

Checklist Number: ..... OPS-CLDGI-402 .....

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

Applicability: .....

Location: ..... Date: .....

No	Subject	Reference	S	U	N/A	Comment
1	<b>Pre-Audit</b>					
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	Review manual(s) and determine if there have been any applicable amendments.					
1.6	Determine if the company has an approved dangerous goods training program.					
1.7	Determine if the training program reflects all regulatory or operational amendments.					
1.8	Note:					
2	<b>Site Inspection – Policy, Procedure and Oversight</b>					
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 which dangerous goods may be carried by passengers (e.g. 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	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				
2.4	Determine adequacy of internal audits of the Manuals, DG Training, Passenger handling and DG Document Control.	-AOCR Iss.2 Rev.1 Appendix Q Item 1.2, 2.9 (p)				
2.5	Verify that the auditor is appropriately trained of dangerous goods training prior to their performing internal audit	-AOCR Iss.2 Rev.1 Appendix Q Item 2.8 (c) (ii)				
2.6	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)				
2.7	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)				
2.8	Identify whether the audit schedule has been adhered to.	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.9	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)				

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2.10	Determine that responses to findings are sought in a timely manner	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.11	Determine that closures to findings are acceptable and resolve the findings raised satisfactorily.	-AOCR Iss.2 Rev.1 Appendix Q item 2.8 (b)				
2.12	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				
2.13	Determine whether the process for updating/amending manuals is adequate.	-AOCR Iss.2 Rev.1 Ch.2 Item 1.14, 1.16				
2.14	Determine whether the manual(s) and any amendments reflect the operation	-AOCR Iss.2 Rev.1 Ch.2 Item 18.2				
2.15	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				
2.16	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				
2.17	Determine if an appropriate reporting system exists to report undeclared 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				
2.18	Determine if an appropriate reporting system exists to report the finding of prohibited items of dangerous goods 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				
2.19	Determine that there are appropriate procedures to ensure that aircraft spares and supplies are not transported on company aircraft but 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 (b)(i)				
2.20	Note:					
3	<b>Site Inspection - Training</b>					
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				

No	Subject	Reference	S	U	N/A	Comment
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 program 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 authorized/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				
3.10	Verify that training and assessment 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	<b>Site Inspection – Passenger Check-In</b>					
4.1	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 -AOCR Iss.2 Rev.1 Ch.2 Item 1.5				
4.2	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				
4.3	Verify that information about forbidden dangerous goods is provided at <ul style="list-style-type: none"> <li>the point of ticket purchase or made available in another manner to passenger prior to boarding pass issuance and</li> <li>at boarding pass issuance or when no boarding pass is issued, prior to boarding the aircraft.</li> </ul>	-ICAO TI 7;5.1.1, -AOCR Iss.2 Rev.1 Ch.3 Item 3.10				
4.4	Verify that notices about forbidden dangerous goods are prominently displayed (and include visual examples) in sufficient number at the airport where:	-ICAO TI 7;5.1.2 -AOCR Iss.2 Rev.1 Ch.3 Item 3.10				

No	Subject	Reference	S	U	N/A	Comment
	(a) Tickets are issued; (b) Aircraft boarding areas maintained; (c) Boarding passes are issued; (a) Passenger baggage is dropped off.					
4.5	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				
4.6	Verify information is readily available to passenger check-in staff about: (a) Hidden dangerous goods (b) Labels and markings (a) Dangerous goods permitted to be carried	-ICAO TI 7;6.1 -AO CR Iss.2 Rev.1 Ch.2 Item 1.5				
4.7	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 -AO CR Iss.2 Rev.1 Ch.3 Item 3.8				
4.8	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 -AO CR Iss.2 Rev.1 Ch.3 Item 3.9 -RCAAT No.22/2562				
4.9	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 -AO CR Iss.2 Rev.1 Ch.3 Item 3.13 (b) (i)				
4.10	Note:					
<b>5</b>	<b>Site Inspection – Cargo Acceptance Area</b>					
5.1	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				
5.2	Determine adequacy of the company's cargo acceptance procedures to reject dangerous goods shipment.	-AO CR Iss.2 Rev.1 Ch.2 Item 18.2				
5.3	Determine if the operator's employees who accept goods presented as general cargo including those agencies employed to act on the operator's behalf are adequately trained	-ICAO TI 7;4.10 -AO CR Iss.2 Rev.1 Ch.3 Item 3.8				
5.4	Determine if the Operations Manual and/or other manuals are available to operator's /ground handling agent's acceptance staff as required, together with any amendments.	-ICAO TI 7; 4.2 -AO CR Iss.2 Rev.1 Ch.2 Item 1.5				
5.5	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 -AO CR Iss.2 Rev.1 Ch.3 Item 3.9 -RCAAT No.22/2562				
5.6	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:.....