



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)
(For Shippers and Freight Forwarders)**

Please read the "Guidance Notes" and the Appendices before completing this application form.

1. APPLICANT'S PARTICULARS
Training Organization's Name (as appeared in business registration document) : _____ Name & Title of Contact Person: _____ Postal Address: _____ _____ Contact Tel. No.: _____ Fax No.: _____ Email Address: _____
2. DANGEROUS GOODS TRAINING PROGRAMME
Type of Approval* Requested : * normally valid for a maximum period of two years subject to conditions. <input type="checkbox"/> Initial (Proposed start date of training programme: _____) <input type="checkbox"/> Renewal (Expiry date of current approval: _____) Training Format : <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Others (see Guidance note 5): _____ Type(s) of training for the intended job functions of shippers or freight forwarders: <input type="checkbox"/> Dangerous Goods Regulations (DGR) <input type="checkbox"/> Personnel responsible for preparation of DG consignments <input type="checkbox"/> Personnel responsible for processing or accepting DG consignments <input type="checkbox"/> Others (Please specify) : _____ <input type="checkbox"/> Dangerous Goods Awareness (DGA) <input type="checkbox"/> Personnel responsible for processing or accepting goods presented as general cargo <input type="checkbox"/> Personnel responsible for handling cargo in a warehouse and loading and unloading unit load devices <input type="checkbox"/> Others (Please specify) : _____

3. REQUIRED DOCUMENT(S)		
Required Document(s)	Submitted? (Yes / No / N.A.)	Supplementary Information
A. GENERAL		
(1) Copy of the Business Registration Certificate issued by the Hong Kong SAR Government		
(2) Address of the proposed training venue / facility in Hong Kong	Please specify (including seating capacity):	
(3) Proposed schedule of training course(s)	Please specify:	
B. TRAINING PROGRAMME DESIGN AND MATERIALS		
(1) Design of DG Training Programme <i>(see paras. 8 to 19 and 29 to 32 of CBTA Guidance Doc [Note 6])</i> (a) Description of the type of personnel to be trained (b) Summary of design output (for CAD assessment purpose), i.e.: List of DG tasks to be addressed, and for each task make reference to the corresponding parts of training and assessment materials <i>(see Appendix II of CBTA Guidance Doc [Note 6] for example templates)</i> (c) Training course outline (schedule, delivery format, tools to be used, assessment methods and duration) (d) Information to be provided to the public for verification against training needs analysis results (only applicable to third party training providers)	Specify a concise list of submitted documents <i>(use matching file names if submitted by email):</i>	
	(a)	
	(b)	
	(c)	
	(d)	
(2) Training and assessment materials <i>(see paras. 20 to 21 of CBTA Guidance Doc [Note 6])</i> (a) Training materials (presentation, photos of training tools, exercises, etc.) (b) Assessment materials (exam, quizzes, practical assessments, etc.) with answers and marking scheme (where a final exam is adopted, at least two sets of question papers with answers are required)	Specify a concise list of submitted documents <i>(use matching file names if submitted by email):</i>	
	(a)	
	(b)	

(3) Course evaluation form <i>(see para. 22 of CBTA Guidance Doc ^[Note 6])</i>		
(4) Sample training certificate (to be issued to the course participants) <i>(see paras. 23 to 25 and Appendix III of CBTA Guidance Doc ^[Note 6] for template)</i>		
C. INSTRUCTOR(S) INFORMATION		
(1) List of qualified instructor(s) <i>(see paras. 26 to 28 of CBTA Guidance Doc ^[Note 6])</i>	Specify a concise list of submitted documents <i>(use matching file names if submitted by email):</i>	
(2) For each instructors, a copy of the relevant certificates or records demonstrating :- (i) Either: - Competence in Dangerous Goods function(s) <i>(see paras. 26 to 28 of CBTA Guidance Doc ^[Note 6])</i> ; or - Course delivery record of CAD approved dangerous goods training programmes in the past 24 months; and (ii) IATA Instructional Techniques, or equivalent	Specify a concise list of submitted documents <i>(use matching file names if submitted by email):</i>	

4. DECLARATION

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

Name (as appeared in HKID or passport)

Signature & Company Chop

Position

Date

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Guidance Notes on Application for Dangerous Goods Training Programme Approval

- Note 1:* The completed form together with all supporting documents should be submitted by email to dgo@cad.gov.hk. Alternatively, applications may be submitted by fax to (852) 2795 8469; or by post to the Dangerous Goods Office, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong. For enquiries, please call Tel. no.: (852) 2910 6856 / 2910 6857 / 2910 6855.
- Note 2:* The application form and all the required 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. For the avoidance of doubt, the 11 working days is counted after the submission of all supporting document(s) required by the CAD during the application process.
- Note 3:* The proposed training course shall be conducted in Hong Kong and are subject to inspections by the Civil Aviation Department (CAD). All relevant training records or certificates shall be made available upon the inspection.
- Note 4:* All sections (1-4) in the application form must be filled and completed with all the required documents submitted.
- Note 5:* For other means of training formats proposed, the acceptance will be subject to a process demonstrating the methodology by the applicant and then assessment by CAD.
- Note 6:* **A Guidance document on adopting Competency-based approach to dangerous goods training and assessment (CBTA Guidance Doc) has been published on the CAD website (https://www.cad.gov.hk/english/DGAC/CBTA_Guidance_Doc.pdf).**