

**DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT**

The recommended checklist appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

**SHIPPERS DECLARATION FOR DANGEROUS GOODS (DGD)**

	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement [8.1.1, 8.1.2, 8.1.6.12].....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3] .....	<input type="checkbox"/>		
4. The number of pages shown [8.1.6.4].....	<input type="checkbox"/>	<input type="checkbox"/>	
5. The non-applicable Aircraft Type deleted or not shown [8.1.6.5] .....	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7] Information is optional.....	<input type="checkbox"/>		<input type="checkbox"/>
7. The word "Radioactive" deleted or not shown [8.1.6.8].....	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Identification</b>			
8. UN or ID Number, preceded by prefix [8.1.6.9.1, Step 1].....	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2] .....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class or Division, and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3] .....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packing Group [8.1.6.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quantity and Type of Packing</b>			
13. Number and Type of Packages [8.1.6.9.2, Step 6].....	<input type="checkbox"/>	<input type="checkbox"/>	
14. Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6].....	<input type="checkbox"/>	<input type="checkbox"/>	
15. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
– Compatible according to Table 9.3.A. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– UN packages containing Division 6.2 [5.0.2.11(c)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Calculation of "Q" value must not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6; 8.1.6.9.2, Step 6(g)] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Overpack			
– Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Wording "Overpack Used" [8.1.6.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– If more than one overpack is used, identification marks shown and total quantity of dangerous goods [8.1.6.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Packing Instructions</b>			
17. Packing Instruction Number [8.1.6.9.3, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	
18. For lithium batteries in compliance with Section IB, "IB" follows the packing instruction [8.1.6.9.2, Step 8] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Authorizations</b>			
19. Check all verifiable special provisions. The Special Provision Number if A1, A2, A4, A5, A51, A81, A88, A99, A130, A190, A191 [8.1.6.9.4, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under [8.1.6.9.4, Step 9] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Handling Information</b>			
21. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof, for PBE and for fireworks [8.1.6.11.1, 8.1.6.11.2, 8.1.6.11.3 and 8.1.6.11.5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment [8.1.6.11.4] .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Name and Title (or Department) of Signatory, Place and Date</b> indicated and <b>Signature</b> of Shipper [8.1.6.13, 8.1.6.14 and 8.1.6.15] .....	<input type="checkbox"/>	<input type="checkbox"/>	
24. <b>Amendment</b> or alteration signed by Shipper [8.1.2.6].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AIR WAYBILL—HANDLING INFORMATION**

- 25. The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)] .....
- 26. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)] .....
- 27. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2] .....

**PACKAGE(S) AND OVERPACKS**

- 28. Packaging conforms with packing instruction and is free from damage or leakage [The relevant PI and 9.1.3] .....
- 29. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3] .....

**Markings**

- 30. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:
  - Symbol and Specification Code .....
  - X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements .....
  - Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179]) .....
  - Infectious substance package marking [6.5.3.1] .....
- 31. The UN or ID number(s) [7.1.4.1(a)] .....
- 32. The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)] .....
- 33. The full name(s) and Address(es) of Shipper and Consignee [7.1.4.1(b)] .....
- 34. For consignments of more than one package of all classes (except ID 8000 and Class 7) the net quantity, or gross weight followed by "G", as applicable, unless contents are identical, marked on the packages [7.1.4.1(c)] .....
- 35. Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages [7.1.4.1(d)] .....
- 36. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.4.1(e)] .....
- 37. The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)] .....
- 38. Limited Quantities mark [7.1.4.2] .....
- 39. The Environmentally Hazardous Substance Mark [7.1.5.3] .....

**Labelling**

- 40. The label(s) identifying the Primary risk as per 4.2, Column D [7.2.3.2; 7.2.3.3(b)] .....
- 41. The label(s) identifying the Subsidiary risk, as per 4.2, Column D [7.2.3.2; 7.2.6.2.3] .....
- 42. Cargo Aircraft Only label [7.2.4.2; 7.2.6.3] .....
- 43. "Orientation" labels on two opposite sides, if applicable [7.2.4.4] .....
- 44. "Cryogenic Liquid" labels, if applicable [7.2.4.3] .....
- 45. "Keep Away From Heat" label, if applicable [7.2.4.5] .....
- 46. "Lithium battery" label, if applicable [7.2.4.7] .....
- 47. All required labels are displayed correctly [7.2.6] and all irrelevant marks and labels removed or obliterated [7.1.1; 7.2.1] .....

**For Overpacks**

- 48. Packaging Use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.7.1, 7.2.7] .....
- 49. The word "Overpack" marked if markings and labels are not visible [7.1.7.1] .....
- 50. If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.2] .....
- 51. "Cargo Aircraft Only" restrictions [5.0.1.5.3] .....

**GENERAL**

- 52. State and Operator variations complied with [2.8] .....
- 53. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors .....
- 54. One "lithium battery document" with the required information accompanying the consignment .....

Comments: \_\_\_\_\_

Checked by: \_\_\_\_\_

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**