

	<p align="center">CIVIL AVIATION AUTHORITY OF BANGLADESH Flight Standard & Regulations Division Compliance Checklist for Specific Approval-DG (To be attached to the SPA application and documentation)</p>	AOC number: Aircraft Type: Registration Marks: MSN
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In accordance with SPA.DG.100, transport of dangerous goods (DG) shall only be made if the operator has been granted a DG approval.

This compliance Checklist is designed to assist operators in demonstrating compliance with the applicable requirements.

An application for DG approval will be connected with either an application for a new AOC, an application to add a new aircraft type to an existing AOC, or an application to add DG approval to an aircraft type already listed on the AOC. In all cases, this Compliance Checklist should be submitted to CAAB

The CAAB reserves the right to refuse an application if this Compliance Checklist is not completed in sufficient detail, or contains inaccurate information. Please ensure that the **‘Operator’s Comments’** column is completed thoroughly, including references to operations manual entries, supporting documentation and sufficient statements to demonstrate compliance.

Requirement	Operator’s Comments	CAAB’s Comment (SAT/UNSAT)
Approval to transport dangerous goods		
SPA.DG.105		
a) establish and maintain a training programme for all personnel involved and demonstrate to the CAAB that adequate training has been given to all personnel;		
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; (2) the requirements for acceptance, handling, loading, stowage and segregation of dangerous goods; (3) actions to take in the event of an aircraft accident or incident when dangerous goods are being carried; (4) the response to emergency situations involving dangerous goods; (5) the removal of any possible contamination; (6) the duties of all personnel involved, especially with relevance to ground handling and aircraft handling; (7) inspection for damage, leakage or contamination; (8) dangerous goods accident and incident reporting.		
Training Programme		
AMC1 SPA.DG.105(a)		
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.		

Requirement	Operator's Comments	CAAB's Comment (SAT/UNSAT)
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.		
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.		
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		
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 (ii) other actions in the event of ground emergencies arising from dangerous goods; (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 (ii) the notification to ATS should an in-flight emergency occur; (3) for crew members other than flight crew members: (i) dealing with incidents arising from dangerous goods carried by passengers; or (ii) dealing with damaged or leaking packages in flight.		
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.		
AMC1 SPA.DG.105(b) If an in-flight emergency occurs the pilot-in-command/pilot in command 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.		

Requirement	Operator's Comments	CAAB's Comment (SAT/UNSAT)
Dangerous goods information and documentation		
SPA.DG.110 The operator shall, in accordance with the technical instructions:		
a) provide written information to the pilot-in-command/pilot in command: <ol style="list-style-type: none"> (1) about dangerous goods to be carried on the aircraft; (2) for use in responding to in-flight emergencies; 		
b) use an acceptance checklist;		
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;		
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;		
e) ensure that a copy of the information to the pilot-in-command/pilot in command 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;		
f) retain the acceptance checklist, transport document and information to the pilot-in-command/pilot in command for at least three months after completion of the flight;		
g) retain the training records of all personnel for at least three years.		
AMC1 SPA.DG.110(a) If the volume of information provided to the pilot-in-command 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.		
AMC1 SPA.DG.110(b) a) The operator should not accept dangerous goods unless: <ol style="list-style-type: none"> (1) the package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions; (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 		

Requirement	Operator's Comments	CAAB's Comment (SAT/UNSAT)
(3) the English language is used for: (i) package marking and labeling; and (ii) the dangerous goods transport document, in addition to any other language provision.		
b) The operator or his/her handling agent should use an acceptance checklist which allows for: (1) all relevant details to be checked; and (2) the recording of the results of the acceptance check by manual, mechanical or computerized means.		

I, hereby certify that the above compliance statement is a true reflection of the training, equipment, processes and procedures of company

Signed: Date:

Position in company: