



Flight Operations Standards Directorate
Commercial Air Transport Section - Dangerous Goods Transport by Air
Designated Postal Operations Manual Compliance List

• Designated Postal Name	
• Designated Postal DGPOC	
• Inspector Name	
• Inspection Date	

No	Designated Postal Operations Manual Compliance List Events	JCAR OPS 1	YES	NO	NA
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0	Administration and Control of Operations Manual
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0.1	Introduction
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a	A statement that the manual complies with all applicable regulations	1.1045 App. 1 A 0.1 (a)			
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(1)	Unless otherwise approved by CARC, or prescribed by national law, an operator must prepare the Operations Manual in the English language. In addition, an operator may translate and use that manual, or parts thereof, into another language	1.1040 (c)			
(2)	An operator shall ensure that the Operations Manual is amended or revised so that the instructions and information contained therein are kept up to date. The operator shall ensure that all operations personnel are made aware of such changes that are relevant to their duties	1.1040 (g)			
(3)	An operator shall incorporate all amendments and revisions required by CARC	1.1040 (j)			
(4)	An operator must ensure that the contents of the Operations Manual are presented in a form in which they can be used without difficulty. The design of the Operations Manual shall observe human factors principles	1.1040 (l)			
(5)	An operator must ensure that all operations personnel are able to understand the language in which those parts of the Operations Manual which pertain to their duties and responsibilities are written	1.025 (a)			
(6)	The operator must make arrangements for the production of manuals, amendments and other documentation	App. 2 to OPS 1.175 (e)			

b	A statement that the manual contains operational instructions that are to be complied with by the relevant personnel	1.1045 App. 1 A 0.1 (b)			
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(1)	An operator shall ensure that the Operations Manual contains all instructions and information necessary for operations personnel to perform their duties	1.1040 (a)			
(2)	An operator shall ensure that all operations personnel have easy access to a copy of each part of the Operations Manual which is relevant to their duties	1.1040 (f)			
(3)	An operator shall ensure that, all employees are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and which are pertinent to the performance of their duties; and all crew members are familiar with the laws, regulations and procedures pertinent to the performance of their duties	1.020 (a) & (b)			

c	Explanations and definitions of terms and words needed for the use of the manual	1.1045 App. 1 A 0.1 (d)			
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0.2	System of Amendment and Revision
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a	Details of the person(s) responsible for the issuance and insertion of amendments and revisions.	1.1045 App. 1 A 0.2 (a)			
b	A record of amendments and revisions with insertion dates and effective dates	1.1045 App. 1 A 0.2 (b)			
c	A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety	1.1045 App. 1 A 0.2 (c)			
d	A description of the system for the annotation of pages and their effective dates.	1.1045 App. 1 A 0.2 (d)			
e	A list of effective pages	1.1045 App. 1 A 0.2 (e)			
f	Annotation of changes (on text pages and, as far as practicable, on charts and diagrams)	1.1045 App. 1 A 0.2 (f)			
g	Temporary revisions	1.1045 App. 1 A 0.2 (g)			
h	A description of the distribution system for the manuals, amendments and revisions.	1.1045 App. 1 A 0.2 (h)			



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No	Designated Postal Operations Manual Compliance List Events	ICAO TI	YES	NO	NA
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1	Designated Postal Operations Manual Instruction				
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a	Training of staff in accordance with Part 1;4 of the Technical Instructions	TI SUPP Part S-1			
b	Reporting of dangerous goods accidents and incidents to civil aviation authorities	TI SUPP Part S-1			
c	Reporting of hidden and undeclared dangerous goods to civil aviation authorities	TI SUPP Part S-1			
d	Provision of information to customers at acceptance points (e.g. street post boxes, post offices, agencies, websites)	TI SUPP Part S-1			
e	Provision of information to account customers regarding dangerous goods	TI SUPP Part S-1			
f	Inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail	TI SUPP Part S-1			
g	Emergency procedures	TI SUPP Part S-1			
h	Retention of documents (e.g. dry ice acceptance checklist)	TI SUPP Part S-1			
i	Documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1; 2.3 of the Technical Instructions	TI SUPP Part S-1			
j	Procedures for requiring the sender's name, address and signature on packages containing dangerous goods	TI SUPP Part S-1			
k	Procedures for ensuring that any State or Operator variations in Attachment 3 of the Technical Instructions are complied with	TI SUPP Part S-1			
l	Procedures for ensuring that any changes to the Technical Instructions are incorporated into existing procedures; and	TI SUPP Part S-1			
m	Procedures for the handling of packages rejected from transport	TI SUPP Part S-1			

• Assessment Result					

Dangerous Goods Inspector Name	Date	Signature