

TOOL TYPE	<b>CHECKLIST</b>	LAST REVIEWED	<b>05/07/13</b>
GEOGRAPHY	<b>ALL</b>	SOURCE:	<u>TRANSPORT</u> <u>CANADA</u>

## ERAP AUDIT CHECKLIST

### PRIMARY SOURCE

Before you use this tool, you may want to read the further analysis presented [here](#).

### BENEFITS

The federal transportation of dangerous goods laws require companies that transport or import certain dangerous goods to have emergency response assistance plans (ERAPs) to help local authorities effectively respond to incidents involving dangerous goods, such as train derailments. Companies that must comply with this requirement have to submit their ERAPs to Transport Canada for approval.

### HOW TO USE THE TOOL

This checklist is based on the Site Audit Report that Transport Canada officials use when assessing the sufficiency of ERAPs. Use the checklist to audit your ERAP and identify any deficiencies *before* you submit it for approval. You can then address these deficiencies and improve the odds that your plan will quickly be approved.

### OTHER RESOURCES:

[Transport Canada Site Audit Report](#)

[Hazardous Substances: How to Comply with the TDGA Emergency Response Plan Requirements](#)

[ERAP Application Checklist](#)

# ERAP AUDIT CHECKLIST

	YES	NO	COMMENTS
<b>INTERNAL ALERTING MECHANISM</b>			
24-hour phone number(s)?			
Non-24 hour phone number(s)?			
Answering service?			
Radio call activation?			
Staff trained to process emergency calls?			
Staff identified to receive internal notification?			
Shipping documents?			
Activation tested by RMS?			
<b>SITUATION APPRAISAL</b>			
Addressed as part of planning?			
Reporting forms with standard questions?			
Person(s) assigned to complete form?			
Initial assessment?			
Onsite assessment feasible?			
<b>MOBILIZATION</b>			
Procedures written and clear?			
Notification to staff for mobilization?			
Flowchart/checklist available?			
Responsibility assigned to cause mobilization?			
<b>AUTHORITY</b>			
Response organization described in writing?			
Person responsible overall identified?			

Person in charge of incident site operations identified?			
Chain of command apparent?			
Description of duties of plan participants?			
<b>EXTERNAL ALERTING</b>			
Incident reporting to authorities addressed?			
Internal resources to be used only?			
External resources identified in plan?			
Procedures for obtaining external resources?			
<b>EMERGENCY ACTION</b>			
Response tasks identified in writing?			
Technical advice to local authorities addressed?			
Evacuation advice addressed in plan?			
Damage assessment of container?			
Technical information on containers/available?			
Ambient air monitoring/area survey?			
Treatment options identified?			
Standard procedures for chemical treatment for each dangerous good covered by the plan?			
Containment options identified?			
Standard procedures for containment options?			
Transfer/recovery systems identified?			
Transfer procedures?			
TC to TC?			
TC to TT?			
Other?			

Product(s) technical information available?			
Neutralization?			
Decontamination?			
Standard procedures for decontamination options included?			
<b>CONTACTS</b>			
Staff?			
Regulatory?			
Other government departments?			
Local emergency services?			
Response contractors?			
Equipment rentals?			
Mutual aid sources?			
Air charters?			
Vehicle rentals?			
Material suppliers?			
Dangerous good(s) supplier or manufacturer?			
Other?			
<b>COMMUNICATIONS</b>			
Regular phone?			
Radio?			
Radio phone?			
Cellular phone?			
Site radio communications between responders?			
Pager(s)?			
Electronic data transmission at site?			

Fax?			
<b>LOGISTIC SUPPORT</b>			
Transportation from mobilization point to incident site?			
Alternate means of transportation for dangerous goods?			
Accommodations for extended response?			
Response staff replenishment, replacement?			
<b>EQUIPMENT/MATERIALS</b>			
Checklist or inventory of equipment in plan?			
Alternate transport containers?			
Type?			
Sources?			
Packaging and repair materials available?			
PPE for responders?			
Level A?			
Level B?			
Level C?			
Monitoring/detection equipment?			
Flammable gas detector(s)?			
Drager or Gastech with appropriate tubes? (list tubes)			
HSN or other photo ionization detector?			
Portable gas chromatographer?			
Radiation detector/survey meter? (list types)			
pH paper or meter?			
Other? (specify)			

Containment equipment? (specify)			
Patching equipment? (specify)			
Treatment chemicals for neutralization?			
Treatment apparatus for chemical treatment?			
Decontamination equipment and materials?			
Transfer/recovery equipment and supplies?			
Pumping capacity?			
Compressor?			
Hoses?			
Fittings for all alternative containers?			
Flaring/venting?			
Clean up?			
<b>PERSONNEL</b>			
Sufficient staff to respond and maintain?			
Contractor or others to augment internal resources?			
Designated response team for operations?			
Management involvement?			
Supervisory-OSC for team?			
Technical advisors available? (specify sources)			
Names and qualifications?			
Medical advisor?			
<b>MUTUAL AID</b>			
Informal arrangements?			
Formal arrangements?			
<b>HAZARD ANALYSIS</b>			

Potential incident assessment?			
Modes of transport considered?			
Geographical area of shipping dangerous goods?			
Scenarios for incidents developed?			
<b>TRAINING</b>			
Training certificates issued?			
ERAP awareness to ERT and others?			
Critical tasks? (specify)			
Site assessment?			
Transfer and recovery?			
Technical advice?			
Disposal?			
Treatment and neutralization?			
Monitoring/detection?			
PPE?			
Policy on use of PPE?			
Containers? (specify)			
Damage assessment on containers?			
Team meetings?			
<b>EXERCISES AND FOLLOW UP</b>			
Activation procedures?			
Notification procedures?			
Desk top scenarios?			
Full scale field exercises?			
Exercise with mutual aid or association?			

Exercise with first responder?			
Frequency?			
Incidents/response critical review?			
<b>MAINTENANCE OF RESPONSE EQUIPMENT</b>			
Responsible person(s) identified?			
<b>System for:</b>	-----	-----	-----
Calibration records and maintenance records?			
Maintenance programs?			
General equipment (tools, etc.)?			
Monitoring equipment?			
Pumps, compressors and generators?			
PPE (SCBA and Level A)?			
Communication equipment?			
Response truck/trailer?			
<b>UPDATING MECHANISM</b>			
Assigned?			
Procedure?			
Frequency?			
Amendment list?			
<b>PLAN DISTRIBUTION</b>			
Formal listing?			
Other?			
<b>General comments:</b>			