

## Chapter 1

### PROPOSED NEW PART 1, CHAPTER 4 — DANGEROUS GOODS TRAINING

## Chapter 4

### DANGEROUS GOODS TRAINING

*Parts of this Chapter are affected by State Variations AE 2, BR 7, CA 11, HK 1; see Table A-1*

#### 4.1 ESTABLISHMENT OF DANGEROUS GOODS TRAINING PROGRAMMES

*Note.— A training programme includes elements such as design methodology, assessment, initial and recurrent training, instructor qualifications and competencies, training records and evaluation of the effectiveness of training.*

4.1.1 The employer must establish and maintain a dangerous goods training programme for personnel performing any function described in these Instructions.

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The following provision will be further reviewed in conjunction with a review of the training provisions in Annex 18

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[ 4.1.2 The employer [should/must] establish and maintain a dangerous goods training programme for personnel who may not perform any function described in these Instructions but do perform functions related to the movement of cargo, baggage, passengers or mail. The aim of the programme is to ensure personnel are competent to perform functions aimed at preventing undeclared dangerous goods or dangerous goods not permitted from being carried on an aircraft.]

*Note.— Security personnel who are involved with the screening of passengers and crew and their baggage and cargo or mail are required to be trained irrespective of whether the operator on which the passenger or cargo is to be transported carries dangerous goods as cargo.*

4.1.3 All operators must establish a dangerous goods training programme regardless of whether or not they are approved to transport dangerous goods as cargo.

4.1.4 Training courses may be developed and delivered by or for the employer.

#### 4.2 OBJECTIVE OF DANGEROUS GOODS TRAINING

4.2.1 The employer must ensure that personnel are competent to perform any function for which they are responsible prior to performing any of these functions. This must be achieved through training and assessment commensurate with the functions for which they are responsible. Such training must include:

- a) general awareness/familiarization training — Personnel must be trained to be familiar with the general provisions;
- b) function-specific training — Personnel must be trained to perform competently any function for which they are responsible; and
- c) safety training — Personnel must be trained on how to recognize the hazards presented by dangerous goods, on the safe handling of dangerous goods, and on emergency response procedures.

*Note 1.— An approach to ensuring personnel are competent to perform any function for which they are responsible is provided in Guidance on a Competency-based Approach to Dangerous Goods Training and Assessment (see Chapter 2 of this attachment).*

*Note 2.— General information on the provisions for dangerous goods carried by passengers and crew (see Part 8) should be included in training courses, as appropriate.*

4.2.2 Personnel who have received training but who are assigned to new functions must be assessed to determine their competence in respect of their new function. If competency is not demonstrated, appropriate additional training must be provided.

4.2.3 Personnel must be trained to recognize the hazards presented by dangerous goods, to safely handle them and to apply appropriate emergency response procedures.

### 4.3 RECURRENT TRAINING AND ASSESSMENT

Personnel must receive recurrent training and assessment within 24 months of previous training and assessment to ensure that competency has been maintained. However, if recurrent training and assessment is completed within the final three months of validity of the previous training and assessment, the period of validity extends from the month on which the recurrent training and assessment was completed until 24 months from the expiry month of that previous training and assessment.

*Note.— An example would be the following: If recurrent training is required by the end of May 2020, then any training occurring between March 2020 and the end of May 2020 will result in a new recurrent training date of May 2022.*

### 4.4 TRAINING AND ASSESSMENT RECORDS

4.4.1 The employer must maintain a record of training and assessment for personnel.

4.4.2 The record of training and assessment must include:

- a) the individual's name;
- b) the month of completion of the most recent training and assessment;
- c) a description, copy or reference to training and assessment materials used to meet the training and assessment requirements;
- d) the name and address of the organization providing the training and assessment; and
- e) evidence which shows that the personnel have been assessed as competent.

4.4.3 Training and assessment records must be retained by the employer for a minimum period of 36 months from the most recent training and assessment completion month and must be made available upon request to personnel or the appropriate national authority.

### 4.5 APPROVAL OF TRAINING PROGRAMMES

4.5.1 Dangerous goods training programmes for operators must be approved by the appropriate authority of the State of the Operator in accordance with the provisions of Annex 6 — *Operation of Aircraft*.

4.5.2 Dangerous goods training programmes required for entities other than operators and designated postal operators should be approved as determined by the appropriate national authority.

*Note.— See 4.7 for approval of training programmes for designated postal operators.*

### 4.6 INSTRUCTOR QUALIFICATIONS AND COMPETENCIES

4.6.1 Unless otherwise provided for by the appropriate national authority, instructors of initial and recurrent dangerous goods training must demonstrate or be assessed as competent in instruction and the function(s) that they will instruct prior to delivering such training.

4.6.2 Instructors delivering initial and recurrent dangerous goods training must deliver such courses at least every 24 months, or in the absence of this, attend recurrent training.

### 4.7 DESIGNATED POSTAL OPERATORS

4.7.1 Staff of designated postal operators must be trained commensurate with their responsibilities. The subject matter with which their various categories of staff should be familiar is indicated in Table 1-4.

4.7.2 Dangerous goods training programmes for designated postal operators must be subjected to review and approval by the civil aviation authority of the State where the mail was accepted by the designated postal operator.

**Table 1-4. Content of training courses for staff of designated postal operators**

<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>	<i>Designated postal operators</i>		
	<i>Categories of staff</i>		
	A	B	C
General philosophy	x	x	x
Limitations	x	x	x
General requirements for shippers	x		
Classification	x		
List of dangerous goods	x		
Packing requirements	x		
Labelling and marking	x	x	x
Dangerous goods transport document and other relevant documentation	x	x	
Acceptance of the dangerous goods listed in 1;2.3.2	x		
Recognition of undeclared dangerous goods	x	x	x
Storage and loading procedures			x
Provisions for passengers and crew	x	x	x
Emergency procedures	x	x	x

**CATEGORIES**

- A — Staff of designated postal operators involved in accepting mail containing dangerous goods.  
 B — Staff of designated postal operators involved in processing mail (other than dangerous goods).  
 C — Staff of designated postal operators involved in the handling, storage and loading of mail.

*Note.— Guidance on the aspects of training to be covered by staff of designated postal operators can be found in S-1;3.*