**COMPLIANCE CHECKLIST FOR APPROVAL OF PROCEDURES**

 **(DESIGNATED POSTAL OPERATORS)**

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| **Name of Postal Operator** | **Date**  |
| **Address of Postal Operator** |
| **Name/Title of Procedures Coordinator**  |
| **Telephone** | **Fax** | **Email** |

| No. | **Legal Ref.** | **Item** | **US** | **S** | **N/A** | **Remarks / Reference to the Procedures** |
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| **1** | **ICAO TI 1;4.1 and 4.2.8,** **SUP to ICAO TI 1;3** | Training of staff in accordance with Part 1;4 of ICAO TI (i.e. system to ensure the timely scheduling and delivery of initial and recurrent dangerous goods training, production and retention of records, etc) |  |  |  |  |
| Adequacy of dangerous goods training programme (procedure, presentations, instructor’s notes, handouts, visual aids, etc.) |  |  |  |  |
| Test to verify understanding |  |  |  |  |
| Procedures to ensure the appropriate qualification of instructors |  |  |  |  |
| 2 | **SUP to ICAO TI 1;3** | Reporting of Dangerous Goods accidents and incidents to Civil Aviation Authorities |  |  |  |  |
| 3 | **SUP to ICAO TI 1;3** | Reporting of hidden and undeclared Dangerous Goods to Civil Aviation Authorities |  |  |  |  |
| 4 | **SUP to ICAO TI 1;3** | Provision of information to customers at acceptance points (street post boxes, post offices, agencies and websites) |  |  |  |  |
| 5 | **SUP to ICAO TI 1;3** | Provision of information to account customers regarding dangerous goods |  |  |  |  |
| 6 | **SUP to ICAO TI 1;3** | Inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail |  |  |  |  |
| 7 | **SUP to ICAO TI 1;3** | Emergency procedures(e.g. for leaks and spills from dangerous goods on aircraft or within ULDs); |  |  |  |  |
| 8 | **SUP to ICAO TI 1;3** | Retention of documents (e.g. Dry ice acceptance checklist) |  |  |  |  |
| 9 | **SUP to ICAO TI 1;3** | Documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1;2.3 of the TI |  |  |  |  |
| 10 | **SUP to ICAO TI 1;3** | Procedures for requiring the sender’s name, address and signature on packages containing dangerous goods |  |  |  |  |
| 11 | **SUP to ICAO TI 1;3** | Procedures for ensuring that any State or Operator variations in attachment 3 of ICAO TI are complied with |  |  |  |  |
| 12 | **SUP to ICAO TI 1;3** | Procedures for ensuring that any changes to ICAO TI are incorporated into existing procedures |  |  |  |  |
| 13 | **SUP to ICAO TI 1;3** | Procedures for the handling of packages rejected from transport |  |  |  |  |
| Acceptance of lithium batteries (in equipment) |
| 14 | **SUP to ICAO TI 1;3** | inclusion of procedures for the acceptance of lithium batteries within dangerous goods training and testing materials; |  |  |  |  |
| 15 | **SUP to ICAO TI 1;3** | provision of information to customers regarding the requirements for lithium batteries at acceptance points (e.g. street post boxes, post offices, agencies, websites); |  |  |  |  |
| 16 | **SUP to ICAO TI 1;3** | provision of information to account customers regarding the requirements for lithium batteries; |  |  |  |  |
| 17 | **SUP to ICAO TI 1;3** | inclusion of clauses in contracts with account customers regarding the requirements for lithium batteries; |  |  |  |  |
| 18 | **SUP to ICAO TI 1;3** | documented lithium battery acceptance procedures (including requiring the senders name, address and signature on packages in international air mail); |  |  |  |  |
| 19 | **SUP to ICAO TI 1;3** | Emergency procedures for lithium batteries in air transport (e.g. heat, smoke or flames noted from a mailbag). |  |  |  |  |

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| For Brunei DCA use only |
| FINDINGS / OBSERVATIONS |
| **Ref**  | **Details of Non-Conformity**  | **Timescale for remedial action** |
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| **Name of Inspector** | **Title of Inspector** |
| **Signature** | **Date** |
| **Telephone** | **Fax** | **Email** |
| **Comments from Head of Flight Operations Section** |
|  |
| **Signature** | **Date** |