



Technical Guidance Material for aviation training organisations authorisation process

Subject: TECHNICAL GUIDANCE MATERIAL FOR DANGEROUS GOODS AVIATION TRAINING ORGANISATION AUTHORIZATION PROCESS

Date: 15 May 2017

APPLICABILITY

This process for Dangerous Goods Training Organization is to be used in conjunction with the applicable checklists, for the Certification, and Training Approval of Dangerous Goods Organizations, and the issuance of Dangerous Goods certificates.

PURPOSE

The purpose of this user guide is to describe how the applicant should proceed when applying for a Dangerous Goods ATO approval and how SACAA will handle the initial inspection, continuation, change, limitation, suspension or revocation of the approval of the aforementioned organization according to the Civil Aviation Regulations.

REFERENCE:

- i. Civil Aviation Regulations 2011, Part 92
- ii. SA-CATS-DG - South African Technical Standards Dangerous Goods
- iii. Annex 18 - Governs safe transport of dangerous goods by air
- iv. ICAO Document 9284
- v. IATA Regulations

1. BASIC APPROVAL/ACCREDITATION PROCESS FOR ALL APPLICANTS

Prior to application the following information should be considered prior to application:

- 1.1. An ATO is considered to be a single organization staffed, equipped and operated in a suitable environment offering flight training, synthetic flight instruction and/or theoretical knowledge instruction.

- 1.2. An ATO may be approved to conduct more than one kind of approved training course. However the CAA will require that arrangements put in place to conduct a combination of courses are satisfactory.
- 1.3. Where training is conducted at multiple locations, all sites will be subject to approval and oversight.

2. REQUIREMENTS

All documents and correspondence between the Applicant and the SACAA shall be in the English language. Applications must be made to the Director and be forwarded to the Dangerous Goods Department using the applicable forms which can be found on the SACAA website.

The following are the processes to be followed during the application process:

2.1. Initial ATO application / Registration and documents submission

- 2.1.1. The Training Procedures Manual (TPM) or Manual of Procedures (MOP) will be new as this will be a new Aviation Training Organisation.
- 2.1.2. Work on your MOP or TPM as per guidance template Appendix D
- 2.1.3. To check if the MOP is acceptable, please use the checklist provided to evaluate your manual before submission to the SACAA to avoid unnecessary delays.
- 2.1.4. Submission of documents must include the following documents:
 - a. Proof of payment for the Issue of the ATO approval as per fees specified in terms of CAR Part 187, fees for Part 141 ATO initial which can be found on the SACAA website. Reference must be your training school name.
 - b. A properly filled in application form indicating "Issue of Aviation Training Organisation Approval"
 - c. Two (2) copies (identical) of MOPs or TPMs (Section A below)
 - Inclusive of student evaluation form
 - Instructor evaluation form
 - Instructor CV with qualifications
 - Copy of learner certificate and competency card
 - Lesson plan
 - Curriculum
 - PowerPoint presentation
 - Learner manual
 - 2 copies of exam for each category
 - 2 copies of each category workbook if separate workbooks are used.

Note: The SACAA Dangerous Goods Department will only approve Training Organisations if they have a SACAA accredited Dangerous Goods instructor, if not see step 3 on instructor accreditation.

2.2. Application for Renewal / amendments and document submission

If you have a CAR Part 141 existing ATO, the following should be noted:

- a. A properly filled in application form indicating the amendment as per CAR, 141.02.12
- b. It is not necessary to create a new TPM or MOP, Dangerous goods information can be added to the existing Manual and be submitted to SACAA for approval
- c. Submission of documents must include the following:

- i. Proof of payment for the amendment of ATO as per fees specified under Civil Aviation Regulation Part 187, fees for Part 141 ATO amendment.
- ii. Reference must be your training school name
- iii. Submission of documents refer to step 1.4C above if requested

2.3. Instructor Accreditation

The ATO will only be approved if it has SACAA accredited dangerous goods instructor (s). The process of the instructor accreditation is as follows:

- a. You must attend a dangerous goods category 6 course and be certified competent.
- b. Co- present with an SACAA accredited trainer up until confident
- c. You must have a train the trainer certificate
- d. Highly recommended – the assessor certificate
- e. Moderator certificate - optional
- f. Invite SACAA for assessment/ accreditation

It is also strongly recommended that the new instructor be assessed internally by an accredited Dangerous Goods instructor before the SACAA accreditation.

Note: SACAA will accept IATA accredited instructors and their dangerous goods refresher course must be in line with the requirements of SACAA, CAR Part 92, and 92.00.8 (6)

2.4. Site visit and approval

- a. Once all documents have been approved, a premises/ site visit inspection will be conducted
- b. The inspector will audit all aspects as per the provided checklist and make recommendations to issue the ATO certificate

Note: it is in the best interest of the applicant to make sure that they read and meet the requirements of SACAA, as stipulated in CAR Part 141 and CAR Part 92 and their associated CATS

The applicants should ensure that they are familiar with the following documents:

- a. Application form
- b. ATO checklist
- c. Instructor Evaluation Checklist (optional)
- d. MOP requirements

3. USE OF CONTRACTED TRAINING PROVIDERS

Where an ATO intends to contract an activity within the scope of its approval to another organization or Instructor they can either:

- a. Contract the activity to an organization that is itself certified to carry out the activity, or
- b. If an organization is not certified to carry out the activity, it must work under the contracting organizations approval i.e. under the approval of the organization that is certified by SACAA and which is contracting out the relevant activity.

- c. In either case, the approved organization will need to detail the procedure in a memorandum of understanding to support dangerous goods training contracted activities and apply their quality oversight as per CARs 141.

4. REVOCATION, SUSPENSION OR VARIATION/LIMITATION OF AN APPROVAL

Non Compliance

In cases of any significant non-compliance with the applicable requirements of the regulation and its implementing rules, with the organizations procedures or manuals, or with the terms of the approval certificate, which reduces safety or seriously hazards flight safety, the SACAA will raise a finding. Following the finding, the SACAA can take immediate and appropriate action to prohibit, limit or suspend activities of an organization it has approved.

4.1. Below please refer to an example an Procedure of Manual

{Insert Name} MANUAL

Insert company logo

DANGEROUS GOODS
Manual of Procedures / Training Procedures Manual

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1. INTRODUCTION

The contents of this manual are written in accordance with the Part 92 and 141 of the Civil Aviation Regulations, 2011 as amended. This Manual of Procedures is written for Dangerous Goods Category {insert category} Training

2. SCOPE

This MOP applies to the Operational activities of Dangerous Goods Training

3. PURPOSE

The purpose of this MOP is to provide guidance to Dangerous Goods Trainers in the performance of their duties. It is written to ensure that standards are applied and consistency is enforced with regards to Dangerous Goods Training and that it functions within the parameters set out by the Civil Aviation Authority.

4. COMMITMENT STATEMENT

I declare that, To the best of my knowledge, the information contained in {company name (Pty) Ltd} Procedures Manual for ATO is true and accurate, the practices and procedures set out in this Manual will be implemented and maintained at all sites of {company name (Pty) Ltd}

This Procedures Manual for ATO will be adjusted and adapted to comply with all future relevant changes to Part 92/141 of the South African Civil Aviation regulations, unless {company name (Pty) Ltd} informs the South African Civil Aviation Authority that it no longer wishes to continue with training. {Company name (Pty) Ltd} will inform the South African Civil Aviation Authority in writing of:

- a) minor changes / deviation to its Procedures Manual for the ATO promptly and at least within 10 working days; and
- b) major planned changes, which might affect compliance with relevant Civil Aviation legislation or change of site/address, at least 15 working days prior to the commencement/the planned change,

In order to ensure compliance with relevant Civil Aviation legislation, {Company name (Pty) Ltd} will cooperate fully with all inspections, as required, and provide access to all documents, as requested by authorized officers, {Company name (Pty) Ltd} will inform the South African Civil Aviation Authority of any serious security breaches and of any suspicious circumstances which may be relevant to aviation security in particular any attempt to conceal prohibited articles in consignments, {Company name (Pty) Ltd} will inform the South African Civil Aviation Authority if it ceases training or it can no longer meet the requirements of the relevant Civil Aviation legislation.

I shall accept full responsibility for this declaration.

This Manual of Procedures contains a true and accurate reflection of {insert company name} policies and procedures.

Compile By	(Custodian of documents name)		
Name in Block Letters	(Insert Name)		
Signature		DATE	

6. DEFINITIONS

TERMINOLOGY	DESCRIPTION
<i>EXAMPLE</i> Cargo Aircraft	<i>EXAMPLE</i> Any aircraft, other than a passenger aircraft, which is carrying goods or property

7. ABBREVIATIONS

ABBREVIATION	MEANING
<i>EXAMPLE</i> AASA	<i>EXAMPLE</i> Airlines Association South Africa

8. APPROVAL

This Manual has been prepared for the use and guidance of Dangerous Goods Trainers in the performance of their duties, keeping in mind that standards must be developed and applied in a manner that would support the Vision, Mission and Values of {name of organization}.

It is emphasized that all matters pertaining to DG Trainers duties and responsibilities cannot be covered in this manual. All DG Trainers must therefore exercise good judgment in matters where specific guidance is not given. Changes within the industry to aviation technology and the legislation will necessitate, amongst others, changes to requirements contained in this manual.

9. ADMINISTRATION & CONTROL

- a) The Instructor in conjunction with the Training Director is charged with the responsibility of the control of the contents of the Manual of Procedure. S/he will also be responsible for the issuance and insertion of amendments and revisions. The responsibility also extends to the issuance of individual volumes and for ensuring that appropriate amendments are dispatched to the holders of the volumes.
- b) Amendments to the Manual of Procedure must be produced as new or replacement pages
- c) Handwritten amendments to the Manual of Procedure are generally not accepted and will only be permitted in situations requiring immediate update or revision in the interest of aviation safety.

- d) The new or replacement pages must include a page identification number and a date of issue. A covering letter must identify the reason for the amendment. Instructions should include for inserting the amendment in the appropriate chapter and for recording insertion of the amendment. The signature of the person approving the amendment must also appear.
- e) A revision to the list of effective pages must be included with any amendments to the Manual of Procedures
- f) The Training Manager must approve amendments, revisions and additions to the Manual of Procedures
- g) It is necessary that amendments be forwarded to the SACAA for approval
- h) Should it be necessary to deviate from the Manual Of Procedures, the Training Manager will apply in writing to the SACAA and written permission is required from the SACAA
- i) The Manual of Procedures will be distributed for signature to all persons listed in the distribution list; where amendments are made, these will be added to the distribution list with accountable signatures as appropriate; furthermore, the SACAA will receive notice of the amendment. The instructor in conjunction with the Training Manager will be responsible for this.

10. ORGANIZATION & RESPONSIBILITIES

(Insert Organogram Template, Insert as per Company Structure)

11. JOB DESCRIPTIONS: INSTRUCTION

(Insert functions of Instructors as per your organization)

- The Instructor, in conjunction with the Training Manager, shall ensure that all training conducted is compliant with the applicable Laws and Regulations
- The Instructor, in conjunction with the Training Manager, is responsible for all training conducted, development and delivery of training material, as well as liaison with SACAA
- The Instructor, in conjunction with the Training Manger, will ensure the timely and accurate updating of the training manual on at least an annual basis.
- The Instructor is responsible for conducting examinations in accordance with the company training standardized, policies and procedures.
- Instructors are responsible to the Training Manager for carrying out required training in accordance with the companies training standards, policies and procedures.
- The Instructor shall ensure that all training conducted compliant with the applicable Laws and Regulations
- The Instructor is responsible for setting examination papers in accordance with company standards, policies and procedures.
- The Instructor is required to demonstrate effective cultural awareness and diversity management skills.
- Instructors will be qualified to train all required modules as per the training plan.

12. Minimum Qualifications for Instructors

- a) Instructors are to have a minimum of *(insert company requirements)* years' experience in aviation
- b) Instructors must have successfully completed a Dangerous Goods Cat 6 Course at a SACAA accredited institution
- c) Instructors must hold a certificate in Train the Trainer or an equivalent qualification
- d) Instructors must be proficient in all aspects of communication in and comprehension of the English language
- e) Recommended Assessor and Moderator course for the instructors

- f) Instructors shall maintain their currency and ensure compliance with the SACAA.
- g) Dangerous Goods refresher training must be attended within 24 months as required in Part 92.00.08
- h) Instructors CV will be kept on file by *(Insert company name)* in the Manual of Procedure

The Training Manger will monitor and audit the training conducted by the Instructor on an ongoing basis.

13. QUALITY ASSURANCE PROCEDURES

The quality Assurance Manager of *(insert name of organization)* carries out an objective quality assurance and consulting activity designed to add value and improve the company's operations. In this regard, the quality assurance system ensures that *(insert name of organization)* accomplishes its objectives by applying a systematic, disciplined approach to evaluate and improve the effectiveness of quality control, training, mentoring and governance processes. Per international definition, the Internal Audit Function is an "independent, objective quality assurance activity designed to add value and improve the organisations' operations. It helps the organisation to accomplish its objectives, by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, quality control and governance processes"

- Within *(insert name of organization)* the internal audit will be conducted by *(insert name/title)* who holds the position of Quality Assurance Manager of *(insert name of organization)* The audit is an independent appraisal function within the office *(insert name of organization)* and will be conducted annually
- An external Audit service is provided by *(insert name of organization)* as an external Quality Assurer for *(insert name of organization)* The audit is an independent appraisal function and will be carried out annually
- Following each course, 10% of student files will be externally moderated by *(insert name)*

Within this context, the audit provides:

- Support for the development of a Corporate Governance ethos and mindset, which provides the basis for sound, prudent and ethical management and stewardship.
- Assurance that the control environment within areas reviewed is adequate to manage the related risks within acceptable limits and at a reasonable cost.
- Expertise and advice regarding improvement of controls, processes and/or outputs.

14. METHODOLOGY

In pursuance of our mission to support the enhancement of Corporate Governance, *(Insert company name)* emphasizes the adding of value through the application of high level quality assurance and advisory services to our students.

We apply a qualitative risk-based internal audit, which focuses primarily on evaluating the extent to which management has been successful in identifying critical inherent risks and implementing adequate and cost effective internal controls to manage these risks.

15. AUDIT SCOPE, COVERAGE AND FUTURE PLANNING

Our audits are conducted in compliance to the requirements, whilst still retaining the flexibility to adapt quickly to changes in (Insert company name) risk. The Quality Assurance Manager requires that the designated instructor submits an annual report on successes and problems, and action to be taken for future courses.

The documentation that will be collected for each course includes the following:

- Course Description
- List of students
- Attendance Records
- Course work specifications
- Coursework marking guidelines (as per lesson plan)
- Student coursework marks
- Examples of students coursework (where necessary)
- Feedback on student coursework

16. COMMUNICATION AND CO-ORDINATION

The objective of each audit assignment, and the results of the audit work performed, are included in the detailed audit reports which are discussed as an ongoing basis with line management at both operational and executive levels in the form of bi-annual meetings. These meetings will be minuted and forwarded to everybody present.

All scheduled meetings with trainers are now merged with the above bi-annual meetings, however unscheduled meetings will be held as and when the need arises. Minutes of both meetings will be recorded and filed

Communication with students will be an ongoing basis with an open door policy where students may need to discuss any issues with the QA Manager, trainers or designated examiners.

17. REPORTING

The objectives of each audit assignment, together with findings and associated recommendations, will be reported to both operational staff and executive management with *(Insert company name)*

18. MAINTAINING AUDIT FILES, FILLING GAPS

(Insert company name) will maintain the quality assurance documentation for their course such as:

- How feedback was collected
- Minutes of meetings
- Course Handbooks

This shall be viewed by auditors as part of an audit trail and the following shall be kept on file:

- Reports on student work (assignments, examinations, drill books etc.)

This will allow quality assessment teams visiting the department to determine the quality of work and training being carried out by the company. This will be kept on record for a period of 5 years.

19. MONITORING

The structure and components and expectations of the students and the trainers are explicit from the outset. (Insert company name) will provide opportunities for students to comment on this in the form of student feedback, both verbal and written.

However, it is not only from students that the feedback is needed. All staff involved with the course i.e. teaching staff, full and part time, technical and secretarial staff will also be depended upon for feedback thus ensuring all needs are met.

Internal assessments on Instructors will be done formally on an (annual/bi-annual) basis. Instructors will be advised prior to the assessment in writing by the Training Manager. These assessments will be conducted by (Insert name)

Internal review will assess:

- Dangerous Goods Course Content
- Instructional Technique
- Student Interaction
- Knowledge base of all personnel and students
- Retention of records and documents

Internal review will assess:

- Dangerous Goods course content
- Instructional Technique
- Student Interaction
- Knowledge base of Instructor and students

Furthermore, should it be necessary for an ad-hoc audit to be conducted for whatever reason, this will be done whenever necessary.

Following each course, students will be issued with a course evaluation form (found in appendix C) to assist the Training Manger in monitoring and evaluating the standard of training being given.

List of responsible Persons

- Training Manager
- Civil Aviation Authority Inspectors

20. PROCEDURES BY WHICH OTHER QUALITY INDICATORS SUCH AS FACILITY MALFUNCTION REPORTS, INCIDENTS, OCCURENCES, COMPLAINTS AND DEFECTS ARE BROUGHT INTO THE QUALITY CONTROL SYSTEM

Behind the attendance register will be a page for Instructor comments. The instructor will be required to comment should there be any discrepancies and these are to be handed in for the attention of the Training Manger for further attention.

Should external facilities not meet the standards; the Instructor will report this immediately to the responsible person at the venue, furthermore this will be reported to the Training manager via e-mail.

21. PROCEDURES FOR RECTIFYING ANY DEFICIENCIES

1) Deficiencies regarding Instructors

The Training Manager will formally notify the Instructor of the deficiency, in writing, 7 days of being made aware of the deficiency, and requests a written response from the Instructor within 7 days of receipt of the notification of the deficiency. A meeting will be held with the Instructor to discuss an appropriate action plan to correct the deficiency.

2) Deficiencies regarding facilities/Venues

In the case of an external venue, the QA Manager will address a written complaint/notification of the deficiencies. The Director will explicitly state what corrective action is necessary from the external party to ensure compliance with the established Civil Aviation Authority Standards.

In the case of an internal venue, the QA Director will contact the appropriate service providers to rectify the deficiency. This will be done within 7 days of receipt of the report regarding deficiencies.

3) Deficiencies regarding Material/Content

In the case of a deficiency regarding material/content that is copy written from an external organization the QA Manager will address a written notification to the responsible person at the external organization, detailing the deficiency and requesting rectification in this regard.

22. PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS FROM THE INSPECTION TO THE SATISFACTORY MANAGEMENT REVIEW SO THIS IS AVAILABLE TO THE DIRECTOR DURING A SAFETY INSPECTION AND AUDIT:

All details regarding deficiencies of Instructors, facilities or material will be recorded in print/written format and will be filed and documented for a period of 12 months.

Measures to be taken to ensure that the system is understood implanted and complied with at all levels

- The relevant personnel will be issued with a copy of the Manual of Procedures.
- The Manual Of Procedures contains instructions that are to be compiled with by the relevant personnel
- The maintenance of safety and efficiency requires that all personnel be fully aware of their areas of responsibility
- The personnel at (Insert company name) are individually responsible for maintaining full knowledge of the contents of the Manual of Procedures as applicable to their various functions and responsibilities

23. DOCUMENTS

- Copies of all relevant documents will be kept of training conducted to determine compliance with the appropriate requirements
- Documents shall be reviewed and approved by the appropriate personnel before issuance

- Documents will be made available to personnel involved in planning, supervision and training for the organization
- All obsolete documents are to be removed from all points of issue and all changes to documents are to be reviewed and authorized by the appropriate personnel
- All modules of training will be assessed by the Quality Manager on an annual basis, when the need arises and on presentation of any new material

24. RECORDS

- A record of each quality control review of *(Insert company name)* will be kept; this will include control of training facilities, training files, manuals, student feedback forms and Instructor observation forms.
- Records of each person who conducts training, including particulars of the competence assessments and experience of such persons will be kept.
- A record of each student being trained or assessed by Instructors, including particulars of enrolment, attendance, modules and Instructor comments will be kept.
- A record of student comments in the form of evaluation forms
- Records kept on an electronic database as well as a hard copy
- Maintenance of records are the responsibility of the Instructor
- Records to be kept on file for five years calculated from the date of the last entry made in records; annual internal audits will be done to ensure compliance
- Should the student file a legitimate complaint, the Quality Assurance Manager will conduct an investigation, based on the findings the discrepancy will be rectified, the process re-evaluated and feedback to the complainant as well as the individuals and processes involved will be forwarded
- Training meetings will be held bi-annually where available company personnel will attend

25. EXAMINATIONS

- *(Insert company name)* has applied to train DG CAT *(Insert Category/Categories applied for)*
- A minimum of two exams will be set per category, as well as Master Answer sheets
- Dangerous goods exams will be conducted on an open book method
- Examinations will be a combination of multiple choice, True/False and written answers(
- Exams will be kept on the premises in a filing cabinet in a locked office when unmanned
- Exam will be changed on an annual basis to ensure currency and relevance with CAR changes and amendments
- Candidates are required to pass with a minimum of *(minimum 80% or higher)* of all categories
- All candidates exams to be remediated to 100%
- Should the candidate achieve a result of *(between 75% to 80%)*, the candidate will be required to be retested. Should the candidate fail the second exam, they will be required to attend another course at a later date.
- On successful completion of the course, the candidates will be issued with a competency certificate and a competency card which is valid for a period of 24 months, to the end of the date stipulated on the certificate.
- *(10% minimum, insert desired number)* of all examinations will be moderated internally by the Training Manager to ensure fair, accurate and consistent grading and mark allocation. Must be conducted by an accredited Moderator.

26. COMPANY VENUES

The following venues will be utilized by *(Insert company name)*

- Insert Physical Address
- Telephone number
- Fax number

Course will be conducted using the following presentation techniques:

- Facilitation
- Power Point Presentation
- Role Play
- Group Discussion
- Simulation
- Exercises
- Manuals
- Workbooks
- Self- study workbooks
- Pre-course preparation manuals

Training Aids and resources that will be used:

- Laptop Computer
- Multimedia Projector
- Audio-visuals
- DG related Posters
- White Board
- Lesson Plan
- Instructor

27. TRAINING PROGRAMME FOR PERSONNEL THAT ARE INVOLVED IN DANGEROUS GOODS HANDLING

All training organizations must establish a training program.

A training program must include elements such as methodology, assessment, initial and recurrent training, instructor qualifications and competencies, training records and evaluation of the effectiveness of training

Dangerous Goods Training program must be reviewed and approved by the appropriate authority of the state of the operator.

Personnel must be trained and assessed commensurate with the functions for which they are responsible prior to performing any of these functions.

This training shall be conducted by a SACAA approved and accredited organizations

Regular updating of staff about Dangerous Goods procedures shall be conducted by the National DG Official or delegated to appropriate staff in the form of circulars and briefings.

28. Approval of Training Programmes (CAR Part 92.00.8)

Insert company name hold approval for training programmes in the carriage of dangerous goods by air in accordance with **CAR Part 92, 92.00.8 (7)**. This training is identified and described in the following text. Any substantive changes to this training (or proposals for sourcing training from an alternative external company) must be submitted to the Dangerous Goods Department of the SACAA for the training approval to remain valid.

Editorial Note 1: *Prior to outsourcing the provision of dangerous goods training, operators must establish that the proposed training materials are approved by the SACAA.*

Note: *All training for Dangerous Goods within the Republic shall only be provided by a dangerous goods training organisation designated by SACAA in terms of Part 141.*

29. General Requirements Applicable to Dangerous Goods Training Programmes

To ensure that everyone involved is aware of their responsibilities in the training of dangerous goods, training must be given so that awareness is gained of the hazards associated with dangerous goods and how they should be dealt with in air transport. Personnel identified in the categories specified in Table 1-4 / 1-5 of the ICAO Technical Instructions (extract produced below) must be trained or training must be verified prior to the person performing any duty specified in Table 1-4 / 1-5.

Recurrent/refresher training must be provided within 24 months of previous training, calculated from last date of successful completion of the initial dangerous goods training or preceding refresher dangerous goods training, as the case maybe.

As with other aviation qualifications, an offence against the regulations will be committed if staff continue to work after their training qualification has expired.

A test to verify understanding must be undertaken following training and confirmation that the test has been completed satisfactorily is required. The records of training must be retained by the employer for a minimum period of 5 years as prescribed under SACAR Part 141 and must be made available upon request to the employee or the appropriate national authority.

30. Dangerous Goods Training Syllabus

The areas to be covered for various categories of personnel are listed within the table below; the depth of training required for each area is dependent on the responsibilities of the individuals and varies from a general appreciation to in-depth knowledge so that decisions can be taken.

Editorial Note: The following table should be tailored to match the categories of personnel employed by Cargo handling organisation / Cargo Operator. Technical instructions Table 1-4 / 1-5 or IATA DGR Table 1.5.A / 1.5.B

Extract from Table 1-4 of the ICAO Technical Instructions (Content of Training Courses- DG Carriers)

	Categories of staff							
	1	2	6	7	8	9	10	11
<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>								
General philosophy	X	X	X	X	X	X	X	X
Limitations	X		X	X	X	X	X	X
General requirements for shippers	X		X					
Classification	X	X	X					
List of dangerous goods	X	X	X				X	
Packing requirements	X	X	X					
Labelling and marking	X	X	X	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X		X	X				
Acceptance procedures			X					
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X
Storage and loading procedures			X		X		X	
Pilots' notification			X		X		X	
Provisions for passengers and crew	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X

CATEGORY:

- 1 - Shippers and persons undertaking the responsibilities of shippers.
- 2 - Packers.
- 6 - Operator's staff accepting dangerous goods.
- 7 - Operator's staff accepting cargo or mail (other than dangerous goods).
- 8 - Operator's staff involved in the handling, storage and loading of cargo or mail and baggage.
- 9 - Passenger-handling staff.
- 10 - Flight crew members, loadmasters, load planners and flight operations officer/flight dispatcher.
- 11 - Crew members (other than flight crew members).

Extract from Table 1-5 of the ICAO Technical Instructions (Content of Training Courses – Non DG Carriers)

	Categories of staff				
	13	14	15	16	17
<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>					
General philosophy	X	X	X	X	X
Limitations	X	X	X	X	X
Labelling and marking	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X				
Recognition of undeclared dangerous goods	X	X	X	X	X
Provisions for passengers and crew	X	X	X	X	X
Emergency procedures	X	X	X	X	X

CATEGORY:

- 13 - Operator's staff accepting cargo or mail (other than dangerous goods).
- 14 - Operator's staff responsible for the handling, storage and loading of cargo or mail and baggage.
- 15 - Passenger-handling staff.
- 16 - Flight crew members, loadmasters, load planners and flight operations officer/flight dispatcher.
- 17 - Crew members (other than flight crew members).

Note 1: Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in the table.

Note 2: The categories of personnel identified in Table 1-4 / 1-5 are all-encompassing. Personnel employed by or interacting with the aviation industry in areas such as passenger and cargo reservation centres, and engineering and maintenance. Employees should be provided with dangerous goods training commensurate with their specific responsibilities. See ICAO Technical Instructions 4; 2.1.

31. Instructor Qualifications

Instructors of initial and recurrent dangerous goods training programmes must have adequate instructional skills and have successfully completed a dangerous goods training programme in the applicable Category 6, prior to delivering such a dangerous goods training programme.

Instructors delivering initial and recurrent dangerous goods training programmes must successfully complete a category 6 refresher course within 24 months calculated from the date of completion of the initial course with an approved SACAA approved Aviation Training Organisation

Editorial Note 1: In addition to the above, Cargo handling organisation / Cargo Operator should detail the experience and aptitudes considered appropriate for the selection of trainers.

32. Identification of Training and Testing Materials

Editorial Note 1: ATO should detail the dangerous goods training and testing materials that have been subjected to approval for each category of personnel, so that they may be readily identified by trainers. The titles and revision numbers of presentations, videos, study books, handouts, visual aids and tests to verify understanding should be included. Additionally, the mark required to achieve a pass and procedures to be applied in the event that personnel do not achieve or maintain the required standards must be established.

Editorial Note 2: Tests to verify understanding must be conducted in a controlled environment that prevents collaboration.

33. Issuance of certificate (CAR 92.00.8 (5))

Upon successful completion of the initial dangerous goods training or the refresher Dangerous goods training, the dangerous goods training organisation concerned shall issue to the candidate a certificate in the handling of dangerous goods to be conveyed by air.




34. Competency Cards (CAR 92.00.31)

All personnel who have received training and are current in Dangerous Goods training shall be issued with a competency card and shall carry the card with them at all times while on duty

APPENDICES

- Appendix A (Instructor CV)
- Appendix B (Organogram)
- Appendix C (Training Material)
- Appendix D (DG Certificate / Competency Cards)
- Appendix E (Examinations)
- Appendix F (MOU(s))

END

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