out.	-ICAO TI 7; 1.1 -RCAAT no. 4 Section 1 Clause 6 -AOCR Iss.2 Rev.1 Ch.4 Item 16.2 and 16.5				
4.10	Determine the adequacy of the process for completion of the information to the pilot-in command (NOTOC).	-ICAO TI 7;4.1 -RCAAT no. 4 Section 1 Clause 7 (1) -AOCR Iss.2 Rev.1 Ch.3 Item 3.6				
4.11	Verify that a copy of the dangerous goods transport document accompanies the consignment and a copy is held on the ground at a location where it can be accessed within a reasonable period until the dangerous goods have arrived at their final destination.	-ICAO TI 7;1.2.2 -AOCR Iss2 Rev.1 Ch.3 Item 3.5				
4.12	Determine if the required documents are retained for a minimum of three months (dangerous goods transport document, acceptance checklist, NOTOC).	-ICAO TI 7;4.11 -AOCR Iss2 Rev.1 Ch 3, Item 3.6				
4.13	Determine the capability of the operator to replace dangerous goods mark and labels.	-ICAO TI 7;2.7 -AOCR Iss2 Rev.1 Ch 3, Item 3.3				
4.14	Determine that there are adequate procedures for the reporting of dangerous goods accidents and incidents, undeclared or misdeclared and occurrences	-ICAO TI 7;4.4, 4.5, 4.6 -AOCR Iss2 Rev.1 Ch 3, Item 3.9 -RCAAT No.22/2562				
4.15	Note:					
5	Site Inspection - Storage, Handling & Loading of Dangerous Goods					
5.1	Verify the company's storage procedures are appropriate. Verify packages are handled correctly and segregation between packages respected.	-ICAO TI 7;2.2 7;2.3 -RCAAT no. 4 Section 1 Clause 11 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6, 3.13 (c), (d)				
5.2	Determine that operator has appropriate procedures to ensure inspection for leakage or damage before loading and after unloading.	-ICAO TI 7;3 -RCAAT no. 4 Section 1 Clause 9 (1) -AOCR Iss.2 Rev.1 Ch.3 Item 3.6, 3.13 (e)				
5.3	Determine that operator has appropriate procedures for removal of damaged or leaking packages from aircraft	-ICAO TI 7;3.2 -RCAAT no. 4 Section 4, Clause 9 (3)(4), Clause 10 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6				

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5.4	Determine that the operator has appropriate procedures for the correct loading, securing, segregation and separation of dangerous goods.	-ICAO TI 7;2.2, 2.4 -RCAAT no. 4 Section 1 Clause 4 (5), Clause 11 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6, 3.13				
5.5	Verify that dangerous goods have been loaded and secured correctly into a ULD or the aircraft hold and that they are segregated or separated appropriately.	-ICAO TI 7;2 -RCAAT no.4 Section 1 Clause 4 (5), Clause 11 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6, 3.13				
5.6	Verify that dangerous goods in ULDs are identified by means of a correctly completed tag, where applicable.	-ICAO TI 7;2.8				
5.7	Determine the adequacy of the process for providing the pilot-in-command with appropriate written or printed information (NOTOC) regarding dangerous goods to be carried as cargo	-ICAO TI 7;4.1.1(a) -RCAAT no.4 Section 1, Clause 7 (1) -AOCR Iss.2 Rev.1 Ch.3 Item 3.6				
5.8	Verify that the notification to the pilot (NOTOC) includes signed confirmation of no evidence of any damage to or leakage from the package(s)	-ICAO TI 7;4.1.4 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6				
5.9	Verify that the pilot-in-command indicates on one copy or in some other way that the information was received.	-ICAO TI 7;4.1.7 -AOCR Iss.2 Rev.1 Ch.3 Item 3.6				
5.10	Verify that a copy of the information to the pilot-in-command (NOTOC) is readily accessible to the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations until after the arrival of the flight and that personnel concerned are aware of their responsibilities.	-ICAO TI 7;4.1.8 -AOCR Iss.2 Rev.1 Ch.3, Item 3.6 -RCAAT no. 4 Section 1 Clause 7 (2)				
5.11	Determine if the operator provides the pilot in command with the current "Emergency Response Guidance Document" or a similar document concerning dangerous goods on board.	-ICAO TI 7;4.9 -RCAAT no. 4 Section 1 Clause 7 (1) -AOCR Iss.2 Rev.1 Ch.2 Item 8.9.1				
5.12	Determine that the company has appropriate procedures for loading and stowing electric mobility aids for passengers (including notification to the pilot in command).	-ICAO TI 7;2.13 -AOCR Iss.2 Rev.1 Ch.3 Item 3.13 (b) (i)				
5.13	Determine that the company has appropriate procedures for the loading and stowing dangerous goods excepted from the requirements as per ICAO TI 1;1.1.5	-ICAO TI 1;1.1.5 -AOCR Iss.2 Rev.1 Ch.3 Item 3.7				
5.14	Determine if the operator's employees including those agencies employed to act on the operator's behalf are adequately trained.	-ICAO TI 7;4.10 -RCAAT no. 4 Section 1 Clause 6 -AOCR Iss.2 Rev.1 Ch.3 Item 3.8				

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5.15	Determine that there are adequate procedures for the reporting of dangerous goods accidents and incidents, undeclared or misdeclared and occurrences	-ICAO TI 7;4.4, 4.5, 4.6 -AOCR Iss.2 Rev.1 Ch.3 Item 3.9 -RCAAT No.22/2562				
5.16	Note:					
6	Site Inspection – Passenger Check-In					
6.1	Determine if there is an appropriate documented policy or process concerning dangerous goods carried by passengers or crew.	-ICAO TI 7;5.1.1, 8;1.1 -RCAAT no. 4 Section 1 Clause 4 (5) -AOCR Iss.2 Rev.1 Ch.2 Item 1.5				
6.2	Determine if there are appropriate procedures for approving the carriage of dangerous goods, which require operator approval, by passengers or crew	-ICAO TI 7;5.2 -RCAAT no. 4 Section 1 Clause 4 (5)				
6.3	Verify that information about forbidden dangerous goods is provided at <ul style="list-style-type: none"> the point of ticket purchase or made available in another manner to passenger prior to boarding pass issuance and at boarding pass issuance or when no boarding pass is issued, prior to boarding the aircraft. 	-ICAO TI 7;5.1.1, -AOCR Iss.2 Rev.1 Ch.3 Item 3.10 -RCAAT no. 4 Section 1, Clause 14				
6.4	Verify that notices about forbidden dangerous goods are prominently displayed (and include visual examples) in sufficient number at the airport where: <ul style="list-style-type: none"> (a) Tickets are issued; (b) Aircraft boarding areas maintained (c) Boarding passes are issued (d) Passenger baggage is dropped off 	-ICAO TI 7;5.1.2 -AOCR Iss.2 Rev.1 Ch.3 Item 3.10 -RCAAT no. 4 Section 1, Clause 14				
6.5	Verify that operator provides information to passengers about forbidden dangerous goods at the boarding pass issuance process (website, mobile application and kiosks) and that passengers cannot check-in without confirming they have understood the restrictions on dangerous goods in baggage.	-ICAO TI 7;5.1.1 -ICAO TI S7;5.6.2				
6.6	Verify information is readily available to passenger check-in staff about: <ul style="list-style-type: none"> (a) Hidden dangerous goods (b) Labels and markings (c) Dangerous goods permitted to be carried 	-ICAO TI 7;6.1 -AOCR Iss.2 Rev.1 Ch.2 Item 1.5				
6.7	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 -RCAAT no. 4 Section 1, Clause 6 AOCR Iss.2 Rev.1 Ch.3 Item 3.8				
6.8	Determine that there are adequate procedures for the reporting of dangerous goods accidents and incidents, undeclared or misdeclared and occurrences	-ICAO TI 7;4.4, 4.5, 4.6 -AOCR Iss.2 Rev.1 Ch.3 Item 3.9 -RCAAT No.22/2562				

No	Subject	Reference	S	U	N/A	Comment
6.9	Note:					

S = Satisfied
 U= Unsatisfied
 N/A= Not Applicable
 Comment= Description the detail of compliance or Non Compliance or other information

Inspector Name:.....
 (.....)
 Position:.....
 Completed on:.....