



Dangerous Goods Inspection Program and Procedures

Civil Aviation Authority of Nepal

**Dangerous Goods Inspection Program and Procedures
(2010)**



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Sinamangal, Kathmandu, Nepal**



FOREWORD

Dangerous Goods Inspection Program and Procedures has been issued by Director General of Civil Aviation Authority of Nepal in pursuant to Article 82 of Civil Aviation Regulation 2058 (2002) in order to fulfill the State's obligations to comply with the requirements of the ICAO Universal Safety Oversight Audit Program related to Annex 18 to the Convention to the International Civil Aviation.

The procedures contained herein are developed with the recommendations of the USOAP team and the "Dangerous Goods Handling Requirements 2009" of CAAN. These procedures shall be applicable for the inspection of dangerous goods safety system and procedures of shippers, agents, operators, agencies and persons involved in air transport.

These procedures shall come into force with immediate effect.

(Ram Prasad Neupane)
Director General
Civil Aviation Authority of Nepal

AMENDMENTS

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Dangerous Goods Inspection Program and Procedures

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1.0 Periodic Inspections

The Formal Periodic Inspections will be carried out annually because of the number and size of the operators. The operators and the shippers or their agents will be divided into two groups and the significant aspects of their procedures and practices will be inspected once every twelve months period. Besides, their dangerous goods handling procedures at different areas of operation will be inspected on an annual basis.

The periodic inspections will be carried out to fulfill the following main objectives.

1. Assessment of the adequacy of the dangerous goods safety procedures established and maintained by the operators.
2. Verification that the operators have updated information of their reference manuals.
3. Assessment of the conformity of the procedures established to accept, handle, store, load and unload and stowage of the consignment of dangerous goods on the aircraft as per the requirements of the Technical Instructions.

1.1 Inspection of the Operators

1.1.1 Inspection of Operations Manual/DG Manual and other Staff Instruction materials

The inspection of the Operations Manual/DG Manual will be carried out to confirm whether the staff have been adequately informed about the dangerous goods handling procedures and the actions to be taken in the event of an incident and accident, and retention of a copy of the manual or other instruction materials at the handling stations. (Refer Appendix 1)

1.1.2 Inspection of Training Programs

The training programs of the operators will be inspected at the time of the submission of the Operations Manual/DG Manual. After that, periodic inspections will also be made to assess the conformity of the actual training courses with the established training objectives and curriculum. (Refer Appendix 2)



1.1.3 Inspection of Staff Training records

The staff training record inspection is carried out to check that the staff of the operators or the handling agents has received training on the aspects related with their job functions as per the required standard and within specified periods.

A random selection of the staff covering ground staff, cockpit crew and cabin crew will be made and will be asked about the areas covered during initial and recurrent training courses. Besides, the training records of the staff will also be checked to verify what training they have taken, when it was taken and when refresher training will have to be delivered. (Refer Appendix 3)

1.1.4 Inspection of consignment at Cargo Facilities (Packages and Documents)

An external check of the packages and their relevant documents is carried out to ascertain compliance with the requirements. The documents comprise the air waybill, dangerous goods transport document, acceptance check list, notification to pilot-in-command and other documents as per the requirements of specific consignments.

Inspection of both the packages and documents are made to determine whether or not the operators/handling agent's procedures are being followed. Such inspections are carried out in the operator's or handling agent's premises after the acceptance of the dangerous goods by the operator when they are still in the care of the operator or handling agent.

It is a good idea to inspect both export and import consignments. If an export consignment does not comply with the requirements, actions must be taken to prevent it from being loaded on the aircraft and investigation has to be made into how it was offered for transport and accepted in the state in which it was found. Besides, import consignments must also be checked to report non-compliance, if any to the State where the goods were originally loaded on an aircraft.

A check should also be carried out to find out the suitability of the handling procedures including recurrent training, acceptance procedures, notices at cargo acceptance points, loading procedures and provision of information etc.

An advanced notice of the scheduled inspection should be given to the operator or the handling agent for arrangement of access to relevant areas. In some circumstances the inspection may be made without giving prior notice. In case of surprise inspections, the most senior staff or the supervisor on duty should be contacted and informed of the inspection.



1.1.4.1 Package Inspection

The package inspection is related with the check of the external appearance of the packages of dangerous goods currently in stock with the operator or handling agent.

The package inspection is made to check that the marking and dispatch requirements have been met, that the type of packaging used is permitted and of the correct specification and in a condition fit for transport. In no case, the package of dangerous goods be opened, except in exceptional circumstances that too, in the presence of a specialist qualified persons. After opening, the package must be restored to its original condition as before.

1.1.4.2 Documents inspection

The document inspection is carried out to determine, as far as possible, that all documents are completed in required manner and are accompanying the dangerous goods consignments. The information contained in the documents has to be thoroughly checked to ascertain whether they have been correctly completed or not. In case when packages are not available, a check of the retention of the document has to be made.

The following documents are to be checked for export consignments:

7. The Air Waybill
- ii. The Dangerous Goods Transport Document (Shippers Declaration)
- iii. The Acceptance Check List
- iv. The Notification to pilot-in-command (NOTOC)
- v. Other documents as per the requirements of the consignment

1.1.4.3 Inspection of cargo for suspected undeclared dangerous goods

Consignments of general cargo may contain items which fall under the definition of dangerous goods. The loading of such undeclared goods on the aircraft may hamper the safety of the flight as the pilot-in-command could not become aware of the potential hazards present on the aircraft.

Thus, a careful and thorough inspection of the contents of the general cargo has to be made at the cargo acceptance facilities to know what is transported and to prevent undeclared dangerous goods items being carried aboard the aircraft.



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While making an inspection, check for hazard labels, UN packaging specification markings and any other markings and labels that corresponds with the requirements of the dangerous goods consignments and used to identify substances hazardous to health. Moreover, the documents accompanying the packages should also be checked for the identification of the hazardous contents, if any. If it is difficult to identify the dangerous goods, asking the operator or handling agent or the shipper about the contents of the package will help to identify undeclared dangerous goods, if any. The Material Safety Data Sheet (MSDS) may also provide evidence about the dangerous goods.

1.1.5 Ramp Inspection (loading and stowage)

Ramp inspections are carried out to confirm that the loading and stowage of dangerous goods comply with the requirements of the Technical Instructions.

Ramp inspections are carried out at a place near or adjacent to an aircraft and in a warehouse to check if the operator has loaded the dangerous goods in the aircraft as per the principles of the Technical Instructions. It is also carried out to verify if the crew has received appropriate training and to determine that all required manuals/staff instructions etc. are up-to-date and are put on board with other required documents. Moreover, the inspection is carried out to ensure that the dangerous goods packages are properly secured to prevent movement and are stowed by maintaining segregation distances. If the consignment is for cargo aircraft only, the packages should be visible and accessible. If the consignment consists of toxic or infectious substances, they should not be loaded in close proximity to animals or foodstuffs.

During Ramp inspection, information about the training completed by the flight crew and cabin crew including the details of their last training should also be determined by talking with them. Besides, their names should also be noted and verified with the operator's training records. A confirmation of the actions to be taken in the event of in-flight emergencies should also be obtained from both the cockpit and cabin crew to test their understanding of the emergency procedures.

The Dangerous Goods Handling Manual or Operations Manual/DG Manual or staff instruction documents of the operator should also be checked during this inspection to ensure that a copy of such manual is put aboard the aircraft. The inspection should also ensure that a copy of the ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods or CAAN document detailing emergency procedures is put aboard the aircraft.

In case, if non compliance is suspected and when the question of the safety of the aircraft arises, the dangerous goods should be unloaded from the aircraft, or detention of the aircraft should be considered.



1.1.6 Passenger Information Inspection (warning notices)

The Technical Instructions requires that the operator (or his handling agent) provide information to passengers about the types of dangerous goods that are forbidden to carry or transport aboard an aircraft. This information consists of notices displayed at various locations which warn the passengers of the items of dangerous goods prohibited in baggage.

The check is carried out at 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 placed at the check-in desks, ticket sales desks and aircraft boarding areas.

The passenger's tickets should also be checked to ensure that the warning materials are printed in their tickets or ticket jackets.

In-depth Audit

The main objective of an audit is to ensure that the operator or handling agent has procedures in place to handle dangerous goods as per the requirements of the Technical Instructions.

A formal notification should be sent to the operator in advance in order to facilitate them to avail relevant records, manuals etc. before the commencement of the audit.

The checklists for Operation Manual/DG Manual inspection, staff training inspection, consignment inspection, ramp inspection and passenger information inspection should be used to determine any non-compliance on the part of the operator. In case, if the procedures are not in conformity with the CAAN directives or the Technical Instructions, revocation of the operator's dangerous goods Authorization may be considered or an advice for revision and resubmission of the Operations Manual/DG Manual may be sent to the operator.

Debriefing

A summary of the non-compliance found during the inspection should be informed to the operator by mentioning the areas which need attention. A copy of the audit form should be given to the operator and a time period for rectification of the deficit areas should be agreed with them.



1.2 Inspection of Shippers / Agents acting on behalf of shippers

The shipper is responsible for identification, classification, packing, marking, dispatch and documentation before offering any package or overpack of dangerous goods for transport by air and must also ensure that the dangerous goods are not forbidden for transport by air.

The procedures adopted by the shippers can be determined by the inspection of the dangerous goods at their handling facilities or at the operator's or handling agent's premises and can be compared with the procedures as prescribed by the Technical Instructions to find out compliance.

This inspection is necessary to ensure that the shipper has classified, packaged, marked and dispatched, and has completed the dangerous goods transport document properly and the persons involved in the preparation of the shipments have received appropriate training to carry out their responsibilities.

A formal notification should be sent to the shipper in advance in order to facilitate them to avail relevant records, manuals etc. before the commencement of the audit.

1.3 Inspection at Baggage Security check desks

An inspection of the Baggage Security check desk is also necessary to verify if the procedures of the security check desk are commensurate with the provisions of the Technical Instructions or not.

The main aim of this inspection is to prevent passengers from carrying or taking the items of dangerous goods that are not permitted on board an aircraft. Besides, it also enables to determine whether the security check desk staff have received appropriate training or not and understanding of the provisions applicable to the passenger or crew for carriage of dangerous goods aboard an aircraft.

1.4 Inspection of Cargo warehouse (export/Import)

Inspection of cargo warehouse is also necessary to determine the procedures for handling and storage of the dangerous goods consignments and the availability of facilities like illumination, temperature control mechanism, security and safety procedures etc.

In case if the facilities and the procedures for handling and storage are not appropriate, then it should be noted and the concerned unit should be advised of the deficiencies for required arrangements.



1.5 Post audit actions

1.5.1 Initial actions

During the course of an inspection, deficiencies both trivial and serious might become apparent. Whenever deficiencies are discovered, their causes should be established and appropriate decision should be taken to resolve or rectify the deficiencies. The previous recorded history of the operator regarding non-compliance or recurrence of non-compliance should be taken into account for subsequent actions on them.

1.5.2 Follow-up

If the need for a follow-up inspection is required, the operator should be informed of this and they should be given a time period to resolve the deficiencies and a follow-up audit be scheduled accordingly.

1.5.3 Preparation of inspection report and record keeping

An inspection report will be prepared and submitted to the concerned authority as soon as possible, but not later than 30 days after the inspection. The report will consist of all deficiencies identified and recorded on the inspection checklists and the actions taken or intended to be taken along with other relevant information. All relevant documents will also be attached with the report.

A letter consisting of the deficiencies should be sent to the operator/shippers or their handling agents as appropriate seeking explanation for deficiencies and/or from the offenders. Inclusion of advice or help in the letter would be a good idea.

The responses received to letters should be reviewed by the relevant inspector for completeness and authenticity. If the responses are deemed to be satisfactory, the matter can be closed. If the response is not found to be satisfactory, a letter in this regard should be sent to the respondent to seek further clarification.

In case if a respondent does not respond to requests, the inspectors should recommend appropriate actions against them and keep open the matter unless finalized.

The record of all such correspondences concerning findings and observations should be safely retained in the respective files of the respondents.



2.0 Initial Inspection

An initial inspection is carried out before granting permission to the operator for transport of dangerous goods. The initial inspection is done mainly to determine whether the procedures established by the operator to handle, offer for transport or transport dangerous goods are commensurate with the Technical Instructions and the requirements of the CAAN. It also examines the arrangements made by the operator with the handling agent(s) (if applicable), the contents of the Operations Manual/DG Manual or other staff instruction documents regarding information to the staff concerned and the provisions of training to them.

During the initial inspection, the operator's application to transport Dangerous Goods in normal or special circumstances, Operations Manual/DG Manual and other staff instruction documents and approval of Training programs are inspected.

2.1 Inspection for granting an authorization to transport Dangerous Goods in normal or special circumstances

The safety of the flights can be enhanced if authorizations, approvals and exemptions in normal and specialized circumstances are granted to the operators as it enables us to exercise control over the transport of dangerous goods and aids enforcement activities.

The CAAN will grant authorization for the transport of dangerous goods in normal circumstances to those goods which are not indicated as forbidden for transport on passenger and cargo and cargo aircraft by the Technical Instructions. The CAAN will grant such authorization on the basis of the procedures established by the operators that are in conformity with the requirements of the Technical Instructions and the DGHR of CAAN. The approvals or exemptions may be granted by the Director General for the transport of certain dangerous goods which are normally forbidden on passenger aircraft and/or cargo aircraft as provided by Special Provision A1, A2 or A109.

The operator will have to send an application to the Flight Safety Standards Department at least 2 weeks in advance of their intention to transport dangerous goods for an authorization in normal circumstances. In special circumstances, such authorizations may be granted on short notices provided that sufficient time is available for processing an application.



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In case of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to the public interest, the Director General may grant exemptions as applicable, provided that every effort shall be made to achieve an overall level of safety in transport which is equivalent of the level to safety provided by Technical Instructions. For the State of over fly, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on the belief that an equivalent level of safety in air transport has been achieved. Such approvals or exemptions will usually valid only for short periods, for a single flight or short series of flights. However, it may be granted for longer periods, if required.

The Technical Instructions also provides certain criteria for granting approvals by the state of origin for the carriage of dangerous goods which are forbidden in normal circumstances on either passenger and cargo aircraft or cargo aircraft. The approval shall be granted if the methods of packing and the quantity per package are in accordance with the provisions laid down in the Technical Instructions. These conditions should be stated on the approval document. Such approvals are usually issued for shorter periods, for a single flight or for certain series of flights and can be extended for longer periods if need arises.

Whenever there occurs changes in any of the conditions of an approval or exemption, such conditions shall be revised accordingly.

2.2 Operations Manual/DG Manual and other staff instructions inspection

As required by the AOCR, and the Technical Instructions, the air operators must provide procedures and information, in their Operations Manual/DG Manual for the benefit of the flight crew and all those involved in the carriage of dangerous goods for activities necessary to meet their responsibilities and the actions to be taken in the event of dangerous goods incident.

The inspection of the Operations Manual/DG Manual is aimed at determining adequacy, completeness and updated information along with the retention of a copy of the manual or other instructions concerning the operator's policy and procedures.

The Operations Manual/DG Manual of the operator must be checked to ensure that it contains information about the policy of the operator with 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.

The initial inspection of the Operations Manual/DG Manual and other staff instruction documents must be made by CAAN before granting approval for the transport of dangerous goods and periodic inspections must follow to check modifications or revisions to the procedures or regulation.



2.3 Inspection of Training programs

2.3.1 Approval of Training programs

The operator must obtain approval for both initial and recurrent dangerous goods training programs for all categories of staff from CAAN. The Technical Instructions and DGHR of CAAN has set out the minimum training areas required to be completed by various categories of employees involved in the handling, offering or transporting of dangerous goods to meet their assigned duties and responsibilities. The inspection should check that the training meets the requirements of the Technical Instructions.

The operational and ground staff involved in dealing with passengers and their baggage must also complete dangerous goods training as per the requirements of the Technical Instructions depending upon their job functions even if they do not transport dangerous goods.

The training programs of the operator must be inspected to verify the training curricula and that the operator's staff must also receive training commensurate with their job responsibilities. (Refer Appendix 3)

2.3.2 Inspection of Training courses

Inspection of the training program is important to verify that the training has been given to the staff. It should cover all relevant aspects depending on the job responsibilities of the staff. The Inspector should attend the delivery of the training courses to assess their effectiveness and suitability and grant an approval if the programs meet the requirements of the Technical Instructions. A record of the approval of the training courses of the operator must be maintained including the following information

- i. Name and address of the operator
- ii. Date of issuance, renewal or cancellation of the approval
- iii. Type of training program (Category of personnel involved)
- iv. Registration number

The validity of the approval of the training programs shall continue until such time when there occurs an operational change which may affect the handling of the dangerous goods or amendments in the regulations that may require review or revision in the programs. (refer Appendix 4 and 5)



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Appendix- 1

Dangerous Goods Manual Checklist

Information to be provided in the Operations Manual/DG Manual by the operator

Information provide in Operations Manual/DG Manual or other appropriate manual	Yes	No	N/A	Section of Manual	Remarks
Intention to transport dangerous goods					
If No, Information about the policy of the operator and Policy on COMAT.					
If Yes, Instructions about the actions to be taken in the event of emergencies involving dangerous goods					
Details of the location and the numbering of cargo compartments.					
Determination of the maximum total sum of transport indexes of radioactive material permitted in each compartment					
Information sufficient to enable flight crew to carry out their responsibilities					
Information to the ground employees is provided in the Operations Manual/DG Manual or in other manuals.					
Information is sufficient to enable ground employees to carry out their responsibilities					
List of locations where this manual is kept					
Information provided in the Operations Manual/DG Manual is adequate, complete and up-to-date					

Name of the Inspector:

Signature

Date:



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Appendix- 2 Checklist for Initial and Recurrent Dangerous Goods Training

Topics/ Areas to be covered	Category of Staff											
	1	2	3	4	5	6	7	8	9	10	11	12
Introduction												
a. Purpose of Dangerous Goods Regulations	X	X	X	X	X	X	X	X	X	X	X	X
b. General philosophy ®	X	X	X	X	X	X	X	X	X	X	X	X
c. Training Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Applicability												
a. Definition, Basis and Application	X	X	X	X	X	X	X	X	X	X	X	X
b. General requirements for shippers ®	X	X	X	X	X	X	X	X	X	X	X	X
c. General requirements for operators ®	X	X	X	X	X	X	X	X	X	X	X	X
d. Dangerous Goods Security & Plan ®	X	X	X	X	X	X	X	X	X	X	X	X
Limitation												
a. Forbidden Dangerous Goods ®	X	X	X	X	X	X	X	X	X	X	X	X
b. Hidden Dangerous Goods ®	X	X	X	X	X	X	X	X	X	X	X	X
c. Provisions for passengers and crew ®	X	X	X	X	X	X	X	X	X	X	X	X
d. Dangerous Goods Permitted ®	X	X	X	X	X	X	X	X	X	X	X	X
e. Dangerous Goods in Air Mail ®	X	X	X	X	X	X	X	X	X	X	X	X
f. Dangerous Goods Excepted / Exempted ®	X	X	X	X	X	X	X	X	X	X	X	X
g. Excepted and Limited Quantity ®	X	X	X	X	X	X	X	X	X	X	X	X
h. Variations – State and Operators ®	X	X	X	X	X	X	X	X	X	X	X	X
Classification												
a. General Principles	X	X	X	X	X	X	X	X	X	X	X	X
b. Classes & Divisions ®	X	X	X	X	X	X	X	X	X	X	X	X
c. Procedures for identifying non-listed items	X	X	X	X	X	X	X	X	X	X	X	X
d. Classification of articles / substances with multiple hazards. ®	X	X	X	X	X	X	X	X	X	X	X	X
List of dangerous goods												
a. Proper Shipping Name ®	X	X	X	X	X	X	X	X	X	X	X	X
b. Numerical Cross-Reference ®	X	X	X	X	X	X	X	X	X	X	X	X
c. Special Provisions ®	X	X	X	X	X	X	X	X	X	X	X	X
General packing requirements												
a. Responsibilities for packing dangerous goods items	X	X	X	X	X	X	X	X	X	X	X	X
b. Requirements for ULD/ Freight Containers/ Overpacks ®	X	X	X	X	X	X	X	X	X	X	X	X
c. Procedures for packaging items ®	X	X	X	X	X	X	X	X	X	X	X	X
d. Preparation of package	X	X	X	X	X	X	X	X	X	X	X	X



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Packing instructions													
a. Methods of Packaging	®	X	X	X			X						
b. Types of Packaging	®	X	X	X			X						
c. Requirements of UN Specification Packaging	®	X	X	X			X						
d. Packing Instructions for dangerous goods of different classes	®	X	X	X			X						
Labelling													
a. General Labelling Requirements	®	X	X	X	X	X	X	X	X	X	X	X	X
b. Types of labels	®	X	X	X	X	X	X	X	X	X	X	X	X
c. Label Specifications		X	X	X			X						
d. Special label Requirements for packages containing different dangerous goods	®	X	X	X		X	X	X		X	X		
Marking													
a. General Marking Requirements	®	X	X	X	X	X	X	X	X	X	X	X	X
b. Types of Marking	®	X	X	X	X	X	X	X	X	X	X	X	X
c. Special Marking Requirements for packages containing different items of dangerous goods	®	X	X	X		X	X				X		
Documentation													
a. Shipper's Declaration	®	X		X	X		X	X					
b. Air Waybill	®	X		X	X		X	X					
c. Relevant documents as required by the specific item of dangerous goods	®	X		X	X		X	X					
Radioactive Materials													
a. Transport Requirements		X	X	X	X	X	X	X	X	X	X	X	X
b. Application / Limitations	®	X	X	X	X	X	X	X				X	X
c. Classification and Identification	®	X	X	X	X	X	X	X	X	X	X	X	X
d. Packing and Packaging Specifications	®	X	X	X			X				X		
e. Marking and Labelling	®	X	X	X	X	X	X	X	X	X	X	X	X
f. Documentation and Handling	®	X	X	X	X	X	X	X			X		
g. Preparation of Radioactive Shipments		X	X	X			X						
Acceptance procedures													
a. Purpose of Acceptance procedures	®						X						
b. Use of Checklist for Radioactive and Non-radioactive dangerous goods	®						X						



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Recognition of Undeclared Dangerous Goods													
a. Identification of Undeclared and misdeclared items of dangerous goods ®	X	X	X	X	X	X	X	X	X		X	X	X
b. Procedures for handling undeclared items®	X	X	X	X	X	X	X	X	X		X	X	X
Storage and loading procedures													
a. General Acceptance and Handling Procedures ®					X	X		X		X			
b. Inspection Procedures ®					X	X		X		X			
c. Loading and Stowage Procedures ®					X	X		X		X			
d. Provision of Information ®					X	X		X		X			
e. Reporting of Incidents and Accidents ®					X	X		X		X			
f. Retention of Documents ®					X	X		X		X			
Pilots' notification													
a. Information to Pilot-in-command ®						X		X		X			
b. Use of NOTOC ®						X		X		X			
Emergency procedures													
a. Procedures for Handling Dangerous Goods Incidents and Accidents ®	X	X	X	X	X	X	X	X	X		X	X	X



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Checklist for Initial and Recurrent Dangerous Goods Training

For “NO CARRY” Operators

Topics/ Areas to be covered	Category of Staff				
	7	8	9	10	11
Introduction					
a. Purpose of Dangerous Goods Regulations	X	X	X	X	X
b. General philosophy ®	X	X	X	X	X
c. Training Requirements	X	X	X	X	X
Applicability					
a. Definition, Basis and Application	X	X	X	X	X
b. General requirements for shippers ®	X	X	X	X	X
c. General requirements for operators ®	X	X	X	X	X
d. Dangerous Goods Security & Plan ®	X	X	X	X	X
Limitation					
a. Forbidden Dangerous Goods ®	X	X	X	X	X
b. Hidden Dangerous Goods ®	X	X	X	X	X
c. Provisions for passengers and crew ®	X	X	X	X	X
d. Dangerous Goods Permitted	X	X		X	X
e. Dangerous Goods in Air Mail ®	X	X	X	X	X
f. Dangerous Goods Excepted / Exempted ®	X	X	X	X	X
g. Excepted and Limited Quantity ®	X	X		X	
List of dangerous goods					
a. Proper Shipping Name ®			X	X	
b. Numerical Cross-Reference ®			X	X	
c. Special Provisions ®			X	X	
Labelling					
a. General Labelling Requirements ®	X	X	X	X	X
b. Types of labels ®	X	X	X	X	X
c. Label Specifications					
Marking					
a. General Marking Requirements ®	X	X	X	X	X
b. Types of Marking ®	X	X	X	X	X
Documentation					
a. Shipper's Declaration ®	X				
b. Air Waybill ®	X				
c. Relevant documents as required by the specific item of dangerous goods ®	X				
Recognition of Undeclared Dangerous Goods					
a. Identification of Undeclared and misdeclared items of dangerous goods ®	X	X	X	X	X
b. Procedures for handling undeclared items ®	X	X	X	X	X
Emergency procedures					
Procedures for Handling Dangerous Goods Incidents and Accidents ®	X	X		X	X



Dangerous Goods Inspection Program and Procedures

Category of Staff

1. Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT)
2. Packers
3. Staff of freight forwarders involved in processing dangerous goods
4. Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)
5. Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores
6. Operator's and ground handling agent's staff accepting dangerous goods
7. Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
8. Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage
9. Passenger handling staff
10. Flight crew members and load planners
11. Crew members (other than flight crew members)
12. Security staff who deal with the screening of the passengers and their baggage and cargo, mail or stores.



Dangerous Goods Inspection Program and Procedures

Appendix – 3

Approval of Dangerous Goods Training Programs

1.	Name of the Operator:		
2.	Intended category of staff:		
3.	Program type:	a. Initial	b. Recurrent c. both
4.	Have the program been approved previously?	a. Yes	b. No
5.	Date of approval of the program :		
6.	Program related with the requirements of:	a. ICAO	b. IATA c. CAAN
7.	Manual referred:	a. Operations Manual/DG Manual	
		b. ICAO Technical Instructions and Doc 9284/AN20	
		c. IATA Dangerous Goods Regulations	
		d. ICAO Emergency Response Guidance	
8.	Mention of duration and time of the program:	a. Yes	b. No
9.	Provision of a validation test:	a. Yes	b. No
10.	Mention of passing grade:	a. Yes	b. No
11.	Marking details of the answers to test questions:	a. Yes	b. No
12.	Comments of the Inspector:		
Submitted by:			



Appendix – 4

Inspection Report of Dangerous Goods Regulations course delivery

Name of the Airline/ Institute/Organization:

Category of staff

Date of inspection:

Name of the Instructor(s): a)

b)

Contents of the Course:

Comments on validation test:

Is the syllabus/curriculum as per the requirements of ICAO/IATA/CAAN

a. Yes b. No

Approval of the training program: a. Yes b. No

Name of the Dangerous Goods Inspector:

Signature..... Date:



Dangerous Goods Inspection Program and Procedures

Appendix – 5

Evaluation Report of Dangerous Goods Regulations course delivery and Approval of Ground Instructor

Name of the Airlines/ Institute/ Organization:.....

Category of staff:

Date of inspection:

Name of the Instructor(s): a).....

b)

Evaluation Criteria	Remarks
1. Course Introduction	
2. Mention of course objectives	
3. Contents relevant to course objectives	
3. Preparation of Lesson Plan	
4. Contents sufficient to fulfill course objectives	
5. Demonstration/ explanations provided	
6. Class participation	
7. Practical exercises	
8. Handling of questions from the participants	
8. Effectiveness of instructional techniques	
9. Use of training aids	
10. Summary at the end of the topic(s)	
<u>Overall Remarks:</u>	

Course meets the objectives and the syllabus or curriculum. a. Yes b. No

Name of the Inspector:

Signature: Date:



Dangerous Goods Inspection Program and Procedures

Appendix – 6

Approval of Dangerous Goods Training Programs

Operator's Name	Address of Operator	Type of program (Category of personnel involved)	Date of issuance, renewal or cancellation of approval	Reference or Registration number

Category of Staff

1. Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT)
2. Packers
3. Staff of freight forwarders involved in processing dangerous goods
4. Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)
5. Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores
6. Operator's and ground handling agent's staff accepting dangerous goods
7. Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
8. Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage
9. Passenger handling staff
10. Flight crew members and load planners
11. Crew members (other than flight crew members)
12. Security staff who deal with the screening of the passengers and their baggage and cargo, mail or stores.



Dangerous Goods Inspection Program and Procedures

Appendix – 7

Inspection of Training Certificates

Name of organization:	
Location:	
Date(s) of Inspection:	

Name of employee	Category of staff	Date of training	Satisfactory completion of a validation test

Name of the Inspector:

Signature

Date:



Dangerous Goods Inspection Program and Procedures

Appendix – 8

Inspection of Training Records

Name of the organization:	
Location:	
Date(s) of Inspection:	

Availability of training record

a. Yes

b. No

Does the record of training included:	Yes / No – COMMENTS
Name of the employee	
The date of completion of most recent training	
Recurrent training within 24 months of previous training or as required by the operator	
Description of training materials used to meet the training requirements	
Name and address of the organization / Institution providing the training	
Evidence showing that a test has been completed satisfactorily	
Copy of the training record attached	

Name of the Inspector:

Signature Date:



Dangerous Goods Inspection Program and Procedures

Appendix – 9

Dangerous Goods Investigation Report

Time and Date incident:	Report number:	Remarks
Place of occurrence:	Type of Report	
	Violation observed	
	Accident	
	Incident	
	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:	



Dangerous Goods Inspection Program and Procedures

Appendix – 9

Dangerous Goods Investigation Report

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:

Action taken by Inspector:

Name of the Inspector:

Signature Date:



Dangerous Goods Inspection Program and Procedures

Appendix – 10

Dangerous Goods Occurrence Report

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

1. Name of the Operator:		2. Date of occurrence:		3. 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 a separate leaf):					
13. Proper shipping name (including the technical name):				14. UN/ID No	
15. Class/division	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. Air Waybill Number					
24. Reference no of courier pouch, baggage tag, or passenger ticket:					



Dangerous Goods Inspection Program and Procedures

25. Name and address of shipper, agent, passenger, etc:	
26. Other relevant information (including suspected cause, any action taken):	
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):	



Dangerous Goods Inspection Program and Procedures

NOTES

1. All types 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 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 hospitalisation 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.



Appendix – 11

Contingency plan for dealing with Dangerous Goods Incidents

Complete the list of experts whenever there arises a need to contact some specialist/ expert to deal with the dangerous goods incident as below:

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		
Shippers		
Manufacturers		



Appendix -12

General Procedures for handling Dangerous Goods Incidents

- record brief details of the incident, including the names of persons involved
- assess potential seriousness
- if case of fire, leakage or spillage, call the airport fire service or other services as required

If the incident involves infectious substances:

- keep people away from the immediate vicinity of the incident
- do not touch or move the container, bag, packages etc
- contact the shipper or consignee for identification of the substance, if not known
- contact Health/ medical authority for advice

If the incident involves leakage or spillage:

- keep people away from the immediate vicinity of the incident
- do not touch or move the packages or container
- If the package is fuming, avoid breathing
- call the airport fire fighting service, if not present at the site
- try to identify the contents (UN/ID No, Proper Shipping Name, Class/Div. etc), if safe to do so
- try to find out the shipping documents to determine the nature of the contents
- move the package/ container to a safe place, if safe to do so.
- Notify operator of the incident, if not aware



Dangerous Goods Inspection Program and Procedures

Appendix - 13

Recording Dangerous Goods Accidents and Incidents

File No. and Report No:	Date:		
Person involved			
Type of dangerous goods	UN/ID No	Proper Shipping Name	Class/ Division
Name of the Shipper	Address		
Name of the Consignee	Address		
Name of the Operator/ Handling agent			
Violation			
Remarks			
Date of closure of accident/ incident			
Name of the Inspector			
Signature			



Dangerous Goods Inspection Program and Procedures

Appendix 14

Initial and Recurrent Dangerous Goods Training Curriculum (Minimum Requirements)

Category of Staff	Job Responsibilities
1	<p>Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT)</p> <p>1.1 Introduction</p> <ul style="list-style-type: none"> a. Purpose of Dangerous Goods Regulations b, General philosophy ® c. Training Requirements <p>1.2 Applicability</p> <ul style="list-style-type: none"> a. Definition, Basis and Application b. General requirements for shippers ® c. General requirements for operators ® d. Dangerous Goods Security & Plan ® <p>1.3 Limitation</p> <ul style="list-style-type: none"> a. Forbidden Dangerous Goods ® b. Hidden Dangerous Goods ® c. Provisions for passengers and crew ® d. Dangerous Goods Permitted ® e. Dangerous Goods in Air Mail ® f. Dangerous Goods Excepted / Exempted ® g. Excepted and Limited Quantity ® h. Variations - State and Operators ® <p>1.4 Classification</p> <ul style="list-style-type: none"> a. General Principles b. Classes & Divisions ® c. Procedures for identifying non-listed items d. Classification of articles / substances with multiple hazards.® <p>1.5 List of dangerous goods</p> <ul style="list-style-type: none"> a. Proper Shipping Name ® b. Numerical Cross-Reference ® c. Special Provisions ® <p>1.6 General packing requirements</p> <ul style="list-style-type: none"> a. Responsibilities for packing dangerous goods items b. Requirements for ULD/ Freight Containers/ Overpacks ® c. Procedures for packaging items ® d. Preparation of package



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
1	<p>1.7 Packing instructions</p> <ul style="list-style-type: none"> a. Methods of Packaging ® b. Types of Packaging ® c. Requirements of UN Specification Packaging ® d. Packing Instructions for dangerous goods of different classes ® <p>1.8 Labelling</p> <ul style="list-style-type: none"> a. General Labelling Requirements ® b. Types of labels ® c. Label Specifications d. Special label Requirements for packaging containing different dangerous goods ® <p>1.9 Marking</p> <ul style="list-style-type: none"> a. General Marking Requirements ® b. Types of Marking ® c. Special Marking Requirements for packages containing different items of dangerous goods ® <p>1.10 Documentation</p> <ul style="list-style-type: none"> a. Shipper's Declaration ® b. Air Waybill ® c. Relevant documents as required by the specific item of dangerous goods ® <p>1.11 Radioactive Materials</p> <ul style="list-style-type: none"> a. Transport Requirements b. Application / Limitations ® c. Classification and Identification ® d. Packing and Packaging Specifications ® e. Marking and Labelling ® f. Documentation and Handling ® g. Preparation of Radioactive Shipments <p>1.12 Recognition of Undeclared Dangerous Goods</p> <ul style="list-style-type: none"> a. Identification of Undeclared and mis-declared items of dangerous goods ® b. Procedures for handling undeclared items ® <p>1.13 Emergency procedures</p> <ul style="list-style-type: none"> a. Procedures for Handling Dangerous Goods Incidents and Accidents ®
Total Hours:	<p>Initial Training- 30 hrs</p> <p>Recurrent Training- 16 hrs</p>
	® - denotes areas to be covered during Recurrent Training Programs.



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

2

Packers

2.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

2.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers ®
- c. Dangerous Goods Security & Plan ®

2.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted ®
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

2.4 Classification

- a. General Principles
- b. Classes & Divisions ®
- c. Procedures for identifying non-listed items
- d. Classification of articles / substances with multiple hazards ®

2.5 List of dangerous goods

- a. Proper Shipping Name ®
- b. Numerical Cross- Reference ®
- c. Special Provisions ®

2.6 General packing requirements

- a. Responsibilities for packing dangerous goods items
- b. Requirements for ULD/ Freight Containers/ Overpacks ®
- c. Procedures for packaging items ®
- d. Preparation of package

2.7 Packing instructions

- a. Methods of Packaging ®
- b. Types of Packaging ®
- c. Requirements of UN Specification Packaging ®
- d. Packing Instructions for dangerous goods of different classes ®



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
2	<u>Packers</u>
	2.8 Labelling
	a. General Labelling Requirements ®
	b. Types of labels ®
	c. Label Specifications
	d. Special label Requirements for packaging containing different dangerous goods ®
	2.9 Marking
	a. General Marking Requirements ®
	b. Types of Marking ®
	c. Special Marking Requirements for packages containing different items of dangerous goods ®
	2.10 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items ® of dangerous goods
	b. Procedures for handling undeclared items ®
	2.11 Emergency procedures
	a. Procedures for Handling Dangerous Goods Incidents and Accidents ®
Total Hours:	Initial Training- 20 hrs
	Recurrent Training- 12 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
3	<u>Staff of freight forwarders involved in processing dangerous goods</u>
3.1	Introduction
	a. Purpose of Dangerous Goods Regulations
	b. General philosophy ®
	c. Training Requirements
3.2	Applicability
	a. Definition, Basis and Application
	b. General requirements for shippers ®
	c. General requirements for Operators ®
	d. Dangerous Goods Security & Plan ®
3.3	Limitations
	a. Forbidden Dangerous Goods ®
	b. Hidden Dangerous Goods ®
	c. Provisions for passengers and crew ®
	d. Dangerous Goods Permitted ®
	e. Dangerous Goods in Air Mail ®
	f. Dangerous Goods Excepted / Exempted ®
	g. Excepted and Limited Quantity ®
	h. Variations - State and Operators ®
3.4	Classification
	a. General Principles
	b. Classes & Divisions ®
	c. Procedures for identifying non-listed items
	d. Classification of articles / substances with multiple hazards ®
3.5	List of dangerous goods
	a. Proper Shipping Name ®
	b. Numerical Cross-Reference ®
	c. Special Provisions ®
3.6	General packing requirements
	a. Responsibilities for packing dangerous goods items
	b. Requirements for ULD/ Freight Containers/ Overpacks ®
	c. Procedures for packaging items ®
	d. Preparation of package
3.7	Packing instructions
	a. Methods of Packaging ®
	b. Types of Packaging ®
	c. Requirements of UN Specification Packaging ®
	d. Packing Instructions for dangerous goods of different classes ®



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
3	<u>Staff of freight forwarders involved in processing dangerous goods</u>
	3.8 Labelling
	a. General Labelling Requirements ®
	b. Types of labels ®
	c. Label Specifications
	d. Special label Requirements for packaging containing different dangerous goods. ®
	3.9 Marking
	a. General Marking Requirements ®
	b. Types of Marking ®
	c. Special Marking Requirements for packages containing different items of dangerous goods ®
	3.10 Documentation
	a. Shipper's Declaration ®
	b. Air Waybill ®
	c. Relevant documents as required by the specific item of dangerous goods ®
	3.11 Radioactive Materials
	a. Transport Requirements
	b. Application / Limitations ®
	c. Classification and Identification ®
	d. Packing and Packaging Specifications ®
	e. Marking and Labelling ®
	f. Documentation and Handling ®
	g. Preparation of Radioactive Shipments
	3.12 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items of dangerous goods ®
	b. Procedures for handling undeclared items ®
	3.13 Emergency procedures
	a. Procedures for Handling Dangerous Goods Incidents and Accidents ®
Total Hours:	Initial Training- 30 hrs
	Recurrent Training- 16 hrs
® - denotes areas to be covered during Recurrent Training Programs	



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
4	Staff of freight forwarders involved in processing cargo, mail or <u>stores</u> (other than dangerous goods)
	4.1 Introduction <ul style="list-style-type: none"> a. Purpose of Dangerous Goods Regulations b. General philosophy c. Training Requirements
	4.2 Applicability <ul style="list-style-type: none"> a. Definition, Basis and Application b. General requirements for shippers c. Dangerous Goods Security & Plan
	4.3 Limitations <ul style="list-style-type: none"> a. Forbidden Dangerous Goods b. Hidden Dangerous Goods c. Provisions for passengers and crew d. Dangerous Goods Permitted e. Dangerous Goods in Air Mail f. Dangerous Goods Excepted / Exempted g. Excepted and Limited Quantity
	4.4 Classification <ul style="list-style-type: none"> a. General Principles b. Classes & Divisions
	4.5 Labelling <ul style="list-style-type: none"> a. General Labelling Requirements b. Types of labels c. Label Specifications
	4.6 Marking <ul style="list-style-type: none"> a. General Marking Requirements b. Types of Marking
	4.7 Documentation <ul style="list-style-type: none"> a. Shipper's Declaration b. Air Waybill c. Relevant documents as required by the specific item of dangerous goods
	4.8 Recognition of Undeclared Dangerous Goods <ul style="list-style-type: none"> a. Identification of Undeclared and mis-declared items of dangerous goods b. Procedures for handling undeclared items
	4.9 Emergency procedures <ul style="list-style-type: none"> a. Procedures for Handling Dangerous Goods Incidents and Accidents
	Total Hours: Initial Training- 14 hrs Recurrent Training- 07 hrs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

5

Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores

5.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

5.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers ®
- c. General requirements for operators
- d. Dangerous Goods Security & Plan ®

5.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®
- h. Variations - State and Operators ®

5.4 Classification

- a. General Principles
- b. Classes & Divisions ®

5.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications
- d. Special label Requirements for packaging containing different dangerous goods. ®

5.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®
- c. Special Marking Requirements for packages containing different items of dangerous goods ®



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
5	<u>Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores</u>
	5.7 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items of dangerous goods ®
	b. Procedures for handling undeclared items ®
	5.8 Storage and loading procedures
	a. General Acceptance and Handling Procedures ®
	b. Inspection Procedures ®
	c. Loading and Stowage Procedures ®
	d. Provision of Information ®
	e. Reporting of Incidents and Accidents ®
	f. Retention of Documents ®
	5.9 Emergency procedures
	a. Procedures for Handling Dangerous Goods Incidents and Accident ®
Total Hours:	Initial Training- 14 hrs
	Recurrent Training- 07 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

6

Operator's and ground handling agent's staff accepting dangerous goods

6.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

6.2 Applicability

- a. Definition, Basis and Application ®
- b. General requirements for shippers ®
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan

6.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted ®
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®
- h. Variations - State and Operators ®

6.4 Classification

- a. General Principles
- b. Classes & Divisions ®
- c. Procedures for identifying non-listed items ®
- d. Classification of articles / substances with multiple hazards.®

6.5 List of dangerous goods

- a. Proper Shipping Name ®
- b. Numerical Cross-Reference ®
- c. Special Provisions ®

6.6 General packing requirements

- a. Responsibilities for packing dangerous goods items
- b. Requirements for ULD/ Freight Containers/ Overpacks®
- c. Procedures for packaging items ®
- d. Preparation of package



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
6	Operator's and ground handling agent's staff accepting dangerous goods
	6.7 Packing instructions
	a. Methods of Packaging ®
	b. Types of Packaging
	c. Requirements of UN Specification Packaging ®
	d. Packing Instructions for dangerous goods of different classes ®
	6.8 Labelling
	a. General Labelling Requirements ®
	b. Types of labels ®
	c. Label Specifications
	d. Special label Requirements for packaging containing different dangerous goods ®
	6.9 Marking
	a. General Marking Requirements ®
	b. Types of Marking ®
	c. Special Marking Requirements for packages containing different items of dangerous goods ®
	6.10 Documentation
	a. Shipper's Declaration ®
	b. Air Waybill ®
	c. Relevant documents as required by the specific item of dangerous goods ®
	6.11 Radioactive Materials
	a. Transport Requirements
	b. Application / Limitations ®
	c. Classification and Identification ®
	d. Packing and Packaging Specifications ®
	e. Marking and Labelling ®
	f. Documentation and Handling ®
	g. Preparation of Radioactive Shipments
	6.12 Acceptance procedures
	a. Purpose of Acceptance procedures ®
	b. Use of Checklist for Radioactive and Non-radioactive dangerous goods ®



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

6

Operator's and ground handling agent's staff accepting dangerous goods

6.13 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

6.14 Storage and loading procedures

- a. General Acceptance and Handling Procedures ®
- b. Inspection Procedures ®
- c. Loading and Stowage Procedures ®
- d. Provision of Information ®
- e. Reporting of Incidents and Accidents ®
- f. Retention of Documents ®

6.15 Pilots' notification

- a. Information to Pilot-in-command
- b. Use of NOTOC ®

6.16. Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	34 hrs
	Recurrent Training-	18 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

7

Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)

7.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

7.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers ®
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

7.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted ®
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

7.4 Classification

- a. General Principles
- b. Classes & Divisions ®

7.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

7.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

7.7 Documentation

- a. Shipper's Declaration ®
- b. Air Waybill ®
- c. Relevant documents as required by the specific item of dangerous goods ®



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
7	Operator's and ground handling agent's staff accepting cargo, mail or stores (<u>other than dangerous goods</u>)
	7.8 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items of dangerous goods ®
	b. Procedures for handling undeclared items ®
	7.9 Emergency procedures
	a. Procedures for handling dangerous goods Incidents and Accidents ®
	Total Hours: Initial Training- 14 hrs
	Recurrent Training- 07 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

8

Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage

8.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

8.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

8.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

8.4 Classification

- a. General Principles ®
- b. Classes & Divisions ®

8.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications
- d. Special label Requirements for packaging containing different dangerous goods. ®

8.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®
- c. Special Marking Requirements for packages containing different items of dangerous goods ®

8.7 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

8

Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage

8.8 Storage and loading procedures

- a. General Acceptance and Handling Procedures ®
- b. Inspection Procedures ®
- c. Loading and Stowage Procedures ®
- d. Provision of Information ®
- e. Reporting of Incidents and Accidents ®
- f. Retention of Documents ®

8.9 Pilots' notification

- a. Information to Pilot-in-command
- b. Use of NOTOC ®

8.10 Emergency procedures

- a. Procedures for Handling Dangerous Goods Incidents and Accidents ®

Total Hours:	Initial Training-	15 hrs
	Recurrent Training-	08 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

9

Passenger handling staff

9.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

9.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

9.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Excepted / Exempted ®

9.4 Classification

- a. General Principles
- b. Classes & Divisions ®

9.5 List of Dangerous Goods

- a. General Principles
- b. Classes & Divisions ®
- c. Procedures for identifying non-listed items ®

9.6 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

9.7 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

9.8 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

9.9 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	15 hrs
	Recurrent Training-	08 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff	Job Responsibilities
10	<u>Flight crew members and load planners</u>
	10.1 Introduction
	a. Purpose of Dangerous Goods Regulations
	b. General philosophy ®
	c. Training Requirements
	10.2 Applicability
	a. General requirements for operators ®
	b. Dangerous Goods Security & Plan ®
	10.3 Limitations
	a. Forbidden Dangerous Goods ®
	b. Hidden Dangerous Goods ®
	c. Provisions for passengers and crew ®
	d. Dangerous Goods Permitted ®
	e. Dangerous Goods in Air Mail ®
	f. Dangerous Goods Excepted / Exempted ®
	g. Variations - State and Operators ®
	10.4 Classification
	a. General Principles
	b. Classes & Divisions ®
	10.5 List of dangerous goods
	c. Proper Shipping Name ®
	d. Numerical Cross-Reference ®
	c. Special Provisions ®
	10.6 Labelling
	a. General Labelling Requirements ®
	b. Types of labels ®
	c. Label Specifications
	10.7 Marking
	a. General Marking Requirements ®
	b. Types of Marking ®
	10.8 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items of dangerous goods ®
	b. Procedures for handling undeclared items ®



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

10

Flight crew members and load planners

10.9 Storage and loading procedures

- a. General Acceptance and Handling Procedures
- b. Inspection Procedures ®
- c. Loading and Stowage Procedures ®
- d. Provision of Information ®
- e. Reporting of Incidents and Accidents ®
- f. Retention of Documents ®

10.10 Pilots' notification

- a. Information to Pilot-in-command
- b. Use of NOTOC ®

10.11 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	16 hrs
	Recurrent Training-	08 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

11

Crew members (other than flight crew members)

11.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

11.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

11.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Excepted / Exempted ®

11.4 Classification

- a. General Principles
- b. Classes & Divisions ®

11.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

11.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

11.7 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

11.8 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	14 hrs
	Recurrent Training-	07 hrs

® - denotes areas to be covered during Recurrent Training Programs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

12

Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores

12.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

12.2 Applicability

- a. Definition, Basis and Application ®
- b. Dangerous Goods Security & Plan ®

12.3 Limitations

- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted ®
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®

12.4 Classification

- a. General Principles
- b. Classes & Divisions ®

12.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®

12.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

12.7 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

12.8 Emergency procedures

- a. Procedures for Handling dangerous goods Incidents and Accidents ®

Total Hours: Initial Training- 12 hrs
Recurrent Training- 06 hrs

® - denotes areas to be covered during Recurrent Training Programs



II. For Dangerous Goods ‘NO Carry’ Operators

Category of Staff	Job Responsibilities
7	Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
	7.1 Introduction
	a. Purpose of Dangerous Goods Regulations
	b. General philosophy ®
	c. Training Requirements
	7.2 Applicability
	a. Definition, Basis and Application
	b. General requirements for shippers ®
	c. General requirements for operators ®
	d. Dangerous Goods Security & Plan ®
	7.3 Limitations
	a. Forbidden Dangerous Goods ®
	b. Hidden Dangerous Goods ®
	c. Provisions for passengers and crew ®
	d. Dangerous Goods Permitted ®
	e. Dangerous Goods in Air Mail ®
	f. Dangerous Goods Excepted / Exempted ®
	g. Excepted and Limited Quantity ®
	7.4 Labelling
	a. General Labelling Requirements ®
	b. Types of labels ®
	c. Label Specifications
	7.5 Marking
	a. General Marking Requirements ®
	b. Types of Marking ®
	7.6 Documentation
	a. Shipper's Declaration ®
	b. Air Waybill ®
	c. Relevant documents as required by the specific item of dangerous goods ®
	7.7 Recognition of Undeclared Dangerous Goods
	a. Identification of Undeclared and mis-declared items of dangerous goods ®
	b. Procedures for handling undeclared items



Dangerous Goods Inspection Program and Procedures

7.8 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	09 hrs
	Recurrent Training-	05 hrs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

8

Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage

8.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

8.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

8.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

8.4 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

8.5 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

8.6 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

8.7 Emergency procedures

- a. Procedures for Handling Dangerous Goods Incidents and Accidents ®

Total Hours:	Initial Training-	08 hrs
	Recurrent Training-	05 hrs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

9

Passenger handling staff

9.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

9.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

9.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

9.4 List of Dangerous Goods

- a. General Principles
- b. Classes & Divisions ®
- c. Procedures for identifying non-listed items ®

9.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

9.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

9.7 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

9.8 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:

Initial Training-

10 hrs

Recurrent Training-

06 hrs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

10

Flight crew members and load planners

10.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

10.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- b. Dangerous Goods Security & Plan ®

10.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted ®
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

9.4 List of Dangerous Goods

- a. General Principles
- b. Classes & Divisions ®
- c. Procedures for identifying non-listed items ®

10.5 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®
- c. Label Specifications

10.6 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

10.7 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

10.8 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	10 hrs
	Recurrent Training-	06 hrs



Dangerous Goods Inspection Program and Procedures

Category of Staff

Job Responsibilities

11

Crew members (other than flight crew members)

11.1 Introduction

- a. Purpose of Dangerous Goods Regulations
- b. General philosophy ®
- c. Training Requirements

11.2 Applicability

- a. Definition, Basis and Application
- b. General requirements for shippers
- c. General requirements for operators ®
- d. Dangerous Goods Security & Plan ®

11.3 Limitations

- a. Forbidden Dangerous Goods ®
- b. Hidden Dangerous Goods ®
- c. Provisions for passengers and crew ®
- d. Dangerous Goods Permitted
- e. Dangerous Goods in Air Mail ®
- f. Dangerous Goods Excepted / Exempted ®
- g. Excepted and Limited Quantity ®

11.4 Labelling

- a. General Labelling Requirements ®
- b. Types of labels ®

11.5 Marking

- a. General Marking Requirements ®
- b. Types of Marking ®

11.6 Recognition of Undeclared Dangerous Goods

- a. Identification of Undeclared and mis-declared items of dangerous goods ®
- b. Procedures for handling undeclared items ®

11.7 Emergency procedures

- a. Procedures for handling dangerous goods Incidents and Accidents ®

Total Hours:	Initial Training-	08 hrs
	Recurrent Training-	05 hrs