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| New CAD Logo | 香港特別行政區政府**民航處**Civil Aviation DepartmentThe Government of the Hong Kong Special Administrative Region |

**航空公司及其代理人、付運人、貨運代理人及其外判商的員工 — 空運危險品培訓及評核記錄**

**Dangerous Goods (DG) Training and Assessment Record for**

**Staff Members of Aircraft Operators & Handling Agents, Shippers, Freight Forwarders & Sub-Contractors**

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| **機構名稱 Company Name:** |  |
| **負責人資料 Responsible Person:** | (姓名 Name) | (職位 Position) |
|  | (電話 Phone) | (電郵 Email) |

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| **第一部分 培訓記錄****Section 1 Training Record**  |
| * 僱主必須確保其僱員完成與其職能相符及已獲民航處批准的空運危險品培訓課程，並每24個月接受複訓。Employers must ensure that employees are provided with DG training commensurate with their job functions and have been approved by the Civil Aviation Department, and they shall receive recurrent training every 24 months.
* 僱主必須為每名從事貨物、乘客和行李航空運輸相關工作（包括負責識別禁止上機或未申報的危險品等工作）的僱員保存培訓及評核記錄最少36個月。Training and assessment record must be retained by the employer for each employee engaged in job functions relevant to the air transport cargo, passengers and baggage (including those responsible for identifying forbidden or undeclared dangerous goods, etc.) for a minimum period of 36 months.
* 如僱主採用第三方培訓機構，必須把有關機構發出的培訓證書副本與此記錄表一併保存。When third party training providers are engaged, employers shall retain a photocopy of the relevant DG training certificate(s) together with this record form.
* 僱主可採用其他設計的文本或電子格式的表格以代替本培訓及評核記錄表格範本。該表格必須至少包含下列第二部分中要求填寫的資料。 Employers may substitute this training and assessment record form with a different design in paper or electronic format. The form must contain at a minimum the information required in Section 2 below.
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| **第二部分 評核記錄****Section 2 Assessment Record**  |
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|  | **僱員姓名 Name of Employee** | **完成評核的月/年份Month/Year of completion (MM/YY)** | **到期月/年份1 Month/Year of expiry (MM/YY)1** | **僱員角色2****Role(s) of** **employee2** | **評核人員 (公司內部評核人員或已獲批的第三方培訓機構) 3****Assessed by (company internal assessor or CAD-approved third party training provider) 3** |
| 1. | e.g. Chan Tai Man | 01/23 | 01/25 | a | XXX Training Institute |
| 2. | e.g. Wong Ka Man | 02/23 | 02/25 | b, d | 1. XXX Training Institute2. Company supervisor |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
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| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

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註Notes:

1. 僱員必須在前一次培訓及評核後的24個月內進行危險品複訓及複核，以確保培訓有效及僱員能稱職地履行其被委派的職能。Recurrent DG training and assessment must be conducted within 24 months of the previous one to ensure the training is effective and employees are competent to perform their assigned job function.

2. 請參閱相關空運危險品培訓需求分析表格範本的列表一，或公司內部培訓手冊。Please refer to Table 1 in the relevant Dangerous Goods Training Needs Analysis Form template, or the company’s internal training policy manual.

3. 僱主可藉公司內部評核人員或已獲民航處批准的第三方培訓機構（或兩者同時適用）為僱員進行評核。Employers may delegate the conduct of employee assessments to a company internal assessor or CAD-approved third party training provider (or both), as applicable.