## Annex 3

**Application for approval of**

**dangerous goods training programs**

**for operators not carrying dangerous goods as cargo or mail**

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| **INSTRUCTION:**1. The form once completed should be returned to the CAA RM2. Failure to complete this form in full may result in a delay in processing the application3. The issuing of this form does not in itself constitute an approval of the training program |

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| **NAME OF OPERATOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DATE SUBMITTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TITLE OF TRAINING PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TYPE OF SUBMISSION** INITIAL SUBMISSION AMENDMENT | **PRIOR APPROVAL NUMBER** (IF APPLICABLE)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TYPE OF PROGRAM** INITIAL RECURRENT INITIAL AND RECURRENT OTHER (SPECIFY) | **HOW THE TRAINING IS TO BE DELIVERED** CLASSROOM DELIVERY HOME STUDY COMPUTER BASED TRAINING (CBT) OTHER (SPECIFY) |

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| **CATEGORY OF PERSONNEL WHO WILL USE THE TRAINING PROGRAM****(OPERATORS NOT CARRYING DANGEROUS GOODS)** **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 officers / flight dispatchers **17** Crew members (other than flight crew members) |

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| **PLEASE ENSURE THAT:*** Every page is identified with a page number, a date and a revision number.
* There is here is a list of effective pages
* All the applicable training references are inscribed on the "training program reference" column of the form.

If the topic is not applicable "n/a" should be inscribed.* All student handouts exams, answer sheet, correctors and marking details are included.
* The passing grade is mentioned.
* A copy of all audio-visual (transparencies, PowerPoint & movies) is included.
* If the program is a computer based training (CBT), submit either the scenario or a copy of the computer program.
* If the program is a home study, submit the form use by the trainee to attest that he / she have completed the training.
* Provide login and password for CAA inspector.
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| **Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum** | **13** | **14** | **15** | **16** | **17** | **Training program****(page or section)**  | **FDG** |
| **GENERAL PHILOSOPHY** |
| General applicability | X | X | X | X | X |  |  |
| Definition of dangerous goods | X | X | X | X | X |  |  |
| State and operator variations | X | X | X | X | X |  |  |
| Unit of measurements | X | X | X | X | X |  |  |
| **LIMITATION OF DANGEROUS GOODS ON** **AIRCRAFT** |
| Dangerous goods forbidden for transport by air under any circumstances  | X | X | X | X | X |  |  |
| Exceptions for dangerous goods of the operator  | X | X | X | X | X |  |  |
| Dangerous goods in airmail  | X | X | X | X | X |  |  |
| Dangerous goods in excepted quantities  | X | X | X | X | X |  |  |
| Dangerous goods in limited quantities | X | X | X | X | X |  |  |
| **LABELING AND MARKING** |
| Package markings  | X | X | X | X | X |  |  |
| Labeling  | X | X | X | X | X |  |  |
| Over packs  | X | X | X | X | X |  |  |
| Handling labels  | X | X | X | X | X |  |  |
| **DANGEROUS GOODS TRANSPORT DOCUMENT AND OTHER RELEVANT DOCUMENTATION** |
| Dangerous goods transport document  | X |  |  |  |  |  |  |
| Certification  | X |  |  |  |  |  |  |
| Infectious substances  | X |  |  |  |  |  |  |
| Air waybill information  | X |  |  |  |  |  |  |
| Additional documentation for other than radioactive material  | X |  |  |  |  |  |  |
| **RECOGNITION OF UNDECLARED DANGEROUS GOODS** |
| Provision to aid recognition of undeclared dangerous goods  | X | X | X | X | X |  |  |
| **PROVISIONS FOR PASSENGERS AND CREW** |
| Information to passengers | X | X | X | X | X |  |  |
| Passenger check-in procedures | X | X | X | X | X |  |  |
| List of general descriptions to aid recognition of undeclared dangerous goods  | X | X | X | X | X |  |  |
| Dangerous goods carried by passengers or crew  | X | X | X | X | X |  |  |
| **EMERGENCY PROCEDURES** |
| Definition of dangerous goods accident and incident  | X | X | X | X | X |  |  |
| Reporting of dangerous goods accidents and incidents  | X | X | X | X | X |  |  |
| Reporting of undeclared or misdeclared dangerous goods  | X | X | X | X | X |  |  |
| Emergency response information  | X | X | X | X | X |  |  |

**NOTE**: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

***THE INFORMATION GIVEN IN THIS APPLICATION FORM IS***

***CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF***

**APPLICANT'S NAME: DATE:**

**SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***FINDINGS / CONCLUSION*** |
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