

Dangerous Goods Inspector Handbook Guidance Manual 2010



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

AMENDMENTS

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DANGEROUS GOODS INSPECTOR HANDBOOK GUIDANCE MANUAL 2010

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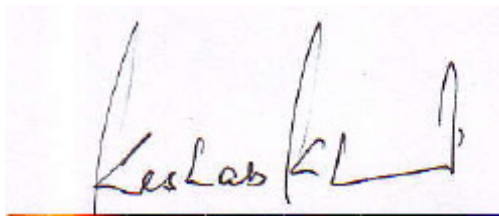
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FOREWORD

Dangerous Goods Inspector Handbook, Guidance Manual 2010 has been issued by Director General of Civil Aviation Authority of Nepal in order to meet the requirements of the Dangerous Goods Handling Requirements in pursuant to article 82 of Civil Aviation Regulation 2058 (2002) to fulfill the state's obligation towards compliance of standard and Recommend practice of Annex 18 to the convention

The guidelines provided here in are developed with the pertinent parameters to meet the requirements of the audit protocol in format and manner of Annex 18 as far as possible. These guidelines will come into force with immediate effect.

A handwritten signature in blue ink, appearing to read 'Keshab Khanal', is written over a horizontal line. The signature is stylized with long, sweeping strokes.

(Keshab Raj Khanal)
Director General
Civil Aviation Authority of Nepal

Chapter 1

General

1.1 Introduction

Safety audit is carried out to monitor the fulfillment of the safety performance of organizations. It is a core activity of the safety management system.

Dangerous goods Safety Audits are used to ensure compliance with the Dangerous Goods Handling Regulations promulgated and approved by CAAN on 4th February 2009 including the provisions of the ICAO's Annex-18: Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284 AN/905), which mentions that each contracting State shall establish inspection, surveillance and enforcement procedures with a view to achieving compliance with its dangerous goods regulations.

This manual has been designed to help the dangerous goods inspectors to implement the regulations of CAAN and Annex 18: Technical Instructions for the transport of dangerous goods by air. It provides policies, procedures and guidelines to inspection program by bringing about uniformity in the auditing process. This manual has been developed for the inspection of operators and handling agents, shippers and freight forwarders, and agencies/organizations involved in civil air transport.

Dangerous goods Safety audits are performed regularly by the Civil Aviation Authority to ensure auditing of all relevant functional area of the organization as a part of the total evaluation of the overall safety performance system. It includes detailed review of the safety performance, procedures and practices of the relevant unit or section of the organizations responsible fully or in part with overseeing the carriage of item of dangerous goods by passengers and/or handling them, and arrangements of handling foreseeable emergencies.

1.2 International Regulation

i) International Civil Aviation Organization, Annex 18

Annex 18 to the Chicago Convention was developed to provide an internationally agreed upon set of provisions for the transport of dangerous goods by air in response to the demand made by the contracting States. These provisions are based upon the Recommendations of the United Nations Sub-committee of Experts (UNSCoE) for the transport of dangerous goods and the Regulations for the Safe Transport of Radioactive Material of the International Atomic Energy Agency. All amendments to Annex 18 are approved by the Council following a recommendation from the Dangerous Goods Panel of the Air Navigation Commission and in consultation with the States.

II) Technical Instructions

The *Technical Instructions for the Safe transport of Dangerous Goods by Air* of ICAO contain detail technical material that support the broad provisions of Annex 18 and provides a fully comprehensive set of international regulations. The Technical

Instructions are amended by the Council in line with the recommendations of the Dangerous Goods Panel of the Air Navigation Commission.

1.3 National Regulations

The Civil Aviation Authority of Nepal has included contents of Annex 18 and the Technical Instructions for the Safe Transport of Dangerous Goods by Air directly and by reference in the national regulations respectively. Thus, Technical Instructions has been duly accepted by the Director General, CAAN.

1.4. Reference Manual

The provisions of the Technical Instructions are referred to in the preparation of this manual. However, references to the IATA Dangerous Goods Regulations (IATA Regulations) have also been made to facilitate the inspections program reflecting all the ICAO Technical Instructions provisions as a minimum.

1.5 Amendments and Addendum

The Dangerous Goods Inspection Manual will be amended when applicable changes occur in Civil Aviation Regulations and other relevant annexes and documents. Similarly, required provisions will be added as and when necessary as per the ICAO and CAAN requirements.

Chapter 2

Inspectors' Qualification and Training

2.1 Introduction

The inspector must receive training as per her/his job responsibilities as a technical inspector and a regulatory officer. The inspector must be well acquainted with the provisions of the Technical Instructions and ICAO Annex 18 in order to be able to prevent and/or minimize a threat to life, health, property or the environment occurring out of the handling of dangerous goods articles and substances. This manual has attempted to prevent and/or minimize the dangers occurring out of the transport of dangerous goods by outlining relevant procedures.

2.2 Training Policy and Plan for DG Inspectors and its implementation

CAAN will provide required types of Basic, Advanced and periodic recurrent training to its Dangerous Goods Inspectors commensurate with their job responsibilities as per the provisions of ICAO /CAAN.

2.3 Minimum Qualification and Experience for DG Inspectors

A. Qualification

- a. Academic Qualifications: Bachelor Degree
- b. Appointed as Officer level- Level 8
- c. Must have completed a CAA approval Basic course for Flight Operations Inspector/ Ground Operations Inspector
- d. Initial Dangerous Goods Regulations course from ICAO/IATA
- e. Dangerous goods Inspector course

B. Experience

- a. Minimum 5 years working experience in Aviation field with 2 years experience in Dangerous Goods Section
- b. Familiarisation/Observation of DG Audit and Inspection OJT (One week)

2.4 Recommended Training courses:

The personnel employed as an inspector is required to undergo following training courses and lessons.

- a. IATA DGR course for Auditor and CAA Inspectors
- b. Recurrent Dangerous Goods Regulations course (As per ICAO requirements)
- c. DG Inspector recurrent/ refresher training (As per ICAO requirements)
- d. Dangerous goods Inspector course- Advanced
- e. Dangerous goods Instructor course
- f. Audit Policy and Procedures training
- g. Aviation Enforcement training
- h. Accident/Incident Investigation course
- i. Specialization course for radioactive materials
- j. Specialization course for infectious substances

2.5 Inspector duties and responsibilities:

Dangerous Goods Inspector shall:

- a. Carry out the functions assigned to him by the Chief, Flight Safety Standards Department in accordance with
- b. Assist the Chief, FSSD in carrying out the Dangerous Goods inspection/audit/surveillance.
- c. Report to Chief, FSSD for assignment of duties, as and when required, and carry out inspection/audit/surveillance as per the schedule decided by him.
- d. The Inspector shall submit inspection/audit/surveillance reports to the Chief, FSSD.

2.6 A system for the maintenance of staff training records

1. A system for the maintenance of staff training records will be developed to:
 - a. maintain training files of each DG Instructors/ staff related with their periodic and advanced training courses.
 - b. maintain individual training records for review and update at regular intervals.
2. The training records of all DG Inspectors/ staff will be maintained by the Dangerous Goods Section, FSSD.

Chapter 3

The Safety Audit process

3.1 Development of audit plan

- a. Send formal notification in advance to the organization about the intention to perform audit.
- b. Request the auditee to provide relevant records, manuals etc., if required before the actual audit begins.
- c. Send information about the purpose, scope, resource requirements, audit and follow-up processes, etc. to the auditee before hand.
- d. Identify and review information that will be needed before the commencement of the audit.
- e. Specify the criteria against which the audit will be conducted.
- f. Develop a detailed audit plan. **(See Appendix-1)**
- g. Prepare checklists to be used during the audit by grouping questions under relevant topic headings.

Include the following areas in the dangerous goods safety checklists:

- CAAN safety regulatory requirements
- Auditee's safety policies and standards
- Auditee's structure of safety accountabilities
- Availability of the documents relating to:
 - safety management manual
 - operational documentation
- Auditee's organizational safety culture
- Process regarding hazard identification and emergency management
- Safety oversight capabilities- monitoring, inspections, audits etc.
- Provisions for assuring safety performance of contractors.

3.2 Conduct of the audit

- Briefly present background for the audit, its purpose and specific issues to be addressed at the opening of the meeting.
- Agree upon for staff for interview with the auditee's organization.
- Include the following methods of gathering information for assessment purpose:
 - review of documentation
 - interviews with staff, and
 - observations by the audit team
 - site/ work inspection
- Use standardized observation sheets to note the observations.
- Prepare relevant checklist and use it systematically.
- Investigate thoroughly when particular areas of concern are identified
- Interview people to obtain additional information over those available in written material by:
 - asking questions to get information about the work practices
 - face-to-face discussions to assess level of understanding and commitment to safety.

- Make observation of the work and working places.
- Avoid the tendency to limit observations to regulatory non-compliance.
- Review all audit observations after completion of the audit activities.
- Compare audit findings against the relevant regulations and procedures to confirm correctness of the observation noted as nonconformities, deficiency and shortcomings
- Assess the seriousness of items noted as nonconformities, deficiencies or safety shortcomings.
- Highlight good practice being practiced by the auditee.
- Hold a closing meeting with the auditee to brief them on audit observation, significant findings and to confirm factual accuracy.

3.3 Determination of corrective actions, if required

- Document all identified areas of safety concern
- Advise auditee to undertake the remedial actions to resolve deficiencies or safety shortcomings.

3.4 Submission of audit reports

- Make audit report as objective as possible.
- Prepare audit report with: **(see Appendix 8)**
 - consistency in recommendations
 - clear statement of observations and recommendations
 - conclusions supported by references
 - avoidance of generalities and vague observations
 - objective presentation of the observations
 - use of widely accepted aviation terminology
 - avoidance of criticism of individuals or positions.

3.5 Determination of Audit follow-up

- Make follow-up audit to ensure progress towards reduction or elimination of the safety concerns.
- Verify effective implementation of the corrective actions by the auditee.
- Do not compromise on lapses in the implementation of the agreed safety actions by the auditee.
- Monitor the status of implementation of corrective action plans through follow-up audit visits.
- If a follow-up visit has been made, prepare and submit a report of this visit also.
- Indicate clearly the current status of the implementation of the corrective actions.
- Highlight if the non-compliance, deficiency or safety shortcoming remains unresolved.

Appendix 1

The Safety Audit Plan

Introduction

ICAO's Standards and Recommended Practices (SARPs) require that States establish a safety program to achieve an acceptable level of safety in aviation operations. In order to fulfill these obligations, the CAAN has provided regulations and directives to the aircraft operators, providers of air traffic services (ATS), aerodromes etc. for conduct of safe operations from their side.

Aviation Safety Department has planned this safety audit to ensure achievement of acceptable level of safety from all the concerned aviation related organizations regarding handling and transportation of dangerous goods by air.

Purpose

The purpose of this audit plan is to assess how well these organizations are meeting their safety objectives and to get feedback about their level of safety performance, besides the assessment of the suitability of the procedures established by them and of the facilities provided for the handling of dangerous goods.

Objectives

The objectives of this audit are:

1. to assess the degree of adherence to CAAN's safety directives and ICAO's Annex 18: Technical Instructions regarding dangerous goods.
2. to monitor and assess the process of dangerous goods handling.
3. to identify potential problems in handling dangerous goods.
4. to implicate a sense of accountability for dangerous goods safety
5. to ensure remedial actions in case of dangerous goods incidents and accidents.
6. to establish dangerous goods occurrence reporting system
7. to establish a system for the investigation of dangerous goods occurrences
8. to develop procedures for gathering dangerous goods safety data from available sources
9. to assess and recommend for the approval of the training programs and lesson plan of the organizations/ individuals related with civil air transport.

Unit/Sections to be audited

1. Aircraft Operators

- a. Sales & Reservation operations
- b. Passenger Handling operations
- c. Ground Handling operations
- d. Cargo Handling operations
- e. Flight and Cabin Crew operations
- f. Aircraft Maintenance and Technical operations

2. Freight Forwarders

- a. Shipment preparation and packing operations
- b. Acceptance and Custom Clearance operations
- c. Export and Import operations

3. Cargo Warehouse

- a. Import & Export operations
- b. Store operations

4. Airport Security

- a. Passenger screening
- b. Checked and Carry on baggage screening

Planned Activities

- a. Initial inspection
- b. Formal periodic inspections.
- c. Surprise inspections.
- d. Recommendation for sanctions or fines for non-compliance with the CAAN regulations and directives
- e. Formal safety oversight audits of airlines or service providers such as ATS, approved maintenance organizations, training centers, airport authorities, freight forwarders etc.
- f. Sample Interview.
- g. Observation of actual work and workplace.

Schedule

- a. Annually
- b. Surprise audit as and when necessary

Audit Team

- a. Authorized Team Leader as assigned by the Aviation Safety Department, CAAN.
- b. Other members as required.

Appendix 1A

Establish and implement surveillance program

Inspection of Operators

- Inspection of DG Manual
- Inspection of Training Programs
- Inspection of staff Training and recording system
- Inspection of consignment at cargo facilities- Packages and documents
- Inspection of cargo for suspected undeclared dangerous goods
- Ramp Inspection- Loading and stowage
- Passenger Information Inspection- warning notices
- Inspection of baggage security check

Inspection of Shipper and/or Freight Forwarders

- Inspection of DG Handling authorization
- Inspection of DG Manual
- Inspection of Training Programs
- Inspection of staff Training and recording system
- Inspection of consignment at Warehouse facilities- Packages and documents
- Storage and segregation procedures
- Inspection of cargo for suspected undeclared dangerous goods
- Shipper Information Inspection- warning notices

Inspection of Postal Authority

- Inspection of DG Handling authorization
- Inspection of DG Manual
- Inspection of Training Programs
- Inspection of staff Training and recording system
- Inspection of consignment at Warehouse facilities- Mails, packages and documents
- Storage and segregation procedures
- Inspection of mail for suspected undeclared dangerous goods
- Shipper Information Inspection- warning notices

Surveillance and Inspection program

Initial Inspection:

- Within one year of the flight operation or receipt of DG Handling Authorisation

Follow up Inspections:

- Annually

Random Inspections:

- As and when required or deemed necessary

Appendix 2

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

DANGEROUS GOODS AUDIT FORM

Name of the Operator :

Date of Inspection :

Location :

Principle Operator/ Handling

Agent Personnel Involved :

Inspector :

CAAN Reference	Statement	Audited	Non- conformity	Level	N/A	Remarks
1	Dangerous goods permissions, approvals or exemptions. (held and correct)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
2	Provision of information to handling agents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
3	Information about dangerous goods contained in the Operations Manual and/or other manuals	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
4	Provision of relevant manuals and instructions to cargo and operations staff	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
5	Up-to-date copies of dangerous goods reference publications a) ICAO b) IATA c) DGH manual	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6.	Procedures for loading and stowing medical aid for a patient, and provision of information to handling agents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

<u>CAAN Reference</u>	Statement	Audited	Non- conformity	Level	N/A	Remarks
7	Compliance with requirements for "Combi" aircraft where main deck hold is not at least Class B (exemption/approval or prohibition) and provision of information to handling agents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
8	Procedures for notification by Pilot-in-command to air traffic services in the event of an in-flight emergency	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
9	Emergency response guidance information on board aircraft	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10	Procedures for reporting of dangerous goods: a) accidents, b) incidents, c) undeclared/ misdeclared dangerous goods, d) dangerous goods occurrences e) liaison between handling agent/operator	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11	Procedures for immediate notification to the competent authority of dangerous goods on board an aircraft in the event of an aircraft accident and incident	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
12	Adequacy and standard of flight crew training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
13	Adequacy and standard of cabin crew training, including emergency response training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

<u>CAAN Reference</u>	Statement	Audited	Non- conformity	Level	N/A	Remarks
14	Adequacy and standard of ground staff training, including emergency response training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
15	Dangerous goods training records maintained	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
16	Currency of ground staff training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
17	Currency of flight/ cabin crew training	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
18	Training of security staff employed by the operator for: a. cargo b. passenger	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	
19	Awareness of requirements by maintenance staff in respect of replacements or unserviceable items	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
20	Provision of information/ instructions on dangerous goods and passengers to passenger handling staff	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
21	Measures to ensure dangerous goods information is provided with/ in passenger tickets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
22	Procedures for dealing with and the reporting of passengers with dangerous goods that are not permitted (including liaison with security staff)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
23	Dangerous goods notices at the cargo acceptance point	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24	Dangerous goods notices at: a. ticket sales desks b. check-in desks, and c. boarding areas (including measures to ensure they are displayed by handling agents)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<u>CAAN Reference</u>	Statement	Audited	Non- conformity	Level	N/A	Remarks
25	Adequacy and use of acceptance checklist	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
26	Retention of acceptance check forms. dangerous goods transport documents (shipper's declaration) and NOTOCS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
27	Handling of dangerous goods packages (including Division 4.1 and 5.2 in the warehouse.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
28	Preparation and building of pallets and ULDs with regard to segregation and separation of dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29	ULD marking and labelling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30	Inspection for damage or leakage immediately prior to loading and immediately after loading	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31	Procedures for removal of damaged or leaking packages from aircraft, inspection of aircraft for contamination; and decontamination	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
32	Procedures for loading and stowing a wheelchair for a passenger (including notification to the commander)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
33	Correct loading of dangerous goods (including segregation, securing and accessibility)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
34	Completion of NOTOCs and provision to flight crew (including signing of forms)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

CAAN Reference	Statement	Audited	Non-conformity	Level	N/A	Remarks
35	Accessibility of NOTOCs (for information on it) on ground at points of departure and scheduled arrival for duration of flight	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
36	Accessibility of dangerous goods transport document/shipper's declaration during journey	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

DANGEROUS GOODS AUDIT FORM

CAAN Reference	Details of non-conformity

Additional Observation

<i>Description</i>	
1	
2	
3	
4	
5	

Signature of Inspector:

Date:

Signature of Responsible person:

Date:

Appendix 3

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

(A) DANGEROUS GOODS INSPECTION REPORT---PASSENGER TERMINAL NOTICES

Airport:	Terminal:
Date and Time of Inspection:	Inspector:

Sr. No.	Desk numbers (N/A) Gate numbers (N/A) Ticket sales desk	Operator or Handling Agent	*Operator(s) (only when identified by flight or as check-in)	*In use at time (√ or ×)	Notes/ comments on prominence and sufficiency
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

All notices sufficient and prominent, no further action.

Signed:

Date:

Not all notices sufficient and prominent, further action required.

Signed:

Date:

(* show operator only if " √ " applicable and the handling agent is checking in passengers for that operator: otherwise operator blank)

Appendix 4

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

Dangerous Goods Manual--- Approval Checklist

Questions:

Does the Dangerous Goods Manual contain procedures sufficient to assist persons in identifying packages that may contain undeclared dangerous goods?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain procedures sufficient to assist persons in rejecting dangerous goods that do not conform to dangerous goods regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain procedures sufficient to assist persons complying with accident and incident reporting requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain procedures sufficient to assist persons complying with undeclared or misdeclared reporting requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual identify if the air carrier is authorized by the state of the operator to carry dangerous goods as cargo?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain procedures for determining if packages containing dangerous goods are properly offered and accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain procedures for determining if packages containing dangerous goods are properly handled, stored, packages, loaded and carried on board an aircraft?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Does the Dangerous Goods Manual contain requirements for information to the pilot-in-command?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Training requirements and maintenance of training records within three preceding years of staff involved in supervising and performing DG Functions.	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain <input type="checkbox"/> N/A
Contents of the DG Training: 1. Name 2. Most recent training completion date 3. Description , copy, or reference to training material 4. Name and address of the organization providing the training 5. Evidence that a test was satisfactorily completed	Yes / No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Comments:

Amendment No. 1
Date: -29 Dec 2013

Appendix 5

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

Dangerous Goods Training Programme-- Approval Checklist

Name of the Air carrier:	Certification number:	State Inspector:
Certificate type:	<input type="checkbox"/> Carrying dangerous goods as cargo <input type="checkbox"/> Not Carrying dangerous goods as cargo	<input type="checkbox"/> Passenger <input type="checkbox"/> All cargo
Reviewed by:	Date:	Approved by: <input type="checkbox"/> Yes <input type="checkbox"/> No

Questions:

General Philosophy	Yes	No	N/A	Remarks
1. Purpose of dangerous goods training program				
2. Applicable Regulatory materials				
3. Use of the Technical Instructions				
4. Definition used in air transportation of dangerous goods				
5. General transportation requirements				
6. Transport by aircraft				
7. Training requirements and record-keeping				
8. Dangerous goods security				
Limitations	Yes	No	N/A	
1. Dangerous goods forbidden on aircraft				
2. Exempt dangerous goods				
3. Dangerous goods carried by passenger or crew				
General requirements for shippers	Yes	No	N/A	
1. Shippers specific responsibilities and compliance to regulations				
2. Identify and recognize dangerous goods COMAT				
3. Specific dangerous goods COMAT exceptions				
List of dangerous goods	Yes	No	N/A	
1. Purpose and use of the dangerous goods table				
2. Proper shipping names				
3. Hazard class (definition)				
4. UN/ID Numbers				
5. Packing group				
	Yes	No	N/A	

General Packing requirements				
1. Shippers responsibilities				
2. General packing requirements				
3. Packing instructions and assignments				
4. Excepted quantity exceptions				
5. Limited quantity exceptions				
Labelling and marking				
1. Markings required on packages containing dangerous goods				
2. Labels required on packages containing dangerous goods				
Dangerous goods transport documents and other relevant documentation	Yes	No	N/A	
1. Shipper's certification requirements for dangerous goods				
2. Transport document requirements				
3. Description of dangerous goods required on transport documents				
4. Provision of information				
Acceptance Procedures	Yes	No	N/A	
1. Acceptance and rejection procedures and requirements for dangerous goods				
2. Passenger and cargo provision of information requirements				
3. Unit load device and package inspection				
Recognition of undeclared dangerous goods	Yes	No	N/A	
1. Hidden shipment indicators				
2. Suspicious cargo and baggage awareness				
3. Reporting of accidents and incidents and undeclared or misdeclared dangerous goods				
Storage and loading procedures	Yes	No	N/A	
1. Unit load device and package inspection				
2. Stowage compatibility				
3. Orientation of packages				
4. Securing packages				
5. Location of packages				
6. Damage from shipments of dangerous goods				

Pilot's notification	Yes	No	N/A	
1. Notification to pilot-in-command				
2. Emergency response information				
Provisions for passenger and crew	Yes	No	N/A	
1. Dangerous goods exceptions				
Emergency procedures				
1. Use of Emergency Response Guidance for Aircraft Involving Dangerous Goods (Doc. 9481)				
Comments				

Appendix 6

Safety Audit Checklist for Aircraft Operators regarding Dangerous Goods

Name of the operator			
Type of operation :	Domestic	International	
No of aircraft :	Version	Passenger	Cargo
Total No. of employees:	<u>Administrative</u>	<u>Maintenance/Technical</u>	<u>Crew</u>
	Back office	Maintenance	Flight
	Frontline	Back office	Cabin

I. Ticket Sales & Reservation

S.N	Audit areas	Yes	No	N/A	Remarks
1	Aware of the hazards of the dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure passenger reservation and sales personnel receive dangerous goods general familiarization training as per the requirements of the regulatory authority or of the operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure information that provides a warning to passengers as to the types of dangerous goods that are forbidden from being transported onboard an aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process for certification of the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process for re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Process for retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Inclusion of information about dangerous goods in Sales and Reservation manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Passenger Check-in and Ramp

S.N	Audit areas	Yes	No	N/A	Remarks
1	Availability of a copy of the current edition of the IATA Dangerous Goods Regulations (DGR) or equivalent company documentation at each location where passenger handling operations are conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure ground handling personnel receive dangerous goods training, including initial and recurrent training, on a frequency as per the requirements of the regulatory authority but not less than once within 24 months of previous training, if accepts dangerous goods for transport as cargo, mail or COMAT, comprising: i) general familiarisation ii) limitations iii) list of dangerous goods iv) labelling and marking v) recognition of undeclared dangerous goods vi) storage and loading procedures vii) flight crew notification viii) provisions for passengers and crew ix) emergency action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure ground handling personnel receive dangerous goods training including initial and recurrent training on a frequency in accordance with Sr. No. 2, if the Operator does not accept dangerous goods for transport as cargo, mail or COMAT. Such training shall address: i) general familiarization ii) awareness and recognition of undeclared dangerous goods iii) labelling and marking iv) emergency action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process to ensure information that provides a warning to passengers as to the types of dangerous goods that are forbidden from being transported onboard an aircraft receives the information prior to or during check-in. Such information shall be disseminated: i) through the passenger ticket ii). with notices prominently displayed where tickets are sold, passengers are checked-in, boarding and baggage claim areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
5	Have a process to ensure procedures for the detection and reporting of dangerous goods in the possession of passengers or their baggage prior to boarding an aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Process that ensures dissemination of information regarding dangerous goods on board the aircraft is being provided to the pilot-in-command, prior to the departure of the flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Process to ensure a qualified individual is designated to supervise correct loading and securing of dangerous goods onboard the aircraft, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Procedures that ensure the handling and securing of dangerous goods during aircraft ground handling operation are in place, if accepts dangerous goods for transport as cargo, mail or COMAT which: i) prevents damage to packages and containers during aircraft loading and unloading ii) provides separation and segregation of packages on the aircraft to prevent interaction in the event of leakage iii) orients packages on the aircraft so that the hazard label is visible iv) prevents movement that could change the orientation of packages on the aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Process to ensure procedures are in place when a dangerous goods shipment appears to be damaged or leaking, if accepts dangerous goods for transport as cargo, mail or COMAT, including: i) prevention of such shipment from being loaded into an aircraft ii) if already loaded, removal of such shipment from an aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Process to ensure procedures are in place when an aircraft has been contaminated by a shipment of damaged or leaking dangerous goods, if accepts dangerous goods for transport as cargo, mail or COMAT which provide for: i) the removal of hazardous contamination from the aircraft without delay ii) In the case of radioactive contamination, arrangements to take the aircraft out of service for evaluation by appropriately qualified person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
11	Process to ensure shipments labelled "Cargo Aircraft Only" are not loaded on a passenger aircraft, If accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Process to ensure packages or overpacks labelled "Cargo Aircraft Only," are loaded in a manner whereby a crew member or other authorised person can see and handle such packages and hazard labels and the "Cargo Aircraft Only" label is visible, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Process to ensure dangerous goods are not carried on an aircraft cabin occupied by passengers, except in accordance with limited restrictions specified by the Authority or in the IATA DGR, If accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Process to ensure dangerous goods are not carried on the flight deck of an aircraft, except in accordance with limited restrictions specified by the Authority or in the IATA DGR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Process to ensure procedures are in place for reporting dangerous goods accidents or incidents that occur during aircraft ground handling operations to the appropriate authorities, If accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Process to ensure certification of training completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Information about DG handling procedures included in Passenger/ ground Handling manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. Cargo Handling

S.N	Audit areas	Yes	No	N/A	Remarks
1	Availability of a copy of the current edition of the applicable regulations or IATA Dangerous Goods Regulations (DGR) at each location where cargo operations are conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure that personnel assigned with the responsibility of dangerous goods acceptance receive dangerous goods training, including initial and recurrent training if accepts dangerous goods for transport as cargo, mail or COMAT, addressing following subjects as a minimum: i) general familiarisation ii) limitations iii) general requirements for shippers iv) classification v) list of dangerous goods vi) general packing requirements vii) packing instructions viii) labelling and marking ix) shipper's declaration and other relevant documentation x) acceptance procedures xi) recognition of undeclared dangerous goods xii) storage and loading procedures xiii) flight crew notification xiv) provisions for passengers and/or crew xv) emergency action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure that personnel assigned with the responsibility for cargo acceptance receive dangerous goods training, including initial and recurrent training even when dangerous goods is not accepted for transport as cargo, mail or COMAT, addressing following subjects as a minimum: i) general familiarisation ii) limitations iii) labelling and marking iv) shipper's declarations and other relevant documentation v) recognition of undeclared dangerous goods vi) provisions for passengers and/or crew vii) emergency action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
4	<p>Process to ensure that personnel assigned with the responsibility of handling cargo, mail or COMAT, including the loading of such items into ULD and/or aircraft, receive dangerous goods training, including initial and recurrent training, addressing following subjects as a minimum:</p> <ul style="list-style-type: none"> i) general familiarisation ii) labelling and marking iii) recognition of undeclared dangerous goods iv) storage and loading procedures v) flight crew notification vi) provisions for passengers and/or crew vii) emergency action 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Availability of Dangerous Goods Acceptance Checklist reflecting applicable requirements contained in the current dangerous goods regulations, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<p>Procedures to ensure the use of a Dangerous Goods Acceptance Checklist to verify</p> <ul style="list-style-type: none"> i) package(s), overpack(s) or freight containers, as applicable, are correctly marked and labelled; ii) the Shipper's Declaration for Dangerous Goods, if required, or other documentation complies with the requirements of the current edition of the IATA DGR, If accepts dangerous goods for transport as cargo, mail or COMAT. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<p>Procedures to ensure the Dangerous Goods Acceptance Checklist and shipper documentation</p> <ul style="list-style-type: none"> (i) the Shipper's Declaration for Dangerous Goods (ii) and information to the pilot-in-command, are retained in accordance with applicable requirements of the state in which the cargo is accepted, or in accordance with the current edition of the IATA DGR, if accepts dangerous goods for transport as cargo, mail or COMAT. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
8	Procedures to ensure the package, overpack, freight container for radioactive material, unit load device, or other type of pallet containing dangerous goods is inspected and is not accepted, unless: i) properly marked and labelled ii) there is no leakage iii) its integrity has not been compromised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Have procedures to ensure ULDs containing dangerous goods have a dangerous goods ULD tag marked with the class or division number(s) of such dangerous goods and , if the ULD contains packages bearing a "Cargo Aircraft Only" label, the tag indicates the ULD can only be loaded onto a cargo aircraft, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Procedures for maintaining a complete supply of dangerous goods handling labels at each airport where operations are conducted, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Procedures to ensure dangerous goods are separated from other cargo or incompatible materials in accordance with published category restrictions, If accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Process to ensure notices providing information about dangerous goods transportation are prominently displayed at cargo acceptance locations, if accepts dangerous goods for transport as cargo, mail or COMAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
13	<p>Process to ensure information on dangerous goods to be loaded on a flight is communicated to the person responsible for weight and balance, if the Operator accepts dangerous goods for transport as cargo, mail or COMAT, including following information:</p> <p>i) the Air Waybill number (when issued)</p> <p>ii) the proper shipping name, supplemented with the technical name(s) as appropriate and UN or ID number</p> <p>iii) the class or division and subsidiary risk(s) corresponding to the label(s) applied and for Class 1, the compatibility group</p> <p>iv) the packing group</p> <p>v) for non-radioactive material, the number of packages, the net quantity or gross weight, if applicable, of each package</p> <p>vi) for radioactive material, the number and category of packages, overpacks or freight containers and the transport index and dimensions for each, if applicable</p> <p>vii) whether the package is restricted to cargo aircraft only</p> <p>viii) the airport at which the package(s) is to be loaded</p> <p>ix) where applicable, an indication the dangerous goods are being carried under a state exemption</p> <p>x) where applicable the identification number of the ULD</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Process to ensure dangerous goods accidents or incidents are reported to the appropriate authorities of the State of the Operator and the state in which the accident or incident occurred in accordance with the reporting requirements of the appropriate authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Process to ensure reporting of discovery of undeclared or mis-declared dangerous goods in cargo to the appropriate authorities of the State of the Operator and the state in which the event occurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
16	Process to ensure certification of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Information about DG handling procedures included in Passenger/ ground Handling manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IV. Aircraft Maintenance/ Technical

S.N	Audit areas	Yes	No	N/A	Remarks
1	Process to ensure personnel assigned with the responsibility of aircraft maintenance receive dangerous goods general familiarization training as per the requirements of the regulatory authority or of the operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure certification of the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process to ensure availability of storage facilities suitable for the storage of parts, equipment, tools and material under conditions that prevent deterioration of and damage to stored items, such as: i) oxygen and other high-pressure bottles ii) flammable, toxic or volatile materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Inclusion of information about Dangerous goods in the Maintenance manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

V. Flight Operations

S.N	Audit areas	Yes	No	N/A	Remarks
1	Authorization to conduct air transport operations relating to transport of dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure issues relating to operational safety in coordination with relevant areas outside of flight operations pertaining to cargo and dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process that ensures information and guidance to Flight crew that enable them to carry out their duties and responsibilities with regards to the transport of dangerous good i) general policies and procedures ii) duties and responsibilities iii) pre-flight acceptance requirements, as applicable iv) flight crew notification requirements v) dangerous goods incident / emergency response procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Guidance for the flight crew in the Operations Manual to include procedures for responding to dangerous goods incidents even when it does not accept dangerous goods for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process that ensures flight crew members receive training in dangerous goods awareness, recognition and emergency action including initial and recurrent training course in accordance with requirements of the regulatory agency comprising, following subjects as a minimum. i) general philosophy ii) limitations iii) list of dangerous goods iv) labelling and marking v) recognition of undeclared dangerous goods vi) storage and loading procedures vii) Pilots' notification viii) provisions for passengers and crew; xi) emergency procedures during flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
6	Process to ensure flight crew members receive training in the recognition of dangerous goods and the execution of associated procedures or actions including: i) prohibited goods and exceptions; ii) labels and identification;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Process to ensure flight crew members receive training in procedures relevant to the transport of dangerous goods, if accepts dangerous goods for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Process to ensure flight crew members receive training in the pre-flight inspection and operation of ULDs or pallets containing accessible dangerous goods, if accepts dangerous goods for transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Process to ensure certification of the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Inclusion of DG handling and Emergency response procedures in the Operations manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

VI. Cabin Crew

S.N	Audit areas	Yes	No	N/A	Remarks
1	Process that ensures cabin crew members receive training in dangerous goods awareness, recognition and emergency action including initial, recurrent and re-qualification training course in accordance with CAAN requirements, as follows: i) general philosophy ii) limitations iii) labelling and marking iv) recognition of undeclared dangerous goods v) provisions for passengers and crew; vi) emergency procedures during flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process that ensures information and guidance to cabin crew that enable them to carry out their duties and responsibilities with regards to the transport of dangerous goods i) general policies and procedures ii) duties and responsibilities iii) flight crew notification requirements iv) dangerous goods incident / emergency response procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure certification of the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Inclusion of DG handling and Emergency response procedures in the Cabin Crew manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

VII. Security

S.N	Audit areas	Yes	No	N/A	Remarks
1	Process to ensure personnel who manage or operate the screening of passengers and their baggage, cargo, mail or stores receive dangerous goods training, including initial and recurrent training comprising following subjects as a minimum: i) general familiarisation ii) limitations iii) labelling and marking iv) recognition of undeclared dangerous goods vi) provisions for passengers and/or crew vii) emergency action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Process to ensure dangerous goods accidents or incidents are reported to the appropriate authorities of the State as per their reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Process to ensure certification of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Inclusion of dangerous goods handling procedures in the Security manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety Audit Checklist for Freight Forwarder regarding Dangerous Goods

Name of the Freight Forwarder :		
Total No. of employees:	Back office	Cargo Handling

S.N	Audit areas	Yes	No	N/A	Remarks
1	Availability of a copy of the current edition of the applicable regulations or IATA Dangerous Goods Regulations (DGR) at each location where cargo operations are conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p>Process to ensure that personnel assigned with the responsibility of preparing dangerous goods shipments receive dangerous goods training, including initial and recurrent training, if accepts dangerous goods for preparation as cargo, comprising following subjects as a minimum :</p> <ul style="list-style-type: none"> i) general familiarisation ii) limitations iii) general requirements for shippers iv) classification v) list of dangerous goods vi) general packing requirements vii) packing instructions viii) labelling and marking ix) shipper's declaration and other relevant documentation x) acceptance procedures xi) recognition of undeclared dangerous goods xii) storage and loading procedures xiii) flight crew notification xiv) provisions for passengers and/or crew xv) emergency action 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

S.N	Audit areas	Yes	No	N/A	Remarks
3	<p>Process to ensure that personnel assigned with the responsibility for cargo acceptance receive dangerous goods training, including initial and recurrent training even when dangerous goods is not accepted for transport as cargo, addressing following subjects as a minimum:</p> <ul style="list-style-type: none"> i) general familiarisation ii) limitations iii) labelling and marking iv) shipper's declarations and other relevant documentation v) recognition of undeclared dangerous goods vi) provisions for passengers and/or crew vii) emergency action 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Process to ensure notices providing information about dangerous goods transportation are prominently displayed at cargo acceptance locations, if accepts dangerous goods for preparation as cargo.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Process to ensure dangerous goods accidents or incidents are reported to the appropriate authorities of the State as per their reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Process to ensure certification of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Process to ensure conduction of re-current training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Process to ensure retention of Training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Information about dangerous goods handling procedures included in the Cargo Handling manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 7

Contents of an Audit Report

1. Introduction

- identify the audit
- introduce different chapters of the report

2. List of referenced documents

- list all documents used during the audit

3. Background

- describe the reason for the audit, whether a regular audit, or a specific audit

4. Purpose

- state the objective and scope of the audit as in the audit plan
- describe events emerged as problems in fulfilling the objective

5. Staffing

- list of personnel included in the audit

6. Observations

- describe the observations of the audit team
- attach observation sheets, including the agreed corrective actions

7. General Conclusion

- present general conclusions of the audit, focusing on problems as well as highlighting good points

8. Attachments

- attach all observation sheets and associated corrective action sheets

Appendix 8

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

Dangerous Goods Inspector - On-the-job Training Checklist

Section Number	Section Name	Trainer	Date & Signature
1	Dangerous Goods Programme - Introduction		
	ORGANIZATION A- International B- National		
	DANGEROUS GOODS MEMBER a) Role b) General Responsibilities c) Interfacing with other Inspectors/other Divisions, Branches d) Training Plan (Dangerous Goods Inspector's Guidance Manual) e) Priorities and Mandate		
2	REGULATION DOCUMENTS		
	<u>International Regulatory Documents:</u> a) Annex 18 The Safe Transport of Dangerous Goods by Air b) International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc. 9284) c) Supplement to Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc. 9284) d) Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods (Doc. 9481/AN/928) <u>National Regulatory Documents:</u>		

3	<u>INSPECTIONS UNDER SUPERVISION</u>		
	a) Application to transport DG b) Operation's Manual c) Approval of training course d) Delivery of training course e) Consignment f) Ramp g) Passenger information (warning notices) h) In-depth audit i) Preparation of report j) Follow-up		
4.	SAFE WORKING PRACTICES		
	A) Equipment a) Protective clothing: <ul style="list-style-type: none"> - Shoes or boots with protective toecaps - Gloves - Overalls - High visibility reflective tabards and jackets b) Protective equipment: <ul style="list-style-type: none"> - Goggles - Dust masks - Hearing protectors B) WORKING PRACTICES a) Warehouse safety b) Ramp safety c) Handling Packages d) Radioactive materials e) Opening Packages f) Taking samples g) Contaminated clothing and equipment		

Name and Signature of DG Inspector:

Date :