

ADVISORY CIRCULAR

No. : AC-28-01-014

Date : 1 March 2016

A. SUBJECT.

Dangerous Goods Training Program Approval

B. PURPOSE.

This Advisory Circular (AC) provides guidance for Air Operator Certificate (AOC) holder/applicant for dangerous goods training program approval

C. STATUS.

This is the third edition of AC - 28 - 01 - 014, dated 1 March 2016; it will remain current until withdrawn or superseded

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E. REFERENCES.

The following documents were used as reference material:

- ICAO Annex 18.
- ICAO Annex 6 - Operations of Aircraft, Parts 1.
- ICAO Doc. 9284-AN/905 Technical Instructions for the Safe Transport of Dangerous Goods by Air.
- JCAR OPS 1.

Dangerous Goods Training Program Approval

1.0 Background.

- 1.1 ICAO Annex 18, The Safe Transport of Dangerous Goods by Air deals with all aspects of the subject. In general, it sets down the broad general principles which determine whether items are acceptable for carriage by air. One of the applicable Standards requires that Dangerous Goods are carried only in accordance with ICAO Doc 9284, 'Technical Instructions for the Safe Transport of Dangerous Goods by Air' which is generally referred to as the "Technical Instructions". The Technical Instructions amplify the basic provisions of Annex 18 and contain all the detailed instructions necessary for the safe international transport of dangerous goods by air.
- 1.2 The Technical Instructions contain training requirements which apply to everyone involved in consigning, handling and carrying dangerous goods, cargo and passenger baggage. These include the need for refresher training at two-year intervals and the keeping of training records. There are specific responsibilities for shippers and operators. Shippers must ensure staff preparing consignments of dangerous goods receive training or that another organization with trained staff is used. Operators must ensure their own staff and those of their handling agents are trained. Training programs for operators are subject to approval by CARC.

2.0 Applicable Regulations.

- 2.1 AOC holders shall not conduct dangerous goods training unless an approval for the conduct of training has been issued by CARC in accordance with JCAR OPS 1.
- 2.2 An operator must ensure that staff receives training in the requirements commensurate with their responsibilities.
- 2.3 An operator must ensure that training is provided or verified upon the employment of a person in a position involving the transport of dangerous goods by air.

3.0 Training Policy.

3.1 Eligibility.

- a. An operator shall establish and maintain staff training programs, as required by the Technical Instructions, which shall be approved by the CARC.

- b. An operator shall ensure that all staff who receives training undertakes a test to verify understanding of their responsibilities.
- c. An operator shall ensure that all staff who requires dangerous goods training receives recurrent training at intervals of not longer than two years.
- d. An operator shall ensure that records of dangerous goods training are maintained for all staff as required by the Technical Instructions.
- e. An operator shall ensure that his handling agent's staff is trained as required by the Technical Instructions
- f. Initial and recurrent dangerous goods training programs must be established and maintained by or on behalf of:
 - (1) Shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper.
 - (2) Operators.
 - (3) Ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring as well as processing of cargo, mail and storage.
 - (4) Ground handling agencies located at airports which perform, on behalf of the operator, the act of processing passengers.
 - (5) Agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers.
 - (6) Freight forwarders.
 - (7) Agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or storage.
 - (8) Designated postal operators.

3.2 Training Validity. The period of validity of the dangerous goods recurrent training is 24 calendar months.

3.3 Dangerous Goods Training Subjects. Based on the individuals' assigned task all of the following subjects shall be covered during the initial and the recurrent dangerous goods training:

- a. General philosophy.
 - b. Limitations.
 - c. General requirements for shippers.
 - d. Classification.
 - e. List of dangerous goods.
 - f. Packing requirements.
 - g. Labeling and marking.
 - h. Dangerous goods transport documents and other relevant documentation.
 - i. Acceptance procedures.
 - j. Recognition of undeclared dangerous goods.
 - k. Storage and loading procedures.
 - l. Pilots' notification.
 - m. Provisions for passengers and crew.
 - n. Emergency procedures.
- 4.0 Training and Checking Staff.** Persons employed by the AOC holder/applicant with qualifications, experiences and authorization appropriate for delivering dangerous goods training - Dangerous goods instructor.
- 5.0 Training Records.**
- 5.1 AOC holder/applicant shall retain detailed training records to show that all requirements of the training courses have been conducted in accordance with JCARs, and shall maintain a system for recording the qualifications and training of the instructional staff.
 - 5.2 The dangerous goods training records must be retained by the AOC holder for a minimum period of 36 months from the most recent training completion months and must be made available upon request to CARC

5.3 The dangerous goods training record shall include:

- a. The individual's name.
- b. The most recent training completion date.
- c. A description, copy or reference to training materials used to meet the training requirements.
- d. The name and address of the organization providing the training; and
- e. Evidence which shows that a test has been completed satisfactorily.

5.4 The format of the training records shall be specified in the operations manual part D - training.

6.0 Training Facilities.

6.1 Classrooms.

- a. The classroom should be such that each trainee is allowed reasonable working area. The overall size of the classroom shall be determined by multiplying the expected number of trainees by 1.4 square meters.
- b. The maximum permissible number of trainees in a class room shall be a ratio of 15 trainees for one instructor and 25 trainees for 2 instructors.
- c. At least one class room for the theoretical training shall be available with the minimum furniture needed like white board, a desk or table and chair for each trainee. The classroom should have required training aids like projection media (Power point, slides, overheads, TV, etc.).
- d. For AOC holder/applicant with dangerous goods transport by air approval, at least one dangerous goods training storage shall be available with the required means that facilitate dangerous goods training.

6.2 The Learning Environment. The key to a good learning environment is the elimination of discomforts and other undesirable characteristics:

- a. The climate must be comfortable.
- b. Lighting must be of adequate level for work or viewing.
- c. Distracting sounds must be kept to a minimum.

- d. Work areas must be aesthetically pleasing.
- e. Training equipment must be adequate.

7.0 Training and Checking Program.

7.1 Dangerous goods training and checking program shall be developed for each type of course offered.

7.2 Training Program Structure. Personnel must receive training in the requirements to commensurate with their responsibilities. Such training must include:

- a. Familiarization Training.** Training must be aimed at providing familiarity with the general provisions.
- b. Function / Specific Training.** Training must provide detailed training in the requirements applicable to the function for which that person is responsible.
- c. Safety Training.** Training must cover the hazards, presented by dangerous goods, safe handling and emergency response procedures.

7.3 Training in Emergency Procedures. The training program shall include training in emergency procedures as detailed:

a. For personnel other than crew members:

- (1) Dealing with damaged or leaking packages.
- (2) Other actions in the event of ground emergencies arising from dangerous goods.

b. For flight crew members:

- (1) Actions in the event of emergencies in flight occurring in the passenger cabin or in the cargo compartments.
- (2) The notification to ATS should an in-flight emergency occur.

c. For crew members other than flight crew members:

- (1) Dealing with incidents arising from dangerous goods carried by passengers; or
- (2) Dealing with damaged or leaking packages in flight.

7.4 Training Program Contents.

- a. The training manual shall state entry requirements for each course and shall include the standards and objectives for each module of training that the trainees are required to complete.
- b. The length and amount of training appropriate to the course should be designed for a trainee with the minimum entry requirements as detailed in the Training Manual and as detailed in:
 - (1) Appendix A. Dangerous goods training program for entities other than air operators.
 - (2) Appendix B. Dangerous goods training program for operators with dangerous goods approval.
 - (3) Appendix C. Dangerous goods training program for operators without dangerous goods approval.
 - (4) Appendix D. Dangerous goods training program for security staff.
 - (5) Appendix E. Dangerous goods training program for designated postal operators.

7.5 Training Methodology.

a. General.

- (1) Training intended to give general information and guidance may be by any means including handouts, leaflets, circulars, slide presentations, videos, etc, and may take place on-the-job or off-the-job.
- (2) Training intended to give an in-depth and detailed appreciation of the whole subject or particular aspects of it should be by formal training courses, which should include a written examination, the successful passing of which will result in the issue of the proof of qualification. Training courses should include the course objectives, the training program syllabus/curricula and examples of the written examination to be undertaken.
- (3) Aspects of training. The aspects of training specified in the Technical Instructions are applicable whether the training is for general information and guidance or to give an in-depth and detailed appreciation. The extent to which any aspect of training should be covered is dependent upon whether it is for general information or to give in-depth appreciation. Additional aspects not identified in the Technical Instructions may need to be covered, or some aspects omitted, depending on the responsibilities of the individual

b. Levels of Training.

- (1) Where it is intended to give an in-depth and a detailed appreciation of the whole subject or of the area(s) being covered, such that the person being trained gains in knowledge so as to be able to apply the detailed requirements of the Technical Instructions. This training should include establishing, by means of a written examination covering all the areas of the training program, that a required minimum level of knowledge has been acquired; or
- (2) Where it is intended to give general information and guidance about the area(s) being covered, such that the person being trained receives an overall awareness of the subject. This training should include establishing by means of a written or oral examination covering all areas of the training program, that a required minimum level of knowledge has been acquired

c. How to Achieve Training.

- (1) Training providing general information and guidance is intended to give a general appreciation of the requirements for the transport by air of dangerous goods. It may be achieved by means of handouts, leaflets, circulars, slide presentations, videos, etc, or a mixture of several of these means. The training does not need to be given by a formal training course and may take place 'on-the-job' or 'off-the-job'.
- (2) Training providing in-depth guidance and a detailed appreciation of the whole subject or particular areas of it is intended to give a level of knowledge necessary for the application of the requirements for the transport by air of dangerous goods. It should be given by a formal training course which takes place at a time when the person is not undertaking normal duties. The course may be by means of tuition or as a self-study program or a mixture of both of these. It should cover all the areas of dangerous goods relevant to the person receiving the training, although areas not likely to be relevant may be omitted (for instance, training in the transport of radioactive materials may be excluded where they will not be carried by the operator).

8.0 Examinations.

- 8.1 A test to verify understanding must be provided following dangerous goods training, and conformation that the test has been completed satisfactory is required.
- 8.2 AOC holder/applicant shall ensure that the personnel performing these checks are suitably qualified – dangerous goods instructor.
- 8.3 Written examinations are required for each initial and recurrent dangerous goods training. The applicant must pass dangerous goods written examination (passing mark 80%).
- 8.4 Applicants who fail the dangerous goods examination may sit for the examination again after undergoing at least 1 day corrective training and assessment by a dangerous goods instructor with a recommendation for each re-sit.
- 8.5 AOC holder/applicant shall prescribe the unsatisfactory performance procedure in the operations manual part - D, dangerous goods training and checking program.

Eng. Ahmad Azzam
Acting Chief Commissioner

Appendix A

Dangerous Goods Training Program for Entities Other than Air Operators

1.0 Requirements. Applicable for entities, other than air operators

2.0 Training Categories.

2.1 Category 1. Applicable for shippers and persons undertaking the responsibilities of shippers.

a. Course Duration.

- (1) Initial Training. At least 4 days / 24 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) General requirements for shippers.
- (4) Classification.
- (5) List of dangerous goods.
- (6) Packing requirements.
- (7) Labeling and marking.
- (8) Dangerous goods transport documents and other relevant documentation.
- (9) Recognition of undeclared dangerous goods.
- (10) Provisions for passengers and crew.
- (11) Emergency procedures.

2.2 Category 2. Applicable for packers.

a. Course Duration.

- (1) Initial Training. At least 3 days / 18 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Classification.

- (3) List of dangerous goods.
- (4) Packing requirements.
- (5) Labeling and marking.
- (6) Recognition of undeclared dangerous goods.
- (7) Provisions for passengers and crew.
- (8) Emergency procedures.

2.3 Category 3. Applicable for staff freight forwarders involved in processing dangerous goods.

a. Course Duration.

- (1) Initial Training. At least 4 days / 24 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) General requirements for shippers.
- (4) Classification.
- (5) List of dangerous goods.
- (6) Packing requirements.
- (7) Labeling and marking.
- (8) Dangerous goods transport documents and other relevant documentation.
- (9) Recognition of undeclared dangerous goods.
- (10) Provisions for passengers and crew.
- (11) Emergency procedures.

2.4 Category 4. Applicable for staff freight forwarders involved in processing cargo or mail (other than dangerous goods).

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.

- (4) Dangerous goods transport documents and other relevant documentation.
- (5) Recognition of undeclared dangerous goods.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

2.5 Category 5. Applicable for staff freight forwarders involved in the handling, storage, loading of cargo or mail.

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Storage and loading procedures.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

Appendix B**Dangerous Goods Training Program for Operators with Dangerous Goods Approval**

1.0 Requirements. Applicable for operator personnel with dangerous goods approval.

2.0 Training Categories.

2.1 Category 6. Applicable for operator and ground handling agents' staff accepting dangerous goods.

a. Course Duration.

- (1) Initial Training. At least 5 days / 30 programmed hours.
- (2) Recurrent Training. At least 2 days / 12 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) General requirements for shippers.
- (4) Classification.
- (5) List of dangerous goods.
- (6) Packing requirements.
- (7) Labeling and marking.
- (8) Dangerous goods transport documents and other relevant documentation.
- (9) Acceptance procedures.
- (10) Recognition of undeclared dangerous goods.
- (11) Storage and loading procedures.
- (12) Pilots' notification.
- (13) Provisions for passengers and crew.
- (14) Emergency procedures.

2.2 Category 7. Applicable for operator and ground handling agents staff accepting cargo or mail (other than dangerous goods).

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Dangerous goods transport documents and other relevant documentation.
- (5) Recognition of undeclared dangerous goods.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

2.3 Category 8. Applicable for operator and ground handling agent's staff involved in the handling, storage and loading of cargo, mail and baggage.**a. Course Duration.**

- (1) Initial Training. At least 3 days / 18 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Storage and loading procedures.
- (6) Pilots' notification.
- (7) Provisions for passengers and crew.
- (8) Emergency procedures.

2.4 Category 9. Applicable for passenger Handling Staff.**a. Course Duration.**

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Provisions for passengers and crew.
- (6) Emergency procedures.

2.5 Category 10. Applicable for flight crew members, load masters, load planners and flight dispatchers.

a. Course Duration.

- (1) Initial Training. At least 3 days / 18 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) List of dangerous goods.
- (4) Labeling and marking.
- (5) Recognition of undeclared dangerous goods.
- (6) Storage and loading procedures.
- (7) Pilots' notification.
- (8) Provisions for passengers and crew.
- (9) Emergency procedures.

2.6 Category 11. Applicable for crew members other than flight crew member.

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Provisions for passengers and crew.
- (6) Emergency procedures.

Appendix C**Dangerous Goods Training Program for Operators without Dangerous Goods Approval**

1.0 Requirements. Applicable for operator personnel without dangerous goods approval

2.0 Training Categories.

2.1 Category 13. Applicable for operator and ground handling agents' staff accepting cargo or mail (other than dangerous goods)

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Dangerous goods transport documents and other relevant documentation.
- (5) Recognition of undeclared dangerous goods.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

2.2 All Other Categories.

- **Category 14.** Applicable for operators and ground handling agents' staff involved in the handling, storage and loading of cargo or mail (other than dangerous goods) and baggage.
- **Category 15.** Applicable for passenger handling staff.
- **Category 16.** Applicable for flight crew members, load masters, load planners and flight dispatchers.
- **Category 17.** Applicable for crew member other than flight crew members.

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Provisions for passengers and crew.
- (6) Emergency procedures.

Appendix D

Dangerous Goods Training Program for Security Staff

1.0 Requirements. Applicable for security staff involved with screening of passengers and crew and their baggage, cargo or mail.

2.0 Training Categories.

2.1 Category 12. Applicable for security staff involved with screening of passengers and crew and their baggage, cargo or mail.

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Classification.
- (4) Labeling and marking.
- (5) Recognition of undeclared dangerous goods.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

Appendix E

Dangerous Goods Training Program for Designated Postal Operators

1.0 Requirements. Applicable for designated postal operators

2.0 Training Categories.

2.1 Category A. Applicable for staff of designated postal operators involved in accepting mail containing dangerous goods.

a. Course Duration.

- (1) Initial Training. At least 4 days / 24 programmed hours.
- (2) Recurrent Training. At least 1 day / 6 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) General requirements for shippers
- (4) Classification.
- (5) List of dangerous goods.
- (6) Packing requirements.
- (7) Labeling and marking.
- (8) Dangerous goods transport documents and other relevant documentation.
- (9) Acceptance of dangerous goods listed in TI 1;2.3.2
- (10) Recognition of undeclared dangerous goods.
- (11) Storage and loading procedures.
- (12) Provisions for passengers and crew.
- (13) Emergency procedures.

2.2 Category B. Applicable for staff of designated postal operators involved in processing mail (other than dangerous goods).

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.

- (3) Labeling and marking.
- (4) Dangerous goods transport documents and other relevant documentation.
- (5) Recognition of undeclared dangerous goods.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

2.3 Category C. Applicable for staff of designated postal operators involved in the handling, storage and loading of mail.

a. Course Duration.

- (1) Initial Training. At least 2 days / 12 programmed hours.
- (2) Recurrent Training. At least .5 day / 3 programmed hours.

b. Course Subjects.

- (1) General philosophy.
- (2) Limitations.
- (3) Labeling and marking.
- (4) Recognition of undeclared dangerous goods.
- (5) Storage and loading procedures.
- (6) Provisions for passengers and crew.
- (7) Emergency procedures.

Appendix F

Dangerous Goods Training Approval for Training Organization

Training organization seeking dangerous goods training approval shall meet the requirements detailed in AC - 28 - 01 - 014 above; and:

1. Application.

- a. Submit dangerous goods training approval application form at least 30 days before the intended date of operations.
- b. Dangerous goods training approval application shall be valid for 90 calendar days starting from the date of application.

2. Management Personnel Approval/Acceptance. Training organization shall have the following management personnel:

- a. **Accountable Manager.** Aviation training organization shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard. Such person shall be known as the accountable manager.
- b. **Quality Manager.** The quality manager, acceptable to the CARC, responsible for the management of the quality system, monitoring function and requesting corrective actions. The accountable manager can hold the quality manager post subject to meet the quality manager acceptance requirements.
 - (1) The quality manager, acceptable to the CARC shall be nominated. The quality manager is responsible for the management of the quality system, monitoring function and requesting corrective actions. The accountable manager can hold the quality manager post subject to meet the quality manager acceptance requirements.
 - (2) **Quality manager should have:**
 - (a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
 - (b) Appropriate management experience in a comparable organization.
 - (c) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
 - (d) Experience implementing and/or managing aviation quality system.

- (e) Experience in conducting safety/quality audits and inspections.
 - (f) Computer literacy and superior analytical skills.
 - (g) Have completed at least the following quality system training:
 - Quality management system.
 - Quality assurance program.
 - Audit techniques.
 - Human factor and crew resources management.
 - (h) Comprehensive knowledge of:
 - JCAR OPS 1 and any associated requirements and procedures related to aviation training organization subjects.
 - The need for and content of the aviation training organization training manual(s).
 - Quality system.
- (3) A description of the functions and the responsibilities of the nominated quality manager must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post.

c. Head of Training.

- (1) A Head of Training acceptable to CARC shall be nominated. The head of training responsibilities shall include ensuring that the training organization complies with JCARs requirements. This person is ultimately directly responsible to CARC. Training organization offering dangerous goods training program only, the head of training shall be a dangerous goods instructor.
- (2) Head of training should have:
 - (a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
 - (b) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
 - (c) Appropriate management experience in a comparable organization.
 - (d) Familiarity with quality system.

- (e) Comprehensive knowledge of:
- JCAR OPS 1 and any associated requirements and procedures related to aviation training organization subjects.
 - The need for and content of the aviation training organization training manual(s).

- (3) A description of the functions and the responsibilities of the nominated head of training must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post.

d. Dangerous Goods Training Manager.

- (1) Aviation training organization offering more than one JCARS approved training program shall nominate in addition to the head of training; dangerous goods training manager acceptable to CARC and shall be a dangerous goods instructor (DGI) and is responsible for ensuring that the dangerous goods training program complies with JCAR OPS 1 requirements.

- (2) Dangerous goods training manager should have:

- (a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
- (b) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
- (c) Appropriate management experience in a comparable organization.
- (d) Hold JCAR OPS 1 dangerous goods instructor authorization.
- (e) Familiarity with quality system.
- (f) Comprehensive knowledge of:

- JCAR OPS 1 and any associated requirements and procedures related to dangerous goods training.
- The need for and content of the dangerous goods training manual.

- (3) A description of the functions and the responsibilities of the nominated dangerous goods training manager must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post.

3. Documents Approval/Acceptance.

a. Quality Manual.

- (1) The aviation training organization shall establish a quality system and hold quality manual acceptable to CARC containing the relevant information pertaining to the operator's quality system and quality assurance program in accordance with JCARs.
- (2) The content and sequence of the quality manual for shall be acceptable to CARC and as detailed:
 - (a) Chapter 0. Administration and control of the manual.
 - (b) Chapter 1. General
 - (c) Chapter 2. Quality assurance program.
 - (d) Appendix 1. Quality system inspection checklist(s).
 - (e) Appendix 2. Quality system finding and corrective action report.
- (3) Aviation training organization offering dangerous goods training program only can have the quality assurance program integrated as a part of the dangerous goods training manual.

b. Dangerous Goods Training Manual.

- (1) Aviation training organization shall have training manual containing the dangerous goods training program approved by CARC to enable staff to perform their duties and to give guidance to trainees on how to comply with course requirements.
- (2) The content and sequence of the dangerous goods training manual for shall be acceptable to CARC and as detailed:
 - (a) Chapter 0. Administration and control of the manual.
 - (b) Chapter 1. General.
 - (c) Chapter 2. Dangerous goods training program.
 - (d) Chapter 3. Procedures.
 - (e) Chapter 4. Documentation and storage.
 - (f) Chapter 5. Quality assurance program.
 - (g) Appendix 1. Dangerous goods training program training records.
 - (h) Appendix 2. Staff training records.

4. Training Facilities. Training organization shall have adequate facilities for the management personnel and instructional staff.

- 5. Approval Certificate.** CARC/FOSD will issue dangerous goods training approval certificate, the validity of the certificate is 2 years, it remains valid until:
- a. CARC suspends, revokes or otherwise terminates the certificate.
 - b. The certificate holder surrenders the certificate to CARC.
 - c. The certificate holder suspends training for more than 6 months; or
 - d. The expiry date.
- 6. Suspension or Revocation of an Approval.**
- a. An approval issued by CARC may be revoked or suspended if the requirements cease to be met in part or in whole or if the standards on which the approval was granted are not maintained. Should there be a failure to meet the requirements or standards, the training organization will be formally notified of the non-compliances and remedial action will be identified and agreed within a specified time scale. Should the training organization fail to meet the standards in the specified time, revocation or suspension of the approval will be considered.
 - b. If an approval is revoked and the training organization wishes to reapply for renewal of this approval, then the initial application process must be followed.

Appendix G Dangerous Goods Training Approval Process for Training Organization

Dangerous goods training approval process consists of five phases as detailed:

1. Phase 1 Pre-application Phase.

- a. Applicant making an initial inquiry by submitting dangerous goods training letter of intent to CARC Chief Commissioner.
- b. CARC Chief Commissioner will forward the letter of intent to director flight operations standards.
- c. Director flight operations standards will assign a focal point - a flight operations inspector. The assigned flight operations standards focal point will call for initial meeting with applicant focal point.
- d. The initial meeting objective is to advise the applicant focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning dangerous training requirements and an explanation of the dangerous goods training certification process.
- e. Director flight operations standards will inform the applicant focal point with CARC acceptance to start the dangerous goods training approval and will recommends in writing to CARC chief commissioner to nominate dangerous goods training certification project manager and dangerous goods training certification team.
- f. The initial safety training certification project manager will call for the pre-application meeting with applicant.
- i. The pre-application meeting objective is to determine that, the applicant has sufficient knowledge of the appropriate CARC regulations and implementation procedures for dangerous goods training certification to include overview of the dangerous goods training approval process to include:
 - (1) Dangerous goods training approval application form.
 - (2) Dangerous goods training approval process form.
 - (3) Dangerous goods raining manual.
 - (4) Dangerous goods raining manual compliance list.
 - (5) Dangerous goods training program instructor(s) application form(s).

- j. The pre-application phase completion date is based on the last signatory of the dangerous goods training certification project manager minutes of meeting by the dangerous goods training certification team and the applicant focal point.

2. Phase 2 Formal Application Phase.

- a. Applicant shall submit the formal application at least 30 days before the date of intended operations.
- b. The application shall be valid for 90 calendar date from date of the application.
- c. The formal application includes:
 - (1) Copy of the dangerous goods training study fee slip.
 - (2) Dangerous goods training approval application form.
 - (3) Dangerous goods training approval process form.
 - (4) Dangerous goods training manual.
 - (5) Dangerous goods training manual compliance list.
 - (6) Accountable manager acceptance application form.
 - (7) Head of training approval application form - if applicable.
 - (8) Quality manager acceptance application form.
 - (9) Dangerous goods manager approval application form - If applicable.
 - (10) Dangerous goods instructor(s) authorization application form(s).

3. Phase 3 Document Evaluation Phase. The dangerous goods training approval documents evaluation include:

- a. Dangerous goods training approval application form.
- b. Dangerous goods training approval process form.
- c. Dangerous goods training manual.
- d. Application for management and ground instructors to include:
 - (1) Accountable manager acceptance application form.
 - (2) Quality manager acceptance application form.
 - (3) Head of training approval application form.
 - (4) Dangerous goods manager approval application form - If applicable.
 - (5) Dangerous goods instructors(s) authorization application form(s).

4. **Phase 4 Demonstrations and Inspection Phase.** The dangerous goods training approval demonstrations and inspection include:
 - a. Training facilities inspection.
 - b. Dangerous goods instructor assessment to include training and checking material/equipments

5. **Phase 5 Certification Phase.** The initial safety training approval report include:
 - a. The dangerous goods training approval - prospective operator's pre-assessment statement.
 - b. Dangerous goods training approval study fee slip.
 - c. Dangerous goods training approval application form.
 - d. Dangerous goods training approval process form.
 - e. Dangerous goods training manual approval letter.
 - f. Dangerous goods training approval fee slip.
 - g. Dangerous goods training approval letter.