



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 Regulation 8(3) of Schedule 16 to Air Navigation
(Hong Kong) Order 1995 (i.e. Cap. 448C of the Laws of Hong Kong)
(For Aircraft Operators, Ground Handling Agents and Security Agents)**

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: _____) <i>* valid for a maximum period of two years only subject to conditions.</i>
Training Format : <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Others: _____
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 : <input type="checkbox"/> 6 - Operator's and ground handling agent's staff accepting dangerous goods <input type="checkbox"/> 7 - Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods) <input type="checkbox"/> 8 - Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage <input type="checkbox"/> 9 - Passenger handling staff <input type="checkbox"/> 10 - Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers <input type="checkbox"/> 11 - Crew members (other than flight crew members) <input type="checkbox"/> 12 - Security staff who are involved with the screening of passengers and crew and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures

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) Copy of the DG Training Programme (including training curriculum / course syllabus, 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 papers (minimum <u>two</u> sets of examination papers with answers & marking scheme)		
(2) Copy of the course evaluation form		
(3) Copy of the training certificate (to be issued to the course participants)		
C. INSTRUCTOR(S) INFORMATION		
(1) List of qualified instructor(s)		
(2) Copy of the relevant certificates :- (i) Dangerous Goods Regulations (DGR) in Category 1, 3 or 6 (or record of course delivery in the past 24 months); and (ii) IATA Instructional Techniques		

4. CONTENT OF TRAINING PROGRAMME										
<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>	ICAO TI Ref.	IATA DGR Ref.	Categories of staff							Ref. (Section/Chapter) (if applicable)
			6	7	8	9	10	11	12	
General philosophy	1;1 1;3 1;4	1.0 1.2 1.5 2.8	X	X	X	X	X	X	X	
Limitations	1;2	2.1 2.4 2.5	X	X	X	X	X	X	X	
General requirements for shippers	5;1	1.3	X							
Classification	2	3	X							X
List of dangerous goods	3	4	X					X		
Packing requirements	4	5	X							
Labelling and marking	5;1 5;2 5;3	6	X	X	X	X	X	X	X	
Dangerous goods transport document and other relevant documentation	5;4	8	X	X						
Acceptance procedures	7;1 7;4	9.1 9.5 9.8	X							
Recognition of undeclared dangerous goods	7;6	2.2	X	X	X	X	X	X	X	
Storage and loading procedures	7;2 7;3	9.3 9.4	X		X			X		
Pilots' notification	7;4	9.5 9.6	X		X			X		
Provisions for passengers and crew	7;5 8;1	2.3 9.5	X	X	X	X	X	X	X	
Emergency procedures	7;4	9.5 9.6	X	X	X	X	X	X	X	

5. 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

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 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:

- Copy of the Business Registration Certificate issued by the Hong Kong SAR Government;
- Copy of the DG Training Programme (including training curriculum / course syllabus, presentation materials, handouts, exercises, workbooks, training venue, training schedule and course duration, etc.);
- Copy of the examination papers (minimum two sets of examination papers with answers & marking scheme);
- List of qualified instructor(s) and copy of the relevant certificates;
- Copy of the course evaluation form; and
- Copy of the training certificate to be issued to the course participants.

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