



Flight Operations Standards Directorate
Commercial Air Transport Section - Dangerous Good Transport by Air
Freight Forwarder Dangerous Goods Training Program Approval Compliance List

• Freight Forwarder Name	
• Freight Forwarder DGPOC	
• Inspector Name	
• Assessment Date	

Part A. Dangerous Goods Training Program - General

No	Dangerous Goods Training Program Approval Compliance List Events	JCAR OPS 1 ICAO TI	DGs Training Program Ref.	YES	NO
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1	Training Curricula. Personnel must receive training in the requirements commensurate with their responsibilities. Such training must include:				
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a	Familiarization training - which must be aimed at providing familiarity with the general provisions	ICAO TI 4.2.1			
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b	Function-specific training - which must provide detailed training in the requirements applicable to the function for which that person is responsible	ICAO TI 4.2.1			
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c	Safety training - which must cover the hazards, presented by dangerous goods, safe handling and emergency response procedures	ICAO TI 4.2.1			
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2	Recurrent Training				
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a	Recurrent training should cover the areas relevant to initial Dangerous Goods training unless the responsibility of the individual has changed	AC OPS 1.1220			
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b	Test to verify understanding. It is necessary to have some means of establishing that a person has gained an understanding as a result of training; this is achieved by requiring the person to undertake a test. The complexity of the test, the manner of conducting it and the questions asked should be commensurate with the duties of the person being trained; and the test should demonstrate that the training has been adequate. If the test is completed satisfactorily a certificate should be issued confirming this	AC OPS 1.1220			
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3	Training Methodology				
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a	General				
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(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	AC OPS 1.1220			
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(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	AC OPS 1.1220			
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(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	AC OPS 1.1220			
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b	Levels of Training				
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(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	AC OPS 1.1220			
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(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	AC OPS 1.1220			
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c	How to Achieve Training				
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(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'	AC OPS 1.1220			
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(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)	AC OPS 1.1220			
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4	Training in Emergency Procedures				
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a	For personnel other than crew members:	AC OPS 1.1220			
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(1)	Dealing with damaged or leaking packages; and	AC OPS 1.1220			
(2)	Other actions in the event of ground emergencies arising from dangerous goods	AC OPS 1.1220			



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Part B. Dangerous Goods Training Program - Training Categories

No	Dangerous Goods Training Program Approval Compliance List Events	ICAO TI	DGs Training Program Ref.	YES	NO
1	Category 1. Applicable for shippers and persons undertaking the responsibilities of shippers				
a	General philosophy	1-4-2			
b	Limitations	1-4-2			
c	General requirements for shippers	1-4-2			
d	Classification	1-4-2			
e	List of dangerous goods	1-4-2			
f	Packing requirements	1-4-2			
g	Labeling and marking	1-4-2			
h	Dangerous goods transport documents and other relevant documentation	1-4-2			
i	Recognition of undeclared dangerous goods	1-4-2			
j	Provisions for passengers and crew	1-4-2			
k	Emergency procedures	1-4-2			
2	Category 2. Applicable for packers				
a	General philosophy	1-4-2			
b	Classification	1-4-2			
c	List of dangerous goods	1-4-2			
d	Packing requirements	1-4-2			
e	Labeling and marking	1-4-2			
f	Recognition of undeclared dangerous goods	1-4-2			
g	Provisions for passengers and crew	1-4-2			
h	Emergency procedures	1-4-2			
3	Category 3. Applicable for staff freight forwarders involved in processing dangerous goods				
a	General philosophy	1-4-2			
b	Limitations	1-4-2			
c	General requirements for shippers	1-4-2			
d	Classification	1-4-2			
e	List of dangerous goods	1-4-2			
f	Packing requirements	1-4-2			
g	Labeling and marking	1-4-2			
h	Dangerous goods transport documents and other relevant documentation	1-4-2			
i	Recognition of undeclared dangerous goods	1-4-2			
j	Provisions for passengers and crew	1-4-2			
k	Emergency procedures	1-4-2			
4	Category 4. Applicable for staff freight forwarders involved in processing cargo or mail (other than dangerous goods)				
a	General philosophy	1-4-2			
b	Limitations	1-4-2			
c	Labeling and marking	1-4-2			
d	Dangerous goods transport documents and other relevant documentation	1-4-2			
e	Recognition of undeclared dangerous goods	1-4-2			
f	Provisions for passengers and crew	1-4-2			
g	Emergency procedures	1-4-2			



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5	Category 5. Applicable for staff freight forwarders involved in the handling, storage, loading of cargo or mail				
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a	General philosophy	1-4-2			
b	Limitations	1-4-2			
c	Labeling and marking	1-4-2			
d	Recognition of undeclared dangerous goods	1-4-2			
e	Storage and loading procedures	1-4-2			
f	Provisions for passengers and crew	1-4-2			
g	Emergency procedures	1-4-2			



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Part C. Dangerous Goods Training Program - Elements Contents

No	Dangerous Goods Training Program Approval Compliance List Events	ICAO TI	YES	NO
1	General Philosophy			
a	Purpose of dangerous goods training program	1;4.1		
b	Applicable regulatory materials	1;1, 1;2		
c	Use of the Technical Instructions	1;1.1		
d	Definitions used in air transportation of dangerous goods	1;3.1		
e	General transportation requirements	1;2		
f	Transport by aircraft	1;1.1.1		
g	Training requirements and record-keeping	1;4		
h	Dangerous goods security	1;5		
2	Limitations			
a	Dangerous goods forbidden on aircraft	1;2.1		
b	Exempt dangerous goods	1;1.1.5, 1;2.2, 1;2.4, 1;2.5		
c	Dangerous goods carried by passengers or crew	8;1.1		
3	General Requirements for Shippers			
a	Shippers specific responsibilities and compliance to regulations	1;1.1, 1;1.2, 5;1.4		
b	Identify and recognize dangerous goods COMAT	1;2.2		
c	Specific dangerous goods COMAT exceptions	1;2.2		
4	Classification			
a	Classifying dangerous goods	2;0.1		
b	Packing groups	4;(i)		
c	Precedence of hazards	2;0.3		
5	List of Dangerous Goods			
a	Purpose and use of the dangerous goods table	3;2		
b	Proper shipping names	2;0.3, 3;1.2		
c	Hazard class (definition)	2;0.2		
d	UN/ID Numbers	2;0.3		
e	Packing group	2;0.2.4		
6	General Packing Requirements			
a	Shipper's responsibilities	5;1.4		
b	General packing requirements	5;1.1		
c	Packing instructions and assignments	4;2		
d	Excepted quantity exceptions	3;5.1		
e	Limited quantity exceptions	3;4.1		
7	Labeling and Marking			
a	Markings required on packages containing dangerous goods	5;2		
b	Labels required on packages containing dangerous goods	5;3		



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8	Dangerous Goods Transport Documents and Other Relevant Documentation			
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a	Shipper's certification requirements for dangerous goods	5;4.1.6		
b	Transport document requirements	5;4, 7;4.11		
c	Description of dangerous goods required on transport documents	5;4.1.4, 5;4.2		
d	Provision of information	7;4		

9	Recognition of undeclared dangerous goods			
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a	Hidden shipment indicators	7;6.1		
b	Suspicious cargo and baggage awareness	7;6.1, 7;5.2.2		
c	Reporting of accidents and incidents and undeclared or miss declared dangerous goods	7;4.4, 7;4.5, 7;4.6, 7.4.7		

10	Storage and Loading Procedures			
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a	Unit load device and package inspection	7;2.8, 7;3.1.2		
b	Stowage compatibility	7;2.2		
c	Orientation of packages	7;2.3, 5;3.5.2		
d	Securing packages	7;2.4.2		
e	Loading of cargo aircraft	7;2.4.1		
f	Damages from shipments of dangerous goods	7;3		

11	Provisions for Passengers and Crew			
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a	Dangerous goods exceptions	7;4.9		
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12	Emergency Procedures			
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a	Emergency response guidance for aircraft incident involving dangerous goods	7;4.9		
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• Assessment Result				

Dangerous Goods Inspector Name	Date	Signature