



Airline/Operator Dangerous Goods Training Validation Programme

APPLICATION BOOKLET

May 2014

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What is IATA Dangerous Goods Training Validation?

This programme has been designed, in conjunction with the IATA Dangerous Goods Training Task Force, to provide airlines and operators with the opportunity to acquire certification from the International Air Transport Association attesting that their dangerous goods acceptance training (Category 6) is benchmarked against and meets IATA's high quality safety training standards. This validation of training is granted after an operator's or airline's training instructors, detailed lesson plan, course materials and final exam have all been evaluated by IATA and found to meet the programme's criteria.

Note: *The training validation granted by IATA **does not** permit the airline/operator to offer commercial training as an IATA "Accredited School". It is for airline/operator internal use only in order to promote and enhance safety through standardisation of dangerous goods training programmes across the industry.*

Validation Benefits

All successful applicants to IATA's Airline/Operator Dangerous Goods Training Validation Programme are entitled to the following benefits:

1. Acknowledgement that the airline/operator's course has been benchmarked against and meets the programme's criteria as set by IATA.
2. Global recognition of the airline/operator's dangerous goods IATA validated training by governments, freight forwarders, cargo agents, and the like.
3. A list of airlines/operators whose training has been validated will be published annually in the IATA Dangerous Goods Regulations, Training Workbook 1 and the IATA website.
4. Advance information on regulatory and training issues relating to upcoming DGR changes and ICAO amendments.

How to Apply?

All applicants for IATA training validation are required to submit the following items at time of application:

- **A letter of intent** outlining the background and ambitions of the training department. The letter should include which types of courses the airline/operator will be offering, the duration and maximum number of participants, how the department plans on meeting the course objectives, if

commercial training will be offered, who will be trained, why validation is being sought, deployment of the training materials etc...

- **Instructors' résumés** outlining all relevant information that demonstrates their ability to meet the programme criteria.
- **The course's learning objectives, both general and specific.**
- **A detailed course lesson plan.**
- **Course materials (manuals, workbooks, overheads, videos, etc.).**
- **A final test with answers and marking scheme.**
- **The current application fee.**
- **A completed application form** (found at the end of this booklet).

Note: 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.

Should any of the above items be missing from an application package, the applicant will be notified and the candidature of the airline/operator will not advance until such time as all materials are received. Note that applicants applying in a 'non-ICAO year' will be required to submit their updated training material by January 31st of the following year. A more detailed explanation of application requirements can be found under "Validation Considerations & Criteria".

How to Renew?

Once an airline is validated, their certificate is valid until the publication of the next ICAO Technical Instructions. To maintain this training validation and reflect the current IATA Dangerous Goods Regulations, the airline/operator must provide, on a biennial basis (ICAO year), **updated changes** to:

- the course materials;
- a detailed lesson plan indicating where changes have been incorporated; and
- a new final exam

These updates must be provided no later than January 31st (for example January 31st, 2013; January 31st, 2015 etc.)

Notes

1. Even if a validated airline/operator is only required to submit their revised training materials in an ICAO year, the airline/operator is still obligated to revise their training materials annually to reflect the changes made to the current edition of IATA's DGR.

2. The fee for renewal is indicated in the "Fees" section below.

Evaluation Process

IATA benchmarks all applications against the current programme criteria. All submitted training materials must reflect the most current edition of IATA's Dangerous Goods Regulations.

Should IATA determine that an application does not meet the established programme standards, IATA will advise the applicant through a technical report as to those areas of their training programme requiring revision and what further action is needed. If only minor revisions in the training material are needed, the applicant is given three (3) months to resubmit their material with the appropriate changes made. Should it be found that the revised material still requires further revisions, the applicant is given three (3) more months to meet the objectives of the programme. If the third submission still does not meet the appropriate programme standards, IATA's technical standards team will work directly with the applicant to improve those areas of the training programme that require further modification or revision.

When an application is validated, IATA will send a "Certificate of Validation" for the airline/operator's acceptance training. The certificate will be valid until the next publication of ICAO's Technical Instructions for the Safe Transport of Dangerous Goods (issued every two years).

Fees

All fees are payable in U.S. funds by their due date. Payments can be made via Bank Transfer or through the IATA Clearing House Services for members participating in this benefit.

The IATA invoicing team will raise the invoice to your indicated head office for a bank transfer to be made, the instructions will be provided in the invoice. The programme support team must be notified of the payment, this allows IATA to appropriately credit your account. Please send all bank transfer notifications to the e-mail address: dangood@iata.org

IATA reserves the right to modify all fees. All fees are non-refundable.

The following is the current fee schedule:

Fee Schedule

Fee	Amount		Due Date
	Member Airline	Non-Member Airline	
Application	\$ 500 USD	\$ 750 USD	Submitted with application.
Validation	\$ 200 USD	\$ 200 USD	Invoiced with "Welcome Package"
Renewal (2 year period)	\$1000 USD	\$ 1500 USD	January 1 st of every ICAO year.

Validation Considerations & Criteria

When submitting a training programme for validation, it is strongly suggested that an applicant make reference to IATA's 'Guidelines for Instructors of Dangerous Goods Courses'. These guidelines, written jointly by the Dangerous Goods Training Task Force and IATA technical standards team, outline in detail all the necessary information for developing a comprehensive Dangerous Goods course. It is also recommended that the applicant reference the IATA Training Workbooks 1-5 to ensure the appropriate subject matter areas have been addressed for each category of personnel.

DGR Instructor Qualification Criteria

In addition to the requirements of the IATA DGR Section 1.5.7, the programme recommends that an instructor of a dangerous goods course should have as a minimum the following:

- current knowledge of IATA's Dangerous Goods Regulations;
- knowledge of their local state civil aviation regulations on the transport of dangerous goods by air (*Submission of current DGR & state certification required where applicable*);
- a minimum of five (5) years working knowledge and experience in dangerous goods and safety operations and/or experience in cargo operations, including dangerous goods acceptance and handling;
- ability to utilize and administer lesson plans, handouts, exercises, final tests.

If the instructor has successfully completed a course or workshop on instructional techniques, a copy of the certificate and an outline of the course or workshop must be included with the application.

The DGR Course

The subject of dangerous goods is confusing and intimidating to most people when it is first introduced because of its technical nature, therefore, a great deal of interaction between the instructor and the participants is required. The instructor must ensure that all participants are actively involved in the learning process.

The level of competence in the language of the course should be as uniform as practical. In other words, if a course is to be presented in English, participants with a marginally adequate competence in English should not be mixed with participants whose mother tongue is English. Such mixing could be detrimental to both participants. Also, those students taking a recurrent course should not be mixed with those who are taking the course for the first time, except possibly for the purpose of completing the final test.

The maximum number of participants for a dangerous goods initial course should be 10 – 15 in total.

Duration of Dangerous Goods Training Courses

DGR Initial or Basic training (category 6).

The purpose of the basic or initial course is to provide in-depth training to students in the use of IATA's Dangerous Goods Regulations. The duration of the training course should be gauged so that students have sufficient time to assimilate all of the required information and be able to achieve the course learning objectives at a comfortable pace. Rather than establishing a precise period within which a training course should always be held, it is more important to assess the expertise and background knowledge of the students and any other factors that might affect timing and ensure that the course covers all the areas, objectives and is of the required level. As an indication, an initial course with students without prior knowledge or experience of dangerous goods may require a course of 40 hours (5 days) duration which includes the examination.

DGR Recurrent training.

Recurrent training, also called refresher training, is required for those individuals who have previously undertaken training in this area and need to renew their DGR certification within the stipulated 24-month period. The purpose of the recurrent course is to offer students an intensive review on the use of IATA's DGR and highlight important regulation changes. The obligation to validate a student's ability to learn all objectives within a specified duration falls upon the airline/operator. Therefore, as mentioned above, the duration of the course may vary in response to student needs and levels of experience.

Notes

1. *Competent authorities of the various States may require different amounts of time be allocated to dangerous goods training courses and different periods for recurrent training (for example in the United States, **employees of operators/airlines** must follow a DG recurrent training course every 12 months).*

2. Once an airline or operator's dangerous goods acceptance course has been validated as meeting the training criteria for Category 6 personnel (the most demanding in the Dangerous Goods Regulations (DGR) as per IATA DGR Table 1.5.A) then the airline/operator is considered competent to conduct awareness training for all other personnel categories, as applicable to their operation.

Final Test

Students must demonstrate their competency level by completing a final test at the end of the course. This final test must demonstrate a student's thorough understanding and ability to extract all required information from the DGR. The difficulty level should be such that the final test challenges the ability of the student to perform their specific job function in compliance with the regulations. The duration of the test should allow the student sufficient time to complete the exam based on their experience level and scope of the training. Should a student fail a final test on their first attempt and be required to write another, a training department must have ready a second final test which differs significantly from the first.

Construction of the Final Test

All final tests within the validation programme must adhere to the following guidelines:

- a) The test must contain an introduction explaining to students the required minimum passing grade of 80%;
- b) The final test must be designed to ensure that the student demonstrates an understanding of the DGR and **all subjects** listed under the course objectives;
- c) This final test must include at least three (3) complete shipment acceptance problems (25 marks each) which represent 75 marks out of 100 total marks;
- d) The shipment problems must include:
 - 1 regular dangerous goods shipment;
 - 1 "All packed in the same UN specification package" or "Overpack";
 - 1 radioactive shipment or, if the course does not cover radioactive material, 1 dangerous goods shipment in Limited Quantity.
- e) The shipment problems must include errors designed to test the application of the regulations. Errors to be identified by the student being tested should cover, but not be limited to:
 - State variations;
 - operator variations;
 - packing groups;
 - proper shipping names;

- special provisions;
 - packing instructions;
 - marking and labelling;
 - UN specification package markings.
- f) Each shipment problem **must be prepared incorrectly to test the student's use of the Acceptance Checklist**; furthermore each shipment must consist of:
- a completed Shipper's Declaration for Dangerous Goods;
 - a picture or graphic of the package showing marks and labels;
 - completed "Nature and Quantity of Goods" and "Handling Information boxes" of the Air Waybill;
 - an acceptance checklist.

For each "**No**" error found during the check, the student must explain the nature of the error in the "Comment" box on the acceptance checklist or the appropriate space provided.

- g) The test must include a series of shorter questions to cover all other aspects of the subject areas not addressed in the shipment problems. Many different question formats (for example short answer, multiple choice, true/false, etc.) may be used, but the appropriate DGR reference **must always** be included as part of a correct answer.

IATA's Testing Standards

- a) Seventy-five (75) percent of total marks for the test must come from the shipment acceptance problems; twenty-five (25) percent of the marks from the remaining questions.
- b) Marking of the final test must be weighted according to the inherent risk such an error would have in a real life situation.
- c) Marks shall be deducted for each error, missing answer, or additional information that is not applicable to the question or shipment problem. The deducted marks should also be appropriately weighted by the safety risk inherent in such an error.
- d) The final test required to pass the course must be completed by the student under supervision . A final test may in no way be completed in groups, given as a take-home assignment or be disseminated at any time other than during the examination period.
- e) If time permits, IATA encourages instructors to go over errors with students once the final test is corrected and the final mark has been assigned.

Acceptance Checklist Examination Scaling

It is recommended that each checklist on the examination be prepared to contain errors of differing values to highlight the importance of scaling examinations according to the following:

- **Safety related errors (4-5 points per error)**
- **Errors of a high significance leading to rejection (2-3 points per error)**
- **Errors of a low significance leading to rejection/other errors (1 to 2 point per error)**

The following matrix shows some examples of errors that fall into the above mentioned three categories.

SCALING MATRIX – CATEGORY 6

Issue/Error examples	CRITICAL(Safety Related, Leading to Rejection)	HIGH SIGNIFICANCE (Leading to Rejection)	LOW SIGNIFICANCE	
			Leading to Rejection	Not Leading to Rejection
Incorrect label used or missing label (hazard or handling e.g. CAO)	X			
Packaging not complying with Pkg.Inst. (e.g. a 1A1 used when not permitted)	X			
Specification Packaging marking issues: - e.g. Z packaging used when PG II article/substance or requirement, or maximum gross weight of packaging exceeded. Missing UN spec packaging marking or Type A. (i.e. not UN or Type A package).	X			
Incorrect Quantity on DGD (exceeds applicable columns 4.2) or Q-value (exceeds 1)Incorrect Activity (exceeds 10.3.A)	X			
Not Compatible according to table 9.3.A	X			
Incorrect Category (class 7)	X			
PSN incorrect on package or DGD, or missing.		X		
Wrong UN number on package or DGD, or missing.		X		
Non applicable aircraft type not shown, missing or incorrect		X		
State or operator variation not complied with.		X		
Statement for e.g. Div 5.2. required but not shown in Additional Hand. Inf.		X		
PG shown on DGD, where none required.			X	
Radioactive non-radioactive not deleted or incorrect			X	
Place, date or title missing on DGD.			X	
"Dangerous Goods as per attached DGD" – misplaced or missing on AWB.			X	
UN prefix missing on DGD or package			X	
AWB number missing or incorrect				X
Not full name of airport or city or just simply missing. (e.g. CPH). (Applies for Dept. + dest).				X

Of the 25 points for each full checklist exercise, the following marking scheme applies:

- Use one (3-5 point) safety-related mistake.
- Use 4/5 (2-3 point) mistakes.
- Use 4/5 (1-2 point) mistakes.

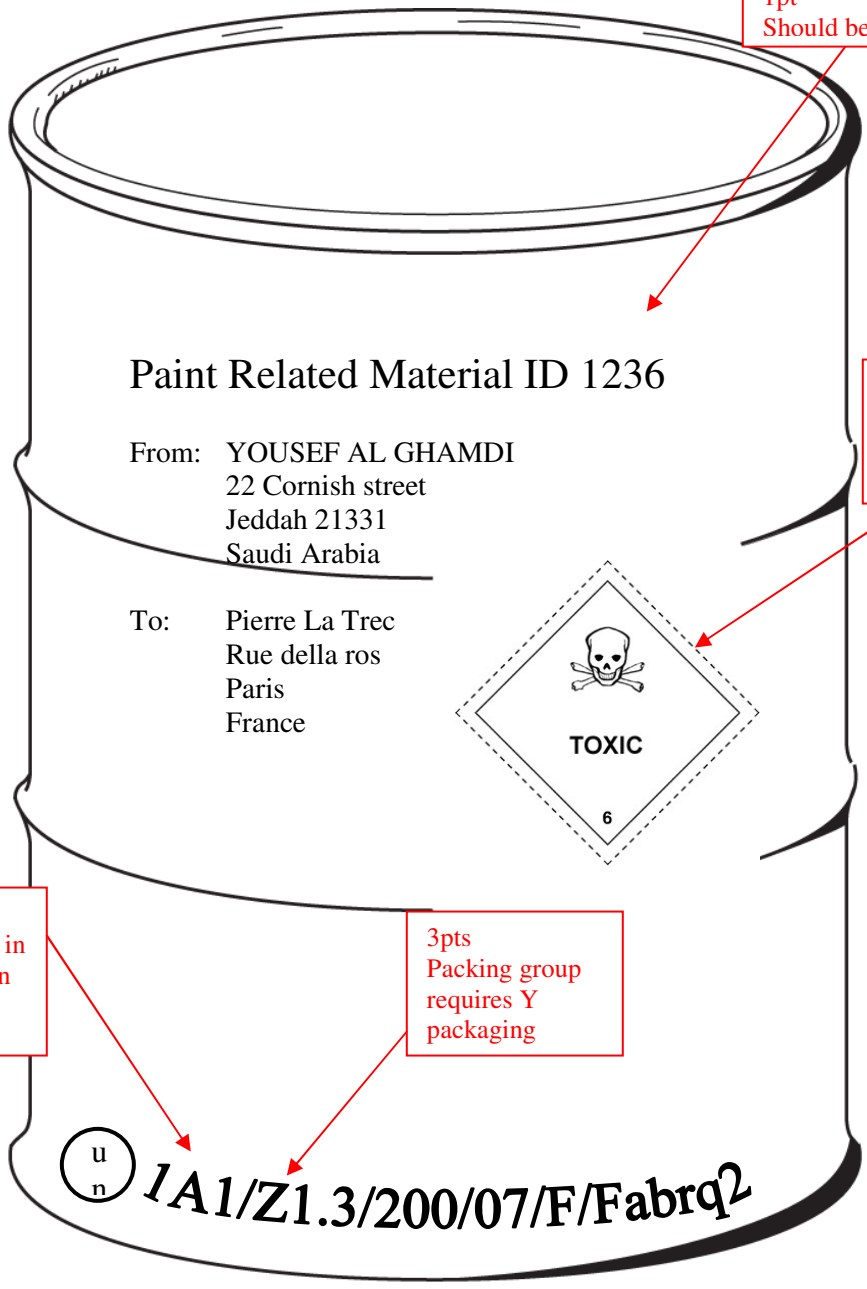
The following is an example of a checklist examination paper reflecting the scoring and scaling accordingly.

2pts
 Consignment NOT
 cargo aircraft only

Airport of Destination		Flight/Date		For Carrier Use Only		Flight/Date		Amount of Insurance		INSURANCE When the amount of insurance in accordance with the amount to be insured		Rate the	
Handling Information <p style="text-align: center;">Dangerous Goods as per attached DGD - CAO</p>													
No of Pieces RCP	Gross Weight	kg lb	Rate Class		Chargeable Weight	Rate / Charge		Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)				
			Commodity Item No.										

2pts
 Should be 1263

1pt
 Should be UN not ID



3pts
 Should be Class 3
 Flammable Liquid
 Label

5pts
 1A1 not permitted in
 Packing Instruction
 305

3pts
 Packing group
 requires Y
 packaging

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

1pt
Page no.
missing

Shipper YOUSEF AL GHAMDI 22 Cornish street Jeddah 21331 Saudi Arabia	Air Waybill No. Page of pages Shipper's Reference Number <i>(optional)</i>
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Consignee Pierre La Trec Rue della ros Paris France	
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Two completed and signed copies of this Declaration must be handed to the operator.

TRANSPORT DETAILS		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be a breach of applicable law, subject to legal proceedings.	
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure: JEDDAH		
<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT		CARGO AIRCRAFT ONLY
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY		
Shipment type: <i>(delete non-applicable)</i> NON-RADIOACTIVE <input checked="" type="checkbox"/> RADIOACTIVE		1pt Delivered 1A1 and CODES ALONE cannot be used	

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and type of packing	Packing Inst.	Authorization
UN 1263	PAINT RELATED MATERIAL	3	II	One 4D x 8L	305	

2pts
FRG-09 Emergency Contact
Details required

4pts
Max 5L on
PAX A/C

Additional Handling Information

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met	Name/Title of Signatory YOUSEF AL GHAMDI Shipping Supvr Place and Date Jeddah 09May 2008 Signature <i>Yousef al Ghamdai</i> <i>(see warning above)</i>
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Airline/Operator Dangerous Goods Training Validation Application

1. GENERAL INFORMATION

1.1 Name of Airline/Operator:

1.2 Airline 3 digit code:

1.3 Country Code (ISO):

1.4 IATA Member:

- Yes
 No

1.5 Current address:

City:

State:

ZIP Code:

E-mail:

Phone:

Website:

1.6 Name & Title of the Responsible Applicant:

Phone:

E-mail:

1.7 Who is the Principal Contact IATA will communicate with for all training and programme matters?

- The Responsible Applicant noted in 1.6 above will be IATA's Contact
 Name & Title of the Principal contact:

Phone:

E-mail:

2. TRAINING APPROVALS, INSTRUCTORS & TRAINING LOCATIONS

2.1 Are you required to have your Dangerous Goods training approved by your government or civil aviation authority?

- Yes
 No

2.2 If yes, is your Dangerous Goods training currently approved by your government?

- Yes Include copy of approval(s).
 No Expected approval date(s) _____

2.3 Are you required to have your Dangerous Goods instructors approved by your government or civil aviation authority?

- Yes
 No

2.4 Do your instructors currently have approval?

- Yes Include copy of approval(s)
 No Expected approval date(s) _____

Airline/Operator Dangerous Goods Training Validation Application

2.5 Please list all of your DGR instructors and the locations where the courses are to be held if different from the address listed in 1.2. A detailed résumé must be submitted for each instructor listed (*include extra sheet if needed*).

Instructor's Name:	Based Station, Country:
Instructor's Name:	Based Station, Country:
Instructor's Name:	Based Station, Country:
Instructor's Name:	Based Station, Country:

3. COURSES

- 3.1 Please indicate which courses you will be offering through your training department:
- DGR Initial/Recurrent
 - Infectious Substances (stand-alone course)
 - Radioactive Materials (stand-alone course)

4. TRAINING PROGRAMME APPLICATION & FEES

4.1 Please check to ensure that you have included all of the following with your application

<input type="checkbox"/> A letter of intent	<input type="checkbox"/> Course material (including examples of hand-outs, Power Point presentations, visual aids, etc.)
<input type="checkbox"/> Instructors' résumés/proof competencies as outlined	<input type="checkbox"/> Final tests with answers and marking scheme
<input type="checkbox"/> Course teaching objectives	<input type="checkbox"/> The application fee
<input type="checkbox"/> A detailed course lesson plan	<input type="checkbox"/> This completed application form
<input type="checkbox"/> Applicable local national authority approvals (if necessary)	

4.2 Application Fee and type – Fees will be collected via Clearing House primarily, if not a member then via Bank Transfer.

<input type="checkbox"/> Clearing House	<input type="checkbox"/> Bank Transfer
<input type="checkbox"/> New application	<input type="checkbox"/> Renewal

I hereby declare that all of the information I am submitting is both accurate and true and that I have read and understand the terms and conditions upon which my application into IATA's Airline/Operator Dangerous Goods Training Validation Program may or may not be approved. I also agree to notify IATA should any of the above information change.

Signature of applicant	Date
Print Name/Title	Place