



香港特別行政區政府  
民航處

Civil Aviation Department  
The Government of the Hong Kong Special Administrative Region

## **Dangerous Goods Advisory Circular      DGAC 3/2010**

### **Training Requirement for Category 3, 4 and 5 Personnel of Freight Forwarders**

Regulation 7A and 7B of the **Dangerous Goods (Consignment by Air) (Safety) Regulations Cap 384A** which give effect to the training requirements for staff members of freight forwarders have come into force on 1 January 2008 and 1 July 2009 respectively. Staff members of freight forwarders, regardless of whether they are involved in the direct processing of dangerous goods (DG), should receive DG training commensurate with their functions. The following three categories of staff working in the freight forwarding industry are involved:-

	<b><i>Category of Personnel</i></b>	<b><i>Guidelines</i></b>
(i)	<b><i>Category 3</i></b> - Staff of freight forwarders involved in <u>processing DG</u> <i>(Remarks: Equivalent to Category 3 Personnel defined under IATA DGR)</i>	Means those staff involved in <b>DIRECT CHECKING</b> of packaging, marking, labeling and documentation of DG.
(ii)	<b><i>Category 4</i></b> - Staff involved in <u>processing air cargo (other than DG)</u> <i>(Remarks: Equivalent to Category 4 Personnel defined under IATA DGR)</i>	Means those staff involved in <b>DIRECT CHECKING</b> of packaging, marking, labelling and documentation of cargo consignments.
(iii)	<b><i>Category 5</i></b> - Staff involved in <u>handling, storage or loading of any air cargo</u> <i>(Remarks: Equivalent to Category 5 Personnel defined under IATA DGR)</i>	Means those staff involved in actions other than processing, such as loading, transporting and storage of cargo consignments, which present the staff with an opportunity of having physical or close visual contact with the cargo consignments or perusal of their documentations.

[Remarks: Freight forwarders' staff with NO opportunity to come into physical or close visual contact with cargo consignments or perusal of their documentations do not belong to any of these three categories, for examples, IT, personnel or administration staff.]

**DG Training Course Recognized**

Only the completion of DG training courses with a training curriculum meeting the latest ICAO TI requirement will be recognized by this DG office as fulfilling the training requirement. Examples of training courses that are considered as meeting this training requirement include: -

	<b><i>Training Class for</i></b>	<b><i>Type of Training</i></b>
<b><i>(i)</i></b>	<b><i>Category 3</i></b>	(a) Training course organized by IATA accredited service provider (SP); (b) Training course approved by this DG office for Category 6 airline and ground handling agents' personnel (List of approved Category 6 training course can be obtained from DG office upon request); or (c) Any other training courses that have separately been vetted and recognized by DG office as meeting the requirement (List of recognized Category 3 training courses can be obtained from DG office upon request).
<b><i>(ii)</i></b>	<b><i>Category 4</i></b>	(a) Classroom or seminar based training organized by IATA accredited SP + Examination to be attended by candidates in-person organized by SP or Hongkong Association of Freight Forwarding and Logistics Ltd (HAFFA); or (b) Any other training courses that have separately been vetted and recognized by DG office as meeting the requirement (List of recognized Category 4 training courses can be obtained from DG office upon request).
<b><i>(iii)</i></b>	<b><i>Category 5</i></b>	(a) Classroom or seminar based training organized by IATA accredited SP + Examination to be attended by candidates in-person organized by SP or HAFFA; or (b) Any other training courses that have separately been vetted and recognized by DG office as meeting the requirement (List of recognized Category 5 training courses can be obtained from DG office upon request).

**Process to Obtain CAD's Recognition of DG Training Course as Fulfilling the ICAO Training Requirement**

Organizer of training courses for Category 3, 4 or 5 personnel who wishes to obtain CAD's recognition as fulfilling the ICAO training requirement should submit their application to this DG Office, Airport Standards Division, Civil Aviation Department, Room 6T067, Passenger Terminal Building, Hong Kong International Airport, Hong Kong, China, or fax it to (852) 2795 8469. The vetting process for an application would normally take 14 working days to complete.

To facilitate the vetting process, all applications should include information on: -

- (i) Syllabus of training programme and course material used;
- (ii) Background of training organization;
- (iii) Training facilities and venue;
- (iv) Qualification and experience of instructor;
- (v) Training timetable; and
- (vi) Examination arrangement.

**Reminder**

Freight forwarders are required to send their Category 3, 4 or 5 staff to attend DG training recognized by this DG office and refresher training must be taken every 24 months. All relevant training records or certificates shall be made available upon inspection carried out by authorized officers from the Civil Aviation Department.

Freight forwarder who failed to comply with the regulations commits an offence and is liable to a fine of \$20,000 and to imprisonment for 6 months.

This circular supersedes DGAC 1/2006, 5/2007 and 2/2008. Should you have any query about this circular, please contact Safety Officers (Dangerous Goods) at 2182 1221 or 2182 1214.

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