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| Checklist DG CBTA Training Programme (Operators) **Dangerous Goods Training programme approval**  This checklist is to be used by the responsible Inspector to document compliance verification before issuing approval.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Operators Name** |  | **CH.AOC.** \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ **-** \_\_\_\_\_\_\_ |   *Name of Organisation**Certificate / Declaration No OAS No.*  **Note**: If an operator uses this checklist as an attachment to its application for approval (initial/amendment), it shall fill in the columns '***Changed'*** and '***Reference to the operator's documentation'****.*  **Document Evaluation**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Ref IR | | Sub Paragraph | | Subject | Additional Instructions / Ref. (e.g. GM, ICAO Doc etc.) | Reference to the operator’s documentation (e.g. OM) | changed | compliant | | Ref AMC | | Sub Paragr. |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **EU 965/2012 – ANNEX III (Part-ORO):** | | | | | | | | **Special Information** | | NIL | | | | | | **ORO.GEN.110: Dangerous Goods Training programme approval**  *Regulation (EU) No 965/2012* | | | | |  |  | | j) |  | Applicability of approval requirement   * all CAT operator (carry & non-carry) * SPO and NCC applying for, or holding a SPA.DG approval | * Verify application is in scope of approval |  |  |  | | **EU 965/2012 – ANNEX VII (Part-NCO):** | | | | | | | | **Special Information** | | NIL | | | | | | **NCO.GEN.140: Transport of dangerous goods**  *Regulation (EU) No 965/2012* | | | | |  |  | | b) |  | Approval required according SPA.DG.105  Applicable for   * + - NCO applying for, or holding SPA.DG approval | * Verify application is in scope of approval |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ICAO Annex 18 / Chapter 10: Training programmes** (in accordance with ICAO TIs)  *Fourth Edition July 2011* | | | | | | | | | | | **ICAO TIs (Doc 9284):** **Dangerous Goods Training on Competency Based Training and Assessment (CBTA)**  *2021-2022 Edition* | | | | | | | | | | **Special Information** | | | | NIL | | | | | | Part 1; Ch. 4 | | 4.1 | | The employer must establish and maintain a DG training programmes based on CBTA | * Verification of DG training programme according below min. requirements (see following OATr elements) |  |  |  | | **OATr (CC 748.411) Art. 16b/c: Training programme**  *Swiss Ordinance on Air Transport (revision ongoing)* | | | | | | | | | | | **Special Information** | | | | Evaluation of training programme components | | | | | | | **1. Result of training needs analysis** | | | | | | | |  |  | | Ch. 1 | | a) | | CBTA Training Program must include the **result of training needs analysis** withfollowing 2 elements:   1. **Tasks and involved personnel** | | * Check/Verify identification and documentation of all functions/tasks\* ensuring that DG are transported in accordance with the regulations   *\* performed by the personnel of the company and the personnel of its contractors*   * Check/Verify identification of all personnel performing these tasks and assignment of these personnel to a role   *Ref. to* [*Appendix 1*](#_Appendix_1_–) *of this document to check completeness* | Note for the attention of the operator:  Please complete appendix 1 |  |  | | 1. **Training specifications** | | * Check that for each defined role the training specifications includes: * Competencies required * Particularities of involved personnel * Objective of training   *Ref. to* [*Appendix 2*](#_Appendix_2_–) *of this document to check completeness* | Note for the attention of the operator:  Please complete appendix 2 |  |  | | **2. Training plan** | | | | | | | |  |  | | Ch. 1 | | b) | | CBTA Training Program must include **a training plan.**  At least the following points must be considered for each training event (initial / recurrent):   * Syllabi * Lesson plans * Training types * Instructor(s) | | * Check that the training plan provides a clear understanding of the training process, and covers, for each defined role and training event (initial / recurrent), at least below elements with the corresponding description of  1. **Syllabi**    * Verify that all topics required to achieve the training objectives are coved 2. **Lesson plans**    * Verify that the lesson plans (schedules) are plausible 3. **Training types**    * Verify that the training formats (types and methods) are appropriate (acc. to IT and language competencies of the participants, infrastructure, number of participants, etc.) 4. **Instructor(s)**    * Verify qualification   *Ref. to* [*Appendix 3*](#_Appendix_3_–) *of this document to check completeness* | Note for the attention of the operator:  Please complete appendix 3 |  |  | | **3. Assessment plan** | | | | | | | |  |  | | Ch. 1 | | c) | | CBTA Training Program must includethe  **assessment plan** | | * Check that the Assessment plan, provides a clear understanding of the whole assessment process, and contains, **for each defined role**, the description of * Assessment types * Assessment scheduling * Assessment procedures * Assessor(s) qualification   *Ref. to* [*Appendix 4*](#_Appendix_4_–) *of this document to check completeness* | Note for the attention of the operator:  Please complete appendix 4 |  |  | | **4. Continuous assessment plan / Evaluation of the effectiveness of the training and assessment programme** | | | | | | | |  |  | | Ch. 1 | | d) | | CBTA Training Program must include a  **continuous assessment plan** | | * Check the continuous assessment procedure and types * Check the procedure/process ensuring the analysis of the results of the continuous assessment and the implementation of changes/improvements (integration in SMS) * Check qualification of assessor(s)   *Ref. to* [*Appendix 5*](#_Appendix_5_–) *of this document to check completeness* | Note for the attention of the operator:  Please complete appendix 5 |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **ICAO TIs (Doc 9284):** **Dangerous Goods Training on Competency Based Training and Assessment (CBTA)**  *2021-2022 Edition* | | | | | | | | Part 1; Ch. 4 | 4.4.1 | The employer must maintain a record of training and assessment for personnel. | * Verify that training records are included |  |  |  | | 4.4.2 | Description of the **training records** content requirements | * Verify that following elements are included: * The individual’s name * The month of completion of the most recent training and assessment * The validity of the qualification * A description, copy or reference to training and assessment materials used * The competencies that have been acquired * The identification of instructors and assessors * Evidence, which shows that the personnel have been assessed as competent.   *Ref. to document “FOCA GM/INFO DG CBTA”, which can be found on the* [*FOCA webpage*](https://www.bazl.admin.ch/bazl/de/home/personal/gefahrgut.html)*, to check completeness* |  | | 4.4.3 | Training and assessment records must be retained for a minimum period of 36 months | * Verify that retention of training records is described |  |  |  |   **We hereby confirm, that**   * **all functions/tasks aimed at ensuring that dangerous goods are transported in accordance with ICAO Annex 18 have been identified and** * **that all personnel performing these functions/tasks have been identified and assigned to at least one of the abovementioned roles.**   **Date:**  **Operator’s name: Name and signature Responsible for the training programme:** Appendix 1 – Analysis Tasks and Personnel This table is applicable to operators, regardless of whether or not they are approved to transport dangerous goods as cargo.  It aims at identifying and documenting the analysis of   * the functions/tasks ensuring that dangerous goods are transported in accordance with the regulations and * of all personnel performing these functions/tasks.   In order to be able to organize and coordinate the trainings within the company, each involved personnel of the operator\* should be assigned to a so-called role:   * a role consists of a compilation of functions/tasks performed by one or more personnel. * all personnel assigned to the same role perform the same (or at least similar) functions/tasks and have the same particularities. * to facilitate training coordination and avoid double-trained topics, each involved personnel should be assigned only to one role.   (see also document “FOCA GM/INFO DG CBTA”, which can be found on the FOCA webpage – [DEU](https://www.bazl.admin.ch/bazl/de/home/personal/gefahrgut.html) / [FRA](https://www.bazl.admin.ch/bazl/fr/home/personal/gefahrgut.html) / [ITA](https://www.bazl.admin.ch/bazl/it/home/personal/gefahrgut.html))  **\*** For functions/tasks performed by another organization, the operator shall ensure that the involved personnel of the contractors are trained according to the applicable requirements and that the specificities of the operator are taken into consideration (see ORO.GEN.205).   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Functions/Tasks**  **ensuring that DG are transported in accordance with the regulations**  Note: This list includes all potentially involved personnel and not only the operations personnel  (see FOCA GM/INFO 4.2.3.2).  It is not exhaustive and must be completed by the operator, if needed. | **Role or name of the employee**  Please name the roles or insert name of the employee identified and tick the boxes related to the functions/tasks performed. | | | | | | | | | | **If a task/function is not covered by any role,**  **please explain**  (for example:  not applicable to operator’s operations or function/task subcontracted to…, etc.) | ***FOCA***  ***comments*** | | **…** | **…** | **…** | **…** | **…** | **…** | **…** | **…** | **…** | **…** | | Nominated persons  (as defined in ORO.AOC.135 a)) |  |  |  |  |  |  |  |  |  |  |  |  | | Operational point of contact for DG (including DG coordinators abroad) |  |  |  |  |  |  |  |  |  |  |  |  | | Personnel in charge of establishing and maintain the DG training programme (e.g. training needs analysis etc.) |  |  |  |  |  |  |  |  |  |  |  |  | | The personnel in charge of the conduction of trainings (instructors) |  |  |  |  |  |  |  |  |  |  |  |  | | The personnel in charge of the conduction of assessments (assessors) |  |  |  |  |  |  |  |  |  |  |  |  | | Personnel in charge of auditing DG topics/supervising |  |  |  |  |  |  |  |  |  |  |  |  | | Personnel in charge of auditing /supervising  (not DG related) |  |  |  |  |  |  |  |  |  |  |  |  | | Personnel in charge of collecting safety data |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | | | | | | | | | | | | Preparing consignments (COMAT) |  |  |  |  |  |  |  |  |  |  |  |  | | **Organizing DG Transport** | | | | | | | | | | | | | | Personnel responsible for the planning of aircraft loading (such as loadmasters…) |  |  |  |  |  |  |  |  |  |  |  |  | | Flight operations officers and flight dispatchers |  |  |  |  |  |  |  |  |  |  |  |  | | Applying for approvals and exemptions according to ICAO TIs Part 1, Chapter 1 |  |  |  |  |  |  |  |  |  |  |  |  | | **Customer service desk** | | | | | | | | | | | | | | Personnel in charge of passengers’ and/or cargo booking/selling, answering questions, handling claims, etc. |  |  |  |  |  |  |  |  |  |  |  |  | | Accepting passenger and crew baggage (check-in), managing aircraft boarding areas and  other tasks involving direct passenger contact  at an airport |  |  |  |  |  |  |  |  |  |  |  |  | | **Processing or accepting goods (cargo):** | | | | | | | | | | | | | | * DG cargo |  |  |  |  |  |  |  |  |  |  |  |  | | * cargo other than DG |  |  |  |  |  |  |  |  |  |  |  |  | | **Handling** | | | | | | | | | | | | | | * Handling of baggage |  |  |  |  |  |  |  |  |  |  |  |  | | * Handling of cargo in warehouse |  |  |  |  |  |  |  |  |  |  |  |  | | * Loading and unloading unit load devices and/or aircraft cargo compartments |  |  |  |  |  |  |  |  |  |  |  |  | | **Managing DG in flight** | | | | | | | | | | | | | | * Flight crew |  |  |  |  |  |  |  |  |  |  |  |  | | * Cabin crew |  |  |  |  |  |  |  |  |  |  |  |  | | * Personnel with a function related to the cargo |  |  |  |  |  |  |  |  |  |  |  |  | | * Task specialists (SPO) |  |  |  |  |  |  |  |  |  |  |  |  | | **Other tasks/functions identified by the operator** | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  Appendix 2 – Training specifications  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Role**  (according to [Appendix 1](#_Appendix_1_–)) | | **Competencies requirements**  (Knowledge / Attitude / Skills) | **Objective of training** | ***FOCA comments*** | | **Designation** | **Particularities**  (e.g. DG current qualifications, language, IT competences, access to infrastructure, etc.) | Please enter reference to operator’s documentation/manuals | | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | ***FOCA comments*** |  |  |  |  |  Appendix 3 – Training plan  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Role designation**  (according to [Appendix 1](#_Appendix_1_–)) | **Syllabus**  (which topics/modules the training is composed of) | | **Lesson plan**  (agenda/schedule) | | **Training type** | | **Instructor(s)** | ***FOCA comments*** | | **Initial** | **Recurrent** | **Initial** | **Recurrent** | **Initial** | **Recurrent** | | Please enter reference to operator’s documentation/manuals | | | | | | | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | ***FOCA comments*** |  |  |  |  |  |  |  |  |  Appendix 4 – Assessment plan  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Role designation**  (according to [Appendix 1](#_Appendix_1_–)) | **Assessment types**  (method:  theoretical (multiple choice quiz (MCQ), written test, …), practical (exercise, …) | | **Assessment scheduling**  (continuous assessment during training / one-time final assessment, etc. ) | | **Assessment procedures**  (criteria for success,  actions to be taken if a trainee fails, etc.) | | **Assessor(s)** | ***FOCA comments*** | | **Initial** | **Recurrent** | **Initial** | **Recurrent** | **Initial** | **Recurrent** | | Please enter reference to operator’s documentation/manuals. | | | | | | |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | ***FOCA comments*** |  |  |  |  |  |  |  |  |  Appendix 5 – Continuous assessment plan / Evaluation of effectiveness of training and assessment programme  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Role designation**  (according to [Appendix 1](#_Appendix_1_–)) | **Continuous assessment procedure and types**  (Examples: feedback from trainees, instructors, employees, auditors, authorities / performance monitoring such as number of rejections at cargo acceptance / occurrences, incidents, accidents / etc.) | | | | | | **Assessor(s)** | **Procedure/Process ensuring**  **the analysis of the results of the continuous assessment and**  **the implementation of changes/improvements**  (integration in SMS) | ***FOCA comments*** | | Please enter reference to operator’s documentation/manuals. | | | | | | | | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | ***FOCA comments*** |  |  |  |  |  |  |  |  |  | |