

## **1.5 Training Requirements**

### **STATE VARIATIONS:**

AEG-02 CAG-18 HKG-01 NLG-06

#### **1.5.0 General**

**1.5.0.1** The successful application of regulations concerning the transport of dangerous goods and the achievement of their objectives are greatly dependent on the appreciation by all individuals concerned of the risks involved and on a detailed understanding of the Regulations. This can only be achieved by properly planned and maintained initial and recurrent training programmes for all persons concerned in the transport of dangerous goods.

**1.5.0.2** Personnel identified in the categories specified in Tables 1.5.A or 1.5.B must be trained or training must be verified prior to the person performing any duty specified in Tables 1.5.A or 1.5.B

**1.5.0.3** Recurrent training must be provided within 24 months of previous training to ensure knowledge is current. However, if recurrent training is completed within the final 3 months of validity of previous training, the period of validity extends from the date on which the recurrent training was completed until 24 months from the expiry date of that previous training.

**1.5.0.4** A test must be provided following dangerous goods training to verify understanding of the regulations. Confirmation is required of successful completion of the test.

#### **1.5.1 Training Programmes**

Initial and recurrent training programmes must be established and maintained by or on behalf of:

- operators;
- ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transfer or other processing of cargo, mail or stores;
- ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
- agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
- freight forwarders;
- shippers of dangerous goods, including packers and persons' or organisations' undertaking the responsibilities of the shipper; and
- agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or stores.

#### **1.5.2 Training Curricula**

**1.5.2.1** Personnel must receive training in the requirements commensurate with their responsibilities.

**1.5.2.2** Training must include:

general familiarization training — which must be aimed at providing familiarity with the general provisions;

function specific training — which must provide detailed training in the requirements applicable to the function for which that person is responsible; and

safety training — which must cover the hazards presented by dangerous goods, safe handling and emergency response procedures.

**1.5.2.3** In planning training courses, the various categories of personnel must be familiar with minimum subject matter as indicated in Table 1.5.A.

#### **Training Curricula — “No Carry” Operators**

**1.5.3.1** Operators that do not carry dangerous goods as cargo, mail or stores must ensure that personnel must receive training in the requirements commensurate with their responsibilities.

**1.5.3.2** The subject matter to which their various categories of personnel must be familiar is indicated in Table 1.5.B.

#### **1.5.4 Approvals**

Dangerous goods training programmes for operators' personnel must be subjected to review and approval by the appropriate authority of the State of the operator. Dangerous goods training programmes for all categories of staff shown in 1.5.1, other than operators, should be reviewed and approved as determined by the appropriate national authority.

#### **1.5.5 Record of Training**

**1.5.5.1** A record of training must be maintained, which must include:

- the individual's name;
- the most recent training completion date;
- a description, copy or reference to training materials used to meet the training requirement;
- the name and address of the organization providing the training; and
- evidence, which shows that a test has been completed satisfactorily.

**1.5.5.2** The training records must be retained by the employer for a minimum period of thirty-six months from the most recent training completion date and must be made available upon request to the employee or appropriate national authority.

**Table 1.5.A Minimum Requirements for Training Curricula (1.5.2)**

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	Shippers and packers		Freight forwarders			Operators and ground handling agents						Security screeners
	1	2	3	4	5	6	7	8	9	10	11	12
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X	X	X	X	X	X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						X
List of dangerous goods	X	X	X			X				X		
General packing requirements	X	X	X			X						
Packing instructions	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Shipper's Declaration and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of Undeclared Dangerous Goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

**KEY**

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)*
2. *Packers*
3. *Staff of freight forwarders involved in processing dangerous goods*
4. *Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)*
5. *Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores*
6. *Operator's and ground handling agent's staff accepting dangerous goods*
7. *Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)*
8. *Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo, mail or stores and baggage*
9. *Passenger handling staff*
10. *Flight crew members and load planners*
11. *Crew members (other than flight crew members)*
12. *Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores, e.g. security screeners, their supervisors and staff involved in implementing security procedures.*

**Table 1.5.B : Minimum Requirements for Training Curricula for “No Carry” Operators (1.5.3)**

<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>	<i>Operators and ground handling agents</i>				
	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
General philosophy	X	X	X	X	X
Limitations	X	X	X	X	X
Labelling and marking	X	X	X	X	X
Shipper's Declaration and other relevant documentation	X				
Recognition of Undeclared Dangerous Goods	X	X	X	X	X
Provisions for passengers and crew	X	X	X	X	X
Emergency procedures	X	X	X	X	X

**KEY**

- 7. Operator's 7. and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
- 8. Operator's 8. and ground handling agent's staff involved in the handling, storage and loading baggage of cargo, mail or stores and
- 9. Passenger 9. handling staff
- 10. Flight 10. crew members and load planners
- 11. Crew 11. members (other than flight crew members).

**NOTES:**

1. Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in Table 1.5.A and Table 1.5.B. For example, in respect of classification, staff involved in implementing security procedures (e.g. screeners and their supervisors) need only be trained in the general properties of dangerous goods.
2. A set of detailed dangerous goods training programmes for the various categories of personnel, prepared jointly with ICAO, is available from IATA. These training programmes correspond to the categories of the personnel shown in Table 1.5.A. Also available is a set of guidelines for instructors of dangerous goods courses.
3. The categories of personnel identified in Table 1.5.A and Table 1.5.B are not all encompassing. Personnel employed by or interacting with the aviation industry in areas such as passenger reservation centres, and engineering and maintenance, except when acting in a capacity identified in Table 1.5.A or Table 1.5.B, should be provided with dangerous goods training in accordance with 1.5.2.

<b>IATA Dangerous Goods Training Workbooks</b>	<b>Book 1</b>	<b>Book 2</b>	<b>Book 3</b>	<b>Book 4</b>	<b>Book 5</b>
Category of Personnel	1, 2, 3, 6	10	9, 11, 12	5, 8	4, 7

Workbook 1 – Shippers; Packers; Dangerous Goods Acceptance Personnel

Workbook 2 – Flight Crew; Load Planners

Workbook 3 – Cabin Crew; Passenger Handling Personnel; Security Screening Personnel

Workbook 4 – Ramp and Warehouse Personnel

Workbook 5 – General Cargo Acceptance Personnel

