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IATA ACCREDITED TRAINING SCHOOL HANDBOOK

Foreword

The International Air Transport Association's (IATA) Accredited Training School Network is a recognized and valued community of training organizations providing IATA certified training worldwide.

Accredited Training Schools (ATS) have the opportunity to offer their clients quality, harmonized and internationally recognized training in areas of vital importance to the aviation and airfreight industry.

This Accredited Training School Handbook (the "Handbook") contains information on the specifications and requirements to become an IATA Accredited Training School, and maintaining accreditation status. This Handbook forms an integral part of the IATA Training School Accreditation Agreement (the Agreement) between your School and IATA. Unless otherwise defined herein, all capitalized terms used in this Handbook shall have the meaning ascribed to such terms in the Agreement.

We have endeavored to be as thorough as possible in putting this Handbook together. Should you have any question, please do not hesitate to get in contact with us. Our contact details can be found on the following page of this booklet.

The IATA Accredited Training School Network is part of the IATA Training & Development Institute (ITDI) with its headquarters in Montreal, Canada. For assistance throughout the application process, please contact:

IATA Training & Development Institute (ITDI)
800, Place Victoria, P.O. Box 113
Montreal, QC
Canada H4Z 1M1
Tel.: +1 514 874-0202

Email: atsnetwork@iata.org

The entire IATA Training team looks forward to working with you to help achieve your goals, and our mutual objectives of delivering quality training to our industry.

**IATA Accredited Training Schools
IATA Training and Development Institute (ITDI)
International Air Transport Association
800 Place Victoria, P.O. Box 113
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www.iata.org/training**

Introduction

International Air Transport Association (IATA)

The International Air Transport Association (IATA) was founded in 1945 and is the trade association of more than 240 airlines, including the world's largest. Flights by the Member airlines comprise more than 84% of all international scheduled air traffic.

IATA is the successor to the International Air Traffic Association founded in the Hague in 1919 – the year of the world's first international scheduled air transport services. IATA is the prime facilitator for inter-airline co-operation in promoting safe, reliable, secure and economical air services for the benefit of the world's consumers.

IATA's head office is in Montreal (Quebec, Canada) and its executive office is in Geneva (Switzerland). IATA also has regional offices around the world. For a list of IATA's regional offices, please refer to the IATA website at <http://www.iata.org/about/offices>.

IATA Training and Development Institute (ITDI)

The IATA Training and Development Institute, or "ITDI", is a division of IATA and a leading source of international training and professional development serving all sectors of the transportation industry: airlines, airports, aviation security, air navigation services, cargo, civil aviation and travel & tourism.

The IATA diplomas and certificates guarantee high standards of training and have gained worldwide recognition and acceptance as a quality product by the world's airlines and industry associations. These are important qualifications for anyone wishing to upgrade his/her professional competence or start a career in the travel, cargo or aviation industry.

About the ATS program

IATA training offers different partnership programs in order to expand the vision of qualified standard training to our industry. The **IATA Accredited Training School Network (ATS)** is composed of independent organizations authorized by IATA to deliver training programs in the field of Dangerous Goods Regulations.

This training partnership with IATA authorizes you to deliver IATA training courses and ensures students/professionals upgrade their professional competencies to IATA standards.

Becoming an IATA ATS

Accreditation Process

Institutions wishing to apply for ATS status and accreditation should start the accreditation process by filling out the IATA ATS application form, available on the IATA Training Partners site (see [Appendix C](#)). No other application forms will be acceptable.

Applicants to the Accredited Training School Network shall fulfill the following criteria:

1. Be a recognized training institute or organization in the local jurisdiction;
2. Have a permanent training facility or a contractual agreement to use temporary training facility for the duration of this agreement;
3. Internet access and a company registered website;
4. Government approvals for the Dangerous Goods training program and Instructors, as applicable;
5. Comply with the course criteria as set forth in [Appendix A](#) of this Handbook. This includes course material, lessons plan, customization, translations and instructor qualifications;
6. Submit completed application form and remit initial application fee which is non-refundable;
7. Submit customized detailed lesson plans and IATA course materials with customizations and translations in compliance with local legislation, as applicable; and as set forth in [Appendix A](#) of this Handbook;
8. Submit final examination(s) with model answers and marking scheme as per IATA requirements set forth in [Appendix A](#);
9. Remit all applicable fees for Students fees (royalties) upon approval as an IATA Accredited Training School (ATS).

Once ITDI receives a complete application, technical training experts will review and evaluate the submitted documentation. Should it be determined that an application does not meet the criteria set, IATA Training Partnership team will advise the applicant as to which revisions are required. However, if an applicant fails to meet any of the requirements and obligations as specified in this booklet, **ITDI reserves the right to reject an application.**

All completed applications shall reflect the most current edition of the publication used as the reference manual for the Endorsed Course(s). Should an applicant submit its application documents after November 1, the material shall reflect the changes that will appear in the next edition of the publication used as the reference manual for the Endorsed Course(s).

Once an application is approved, ITDI will send two electronic copies of the Agreement to the applicant for signature, together with a letter confirming the endorsement activation date and an invoice for the initial accreditation Fees. The applicant shall sign both originals and return them to ITDI, together with the annual fee within three weeks of the date of delivery by courier. Once the Agreement has been finalized ITDI will return one fully signed original to the applicant, together with a "Certificate of Accreditation" listing the Endorsed Course(s).

Endorsed Courses of the IATA Accredited Training School

IATA accredited Dangerous Goods training meets a minimum worldwide standard, and satisfies the requirements of the International Civil Aviation Organization's (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air. Criteria for endorsement are based on **Subsection 1.5 of IATA's Dangerous Goods Regulations** and IATA's Dangerous Goods Training Standards developed and maintained by the Dangerous Goods Board (DGB).

To become an IATA Accredited School, a School shall have its courses endorsed by IATA as meeting industry certification requirements.

The following courses are currently eligible for endorsement for the Dangerous Goods Program:

1. Dangerous Goods Regulations Initial Course (Categories 1, 2, 3 and 6)
2. Dangerous Goods Regulations Recurrent Course (Categories 1, 2, 3 and 6)
3. Dangerous Goods Regulations Course (Categories 4, 5, 7, 8, 9, 10, 11, 12)
4. Dangerous Goods Regulations Course for "No Carry" Operators (Categories 13-17)
5. Infectious Substances Shipping Course
6. Radioactive Materials

In order for a School to have its courses endorsed by IATA, its materials, exams and instructor credentials shall be submitted to IATA. The Applicant School shall initially provide full course syllabus, lesson plans, PowerPoint presentations, instructor and students handouts including instructor qualifications and certification. As required, all government approvals for the dangerous goods training program and instructors, where applicable, shall be submitted with the initial School application. Once the School materials and teaching methodology has been validated by IATA in accordance with the terms of the Agreement and criteria set in this Handbook, the School will be approved as a new member of the ATS network.

Once a School's dangerous goods courses have been endorsed as meeting the training criteria for Categories 1, 2, 3 and 6 personnel (the most comprehensive in the Dangerous Goods Regulations (DGR) in terms of minimum aspects covered as per IATA DGR Table 1.5.A), the School shall be considered competent to conduct specific training for all other personnel categories and product classes. Those schools which do not wish to conduct Class 7 training as part of their endorsement must indicate this to IATA and the school's accreditation certificate will exclude Radioactive Materials training.

All Course Certificates marking successful completion of IATA Endorsed Courses by Students shall specify the relevant Endorsed Course, and any Category / Class restrictions.

Certificate of Accreditation

Upon meeting the criteria for IATA accreditation, with respect to one or more specific Endorsed Courses, the School will be accredited and considered an "IATA Accredited Training School" upon the issuance by IATA of a "Certificate of Accreditation". The "Certificate of Accreditation" shall attest that the School and specific endorsed course(s) meet IATA's Accredited Training School Network's program criteria as set forth hereunder. Without limiting any provisions hereof, the School shall not make any modification to any Endorsed Course or the content thereof without IATA's prior written approval.

Any Endorsed Course delivered by the School, as specified on the Certificate of Accreditation, shall be expressly represented as such by the School. The School shall only be considered to be an "IATA Accredited School" upon issuance of the Certificate of Accreditation to the School by IATA and for the purposes of the specific Endorsed Course(s) only.

For Schools endorsed to provide dangerous goods training, the Certificate of Accreditation will be issued to reflect whether or not this endorsement includes radioactive materials training. The Certificate of Accreditation shall be worded accordingly:

1. Accredited to give courses in the transport of dangerous goods by air covering initial or recurrent training for Shippers, Packers, "Freight Forwarders (Cargo Agents)" and Airline Staff
2. Accredited to give courses in the transport of dangerous goods by air covering initial or recurrent training for Shippers, Packers, "Freight Forwarders (Cargo Agents)" and Airline Staff (excluding radioactives)

IATA reserves the right to reject an application to the **Accredited Training School Network** or may withdraw endorsement from an accredited School which fails to meet any of the requirements and obligations set out herein or in the Agreement.

The certification and endorsement is not transferable to third parties.

ATS Responsibilities (Obligations)

Institutions accepted as an IATA Accredited Training School will be asked to sign the Agreement setting out their rights and obligations, including the following:

1. An accredited School shall teach those courses that IATA has endorsed it to teach.
2. An accredited School shall meet IATA's criteria for endorsement during the Term:
 - a) An accredited School shall ensure that its instructors meet IATA's standards at all times, as more completely detailed within this Handbook in Appendix A - Instructor Qualifications;
 - b) Accredited Schools will be provided annually with the IATA Course Material updates to reflect the latest edition of the DGR. The accredited School and its Branches shall submit annually for re-accreditation a category 6 dangerous goods final examination with answer key covering the respective areas stipulated in the DGR Table 1.5.A. The final examination shall be submitted in the format outlined in this Handbook as set forth in Appendix A – [Final Test](#).
3. An accredited School may use the **approved, course-specific Accredited School Logo** in its promotional and classroom materials after it has sought and obtained confirmation from IATA that such use conforms to IATA's corporate policy on the use of logos and trademarks (Section 31 of the Agreement).
4. An accredited School shall pay to IATA **all Fees** in the amounts and within the time frame prescribed in the [Financial Provisions](#) of this Handbook, plus any applicable taxes.
5. An accredited School has an obligation to **register the Students** with IATA (see [Appendix B](#) for instructions). The School **shall** register US\$ 1000 worth of Students (minimum, excluding the school fees) per year to maintain active status.
6. Student reporting through IATA's ATS database is **due on the 25th of the month** following the end of each calendar quarter. Fees (based on IATA invoices) must be paid by the end of the following month latest (i.e. 2 months after the end of the calendar quarter) to ensure good credit rating. Please note that no serialized certificates, serial numbers nor any other services will be provided to the school until all outstanding invoices are paid in full.
7. An accredited School shall ensure that **the most up to date edition of the DGR** is available to each Student registered in an Endorsed Course for that Student's individual use, whether lent to the Students by the School, or sold to the Students as part of the cost of the Endorsed Course. The accredited School shall ensure that the most up to date edition of the publications for other courses that the school is endorsed for is available to each student registered in an endorsed course for the student's individual use.

8. Without limiting the provisions of the Agreement, an accredited School shall **obtain all applicable government approvals** before teaching an Endorsed Course:
 - a) It will seek the approval of the local civil aviation authority in which it intends to conduct an Endorsed Course, where such approval is a legal requirement;
 - b) It will not conduct dangerous goods courses in countries where such approval is required until that approval has been obtained;
 - c) In countries where legislation or regulations requiring such approvals have not yet come into force, it will monitor the status of such draft legislation or regulations and seek approvals immediately upon such approval becoming a legal requirement;
 - d) It will provide IATA with copies of any documents conferring such approvals immediately upon such approval being conferred, and thereafter on an ongoing basis.
9. Accredited Schools will be expected to assist IATA in the promotion of safety training through the dissemination of relevant Materials with IATA's prior approval.
10. The School should have its own Information Technology (IT) registered domain name that is recognizable and easily associated to the School. Accredited Schools shall have access to an email system to support their regular and ongoing communications. Schools will submit their Students Reports electronically, by completing the standard electronic forms on the IATA extranet.
11. The School shall inform IATA of any Change of Situation by sending IATA a written notice of such change within thirty (30) days of such change. The School is required to advise IATA of the following:
 - a) Change of School address
 - b) Change in address of permanently assigned training facility, if different from School address
 - c) Change of School director
 - d) Change of ownership
 - e) Termination of Instructors
 - f) Application of new Instructors with supporting documentation and certificates
 - g) Renewals of governmental approval for the School and/or Instructors, as applicable

School Records

The School shall keep independent records aligned to IATA DGR Subsection 1.5.6.2 for a minimum of thirty-six months (or more as applicable per local regulations and requirements) for audit purposes of all Students. A record of training must be aligned to IATA DGR subsection 1.5.6.1 and including the following additional information:

1. Student name and contact details
2. Type and material of IATA endorsed training provided to all Students and the grades received
3. Students exams
4. Certificate number

Student Certificates

The School is required to use the assigned IATA serial numbers for the registration of Students for any IATA endorsed course. **The Course Certificates shall be numerically coded and assigned to the specific School in the IATA database for their sole use.**

For the successful Students, the IATA serial number which is assigned upon registration must be reflected on the Course Certificate issued by the School to ensure authenticity and accuracy of the training record. Once this serial number is assigned to the Student, it cannot be re-assigned to another individual. **These numbers are not transferable to any other Student or School. Once the IATA serial number is assigned to a Student in the IATA database, it cannot be altered or changed (Appendix F – Certificate Specimen).**

The School shall obtain the IATA serial numbers as follows:

1. Request an IATA serial number specifically coded and assigned to each School in the IATA database through IATA SharePoint, and address each Course Certificate with the relevant IATA serial number.
2. Request IATA blank serialized certificates encoded with the serial numbers assigned to each School in the IATA database through IATA SharePoint

In the event that the School wishes to use the IATA blank serialized certificate, the School shall remit a flat Fee to IATA for batches of IATA blank serialized course certificates regardless of the type of endorsed IATA Dangerous Goods course provided. The School is only required to pay a processing and shipping fee according to the number of certificates ordered to IATA. The School can order certificates in batches of one hundred-(100) according to their training needs:

Student Certificates	Shipping Fees – Quoted in United States Dollars (USD)
100	50

Please note that in case of IATA serialized certificates that are damaged in transit, IATA shall replace these certificates once they are returned to Montreal.

Financial Provisions

School Fees

Schools that wish to apply to become a member of the IATA Accredited School Network shall pay a non-refundable initial application Fee to review their application and supporting documentation for approval.

For all other Fees to maintain annual membership with the IATA Accredited School Network, please be guided by the charts below. All Fees are payable in United States Dollars (USD) by their due date as prescribed in the table below. Payments can be made by Credit Card, Bank Transfer, Bank Draft, Money Order or Bank Check.

School fees for Developed Nations (Non-DNA) and Developing Nations (DNA) are listed in the charts below (See Appendix D for listing):

Developed Nations (Non – DNA) – School Fees

COURSE	NUMBER OF SCHOOLS IN NETWORK	NEW APPLICATION① USD Payable upon application	COURSE ENDORSEMENT ANNUAL FEE USD Payable January 1 of each year	BRANCH ENDORSEMENT ANNUAL FEE USD Payable January 1 of each year
All IATA Endorsed Training Programs	1 – 10	US\$5000	US\$1750	US\$750
	11 – 20	US\$5000	US\$1500	US\$750
	21+	US\$5000	US\$1250	US\$750

Developing Nations (DNA) – School Fees

COURSE	NUMBER OF SCHOOLS IN NETWORK	NEW APPLICATION① USD Payable upon application	COURSE ENDORSEMENT ANNUAL FEE USD Payable January 1 of each year	BRANCH ENDORSEMENT ANNUAL FEE USD Payable January 1 of each year
All IATA Endorsed Training Programs	1 – 10	US\$5000	US\$1250	US\$500
	11 – 20	US\$5000	US\$1000	US\$500
	21+	US\$5000	US\$750	US\$500

* Please note that no serialized certificates, serial numbers nor any other services will be provided to the school until the above fees are paid in full.

Student Fees

The School shall pay the following Fees for each Student enrolled in an IATA Endorsed Course.

The Schools shall remit Students fees and pay the applicable rate based on their categorization as Non-DNA and DNA (see [Appendix D](#)):

Dangerous Goods Regulations (DGR) courses

Developed Nations (Non-DNA) – Fees quoted in United States Dollars (USD\$)				
Category Specific Training Fee	Initial (1,2,3 & 6)	Recurrent (1,2,3 & 6)	Awareness (4,5,7,8,9,10,11,12) ¹	Infectious & Radioactive
	50	40	20	20
Participant Fee (Failed Registrants)	15	15	15	15

Developing Nations (DNA) – Fees quoted in United States Dollars (USD\$)				
Category Specific Training Fee	Initial (1,2,3 & 6)	Recurrent (1,2,3 & 6)	Awareness (4,5,7,8,9,10,11,12)	Infectious & Radioactive
	40	30	15	15
Participant Fee (Failed Registrants)	10	10	10	10

- * The School will be responsible to pay taxes on the above fees where applicable as per the Agreement.
- * Please refer to the [ATS Responsibilities](#) for details on students reporting frequency and requirements.

¹ For specialized Dangerous Goods Courses which are class specific and do not exceed one-(1) day training, the school will pay the associated student fee for an awareness course.

Benefits of the ATS program

The benefits of membership as an IATA Training School include:

1. Global recognition of IATA's Accredited Training School endorsement by shippers, freight forwarders, airlines and governments.
2. Acknowledgement that School's Endorsed Courses meet strict criteria as set out by IATA, leading industry experts and its member airlines.
3. Your School with complete contact information will be listed in the IATA DGR publication (Appendices F.3, F.4, F.5 and/or F.6 of DGR Manual, as appropriate), as well as on the Cargo Training web site.
4. A hyperlink from the Accredited Training School web site to the School's web site.
5. Advance information on regulatory and training issues, along with upcoming changes to the Dangerous Goods Regulations, as this information becomes available to IATA Cargo Training. No material shall be printed, used or distributed by the School in the event IATA objects to it, as specified in the section 31 of the Agreement.
6. Permission to use the IATA Accredited School logo specific to the Endorsed Courses being taught.
7. Annually, complimentary copies of the latest edition of the IATA English DGR and the English Dangerous Goods Training Program Books 1 to 5 for the School that offers IATA endorsed dangerous goods training.
8. Annually discounted price on selected DGR products and services including publications for other Endorsed Courses purchased for use by Students registered in DGR Initial and DGR Recurrent courses only (not for resale). IATA will, on an annual basis, send a list of all DGR products including other related publications and available discounts for each product before the 15th of August of each year.
9. A discount on the registration fee for IATA's annual World Cargo Symposium.
10. Member pricing on all IATA cargo and Dangerous Goods classroom courses.
11. Ongoing support from IATA's DG Hotline Service, responding to technical and training questions emanating from our industry.
12. Free access to annual Webinar(s) to provide updates on the significant changes to newest edition of the IATA DGR publication.
13. Instructors for the IATA Accredited Training School will be provided with DNA price or Member price if they are headquartered in a Developing Nation or elsewhere respectively (see [Appendix D](#)), for registration to the Professional Skills for DGR Instructors course and Instructional techniques course only.
14. Complimentary premium posting on the IATA CargoLink on-line directory (see link www.iata.org/ps/publications/cargolink).
15. Access and usage of IATA standardized blank serialized certificates with the IATA Accredited Training School Logo for printing certificates for successful Students.
16. Full access to IATA Training School Extranet site, which includes:
 - a) Access to annually updated IATA Standardized Course Materials and Instructor Guide
 - b) Access to Accredited Training School (ATS) database for Students reporting and School administration
 - c) Access to working papers and new updates regarding the cargo industry
 - d) Sole access to your own School site to retrieve and track information for your School only
 - e) Ability to directly upload and download large files for use by your School

Annual ATS accreditation/renewal

For applicants to maintain membership of the Accredited Training School Network, the School shall fulfill the following criteria:

1. Advise IATA of any Change of Situation, if applicable as explain under [ATS Responsibilities section](#).
2. Submit updated customized and/or translated course materials annually based on IATA Course Materials (i.e. lesson plan and course documentation to reflect the latest edition of the DGR)
3. Submit final examination with answer key covering the respective areas stipulated in the DGR Table 1.5.A
4. Remit all applicable fees for re-accreditation and Students fees (royalties)

The School is also subject to audit at any time by IATA in accordance with the terms of the Agreement.

Course endorsement is valid from January 1, or the endorsement activation date, until December 31 of the current year.

Annual re-accreditation of an Accredited Training School will be approved only if the institution continues to meet the obligations and criteria of the program as set out in the accreditation contract.

Only approved members of the IATA Accredited Training School Network will have benefits set under section "Benefits of the ATS program".

Non-Domicile Training

In the event that a School wishes to conduct the IATA approved Non-Domicile Training in another territory other than the Territory that it is registered as per the Agreement, this School will advise IATA in writing of its intention prior to delivering these courses and verify that all the legislative requirements mandated by that country are met. If required, for audit purposes, IATA has the right to request supporting documentation that these approvals have been attained. The School shall provide this documentation within a maximum of 10 (ten) business days.

The per Student fees rates for non-domicile training shall be the same as those fees for the Territory for which the School is accredited. Endorsement of the course content has to be obtained for each non-domicile training following the same procedure as for the domicile training.

ATS Standing and Premises

The School is required to:

1. Demonstrate they are operating a recognized training institution, i.e., that training constitutes one of the institution's primary businesses;
2. Hold all necessary government licenses and certificates as required in the country where they are located and agree to submit copies of relevant licenses and certifications to IATA when requested;
3. Have access to training facilities for the duration of the agreement, suitably accessible to handicapped people as per local regulation. Residential properties are not acceptable;
4. Hotel Premises and client facilities may be utilized for the hosting of classes, suitably accessible to handicapped people as per local regulation.

ATS Audits

The ATS will be responsible for duly completing the online self-assessment report and returning it to IATA by December 1 of the current year. The self-assessment report template is available for download from the ATS Resource Site.

IATA (or its representative) may audit the ATS premises, including authorized branch(es), instructors, Courses or teaching procedures upon reasonable written notice to the ATS and during normal business hours.

The main purpose of the visit is to ensure that the ATS maintains the standards of instructional quality implied by the authorization. The visit is also important to maintain a good working relationship and personal contact with the ATS leading to more effective communication and partnership growth and development.

APPENDIX A - Course Criteria

General Standards Criteria

IATA's dangerous goods training mission is to deliver dangerous goods training which meets the worldwide standard (IATA's Dangerous Goods Training Standard), and complies with all requirements of the most current ICAO Technical Instructions, IATA's Dangerous Goods Regulations (DGR) and local civil aviation authority.

IATA has developed the application criteria set out in this section in conjunction with leading industry experts.

It is essential that an applicant demonstrates in its application that it is capable of complying with all the criteria listed in this section with regard to instructors, course curricula, course materials and final tests.

All IATA endorsed Schools will have access to use the IATA standardized course materials updated every year to the latest edition of the IATA DGR publication as reference Materials.

Other material that should be added or included is the local legislation and regulatory materials mandated by national law (customization)

Dangerous goods training curricula shall include:

1. **General familiarization training** – to provide the Students with an understanding of the general philosophy and main provisions of the regulations;
2. **Function specific training** – to provide the Students with detailed training in the requirements applicable to the job function for which the Students will be responsible;
3. **Safety training** – to provide the Students with an understanding of the hazards presented by Dangerous Goods, as well as safe handling and emergency response procedures to be followed.

The ideal size of a dangerous goods course is 10 to 15 participants, enabling the instructor to give personal attention to all students. The maximum number of students should never exceed 20.

It is not permissible to train Students requiring initial and recurrent training in the same class, unless the full initial class is being conducted.

The following tables are presented as recommended number of days considered appropriate to effectively train personnel in accordance with their specific job functions.

The duration of each Initial DGR course must be for a period of not less than three (3) classroom days for Categories 1, 2, 3, and 6 personnel.

Course Duration by Category of Personnel (Initial)

Category No.	Category of Personnel (Primarily Based on DGR, Table 1.5.A)	Recommended Course Duration ²	
		Including Radioactive Materials	Not Including Radioactive Materials
1	Shippers and persons undertaking the responsibilities of shippers, including operator's staff acting as shippers, operator's staff preparing Dangerous Goods as Company Materials (COMAT)	5 days	4 days
2	Packers	4 days	3 days
3	Staff of freight forwarders involved in processing Dangerous Goods	5 days	4 days
4	Staff of freight forwarders involved in processing cargo (other than Dangerous Goods)	1 day	N/A
5	Staff of freight forwarders involved in the handling, storage and loading of cargo and baggage	4 hours	N/A
6	Operator's and ground handling agent's staff accepting Dangerous Goods	5 days	4 days
7	Operator's and ground handling agent's staff accepting cargo (other than Dangerous Goods)	4 hours	N/A ³

² For the purpose of this table one (1) day has been consider to equal eight (8) classroom hours or less dependent on local legislation.

³ N/A stands for Not Applicable. Training for this particular category of staff shall include at least an awareness session on the carriage of Radioactive Material. Please note that the recommended number of hours for category 8, 9, 10 11 and 12 personnel is the same as category 5 and 7.

The minimum acceptable duration of each **recurrent** course for category 1, 2, 3 and 6 personnel is two (2) days.

Course Duration by Category of Personnel (Recurrent)

Category No.	Category of Personnel (Primarily Based on DGR, Table 1.5.A)	Recommended Course Duration ⁴	
		Including Radioactive Materials	Not Including Radioactive Materials
1	Shippers and persons undertaking the responsibilities of shippers, including operator's staff acting as shippers, operator's staff preparing Dangerous Goods as Company Materials (COMAT)	3 days	2 days
2	Packers	2 days	1 day
3	Staff of freight forwarders involved in processing Dangerous Goods	3 days	2 days
4	Staff of freight forwarders involved in processing cargo (other than Dangerous Goods)	4 hours	N/A
5	Staff of freight forwarders involved in the handling, storage and loading of cargo and baggage	4 hours	N/A
6	Operator's and ground handling agent's staff accepting Dangerous Goods	3 days	2 days
7	Operator's and ground handling agent's staff accepting cargo (other than Dangerous Goods)	4 hours	N/A ⁵

⁴ For the purpose of this table one (1) day equals eight (8) classroom hours or less depending on the local legislation.

⁵ N/A stands for Not Applicable. Training for this particular category of staff shall include at least an awareness session on the carriage of Radioactive Material. Please note that the recommended number of hours for category 8, 9, 10 11 and 12 personnel is the same as category 5 and 7.

Course Material

This section sets out the criteria and considerations for preparing course materials (**for Category 1, 2, 3 or 6 personnel**) and final test for submission. These include:

1. course objectives (as per Appendix A);
2. curricula (as per Appendix A);
3. materials, prepared in the English language, comprising:
4. final test with answers and marking scheme.

Applicants are encouraged to consider the following information carefully, and ensure that the content and presentation of their customizations and translations and related materials clearly reflect that all criteria have been taken into account in planning curricula and developing course materials.

Once a School has been endorsed to teach the Initial/Recurrent courses for Category 1, 2, 3 or 6, it is considered to be competent to conduct specific certification training for all other Categories of personnel and for specific Classes/Divisions of DG training in accordance with their course material submissions.

If, however, a School is not applying for accreditation to deliver DG Initial and Refresher Categories 1, 2, 3 and 6, and it applies to deliver specific courses by Category (4,5,7,8,9,10,11,12) as per Table 1.5.A of the IATA Dangerous Goods Regulation (DGR) Publication, then it shall seek IATA endorsement through the application process and submit the relevant course materials. Serialized certificates issued to those successfully completing these specific courses are required to properly reflect the scope (categories) of the courses.

If the school wishes to exclude radioactive materials (Class 7) as part of their accreditation, the School shall indicate so during the application process.

Course Objectives

Course objectives describe activities, which the participant will be able to do at the end of the training course.

Good training objectives consist of three basic parts:

1. Performance — what will the participant be able to do;
2. Condition — what aids should be permitted;
3. Standard — what is the acceptable level of performance or acceptable level of error.

Objectives for the entire course could be more general such as:

- Upon completion of a Dangerous Goods Initial or recurrent course, the Students should be able to **prepare** a Dangerous Goods shipment in accordance with the requirements of the *Dangerous Goods Regulations*, or **verify** that a Dangerous Goods shipment has been properly prepared for acceptance by an operator.

However each section/training module introduced to the students should respond to specific objectives, for example:

- Specifically, the participant will be able to:
 - o Apply provisions of the IATA DGR correctly in day to day operations;
 - o summarize the legal aspects involved;
 - o identify the nine classes of dangerous goods by their principle criteria;
 - o differentiate between shipper's and operator's responsibilities;

Lesson Plan

A detailed lesson plan is the foundation for quality training. The lesson plan shall demonstrate the instructors' teaching method and thoroughness, and shall be sufficiently detailed to indicate how general course objectives and teaching objectives are to be achieved. All lesson plans shall show:

1. the overall course duration and time allocated to the final exam, and where possible, the time allotted for each subject area;
2. a breakdown of the subject area, including appropriate publication references (for e.g. DGR, national legislation);
3. objectives for each teaching module;
4. the instructors' subject notes;
5. which classroom exercise is to be used, and when;
6. which teaching aid is to be used.

Final Test

At the end of an endorsed course, every student shall take an invigilated, written test. In the case of the DGR course, all final tests shall consist of **general questions** and **shipment problems (Categories 1, 2, 3 and 6)**, which meet the following **general** and **specific criteria**:

General Criteria

1. **Test Objective.** The final test shall be designed, and its level of difficulty shall be appropriate so that Students are able to demonstrate that they understand, and are able to competently apply the Dangerous Goods Regulations as required by their job functions.
2. **Duration of test.** Dangerous goods initial or recurrent Students (Categories 1, 2, 3 and 6) shall have no less than three hours. Other courses, infectious substances or radioactive materials Students shall have no less than two hours to complete the final test.
3. **Passing mark.** The required passing mark is 80% (this information shall be conveyed to the Students in a note on the test paper), and a Student obtaining a score of less than 80% is considered to have failed the final test.
4. **Re-testing.** If a training establishment offers a Student who fails the final test an opportunity to re-take the final test, then the second test shall be entirely different from the first and taken within 6 months of the initial test.
5. **General questions.** The DGR exam shall include a minimum of 10 detailed general knowledge questions designed to cover aspects of the Dangerous Goods Regulations not addressed in the shipment problems. The Students shall always be asked to supply the appropriate DGR reference as part of a full, correct answer. Multiple-choice questions and those requiring a true or false answer are generally not preferred but are acceptable.
6. **Shipment problems (DGR only)** – subject matter (based on the category of personnel being taught). Shipment problems shall be designed to test the ability of the Students to apply the regulations in operational situations.

Weight and Marking

Seventy-five percent (75%) percent of the total marks on the test shall be assigned to the shipment and acceptance problems.

Twenty-five percent (25%) of the total marks shall be assigned to the remaining general questions.

1. Assignment of marks shall be weighted according to the inherent risk such an error would pose in an operational setting.
2. Marks shall be deducted for each error and for each missing or irrelevant answer. Deduction of marks should also be appropriately weighted according to the inherent risk such an error would pose in an operational setting.
3. **The final test shall be written by the Student in an invigilated setting. There shall be only one final test per course, and the Student shall write the entire final test at one sitting. A final test shall not be written in parts, completed in groups, given as a take-home assignment or be disseminated at any time other than during the examination period at the end of a course.**

Other Considerations

In order to achieve the overall course objective of teaching operational skills to Students, it is essential that they be aware of state and operator variations. For this reason, IATA strongly encourages Schools, when creating their final tests, to include airport of departure, airport of destination, routing and carrier information as part of each shipping problem in such a way that Students' abilities to find and apply the appropriate variations are tested.

Specific Criteria

Dangerous Goods Initial and Recurrent Final Test – Category 1, 2, 3 and 6 Personnel

The School must provide a minimum of three shipment problems which shall include questions on the first two items (1 and 2) listed below. Schools that include radioactive materials in their training will be required to have a shipment problem of radioactive materials (item 3). For those Schools that do not conduct radioactive training, they should provide a shipment problem on Limited Quantities. Please see below the list of shipment questions:

1. 1 general Dangerous Goods shipment
2. 1 “all packed in the same UN specification package” or “overpack” shipment
3. 1 shipment of radioactive materials⁶
4. 1 shipment of Limited Quantities

Required Shipment Problems Dangerous Goods Initial or Recurrent Test

Category of Personnel	Number of problems	Acceptable format
Category 1, 2	3 problems OR	Provide: details of the shipment and blank documents. Request: To complete the “nature and quantity of goods” and “handling information” boxes on the air waybill and on the shipper’s declaration; To put all required marks and labels on the packaging diagram.

⁶ For those Students that successfully complete the radioactive materials training, this information must be specifically shown on certificate issued to the Student.

Category of Personnel	Number of problems	Acceptable format
	<p>1 problem PLUS 2 problems</p>	<p>Provide: Dangerous Goods shipment consisting of an air waybill with the “nature and quantity of goods” and “handling information” box completed, a shipper’s declaration for Dangerous Goods and a packaging diagram with all marks and labels affixed, all containing errors.</p> <p>Request: to correct the errors on the documents</p> <p style="text-align: center;">PLUS</p> <p>Provide: details of the shipment and blank documents.</p> <p>Request:</p> <p>To complete the “nature and quantity of goods” and “handling information” boxes on the air waybill and on the shipper’s declaration;</p> <p>To put all required marks and labels on the packaging diagram.</p>
<p>Category 3, 6</p>	<p>3 problems</p>	<p>Provide:</p> <p>A completed Dangerous Goods shipment for acceptance, consisting of an air waybill with the “nature and quantity of goods” and “handling information” boxes completed, a shipper’s declaration, a packaging diagram with all marks and labels affixed,</p> <p>A blank Dangerous Goods Checklist (for radioactive or non-radioactive shipments, as the case may be). The shipment shall be prepared incorrectly.</p> <p>Request:</p> <p>To assume the role of acceptance personnel and verify the shipment with the aid of the checklist.</p> <p>For each “no” response on the checklist, the Student shall explain the nature of the error in the “comment” box, and the completed checklist forms part of the test answers.</p>

Radioactive Materials Final Test – Dangerous Goods

Shipment problems shall include:

1. 1 shipment of a standard radioactive material package;
2. 1 shipment of a Fissile or Special Form radioactive material package.

Required Shipment Problems Radioactive Materials Test

Category of Personnel	Number of problems	Acceptable format
Category 1, 2	2 problems OR	<p>Provide: details of the shipment and blank documents.</p> <p>Request: To complete the “nature and quantity of goods” and “handling information” boxes on the air waybill and on the shipper’s declaration; To put all required marks and labels on the packaging diagram.</p>
	1 problem PLUS 1 problem	<p>Provide: Dangerous Goods shipment consisting of an air waybill with the “nature and quantity of goods” and “handling information” box completed, a shipper’s declaration for Dangerous Goods and a packaging diagram with all marks and labels affixed, all containing errors.</p> <p>Request: to correct the errors on the documents</p> <p style="text-align: center;">PLUS</p> <p>Provide: details of the shipment and blank documents.</p> <p>Request: To complete the “nature and quantity of goods” and “handling information” boxes on the air waybill and on the shipper’s declaration; To put all required marks and labels on the packaging diagram.</p>

Category of Personnel	Number of problems	Acceptable format
Category 3, 6	2 problems	<p>Provide:</p> <p>A completed Dangerous Goods shipment for acceptance, consisting of an air waybill with the “nature and quantity of goods” and “handling information” boxes completed, a shipper’s declaration, a packaging diagram with all marks and labels affixed,</p> <p>A blank Dangerous Goods Checklist (for radioactive or non-radioactive shipments, as the case may be). The shipment should be prepared incorrectly.</p> <p>Request:</p> <p>To assume the role of acceptance personnel and verify the shipment with the aid of the checklist.</p> <p>For each “no” response on the checklist, the Student shall explain the nature of the error in the “comment” box, and the completed checklist forms part of the test answers.</p>

As a minimum, Students abilities should be tested in the following subject matter areas commensurate with their responsibilities:

a) For DGR Initial/Recurrent and Infectious Substances courses:

- (1) State and operator variations;
- (2) Packing groups;
- (3) Proper shipping names;
- (4) Special Provisions;
- (5) Packing Instructions;
- (6) Marking and labeling;
- (7) UN Specification Packaging markings.
- (8) Documentation

b) For Radioactive Materials courses:

- (1) State and operator variations;
- (2) Types of packaging;
- (3) UN numbers and Proper Shipping Names;
- (4) Activity limits;
- (5) Transport Index and Categorization of packages;
- (6) Marking and labeling
- (7) Documentation

Customizations

The School may customize the Course Materials provided by IATA to meet the needs of its Students but shall ensure that the curricula criteria is maintained in such Customizations for all categories of personnel as described in the current edition of the IATA Dangerous Goods Regulations Publication, in Subsection 1.5.

The School may decrease the hours of instruction for class specific articles or substances courses tailored to the client's needs subject to IATA approval. IATA approval shall be provided through an e-mail confirmation.

Translation

The School may translate the IATA Course Materials to the local language of the Territory at its sole cost and expense for teaching purposes only. In the event of an IATA audit, IATA may request the translated materials. These translated materials remain the property of the School and shall not be used for any other purposes than meeting audit requirements.

Instructor Qualifications

In addition to the requirements of the IATA DGR Section 1.5.7, the instructor shall meet the following criteria:

1. Hold a valid Dangerous Goods Regulations Certificate for category 6 personnel obtained after successful completion of the IATA Dangerous Goods Regulations Initial Course or an equivalent course⁷. To maintain valid qualification, Instructor delivering initial and recurrent dangerous goods training programs must at least every 24 months deliver such a course or in the absence of this attend recurrent IATA training or an equivalent;
2. Have a minimum of five (5) years in Cargo Operations but must not have less than two–(2) years of working experience in cargo operations, specifically in the handling and acceptance of Dangerous Goods or in Dangerous Goods safety operations;
3. Provide proof, where applicable, of approval issued by the local civil aviation authority to instruct Dangerous Goods courses;
4. Complete the IATA Professional Skills for DGR Instructors course or an equivalent course and obtain 80% or higher. Any equivalent Dangerous Goods instructional course is subject to approval by IATA.;
5. Instructors should also undertake a “hands-on” experience program (i.e. job shadowing) in a variety of roles requiring dangerous goods training;
6. Where possible, new instructors of dangerous goods should construct and co-facilitate dangerous goods courses together with an established instructor.

Initial applicants to the Accredited School Network are required to provide proof that their proposed Instructors meet the foregoing criteria by providing cargo training with copies of all certificates and diplomas, as well as a detailed résumé (curriculum vitae) and at least two current professional references relative to work experience. Where a certificate is in a language other than English, IATA reserves the right to request that the applicant submit, at its own expense, a certified translation.

In the case of specific countries that have legislation regarding the proficiency of DGR instructors and comprehensive approval of their training programs, IATA will accept the national certification as proof that the IATA requirements have been met.

⁷ IATA reserves the right to assess whether a course offered by another establishment constitutes an “equivalent” course.

APPENDIX B: ATS Extranet – Students reporting instructions

The School shall provide IATA with the information listed below using the IATA extranet on-line form:

The screenshot displays the 'ATSSStudentDetails' form in a web browser. At the top, there is a dropdown menu for 'ATS Test School'. Below this, the school's details are listed: School Name (ATS Test School), School Code (QZX), Country (Canada), Region (North America), and Year (2009). A search bar is present with 'First Name' selected and a 'Search' button. A message indicates 'There are no student records added to this school.' Below this is the 'Enter Student Details' section, which contains the following fields: Last Name (required), First Name (required), Email Address (required), Student Employer, DGR training completed (dropdown menu with 'DGR Initial' selected), School Location, Course Instructor (required), Course Date (calendar icon), and Grade Percentage (validation icon). 'Submit' and 'Cancel' buttons are at the bottom. A footer link for 'Privacy Policy | Terms of Use' is visible.

The School shall register on the IATA extranet all Students having registered and attended all Endorsed Courses during the Term of the Agreement and in line with the “[ATS Responsibilities point 11](#)”.

Link to IATA extranet: <http://extranet2.iata.org/sites/ats/default.aspx>

The fields that shall be completed are:

1. Last name as in passport or similar official document
2. First name as in passport or similar official document
3. Valid student Email address (optional, but recommend in order for IATA to do quality survey)
4. Student employer (optional)
5. DGR training completed (drop-down menu)
6. School location
7. Course instructor
8. Course date (chosen from calendar)
9. Grade percentage (click on box with star to validate)

All Students registered by the School to any Endorsed Course shall be reported to IATA, regardless of their final grade.

APPENDIX C: Initial ATS application

Required Documentation – Check List

An application consists of a number of elements, as outlined below. An application is not considered to be complete until all elements are present. Only online application will be considered. <http://www.iata.org/training/Pages/ats-application-form.aspx>

Once an application has been received, it is checked for completeness, and is then passed on to technical training experts for independent evaluation.

Applicants shall submit:

- A letter of intent** outlining the background of the School, and its training objectives, including:
 - a) the location (Territory) of the head office of the School
 - b) all Branches (if applicable);
 - c) which Endorsed Courses the School intends to teach;
 - d) the duration of each course and the anticipated number of Students per course;
 - e) how the School intends to meet the course objectives;
 - f) which categories of personnel are to be taught;
 - g) the industry segment to which the School intends to offer its training;
 - h) any relevant corporate training material.
- Corporate and promotional Materials**, which may include, for example, the School's training calendar, its advertising brochures, or its annual report.
- Documentation for each Instructor** the applicant wishes to have considered for approval to teach an Endorsed Course, including:
 - a) detailed educational and work background résumé;
 - b) 2 professional references per Instructor;
 - c) copies of training certificates and Instructor credentials.
- Course materials:**
 - a) the course learning objectives, both general and specific.
 - b) the Instructor's detailed lesson plan; following set course criteria
 - c) course materials (manuals, workbooks, overheads, videos, etc.)
 - d) final test(s) with answers and marking scheme; one blank copy of the test(s);
 - e) where a School has a head office and Branches, supplementary materials reflecting local civil aviation regulations and state variations.
- The application Fees** (see [Financial Provisions](#) section).
- A completed application form** (Appendix C)

A Note about Presentation

For initial applicant submission, all materials are to be submitted in bound form and/or in electronic format. Pages should include a header or footer with the date of the submission, and all pages shall be sequentially numbered. Handouts, transparencies and other audio-visual aids should be clearly labelled, and cross-referenced to the Instructor's lesson plan. All teaching materials shall be submitted, unless it is not practicable to do so.⁸

All course materials, lesson plans, and exams etc. must be submitted in English. If the submission is in the language of the country, it must be accompanied by an English translation before the approval process can move ahead. Applicants shall check their materials for accuracy and readability.

If the School is successful in demonstrating their competence and instructional expertise in meeting IATA's requirements, the School will be issued a certificate of accreditation.

The School will be given access to IATA Course Materials for use as a member of the IATA Accredited Training School Network in accordance with the terms of the Agreement.

⁸ Where packaging samples or full-size posters are used as teaching aids, it is sufficient to note on the instructor's detailed lesson plan how and when these items will be used.

APPENDIX D – List of Developing Nations (DNA)

<p>Afghanistan Albania Algeria Angola Anguilla Antigua and Barbuda Argentina Armenia Azerbaijan</p> <p>Bahamas Bangladesh Barbados Belarus Belize Benin Bermuda Bhutan Bolivia Bosnia & Herzegovina Botswana Brazil Burkina Faso Burundi</p> <p>Cambodia Cameroon Cape Verde Central African Republic Chad Chile China (except Hong Kong & Macao) Colombia Comoros Congo Congo (Democratic Rep. Of) Cook Islands Costa Rica Côte d'Ivoire Croatia Cuba</p>	<p>Djibouti Dominica Dominican Republic</p> <p>Ecuador El Salvador Egypt Equatorial Guinea Eritrea Ethiopia</p> <p>Fiji</p> <p>Gabon Gambia Georgia Ghana Grenada Guadeloupe Guatemala Guinea Guinea-Bissau Guyana</p> <p>Haiti Honduras</p> <p>India Indonesia Iran Iraq</p> <p>Jamaica Jordan</p> <p>Kazakhstan Kenya Kiribati Korea (North) Kosovo Kyrgyzstan</p> <p>Lao People's Democratic Republic Lebanon Lesotho Liberia Libya</p>	<p>Macedonia Madagascar Malawi Mali Malaysia Maldives Marshall Islands Mauritania Mauritius Mexico Micronesia (Federated states of) Moldova (Republic of) Mongolia Montserrat Morocco Mozambique Myanmar</p> <p>Namibia Nauru Nepal Nicaragua Niger Nigeria Niue</p> <p>Pakistan Palau Islands Panama Papua New Guinea Paraguay Peru Philippines Polynesia</p> <p>Reunion Russian Federation Rwanda</p>	<p>Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Samoa Sao Tome and Principe Senegal Serbia & Montenegro Seychelles Sierra Leone Solomon Islands Somalia South Africa Sri Lanka Sudan Suriname Swaziland Syria</p> <p>Tajikistan Tanzania Thailand Timor-Leste Togo Tonga Trinidad and Tobago Tunisia Turkmenistan Turks and Caicos Islands Tuvalu</p> <p>Uganda Ukraine Uruguay Uzbekistan</p> <p>Vanuatu Venezuela Vietnam</p> <p>West Bank and Gaza Western Samoa Yemen</p> <p>Zaire Zambia Zimbabwe</p>
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IATA Training & Development Institute

Based on United Nations Conference on Trade and Development & Canadian International Development Agency (CIDA) Lists

APPENDIX E – Glossary of Terms

Branch(es) - any subsidiary within the territory in which the School controls and, other entities, corporations, partnerships or other form of association.

Category of personnel - aviation related personnel who are mandated to have dangerous goods training as per Table 1.5.A of the current IATA Dangerous Goods Regulations (DGR) Publication.

Change of Situation - any modification by the school that may affect the terms and conditions of the signed agreement.

Course Certificate - certificate issued to a Student having successfully completed an Endorsed Course, which is duly registered in IATA electronic database. Each Course Certificate shall be identified with an IATA certificate serial number as described in Section 8.3 of the Handbook.

Customizations - course materials may be altered and modified to meet the level of training required for the specific category of personnel trained as it relates to the dangerous goods training program. All customizations must be done in accordance with the guidelines in the Handbook.

Developed Nations (Non-DNA) - is a term used to describe a country mainly through economic criteria such as a high gross domestic product (GDP) per capita or income per capita. Other indicators of a developed country are indices for life expectancy and education levels. This definition for developed countries. may have various definition but for the purposes of this agreement, this definition will suffice.

Developing Nations (DNA) - is a term generally used to describe a nation with a low level of material well-being. Since no single definition of the term developed country is recognized internationally, the levels of development may vary widely within so-called developing countries, with some developing countries having high average standards of living.

Endorsed Course - refers to a training program that IATA has authorized and accredited the school to teach for recognition as meeting the IATA standards.

Non-Domicile Training - training conducted in a territory other than the jurisdiction under which the IATA school is registered.

Student - means the student(s) registered to any Endorsed Course provided by a School.

Territory - a geographic area belonging to or under the jurisdiction of a governmental authority which has been assigned, under the terms of this agreement, to the applying ATS.

Translations - course materials may be translated into the local language of the school territory in accordance with the guidelines in the Handbook. Translations are sole responsibility of the school to ensure accuracy and high quality in maintaining the required IATA standards for training.

APPENDIX F – Certificate Specimen



Certificate Number: 0011QCO HK

CERTIFICATE
This is to certify that

John Smith
Successfully completed the

Dangerous Goods Regulations - Initial
Category 6 training as per Table 1.5.A of the IATA Dangerous Goods Regulations

Given by the IATA Training and Development Institute on 7th June, 2007

Paul Bracken
Paul Bracken, Director

Steve Williamson
Steve Williamson, Instructor

IATA Training & Development Institute
KNOWLEDGE • EXPERIENCE • NETWORKING • SKILLS • RESULTS