



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 2/2022**

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### **Application for Competency-based Dangerous Goods Training Programmes Approval**

*(For training organizations or employers establishing dangerous goods training programme for their own employees)*

#### **Introduction**

This DGAC should be read in conjunction with DGAC 1/2022 – “Introduction to Competency-based Approach to Dangerous Goods Training and Assessment (CBTA)”, which provides an introduction to the changes to dangerous goods (DG) training and assessment from the categorization approach to the competency-based approach. These changes have been given legal effect under the Dangerous Goods (Consignment by Air) (Safety) Regulations (Cap. 384A) and the Air Navigation (Dangerous Goods) Regulations, as Schedule 16 to the Air Navigation (Hong Kong) Order 1995 (Cap. 448C), and shall become mandatory from 1 January 2023. As a transitional arrangement, training and assessment completed and certificates that are issued before 1 January 2023 with a validity period beyond 1 January 2023 will continue to be valid until they expire.

2. Personnel who have completed training and assessment or have been issued certificates under the categorization approach that remain valid after 1 January 2023 shall be eligible to attend recurrent training and assessment under the Competency-based Approach to Dangerous Goods Training and Assessment (CBTA) that commensurate with their previous training’s intended job functions and responsibilities.

3. For the avoidance of doubt, if the role of an employee has changed such that previous training is no longer suitable for the new job functions and responsibilities, an initial training and assessment under the CBTA framework that commensurate with their new job functions and responsibilities have to be undertaken.

4. Further to the CBTA framework document issued by the Civil Aviation Department (CAD) in April 2021, guidelines on adopting CBTA (CBTA Guidance Doc) has been produced for applicants of DG training programme approval. This document is included in *Attachment I*.

## **Application for DG Training Programme Approval**

5. Please note that all approvals of DG training programmes under the categorization approach will have expired by 31 December 2022. DG training providers who wish to conduct DG training programmes under the CBTA framework shall apply for approvals from the DG Office of the CAD including the following information:

i) The duly completed application form:

Training Programme for Shippers and Freight Forwarders	<a href="https://www.cad.gov.hk/application/DGT(CBTA-384A).pdf">https://www.cad.gov.hk/application/DGT(CBTA-384A).pdf</a>
Training Programme for Aircraft Operators, Ground Handling Agents and Security Agents	<a href="https://www.cad.gov.hk/application/DGT(CBTA-448C).pdf">https://www.cad.gov.hk/application/DGT(CBTA-448C).pdf</a>

- ii) Copy of the Business Registration Certificate issued by the HKSAR Government;
- iii) Documents relevant to the design of the training programme, including a description of the type of personnel to be trained; a summary table of design with a list of tasks to be addressed by the programme and for each task provide references to the corresponding parts of the training and assessment materials; training course outline, and compatible information to be provided to the public for verifying against their training needs analysis results (only applicable to third party training providers) (*see paragraphs 8 to 19, 29 to 32 and Appendix I and II of CBTA Guidance Doc*);
- iv) Training materials (including training curriculum / course syllabus, presentation materials, handouts, exercises, workbooks, etc.) (*see paragraph 20 of CBTA Guidance Doc*);
- v) Assessment materials (with model answers & marking scheme); (*see paragraph 21 of CBTA Guidance Doc*)
- vi) Course evaluation form (*see paragraph 22 of CBTA Guidance Doc*);
- vii) Sample training certificate (*see paragraphs 23 to 25 and Appendix III of CBTA Guidance Doc*); and
- viii) List of instructor(s), and copies of relevant qualification or records of instructing approved DG training courses in the past 24 months, as appropriate (*see paragraphs 26 to 28 of CBTA Guidance Doc*).

6. 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. For the avoidance of doubt, this includes submission of any revised documents required by the CAD during the application process.

7. Please be reminded that the proposed DG training programmes are subject to inspections by the CAD.

8. **Important Note: Effective from 1 September 2022, the CAD will no longer accept initial or renewal application for DG training programme prepared under the categorization approach. Only programmes that have been prepared under the CBTA framework will be accepted and processed.**

### **Instructor Qualifications**

9. 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 Technical Instructions for the Safe Transport of Dangerous Goods by Air (TIs) published by the International Civil Aviation Organization (ICAO) stipulate that **instructors must be competent in instruction and the functions they will instruct** 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. personnel who prepares, processes or accepts DG consignments for transport by air), or “DG Awareness (DGA)” (i.e. any other personnel involved in the transport of general cargo, passengers and baggage by air) courses, must have **successfully completed a DG training programme designed for personnel who prepares, processes or accepts DG consignments for transport by air, as well as an ICAO/ International Air Transport Association course for instructors or on instructional techniques** (or equivalent).

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

11. To ensure that instructors keep their knowledge current, the 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.

### **Quarterly reports to be submitted by DG training providers**

12. To facilitate CAD’s continuous regulatory oversight and monitoring process, all providers of approved DG training programmes are required to submit quarterly training reports to the DG Office in the format as attached in Attachment II.

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

14. Dangerous Goods Advisory Circular 2/2019 is hereby superseded.

– END –

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