



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 2/2019

Approval for Dangerous Goods Training Programme

To ensure the safe transport of dangerous goods (DG) by air, the Dangerous Goods (Consignment by Air) (Safety) Regulations (Cap. 384A of the Laws of Hong Kong) and the Air Navigation (Dangerous Goods) Regulations (Schedule 16 to Cap. 448C of the Laws of Hong Kong) require that all personnel involved in the handling and acceptance of DG, including but not limited to the staff of shippers, freight forwarders, aircraft operators and their handling agents shall complete dangerous goods training programmes approved by the Director-General of Civil Aviation (DGCA) prior to carrying out their functions and responsibilities.

2. In accordance with the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (TIs), these personnel must be trained in the requirements commensurate with their responsibilities. Such training must also include general familiarization training, function-specific training as well as safety training.

Application Process

3. Applications for attaining DGCA's initial or renewal approval for the training programmes shall be submitted to the Dangerous Goods Office (DG Office) of the Civil Aviation Department (CAD) including the following information:

i) The duly completed application form (which can be obtained from the DG Office or downloaded from the CAD website):

Training Programme for Shippers and Freight Forwarders (i.e. Category 1 – 5)	https://www.cad.gov.hk/application/DGT(Cat1-5).pdf
Training Programme for Aircraft Operators, Ground Handling Agents and Security Agents (i.e. Category 6 – 12)	https://www.cad.gov.hk/application/DGT(Cat6-12).pdf

- ii) Copy of the Business Registration Certificate issued by the HKSAR Government;
- iii) Training materials (including training curriculum / course syllabus, presentation materials, handouts, exercises, workbooks, etc.);
- iv) Examination paper(s) (with model answers & marking scheme);
- v) Course evaluation form;
- vi) Copy of training certificate; and
- vii) List of qualified instructor(s) and copy of relevant certificates.

4. In addition, the proposed training programmes must be conducted in Hong Kong and are subject to inspections by the DG Office. The application form and all supporting document(s) should reach the DG Office at least 11 clear working days prior to the proposed start date of training course(s) for which the approval is required.

Instructor Qualifications

5. Amongst all the important elements that would contribute to the success of the DG training programmes are the qualifications and competence of the instructors. The ICAO TIs stipulate that **instructors must have both technical knowledge and instructional competence** prior to delivering any DG training programme. With reference to international practices and the requirements of other competent authorities, it is considered necessary that instructors for DG training programmes, particularly those related to “DG Regulations [DGR]” (i.e. Category 1, 3 or 6) or “DG Awareness [DGA]” (i.e. Category 4, 5, 7, 8, 9, 10, 11 or 12) courses, must have **successfully completed a DG training programme in Category 1, 3 or 6, as well as an ICAO/ IATA course for instructors or on instructional techniques** (or equivalent).

6. The above requirements are not applicable to those instructors who are “Approved Persons” under the Air Operator’s Certificate requirement (CAD360).

7. To ensure that instructors keep their knowledge current, the ICAO TIs also require that instructors delivering initial and recurrent DG training programmes must deliver the related courses at least once in every 24 months, or in the absence of this, attend recurrent training.

8. DG training organisations are required to comply with the above requirements. To facilitate CAD’s continuous regulatory oversight and monitoring process, all approved DG training organisations are required to submit quarterly training updates to the DG Office in the format as attached at Appendix 1.

9. Should there be any query regarding this circular, please contact the DG Office at 2910 6856 or 2910 6857.

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Issue date: 17 September 2019

An electronic version of this circular can be downloaded at
<http://www.cad.gov.hk/english/DGAC.html>



Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Report on Dangerous Goods Training Programme

As an approval holder of Dangerous Goods (DG) training programme, your company is required to submit a report on the conduct of DG training programme on a quarterly basis. Please complete the report form provided below and submit to the Dangerous Goods Office via email (dangerousgoodsoffice@cad.gov.hk) **by first week of each quarter (i.e. first week of January, April, July & October)**.

The information provided in the report will be used for record and inspection purpose only. If you have any questions, please contact this Office at 2910 6969.

1. Approval holder's particulars
Name of organization (in full):
Training venue:
Approval number:
List of instructor(s):

2. DG training programme conducted under the approval (in the past quarter)				
Course date	Type of training	Category of personnel	No. of students	Passing rate (%)
e.g. 06/04/2019	DGA	Cat. 4, 5	10	100%

3. Upcoming schedules of DG training programme (in this quarter)			
Course date	Type of training	Category of personnel	Available capacity (No. of seats)
e.g. 6/5/2019 -10/5/2019	DGR (Initial)	Cat. 1, 3	10

4. Declaration	
<p>I declare that the information given in this report is correct to the best of my knowledge and belief.</p>	
<p>_____</p> <p>Name</p>	<p>_____</p> <p>Signature & company chop</p>
<p>_____</p> <p>Position</p>	<p>_____</p> <p>Date</p>