



GOVERNMENT OF INDIA

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

TECHNICAL CENTRE, OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENT**

**SECTION 3 – AIR TRANSPORT**

**SERIES ‘L’ PART II**

**Issue II, 5<sup>TH</sup> MAY 2009**

**EFFECTIVE: FORTHWITH**

**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 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) Rules, 2003 and the 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.

**2. DANGEROUS GOODS DIVISION**

- 2.1 In order to ensure 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 accomplished 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 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
  - iii) He shall maintain a close liaison with all the regional/sub-regional offices of the DGCA with a view to directing and controlling the Dangerous Goods inspection/surveillance which shall be carried out by the Seconded Dangerous Goods Inspectors attached to these offices.
- 2.3 A few Instructors from the approved Dangerous Goods Training Organisations have been selected and attached to the Regional Directors/Controllers of Airworthiness for carrying out inspection and surveillance of dangerous goods. They shall report to the concerned Director/Controller of Airworthiness who shall coordinate with the 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 a Director/Controller of Airworthiness who shall be his Reporting Officer;
  - iii) make himself available as and when required by the concerned Director / Controller of Airworthiness and carry out the assigned task diligently; and
  - iv) demonstrate complete independence during the period of secondment by performing his duties in a 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 3 – Air Transport, Series L, Part III dated 4<sup>th</sup> October, 2006 and shall report to the Chief Inspector of Dangerous Goods in this regard.

### **3. INSPECTION**

- 3.1 The Seconded Dangerous Goods Inspectors shall periodically carry out inspection of aircraft/airport operators, shippers/freight forwarders and cargo terminals/ warehouses 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 others, 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.
- 3.3 Detailed guidelines and the procedure to be followed for carrying out the inspection/surveillance are outlined in the Appendix.

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

- 4.1 The Seconded Dangerous Goods Inspectors shall submit the Inspection/Audit Reports in the prescribed proforma to the respective Director/Controller of Airworthiness with a copy to the Chief Inspector of Dangerous Goods. However, if it becomes expedient to take immediate corrective action, the same may be taken by the respective Director / Controller of Airworthiness and the Chief Inspector informed about it.
- 4.2 In addition, a centralised 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.

*Nasim Zaidi*

(Dr. Nasim Zaidi)  
Director General of Civil Aviation

**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 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 available to staff who need to use them. The manner of loading 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 form 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. air waybill, 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. Operations 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 Manual 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 confirmed that the handling agent has copies of the relevant parts of the 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 12 of the Aircraft (Carriage of Dangerous Goods) Rules, 2003, provides that the dangerous goods training programmes established by or on behalf of operators shall be approved by the State of the operator. Inspection may be carried out to confirm that training meets the requirements laid down in CAR Section 3 Series 'L' Part III.
- b) An operator, depending on its size, may have several training programmes 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 passengers 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 an aircraft.
- b) For this purpose, the form available 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 time 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.

**PROFROMA FOR  
DANGEROUS GOODS INSPECTION REPORT**

**Name of Operator:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Date(s) of Inspection:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Principal Operator/Handling Agent Personnel involved:**

\_\_\_\_\_

The objective of an audit is to demonstrate that operators have procedures in place, either on their own account and/or through their handling agent(s), to ensure the correct processing and handling of dangerous goods.

During the audit, if non-conformities are identified, they shall be entered against the applicable requirement in the "Non-conformities" section.

Where there is a non-conformity for a requirement that is not shown, it shall be added in the space provided.

Observations that are not non-conformities against a requirement or a procedure shall be entered in the "Observations" section.

At the end of the audit, the non-conformities and observations shall be discussed with the operator to ensure that they are understood, together with the necessary action to be taken within the applicable timescales. The inspector and a responsible person of the operator should then sign the form in the spaces provided. The original shall be left with the responsible person, with a copy retained by the inspector.

Level 1: Means any non-compliance with the Technical Instructions, which would lower the standard and probably place the aircraft or personnel in a hazardous situation. Depending on the extent of the Level 1 finding, consideration should be given to prohibiting the operator from carrying dangerous goods until corrective action has been taken.

Level 2: Means any non-compliance with the Technical Instructions, which could lower the standard and possibly place the aircraft or personnel in a hazardous situation. The corrective action period granted by DGCA should be appropriate to the nature of the finding, but initially not more than three months.

Level 3: Means an observation intended to give background information. Level 3 must not include information suggesting non-compliance with the requirements of the Technical Instructions. No regulatory action is required to be taken in the case of level 3.

DGCA reference No.	Summary of requirements	Technical Instructions reference	Audited	Non-conformity	Level	Details of non-conformity
1.	Dangerous goods permissions, approvals or exemptions (held and correct)	N/A	<input type="checkbox"/>	<input type="checkbox"/>		Verify approval held if appropriate to State
2.	Provision of information to handling agents	7;4.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify manuals, staff instructions, etc. are provided
3.	Information about dangerous goods contained in the Operations Manual and/or other manuals	7;4.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify information is present, correct and current
4.	Provision of relevant manuals and instructions to cargo and operations staff	7;4.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify manuals, staff instructions, etc. are provided
5.	Up-to-date copies of dangerous goods reference publications (e.g. ICAO/IATA)	1;1.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify copy held and which edition

**CIVIL AVIATION REQUIREMENTS  
SERIES 'L' PART II**

**SECTION-3 AIR TRANSPORT  
5<sup>TH</sup> MAY 2009**

DGCA reference No.	Summary of requirements	Technical Instructions reference	Audited	Non-conformity	Level	Details of non-conformity
6.	Procedures for loading and stowing medical aid for a patient, and provision of information to handling agents	7;4.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify procedures available
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	7;2.1	<input type="checkbox"/>	<input type="checkbox"/>		Verify compliance, if applicable
8.	Procedures for notification by pilot-in- command to air traffic services in the event of an in-flight emergency	7;4.3	<input type="checkbox"/>	<input type="checkbox"/>		Verify availability
9.	Emergency response guidance information on board aircraft	7;4.8	<input type="checkbox"/>	<input type="checkbox"/>		Verify availability
10.	Procedures for reporting of dangerous goods accidents, incidents and undeclared/ misdeclared dangerous goods, and liaison between handling agent/operator	7;4.4 and 7;4.5	<input type="checkbox"/>	<input type="checkbox"/>		Verify arrangement between operator and handling agent established to ensure reporting to appropriate authorities
11.	Procedures for immediate notification to the competent authority of dangerous goods on board an aircraft in the event of an aircraft accident or incident	7;4.6	<input type="checkbox"/>	<input type="checkbox"/>		Verify arrangement between operator and handling agent established to ensure reporting to the State in which the accident occurred
12.	Adequacy and standard of flight crew training	1;4.1.2	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
13.	Adequacy and standard of cabin crew training (including emergency response training)	1;4.1.2	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
14.	Adequacy and standard of ground staff training (including emergency response training)	1;4.1.2	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
15.	Dangerous goods training records maintained	1;4.2.4	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
16.	Currency of ground staff training	1;4.2.2	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
17.	Currency of flight/cabin crew training	1;4.2.2	<input type="checkbox"/>	<input type="checkbox"/>		To be verified
18.	Training of security staff employed by the operator (for both cargo and passengers)	1;4.1.1g)	<input type="checkbox"/>	<input type="checkbox"/>		To be verified if applicable
19.	Awareness of requirements by maintenance staff in respect of replacements or unserviceable items	1;2.2.2 and 1;2.2.3	<input type="checkbox"/>	<input type="checkbox"/>		To be verified

**CIVIL AVIATION REQUIREMENTS  
SERIES 'L' PART II**

**SECTION-3 AIR TRANSPORT  
5<sup>TH</sup> MAY 2009**

DGCA reference No.	Summary of requirements	Technical Instructions reference	Audited	Non-conformity	Level	Details of non-conformity
20.	Provision of information/ instructions on dangerous goods and passengers to passenger handling staff	7;4.2 and 7;6.1	<input type="checkbox"/>	<input type="checkbox"/>		Verify appropriate manuals, information, etc. available to passenger handling staff
21.	Measures to ensure dangerous goods information is provided with /in passenger tickets	7;5.1.2a)	<input type="checkbox"/>	<input type="checkbox"/>		Confirm information provided e.g. at ticket sales point at airport
22.	Procedures for dealing with and the reporting of passengers with dangerous goods that are not permitted (including liaison with security staff)	7;4.5	<input type="checkbox"/>	<input type="checkbox"/>		Verify arrangement between operator and handling agent established to ensure reporting to the State in which the dangerous goods were discovered
23.	Dangerous goods notices at the cargo acceptance point	7;4.7	<input type="checkbox"/>	<input type="checkbox"/>		Check notice(s) in place
24.	Dangerous goods notices at ticket sales desks, check-in desks and boarding areas (including measures to ensure they are displayed by handling agents)	7;5.1.2b)	<input type="checkbox"/>	<input type="checkbox"/>		Check notice(s) in place
25.	Adequacy and use of acceptance checklists	7;1.1 and 7;1.3	<input type="checkbox"/>	<input type="checkbox"/>		Verify use and adequacy of checklist
26.	Retention of acceptance check forms, dangerous goods transport documents (shipper's declarations) and NOTOCs	7;4.10	<input type="checkbox"/>	<input type="checkbox"/>		Verify documents are retained for least 3 months
27.	Handling of dangerous goods packages (including Divisions 4.1 and 5.2) in the warehouse	7;2.3 and 7;2.13	<input type="checkbox"/>	<input type="checkbox"/>		Verify packages are handled correctly
28.	Preparation and building of pallets and ULDs with regard to segregation and separation of dangerous goods	7;2.2, 7;2.8, 7;2.9 and 7;2.11	<input type="checkbox"/>	<input type="checkbox"/>		Verify dangerous goods segregated accordance with Technical Instructions
29.	ULD marking and labeling	7;2.7	<input type="checkbox"/>	<input type="checkbox"/>		Verify ULD tags marked correctly (e.g., with class/division)
30.	Inspections for damage or leakage immediately prior to loading and immediately after unloading	7;3.1	<input type="checkbox"/>	<input type="checkbox"/>		Verify inspections carried out
31.	Procedures for removal of damaged or leaking packages from aircraft, inspection of aircraft for contamination; and decontamination	7;3.1 and 7;3.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify staff awareness of applicable procedures
32.	Procedures for loading and stowing a wheelchair for a passenger (including notification to the commander)	8;1.1.2j)	<input type="checkbox"/>	<input type="checkbox"/>		Verify procedure (check-in staff)

**CIVIL AVIATION REQUIREMENTS  
SERIES 'L' PART II**

**SECTION-3 AIR TRANSPORT  
5<sup>TH</sup> MAY 2009**

DGCA reference No.	Summary of requirements	Technical Instructions reference	Audited	Non-conformity	Level	Details of non-conformity
33.	Correct loading of dangerous goods (including segregation, securing accessibility)	7;2	<input type="checkbox"/>	<input type="checkbox"/>		Verify (by observation if possible), correct loading of dangerous goods
34.	Completion of NOTOCs and provision to flight crew (including signing of form)	7;4.1	<input type="checkbox"/>	<input type="checkbox"/>		Verify correct completion (including signature/some other indication)
35.	Accessibility of NOTOCs (or information on it) on ground at points of departure and scheduled arrival for duration of flight	7;4.1.6	<input type="checkbox"/>	<input type="checkbox"/>		Verify accessibility
36.	Accessibility of dangerous goods transport document / shipper's declarations during journey	7;1.1.2	<input type="checkbox"/>	<input type="checkbox"/>		Verify accessibility

DGCA reference	Details of non-conformity

Additional Observations	
Description	

Signature of Inspector \_\_\_\_\_

Date \_\_\_\_\_

Signature of responsible person\* \_\_\_\_\_

Date \_\_\_\_\_

\* Signature by the Responsible Person indicates that the non-conformities have been explained, but not necessarily agreed upon by the Responsible Person or the Operator concerned.

**PROFORMA FOR  
 DANGEROUS GOODS INSPECTION REPORT —  
 PASSENGER TERMINAL NOTICES**

AIRPORT:	TERMINAL:
DATE AND TIME OF INSPECTION:	INSPECTOR:

	<i>Desk numbers (if applicable)/ Gate numbers (if applicable)/ Ticket sales desk</i>	<i>Handling Agent or Operator (when self-operated)</i>	<i>* Operator(s) (only when identified by flight or as check-in)</i>	<i>* In use at time (√ or X)</i>	<i>Notes/comments on prominence and sufficiency</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

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

	<i>Desk numbers (if applicable)/ Gate numbers (if applicable)/ Ticket sales desk</i>	<i>Handling Agent or Operator (when self-operated)</i>	<i>* Operator(s) (only when identified by flight or as check-in)</i>	<i>* In use at time (√ or X)</i>	<i>Notes/comments on prominence and sufficiency</i>
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

All notices sufficient and prominent, no further action.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Not all notices sufficient and prominent, further action required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- - -