1. Template – Summary of design output for **(a) Personnel responsible for preparation of dangerous goods consignments**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Evaluate substance or article against classification criteria** | Demonstrate ability to correctly determine the classification of a particular substance or article | OB1: Correctly determine if it is dangerous goods |  |  |
| OB2: Correctly determine if it is forbidden under any circumstances |  |  |
| **C2: Determine DG description** | Demonstrate ability to correctly determine the technical details of dangerous goods shipments | OB1: Correctly determine class or division |  |  |
| OB2: Correctly determine packing group |  |  |
| OB3: Correctly determine proper shipping name and UN number |  |  |
| OB4: Correctly determine if it is forbidden unless approval or exemption is granted |  |  |
| **C3: Review special provisions** | Demonstrate ability to correctly determine the nature and applicability of special provisions | OB1: Correctly assess if special provision is applicable |  |  |
| OB2: Correctly apply special provision(s) |  |  |
| **C4: Assess packing options including quantity limitations** | Demonstrate ability to correctly evaluate the packing options of dangerous goods shipments | OB1: Correctly consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail) |  |  |
| OB2: Correctly include state and operator variations into consideration |  |  |
| OB3: Correctly determine if all-packed-in-one can be used |  |  |
| OB4: Correctly select how dangerous goods will be shipped based on limitations and variations |  |  |
| **C5: Apply packing requirements** | Demonstrate ability to correctly comply with the packing requirements on dangerous goods shipments | OB1: Correctly include constraints of packing instructions into consideration |  |  |
| OB2: Correctly identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used |  |  |
| OB3: Correctly select appropriate packaging materials (absorbent, cushioning, etc.) |  |  |
| OB4: Correctly assemble package |  |  |
| **C6: Apply marks and labels** | Demonstrate ability to correctly apply marks and labels on dangerous goods shipments | OB1: Correctly determine and apply applicable marks |  |  |
| OB2: Correctly determine and apply applicable labels |  |  |
| **C7: Assess use of overpack** | Demonstrate ability to correctly evaluate the use of overpack on dangerous goods shipments | OB1: Correctly determine if overpack can be used |  |  |
| OB2: Correctly apply marks if necessary |  |  |
| OB3: Correctly apply labels if necessary |  |  |
| **C8: Prepare documentation** | Demonstrate ability to correctly prepare documentations for dangerous goods shipments | OB1: Correctly complete the dangerous goods transport document (DGD) |  |  |
| OB2: Correctly complete other transport documents (e.g. air waybill) |  |  |
| OB3: Correctly include other required documentation (approvals/exemptions, etc.) |  |  |
| OB4: Understand and follow procedures for document retention |  |  |

2. Template – Summary of design output for **(b & e) Personnel responsible for processing or accepting goods presented as general cargo**

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| --- | --- | --- |
| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Process/accept cargo other than DG** | Demonstrate ability to correctly complete the processing and acceptance of general cargo shipments | OB1: Correctly check documentation for indications of undeclared dangerous goods |  |  |
| OB2: Correctly identify indications of undeclared dangerous goods from shipment package |  |  |
| **C2: Collect safety data** | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur and when undeclared/ misdeclared dangerous goods are discovered |  |  |

3. Template – Summary of design output for **(c & f) Personnel responsible for processing or accepting dangerous goods consignments**

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| --- | --- | --- |
| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Review documentation** | Demonstrate ability to correctly verify documents for dangerous goods shipments | OB1: Correctly verify dangerous goods transport document (DGD) |  |  |
| OB2: Correctly verify other transport documents (e.g. air waybill) |  |  |
| OB3: Understand how to verify other documents such as exemptions, approvals, etc. |  |  |
| OB4: Correctly verify the applicable state/operator variations |  |  |
| **C2: Review packaging, marks & labels** | Demonstrate ability to correctly verify packaging, marks and labels for dangerous goods shipments | OB1: Correctly identify and verify marks on shipment package |  |  |
| OB2: Correctly identify and verify labels on shipment package |  |  |
| OB3: Correctly verify the required type of packaging |  |  |
| OB4: Understand the process of verifying package conditions |  |  |
| OB5: Correctly verify the applicable state/operator variations |  |  |
| **C3: Complete acceptance procedure** | Demonstrate ability to correctly apply procedures to complete dangerous goods acceptance | OB1: Correctly apply and complete dangerous goods acceptance checklist |  |  |
| OB2: Correctly prepare and provide shipment information for load planning |  |  |
| OB3: Understand and follow procedures for document retention |  |  |
| **C4: Collect safety data** | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur and when undeclared/ misdeclared dangerous goods are discovered |  |  |

4. Template – Summary of design output for **(d)** **Personnel responsible for handling cargo in a warehouse and loading and unloading unit load devices**

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| --- | --- | --- |
| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Plan loading** | Demonstrate ability in planning the loading of cargo shipments in accordance with the requirements | OB1: Correctly determine stowage requirements |  |  |
| OB2: Correctly determine segregation, separation, aircraft/compartment limitations |  |  |
| **C2: Prepare load for aircraft** | Demonstrate ability to correctly prepare cargo shipments to be loaded on an aircraft | OB1: Correctly check packages for indications of undeclared dangerous goods |  |  |
| OB2: Understand the requirement to check for damage and/or leakage |  |  |
| OB3: Correctly apply stowage requirements (e.g. segregation, separation, orientation) |  |  |
| OB4: Correctly apply ULD tags when applicable |  |  |
| **C3: Collect safety data**  | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur and when undeclared/ misdeclared dangerous goods are discovered |  |  |

5. Template – Summary of design output for **(g) Personnel** **responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments**

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| --- | --- | --- |
| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Plan loading** | Demonstrate ability in planning the loading of cargo shipments in accordance with the requirements | OB1: Correctly determine stowage requirements |  |  |
| OB2: Correctly determine segregation, separation, aircraft/compartment limitations |  |  |
| **C2: Prepare load for aircraft** | Demonstrate ability to correctly prepare cargo shipments to be loaded on an aircraft | OB1: Correctly check packages for indications of undeclared dangerous goods |  |  |
| OB2: Understand the requirements to check for damage and/or leakage |  |  |
| OB3: Correctly apply stowage requirements (e.g. segregation, separation, orientation) |  |  |
| OB4: Correctly apply ULD tags when applicable |  |  |
| **C3: Load aircraft** | Demonstrate ability to correctly load cargo shipments on an aircraft | OB1: Understand how cargo/baggage should be transported to aircraft |  |  |
| OB2: Correctly check packages for indications of undeclared dangerous goods |  |  |
| OB3: Correctly check for damage and/or leakage before loading into aircraft |  |  |
| OB4: Correctly apply and verify stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage) |  |  |
| OB5: Correctly verify that NOTOC reflects against DG loaded |  |  |
| **C4 Unload aircraft** | Demonstrate ability to correctly unload cargo shipments from an aircraft | OB1: Correctly apply specific unloading considerations |  |  |
| OB2: Correctly check packages for indications of undeclared dangerous goods |  |  |
| OB3: Correctly check for damage and/or leakage upon unloading from aircraft |  |  |
| OB4: Understand how cargo/baggage is transported from aircraft to facility/terminal |  |  |
| **C5: Collect safety data**  | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur, undeclared/ misdeclared dangerous goods are discovered and other dangerous goods occurrences are identified |  |  |

6. Template – Summary of design output for **(h)** **Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Process baggage** | Demonstrate ability in the identification of forbidden dangerous goods and the application of approval requirements in baggage processing | OB1: Correctly identify forbidden dangerous goods |  |  |
| OB2: Correctly apply approval requirements |  |  |
| **C2: Accept baggage** | Demonstrate ability to correctly accept baggage | OB1: Correctly apply operator requirements |  |  |
| OB2: Correctly verify passenger baggage requirements |  |  |
| OB3: Understand the information to be communicated to pilot-in-command |  |  |
| **C3: Collect safety data**  | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur, undeclared/ misdeclared dangerous goods are discovered and other dangerous goods occurrences are identified |  |  |

7. Template – Summary of design output for **(i) Personnel responsible for the planning of aircraft loading**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Plan loading** | Demonstrate ability in planning the loading of cargo shipments in accordance with the requirements | OB1: Correctly determine stowage requirements |  |  |
| OB2: Correctly determine segregation, separation, aircraft /compartment limitations |  |  |
| **C2: Issue NOTOC** | Demonstrate ability to correctly complete the filing of NOTOC and transmit it to loading personnel | OB1: Correctly enter required information |  |  |
| OB2: Correctly verify conformance with load plan |  |  |
| OB3: Correctly transmit to loading personnel |  |  |
| **C3: Collect safety data**  | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur, undeclared/ misdeclared dangerous goods are discovered and other dangerous goods occurrences are identified |  |  |

8. Template – Summary of design output for **(j) Flight crew**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Manage DG pre- and during flight** | Demonstrate ability to correctly manage dangerous goods before and during flight, and apply appropriate procedures in emergency situations | OB1: Correctly detect presence of dangerous goods, which are not permitted in baggage |  |  |
| OB2: Correctly interpret NOTOC |  |  |
| OB3: Correctly apply procedures in the event of an emergency |  |  |
| OB4: Understand the information to be communicated to flight operations officer / flight dispatcher / air traffic control in the event of an emergency |  |  |
| OB5: Understand the information to be communicated to emergency services of the dangerous goods on board in the event of an emergency |  |  |
| **C2: Collect safety data** | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur, undeclared/ misdeclared dangerous goods are discovered and other dangerous goods occurrences are identified |  |  |

9. Template – Summary of design output for **(k)** **Flight operations officers and flight dispatchers**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Manage DG pre- and during flight** | Demonstrate ability to correctly manage dangerous goods before and during flight, and apply appropriate procedures in emergency situations | OB1: Correctly detect presence of dangerous goods, which are not permitted in baggage |  |  |
| OB2: Correctly interpret NOTOC |  |  |
| OB3: Correctly apply procedures in the event of an emergency |  |  |
| OB4: Understand the information to be communicated to flight operations officer / flight dispatcher / air traffic control in the event of an emergency |  |  |
| OB5: Understand the information to be communicated to emergency services of the dangerous goods on board in the event of an emergency |  |  |

10. Template – Summary of design output for **(l) Cabin crew**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Accept baggage** | Demonstrate ability to correctly accept baggage | OB1: Correctly apply operator requirements |  |  |
| OB2: Correctly verify passenger baggage requirements |  |  |
| **C2: Manage DG pre- and during flight** | Demonstrate ability to correctly manage dangerous goods before and during flight, and apply appropriate procedures during emergency situations | OB1: Correctly detect presence of dangerous goods, which are not permitted in baggage |  |  |
| OB2: Correctly apply procedures in the event of an emergency |  |  |
| **C3: Collect safety data** | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur, undeclared/ misdeclared dangerous goods are discovered and other dangerous goods occurrences are identified |  |  |

11. Template – Summary of design output for **(m) Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail**

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| **Competency** | **Description** | **Summary of design output (for submission to CAD)** |
| **Observable behavior (OB)** | **Relevant parts of submitted materials** |
| **Assessment** | **Training** |
| **C0: General awareness and safety training (including emergency response procedures)** | Demonstrate understanding to the basics of dangerous goods procedures and emergency response procedures | OB1: Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong |  |  |
| OB2: Correctly identify the roles and responsibilities of stakeholders |  |  |
| OB3: Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation |  |  |
| OB4: Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) |  |  |
| OB5: Correctly identify appropriate emergency response in case of dangerous goods accident/incident |  |  |
| **C1: Process / accept cargo other than dangerous goods** | Demonstrate ability to identify hidden dangerous goods when screening cargo shipments | OB1: Correctly check documentation for indications of undeclared dangerous goods |  |  |
| OB2: Correctly identify indications of undeclared dangerous goods from shipment package |  |  |
| **C2: Process baggage** | Demonstrate ability to identify forbidden dangerous goods when screening baggage | OB1: Correctly identify forbidden dangerous goods |  |  |
| OB2: Correctly apply approval requirements |  |  |
| **C3: Collect safety data**  | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | OB1: Understand the differences between dangerous goods accidents / incidents / occurrences |  |  |
| OB2: Understand the correct emergency responses in case of dangerous goods accidents / incidents |  |  |
| OB3: Apply the correct reporting procedures when dangerous goods accidents / incidents occur and when undeclared/ misdeclared dangerous goods are discovered |  |  |