## Annex 3

**Application for approval of**

**dangerous goods training programs**

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

|  |
| --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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) | |

|  |
| --- |
| **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) |

|  |
| --- |
| **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. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| ***FINDINGS / CONCLUSION*** | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |