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| **Shipper/Cargo Agent / Freight Forwarder****Name:** |  |
| **Inspection initiation date :** |  |
| **Registered offices within the Sultanate of Oman :** |  |
| **Focal Point**  |  |

Freight forwarder means a person or an organization who offers service of arranging the transport of cargo by air.

Applicant(s) shall complete the application for each location/branch separately for Issuance/ Renewal of the appropriate Dangerous Goods certification available at www.CAA.gov.om

**Office preparation: Prior to inspecting the shipper research the following:**

1. State database: Review previous inspections associated with this shipper and record previous violation information below:
2. Is the shipper a holder of any exemption?

No:

Yes:

If yes, record the exemption(s) and obtain copies to review and take to the inspection:

1. Is the shipper a holder of any approval?

No:

Yes:

If yes, record the approval(s) and obtain copies to review and take to the inspection:

**Other public information:** Note any information from other sources on the shipper that may be helpful in conducting the inspection:

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| Item | Description | ReferenceCAR 92 | Manual reference | Level of Findings | CAA USE Only |
| U/S | Remark |
| 1 | General company information:Shipper: Address: Phone number:Email:Fax number:Company point-of-contact (name/title):Dangerous Goods Focal Point  |  |  |  |  |  |
| 2 | General company information: Business organization:Individual: Partnership: no Corporation: noIf corporation, is this a branch or division?No: NoYes: |  |  |  |  |  |
| 3 | Is it a wholly-owned subsidiary?No:Yes: YesIf the corporation is a branch or division, then record the parent corporation’s information here:Corporation headquarters:Address:Phone number:Email:Fax number:Corporate point-of-contact (name/title): |  |  |  |  |  |
| 4 | Shipper profile information:Days/hours of operation:Operators that are offered dangerous goods for air transportation from the shipper:List hazard class or divisions of dangerous goods offered by the shipper: |  |  |  |  |  |
| 5 | Certificate(valid/expired; restriction if any...) | 92.460 |  |  |  |  |
| 6 | Freight forward acting on behalf of a shipper (Agreement)  | 92.105 |  |  |  |  |
| 7 | Holding the current edition of the IATA Dangerous Goods Regulations that shall be made available for use by all the appropriately trained personnel at all times | 92.455;2) |  |  |  |  |
| 8 | Have a dedicated secure dangerous goods storage area inside its warehouse facility, including an area for damaged dangerous goods or dangerous goods held for investigation along with appropriate signage. | 92.455 ; 3) |  |  |  |  |
| 9 | The latest available Emergency Response Guidance (ERG) must be made available and kept in an area easily accessible to all staff | 92.455; 4) |  |  |  |  |
| 10 | Emergency procedures(e.g. for leaks and spills from dangerous goods on aircraft or within ULDs); | Supplement to ICAO TI 1;3 |  |  |  |  |
| 11 | Reporting of hidden and undeclared Dangerous Goods to Civil Aviation Authorities | CAR 92.455Supplement to ICAO TI 1;3 |  |  |  |  |
| 12 | Retention of documents (e.g. Dry ice acceptance checklist) | Supplement to ICAO TI 1;3 |  |  |  |  |
| 13 | Provide comprehensive Standard Operating Procedures (SOPs) describing the entire dangerous goods operational flow in detail | 92.455 4) |  |  |  |  |
| 14 | Dangerous Goods Statement(1) A person who, consigns cargo for carriage on board an aircraft (including a freight forwarder that does so in the course of business as a freight forwarder) must make and sign a written statement that:(a) is to the effect that the cargo does not contain dangerous goods; or(b) describes the contents of the cargo; and(c) submit a packing list of consolidated cargo for attachment to the air waybill for the cargo;(d) any offence against this regulation is an offence of strict liability. | 92.300 |  |  |  |  |
| 15 | Training Curriculum | CAR 92.575 |  |  |  |  |
| 16 |  Dangerous goods training certification for two staff as a minimum. Staff training shall be the full classroom course (Category 3 or Competency Based Training as stated in IATA DGR Table 1.5.A or Appendix H – Competency Based Training), where staff training shall be current. | 92.455 5) |  |  |  |  |
| 17 | Dangerous Goods Training Certificates shall be valid for a minimum period of 3 months. After the completion of recurrent training, freight forwarders and Cargo Agents shall submit valid training certificates to PACA for acceptance. | 92.455 ; 6 |  |  |  |  |
| 18 | Training providers (IATA ,ICAO, b Approved by PACA. | 62.455 ; 7 |  |  |  |  |
| 19 | knowledge of Oman domestic law and Oman Civil Aviation Regulations is required. | 92.455 ; 9 |  |  |  |  |
| 20 | Retention of Training Records 36 months:(1) Determine who has received training; (2) Determine the date and length of the course; (3) Ascertain the type and category of training. (4) Reference materials used within the course training program  | 92.190 |  |  |  |  |
| 21 | Maintaining Records About Training | 92.600 |  |  |  |  |
| 22 | Retention of Document (3 Months) | 92.360 |  |  |  |  |
| 23 | Pay annual fee of 1,000 OMR for issuance/renewal of certification |  |  |  |  |  |
| 24 | Area/package production area (Observation/interview/verification):Inspect completed dangerous goods packages awaiting pick-up for air transport by an operator for:Transport documentsMarkingLabellingPackaging overpack (authorized for air transport)Classification | 92.150 |  |  |  |  |
| 25 | Does the freight forward/shipper/cargo agent use a checklist to ensure shipments are offered in compliance with the Technical Instructions?No:Yes: YesNotes | 92.330 |  |  |  |  |
| 26 | If packages are being prepared, then review if workers are properly closing UN specification packaging as per the package manufacturer’s closing instructions. Also, verify if single packagings and the inner packagings of combination packages are permitted by the Technical Instructions for the substances being shipped (TechnicalInstructions, Parts 4 and 5). | 92.105 |  |  |  |  |
| 27 | Record names of all workers who you observe performing dangerous goods functions to verify training records:Notes: | CAR 92.455 |  |  |  |  |
| 28 | **Warehouse:**Perform a complete physical walk-through of the shipper’s warehouse/storage area during the inspection. Look for, and question the company on, any products that are marked or labelled as dangerous goods | CAR 92.455 (3)CAR 92.135 |  |  |  |  |
| 29 | Administrative office:Have a knowledgeable company official describe how the freight forward retains dangerous goods shippingdocumentation (Technical Instructions, Part 5): **Compliant**Separate dangerous goods transport document file (folder)Record of rejected consignmentsElectronic records (separate file or by order): Transport document filed with purchase/invoice orderTransport document filed with customer file: Transport document filed with other shipping documentationTest reports and instructions for packaging: OtherDescribe method utilized and note if the freight forward maintains other transport documents in different locations | CAR 92.135 CAR 92.105CAR 92.105 (3)CAR 250 (13)CAR 92.360 |  |  |  |  |
| 30 | Review dangerous goods transport documents on file.Are there any transport documents that are in violation of the dangerous goods regulations?No: **NO**Yes:If yes, document for possible further investigation | CAR 92 Regulatory chart |  |  |  |  |
| 31 | List all names of individuals who certified shipments according to the transport documents for verification of training(Technical Instructions, Part 1):. | CAR 92.105 |  |  |  |  |
| 32 | **Review all transport documents that indicate that a State exemption was used by the shipper.** **Verify that the****Freight forward complied with the exemptions utilized (Technical Instructions, Part 1).****List exemptions utilized:** no exemption granted**Review all transport documents that indicate a State approval was used by the shipper.** **Verify that the shipper****complied with the approval (Technical Instructions, Part 1).****List approvals utilized: initial certification**  | CAR 92.350 |  |  |  |  |
| 33 | **Review all transport documents that indicate a security plan would be required. Verify that the shipper complied****with all security plan requirements (Technical Instructions, Part 1).****Classification of dangerous goods:****Notes:****Review all dangerous goods classifications listed on transport documents against supporting documentation that****the shipper utilized to classify the material.****What is the primary method utilized by the shipper to classify its dangerous goods shipments?****Material safety data sheet -** **Product information (manufacturer)** **Lab analysis****State approval****Other****List:** | CAR 92.105 (1) |  |  |  |  |
| 34 | **Obtain a roster of all employees, agents, and contractors who perform a dangerous goods function and/or transport****function for the shipper (Technical Instructions, Parts 1 and 5).****Notes:****Obtain training records that the shipper has on file (Technical Instructions, Parts 1 and 5):****Record the following training programme information:****Name of training programme: CAT 3 and 6****Description of training programme: as per IATA regulation****Location of training material(s):****Name and address of person providing training:****Name:****Address: :****Notes:** | CAR 92.130CAR 92.455 |  |  |  |  |
| 35 | **Review, verify, and compare worker rosters against training records provided by the shipper.****Compare names of workers you observed performing dangerous goods functions against freight forward’s training records.****Notes:** | 92.455 |  |  |  |  |
| 36 | **Procedures for ensuring that any changes to ICAO TI or local regulation are incorporated into existing procedures** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 37 | **Procedures for the handling of packages rejected from transport** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 38 | **Procedures for ensuring that any State or Operator variations in attachment 3 of ICAO TI are complied with** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 39 | **Documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1;2.3 of the TI.(DPO)** | ICAO TI Part 1;2.3Supplement to ICAO TI 1;3 |  |  |  |  |
| 40 | **Procedures for requiring the sender’s name, address and signature on packages containing dangerous goods** | Supplement to ICAO TI 1;3 |  |  |  |  |
| **Acceptance of lithium Batteries** |
| 41 | **Inclusion of procedures for the acceptance of lithium batteries within dangerous goods training and testing materials;** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 42 | **Provision of information to customers at acceptance points****(street post boxes, post offices, agencies and websites)** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 43 | **Provision of information to account customers regarding dangerous goods** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 44 | **Inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail** | Supplement to ICAO TI 1;3 |  |  |  |  |
| 45 | documented lithium battery acceptance procedures (including requiring the senders name, address and signature on packages in international air mail); |  |  |  |  |  |
| 46 | Emergency procedures for lithium batteries in air transport (e.g. heat, smoke or flames noted from a mailbag). |  |  |  |  |  |

**Details of non-conformity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Listed item** | **Details of non-conformity** | **Level** | **Target Date** |  |
| **No in the** |  |  | **for correction** | **Status**  |
| **Checklist** |  |  |  |  |
| 36 | The amendment process regarding any changes to the regulation (IATA,CAR 92,..)is not documented in the SOP. |  |  |  |
| The ICAO website as a source of information (state variation) is not documented in the SOP.  |  |  |
| 9 | The emergency chart is not displayed at the warehouse. |  |  |  |
| 28 | Amouage is storing dangerous Goods in their warehouse without the designation of CAT 5 trained staff as minimum to be responsible for the storage and loading.  |  |  |  |

**Name of the Dangerous Goods Inspector**s **Date and Signature**