

CHECKLIST FOR A DANGEROUS GOODS TRAINING PROGRAMME - OPERATORS WITHOUT DANGEROUS GOODS APPROVAL



(Categories of Personnel as Identified in the ICAO Technical Instructions, Table 1-5 columns 7 to 12)

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

Categories of Staff

- 13 — Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods).
- 14 — Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail (other than dangerous goods) and baggage.
- 15 — Passenger-handling staff.
- 16 — Flight crew members, loadmasters, load planners and flight operations officer / flight dispatcher.
- 17 — 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.
Note- Security staff are required to be trained irrespective of whether the operator carries on which passenger or cargo is to be transported, carries dangerous goods as cargo.

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	Category of Personnel						Comments
		13	14	15	16	17	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	References to specific dangerous goods accidents or incidents.							
B1.3	References to law and source documents.							

Ref	Areas of Training	Category of Personnel						Comments
		13	14	15	16	17	12	
B2	Limitations							
B2.1	Need for approval to carry dangerous goods.							
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.							

Ref	Areas of Training	Category of Personnel						Comments
		13	14	15	16	17	12	
B6	Packing Requirements							
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							
B11	Storage and loading procedures							

Ref	Areas of Training	Category of Personnel						Comments
		13	14	15	16	17	12	
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	Securing to prevent movement and damage.							
B11.6	Dealing with damaged packages on the aircraft / decontamination before/after flight.							
B11.7	Identification of Unit Load Devices.							
B11.8	Loading of magnetised material and dry ice.							
B11.9	Inspections before loading and after unloading.							
B12	Pilots' notification							
B12.1	Requirement for a NOTOC.							
B12.2	Understanding and interpreting the NOTOC.							
B12.3	Accessibility of NOTOC.							
B13	Provisions for passengers and crew							

Ref	Areas of Training	Category of Personnel						Comments
		13	14	15	16	17	12	
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.							
B14	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.							
B15	Radioactive material (if carried)							

Ref	Areas of Training	Category of Personnel						Comments
		13	14	15	16	17	12	
B15.1	General philosophy.							
B15.2	Handling (including stowage and loading of radioactive material).							
C1 Test to verify understanding								
C1.1	Do the questions verify understanding of the following aspects?:							
	Aspect	Question number(s)						
	General Philosophy							
	Limitations							
	Labelling and marking							
	Dangerous goods transport document and other relevant documents							
	Recognition of undeclared dangerous goods							
	Provisions for passengers and crew							
	Emergency Procedures							
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 without 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 no 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.

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 or incidents 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 or incident 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.

<u>Ref</u>	<u>Explanation</u>
B2.4	<p>Dangerous goods carried under State approval or exemption</p> <p>Not applicable to this checklist.</p>
B2.5	<p>Airworthiness and operating items</p> <p>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. Also, some dangerous goods (e.g. dry ice, perfume) are allowed to be carried for catering or cabin service supplies.</p> <p>The check should confirm that the training explains the requirements and that there is the danger such items may be sent undeclared.</p>
B2.6	<p>The Technical Instructions prohibit dangerous goods, 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), in air mail. Such dangerous goods are subject to the same requirements had they been offered for carriage as cargo.</p> <p>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.</p>
B2.7	<p>Dangerous goods in Excepted and Limited quantities</p> <p>Not applicable to this checklist.</p>
B2.8	<p>State and operator variations</p> <p>Not applicable to this checklist.</p>

<u>Ref</u>	<u>Explanation</u>
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 above is explained
B3	General Requirements for Shippers Not applicable to this checklist.
B4	Classification Not applicable to this checklist.
B5	List of dangerous goods Not applicable to this checklist.
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.

<u>Ref</u>	<u>Explanation</u>
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.
B7.3	Requirement for the replacement of labels Not applicable to this checklist.
B8	Dangerous goods transport document and other relevant documents
B8.1	Dangerous goods transport document and other relevant documents 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'. The check should verify that the training depicts and explains the dangerous goods transport document.
B9	Acceptance procedures Not applicable to this checklist.
B10	Recognition of undeclared dangerous goods
B10.1	Awareness of hidden or undeclared dangerous goods 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. 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.

Ref **Explanation**

B10.2 Awareness of consumer warning labels

Some everyday household items bear consumer warning labels which may or may not indicate they are classified as dangerous goods in air transport.

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.

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 above is explained 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

Not applicable to this checklist.

B11.2 Segregation and separation

Not applicable to this checklist.

B11.3 Compliance with handling labels

Not applicable to this checklist.

<u>Ref</u>	<u>Explanation</u>
B11.4	Accessibility of cargo aircraft only packages Not applicable to this checklist.
B11.5	Securing to prevent movement and damage Not applicable to this checklist.
B11.6	Dealing with damaged packages on the aircraft / decontamination before/after flight Not applicable to this checklist.
B11.7	Identification of Unit Load Devices Not applicable to this checklist.
B11.8	Loading of magnetised material and dry ice Not applicable to this checklist.
B11.9	Inspections before loading and after unloading Not applicable to this checklist.
B12	Pilots' notification
B12.1	Requirement for a NOTOC Not applicable to this checklist.
B12.2	Understanding and interpreting the NOTOC Not applicable to this checklist.
B12.3	Accessibility of NOTOC Not applicable to this checklist.

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 battery-powered 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 undeclared 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.

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

Not applicable to this checklist.

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.

<u>Ref</u>	<u>Explanation</u>
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 Not applicable to this checklist.
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.
B15	Radioactive Material
B15.1	General philosophy Not applicable to this checklist.
B15.2	Handling (including stowage and loading of radioactive material) Not applicable to this checklist.

<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.