



FOCA GM/INFO

Guidance Material / Information

Dangerous Goods Training Approval and Instructor Qualification

This GM/INFO gives guidance on the requirements concerning dangerous goods training programmes and dangerous goods instructors.



DG TRNG / INSTR

Source: imago GmbH, 13127 Berlin

Scope	Requirements concerning DG Training Programmes and DG Instructors
Applies to	All entities providing DG training
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Purpose	Guidance / Information

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28.10.2014	1	0	First Issue
17.11.2014	1	1	Amendments according to ICAO TIs 2015-2016 Edition and ICAO Annex 6 Chapter 14
01.01.2017	1	2	Amendments in following chapters: <ul style="list-style-type: none"> - Ch. 0.1 Legal References: Annex VI (Part-NCC), Annex VII (Part-NCO) and Annex VIII (Part-SPO) added - Ch. 1.1.1 Method of Training: Third bullet point (for categories a, b and c no class room training needed) - Ch. 1.2.1 Use of FOCA DG Training Checklists: Recension, additional text 'for a first application' - Ch. 1.3.1 Submission Form: 'Carry / No-carry' deleted, 'refresher' replaced by 'recurrent', additional bullet point - Ch. 1.3.3 FOCA Approval: approval letter certificate, fifth bullet point edited - Ch. 1.5 Foreign Certificates of DG Staff: Paragraph reworded - Ch. 2.2 Instructors for categories 1 to 5, 7 to 17 and a, b, c only: Paragraph reworded - Ch. 2.3 Instructors for all categories including category 6: Paragraph reworded - Ch. 4 Contacts at FOCA: New contact details - Appendix 1: Checklist DG Training Programme – DG Carrier has been revised - Appendix 2: Checklist DG Training Programme – Non-DG Carrier has been revised - Appendix 3: Checklist DG Training Programme – Categories of Staff 1-5/12 and a, b, c has been revised
01.11.2018	1	3	<ul style="list-style-type: none"> - Checklists merged in 1 - Integration of "Swiss alleviation" for cat. 10 Helicopter operator

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List of Abbreviations

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The following abbreviations are within this GM/INFO:

Abbreviation	Definition	Abbreviation	Definition
ARO	Authority Requirements for air Operations	LSA	Low specific activity
Art.	Article	LTrV	Verordnung über den Lufttransport
AWB	Air waybill	n.o.s	not otherwise specified
CAT	Commercial Air Transport	n/a	not applicable
Cat.	Category	NCC	Non-Commercial operations with Complex motor-powered aircraft
CBT	Computer Based Training	NCO	Non-Commercial operations with Other than complex motor-powered aircraft
Ch.	Chapter	NOTOC	Notification to Captain
CL	Certification Leaflet	OATr	Federal Air Transport Ordinance
COMAT	Company owned material	OPS	Operations
DEF	Definitions	ORO	Organisation Requirements for air Operations
DETEC	Federal Department of the Environment, Transport, Energy and Communications	Par.	Paragraph
DG	Dangerous Goods	SCO	Surface Contaminated Object
DGR	Dangerous Goods Regulations	SPA	Operations requiring Specific Approvals
DOC	Document	SPO	Specialised Operations
EASA	European Aviation Safety Agency	SR	Schweizerische Rechtssammlung
e.g.	For example	TIs	Technical Instructions
EC	European Commission	TRNG	Training
Etc.	Et cetera	ULD	Unit Load Device
EU	European Union	UN	United Nations
FOCA	(Swiss) Federal Office of Civil Aviation	WBT	Web Based Training
IAEA	International Atomic Energy Agency		
IATA	International Air Transport Association		
ICAO	International Civil Aviation Organisation		
ID	Identification		
INSTR	Instructor		
LBA	(Deutsches) Luftfahrt Bundesamt		

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0 Introduction

Ch. 0 ISS 1 / REV 2 / 01.01.2017

All Guidance Material / Information (GM/INFO) are intended to assist the organisation / operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Federal Office of Civil Aviation (FOCA). It is to be considered a tool for the organisation / operator in order to ease processes of obtaining required and defined approvals and authorisations issued by FOCA. Using the GM/INFO will be conducive to establishing compliance with FOCA requirements and will lead through the respective certification or variation process in regard to administrative tasks.

0.1 Legal References

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This guidance material is based on:

Reference	Issue	Subject
Basic Regulation (EC) No 216/2008	20.02.2008	Common rules in the field of civil aviation and establishing a European Aviation Safety Agency
Commission Regulation (EU) No 965/2012	05.10.2012	Technical requirements and administrative procedures related to air operations: <ul style="list-style-type: none"> • Annex I: DEF • Annex II: Part-ARO • Annex III: Part-ORO • Annex IV: Part-CAT • Annex VI: Part-NCC • Annex VII: Part-NCO • Annex VIII: Part-SPO
Annex 6, Part I – International Commercial Air Transport Aeroplanes – Ninth edition	07.2016	Dangerous goods (State responsibilities and operators' requirements)
Annex 18 to the Convention of the ICAO – 4th Edition	07.2011	Internationally agreed set of provisions governing the safe transport of DG by air
ICAO DOC 9284 – Technical Instructions for the Safe Transport of Dangerous Goods by Air	Valid edition	Detailed specifications amplifying the broad provisions of Annex 18
Art. 16 Ordinance dated 17th August 2005 about air transport (LTrV, SR 748.411)	01.01.2009	Prescription of compliance with Annex 18 and ICAO TIs. Training requirements (training programme approval and instructors qualifications)
Richtlinie 0-009 D/F/I	01.07.2008	Requirements related to the examination in accordance with Article 16a, paragraph 3 of the Swiss Federal Air Transport Ordinance (LTrV)

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 2 / 01.01.2017

In order to achieve compatibility with the regulations covering the transport of DG by other modes of transport than by air, the provisions of Annex 18 are based on

- the Recommendations of the United Nations Committee of Experts on the Transport of DG; and on
- the Regulations for the Safe Transport of Radioactive Materials by the International Atomic Energy Agency (IAEA).

The basic provisions of Annex 18 are amplified by the Technical Instructions for the Safe Transport of DG by Air (ICAO DOC 9284). By virtue of Standard 2.2.1 of Annex 18, these instructions assume the character of Standards.

New versions of these instructions are issued every uneven year. Any addenda to the latest edition of the ICAO Technical Instructions issued by ICAO constitute part of these Instructions.

IATA DG Regulations

The International Air Transport Association (IATA) produces annually a guideline called the IATA DG Regulations (IATA DGR). This guideline reproduces the requirements of the ICAO TIs and may in some cases be more restrictive than the ICAO TIs.

0.3 Scope

Ch. 0.3 ISS 1 / REV 3 / 01.11.2018

This GM/INFO provides guidance on the requirements concerning:

- dangerous goods training programmes for the personnel of
 - complex aircraft operators and their contractors
 - helicopter operators and their contractors
 - shippers of dangerous goods, including packers
 - organisations undertaking the responsibilities of the shipper
 - freight forwarders
 - agencies engaged in the security screening
 - designated postal operators
- dangerous goods instructors

For further information regarding the requirements related to DG training, please refer to the guidance material published on FOCA's website (see 0.5 of this GM/INFO).

0.4 Terms and Conditions

Ch. 0.4 ISS 1 / REV 2 / 01.01.2017

When used throughout the GM/INFO the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
<i>may</i>	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
<i>should</i>	This term expresses an obligation when an acceptable means of compliance should be applied .	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	http://oxforddictionaries.com/definition/english/could
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

Note: To highlight information or an editorial note a specific note box is used.

- The use of the male gender should be understood to include male and female persons.
- The use of the term *Operators* should be understood to include their contractors.

0.5 Forms and Guidance Material

Ch. 0.5 ISS 1 / REV 2 / 01.01.2017

Forms and guidance material are published on the FOCA website as follows:

- DG Complex Aeroplanes and DG Helicopters see [Dangerous Goods: Operation](#)¹
- DG Examination see [Dangerous Goods: Training](#)²

¹ <https://www.bazl.admin.ch/bazl/en/home/specialists/air-transport/dangerous-goods.html>

² <https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/gefahrgut.html>

1 DG Training Approval

Ch. 1 ISS 1 / REV 2 / 01.01.2017

1.1 Requirements

Ch. 1.1 ISS 1 / REV 2 / 01.01.2017

1.1.1 Method of Training

Ch. 1.1.1 ISS 1 / REV 2 / 01.01.2017

A class room training is required for all categories of staff, except for

- the recurrent trainings of categories 10, 11, 16 and 17 for aeroplanes operators and
- the initial and recurrent trainings of category 10, 16 for helicopter operators and
- the initial and recurrent trainings of category A, B and C

for which a computer / web based training may be used.

For the approval of the training programme the operator should indicate how the training will be carried out (class room or CBT / WBT). For CBT / WBT, the same approval requirements as for class room trainings apply.

1.1.2 Content of DG Training

Ch. 1.1.2 ISS 1 / REV 3 / 01.11.2018

Dangerous goods training programmes:

- must be established and maintained as required by the ICAO TIs
- shall be commensurate with the responsibilities of personnel:

Minimum aspects of training for the personnel of		indicated in
Categories 1 - 5	Shippers / Packers / Freight forwarders	ICAO TIs Table 1-4
Categories 6 - 11	Operators carrying dangerous goods* / Instructors**	
Categories 10/11 (H)	Helicopter operators carrying dangerous goods within Swiss territory	See below: CH State approval (alleviation)
Categories 13 - 17	All operators not carrying dangerous goods	ICAO TIs Table 1-5
Category 12	Security screening agencies	ICAO TIs Table 1-4
a, b, c	Designated postal operators	ICAO TIs Table 1-6

* All aeroplane operators & helicopter operators with international operations

** For instructors' qualification, please also refer to Chapter 2

Some categories of staff with similar aspects of training (e.g. categories 14 to 17 for Non-DG Carriers) may be trained together. In this case, all aspects of training for all categories must be covered. The tests may be conducted separately and only cover the aspects of training of the category concerned.

Should a hazard class not be trained in a training programme, this is to be mentioned on the application sent to FOCA (on the first page of the checklist), on the front page of the training programme and on the certificate and/or in the training records.

Remark: This is only possible for categories other than category 6.

CH State approval (alleviation) for Helicopter operator carrying dangerous goods

Due to the differences in the type of operations carried out by helicopters compared to aeroplanes operations, the dangerous goods cat. 6 training may not be appropriate for staff involved in this type of operation. Therefore an alleviation is granted to Swiss helicopter operators transporting DG within the Swiss territory. This alleviation implies that all aspects of the "acceptance procedures" which are normally part of category 6 training, must be integrated for category 10 (flight crew, loadmasters and

load planners). If training is provided by an external company/instructor, the operator must ensure that the “acceptance procedures” are included into the category 10 training.

Note: For ‘Test’ see DG Training Checklist in the appendix of this GM/INFO.

1.2 Development of DG Training Programmes

Ch. 1.2 ISS 1 / REV 2 / 01.01.2017

1.2.1 Use of FOCA DG Training Checklists

Ch. 1.2.1 ISS 1 / REV 3 / 01.11.2018

To facilitate compliance with the requirements and minimise the evaluation costs, FOCA recommends the use of the FOCA training checklist. These should be filled in and sent to FOCA together with the training programme.

Note: The checklist is available in the appendix of this GM/INFO.

1.2.2 Updates

Ch. 1.2.2 ISS 1 / REV 1 / 17.11.2014

All programmes must always meet the applicable requirements. Following each publication of a new ICAO TIs edition, the programmes must be updated and submitted to FOCA for approval.

If the new ICAO TIs edition does not result in the need for any changes in the training programme, the latter still has to be submitted to FOCA, indicating the new version number and the current edition of the regulations.

1.3 Submission to FOCA for Approval

Ch. 1.3 ISS 1 / REV 2 / 01.01.2017

1.3.1 Submission Form

Ch. 1.3.1 ISS 1 / REV 3 / 01.11.2018

Training programmes must be sent electronically. For contacts, please see Chapter 4.

For CBT programmes: Access data to the programme and to the question pools must be included.

The application must include:

- the description of the training programme (category of staff, initial / recurrent) and the training form (class room or WBT / CBT) by use of the checklist in the appendix of this document;
- if applicable, a confirmation that only changes incorporating amendments of the latest ICAO TIs edition have been made and that the structure of the training has not been changed;
- a clear indication of the changes made since the latest approval;
- specific classes / subjects (e.g. lithium batteries) trained or any classes excluded, if applicable

1.3.2 Schedule

Ch. 1.3.2 ISS 1 / REV 1 / 17.11.2014

First Application Submission required at least eight (8) weeks before the first training

Updates Submission required at least four (4) weeks before the next training

1.3.3 FOCA Approval

Ch. 1.3.3 ISS 1 / REV 3 / 01.11.2018

- FOCA evaluates whether the requirements of ICAO TIs are met.

- If some requirements are not fulfilled FOCA will establish a document evaluation report and send it to the applicant.
- As soon as the requirements are fulfilled (all findings corrected) FOCA will send a certificate to the applicant.
- FOCA reserves the right to request corrections in the training documentation at a later date.
- The certificates need to be provided upon demand (e.g. in case of an inspection)
- The course instructor remains responsible for the detailed content of the training documentation as well as for its accurate translation into another language.

1.3.4 Foreign Certificates of DG Staff

Ch. 1.5 ISS 1 / REV 3 / 01.11.2018

LBA approved certificates are fully accepted in Switzerland under the condition that the Swiss requirements are fulfilled (for example the training method).

All other foreign certificates are accepted until expiry whereas recurrent training must be attended in Switzerland.

2 DG Instructors Qualification

Ch. 2 ISS 1 / REV 2 / 01.01.2017

2.1 General

Ch. 2.1 ISS 1 / REV 3 / 01.11.2018

Instructors should have knowledge of training techniques as well as of the transport of dangerous goods by air so that the subject is fully covered and questions can be adequately answered.

2.2 Instructors for categories 1 to 5, 7 to 17 and A, B, C only

Ch. 2.2 ISS 1 / REV 3 / 01.11.2018

Instructors must be in possession of a valid CH or DE category 6 certificate.

2.3 Instructors for all categories including category 6

Ch. 2.3 ISS 1 / REV 2 / 01.01.2017

Instructors must be in possession of:

- a valid category 6 certificate (foreign certificates accepted) and
- a valid FOCA DG Certificate according to OATr. Art. 16a Ch. 3.

The requirements to fulfil in order to obtain this certificate are described in FOCA Directive OD 0-009 D/F/I (Richtlinie 0-009 D Prüfungsordnung), which is available on the FOCA website (see 0.5 of this GM/INFO). The FOCA DG exam dates will be provided on request.

Instructors who train category 6 have to send a copy of the category 6 certificates they issue to FOCA. The contact details (phone number, email address) of the certificate owner should also be included.

2.4 Instructors Lists

Ch. 2.4 ISS 1 / REV 2 / 01.01.2017

Record keeping at FOCA:

Instructors lists	Access to the information
Category 6 certificates issued in Switzerland	Upon request
FOCA DG certificates according to OATr. Art. 16a Ch. 3	Available on FOCA's website (see 0.5 of this GM/INFO)

3 Costs

Ch. 3 ISS 1 / REV 1 / 17.11.2014

In accordance with Article 3 of the Swiss Federal Ordinance on Fees and Charges of FOCA (SR 748.112.11), services and approvals of FOCA are subject to charges as follows:

- Evaluation of DG Training Programmes CHF **180.--** per hour
- FOCA DG Exam CHF **540.--**

The invoice is sent by separate post at the end of the evaluation, respectively after the FOCA DG exam.

4 Contacts at FOCA

Ch. 4 ISS 1 / REV 3 / 01.11.2018

Topic	Contact
Training programme for categories 1 to 5, 12 and A, B,C (postal operator)	Mrs. Rosanna Cataldo Federal Office of Civil Aviation FOCA CH-8058 Zurich-Airport Rosanna.Cataldo@bazl.admin.ch dangerousgoods@bazl.admin.ch Phone +41 (0)58 468 77 75
Training programme for all categories for helicopters operators	
Training programme for general aviation (non-complex operations)	
Training programme for categories 6 to 11 and 13 to 17 for aeroplanes operators	Mrs. Nathalie Hagmann Federal Office of Civil Aviation FOCA CH-8058 Zurich-Airport Nathalie.Hagmann@bazl.admin.ch dangerousgoods@bazl.admin.ch Phone +41 (0)58 466 30 02
Training programme for general aviation (complex operations)	
FOCA DG Exam	
Information about holders of category 6 certificates	

Appendix 1 Checklist DG Training Programme – DG Carrier

App. 1 ISS 1 / REV 3 / 01.11.2018

Checklist DG Training Programme

This checklist which contains the minimum requirements is to be used:

- for a self-assessment before submitting the training programme to FOCA for approval,
- by FOCA to verify the completeness and quality of a training programme.

The content of the training programme should reflect the daily tasks for each relevant staff category.

The explanation in *italics* are meant as guidance and are at the instructor's discretion.

Category boxes marked with

'x' need to cover the mentioned area of training and the

'o' are recommended by FOCA.

Training for Helicopter operator carrying dangerous goods within the Swiss territory must include all requirements marked with "H" in this checklist for cat. 10.

Any specific procedures established by an operator must be included.

Operator / Training Provider:

Category of Staff:

Initial Training

Recurrent Training

For recurrent trainings of cat. 10/16 and 11/17:

Class Room Training

CBT / WBT

Remarks:

.....

.....

Date / Name: Signature Applicant:

Checklist DG Training Programme																				
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments		
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16	17
0	Front page <i>Legal basis (ICAO TI, Edition no), table or carry/non-carry, staff category, document version, if applicable: specific classes trained or excluded</i>	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1	General philosophy																			
1.1	Definition of dangerous goods ICAO TI: Part 1; 3.1.1 IATA DGR: 1.0	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1.2	References to law and source documents <i>Refer to ICAO TI's, Swiss legislation LTrV Art. 16 and IATA DGR</i>	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1.3	EU Commission regulation & Policy <i>Refer to (EU) No 965/2012 and define if approval for carrying DG is held or not</i>						x	x	x	x	x	x	x	x	x	x	x	x		
1.4	Responsibilities of all involved in the transport of dangerous goods <i>General overview</i> ICAO TI: Part 5 / 7 IATA DGR: 1.3 / 1.4 / 5.0.1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1.5	Training <i>The following issues should be explained: training according to responsibilities, training interval, test and record-keeping</i> ICAO TI: Part 1; 4 IATA DGR: 1.5	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1.6	Operator own procedure <i>describe that Operators have own procedures and policies are defined in OM's and must be applied</i>							x	x	x	x	x		x	x	x	x	x		

Checklist DG Training Programme																					
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments			
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16	17	
2	Limitations																				
2.1	Dangerous goods forbidden for transport by air under any circumstance ICAO TI: Part 1; 2.1 IATA DGR: 2.1.1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
2.2	Approvals and exemptions <i>Explain approvals and exemptions</i> ICAO TI: Part 1; 1.1.2 / 1.1.3 IATA DGR: 1.2.5 / 1.2.6	x	x	x	x	x	x				x										
2.3	Exceptions - General exceptions - Exceptions for DG of the operator - Shipping of aircraft spares ICAO TI: Part 1; 1.1.5 / 2.2 IATA DGR: 1.2.7 / 2.5 / 2.5.2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
2.4	Transport of dangerous goods by post ICAO TI: Part 1; 2.3 IATA DGR: 2.4	x	x	x	x	x	x	x			x	x	x	x				x	x		
2.5	Dangerous Goods in excepted and limited quantities <i>Description of the requirements (labels, markings, NOTOC requirements)</i> ICAO TI: Part 1; 2.4 / 2.5 & Part 3; 4 / 5 IATA DGR: 2.6 / 2.7	x	x	x	x	x	x	x	x	x	x										

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments	
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16
2.6	State and operator variations <i>Explain State and operator variations in general and in particular State variations of Switzerland.</i> ICAO TI: Attachment 3 IATA DGR: 2.8	x	x	x	x	x	x	x	x	x	x			x	x	x	x	x	
3	General requirements for shippers																		
3.1	The shipper's responsibilities ICAO TI: Part 5 IATA DGR: 1.3	x	x	x		x													
4	Classification																		
4.1	Dangerous goods classes and classification of articles and substances <i>incl. explanation about material safety data sheets (MSDS)</i> ICAO TI: Part 2 IATA DGR: 3	x	x	x		x								x					
5	List of dangerous goods																		
5.1	Structure/use of the dangerous goods list and identification <i>Explain selection of PSN, generic n.o.s PSN and Special Provision.</i> ICAO TI: Part 3; 1 IATA DGR: 4	x	x	x		x					x								

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments	
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16
6	Packing requirements																		
6.1	General packing requirements <i>Compatibility requirements, cushioning / absorbent material, different types of packaging (inner/outer, combination, single), different DG packed in one outer packaging (Q-value), overpack</i> ICAO TI: Part 4; 1 IATA DGR: 5	x	x	x		x													
6.2	Structure and use of packing instructions ICAO TI: Part 4; 1 IATA DGR: 5	x	x	x		x													
6.3	Application and details of UN Specification marking ICAO TI: Part 6; 1 IATA DGR: 6	x	x	x		x													
6.4	Testing requirements ICAO TI: Part 6; 4 IATA DGR: 6	x	x	x		x													

Checklist DG Training Programme																					
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments			
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16	17	
7	Labelling and marking																				
7.1	Labels and markings (incl. radioactive material) <i>Labels: application, specifications and labels (hazard and handling)</i> <i>Markings: what has to be marked, application, specification markings, example of special markings</i> ICAO TI: Part 5; 2 & 3 IATA DGR: 7	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
7.2	Labelling and marking of overpacks ICAO TI: Part 6; 4 IATA DGR: 6	x	x	x	x	x	x	x		x		x									
7.3	Markings of other regulations ICAO TI: Part 5; 2.4.13 IATA DGR: 7.1.5.6	x	x	x	x	x	x	x	x	x	x	x									
7.4	Quality of labels and markings <i>(legible, visible)</i> ICAO TI: Part 5; 2.2. IATA DGR: 7.1.3.2	x	x	x	x	x					x	H		x							
8	Dangerous goods transport document and other relevant documentation																				
8.1	Information provided on the dangerous goods transport document <i>Completion of and information on the shipper's declaration (DGD) and air waybill (AWB)</i> ICAO TI: Part 5; 4.1.4 IATA DGR: 8.1	x		x	x		x	x				x	H		x	x					

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff															Training Programme Reference	FOCA Comments	
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15			16
9	Acceptance procedures																		
9.1	Acceptance check <i>Purpose of this check; check sheet (content & use)</i> ICAO TI: Part 7 IATA DGR: 9.	A					X												H*
9.2	Additional requirements for specific dangerous goods <i>e.g. for explosives, infectious or radioactive substances</i> ICAO TI: Part 7 IATA DGR: 9.	A					X												H
9.3	Acceptance of Unit Load Devices <i>Describe in which cases an ULD containing DG may be accepted</i> ICAO TI: Part 7; 1.4 IATA DGR: 9.1.4						X												
10	Recognition of undeclared dangerous goods																		
10.1	Hidden or undeclared dangerous goods <i>Incl. list of examples</i> ICAO TI: Part 7; 6 IATA DGR: 2.2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

H* = Example of a checklist "DG Acceptance Checklist for Helicopter Operations" within Swiss territory can be found under:
<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/gefahrgut.html> -> Further Information -> Publications

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff																Training Programme Reference	FOCA Comments
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16		
11	Storage and loading procedures																		
11.1	Prohibition of dangerous goods in passenger cabin and on the flight deck <i>List exceptions according to ICAO TIs</i> ICAO TI: Part 7; 2.1 IATA DGR: 9.3.1					X	X		X		X								
11.2	Segregation and incompatibility ICAO TI: Part 7; 2.2 IATA DGR: 9.3.2					X	X		X		X								
11.3	Handling and loading of packages containing liquid dangerous goods Compliance with handling labels ICAO TI: Part 7; 2.3 IATA DGR: 9.3.3					X	X		X		X								
11.4	Loading of cargo aircraft <i>(if applicable)</i> ICAO TI: Part 7; 2.4.1 IATA DGR: 9.3.4					X	X		X		X								
11.5	Securing to prevent movement and damage ICAO TI: Part 7; 2.4.2 IATA DGR: 9.3.5					X	X		X		X								
11.6	Identification of Unit Load Devices <i>Information on ULD tag</i> ICAO TI: Part 7; 2.8 IATA DGR: 9.3.8					X	X		X		X								

Checklist DG Training Programme																					
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff																Training Programme Reference	FOCA Comments		
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16			17	
11.7	Handling and loading of specific dangerous goods ICAO TI: Part 7; 2.10 & 2.11 IATA DGR: 9.3.9 & 9.3.10					X	X		X		X										
11.8	Inspections for damage or leakage before loading and after unloading ICAO TI: Part 7; 3.1 IATA DGR: 9.3.6 / 9.4.1					X	X		X		X										
11.9	Dealing with damaged packages <i>Procedures</i> ICAO TI: Part 7; 3.1.4 IATA DGR: 9.4.3					X	X		X		X										
12	Pilots' notification																				
12.1	Requirement for a NOTOC <i>Which DG must/must not be notified to the pilot-in-command?</i> ICAO TI: Part 7; 4.1 IATA DGR: 9.5.1								X		X		X								
12.2	Responsibilities of persons loading the aircraft ICAO TI: Part 7; 4.1.4 IATA DGR: 9.5.1.1.7								X		X		X								
12.4	Accessibility of NOTOC on the ground ICAO TI: Part 7; 4.1.8 IATA DGR: 9.5.1.1.9								X		X		X								

13	Provisions for passengers and crew																	
13.1	What passengers / crew can or can not have and conditions <i>Table according to regulations</i> ICAO TI: Part 8; 1 IATA DGR: 2.3	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	
13.2	Loading of battery-powered mobility aids ICAO TI: Part 7; 2.13 IATA DGR: 2.3						×		×	×	×	×			×	×	×	×
14	Emergency procedures																	
14.1	Actions to be taken in the event of incidents / accidents <i>Including incidents involving lithium batteries and radioactive material</i> ICAO ERG: Doc 9481-AN/928 IATA DGR: 9.5.1.2	○	○	○	○	○	×	×	×	×	×	×	×	×	×	×	×	×
14.2	Reporting of dangerous goods incidents, accidents and occurrences incl. undeclared and misdeclared - Requirements - Procedures - Submission to FOCA via http://www.aviationreporting.eu ICAO TI: Part 7; 4.4 & 4.5 IATA DGR: 9.6	○	○	○	○	○	×	×	×	×	×	×	×	×	×	×	×	×

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The following subdivision (section) is intended for training programmes, which are tailored for participants handling radioactive material and cat. 6

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff																Training Programme Reference	FOCA Comments
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16		
15.0	Radioactive material (if transported) <i>(ICAO TI: Part 1;6 IATA DGR: 10.)</i>																		
15.1	General philosophy <i>Definition, references to law and source documents, policy, responsibilities, principles of safe handling (time, distance, shielding), radiation protection, Transport Index</i>	x	x	x	x	x	x	x	x	x	x	x	x						
15.2	Limitations	x		x	x	x	x	x	x	x	x	x							
15.3	Identification & Classification	x	x	x		x							x						
15.4	List of dangerous goods	x	x	x		x					x								
15.5	Packing requirements <i>incl. shipper's responsibility</i>	x	x	x		x													
15.7	Labeling and markings <i>incl. shipper's responsibility</i>	x	x	x	x	x	x	x	x	x	x	x							
15.8	Transport documentations <i>incl. shipper's responsibility</i>	x		x	x	x	x												

Checklist DG Training Programme																			
Ref	Areas of training <i>Further explanations</i> Legal reference	Categories of staff																Training Programme Reference	FOCA Comments
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16		
15.9	Storage and loading					×	×		×		×								
15.10	Emergency procedures	×	×	×	×	×	×	×	×	×	×	×							

TEST

(Checklist DG Training Programme)

The test, which may be conducted with open books, should

- have, as a minimum, 2 questions per aspect of training as mentioned below;
- require a passing mark of 80%;
- contain questions in adequate quality and severity (reflect the daily tasks of the relevant categories).
- have a duration appropriate to the level of questions;
- be conducted in a manner, that students are unable to confer with each other;
- be prepared in two sets, in case a student should fail the first test.

16	Test	Categories of staff																	Question numbers	FOCA Comments
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16	17		
16.1	General Philosophy	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
16.2	Limitations	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
16.3	General requirements for shippers	x	x	x			x													
16.4	Classification	x	x	x			x						x							
16.5	List of dangerous goods	x	x	x			x				x									
16.6	Packing requirements	x	x	x			x													
16.7	Labelling and marking	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
16.8	Dangerous goods transport document and other relevant documentation	x		x	x		x	x			H			x						
16.9	Acceptance procedures						x				H									

16	Test	Categories of staff																Question numbers	FOCA Comments	
		1/A	2	3	4/B	5/C	6	7	8	9	10	11	12	13	14	15	16			17
16.10	Recognition of undeclared dangerous goods	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
16.11	Storage and loading procedures					x	x		x		x									
16.12	Pilots' notification						x		x		x									
16.13	Provisions for passengers and crew	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
16.14	Emergency procedures	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
16.15	Radioactive material (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x							

CERTIFICATE

(Checklist DG Training Programme – DG CARRIER)

17	Certificate	<i>FOCA</i> Comments
	<p>The issued certificate must have at least following content:</p> <ol style="list-style-type: none"> 1. Name, Surname 2. Date of birth of trainee or ID 3. Staff category 4. If applicable: specific classes trained or excluded 5. Month of training and exam 6. Expiry date (end of month) 7. Instructor's name <p>A certificate example shall be attached to the training programme submitted to FOCA for approval.</p>	

Where no certificates are issued, training records must comply with ICAO TI Part1; 4.2.5 / IATA DGR 1.5.6