



Airline/Operator Dangerous Goods Training Validation Program

APPLICATION BOOKLET

January 2007

What is IATA Dangerous Goods Training Validation?

This program has been designed, in conjunction with the IATA Dangerous Goods Training Task Force, to provide airlines and operators with the opportunity to acquire certification from the International Air Transport Association attesting that their dangerous goods acceptance training (Category 6) is benchmarked against and meets IATA's high quality safety training standards. This validation of training is granted after an operator's or airline's training instructors, detailed lesson plan, course materials and final exam have all been evaluated by IATA and found to meet the program's criteria.

*Note: The training validation granted by IATA **does not** permit the airline/operator to offer commercial training as an IATA "Accredited School". It is for airline/operator internal use only in order to promote and enhance safety through standardisation of dangerous goods training programs across the industry.*

Validation Benefits

All successful applicants to IATA's Airline/Operator Dangerous Goods Training Validation Program are entitled to the following benefits:

1. Acknowledgement that the airline/operator's course has been benchmarked against and meets the program's criteria as set by IATA.
2. Global recognition of the airline/operator's dangerous goods IATA validated training by governments, freight forwarders, cargo agents, and the like.
3. A list of airlines/operators whose training has been validated will be published annually in the IATA Dangerous Goods Regulations, Training Workbook 1 and the IATA website.
4. Advance information on regulatory and training issues relating to upcoming DGR changes and ICAO amendments.

How to Apply?

All applicants for IATA training validation are required to submit the following items at time of application:

- **A letter of intent** outlining the background and ambitions of the training department. The letter should include which types of courses the airline/operator will be offering, the duration and maximum number of participants, how the department plans on meeting the course objectives, if commercial training will be offered, who will be trained, why validation is being sought, deployment of the training materials etc...

- **Instructors' résumés** outlining all relevant information that demonstrates their ability to meet the program criteria.
- **The course's learning objectives.**
- **A detailed course lesson plan.**
- **Course materials (manuals, workbooks, overheads, videos, etc.).**
- **A final test with answers and marking scheme.**
- **The current application fee.**
- **A completed application form** (found at the end of this booklet).

Note: All course materials, lesson plans, and exams etc. must be submitted in English. If the submission is in the language of the country, it must be accompanied by an English translation before the approval process can move ahead.

Should any of the above items be missing from an application package, the applicant will be notified and the candidature of the airline/operator will not advance until such time as all materials are received. Note that applicants applying in a 'non-ICAO year' will be required to submit their updated training material by January 31st of the following year. A more detailed explanation of application requirements can be found under "Validation Considerations & Criteria".

Evaluation Process

IATA benchmarks all applications against the current program criteria. All submitted training materials must reflect the most current edition of IATA's Dangerous Goods Regulations.

Should IATA determine that an application does not meet the established program standards, IATA will advise the applicant as to those areas of their training program requiring revision and what further action is needed. If only minor revisions in the training material are needed, the applicant is given three (3) months to resubmit their material with the appropriate changes made. Should it be found that the revised material still requires further revisions, the applicant is given three (3) more months to meet the objectives of the program. If the third submission still does not meet the appropriate program standards, IATA's technical standards team will work directly with the applicant to improve those areas of the training program that require further modification or revision.

When an application is validated, IATA will send a "Welcome Package" containing all pertinent information relating to the program as well as a "Certificate of Validation" for the airline/operator's acceptance training. The certificate will be valid until the next publication of ICAO's Technical Instructions for the Safe Transport of Dangerous Goods (issued every two years).

To maintain this training validation and reflect the current IATA Dangerous Goods Regulations, the airline/operator must provide, on a biennial basis (ICAO year), **updated changes** to the course materials, a detailed lesson plan indicating where changes have been incorporated and a new final exam no later than January 31st (for example January 31st, 2005; January 31st, 2007; January 31st, 2009 etc.)

Note: Even if a validated airline/operator is only required to submit their revised training materials in an ICAO year, the airline/operator is still obligated to revise their training materials annually to reflect the changes made to the current edition of IATA's DGR.

Fees

All fees are payable in U.S. funds by their due date. Payments can be made via Credit Card, Bank Transfer, Bank Draft, Money Order, or through the IATA Clearing House Services for members participating in this benefit.

Bank Drafts and Money Orders are payable to IATA and must be mailed to:

IATA Dangerous Goods Department
800 Place Victoria, P.O. Box 113
Montreal, Quebec
H4Z 1M1 Canada

E-mail: raickovics@iata.org

The DGTVP administrative support must be notified when a bank transfer is made. This allows IATA to appropriately credit your account. Please send all bank transfer notifications to the above mentioned e-mail address.

Bank transfers can be sent to the IATA Bank Account:

ROYAL BANK OF CANADA – Main Branch
1 Place Ville Marie
Montreal, Quebec, CANADA
SWIFT: ROYCCAT2
ABA: 021000021

USD Account #: 404-903-7, reference A-340-4101

Credit card information can be sent to the above IATA address or e-mailed, faxed or phoned to the following:

Telephone: +1 (514) 874 0202 extension 3517

Fax: +1 (514) 874 2660

IATA reserves the right to modify all fees. All fees are non-refundable.

The following is the current fee schedule:

Fee Schedule

Fee	Amount		Due Date
	Member Airline	Non-Member Airline	
Application	\$ 500 USD	\$ 1000 USD	Submitted with application.
Validation	\$ 200 USD	\$ 200 USD	Invoiced with "Welcome Package"
Renewal	\$1000 USD per 2 year period	\$ 2000 USD per 2 year period	January 1 st of every other year.

Validation Considerations & Criteria

When submitting a training program for validation, it is strongly suggested that an applicant make reference to IATA's 'Guidelines for Instructors of Dangerous Goods Courses'. These guidelines, written jointly by the Dangerous Goods Training Task Force and IATA technical standards team, outline in detail all the necessary information for developing a comprehensive Dangerous Goods course. It is also recommended that the applicant reference the IATA Training Workbooks 1-5 to ensure the appropriate subject matter areas have been addressed for each category of personnel.

DGR Instructor Qualification Criteria

In addition to the requirements of the IATA DGR Section 1.5.5, the program recommends that an instructor of a dangerous goods course should have as a minimum the following:

- current knowledge of IATA's Dangerous Goods Regulations.
- knowledge of their local state civil aviation regulations on the transport of dangerous goods by air (*Submission of current DGR & state certification required where applicable*).
- a minimum of five (5) years working knowledge and experience in dangerous goods and safety operations and/or experience in cargo operations, including Dangerous Goods Handling and Acceptance
- an ability to prepare lesson plans, handouts, exercises, final tests,

If the instructor has successfully completed a course or workshop on instructional techniques, a copy of the certificate and an outline of the course or workshop must be included with the application.

The DGR Course

The subject of dangerous goods is confusing and intimidating to most people when it is first introduced because of its technical nature, therefore, a great deal of interaction between the instructor and the participants is required. The instructor must ensure that all participants are actively involved in the learning process.

The level of competence in the language of the course should be as uniform as practical. In other words, if a course is to be presented in English, participants with a marginally adequate competence in English should not be mixed with participants whose mother tongue is English. Such mixing would be detrimental to both participants. Also, those students taking a recurrent course should not be mixed with those who are taking the course for the first time, except possibly for the purpose of writing the final test. The maximum number of participants for a dangerous goods initial course should be 10 – 15 in total.

Duration of Dangerous Goods Training Courses

DGR Initial or Basic training (category 6).

The purpose of the basic or initial course is to provide in-depth training to students on the use and understanding of IATA's Dangerous Goods Regulations. The duration of the training course should be gauged so that students have sufficient time to assimilate all of the required information and be able to achieve the course learning objectives at a comfortable pace. Rather than establishing a precise period within which a training course should always be held, it is more important to assess the expertise and background knowledge of the students and any other factors that might affect timing and ensure that the course covers all the areas, objectives and is of the required level. As an indication, an initial course with students without prior knowledge or experience of dangerous goods may require a course of 40 hours (5 days) duration.

DGR Recurrent training.

Recurrent training, also called refresher training, is required for those individuals who have previously undertaken training in this area and need to renew their DGR certification within the stipulated 24-month period. The purpose of the recurrent course is to offer students an intensive review on the use of IATA's DGR and highlight important regulation changes. The obligation to validate a student's ability to learn all objectives within a specified duration falls upon the airline/operator. Therefore, as mentioned above, the duration of the course may vary in response to student needs and levels of experience.

Note 1: Competent authorities of the various States may require different amounts of time be allocated to dangerous goods training courses and different periods for recurrent training (for example in the United States, employees of operators/airlines must follow a DG recurrent training course every 12 months).

Note 2: Once an airline or operator's dangerous goods acceptance course has been validated as meeting the training criteria for Category 6 personnel (the most demanding in the Dangerous Goods Regulations (DGR) as per IATA DGR Table 1.5.A) then the airline/operator is considered competent to conduct awareness training for all other personnel categories, as applicable to their operation.

Final Test

Students must demonstrate their competency level by completing a final test at the end of the course. This final test must demonstrate a student's thorough understanding and ability to extract all required information from the DGR. The difficulty level should be such that the final test challenges the ability of the student to perform their specific job function in compliance with the regulations. The duration of the test should allow the student

sufficient time to complete the exam based on their experience level and scope of the training. Should a student fail a final test on their first attempt and be required to write another, a training department must have ready a second final test which differs significantly from the first.

Construction of the Final Test

All final tests within the validation program must adhere to the following guidelines:

- a) The test must contain an introduction explaining to students the required minimum passing grade of 80%.
- b) The final test must be designed to ensure that the student demonstrates an understanding of the DGR and *all subjects* listed under the course objectives.
- c) This final test must include at least three (3) complete shipment acceptance problems (25 marks each) which represent 75 marks out of 100 total marks.
- d) The shipment problems must include:
 - 1 Regular dangerous goods shipment
 - 1 “All packed in the same UN specification package” or “Overpack”
 - 1 Radioactive shipment or, if the course does not cover Radioactive Material, 1 Dangerous Goods shipment in Limited Quantity.
- e) The shipment problems must include errors designed to test the application of the regulations in real life situations. Errors to be identified by the student being tested should cover, but not be limited to:
 - State variations
 - Operator variations
 - Packing groups
 - Proper shipping names
 - Special provisions
 - Packing instructions
 - Marking and labelling
 - Specification package markings
- f) Each shipment problem **must be prepared incorrectly to test the student’s use of the Acceptance Checklist**; furthermore each shipment must consist of:

- A completed Shipper's Declaration
- A picture or graphic of the package showing marks and labels
- Completed "Nature and Quantity of Goods" and "Handling Information boxes" of the Air Waybill
- An Acceptance Checklist

For each "**No**" error found during the check, the student must explain the nature of the error in the "Comment" box on the Acceptance Checklist.

- g) The test must include a series of shorter questions to cover all other aspects of the subject areas not addressed in the shipment problems. Many different question formats (for example short answer, multiple choice etc.) may be used, but the appropriate DGR reference **must always** be included as part of a correct answer. Shipment problems may also contain some of these different question formats (for example "Yes/No", short answer etc.), but the appropriate DGR reference **must always** be included as part of a correct answer.

IATA's Testing Standards

- a) Seventy-five (75) percent of total marks for the test must come from the shipment acceptance problems; twenty-five (25) percent of the marks from the remaining questions.
- b) Marking of the final test must be weighted according to the inherent risk such an error would have in a real life situation.
- c) Marks shall be deducted for each error, missing answer, or additional information that is not applicable to the question or shipment problem. The deducted marks should also be appropriately weighted by the safety risk inherent in such an error.
- d) The final test required to pass the course must be written by the student under instructor supervision and in one sitting at the end of the course. A final test may in no way be written in parts, completed in groups, given as a take-home assignment or be disseminated at any time other than during the examination period at the end of a course.
- e) If time permits, IATA encourages instructors to go over errors with students once the final test is corrected and the final mark has been assigned.

Airline/Operator Dangerous Goods Training Validation Application

General Information

1.1 _____
Name of Airline/Operator

1.2 _____
Address

Telephone

E-mail

Fax

Website

1.3 _____
Name and title of Responsible Applicant

Telephone

E-mail

1.4 Who is the Principal Contact IATA will communicate with for all training and program matters?

The Responsible Applicant noted in 1.3 above will be IATA's Contact.

Name and title of Principal Contact

Telephone

E-mail

1.5 Are you an IATA member airline?

Yes, we are an IATA member airline

No, we are not an IATA member airline.

Training Approvals, Instructors & Training Locations

2.1 Are you required to have your Dangerous Goods training approved by your government or civil aviation authority?

No

Yes

If yes, is your Dangerous Goods training currently approved by your government?

Yes. Include copy of approval(s).

No. Expected approval date(s) →

Are you required to have your Dangerous Goods instructors approved by your government or civil aviation authority?

No

Yes

Do your instructors currently have approval?

Yes. Include copy of approval(s).

No. Expected approval date(s) →

2.2 Please list all of your DGR instructors and the locations where the courses are to be held if different from the address listed in 1.2. A detailed résumé must be submitted for each instructor listed (*include extra sheet if needed*).

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Instructor's Name

Base Station, Country

Students and Courses

3.1 Please indicate which courses you will be offering through your training department.

- DGR Initial/Recurrent
- Infectious Substances (stand alone course)
- Radioactive Materials (stand alone course)

Training Program Application

4.1 Please check (✓) to ensure that you have included all of the following with your application

- | | |
|---|--|
| <input type="checkbox"/> A letter of intent | <input type="checkbox"/> Course material (including examples of hand-outs, Power Point presentations, visual aids, etc.) |
| <input type="checkbox"/> Instructors' résumés/proof competencies as outlined | <input type="checkbox"/> Final tests with answers and marking scheme |
| <input type="checkbox"/> Course teaching objectives | <input type="checkbox"/> The application fee |
| <input type="checkbox"/> A detailed course lesson plan | <input type="checkbox"/> This completed application form |
| <input type="checkbox"/> Applicable local national authority approvals (if necessary) | |

