Dangerous Goods Training Approval Scheme
Application for Approval of a Training Programme

PLEASE ENSURE THAT YOU READ THE INSTRUCTIONS IN FULL BEFORE COMPLETING THIS

APPLICATION FORM AS INCOMPLETE OR INCORRECTLY COMPLETED FORMS WILL BE RETURNED

*Note - in this application form unless the context makes it otherwise apparent "approval" includes re-approval.

This application form consists of three parts:

1   **Part A** – details of the applicant and training programmes for which approval is sought.

2   **Part B** - self-assessment checklist **MUST** completed for **ALL** applications and is in four parts:

    i.   Part 1 identifies the evidence which applicants are required provide to support the approval application.

    ii.   Part 2 identifies the structural requirements of training.

    iii.   Part 3 identifies CAA requested items for inclusion in training (related to audit findings)

    iv.   Part 4 refers to updates that ICAO/IATA made within the last 2 years (since the last approval)

3   **Part C** should be completed by training providers applying for the addition of online training to an approval.

4   Applications must be accompanied by the applicable Training and Test Specification Documents:

    i)   [SRG2806 Dangerous Goods by Air](#)

    ii)   [SRG2819 Radioactive Goods by Air](#)

    iii)   [SRG2820 Lithium Batteries by Air](#)

5   **The published application fee provides for up to the following hours of work by the CAA and its training consultants to assess and approve the training programme(s):**

Company training programme Type	CAA hours covered
Training shippers and cargo agents only	7 hours
Training of acceptance staff only [operators and handling agents]	7 hours
Training of both shippers and cargo agents and acceptance staff	10 hours
Training in connection with radioactive materials	2.5 hours
Addition of online training to existing approved training	5 hours
Training in lithium batteries by air	7 hours

    Additional fees in accordance with the CAA's Scheme of Charges will be required to be paid before any further work can be conducted, unless agreed otherwise by the CAA.

6   Once the application form for an approval has been received by Dangerous Goods the applicant must complete the necessary work to gain approval within 12 months, otherwise a new application form and associated fee will need to be submitted.

FOR OFFICE USE ONLY

Date of receipt:	
Date sent to Inspector/Consultant:	

All required information supplied? i.e.:	
Part A	
Part B	
Part C (where applicable)	
Instructor's Notes	
Examination paper(s) and answers	
List of instructors	
Training and test specification documents provided.	

APPLICATION FOR APPROVAL OF A TRAINING PROGRAMME
PART A – Details of the applicant and training programmes for
which approval is sought.

Civil Aviation Authority

Full legal name of applicant: (i.e. company name)	
Companies House number:	
Name of nominated contact:	
Address:	
Tel no.:	
Email address:	

Application is made for approval / re-approval of the following training programmes:

(Please tick the appropriate box(es))

	Approval	Re-approval

(a) the functions of shippers and cargo agents in the transport of dangerous goods by air, other than those related to the detailed requirements for radioactive material.

(b) the functions of shippers and cargo agents in the transport of radioactive material by air

(c) the functions of acceptance staff [operators and handling agents] in the transport of dangerous goods by air, other than those related to the detailed requirements for radioactive material.

(d) the functions of acceptance staff [operators and handling agents] in the transport of radioactive material by air

(e) the functions of shippers in the safe transport of lithium batteries by air

(f) the addition of online training provision to an approval

Signature of person making this application: .... Date: ....

APPLICATION FOR APPROVAL OF A TRAINING PROGRAMME

PART B – CAA DG by Air Self-Assessment Checklist

In order to process the approval application more efficiently, Training Providers are requested to complete the self-assessment form below, indicating where applicable items appear in their programmes.

It is the responsibility of the Training Provider to ensure that the programme(s) has/have been reviewed for accuracy prior to submission.

Regulation 13(8) states that the training approval under the Air Navigation (Dangerous Goods) Regulations 2002 (AN(DG)Rs) shall be granted by the CAA "if it is satisfied that the form and content of the training is adequate for its purpose".

Please note that we will not grant an extension to an approval unless extenuating circumstances apply.

Please complete this checklist and annotate each programme applied for including any derivatives undertaken during the approval period - making sure that appropriate items are covered for each derivative (excluding application form and payment where not applicable).

Please return this form in **electronic** format so that we can also add our own internal CAA comments to the form and complete each Part providing as much detail as possible as failure to do so may also lead to rejection and delay.

This checklist is in 4 parts:

1. Part 1 refers to the supporting evidence required to support for the re-approval submission.
2. Part 2 refers to checking the structure of the existing programme before submission.
3. Part 3 refers to areas to be included by Training Providers where CAA audit findings have identified problems/gaps in competence of staff during work.
4. Part 4 refers to updates that ICAO/IATA made within the last 2 years (since the last approval)

Part 1 – Checklist of documentation required for submission for re-approval.

Area	Applicable	Details (please include file names)	CAA Office use
A) Please provide a copy of the **full** revised programme(s) for each course offered including: ▪ Presentation materials (PowerPoint or other visual aids) that contain clear graphics and references to where the information is located within the IATA book. ▪ Instructor notes (either as a separate document or preferably incorporated within PowerPoint (see below for structure) ▪ Student workbooks, handouts, exercises with expected answers.	Y		
B) Name and contact details of nominated person(s) at the Training Provider responsible for: ▪ Responsibility for the Training Approval held. ▪ Responsibility for the compilation, upkeep, and amendment to all training programme materials for all dangerous goods related courses. ▪ Responsibility for version control/accessibility of all training programme materials ▪ Responsibility for administration and submission of training programmes to the CAA.	Y		
C) Provide a list of ALL Instructors at the Training Provider Including dates when Instructors last taught or underwent training. (Ensure instructors have performed training in the previous 24 months or have successfully completed a course).	Y		
D) Provide an example of an actual student's certificate for each course offered showing: ▪ the correct title for the programme applied. ▪ date when training took place, name, trainer. ▪ student registration number along with the training provider prefix	Y		
E) Provide examples of feedback given to students by instructors following the result of exams and the mechanism for doing so. **Verbal feedback must be recorded in appropriate documents.**	Y		
F) Provide examples of feedback received from students (e.g. via course/instructor evaluation forms) and tell us the mechanism of when during the course students complete these and what action is undertaken on feedback received.	Y		
G) Provide supporting evidence and explain the mechanisms used for identifying and implementing areas of improvement (e.g. course materials, instructor techniques) and how effectiveness of changes is monitored.	Y		

Area	Applicable	Details (please include file names)	CAA Office use
H) Provide a list of future course dates for each course offered (or reference as to where these may be found)	Y		
I) Provide a copy of exam records showing: • the most recent allocation of student registration numbers for each instructor: • name of students • type of course (e.g. DG by Air, RADAC, Li Batt) • examination date • exam paper used. • exam result (percentage mark) Note: As part of the re-approval review process a cross-verification check will be conducted on a selection of marked student exam papers in accordance with their associated marking guides. These will be requested directly in electronic format from the training provider by the CAA based on these records provided.	Y		
J) **Derivative Programmes** Have any derivative programmes been delivered? (such as lithium battery or class specific). **If yes, please send ALL materials including Instructor's Notes, Power Point slides, workbooks, and examinations.** **If No, move on to Part 2**	Y/N		
K) If derivative programmes have been delivered list them here	Y/N		
L) Is the derivative programme a stand-alone programme or will it be added to the end of the main programme? (If stand-alone then subject matter will need to be as in-depth as the main programme.) If added at the end to main programme, then areas may concentrate only on the differences.	Y/N		
M) Has this derivative programme been seen by us before? If yes, what has altered?	Y/N		
N) Training programme content covers all areas as specified in any Training and Test Specifications issued by the CAA (such as DG by Air, Radioactive, Lithium Battery) and copies of associated Training and Test specifications have been provided.	Y		

Area	Applicable	Details (please include file names)	CAA Office use
O) Training Provider **Examination/Marking Papers used** for ALL courses. **ALL COURSES** ▪ Please provide in electronic format Master Student Exam & Marking Papers **X2** <u>ensuring they are accurate</u> (e.g. points add up) ▪ These exam papers match any existing CAA guidance test specifications as appropriate to ensure coverage of exam. ▪ Format: Do all papers follow mainstream exams in having a Part A and B? (Recommended but not essential) ▪ Do points add up correctly and what is the pass mark. (If following mainstream 75% pass for long answer and 80% for multiple choice for Part A) ▪ Does Part B of the paper give 2 x marking and labelling questions and 2 x documentation (to test the application in sufficient quantity)?	Y		
P) **DG by Air Course** ▪ As part of the re-approval review process a cross-verification check will be conducted on a selection of marked student DG by Air exam papers in accordance with their associated marking guides. **Based on the result and marking guides provided, exam papers will be requested directly in electronic format from the Training Provider by the CAA.** **All Other Courses** Please provide 2 x actual marked Student Exam papers near the pass mark (different paper numbers if used) and associated marking papers.	Y		

Area	Applicable	Where located (e.g. Day 1, Mod 1 p6 or throughout etc.)	CAA Office use
A) Satisfactory coverage of training objectives – course and session objectives for each course offered. Objectives must be **written focusing on what the student should be able to DO at the end of the session** - starting with a verb and be assessable – e.g. apply state variations rather than 'know' etc. (see below for checklist item as to when objectives get used).	Y	DG by Air Course Other Courses (if applicable)	
B) **Comprehensive Instructor Notes that show the following** Remind students that this is the place to make mistakes and that what happens in the training room is confidential and not to be shared with others.	Y	DG by Air Course Other Courses (if applicable)	
C) Identify what equipment and resources are required, e.g.: display screens, manuals, posters, flip chart, practice items (hazard warning labels, acceptance check lists, etc.) for each session.	Y	DG by Air Course Other Courses (if applicable)	
D) Show what is included, indicating specific IATA DGR references.	Y	DG by Air Course Other Courses (if applicable)	
E) Show how instructors will share the course and session objectives with students and when these will be revisited either at the end of the session or course.	Y	DG by Air Course Other Courses (if applicable)	
F) Identify how the information will be presented (e.g. display screens/PowerPoint slides, verbal explanation, handout).	Y	DG by Air Course Other Courses (if applicable)	
G) Identify how each session is summarised.	Y	DG by Air Course Other Courses (if applicable)	

Area	Applicable	Where located (e.g. Day 1, Mod 1 p6 or throughout etc.)	CAA Office use
H) Ask students "what questions do you have for me?" (or similar open question) so that students get the opportunity to ask questions before leaving the session.	Y	DG by Air Course Other Courses (if applicable)	
I) Indicate how it is confirmed that students have gained an understanding of the subject of that session e.g. when to do exercises.	Y	DG by Air Course Other Courses (if applicable)	
J) Include references as to when to display the individual slides and when to hand out copies of the handouts.	Y	DG by Air Course Other Courses (if applicable)	
K) Show how group exercises, other activities and skills checks are conducted; and how feedback from these is handled.	Y	DG by Air Course Other Courses (if applicable)	
L) Indicate approximate timings including start/ finish times, session durations and breaks/ lunches and how students are made aware of these.	Y	DG by Air Course Other Courses (if applicable)	
M) Say what is mandatory and optional in the instructor's notes (if multiple instructors).	Y/N	DG by Air Course Other Courses (if applicable)	
N) Programmes need to show a version number/ edition and date on all materials used (e.g. presentation, instructor notes, workbooks, handouts).	Y	DG by Air Course Other Courses (if applicable)	

Area	Applicable	Where located (e.g. Day 1, Mod 1 p6 or throughout etc.)	CAA Office use
A) **UN specification packaging** When a packing instruction mandates the use of UN specification packaging, it must be used and sealed following the manufacturer's instructions as outlined in the test report and certificate. These documents specify if the packaging was tested for solids, liquids, or articles, ensuring it is suitable for the intended use. They also detail the type and material of inner or intermediate packaging and provide closure instructions, such as the tape type and width for a fibreboard box. For UN specification combination packaging, the inner and outer packaging must be tested together with the inner packagings or article(s), which it is intended to carry and the UN approval applies only to that combination. A shipper cannot consign inner packagings or articles in an outer package which they have not been tested in (as identified on the UN approval certificate) unless it is approved and marked as a V-rated packaging.	Y		
B) List in the adjacent column where in the training: ▪ Students are shown a variety of packaging test certificates, and manufacturer's instructions for use (e.g. filling instructions, expanded diagrams, etc.) ▪ The information within those documents is explained, including the potential need to use specified tooling, e.g. a torque wrench might be prescribed to apply specified torque to the closure of a drum containing liquids to prevent it from venting at altitude. ▪ Retention of copies of test reports and certificates, or manufacturer's instructions for use and compliance with them when shipping dangerous goods is explained.	Y		
C) **Dangerous Goods Incidents** List in the adjacent column where in the training: ▪ Students are shown a suitable example of a dangerous goods incident (ValuJet, DHL, etc....) **the Dangerous Goods incident should be relevant to the course being conducted (e.g. for Lithium Batteries by Air courses ValuJet holds little relevance).**		DG by Air Course Other Courses (if applicable)	
D) **Addendums.** Trainer's notes need to make sure that they explain the significance of the IATA addendums i.e. how to obtain them and that companies need a robust process to review, action and disseminate these once received (e.g. forward to all outstations, annotate IATA book, forward to instructors, amend training programmes etc.) If a company is audited by the CAA or other National Aviation Authorities, it is something that is looked for and could lead to a potential non-conformance. It also ensures that the Training Provider is keeping up to date with changes in regulations.	Y	DG by Air Course Other Courses (if applicable)	

Area	Applicable	Where located (e.g. Day 1, Mod 1 p6 or throughout etc.)	CAA Office use

E) **Explosives.**
 	
Explosives in Class 1 require specific packaging determined by national authorities because packaging affects their hazard level. In Europe, they must be classified by an authority under the ADR agreement. In the UK, civilian explosives are classified by the Health and Safety Executive, while military explosives are classified by the Defence OME Safety Regulator**.**
 	
Indicate in the adjacent column where:
 	
▪ Students are shown a classification issued by an appropriate competent authority and the information it contains is explained.
▪ It is explained that:
   ▪ Shippers must refer to and comply with an appropriate competent authority classification.
   ▪ Explosives must be packaged for transport using the precise packaging specified in the classification document (cannot just refer to PI)
   ▪ Incompatible Class 1 must be separated.
	Y	DG by Air Course
		
		Other Courses (if applicable)	

F) **Lithium Battery programmes** Programmes need to include a note for the trainer to warn the students that there are misleading SDS (that advise that Section II Lithium Batteries are not DG). (Manufacturers and subsequent distributors of cells or batteries manufactured after 30 June 2003 must make available the test summary as specified in the UN Manual of Tests and Criteria, Part III, subsection 38.3, paragraph 38.3.5. This test summary must be made available from 1 January 2020.) (The term "make available" means that manufacturers and subsequent distributors ensure that the test summary is accessible so that the shipper or other persons in the supply chain can confirm compliance.)	Y/N		
G) **Compatibility of DG** Dangerous goods must not be packed together in the same outer packaging with dangerous or other goods if they react dangerously with each other e.g. acids and alkalis). Students are shown a Safety Data Sheet (slide, handout etc.) and informed that chemical stability & reactivity information is provided within Section 10 of an EU format SDS.	Y		

Part 4 - List of main changes in the IATA DGRs that *might* have a bearing on programmes.

Significant changes and amendments made to the IATA Dangerous Goods Regulations (DGR) are published annually with each new edition. Further changes may also be published post publication via an addendum to the DGR.

It remains the responsibility of the training provider to ensure that if any changes are applicable to content within your programme(s) that materials are updated as appropriate.

Please review all published changes made to the DGR within the past 2 years (since last approval) and determine any that are applicable to your programme(s). Identify in the table below, detailing the IATA reference and exactly where these are located within your programme(s). If no changes are applicable, please verify and confirm that you have conducted a review of both the changes and your training materials.

Alteration summary (if not provided in a separate document) (for further details see appropriate IATA book)	Where located (e.g. Day 1, Mod 1 p6 or throughout etc.)	CAA Office use
Latest IATA Edition or Addendum changes		
	DG by Air Course	
	Other Courses (if applicable)	
I have verified that the training materials have been satisfactorily prepared, updated as necessary, and reflect the requirements set out in the applicable regulations and the scope of the training approval scheme	**Name:**	
	Signature:	

APPLICATION FOR APPROVAL OF A TRAINING PROGRAMME

PART C - Training providers applying for the addition of online training provision to an approval.

Training providers wishing to apply for the addition of online training provision to an existing approval must provide procedure documents detailing:

Area	Details (please include file names)	CAA Office use
A) Course booking procedure. ▪ **Course Booking:** Describes the process for students to book courses. ▪ **Booking Confirmation:** Explains how bookings are confirmed with students and includes example confirmation. ▪ **Student Capacity Policy:** Specifies the maximum number of students permitted per course. ▪ **Exam Paper Distribution:** Details the process to ensure students receive the correct exam papers before the course. ▪ **Joining Instructions:** Provide a copy of the joining instructions provided to students		
B) Course joining instructions. ▪ **Student Registration**: Steps for students to sign up on the platform. ▪ **Course Timetable:** Detailed schedule, including start/finish times, breaks, and lunch. ▪ **Course/Exam Procedures:** Guidelines and responsibilities during the course and the exam. ▪ **Course Evaluation:** Process for completing and submitting feedback for students. ▪ **Training Materials:** List of provided training materials; workbooks, handouts, regulations, etc. ▪ **Device Use Policy:** Rules covering the use of mobile phones, laptops, and smart devices before and during the exam. ▪ **System Requirements:** Specifications for the devices needed for the course/exam. ▪ **Environment Suitability:** Guidelines for setting up a quiet, distraction-free training environment. ▪ **Emergency Contact:** Policy on student/tutor/invigilator contact during the course/examination. ▪ **Network Interruptions:** Guidelines for handling technical issues during training/examinations. ▪ **Comfort Breaks:** Rules on breaks during training/examination. ▪ **Misconduct Policy:** Policy and examples of breaches, misconduct and reporting to the CAA. ▪ **Student Declaration:** Students are required to sign a document to say that they will not copy or disseminate any part, or content, of the exam and that they understand that breach of the rules, will result in reporting to their employer and to the CAA for further action. This should be returned prior to the commencement of training. ▪ **Student Identification:** Procedures for ID checks and consequences of failing to provide them. ▪ **Exam Paper Security:** Provide details of procedures used for tamper-proofing of examination papers and how students comply with these. ▪ **Exam Invigilation Procedures:** Describe how examination invigilation procedures are explained to students.		
C) How the training (equivalent to classroom standard) will be delivered. ▪ **Training Platform:** Specifies the platform used for training and confirms it has been tested on internal and external networks. ▪ **User Familiarity:** Specifies the platform used for training and confirms it has been tested on internal and external networks. ▪ **Course Coverage:** Lists the courses for which online training will be implemented. ▪ **Handling Interruptions:** Describes the protocols for managing acceptable and unacceptable interruptions during training or exam. ▪ **Training Environment:** Details measures to ensure the training environment is suitable for both instructors and students.		

Area	Details (please include file names)	CAA Office use
D) How an appropriate level of interaction with students is achieved.		
▪ **Student Interaction:** Describes the level of interaction, including exercises and questioning, planned with students.		
▪ **Question-Raising Procedure:** Outlines how students can raise questions or attract the instructor's attention.		
▪ **Additional Support:** Explains how additional support will be provided to students when needed.		
E) How you provide access to necessary information to students		
▪ **Training Materials:** Specifies accessible materials for students, such as workbooks, handouts, and manuals, and how they are provided.		
▪ **Course Evaluation Forms:** Details the process for issuing, completing, and returning course evaluation forms.		
▪ **Training Material and Exam Paper Dispatch:** describes the secure dispatch of training materials and exam papers, ensuring integrity. and confidentiality, with clear tracking and coordination of delivery to minimize the student's possession time. **The responsibility for ensuring the integrity of the exam during transit -both in delivery to and collection from the student – rests solely with the training provider.**		
▪ **Tamper-Proofing Exams:** Provides information on tamper-proofing of exam papers (e.g. tracking codes, seals) to prevent unauthorized access.		
▪ **Exam Paper Return:** Outlines the process for students to return completed exam papers.		
▪ **Delivery Service for Exam Return:** Details the delivery service for returning training materials/exam papers, ensuring prompt, tracked returns.		
▪ **Loss of Exam Paper Procedure:** Outlines instructions for students if an exam paper is lost and the process for notifying the CAA of the loss.		
F) How will you ensure up-to-date IATA manuals are used?		
▪ **IATA Manual Provision:** Describes the procedure for providing up-to-date IATA manuals to students without personal access (if offered).		
▪ **Verification of IATA Manual:** Outlines the process for verifying the students' own IATA manuals are up to date, including verification steps and contingency plan if the manual is outdated.		
G) How effective invigilation of the examination will be ensured.		
▪ **Effective Exam Invigilation:** Explains how invigilation is managed, with a recommendation for both an instructor and an additional invigilator/technical assistant.		
▪ **Mobile Phone Policy:** Details mobile phone usage during exams, specifying that phones should only be used for necessary communication with the instructor due to connection issues, and should remain on for instructor/invigilator contact.		
▪ **Completing Notification:** Outlines how students notify the invigilator when they finish the exam.		
▪ **Suitability of Student Environment:** Ensures that the students' exam environment meets the necessary conditions for exam integrity and minimal distractions.		
▪ **Exam Submission Process:** Describes the process to verify that students sign the front page of their exam and place it in a tamper-proof envelope at the end of the examination.		
H) Monitoring for effectiveness and continuous improvement		
▪ **Monitoring Exam Results:** Details the process for monitoring student exam results and comparing them to classroom outcomes.		
▪ **Course Feedback Evaluation:** Outlines the process for reviewing course feedback forms and comments from other instructors.		
▪ **Glitch Management:** Describes how notable glitches are recorded and addressed.		
▪ **Version Control:** Describes the process for managing version control of all training materials, exams, and procedural documents.		

Area	Comments
Exam Paper sampling Enter exam papers sampled for each instructor	
Feedback report generated and sent to Training Provider. Date	
Training Provider has undertaken all remedial work necessary.	
(Re)-Approval granted. Issue date	
Training Provider advised	
Materials saved on appropriate SPO file	

Application Form Submission Service (Submit)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission. Important: Please save your completed form before proceeding.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')   **SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges List of Official Record Series 5 - Scheme of Charges (caa.co.uk)

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via https://portal.caa.co.uk and selecting the Application Form Submission Service.