

CHECKLIST FOR A DANGEROUS GOODS TRAINING PROGRAMME - OPERATORS WITH DANGEROUS GOODS APPROVAL



(Categories of Personnel as Identified in the ICAO Technical Instructions, Table 1-4 columns 7 to 12)

Operator/Training provider:	
Location:	
Date of check:	
Instructor(s):	

Category of Personnel

- 7 — Operator's and ground handling agent's staff accepting cargo, mail (other than dangerous goods).
- 8 — Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo, mail and baggage.
- 9 — Passenger-handling staff.
- 10 — Flight crew members, loadmasters load planners and flight operations officer / flight dispatcher.
- 11 — Crew members (other than flight crew members).
- 12 — Security staff who are involved with the screening of passengers and crew and their baggage and cargo or mail e.g. security screeners, their supervisors and staff involved in implementing security procedures.

Instructions for Completion

Explanatory Notes are provided following the checklists, detailing what is expected to be included under each area of training listed.

A grey highlighted box in the table means that a category of personnel does not require that area of training.

On the following checklist, a tick should be entered for each element of training found to be compliant, against the applicable category of personnel. If it is necessary to record an observation or finding, an 'x' should be entered against the applicable category of personnel with explanatory comments recorded in the 'Comments' column. Part C1 of this checklist should be completed to record whether or not the training programme is compliant.

Ref	Areas of Training	Categories of Staff						Comments
		7	8	9	10	11	12	
A1	Is the training programme identified and described within a controlled document?							
A2	Are initial and recurrent training policies identified and described within a controlled document?							
A3	Are the training objectives specified and imparted to students?							
A4	Does it include the operator's own procedures and policies?							
A5	Does it include a test to verify understanding?							
A6	Are there training records?							
B1	General philosophy							
B1.1	General principles.							
B1.2	Reference to specific dangerous goods accidents.							
B1.3	References to law and source documents.							
B2	Limitations							
B2.1	Need for approval to carry dangerous goods.							

Ref	Areas of Training	Categories of Staff						Comments
		7	8	9	10	11	12	
B2.2	Medical aid for patients.							
B2.3	Veterinary aid for animals.							
B2.4	Dangerous goods carried under State approval or exemption.							
B2.5	Airworthiness and operating items.							
B2.6	Dangerous goods in air mail.							
B2.7	Dangerous goods in Excepted and Limited quantities.							
B2.8	State and operator variations.							
B2.9	Excess baggage being sent as cargo							
B3	General Requirements for Shippers							
B4	Classification							
B4.1	Classes of dangerous goods.							
B5	List of dangerous goods							
B5.1	Table 3-1 and Attachment 1 Chapter 1.							
B6	Packing Requirements							

Ref	Areas of Training	Categories of Staff						Comments
		7	8	9	10	11	12	
B7	Labelling and Marking							
B7.1	Markings on packages.							
B7.2	Labels on packages.							
B7.3	Requirement for the replacement of labels.							
B8	Dangerous goods transport document and other relevant documents							
B8.1	Dangerous goods transport document and other relevant documents.							
B9	Acceptance Procedures							
B10	Recognition of undeclared dangerous goods							
B10.1	Awareness of hidden or undeclared dangerous goods.							
B10.2	Awareness of consumer warning labels.							
B10.3	Recognition of undeclared dangerous goods through x-ray screening							

Ref	Areas of Training	Categories of Staff						Comments
		7	8	9	10	11	12	
B11	Storage and loading procedures							
B11.1	Prohibition of dangerous goods in passenger cabin and on flight deck.							
B11.2	Segregation and separation.							
B11.3	Compliance with handling labels.							
B11.4	Accessibility of cargo aircraft only packages.							
B11.5	Avoidance of damage							
B11.6	Securing to prevent movement and damage.							
B11.7	Dealing with damaged packages on the aircraft / decontamination before/after flight.							
B11.8	Identification of Unit Load Devices.							
B11.9	Loading of magnetised material and dry ice.							
B11.10	Inspections before loading and after unloading.							
B12	Pilots' notification							
B12.1	Requirement for a NOTOC.							
B12.2	Understanding and interpreting the NOTOC.							

<u>Ref</u>	<u>Areas of Training</u>	<u>Categories of Staff</u>						<u>Comments</u>
		7	8	9	10	11	12	
B12.3	Accessibility of NOTOC.							
B13	Provisions for passengers and crew							
B13.1	What passengers and crew are permitted to carry.							
B13.2	Recognition of dangerous goods forbidden for carriage by passengers or crew.							
B13.3	Procedures for cabin baggage transferred to the cargo compartment.							
B13	Emergency Procedures							
B14.1	Actions to be taken in the event of incidents/accidents.							
B14.2	Information to be provided by the pilot-in-command in case of in-flight emergency.							
B14.3	Reporting of dangerous goods incidents and accidents.							
B14.4	Reporting of undeclared/mis-declared dangerous goods.							
B14.5	Reporting of dangerous goods occurrences							
B14.6	Reporting of forbidden goods carried by							

	passengers and crew.							
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<u>Ref</u>	<u>Areas of Training</u>	<u>Categories of Staff</u>						<u>Comments</u>
		7	8	9	10	11	12	
B15	Radioactive material (if carried)							
B15.1	General philosophy.							
B15.2	Handling (including stowage and loading of radioactive material).							
B15.3	Radioactive Excepted Package.							

Ref	Areas of Training	Comments	Acceptable		
			Yes	No	N/A
C1	Test to verify understanding				
C1.1	Do the questions verify understanding of the following aspects?:				
	Aspect	Question number(s)			
	General Philosophy				
	Limitations				
	List of dangerous goods				
	Labelling and marking				
	Recognition of undeclared dangerous goods				
	Storage and loading procedures				
	Pilots' notification				
	Provisions for passengers and crew				
	Emergency Procedures				
	Radioactive material				
C1.2	Duration appropriate to level of questions				
C1.3	Test conditions				

C FINDINGS		
<u>Ref</u>	<u>Finding</u>	<u>Timescale for remedial action</u>

The training programme:

does

does not for the reasons shown in C

appear to comply with the requirements of the Technical Instructions.

Signed: _____

Name: _____

Position: _____

Explanations for checklist for a training programme for operators with dangerous goods approval

Note: *This checklist is intended to provide guidance to States. It can also be used to develop training programmes, but where the word “should” is used, this indicates aspects which are expected to be incorporated in the training programme.*

<u>Ref</u>	<u>Explanation</u>
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A1	Is the training programme identified and described within a controlled document?
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It is a requirement of the Technical Instructions that Training programmes of the operator are subject to approval by the State of the Operator. Consequently it is necessary for the programme which has been approved to be specifically identified and described.

The check should confirm the above.

A2	Are initial and recurrent training policies identified and described within a controlled document?
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Initial training must be provided or verified upon the employment of a person in a position involving the transport of dangerous goods. Recurrent training is a mandatory requirement. The Technical Instructions prescribe that recurrent training be given at intervals of not longer than two years. However, if recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.

The check should confirm that policies for initial and recurrent training are identified and described within a controlled document and that recurrent training is given at the required periods; this can be checked against the training records, although it is better to ask staff the question and then check the records for confirmation.

A3	Are the training objectives specified and imparted to students?
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It is important that training objectives are specified in the training material and are imparted to students prior to the commencement of training.

The check should confirm the above.

<u>Ref</u>	<u>Explanation</u>
A4	<p>Does it include the operator's own procedures and policies?</p> <p>No matter what base document has been used to develop the training, there are a number of areas where the procedures and policies of the operator may need to be made specific, since they can vary depending on the type, size, etc. of the operation. These procedures and policies are likely to be in the areas of passengers' baggage (where there are a number of references to "with the approval of the operator"), actions in the event of an in-flight emergency, reporting of dangerous goods accidents and incidents and reporting of undeclared dangerous goods. The training should point out any specific or different procedures or policies.</p>
A5	<p>Does it include a test to verify understanding?</p> <p>A test is a mandatory requirement.</p> <p>This check does not require evaluation of the test (see C1), only confirmation that one exists.</p>
A6	<p>Are there training records?</p> <p>Having and keeping training records is a mandatory requirement. Such records must include the information shown in Part 1; 4.2.5 of the Technical Instructions and be kept for 36 months.</p> <p>The check should confirm the above.</p>

Ref **Explanation**

B1 **General philosophy**

B1.1 **General principles**

Dangerous goods are articles or substances which are capable of posing a risk to health, safety, property or the environment and are assigned to one of nine Classes.

The ICAO Technical Instructions include procedures and requirements that aim to ensure that dangerous goods can be carried safely by air. They try to ensure that even should an incident occur it cannot lead to an accident. The risks posed by dangerous goods are mitigated by the following:

- Some dangerous goods are identified as too dangerous ever to be carried on any aircraft.
- Specific packaging is required, and for larger quantities of dangerous goods rigorous package performance tests are mandated.
- Marking, labelling and documentation ensures that all personnel are aware of the presence of dangerous goods in cargo, mail or stores.
- Acceptance checks aim to ensure that shippers have correctly prepared consignments.
- Requirements apply to the loading and stowage of dangerous goods aimed at ensuring they do not pose a hazard during flight.
- Dangerous goods in cargo must not be loaded within a passenger cabin occupied by passengers or on the flight deck.
- Passengers and crew may only carry specific, low-hazard dangerous goods.

For categories 8 and 10, the classes and divisions of dangerous goods should be outlined.

The check should verify that the training explains the above information.

<u>Ref</u>	<u>Explanation</u>
B1.2	Reference to specific dangerous goods accidents It is important that candidates gain understanding of the possible consequences of failing to comply with the ICAO Technical Instructions. Reference to specific dangerous goods accidents, supplemented by reference to dangerous goods incidents, can aid such understanding. The check should verify that the training describes a dangerous goods accident that is relevant to the personnel receiving the training.
B1.3	Reference to law and source documents The check is only to confirm that there are references made to national legislation, the Technical Instructions and any other reference material used (e.g. the IATA Dangerous Goods Regulations).
B2	Limitations
B2.1	Need for approval to carry dangerous goods Operators must hold an approval before they can carry dangerous goods as cargo. Training should explain that this requirement exists and that no dangerous goods may be carried as cargo without such an approval, including aircraft spares which are dangerous goods (e.g. AOG spares). The check should confirm that the training provides the above information; and that it is made clear whether the operator holds such an approval.
B2.2	Medical aid for patients The Technical Instructions exclude totally or partly a number of items that can be carried on an aircraft for use by patients. The check should confirm that the training explains the conditions which apply to the carriage of medical aid for patients.
B2.3	Veterinary aid for animals The Technical Instructions exclude totally or partly a number of items that can be carried on an aircraft as veterinary aid for animals (e.g. horses, cattle) when the dangerous goods are under the control of trained personnel. The check should confirm that the training explains the conditions which apply to the carriage of veterinary aid for animals.

Ref **Explanation**

B2.4 Dangerous goods carried under State approval or exemption

Some dangerous goods require an additional approval or exemption from the States concerned in order to be carried. These are those identified as being forbidden for carriage in normal circumstances or where other particular requirements apply. Particular conditions may apply which will be stated on the exemption or approval document.

The check should ensure that the training explains the above.

B2.5 Airworthiness and operating items

A number of airworthiness and operational items are dangerous goods (e.g. chemical oxygen generators, escape slides/rafts, batteries) but when fitted to the aircraft they are not subject to the requirements of the Technical Instructions. Items of dangerous goods which have been removed from aircraft or their replacements must be consigned and accepted for transport in accordance with the Technical Instructions. Some dangerous goods (e.g. dry ice, perfume) are allowed to be carried for catering or cabin service supplies. Also, portable electronic devices containing lithium metal or lithium ion cells or batteries are allowed to be carried for use or sale on the aircraft.

The check should confirm that the training explains the requirements and that there is the danger such items may be sent undeclared.

B2.6 Dangerous goods in air mail

The Technical Instructions prohibit dangerous goods in air mail, other than certain infectious substances (which may be packed in dry ice), very low activity radioactive material and lithium ion and metal batteries contained in equipment meeting Section II provisions, (no more than four cells or two batteries may be mailed in any single package). Such dangerous goods are subject to the same requirements had they been offered for carriage as cargo.

The check should confirm that the training explains the requirements and what actions to take if it is suspected that air mail contains prohibited dangerous goods.

B2.7 Dangerous goods in Excepted and Limited quantities

Provisions exist for small quantities of dangerous goods to be packed in non-UN specification packaging with particular marking and labelling requirements.

The check should confirm that the training gives a general overview of these provisions.

Ref **Explanation**

B2.8 **State and operator variations**

States and operators can place additional restrictions on the carriage of dangerous goods by air. These are known as State and operator variations.

For passenger-handling personnel and crew members (columns 9 and 11), the training only needs to cover variations related to passengers, if any.

The check should confirm that the training explains these provisions and highlights any variations relevant to the operator.

B2.9 **Excess baggage being sent as cargo**

Excess Baggage, i.e. baggage which a passenger has presented to check-in as accompanied checked baggage, but which exceeds the passenger's baggage allowance specified by the operator and which is consequently consigned as cargo in order to be sent to the same destination as the passenger, may contain those dangerous goods permitted to be carried in checked baggage provided the excess baggage is marked with the words "Excess baggage consigned as cargo".

The check should verify that the training explains this requirement.

B3 **General Requirements for Shippers**

Not applicable to this checklist.

B4 **Classification**

B4.1 **Classes of dangerous goods**

The nine classes of dangerous goods should be outlined. It should also be explained that generic products such as paint may or may not be classified as dangerous goods depending upon the characteristics of the specific product.

The check should verify that the training explains the above.

<u>Ref</u>	<u>Explanation</u>
B5	List of dangerous goods
B5.1	Table 3-1 and Attachment 1 Chapter 1 Table 3-1 (the “Dangerous goods list”) is a list of approximately 3000 dangerous goods in alphabetical order. The list details various aspects for each entry, e.g. proper shipping name, UN number, permitted quantities. Attachment 1 Chapter 1 is a list of the UN numbers and proper shipping names of the above dangerous goods in UN number order. The check should confirm that an explanation is given of the information provided by each of the columns in Table 3-1 and Attachment 1 Chapter 1.
B6	Packing Requirements Not applicable to this checklist.
B7	Labelling and Marking
B7.1	Markings on packages There are prescribed markings for packages to identify their contents and for other purposes, such as the UN number, proper shipping name, UN specification markings and Limited Quantity markings etc. The check should confirm that the training includes information on those markings which aid identification of packages containing dangerous goods.
B7.2	Labels on packages Labels are required on packages of dangerous goods both to identify the hazard of the contents (e.g. in the event of leakage from or damage to packages) and to aid handling. The check should confirm that the training facilitates study of the labels so they can be identified and the classes/divisions recognised.

<u>Ref</u>	<u>Explanation</u>
B7.3	Requirement for the replacement of labels <p>Whilst the operator is not permitted to apply labels to a package prior to acceptance, labels which become detached thereafter must be replaced by the operator.</p> <p>The check should confirm that the training provides this information.</p>
B8	Dangerous goods transport document and other relevant documents
B8.1	Dangerous goods transport document and other relevant documents <p>Dangerous goods bearing a hazard label (other than consignments solely of dry ice and some lithium battery consignments) are required to be accompanied by a dangerous goods transport document, commonly known as the ‘Shipper’s Declaration’. Such consignments (and their documentation) must be referred to appropriately qualified personnel (such as dangerous goods acceptance staff) for processing prior to carriage.</p> <p>The check should verify that the training depicts and explains the dangerous goods transport document.</p>
B9	Acceptance procedures <p>Not applicable to this checklist.</p>
B10	Recognition of undeclared dangerous goods
B10.1	Awareness of hidden or undeclared dangerous goods <p>Personnel must be aware of the potential for hidden hazards so as to assist in the detection of undeclared dangerous goods. Consequently, they must be alert to indications other than those required for transport that dangerous goods may be present.</p> <p>The check should confirm that the training includes reference to the “Provisions to aid recognition of undeclared dangerous goods” in the Technical Instructions and examples of visual indications such as product-related images and text on packages.</p>
B10.2	Awareness of consumer warning labels <p>Some everyday household items bear consumer warning labels which may or may not indicate they are classified as dangerous goods in air transport.</p> <p>The check should confirm that the training includes depictions of GHS and any other relevant labelling together with an indication of the likely associated transport classification.</p>

Ref **Explanation**

B10.3 Recognition of undeclared dangerous goods through x-ray screening

The primary task of security screeners is the detection of any prohibited article or substance which may be used to commit an act of unlawful interference from being carried out on board an aircraft. However, persons conducting security screening of cargo should be alert to the presence of dangerous goods within packages that are not marked and labelled as dangerous goods and/or not accompanied by a Shipper's Declaration. Items such as aerosols, ammunition, fireworks, gas cylinders, cigarette lighters, wet acid batteries and lithium cells and batteries can be readily identified from x-ray images.

Information provided on an air waybill or marked on a package often indicates that a consignment contains no dangerous goods. In the absence of such annotation by the shipper, should suspicions be raised by the size and shape of the contents of a package, consideration should be given to opening and hand-searching the consignment to verify that no undeclared dangerous goods are present.

Persons screening passengers and baggage should be alert to the presence of dangerous goods which are prohibited for carriage by passengers either on the person, within carry-on or checked baggage.

The check should verify that the training explains this requirement and x-ray images of readily identifiable dangerous goods are shown.

B11 Storage and loading procedures

B11.1 Prohibition of dangerous goods in passenger cabin and on flight deck

Dangerous goods carried as cargo, mail or stores must not be carried in a cabin occupied by passengers or on the flight deck (other than excepted packages of radioactive material).

The check should confirm that the training provides this information.

B11.2 Segregation and separation

The Technical Instructions contain requirements on segregation and separation of dangerous goods from other dangerous goods, live animals, foodstuffs or feeds.

The check should confirm that the training provides an explanation of the segregation and separation requirements and the operator's own policies and procedures for ensuring compliance.

Ref **Explanation**

B11.3 Compliance with handling labels

The Technical Instructions detail six types of handling label:

- Cargo aircraft only:* required for dangerous goods not permitted for carriage on passenger aircraft;
- Package orientation:* required for most combination packagings containing a liquid indicating the orientation in which the package must be loaded;
- Cryogenic liquid:* applied to flasks containing refrigerated liquefied gas;
- Magnetised material:* applied to magnetised material instead of the Class 9 hazard warning label;
- Keep away from heat:* for some self-reactive substances of division 4.1 or division 5.2 organic peroxides; and
- Lithium batteries:* for packages containing certain quantities of lithium batteries.

The check should confirm that the training depicts the various handling labels and describes their purpose.

B11.4 Accessibility of cargo aircraft only packages

The Technical Instructions contain specific loading requirements for packages of dangerous goods bearing the ‘Cargo Aircraft Only’ handling label.

The check should confirm that the training explains this requirement.

B11.5 Avoidance of damage

Particular attention must be paid to the handling of packages during their preparation for transport, the type of aircraft on which they are to be carried and the method required to load that aircraft, so that accidental damage is not caused through dragging or other mishandling of the packages. Damage to packages containing liquids may be difficult to see during loading but can still cause the contents to vent during flight due to the pressure differential between flight altitude and the packages (which were filled on the ground).

The check should confirm that the training explains this requirement.

<u>Ref</u>	<u>Explanation</u>
B11.6	Securing to prevent movement and damage Packages of dangerous goods must be secured in a manner that will prevent any movement and such that they cannot be damaged by baggage, mail, stores or other cargo, including when loaded in a Unit Load Device (ULD). Similar provisions apply for the protection of battery-powered mobility aids to prevent damage and inadvertent operation. The check should confirm that the training explains this requirement.
B11.7	Dealing with damaged packages on the aircraft / decontamination before/after flight Packages which are noted to be damaged or leaking must be removed from the aircraft. In the event of leakage, adjacent baggage or cargo and the aircraft and ULD (if applicable) must be inspected for contamination which, if found, must be removed. The check should confirm that the training explains this requirement.
B11.8	Identification of Unit Load Devices Unless labels on packages are visible, a tag must be affixed to the exterior of a ULD which details the class or division numbers of dangerous goods contained within. Where the ULD contains dangerous goods bearing the “Cargo Aircraft Only” handling label, this must also be indicated on the tag. The check should confirm that the training depicts the ULD identification tag and explains this requirement.
B11.9	Loading of magnetised material and dry ice Magnetised material, which will be labelled as such, must be loaded so that headings of aircraft compasses are maintained within the tolerances prescribed by the airworthiness requirements for the aircraft concerned. Operators need to determine safe quantities of dry ice per compartment in accordance with the aircraft manufacturer’s published data regarding ventilation rates, whether animals will be carried etc. The check should confirm that the training explains the operator’s policies and procedures for the carriage of magnetised material and dry ice.
B11.10	Inspections before loading and after unloading Packages of dangerous goods must be inspected for signs of damage or leakage immediately prior to loading and after unloading. The check should confirm that the training explains this requirement.

Ref **Explanation**

B12 **Pilots' notification**

B12.1 **Requirement for a NOTOC**

Dangerous goods (with some exceptions) carried as cargo or stores, must be notified to the pilot-in-command in written (or electronic) form primarily for use in the event of an emergency. Personnel with responsibilities for operational control of the aircraft (e.g. the flight operations officer, flight dispatcher, or designated ground personnel responsible for flight operations) must also be provided with the same information that is required to be provided to the pilot-in-command.

This is typically achieved through the use of a document commonly referred to as a Notification to Commander (NOTOC).

The check should confirm that the training explains this requirement.

B12.2 **Understanding and interpreting the NOTOC**

The main details on a NOTOC are the proper shipping name, the UN number (the technical name (s) shown on the dangerous goods transport document is not required), the class or division, the subsidiary risk, the packing group, the number of packages and the exact loading location and the net or gross mass of each package. For radioactive material, the Transport Index must also be stated. A phone number of a location from where full details of the NOTOC information can be obtained may be stated on the NOTOC if the operator intends the pilot-in-command to provide this number to ATC in the event of an in-flight emergency.

In the event that the volume of information provided to the pilot-in-command is such that in-flight radiotelephony transmission would be impractical in an emergency situation, a summary of the information should also be provided by the operator.

The check should confirm that the training depicts the NOTOC used by the operator and explains its contents.

B12.3 **Accessibility of NOTOC**

The NOTOC must be readily available to the pilot-in-command during flight. A legible copy must be retained on the ground and must be readily accessible to the flight operations officer, flight dispatcher or designated ground personnel responsible for flight operations until after the arrival of the flight. This is to facilitate the notification of the emergency services and authorities of the dangerous goods on board in the event of an aircraft accident or incident.

The check should confirm that the training explains this requirement.

Ref **Explanation**

B13 **Provisions for passengers and crew**

B13.1 **What passengers and crew are permitted to carry**

The Technical Instructions forbid the carriage of dangerous goods by passengers and crew with specific exceptions. For those that are permitted, conditions may apply and some may only be carried with the approval of the operator.

Should it be necessary to transfer carry-on baggage to the hold (e.g. due to the size of the baggage preventing proper stowage in the cabin), it is necessary for passenger-handling staff and cabin crew (columns 9 and 11) to verify that the baggage contains no dangerous goods that are permitted for carriage in carry-on baggage only (e.g. spare lithium batteries, mercury barometer or thermometer etc).

The check should confirm that the training provides the information necessary to enable staff to recognise such dangerous goods and to know which conditions or operator's policies apply to their carriage.

The carriage of battery-powered mobility aids is a particularly important aspect; fires have been caused because of staff mistakenly believing that disconnection of the battery is routinely required to ensure protection against short circuit.

The training should explain the correct preparation of mobility aids for air transport, dependent on the type of battery fitted (spillable, non-spillable and lithium-ion) and for mobility aids which are designed so that the battery can be removed by the user (e.g. collapsible.)

B13.2 **Recognition of dangerous goods forbidden for carriage by passengers or crew**

Personnel must be alert to indications that passengers may be carrying prohibited dangerous goods. A list of general descriptions that may indicate forbidden dangerous goods in baggage is detailed in the "provisions to aid recognition of undeclared dangerous goods" in the Technical Instructions. There may be other indications such as the presence of consumer labelling (GHS) or product-related images and text on packages.

The check should confirm that the training explains this requirement.

Ref **Explanation**

B13.3 Procedures for cabin baggage transferred to the cargo compartment

Baggage intended to be carried in the cabin that is placed in the cargo compartment must only contain dangerous goods permitted in checked baggage. When baggage intended as carry-on is taken by the operator and placed into the cargo compartment for carriage, the operator must confirm with the passenger that dangerous goods which are only permitted in carry-on baggage have been removed.

The check should confirm that the training explains this requirement and the procedures in place to achieve compliance.

B14 Emergency procedures

B14.1 Actions to be taken in the event of incidents/accidents

There is the possibility of a passenger having forbidden dangerous goods, or even goods they are permitted to have, which cause an incident on the ground or in flight. There is also the possibility that an incident may arise in cargo and be caused by or involve dangerous goods. An operator should have procedures for dealing with these eventualities depending on the category of staff.

Flight and cabin crew: The check should confirm that the training details the operator's emergency procedures including use of the relevant emergency response document to be used (e.g. ICAO document 9481 *Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods*).

Ground staff: The check should confirm that the training details local procedures for emergencies on the ground.

B14.2 Information to be provided by the pilot-in-command in case of in-flight emergency

In the event of an in-flight emergency which may or may not be caused by dangerous goods, as soon as the situation permits, specific information about the dangerous goods carried as cargo must be provided to ATC for the information of aerodrome authorities.

The check should confirm that the training details the operator's policy for emergency response actions, including the policy on transmission of information to ATC.

Ref **Explanation**

B14.3 Reporting of dangerous goods incidents and accidents

The Technical Instructions contain definitions for dangerous goods incidents and accidents. Since their reporting is mandatory, operators need to have procedures for their reporting. Training should point out that such incidents and accidents can be caused by dangerous goods (particularly undeclared) in cargo, baggage and mail; and what procedures the operator has for their reporting.

The check should confirm that the training details the procedures for reporting dangerous goods incidents and accidents.

B14.4 Reporting of undeclared/mis-declared dangerous goods

It is possible for undeclared or mis-declared dangerous goods to be found in cargo. The reporting of such discoveries is mandatory under the Technical Instructions and operators need to have procedures for reporting.

The check should confirm that the training details the procedures for reporting undeclared and mis-declared dangerous goods.

B14.5 Reporting of dangerous goods occurrences

Dangerous goods discovered to have been carried when not loaded, segregated, separated or secured not in compliance with the Technical Instructions, must be reported. Dangerous goods discovered to have been carried without information having been provided to the pilot-in-command must be reported. The operator must have procedures for reporting such occurrences.

The check should confirm that the training details the procedures for reporting the discovery of dangerous goods carried not loaded, segregated, separated or secured and for the reporting of dangerous goods discovered carried without information having been provided to the pilot-in-command.

B14.6 Reporting of forbidden goods carried by passengers and crew

Dangerous goods discovered in passenger or crew baggage after the check-in process, which are not in compliance with the Technical Instructions, must be reported. The operator must have procedures for reporting such occurrences.

The check should confirm that the training details the procedures for reporting the discovery of forbidden dangerous goods carried by passengers or crew.

Ref **Explanation**

B15 **Radioactive Material**

B15.1 **General philosophy**

The transport of dangerous goods by air in cargo is very important not only for international commerce, but also for other reasons such as public health. This is particularly relevant to radioactive material, much of which is shipped for the treatment of cancer or diagnosis of other medical conditions. Failure of radioactive material to travel as booked can and has caused potentially life-saving surgical procedures to be cancelled.

Staff should know the principles of the safe transport of radioactive material (in particular time, distance and shielding and the fact that packagings for radioactive material are subject to rigorous testing which exceeds that required for the other classes of dangerous goods).

The check should confirm that the training provides this information.

B15.2 **Handling (including stowage and loading of radioactive material)**

The operator is responsible for correct stowage and loading such that the exposure to radiation is kept to acceptable levels for passengers, crew, animals and unexposed film. This is achieved by adhering to Tables in the Technical Instructions which specify the distances which must be maintained between packages and cabin floors and flight deck partitions.

The check should confirm that the training provides this information.

B15.3 **Radioactive Excepted Package**

The Radioactive Excepted Package label should be depicted and it should be explained that emissions from excepted packages of radioactive material are so low that no shipper's declaration is required, there is no acceptance check, packages do not to be stowed at specific distances from passengers and crew, and the packages are not listed on the NOTOC.

<u>Ref</u>	<u>Explanation</u>
C1	Test to verify understanding
C1.1	Do the questions verify understanding of the following aspects? The test should cover all the aspects of training listed at this reference in the checklist. Questions should be worded so as to verify that the student has understood the training received. The number of questions on each aspect should reflect the depth of knowledge required by the personnel concerned. This will also depend upon the structure and difficulty of the questions, but will typically be at least two per aspect. The check should confirm that the training provides this information.
C1.2	Duration appropriate to level of questions Sufficient time should be allowed for the test so that students are not placed under undue pressure, although the period chosen should not be unrealistically long. The check should verify that the appropriate time is allocated for the test.
C1.3	Test conditions The test should be “open book”, i.e. it should not test reliance on memory. However, it should be conducted in conditions such that students are unable to obtain the assistance of others. The check should verify that the test is conducted under appropriate conditions.