



## DOT Inspection Preparedness Checklist

### Training

#### General

- Have you identified all your “hazmat employees”

#### Hazmat Employee Quick List

- Anyone who physically handles outbound hazmat shipments (forklift operators, packers, warehouse workers)
- Anyone who prepares or inspects shipping papers or packages for hazmat shipment
- Anyone who could directly effect the safety of a hazmat shipment in transportation or someone responsible for hazmat safety

#### Recordkeeping

- Do you have records for last 3 years (and 90 days)
- Employee's name
- Name and address of trainer
- Training Completion Date<sup>1</sup>
- Description, copy or location of a copy of the training materials<sup>2</sup>
- Certification that the employee is trained and tested as required by 49 CFR

#### Training Content

##### General Awareness Training

- Overview of hazard classes
- Overview of documentation, marking and labeling requirements
- Overview of regulations (i.e. 49 CFR)

##### Safety Training

- How to use the DOT North American Emergency Response Guidebook
- Safety Training appropriate for their job function (i.e. OSHA and other required training)
- Training in your company's safety policies and procedures

##### Security Training

- Training according to your company's Hazmat Security Plan (if you are required to have one) [Training must be complete by Dec 22, 2003]

<sup>1</sup> We recommend you keep all the dates of the training, not just the completion date

<sup>2</sup> You should also keep a copy of the test



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- General Awareness Hazmat Security Training (if a specific plan is not required) [Training must be completed by employee's next recurrent cycle but no later than March 24, 2006]

## **Function Specific Training**

- All training required for that employee to perform their job function and to prepare/accept/reject shipment according to 49 CFR, IATA, ICAO, or IMDG regulations

## **All Training**

- Is the employees training appropriate for their job function? (i.e. someone trained only in general awareness, safety and security cannot sign the shipping papers as they have not been trained in acceptance).
- Do you have enough trained employees so that if an employee calls in sick, you will be able to ship that day?

## **Forwarders, Carriers and other intermediaries**

- Is everyone who accepts general cargo from shippers trained at least at a hazmat "recognition" level? (not required for forwarders [yet] but recommended)
- If you are a "will-not carry hazmat" forwarder or carrier are your people trained to reject shipments?

## **Facility**

### **Storage**

- Is there a designated hazmat storage area? (not required but a good idea)
- Is that area in an appropriate location? (i.e. away from equipment traffic, sources of spark/flame, or otherwise protected?) (not required but a good idea)
- Is there adequate security?
- Is there a hazmat segregation chart posted nearby? (not required but a good idea)
- Is access restricted to hazmat area? (not required but a good idea)

### **Hazmat Shipping Papers**

- Do you retain copies of the hazmat shipping papers for 375 days?
- Are the shipping papers in order? (including proper sequence of information, legible, correct, signed)

### **Packagings**

- If using UN specification packagings, do you have instructions on their proper assembly and closure?
- Are all packages properly marked and labeled?