## Annex 4

**Application for approval of**

**dangerous goods training programs**

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| **INSTRUCTION:**   1. The form once completed should be returned to the CAA RM 2. Failure to complete this form in full may result in a delay in processing the application 3. The issuing of this form does not in itself constitute an approval of the training program |

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| **APPLICANTS NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **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**  01 Shippers and persons undertaking the responsibilities of shippers  02 Packers  03 Staff of freight forwarders involved in processing dangerous goods  04 Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)  05 Staff of freight forwarders involved in the handling, storage and loading of cargo or mail  06 Operator’s and ground handling agent’s staff accepting dangerous goods  07 Operator’s and ground handling agent’s staff accepting cargo or mail (other than dangerous goods)  08 Operator’s and ground handling agent’s staff involved in the handling, storage and loading of cargo or mail and baggage  09 Passenger handling staff  10 Flight crew members, loadmasters, load planners and flight operations officer / flight dispatchers  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 |

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| **CATEGORY OF PERSONNEL WHO WILL USE THE TRAINING PROGRAM**  ***(staff of designated postal operators)***  A - Staff of designated postal operators involved in accepting mail containing dangerous goods  B - Staff of designated postal operators involved in processing mail (other than dangerous goods)  C - Staff of designated postal operators involved in the handling, storage and loading of mail |

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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** | **1** | **2** | **3** | **4**  **(B)** | **5**  **(C)** | **6**  **(A)** | **7** | **8** | **9** | **10** | **11** | **12** | **Training program**  **(page or section)** | **FDG** |
| **GENERAL PHILOSOPHY** | | | | | | | | | | | | | | |
| General applicability | X | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Definition of dangerous goods | X | X | X | X | X | X | X | X | X | X | X | X |  |  |
| State and operator variations | X | X | X | X | X | X | X | X | X | X | X | X |  |  |
| Unit of measurements | X | X | X | X | X | X | X | X | X | X | X | X |  |  |
| **LIMITATION** | | | | | | | | | | | | | | |
| Dangerous goods forbidden for transport by air under any circumstances | X |  | X | X | X | X | X | X | X | X | X | X |  |  |
| Exceptions for dangerous goods of the operator | X |  | X | X | X | X | X | X | X | X | X | X |  |  |
| Dangerous goods in airmail | X |  | X | X | X | X | X | X | X | X | X | X |  |  |
| Dangerous goods in excepted quantities | X |  | X | X | X | X | X | X | X | X | X | X |  |  |
| Dangerous goods in limited quantities | X |  | X | X | X | X | X | X | X | X | X | X |  |  |
| **GENERAL REQUIREMENTS FOR SHIPPERS** | | | | | | | | | | | | | | |
| General | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| General provision for class 7 | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Information to employees | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Training | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Salvage packaging | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Empty packaging | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Mixed packing | X |  | X |  |  | X |  |  |  |  |  |  |  |  |
| **CLASSIFICATION** | | | | | | | | | | | | | | |
| Classes and divisions | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Complete list of classes, divisions and definitions | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Packing groups | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Un numbers and proper shipping name | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Classification of substances and articles with multiple hazards | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Transport of samples | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Mixtures and solution containing one or more dangerous substances | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Forbidden dangerous goods entries in the dangerous goods list | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Special provision entries in the dangerous goods list | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Quantity limitations for types of aircraft | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| Dangerous goods in limited quantities | X | X | X |  |  | X |  |  |  |  |  | X |  |  |
| **LIST OF DANGEROUS GOODS** | | | | | | | | | | | | | | |
| Arrangement of the dangerous goods list | X | X | X |  |  | X |  |  |  | X |  |  |  |  |
| Method of using the dangerous goods list for articles or substances specifically listed by name | X | X | X |  |  | X |  |  |  | X |  |  |  |  |

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| **Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum** | **1** | | | **2** | | | **3** | | | **4**  **(B)** | | | **5**  **(C)** | | | **6**  **(A)** | | | **7** | | | **8** | | | **9** | | | **10** | | **11** | | **12** | | **Training program**  **(page or section)** | | **FDG** | |
| **PACKING REQUIREMENTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General packing requirements | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Types of packaging | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Marking of packaging other than inner packaging | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Different substances packed together | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Over packs | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Packing instructions | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Use of the packing instructions in conjunction with the dangerous goods list | X | | X | | | X | | |  | | |  | | | X | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | |
| **LABELING AND MARKING** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Package markings | X | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | X | |  | |  | |
| Labeling | X | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | X | |  | |  | |
| Over packs | X | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | X | |  | |  | |
| Handling labels | X | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | X | |  | |  | |
| **DANGEROUS GOODS TRANSPORT DOCUMENT AND OTHER RELEVANT DOCUMENTATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dangerous goods transport document | X | |  | | | X | | | X | | |  | | | X | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Certification | X | |  | | | X | | | X | | |  | | | X | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Infectious substances | X | |  | | | X | | | X | | |  | | | X | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Air waybill information | X | |  | | | X | | | X | | |  | | | X | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |
| Additional documentation for other than radioactive material | X | |  | | | X | | | X | | |  | | | X | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |
| **ACCEPTANCES PROCEDURES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General inspection requirements before acceptance |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| Inspection for documentation, retention of document, marking, labeling, no leakage and integrity is not compromised |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| Special responsibilities - infectious substances |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| Acceptance checklist |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| Cargo acceptance procedures |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| Undeliverable consignments of radioactive material |  | | |  | | |  | | |  | | |  | | | X | | |  | | |  | | |  | | |  | |  | |  | |  | |  | |
| **RECOGNITION OF UNDECLARED DANGEROUS GOODS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provision to aid recognition of undeclared dangerous goods | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | | X | | X | | X | |  | |  | |
| **STORAGE AND LOADING PROCEDURES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loading restrictions on the flight deck and on passenger aircraft | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading of incompatible dangerous goods and segregation | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading of packages containing liquid dangerous goods | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading and securing of dangerous goods | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Damaged packages of dangerous goods | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Replacement of labels | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Identification of unit load devices containing dangerous goods | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Stowage of toxic and infectious substances | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Handling and loading of radioactive material | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading of magnetized materials | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading of dry ice | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Loading of expandable polystyrene beads | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Handling of self-reactive substances and organic peroxides | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Inspection for damage or leakage | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |
| Damaged or leaking packages of radioactive material contaminated packaging | |  | | |  | | |  | | |  | | | X | | | X | | |  | | | X | | |  | | | X | |  | |  | |  | |  |

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| **Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum** | | **1** | | **2** | | **3** | | **4**  **(B)** | | **5**  **(C)** | | **6**  **(A)** | | **7** | | **8** | | **9** | | | **10** | | | **11** | | | **12** | | | **Training program**  **(page or section)** | **FDG** |
| **PILOT'S NOTIFICATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information to pilot-in-command |  | |  | |  | |  | |  | | X | |  | | X | |  | | X | | |  | | |  | | |  | | |  |
| Information by pilot-in-command in case of in-flight emergency |  | |  | |  | |  | |  | | X | |  | | X | |  | | X | | |  | | |  | | |  | | |  |
| Information by operator in case of an aircraft accident or incident (when dangerous goods are on board) |  | |  | |  | |  | |  | | X | |  | | X | |  | | X | | |  | | |  | | |  | | |  |
| **PROVISIONS FOR PASSENGERS AND CREW** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information to passengers | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| Passenger check-in procedures | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| List of general descriptions to aid recognition of undeclared dangerous goods | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| Dangerous goods carried by passengers or crew | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| **EMERGENCY PROCEDURES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Definition of dangerous goods accident and incident | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| Reporting of dangerous goods accidents and incidents | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| Reporting of undeclared or misdeclared dangerous goods | X | | X | | X | | X | | X | | X | | X | | X | | X | | | X | | | X | | | X | | |  | |  |
| Emergency response information | X | | X | | X | | X | | X | | X | | X | | 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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