



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Application for approval of a dangerous goods training programme in Hong Kong under the Dangerous Goods (Consignment by Air) (Safety) Regulations (i.e. Cap. 384A of the Laws of Hong Kong) (Training programme for staff of shippers and freight forwarders)

Please read the "Guidance Notes" before submission of application.

1. APPLICANT'S PARTICULARS		
Training Organization's Name (in full) : _____		
Name & Title of Contact Person: _____		
Postal Address: _____ _____		
Contact Tel. No.: _____ Fax No.: _____		
Email Address: _____		
2. DANGEROUS GOODS TRAINING PROGRAMME		
Type of Approval* Requested :		
<input type="checkbox"/> Initial (Proposed start date of training programme: _____)		
<input type="checkbox"/> Renewal (Expiry date of current approval: _____)		
Type(s) of Training :		
<input type="checkbox"/> Dangerous Goods Regulations (DGR) – Initial (_____ days)		
<input type="checkbox"/> Dangerous Goods Regulations (DGR) – Recurrent (_____ days)		
<input type="checkbox"/> Dangerous Goods Awareness (DGA) (_____ day)		
Type(s) of Training categories :		
Category 1 / 2 / 3 / 4 / 5 Personnel (circle as appropriate)		
* valid for a maximum period of two years only subject to conditions.		
3. REQUIRED DOCUMENT(S)		
Required Document(s)	Submitted? (Yes / No / N.A.)	Supplementary Information
A. GENERAL		
(1) Copy of Business Registration Certificate issued by the Hong Kong SAR Government;		

(2) Address of the proposed training venue / facility in Hong Kong;	Please specify:	
(3) Copy of the DG Training Programme (including training curriculum / course syllabus / outline, presentation material, handouts, exercises, workbooks etc.);		
(4) Proposed schedule of training course(s)	Please specify:	
B. SAMPLE OF COURSE MATERIALS		
(1) Copy of the examination paper(s) (together with model answers & marking scheme);		
(2) Copy of Course evaluation;		
(3) Copy of Training certificate		
C. INSTRUCTOR(S) INFORMATION		
(1) Qualification and experience of instructor(s);		
(2) List of instructors		

4. DECLARATION

I declare that the information given in this application is correct to the best of my knowledge and belief.

Name

Signature & Company Chop

Position

Date

Guidance Notes for application for approval of dangerous goods training programme

Note 1: The completed form together with all supporting documents should be submitted by post to the Dangerous Goods Office, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong; by email to dgo@cad.gov.hk; or by fax to (852) 2795 8469. For enquiries, please call Tel. no.: (852) 2910 6856 / 2910 6857.

Note 2: The application form and all supporting document(s) should reach the Dangerous Goods Office at least 11 clear working days prior to the proposed start date of training course(s) for which the approval is required.

Note 3: Application for approval of a dangerous goods training programme must include the following:

- Business Registration Certificate issued by the Hong Kong SAR Government;
- Copy of the DG Training Programme (including training curriculum / course syllabus / outline, presentation material, handouts, exercises, workbooks, training venue, training schedule and course duration etc.);
- Copy of the examination paper(s) (together with model answers & marking scheme);
- Copy of Course evaluation;
- Copy of Training certificate;
- Qualification and experience of instructor(s);
- List of instructors

Note 4: The proposed training course shall be conducted in Hong Kong and be subjected to inspections by the Civil Aviation Department. All relevant training records or certificates shall be made available upon the inspection.