



Instructor / Assessor Qualification (as of 01.01.2023)

Please note: The information contained in this document may be subject to change.

	DG related qualification requirements (for instructors / assessors working for an employer based in Switzerland / Liechtenstein)	Demonstration / Assessment
DG knowledge	For all instructors/assessors DG "training and assessment" at least for the knowledge they intend to train/assess.	Record of "training and assessment" (e.g. <i>certificate</i>)
	<p>Validity of DG knowledge qualification 24 months.</p> <p>Extension of validity of qualification Recurrent "training and assessment" or at least one training performed in the last 24 months on the knowledge they intend to train.</p> <p>Note: All instructors/assessors shall continuously keep themselves informed of regulatory amendments.</p>	Record of recurrent "training and assessment" or evidence of conduction of training
Operational experience	<p>1. For new instructors/assessors</p> <p>a) Experience in a function directly involved in the transport of DG within the operational environment they intend to train/assess:</p> <ul style="list-style-type: none"> • <u>Operators</u>: <ul style="list-style-type: none"> ➢ DG for DG- or Non-DG operations ➢ Non-DG for Non-DG operations <p>or;</p> <ul style="list-style-type: none"> • <u>Entities other than operators</u> <p><u>Note: the requirement regarding the operational environment is not company related.</u></p> <p>b) <u>Duration of the experience required for instructors</u>: at least 6 months, accomplished during the last 5 years before starting instructing.</p> <p><u>Note:</u> for assessors, same experience duration recommended as for instructors (but not mandatory).</p> <p>2. Grandfather rights Individuals acting as instructors/assessors between 01.01.2021 and 31.12.2022 for an employer based in Switzerland/Liechtenstein may continue to train within the same operational environment without complying with points 1a and 1b. If these individuals intend to instruct/assess from 01.01.2023 in any other operational environment, the requirements under points 1a and 1b must be fulfilled.</p>	Provisions of documents such as: <ul style="list-style-type: none"> • CV • Work certificate delivered by each former DG related employer • Job description (may be included in work certificates)

ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

Business Object	022.4-159/7/1/6/1/7	Prepared by	SBOC DG / hae, car, lub	Released by	L-SBOC, 16.06.2022
Document Owner	SBOC	Revised by	SBOC DG / hae, car, lub	Distribution	Internal / External

	<p>3. Validity of operational experience Unlimited, but in case of an interruption in instructing of more than <u>five</u> consecutive years the operational experience loses its validity and must be acquired again by fulfilling the requirements under point 1.</p>	
<p>Pedagogical skills (instruction)</p>	<p>For new instructors Must demonstrate or be assessed as competent in instruction.</p> <p>The following approach is a way to acquire this competence:</p> <ol style="list-style-type: none"> 1. Attend the course (to be taught) as an observer; 2. Prepare a course and co-facilitate it with an experienced instructor; 3. Individually teach a complete course and, ideally, lead or establish a complete training program. <p>For individuals already acting as instructors between 01.01.2021 and 31.12.2022</p> <p>Same requirements as for new instructors <u>or</u> at least one training performed in this period. Nevertheless, the above-mentioned pedagogical skills qualifications requirements are highly recommended.</p>	<p>For new instructors Evidence of demonstration and/or assessment (e.g. <i>certificate of assessment provided by the current employer</i>)</p> <p>For individuals already acting as instructors between 01.01.2021 and 31.12.2022</p> <ul style="list-style-type: none"> • Evidence of demonstration and/or assessment <p>or;</p> <ul style="list-style-type: none"> • Evidence of conduction of training
	<p>Validity of pedagogical skills qualification 24 months.</p> <p>Extension of validity of qualification At least one training performed in the last 24 months.</p>	<p>Evidence of conduction of training</p>
<p>Company familiarization</p>	<p>Instructors must be familiar with the dangerous goods strategy, operations, specific procedures of the trainee's company and the trainee's exact functions.</p>	<p>Will be checked upon inspection</p>