



GOVERNMENT OF INDIA  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENT**  
**SECTION 11- SAFE TRANSPORT OF DANGEROUS GOODS BY AIR**  
**SERIES 'D' PART I ISSUE III, 8<sup>TH</sup> JANUARY 2010**

**EFFECTIVE: FORTHWITH**

F.No. 09/38/2009-IR

**Subject: Guidelines and Procedure for Dangerous goods Inspections.**

**1. INTRODUCTION**

- 1.1 The Aircraft (Carriage of Dangerous Goods) Rules, 2003 have been framed to give effect to the provisions of Annex 18 to the Chicago Convention and the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air issued by ICAO. Since the carriage of dangerous goods by air has a direct bearing on the safety of aircraft operations, strict compliance with these provisions is of paramount importance.
- 1.2 The carriage of dangerous goods is a highly skilled job, which requires proper packing, labelling and handling etc. during various stages such as storage, loading, unloading and transportation. As such, the responsibilities of all the agencies/personnel engaged in the transportation of dangerous goods have been clearly defined in the Aircraft (Carriage of Dangerous Goods) Rules, 2003.
- 1.3 Rule 10A of the said Rules provides that the Director General of Civil Aviation or any other officer authorized in this behalf by the Central Government may inspect any services, equipment, documents and records. The Central Government has authorized various officers to enter any place and carry out the inspection.
- 1.4 The Dangerous Goods Inspectors are required to carry out inspection of the airline operators as well as other agencies such as shippers, freight forwarders, airport operators etc. in order to ensure compliance with the provisions of the Aircraft (Carriage of Dangerous Goods) Rule, 2003 and the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air. Detailed guidelines and procedure for carrying out such inspections have been laid down in this CAR.
- 1.5 This CAR is issued under Rule 13 of the Aircraft (Carriage of Dangerous Goods) Rules, 2003.

- 1.6 This CAR is issued in supersession of 'CAR Section 3 Series 'L' Part II issue II dated 5<sup>th</sup> May, 2009.
- 2. DANGEROUS GOODS DIVISION**
- 2.1 In order to ensure in compliance with the provisions of the Aircraft (Carriage of Dangerous Goods) Rules, 2003, officers from Airworthiness and Flight Inspection Directorates were mandated to carry out inspection of the agencies engaged in the carriage of dangerous goods. However, in view of the acute shortage of manpower, this work could not be accompanied satisfactorily. It has, therefore, been decided to establish a separate Division in the DGCA Headquarters to deal with all matters relating to dangerous goods. This Division shall be headed by an officer not below the rank of Deputy Director General/ Director of Regulation and Information who shall be designated as the Chief Inspector of Dangerous Goods.
- 2.2 The Chief Inspector of Dangerous Goods shall be responsible for ensuring compliance with the Aircraft (Carriage of Dangerous Goods) Rules, 2003. His functions shall include the following:-
- i) He shall be responsible for coordination of all matters relating to Dangerous Goods;
  - ii) He shall draw the annual/quarterly/monthly surveillance programme and ensure its implementation within the stipulated time-frame; and
- 2.3 A few Instructors from the approved Dangerous Goods Training Organizations have been selected for carrying out inspection and surveillance of Dangerous goods. They shall report to Chief Inspector of Dangerous Goods. These persons shall be designated as Seconded Dangerous Goods Inspectors and shall-
- i) Assist the DGCA in carrying out the Dangerous Goods inspection/audit/surveillance;
  - ii) Be attached to Chief Inspector of Dangerous Goods, who shall be his Reporting officer;
  - iii) Make himself available as and when required by Chief Inspector of Dangerous Goods and carry out the assigned task diligently; and
  - iv) Demonstrate complete independence during the period of secondment by performing his duties in fair, impartial and objective manner.
- 2.4 The Director of Regulations and Information shall continue to carry out the functions relating to inspection and approval of the Dangerous Goods Training Programmes in accordance with CAR Section 11 – Safe Transport of Dangerous Goods, Series C, Part I dated 8<sup>th</sup> January 2010

**3. INSPECTION**

3.1 The Dangerous Goods Inspectors/ Seconded Inspectors shall periodically carry out inspection of aircraft/airport operators, shippers/freight forwarders and cargo terminals/warehouse etc. to ensure that the requirements in respect of transportation of dangerous goods such as packing, marking, labelling, documentation and handling etc. as laid down in the Aircraft (Carriage of Dangerous Goods) Rules, 2003 are being complied with. In addition, spot checks may also be conducted as and when considered necessary.

3.2 During inspection, the following points, amongst other, may be checked:-

- (i) Dangerous goods have been packed, marked and labelled in accordance with the Technical Instructions;
- (ii) Packagings used for the transport of dangerous goods are of good quality and meet the material and construction specifications contained in the Technical Instructions;
- (iii) A dangerous goods transport document (Shipper's declaration) has been completed, signed and provided to the operator;
- (iv) An acceptance check-list, as required by the Technical Instructions, is available with the acceptance staff of the operator and is being used while accepting the dangerous goods;
- (v) The dangerous goods being loaded on the aircraft are free from any leakage or damage;
- (vi) The dangerous goods are not carried in the flight deck or passenger cabin of the aircraft;
- (vii) Those dangerous goods which, according to the Technical Instructions, are required to be transported by cargo aircraft are not carried in passenger aircraft;
- (viii) Notification to the Pilot-in-Command about dangerous goods is provided well before the departure of the aircraft;
- (ix) Information regarding the prohibition of carriage of dangerous goods in the checked baggage, carry-on articles etc. is displayed by airlines and aerodrome operators at vantage points in the departure area of the airport;
- (x) Every person engaged in the transportation of dangerous goods in any manner has undergone appropriate training at a DGCA approved organization and their training records are available;
- (xi) The reference manuals are up-to-date and available to the staff, and

(xii) Any other responsibility cast on the shippers, freight forwarders, operators or any person involved in the offer, acceptance, handling, storage, loading and transportation of dangerous goods by air, is being carried out properly.

3.2 Detailed guidelines and the procedure to be followed for carrying out the inspection/surveillance are outline in the Appendix.

**4. SUBMISSION OF REPORTS AND OTHER FOLLOW-UP ACTION**

4.1 The Dangerous Goods Inspectors / Seconded Inspectors shall submit the Inspection/Audit Reports in the prescribed proforma to the Chief Inspector of Dangerous Goods.

4.2 In addition, a centralized database to be developed by the Chief Inspector of Dangerous Goods shall be accessible to all the Dangerous Goods Inspectors for recording the non-conformities/deficiencies found during inspection.

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**APPENDIX**

**Guidelines and procedure for Dangerous Goods Inspections**

**1. Organization and procedures**

- a) The aim of the inspection is to assess the suitability of the organization and procedures established by the operator and the facilities provided for the handling of dangerous goods, taking into account the nature and scale of the operation. If the operator uses a handling agent, the liaison between them shall also be checked to confirm that each knows that what is expected of them by the other.
- b) The inspection needs to confirm that the operator has sufficient resources for the intended operation and has identified those individuals who have specific responsibilities and has made them aware of their responsibilities. It shall ensure that reference manuals are up-to-date and stowage on aircraft shall be checked to ensure it is carried out according to the requirements.
- c) For inspection of the organization and procedures, the checklists are available at Attachment I shall be used.

**2. Consignment Inspection**

- a) The aim of checking consignments of dangerous goods shall be to determine that, as far as can be ascertained from an external check, the packages and their associated documents comply with the laid down requirements. It shall also determine, as far as possible, that associated documentation, (e.g. airway bill, dangerous goods transport document, acceptance checklist, written notification to commander) meets all applicable requirements. Inspections shall be carried out in the operator's or handling agent's premises and after the dangerous goods have been accepted for transport or whilst they are still in the care of the operator or handling agent.
- b) Both export and import consignments shall be inspected, but with more emphasis on export consignments. If a consignment is found which does not comply with the requirements, action shall be taken to prevent it from being loaded on an aircraft and an investigation made into how it was offered for transport and accepted. Although, import consignments have already been carried by air, the finding of evidence of non-compliance with the requirements shall be reported to the State where the goods were originally loaded on an aircraft.

### **3. Operation Manual and other staff instructions**

- a) A check of the Operations Manual and other staff instructions should be made during the organization and procedures inspection referred to above. The Technical Instructions require the Operations Manuals or other manuals to contain certain information when the operator intends to carry dangerous goods. In addition to this information, the Operations Manual needs to contain sufficient guidance material and instructions to enable all those concerned (both ground staff and flight and cabin crew) to meet their responsibilities. The Operations Manual inspection aims to confirm the information provided is adequate, complete and up-to-date. It may also be Manual or other instructions concerning the operator's policy and procedures in regard to carriage of dangerous goods.
- b) When an operator does not intend to carry dangerous goods, the Operations Manual should still be checked to ensure it contains information about the policy of the operator in regard to dangerous goods and instructions about the carriage of passengers with dangerous goods.

### **4. Staff Training**

The training inspection shall be carried out to confirm that all relevant staff of the operator or handling agent have been trained, and also that the training has been to the required standard and given within the required periods.

### **5. Training Programmes**

- a) Rule 12A of the Aircraft (Carriage of Dangerous Goods) Rules, 2003, provides that the dangerous goods training programme establishment by or on behalf of operator shall be approved by the State of the operator. Inspection may be carried out to confirm that training meets the requirements laid down CAR Section 11 – Safe Transport of Dangerous Goods, Series C, Part I dated 8<sup>th</sup> January 2010.
- b) An operator, depending on its size, may have several training programme customized to the individual responsibilities of its staff. Even if the operator does not carry dangerous goods, there is still a need for training programmes for both operational and ground staff dealing with passengers and their baggage.

### **6. Passenger warning notices**

a) The Technical Instructions requires notices, warning passenger of the prohibition of dangerous goods in baggage, to be prominently displayed and in sufficient number so that passengers see them during their normal progression through departure procedures. The method of inspecting notices is to check those

Areas in terminals where the operator (or the handling agent ) issues tickets, checks in passengers and assembles them to board and aircraft.

b) For this purpose, the checklists available at Attachment I and guidance material at Attachment II shall be used.

## **7. Results of inspections**

The results of a dangerous goods inspection shall be recorded so as to produce a record of what was seen and noted at the time. The record should be sufficiently comprehensive to identify any faults or deficiencies, since these will need to be reflected in the letter to the operator to take remedial action which shall be completed in the specified frame.

## **8. Frequency of inspections**

The Technical Instructions does not specify the frequency of such inspections. However, the *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance* ( Doc 8335), produced by ICAO, recommends that all significant aspects of the operator's procedures and practices should be inspected at least once in every twelve-month period. As such, all aspects related to dangerous goods of an operator engaged in the carriage of dangerous goods as cargo shall be inspected on an annual basis. Operators choosing not to carry dangerous goods as cargo may be inspected at least once in two years.

## **9. Random Inspections**

Apart from scheduled Surveillance checks & Regulatory Audits, it is also decided to carry out the random inspections. Random inspections are unplanned checks and will be carried out to verify the affectivity of internal audit system of any organisation and ensuring the continued compliance of previous DGCA audit/ surveillance findings.

## **ATTACHMENT –I**

### **INSPECTION CHECKLISTS**



**DANGEROUS GOODS INSPECTION CHECKLIST**

**AIR OPERATORS CERTIFIED TO CARRY DANGEROUS GOODS**

<b>Name of the Operator</b>	
<b>Station/Location</b>	
<b>Area covered in</b>	
<b>Date(s) of Inspection</b>	
<b>Name(s) of Inspectors</b>	
<b>Name &amp; Designation of the Air Operator's Person responsible for Dangerous Goods</b>	
<b>Name(s) of Air Operator's Personnel associated during the inspection</b>	

Sr.No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
1	Air Operators Permit (AOP) authorizes the Operator to carry dangerous goods.  <b>Check:</b> The AOP issued by DGCA and confirm the validity						
2	Confirm that the Operator has established procedures for handling of dangerous goods.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Operators relevant manuals</li> <li>➤ Verify use and adequacy of the procedures and checklists</li> </ul>	7.2.3  7.2.13					
3	The Dangerous Goods Regulations Training of the Operator has been approved by DGCA  <b>Check:</b> Validity of the approval	1.4.1  Aircraft  Rules	1.5.4				
4	If the operator avails the services of a third party for providing Dangerous Goods Regulations Training such training programme is approved by DGCA.  <b>Check:</b> Validity of the approval	1.4.1 Aircraft Rules	1.5.4				
5	The Operator has a designated a person as responsible for all issues related to carriage of dangerous goods by air.						
6	The Operator has a system of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods in the areas where dangerous goods are handled  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Current edition of Technical Instructions or IATA DGR</li> <li>➤ Operator's Manuals on Cargo Operations/Flight Operations/Cabin Crew SEP/ Passenger Services</li> <li>➤ Check whether Cargo and Other Operations Staff have been provided with the information</li> </ul>	7.4.2    1.1.2					

Sr.No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
7	If the Operator is availing the services of handling agents, the Operator has a system of providing all information related to carriage of dangerous goods to the handling agents  <b>Check:</b> Manuals and other Instructions have been provided	7.4.2					
8	The Operator has established a system of maintaining training records that meets the requirements of the Regulations  <b>Check:</b> Training Manual for requirements regarding maintenance of training records	1.4.1 Table 1.4 1.4.2.4  7.4.9	1.5.5				
9	The Operator has established appropriate Emergency Management System required to meet any emergencies arising during ground operations (spill or leak of dangerous goods etc.,)  <b>Check:</b> ➤ Relevant documentation ➤ Physical availability of arrangements	7.4.8	9.5.1.2				
10	Ground Emergency Drill Information is adequately displayed in all areas where dangerous goods are handled  <b>Check :</b> Physical availability	7.4.8	9.5.12				
11	The Operator has a system for appropriate spill cleaning as part of ground operations management  <b>Check:</b> Documentation		9.4.1				
12	The Operator has a system of providing the Emergency Response Information on board aircraft  <b>Check:</b> The availability of information	7.4.8					

Sr.No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
13	The Operator has established system of reporting incidents/accidents related to carriage of dangerous goods including undeclared/ mis-declared dangerous goods <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation that details the procedures</li> <li>➤ Verify the arrangements if the operator engages the services of handling agents.</li> </ul>	7.4.4 7.4.5	9.6				
14	The Operator has a system of immediately notifying the competent State Authority (s) about the aircraft incident/accident arising due to dangerous goods on-board an aircraft.	7.4.6					
15	The Operator has a system of maintaining records related to carriage of dangerous goods. <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation that details the procedures</li> </ul>	7.4.10	1.3.4				
16	The Operator has an appropriate disposal system for unclaimed and or undelivered dangerous goods. <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation that details procedures</li> <li>➤ Documentation that confirms the compliance</li> </ul>	7.3	9.2.1.3				
17	The Operator ensures to comply with the regulations for transportation of Company Material (COMAT) that contains dangerous goods. <b>Check:</b> Documentation that confirms compliance		1.4 (Notes)				
18	The Operator has deployed appropriately trained personnel for acceptance of cargo other than dangerous goods. <b>Check:</b> Training records.	1.4.1 Table 1.4	1.5.A 9.1.1.1				

Sr.No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
19	<p>The Operator has deployed appropriately trained personnel for acceptance of dangerous goods.</p> <p><b>Check</b> Compare the training record with the Duty Roster to confirm that appropriately trained personnel are available at all times, when dangerous goods are handled.</p>	<p>1.4.1</p> <p>Table</p> <p>1.4.1</p>	<p>1.5.A</p> <p>9.1.1.1</p>				
20	<p>In the cargo acceptance area appropriate placards providing information about dangerous goods</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Physical availability</li> <li>➤ Pictorial information in addition to written information</li> </ul>	7.4.7	9.5.4				
21	<p>The Operators has established its own Dangerous Goods Acceptance Checklist or uses IATA Dangerous Goods Checklist</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Physical availability of current checklists</li> <li>➤ Few checklists that were used for acceptance of dangerous goods.</li> <li>➤ Enclose a specimen of the checklist</li> </ul>	<p>7.1.1</p> <p>7.1.3</p>	9.1.3				
22	<p>If the Operator has established its own Dangerous Goods Acceptance Checklist, confirm that the checklist covers all areas of acceptance procedures as is otherwise detailed in IATA Checklist</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ The contents</li> <li>➤ Provide a specimen along with report to Headquarters.</li> </ul>	7.1.3	9.1.3				
23	<p>The dangerous goods acceptance personnel have easy and ready access to current edition the reference materials for handling of dangerous goods.</p> <p><b>Check:</b> Technical Instructions and or IATA DGR Operator's Cargo Operations Manual or equivalent</p>						

Sr.No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
24	<p>The Operator has a system of maintaining records of shipments that have been rejected on the basis of dangerous goods acceptance checklist.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Physical evidences to conform compliance</li> </ul>						
25	<p>The Operator has a system of ensuring that the dangerous goods packages that were opened by customs and or other regulatory/law enforcement authorities are repacked by appropriately trained and qualified personnel</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation for Procedures</li> <li>➤ Physical arrangements</li> </ul>		1.2.7				
26	<p>The Operator has designated an appropriate place for storage of dangerous goods in the warehouse.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Placarded to show that the place is designated for storage of dangerous goods and Compatibility Chart is prominently displayed</li> <li>➤ Availability for required firefighting equipment in the area where cargo is stored and easily accessible to fire tenders</li> <li>➤ "NO SMOKING" signage is prominently displayed</li> <li>➤ First-Aid box is available in the warehouse</li> </ul>	7.2.2.1	9.2 9.3.2				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
27	<p>The Operator has a designated place for storage of radioactive material.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ That it is not located in highly populated operational areas;</li> <li>➤ Appropriate placards that indicate that the place is designated for storage of radioactive material and confirm that the placards contain Trifoil Symbol</li> </ul>	7.2.9	9.2.1.1  9.2.1.1.2				
28	<p>The Operator has a system of carrying out inspection of packages containing dangerous goods before preparing the goods for dispatch.</p> <p><b>Check:</b> Documentation of the procedures</p>	7.3	9.3.6				
29	<p>The operator has a system of providing special Unit Load Devices (ULD) identification tags for ULDs that containing dangerous goods</p> <p><b>Check :</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Physical availability of ULD tags that meets the requirements</li> <li>➤ Observe whether the Staff responsible could prepare the tag correctly</li> </ul>	7.2.7	9.3.8				
30	<p>The Operator has a system of replacing the missing hazard and handling labels before the goods are dispatched.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Physical availability of hazard and handling labels that meets the requirements</li> </ul>	7.2.6	9.3.7				

Sr. No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
31	<p>The Operator has a system of inspecting the packages, ULDs containing dangerous goods prior to loading on to an aircraft and to ensure that such packages are not loaded onto an aircraft</p> <p><b>Check</b> : Documentation of procedures</p>	7.3.1 7.3.2	9.3.6				
32	<p>The Operator has a system of inspecting the packages, the cargo compartments to identify possible leakage and damages to packages prior to loading and also after unloading.</p> <p><b>Check</b>: Documentation of procedures</p>	7.3.1	9.4.1				
33	<p>Where leakage or spill is found in the cargo compartments, the Operator has a system of ensuring that the subject aircraft is not deployed unless the spill and clean operation has been carried out.</p> <p><b>Check</b>: Documentation of procedures</p>	7.3.2	9.4.1				
34	<p>The Operator has established maximum quantities of carbon-dioxide, solid) that can be loaded in a cargo compartment.</p> <p><b>Check</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the permitted quantities</li> <li>➤ Quantity limits for different types/versions of aircraft operated by the operator</li> <li>➤ Quantity limits permitted when dry ice is used as refrigerant material for food items that are carried in the service galley area in the main cabin</li> </ul>	7.2.11	9.5.2				



Sr. No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
35	<p>The Operator has established maximum Transport Index of radioactive material that can be carried in an aircraft.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the permitted quantities</li> </ul>	7.2.9	9.5.2				
36	<p>If the Operator has established maximum quantities of dangerous goods (other than for radioactive material and carbon-dioxide, solid) that can be loaded in a cargo compartment/ aircraft, such information is easily accessible to the personnel who are involved in loading of such goods.</p> <p><b>Check:</b> Documentation of procedures</p>	7.2.9	9.5.2				
37	<p>The Operator has established a system to secure packages containing dangerous goods.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Operator holds required securing material that are easily available for the personnel responsible for securing of goods</li> <li>➤ Verify by observation (if possible) correct loading of dangerous goods</li> </ul>	7.2.4.2	9.3.5				
38	<p>If Operator has 'COMBI' aircraft and where the main deck cargo hold is not at least of Class B, the Operator has established system and procedures based on exceptions or approvals or prohibitions and the such procedures have been made available to all personnel including handling agents</p>	7.2.1					

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39	<p>If the Operator has all cargo aircraft operation, the Operator has a system of providing access facilities to the flight crew members when packages bearing 'Cargo Aircraft Only' label that need to be loaded in accessible compartment/positions.</p> <p><b>Check:</b> Documentation of procedures</p>	7.2.4.1	9.3.4				
40	<p>The Operator has a system of providing <b>Notice to the Pilot-in-Command</b> detailing information related to dangerous goods that are placed on board.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ NOTOC contains all information required and detailed in Technical Instructions.</li> <li>➤ Check whether the NOTOC has been completed correctly including signature</li> </ul>	7.4.1	9.5				
41	<p>The Operator has a system of ensuring that the information provided in the NOTOC is available on ground at points of departure and scheduled arrival for duration of flight.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures Check the accessibility</li> </ul>	7.1.4.6	9.5				
42	<p>The Operator has a system of notification by pilot-in-command to air traffic services in the event of an in-flight emergency.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ The Documentation for procedures</li> </ul>	7.4.3					

Sr. No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
43	<p>The Operator has a system of providing information to passengers about dangerous goods that are permitted in passenger's baggage</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation for procedures;</li> <li>➤ Provision of information in passenger ticket or website where e-tickets are purchased;</li> <li>➤ Placards are available at the check-in area</li> </ul>	7.5.1.2  8.1.1	9.5.3				
44	<p>The Operator has established a system for dealing with and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff).</p> <p><b>Check:</b> The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements</p>	7.4.5					
45	<p>The Operator deploys appropriately trained personnel for passenger and their baggage acceptance process</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Training records and duty roster</li> <li>➤ Validity of the certification</li> </ul>	1.4.1 Table 1.4	9.5.3.4				
46	<p>The Operator has system of seeking confirmation from the passengers that their baggage does not contain dangerous goods that are not permitted in passenger baggage.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Observe check-in Process</li> </ul>	7.5.2.2	9.5.3.5				

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47	<p>The Operator has established appropriate systems and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including provision of information to the handling staff.</p> <p><b>Check:</b> Documentation of the procedures and also check with staff</p>	7.4.3					
48	<p>If the Operator accepts wheel chairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulations.</p> <p><b>Check:</b> Documentation of policies related to acceptance of wheel chairs.</p>	8.1.1 (i)	9.3.15				
49	<p>The operator has a system of ensuring that such wheel chairs powered with spillable batteries are loaded and stowed as laid down in the Regulations.</p> <p><b>Check:</b> Documentation of the processes Notification to the Pilot-in-Command Check with staff responsible</p>						
50	<p>The Operator has established appropriate systems to provide approval for such dangerous goods in passenger baggage that need Operator's approval as detailed in the Regulations (E.g Dry ice in checked baggage, oxygen for medical use etc.,)</p> <p><b>Check:</b> Documentation of procedures</p>	8.1.1	2.3 2.3.A				
51	<p>The Operator deploys appropriately trained personnel as Load Planners.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Compare training records and duty roster</li> <li>➤ Validate the certification</li> </ul>	1.4.1 Table 1.4 1.4.2.2	1.5 1.5.0.3				

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Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
52	The Operator deploys appropriately trained personnel for screening passengers baggage and their baggage.  <b>Check:</b> ➤ Compare training records and duty roster ➤ Validate the certification	1.4.1  Table 1.4	1.5				
53	The operator deploys appropriately trained personnel for loading/unloading operations  <b>Check:</b> ➤ Compare training records and duty roster ➤ Validate the certification	1.4.1  Table 1.4	1.5				
54	The Operator ensures that the Flight Crew have been appropriately trained on dangerous goods.  <b>Check:</b> Validation of the certification	1.4.1.2					
55	The Operator ensures that the Cabin Crew have been appropriately trained on dangerous goods.  <b>Check:</b> ➤ Validate the certification	1.4.1.2					
56	The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements or unserviceable items.  <b>Check:</b> the established procedures	1.2.2.2  1.2.23					

**DETAILS OF NON-CONFORMITY**

<b>Listed Sr. No in the</b>	<b>Details of non-conformity</b>	<b>Level</b>	<b>Target Date for correction</b>

## **ADDITIONAL OBSERVATIONS**

<b>Sr. No</b>	<b>Details</b>

**(Name & Signature of the Inspector)**

**Date:-**

**(Name & Signature of the Person responsible for Dangerous Goods)  
Organization Representative**

**Date:-**

**DANGEROUS GOODS INSPECTION CHECKLIST**  
**AIR OPERATORS NOT CERTIFIED TO CARRY**  
**DANGEROUS GOODS**

<b>Name of the Operator</b>	
<b>Station/Location</b>	
<b>Area covered in Inspection</b>	
<b>Date(s) of Inspection</b>	
<b>Name(s) of Inspectors</b>	
<b>Name &amp; Designation of the Air Operator's Person responsible for Dangerous Goods</b>	
<b>Name(s) of Air Operator's Personnel associated during the inspection</b>	



Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
1	Air Operators Permit (AOP) has stipulated any conditions for the carriage of dangerous goods  <b>Check:</b> The AOP issued by DGCA						
2	The Dangerous Goods Regulations Training of the Operator has been approved by DGCA  <b>Check:</b> Validity of the approval	1.4.1 Aircraft Rules	1.5.4				
3	If the operator avails the services of a third party for providing Dangerous Goods Regulations Training such training programme is approved by DGCA.  <b>Check:</b> Validity of the approval	1.4.1 Aircraft Rules	1.5.4				
4	The Operator has a designated a person as responsible for all issues related to carriage of dangerous goods by air.						
5	The Operator has a system of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods in the areas where goods are handled  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Current edition of Technical Instructions or IATA DGR</li> <li>➤ Operator's Manuals on Cargo Operations/Flight Operations/Cabin Crew SEP/ Passenger Services</li> <li>➤ Check whether Cargo and Other Operations Staff have been provided with the information</li> </ul>	7.4.2  1.1.2					
6	If the Operator is availing the services of handling agents, the Operator has appropriately advised the handling agents about the restrictions in accepting/carrying dangerous goods  <b>Check :</b> Manuals and other Instructions have been provided	7.4.2					

<b>Sr.No</b>	<b>ISSUE</b>	<b>ICAO TI REF</b>	<b>IATA DGR REF</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Level</b>
7	The Operator has established a system of maintaining training records that meets the requirements of the Regulations  <b>Check:</b> Training Manual for requirements regarding maintenance of training records	1.4.1 Table 1.4 1.4.2.4  7.4.9	1.5.5				
8	The Operator has established appropriate Emergency Management System required to meet any emergencies arising during ground operations (spill or leak of undeclared dangerous goods etc.,)  <b>Check:</b> ➤ Relevant documentation ➤ Check physical availability of arrangements	7.4.8	9.5.1.2				
9	Ground Emergency Drill Information is adequately displayed in all areas where goods are handled  <b>Check :</b> Physical availability	7.4.8	9.5.12				
10	The Operator has a system for appropriate spill cleaning as part of ground operations management  <b>Check:</b> Documentation		9.4.1				
11	The Operator has a system of providing the Emergency Response Information on board aircraft  <b>Check:</b> the availability of information	7.4.8					
12	The Operator has established system of reporting incidents/accidents related to Carriage of undeclared dangerous goods.  <b>Check:</b> ➤ Documentation that details the procedures ➤ Verify the arrangements if the operator engages the services of handling agents.	7.4.4 7.4.5	9.6				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
13	The Operator has a system of immediately notifying the competent State Authority (s) about the aircraft incident/accident arising due to undeclared dangerous goods on-board an aircraft	7.4.6					
14	The Operator has a system of maintaining records related to undeclared dangerous goods  <b>Check :</b> Documentation that details the procedures	7.4.10	1.3.4				
15	The Operator has an appropriate disposal system for unclaimed and or undelivered undeclared dangerous goods  <b>Check :</b> <ul style="list-style-type: none"> <li>➤ Documentation that details procedures</li> <li>➤ Documentation that confirms the compliance</li> </ul>	7.3	9.2.1.3				
16	The Operator has appropriate system to ensure that Company Material (COMAT) that contains dangerous goods are not carried on its services.  <b>Check:</b> Documentation that confirms compliance		1.4 (Notes)				
17	The Operator has deployed appropriately trained personnel for acceptance of cargo other than dangerous goods  <b>Check:</b> Training records.	1.4.1 Table 1.4	1.5.A 9.1.1.1				
18	In the cargo acceptance area appropriate placards providing information about dangerous goods  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Physical availability</li> <li>➤ Pictorial information in addition to written information</li> </ul>	7.4.7	9.5.4				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
19	<p>The cargo acceptance personnel have easy and ready access to current edition the reference materials to check whether the goods they accept is likely to be dangerous goods</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Technical Instructions and or IATA DGR Operator's Cargo Operations Manual or equivalent</li> </ul>						
20	<p>Availability for required fire fighting equipments in the area where cargo is stored.</p> <ul style="list-style-type: none"> <li>➤ Compatibility Chart is prominently displayed to facilitate proper storage;</li> <li>➤ "NO SMOKING" signage is prominently displayed;</li> <li>➤ First-Aid box is available in the warehouse;</li> <li>➤ First-Aid and Emergency Information is prominently displayed.</li> </ul>						
21	<p>The Operator has a system of inspecting the packages, the cargo compartments to identify possible leakage and damages to packages prior to loading and also after unloading</p> <p><b>Check:</b> Documentation of procedures</p>	7.3.1	9.4.1				
22	<p>Where leakage or spill is found in the cargo compartments, the Operator has a system of ensuring that the subject aircraft is not deployed unless the spill and clean operation has been carried out</p> <p><b>Check:</b> Documentation of procedures</p>	7.3.2	9.4.1				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
23	<p>The Operator has established maximum quantities of carbon-dioxide, solid) that can be loaded in a cargo compartment, when the operators accepts packages containing non-dangerous goods packed with dry ice.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the permitted quantities</li> <li>➤ Quantity limits for different types/versions of aircraft operated by the operator</li> <li>➤ Quantity limits permitted when dry ice is used as refrigerant material for food items that are carried in the service galley area in the main cabin</li> </ul>	7.2.11	9.5.2				
24	<p>The Operator has established a system to secure packages that contain liquids.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Operator holds required securing material that are easily available for the personnel responsible for securing of goods</li> <li>➤ Verify by observation (if possible) correct loading of dangerous goods</li> </ul>	7.2.4.2	9.3.5				
25	<p>If Operator has 'COMBI' aircraft and where the main deck cargo hold is not at least of Class B, the Operator has established system and procedures based on exceptions or approvals or prohibitions and the such procedures have been made available to all personnel including handling agents</p>	7.2.1					
26	<p>The Operator has a system of providing Notice to the Pilot- in- Command detailing information related to special loads that are placed on board</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Check whether the NOTOC has been completed correctly including signature</li> </ul>	7.4.1	9.5				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
27	<p>The Operator has a system of ensuring that the information provided in the NOTOC is available on ground at points of departure and scheduled arrival for duration of flight.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Check the accessibility</li> </ul>	7.1.4.6	9.5				
28	<p>The Operator has a system of notification by pilot-in-command to air traffic services in the event of an in-flight emergency</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ The Documentation for procedures</li> </ul>	7.4.3					
29	<p>The Operator has a system of providing information to passengers about dangerous goods that are permitted in passenger's baggage</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation for procedures;</li> <li>➤ Provision of information in passenger ticket or website where e-tickets are purchased;</li> <li>➤ Placards are available at the check-in area</li> </ul>	7.5.1.2 8.1.1	9.5.3				
30	<p>The Operator has established a system for dealing with and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff)</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements</li> </ul>	7.4.5					

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
31	<p>The Operator deploys appropriately trained personnel for passenger and their baggage acceptance process</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Training records and duty roster</li> <li>➤ Validity of the certification</li> </ul>	<p>1.4.1 Table 1.4</p> <p>1.4.2.2</p>	<p>9.5.3.4</p> <p>1.5.0.3</p>				
32	<p>The Operator has system of seeking confirmation from the passengers that their baggage does not contain dangerous goods that are not permitted in passenger baggage.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Observe check-in process</li> </ul>	7.5.2.2	9.5.3.5				
33	<p>The Operator has established appropriate systems and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including provision of information to the handling staff.</p> <p><b>Check:</b> Documentation of the procedures and also check with staff</p>	7.4.3					
34	<p>If the Operator accepts wheel chairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulations.</p> <p><b>Check:</b> Documentation of policies related to acceptance of wheel chairs.</p>	8.1.1 (i)	9.3.15				
35	<p>The operator has a system of ensuring that such wheel chairs powered with spillable batteries are loaded and stowed as laid down in the Regulations</p> <p><b>Check:</b> Documentation of the processes Notification to the Pilot-in-Command Check with staff responsible</p>						

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
36	The Operator has established appropriate systems to provide approval for such dangerous goods in passenger baggage that need Operator's approval as detailed in the Regulations (E.g Dry ice in checked baggage, oxygen for medical use etc.,)  <b>Check:</b> Documentation of procedures	8.1.1	2.3 2.3.A				
37	The Operator deploys appropriately trained personnel as Load Planners <b>Check:</b> ➤ Compare training records and duty roster ➤ Validation of the certification	1.4.1 Table 1.4  1.4.2.2	1.5  1.5.0.3				
38	The Operator deploys appropriately trained personnel for screening passengers baggage and their baggage <b>Check:</b> ➤ Compare training records and duty roster ➤ Validation of the certification	1.4.1 Table 1.4  1.4.2.2	1.5  1.5.0.3				
39	The operator deploys appropriately trained personnel for loading/unloading operations <b>Check:</b> ➤ Compare training records and duty roster ➤ Validation of the certification	1.4.1 Table 1.4  1.4.2.2	1.5  1.5.0.3				
40	The Operator ensures that the Flight Crew have been appropriately trained on dangerous goods <b>Check:</b> Validation of the certification	1.4.1.2					
41	The Operator ensures that the Cabin Crew have been appropriately trained on dangerous goods <b>Check:</b> Validation of the certification	1.4.1.2					



Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
42	<p>The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements or unserviceable items.</p> <p><b>Check:</b> The established procedures</p>	<p>1.2.2.2 1.2.23</p>					



**ADDITIONAL OBSERVATIONS**

<b>Sr. No</b>	<b>Details</b>

**(Name & Signature of the  
Inspector) Date**

**(Name & Signature of the Person responsible for Dangerous  
Goods)**

**Organization Representative**

**Date**

**GROUND HANDLING AGENCIES, AIRPORT OPERATOR, SHIPPERS  
OR OTHER ENTITIES**

**DANGEROUS GOODS INSPECTION CHECKLIST**

<b>Name of the Operator</b>	
<b>Station/Location</b>	
<b>Area covered in</b>	
<b>Date(s) of Inspection</b>	
<b>Name(s) of Inspectors</b>	
<b>Name &amp; Designation of the Air Operator's Person responsible for Dangerous</b>	
<b>Name(s) of Air Operator's Personnel associated during the inspection</b>	

Sr.No	ISSUE	ICAO TI	IATA	YES	NO	N/A	Level
1	Determine if the company currently has any relevant approvals/exemptions.						
2	Review manual(s) and determine if there have been any applicable amendments.  <b>Check:</b> Operators relevant manuals Verify use and adequacy of the procedures and checklists	7;4.2					
3	The Dangerous Goods Regulations Training has been approved by DGCA  <b>Check:</b> Validity of the approval	1;4.2	1.5				
4	Availing the services of a third party for providing Dangerous Goods Regulations Training, such training programme is approved by DGCA.  <b>Check:</b> Validity of the approval	1.4.1 Table 1.4	1.5 Table 1.5.A				
5	Established a system of maintaining training records that meets the requirements of the Regulations.  <b>Check:</b> Training Manual for requirements regarding maintenance of training records	1.4.2 1.4.2.4	1.5.5				
6	Designated a person as a responsible for all issues related to carriage of dangerous goods by air.						
7	System of maintaining applicable Standard Operating Procedures and current Manuals related to carriage of dangerous goods in the areas where dangerous goods are handled.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Current edition of Technical Instructions or IATA DGR,</li> <li>➤ Check whether Cargo and Other Operations Staff have been provided with the information</li> </ul>	7.4.2  1.1.2					

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
8	Established system of reporting incidents/accidents related to carriage of dangerous goods including undeclared/ misdeclared dangerous goods. <b>Check:</b> Documentation that details the procedures	7; 4.4  7; 4.5	9.6				
9	Determine if the company's acceptance procedures are in compliance with the regulations. Adequacy and use of acceptance checklist, accessibility of DG documents. <b>Check:</b> Documentation that details the procedures.	7;1	9.1.3				
10	System of Maintaining records related to carriage of dangerous goods. <b>Check:</b> Documentation that details the procedures.	7.4.10	1.3.4				
11	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations. Verify correct completion and accessibility. <b>Check:</b> Documentation that details the procedures.	7;4.1	9.5				
12	Determine if the copy of appropriate documents to the dangerous goods transport is retained for a minimum period of three months. <b>Check:</b> Documentation that details the procedures	7;4.10					
13	Determine if the operator's acceptance staff are adequately trained to assist them to identify and detect dangerous goods presented as general cargo. <b>Check:</b> Check training records of the allocated staff	7;1.4					
14	Determine the capability of the operator to replace lost/missing or stolen labels. <b>Check:</b> Documentation that details the procedures. Physical availability of hazard and handling labels that meets the requirements	7;2.6	9.3.7				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
15	Established an appropriate disposal system for unclaimed and or undelivered dangerous goods <b>Check:</b> Documentation that details procedures.	7.3	9.2.1.3				
16	Appointed a trained personnel for acceptance of cargo other than dangerous goods <b>Check:</b> Training records.	1.4.1 Table 1.4	1.5.A 9.1.1.1				
17	Appointed trained personnel for acceptance of dangerous goods. <b>Check:</b> Compare the training record with the Duty Roster to confirm that appropriately trained personnel are available at all times, when dangerous goods are handled.	1.4.1 Table 1.4.1	1.5.A 9.1.1.1				
18	In the cargo acceptance area appropriate placards providing information about dangerous goods <b>Check:</b> Physical availability Pictorial information in addition to written information	7.4.7	9.5.4				
19	The Operators has established its own Dangerous Goods Acceptance Checklist or uses IATA Dangerous Goods Checklist <b>Check:</b> ➤ Physical availability of current checklists ➤ Few checklists that were used for acceptance of dangerous goods ➤ Enclose a specimen of the checklist	7.1.1  7.1.3	9.1.3				
20	Established its own Dangerous Goods Acceptance Checklist, or uses customer Air operator's checklist or IATA' checklist. <b>Check :</b> ➤ Physical availability of current checklist ➤ Enclose a specimen of filled checklist	7.1.3	9.1.3				

Sr.No	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
21	<p>The dangerous goods acceptance personnel have easy and ready access to current edition the reference materials for handling of dangerous goods</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Technical Instructions and or IATA DGR Operator's Cargo Operations Manual or equivalent</li> </ul>						
22	<p>Established a system of maintaining records of shipments that have been rejected on the basis of Dangerous Goods acceptance checklist.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of procedures and Physical evidences to conform compliance</li> </ul>						
23	<p>Established a system of ensuring that the dangerous goods packages that were opened by customs and or other regulatory/law enforcement authorities are repacked by appropriately trained and qualified personnel</p> <p><b>Check:</b> Documentation for Procedures Physical arrangements</p>		1.2.7				
24	<p>Designated an appropriate place for storage of dangerous goods in the warehouse</p> <p><b>Check:</b></p> <ol style="list-style-type: none"> <li>1. Placarded to show that the place is designated for storage of dangerous goods and Compatibility Chart is prominently displayed</li> <li>2. Availability for required firefighting equipment in the area where cargo is stored and easily accessible to fire tenders</li> <li>3. <b>"NO SMOKING"</b> signage is prominently displayed;</li> <li>4. First-Aid box is available in the warehouse</li> <li>5. First-Aid and Emergency information is prominently displayed</li> </ol>	7.2.2.1	9.2 9.3.2				



Sr No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
25	<p>Established a designated place for storage of radioactive material</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ That it is not located in highly populated operational areas;</li> <li>➤ Appropriate placards that indicate that the place is designated for storage of radioactive material and confirm that the placards contain Trifoil Symbol</li> </ul>	7.2.9	9.2.1.1  9.2.1.1.2				
26	<p>Established a system of carrying out inspection of packages containing dangerous goods before preparing the goods for dispatch</p> <p><b>Check:</b> Documentation of the procedures</p>	7.3	9.3.6				
27	<p>Established a system of providing special Unit Load Devices (ULD) identification tags for ULDs that containing dangerous goods</p> <p><b>Check :</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Physical availability of ULD tags that meets the requirements</li> <li>➤ Observe whether the Staff responsible could prepare the tag correctly</li> </ul>	7.2.7	9.3.8				
28	<p>Established a system of inspecting the packages, ULDs containing dangerous goods prior to loading on to an aircraft and to ensure that such packages are not loaded onto an aircraft</p> <p><b>Check :</b> Documentation of procedures</p>	7.3	9.3.6				
29	<p>Established a system of inspecting the packages, the cargo compartments to identify possible leakage and damages to packages prior to loading and also after unloading</p> <p><b>Check:</b> Documentation of procedures</p>	7.3	9.4.1				
30	<p>Where leakage or spill is found in the cargo compartments, a set system of ensuring that the subject aircraft is not deployed unless the spill and clean operation has been carried out</p> <p><b>Check:</b> Documentation of procedures</p>	7;3.2  7;3.3	9.4.1				

Sr No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
31	Ground Emergency Drill Information is adequately displayed in all areas where Dangerous goods are handled.  <b>Check :</b> Physical availability	7.4.8	9.5.12				
32	Established a system for appropriate spill cleaning as part of ground operations management.  <b>Check:</b> Documentation and physical availability of spill kit		9.4.1				
33	Awareness of established maximum quantities of dangerous goods (other than for radioactive material and carbon-dioxide, solid) that can be loaded in a cargo compartment/ aircraft, such information is easily accessible to the personnel who are involved in loading of such goods.  <b>Check:</b> Documentation of procedures	7.2.9	9.5.2				
34	Awareness of established system of the customer's air operator(s) to secure packages containing dangerous goods  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Operator holds required securing material that are easily available for the personnel responsible for securing of good</li> <li>➤ Verify by observation (if possible) correct loading of dangerous goods</li> </ul>	7.2.4.2	9.3.5				
35	Awareness of the customer air operator's system of providing access facilities to the flight crew members when packages bearing 'Cargo Aircraft Only' label that need to be loaded in accessible compartment/positions.  <b>Check:</b> Documentation of procedures	7.2.4.1	9.3.4				
36	Awareness of a system of providing Notice to the Pilot- in- Command detailing information related to dangerous goods that are placed on board  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ <b>NOTOC</b> contains all information required and detailed in Technical Instructions</li> <li>➤ whether the <b>NOTOC</b> has been completed correctly including signature</li> </ul>	7.4.1					

Sr No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
37	Awareness of a system of ensuring that the information provided in the NOTOC is available on ground at points of departure and scheduled arrival for duration of flight.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of the procedures</li> <li>➤ Check the accessibility</li> </ul>	7.1.4.6					
38	System of providing information to passengers about dangerous goods that are permitted in passenger's baggage.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation for procedures;</li> <li>➤ Provision of information in passenger ticket or website where e-tickets are purchased;</li> <li>➤ Placards are available at the check-in area</li> </ul>	7.5.1.2					
39	System for dealing with and reporting of passengers with dangerous goods that are not permitted (including liaison with security staff)  <b>Check:-</b> The inter and intra arrangements between various related agencies and verify the adequacy of such arrangements	7.4.5					
40	Allocation of appropriately trained personnel for passenger and their baggage acceptance process  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Training records and duty roster</li> <li>➤ Validity of the certification</li> </ul>	1.4.1 Table 1.4	9.5.3.4				
41	System of seeking a confirmation from the passengers that their baggage does not contain dangerous goods that are not permitted in passenger baggage.  <b>Check:</b> <ul style="list-style-type: none"> <li>➤ Documentation of procedures</li> <li>➤ Observe check-in process</li> </ul>	7.5.2.2	9.5.3.5				
42	The Operator has established appropriate systems and procedures for acceptance and loading of medical aid for a patient (MEDA) passenger including provision of information to the handling staff.  <b>Check:</b> Documentation of the procedures	7.4.3					

Sr No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
43	<p>If the Operator accepts wheel chairs that are powered with spillable batteries, the Operator has a system of ensuring that such batteries are packed meeting the regulations.</p> <p><b>Check:</b> Documentation of policies related to acceptance of wheel chairs.</p>	8.1.1 (i)	9.3.15				
44	<p>The operator has a system of ensuring that such wheel chairs powered with spillable batteries are loaded and stowed as laid down in the Regulations.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Documentation of the processes</li> <li>➤ Notification to the Pilot-in-Command Check with staff responsible</li> </ul>						
45	<p>The Operator has established appropriate systems to provide approval for such dangerous goods in passenger baggage that need Operator's approval as detailed in the Regulations (E.g Dry ice in checked baggage, oxygen for medical use etc.,)</p> <p><b>Check:</b> Documentation of procedures</p>	8.1.1	2.3, 2.3.A				
46	<p>The Operator deploys appropriately trained personnel as Load Planners</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Compare training records and duty roster</li> <li>➤ Validation of the certification</li> </ul>	1.4.1 Table 1.4 1.4.2.2	1.5 1.5.0.3				
47	<p>The Operator deploys appropriately trained personnel for screening passenger's baggage and their baggage.</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Compare training records and duty roster</li> <li>➤ Validation of the certification</li> </ul>	1.4.1 Table 1.4	1.5				
48	<p>The operator deploys appropriately trained personnel for loading/unloading operations</p> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>➤ Compare training records and duty roster</li> <li>➤ Validation of the certification</li> </ul>	1.4.1 Table 1.4	1.5				

Sr No.	ISSUE	ICAO TI REF	IATA DGR REF	YES	NO	N/A	Level
49	The Operator ensures that the Flight Crew have been appropriately trained on dangerous goods.  <b>Check:</b> Validation of the certification	1.4.1.2					
50	The Operator ensures that the Cabin Crew have been appropriately trained on dangerous goods.  <b>Check:</b> Validation of the certification	1.4.1.2					
51	The Operator has a system of meeting awareness requirements by maintenance staff in respect of replacements or Unserviceable items.  <b>Check:</b> The established procedures	1.2.2.2 1.2.23					

DETAILS OF NON-CONFORMITY

<b>Listed Sr. No in the Checklist</b>	<b>Details of non-conformity</b>	<b>Level</b>	<b>Target Date for correction</b>

**ADDITIONAL OBSERVATIONS**

<b>Sr. No</b>	<b>Details</b>

**(Name & Signature of the Inspector)**

**Date**

**(Name & Signature of the Person responsible for Dangerous Goods)  
Organization Representative**

**Date**

**INTENTIONALLY LEFT BLANK**



**ATTACHMENT 2**

**Guidelines for Dangerous Goods Inspector to check system of providing information about dangerous goods that are not permitted in passenger's baggage.**

1. The Inspector must ensure the below mentioned information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft:
  - i) Is presented at the point of ticket purchase;
  - ii) If this is not practical, made available in another manner to passengers prior to the check-in process; and
  - iii) Information provided via the Internet may be in text or pictorial form.
  
2. The Inspector must ensure that the operator or the operator's handling agent and the airport operator must ensure the notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed,
  - i) At each of the places at an airport where tickets are issued;
  - ii) Passengers are checked in and aircraft boarding areas; and
  - iii) Check-in process on their websites.
  
3. Inspector must ensure that notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft.
  
4. Inspector must ensures that the provision is made for the check-in process to be completed remotely (e.g. via the Internet),

The operator has made the provision of information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is presented to passengers. Information may be in text or pictorial form but must be such that the check-in process cannot be completed until the passenger, or a person acting on their behalf, has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage.

5. Provisions are made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check-in facility),

The operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is

presented to passengers. Information should be in pictorial form and must be such that the check-in process cannot be completed until the passenger has been presented with this information and indicated that they have understood the restrictions on dangerous goods in baggage.

6. Operators' check-in staff must be adequately trained to assist them in identifying and detecting dangerous goods.
7. Check-in staff should seek confirmation from a passenger that they are not carrying dangerous goods that are not permitted, and seek further confirmation about the contents of any item where there are suspicions that it may contain dangerous goods that are not permitted.
8. Any organization or enterprise accepting excess baggage consigned as cargo should seek confirmation from the passenger, or a person acting on behalf of the passenger, that the excess baggage does not contain dangerous goods that are not permitted and seek further confirmation about the contents of any item where there are suspicions that it may contain dangerous goods that are not permitted.

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