COMPLIANCE CHECKLIST\*

**DG**

**Transport of Dangerous Goods**

Version 2017-07-03

COMMISSION REGULATION (EU) No 965/2012

of 5 October 2012

Updated with Commission Regulations:

(EU) 800/2013, 14 Aug 2013 (NCC,NCO)

(EU) 71/2014, 27Jan 2014 (OSD)

(EU) 83/2014, 29 Jan 2014 (FTL)

(EU) 379/2014, 7 Apr 2014 (SPO, CAT sailplanes & balloons, CAT A-A)

(EU) 2015/140, 29 Jan 2015 (Sterile flight deck)

(EU) 2015/640, 23 Apr 2015 (Part 26)

(EU) 2015/1329, 31 Jul 2015

(EU) 2015/2338, 16 Dec 2015 (Flight recordings)

(EU) 2016/1199, 23 Jul 2016 (PBN, HOFO, Aeronautical data)

(EU) 2017/363, 01 Mar 2017 (SET-IMC, DG training Com SPO, NCC, Non-comm SPO)

Updated with ED-Decisions (AMC/GM):

2012/019/R, 2013/020/R, 2015/022/R, 2016/020/R, 2016/022/R, 2017/009/R

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| Name of organisation |       |
| AOC reference |       |
| Audit reference | TSL       |
| TSL Audit staff |       |
| Signature |  |
| TSL Audit staff |       |
| Signature |  |
| Date(s) of audit |       |
| Date of completion |       |

How to use Compliance Checklist (CCL)

This Compliance Checklist is meant to be an aid to show compliance with the rules in an application for the Transport of Dangerous Goods. The CCL encompass the Implementing Rules as well as the associated AMCs and GMs.

Every rule reference in this document is followed by a box where the operator, in the first column, shall state where in the Operations Manual the subject is described. It will not be acceptable with just “OM-A” or “OM-A chapter 5”; the reference must be to the detailed level to facilitate the review.

The two following columns are solely for the use of the Authority.

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| State how and where the rule is implemented (Ex. Ref. to OM-A 5.4.3.5)If the rule is Not Applicable state N/A | SCAA notes | **\*\***Assessment |

\*Note: Disclaimer: This document is meant as an aid for operators to comply with the applicable rules. If any differences or discrepancies would exist between this document and the applicable EU regulations and EASA AMC/GM/CS the latter prevail and must always be consulted.

\*\* Note: The right hand part of each box above to be completed by SCAA with one of four indicators:

 1. **C** means Compliance;

 2. **N/A** means that the rule is Not Applicable to the reviewed activity;

 3. **N/R** means the rule is applicable but Not Reviewed;

 4. **R** means Remark.

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| **The application shall contain** |
| * EASA Form 2, signed by Accountable Manager
* This compliance checklist filled as applicable
* Supporting documents of aircraft capability
* Revisions of applicable operations manuals and Aircraft Maintenance Programme
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*ANNEX V*

**SPECIFIC APPROVALS**

**[PART-SPA]**

**SPA.GEN.100 Competent authority**

(a) The competent authority for issuing a specific approval shall be:

(1) for the commercial operator the authority of the Member State in which the operator has its principal place of business;

(2) for the non-commercial operator the authority of the State in which the operator is established or residing.

(b) Notwithstanding (a)(2), for the non-commercial operator using aircraft registered in a third country, the applicable requirements under this Annex for the approval of the following operations shall not apply if these approvals are issued by a third country State of Registry:

(1) Performance-based navigation (PBN);

(2) Minimum operational performance specifications (MNPS);

(3) Reduced vertical separation minima (RVSM) airspace.

**SPA.GEN.105 Application for a specific approval**

(a) The operator applying for the initial issue of a specific approval shall provide to the competent authority the documentation required in the applicable Subpart, together with the following information:

(1) the name, address and mailing address of the applicant;

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(2) a description of the intended operation.

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(b) The operator shall provide the following evidence to the competent authority:

(1) compliance with the requirements of the applicable Subpart;

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(2) that the relevant elements defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012 are taken into account.

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(c) The operator shall retain records relating to (a) and (b) at least for the duration of the operation requiring a specific approval, or, if applicable, in accordance with Annex III (Part-ORO).

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**AMC1 SPA.GEN.105(a) Application for a specific approval**

DOCUMENTATION

(a) Operating procedures should be documented in the operations manual.

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(b) If an operations manual is not required, operating procedures may be described in a manual specifying procedures (procedures manual). If the aircraft flight manual (AFM) or the pilot operating handbook (POH) contains such procedures, they should be considered as acceptable means to document the procedures.

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**SPA.GEN.110 Priviliges of an operator holding a specific approval**

The scope of the activity that an operator is approved to conduct shall be documented and specified:

(a) for operators holding an air operator certificate (AOC) in the operations specifications to the AOC;

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(b) for all other operators in the list of specific approvals.

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**SPA.GEN.115 Changes to a specific approval**

When the conditions of a specific approval are affected by changes, the operator shall provide the relevant documentation to the competent authority and obtain prior approval for the operation.

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**SPA.GEN.120 Continued validity of a specific approval**

Specific approvals shall be issued for an unlimited duration and shall remain valid subject to the operator remaining in compliance with the requirements associated with the specific approval and taking into account the relevant elements defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012.

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SUBPART G

***TRANSPORT OF DANGEROUS GOODS***

**SPA.DG.100 Transport of dangerous goods**

Except as provided for in Annex IV (Part-CAT), Annex VI (Part-NCC), Annex VII (Part-NCO) and Annex VIII

(Part-SPO), the operator shall only transport dangerous goods by air if the operator has been approved

by the competent authority.

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**SPA.DG.105 Approval to transport dangerous goods**

To obtain the approval to transport dangerous goods, the operator shall in accordance with the technical

instructions:

(a) establish and maintain a training programme for all personnel involved and demonstrate to the

competent authority that adequate training has been given to all personnel;

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(b) establish operating procedures to ensure the safe handling of dangerous goods at all stages of air transport, containing information and instructions on:

(1) the operator’s policy to transport dangerous goods;

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(2) the requirements for acceptance, handling, loading, stowage and segregation of dangerous goods;

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(3) actions to take in the event of an aircraft accident or incident when dangerous goods are being carried;

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(4) the response to emergency situations involving dangerous goods;

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(5) the removal of any possible contamination;

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(6) the duties of all personnel involved, especially with relevance to ground handling and aircraft handling;

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(7) inspection for damage, leakage or contamination;

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(8) dangerous goods accident and incident reporting.

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**AMC1 SPA.DG.105(a) Approval to transport dangerous goods**

TRAINING PROGRAMME

(a) The operator should indicate for the approval of the training programme how the training will be carried out. For formal training courses, the course objectives, the training programme syllabus/curricula and examples of the written examination to be undertaken should be included.

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(b) Instructors should have knowledge of training techniques as well as in the field of transport of dangerous goods by air so that the subject is covered fully and questions can be adequately answered.

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(c) Training intended to give general information and guidance may be by any means including handouts, leaflets, circulars, slide presentations, videos, computer-based training, etc., and may take place on-the-job or off-the-job. The person being trained should receive an overall awareness of the subject. This training should include a written, oral or computer-based examination covering all areas of the training programme, showing that a required minimum level of knowledge has been acquired.

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(d) Training intended to give an in-depth and detailed appreciation of the whole subject or particular aspects of it should be by formal training courses, which should include a written examination, the successful passing of which will result in the issue of the proof of qualification. The course may be by means of tuition, as a self-study programme, or a mixture of both. The person being trained should gain sufficient knowledge so as to be able to apply the detailed rules of the Technical Instructions.

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(e) Training in emergency procedures should include as a minimum:

(1) for personnel other than crew members:

(i) dealing with damaged or leaking packages; and

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(ii) other actions in the event of ground emergencies arising from dangerous goods;

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(2) for flight crew members:

(i) actions in the event of emergencies in flight occurring in the passenger compartment or in the cargo compartments; and

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(ii) the notification to ATS should an in-flight emergency occur;

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(3) for crew members other than flight crew members:

(i) dealing with incidents arising from dangerous goods carried by passengers; or

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(ii) dealing with damaged or leaking packages in flight.

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(f) Training should be conducted at intervals of no longer than 2 years. If the recurrent training is undertaken within the last 3 calendar months of the validity period, the new validity period should be counted from the original expiry date.

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**AMC1 SPA.DG.105(b) Approval to transport dangerous goods**

PROVISION OF INFORMATION IN THE EVENT OF AN IN-FLIGHT EMERGENCY

If an in-flight emergency occurs the pilot-in-command/commander should, as soon as the situation permits, inform the appropriate ATS unit of any dangerous goods carried as cargo on board the aircraft, as specified in the Technical Instructions.

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**GM1 SPA.DG.105(b)(6) Approval to transport dangerous goods**

PERSONNEL

Personnel include all persons involved in the transport of dangerous goods, whether they are employees of the operator or not.

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**SPA.DG.110 Dangerous goods information and documentation**

The operator shall, in accordance with the technical instructions:

(a) provide written information to the pilot-in-command/commander:

(1) about dangerous goods to be carried on the aircraft;

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(2) for use in responding to in-flight emergencies;

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(b) use an acceptance checklist;

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(c) ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form;

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(d) ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination;

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(e) ensure that a copy of the information to the pilot-in-command/commander is retained on the ground and that this copy, or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers;

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(f) retain the acceptance checklist, transport document and information to the pilot-incommand/commander for at least three months after completion of the flight;

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(g) retain the training records of all personnel for at least three years.

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**AMC1 SPA.DG.110(a) Dangerous goods information and documentation**

INFORMATION TO THE PILOT-IN-COMMAND/COMMANDER

If the volume of information provided to the pilot-in-command/commander by the operator is such that it would be impracticable to transmit it in the event of an in-flight emergency, an additional summary of the information should also be provided, containing at least the quantities and class or division of the dangerous goods in each cargo compartment.

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**AMC1 SPA.DG.110(b) Dangerous goods information and documentation**

ACCEPTANCE OF DANGEROUS GOODS

(a) The operator should not accept dangerous goods unless:

(1) the package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions;

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(2) they are accompanied by two copies of a dangerous goods transport document or the information applicable to the consignment is provided in electronic form, except when otherwise specified in the Technical Instructions; and

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(3) the English language is used for:

(i) package marking and labelling; and

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(ii) the dangerous goods transport document, in addition to any other language provision.

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(b) The operator or his/her handling agent should use an acceptance checklist which allows for:

(1) all relevant details to be checked; and

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(2) the recording of the results of the acceptance check by manual, mechanical or computerised means.

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