Dangerous Goods Awareness (Role b & d)

Role b – Personnel Responsible for Processing or Accepting Goods Presented as General Cargo

Role d – Personnel Responsible for Handling Cargo in a Warehouse and Loading and Unloading Unit Load Devices

Who Should Attend:

Role b designed for Personnel of Freight Forwarders Responsible for Processing or Accepting Goods Presented as General Cargo

Role d designed for Personnel Responsible for Handling Cargo in a Warehouse and Loading and Unloading Unit Load Devices

Course fee: HKD380

Duration: 3 hours (1000 – 1300)

Venue: Unit B, 16 Floor, 3-5 Saigon Street, Cheung Wah Commercial Building, Jordan, Kowloon.

Language: Conduct in Cantonese with English Workbook

Course Date:

3 Jan., 2024	5 Apr., 2024	5 Jul., 2024	2 Oct., 2024
5 Jan., 2024	19 Apr., 2024	19 Jul., 2024	4 Oct., 2024
19 Jan., 2024			31 Oct., 2024
2 Feb., 2024	3 May 2024	2 Aug., 2024	1 Nov., 2024
16 Feb., 2024	17 May 2024	16 Aug., 2024	15 Nov., 2024
	31 May 2024	30 Aug., 2024	29 Nov., 2024
1 Mar., 2024	14 Jun., 2024	6 Sep., 2024	13 Dec., 2024
15 Mar., 2024	28 Jun., 2024	20 Sep., 2024	
		30 Sep., 2024	

Table 1: Adapted DG task list by well-defined roles	Shipper	Freight forwarder			Aircraft operator and ground handling agent								Security agent
Tasks — Well-defined job functions for the transport of DG by air with reference to ICAO TI / IATA DGR	a	b	c	d	e	f	g	h	i	j	k	l	m
0. General awareness and Safety training													
0.1 Understand the definition of DG, the scope and applicability for air transport in Hong Kong	x	x	x	x	x	x	x	x	x	x	x	x	x
0.2 Understand the roles and responsibilities of stakeholders	x	x	x	x	x	x	x	x	x	x	x	x	x
0.3 Understand the basics of DG Classification, Labels, Marks, Packaging and Documentation	x	x	x	x	x	x	x	x	x	x	x	x	x
0.4 Understand the general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew)	x	x	x	x	x	x	x	x	x	x	x	x	x
0.5 Safety training (including emergency response)	x	x	x	x	x	x	x	x	x	x	x	x	x
1. Classifying DG													
1.1 Evaluate substance or article against classification criteria													
1.1.1 Determine if it is dangerous goods	x												
1.1.2 Determine if it is forbidden under any circumstances	x												
1.2 Determine DG description													
1.2.1 Determine class or division	x												
1.2.2 Determine packing group	x												
1.2.3 Determine proper shipping name and UN number	x												
1.2.4 Determine if it is forbidden unless approval or exemption is granted	x												
1.3 Review special provisions													
1.3.1 Assess if special provision(s) is applicable	x												
1.3.2 Apply special provision(s)	x												
2. Preparing DG shipment													
2.1 Assess packing options including quantity limitations													
2.1.1 Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	x												
2.1.2 Consider State and operator variations	x												
2.1.3 Determine if all-packed-in-one can be used	x												
2.1.4 Select how dangerous goods will be shipped based on limitations and variations	x												
2.2 Apply packing requirements													
2.2.1 Consider constraints of packing instructions	x												
2.2.2 Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used	x												
2.2.3 Select appropriate packaging materials (absorbent, cushioning, etc.)	x												
2.2.4 Assemble package	x												
2.3 Apply marks and labels													
2.3.1 Determine applicable marks	x												
2.3.2 Apply marks	x												
2.3.3 Determine applicable labels	x												
2.3.4 Apply labels	x												
2.4 Assess use of overpack													
2.4.1 Determine if overpack can be used	x												
2.4.2 Apply marks if necessary	x												
2.4.3 Apply labels if necessary	x												
2.5 Prepare documentation													
2.5.1 Complete the dangerous goods transport document (DGD)	x												
2.5.2 Complete other transport documents (e.g. air waybill)	x												
2.5.3 Include other required documentation (approvals/exemptions, etc.)	x												
2.5.4 Retain copies of documents as required	x												
3. Processing/accepting cargo													
3.1 Review documentation													
3.1.1 Verify dangerous goods transport document (DGD)			x			x							
3.1.2 Verify other transport documents (e.g. air waybill)			x			x							
3.1.3 Verify other documents (exemptions, approvals, etc.)			x			x							
3.1.4 Verify State/operator variations			x			x							
3.2 Review packaging, marks & labels													
3.2.1 Verify marks			x			x							
3.2.2 Verify labels			x			x							
3.2.3 Verify packaging type			x			x							
3.2.4 Verify package conditions			x			x							
3.2.5 Verify State/operator variations			x			x							

Tasks — Well-defined job functions for the transport of DG by air with reference to ICAO TI / IATA DGR	Shipper	Freight forwarder			Aircraft operator and ground handling agent								Security agent
	a	b	c	d	e	f	g	h	i	j	k	l	m
3.3 Complete acceptance procedures													
3.3.1 Complete acceptance checklist			x			x							
3.3.2 Provide shipment information for load planning			x			x							
3.3.3 Retain documents as required			x			x							
3.4 Process/accept cargo other than DG													
3.4.1 Check documentation for indications of undeclared dangerous goods		x			x								x
3.4.2 Check packages for indications of undeclared dangerous goods		x			x								x
4. Managing cargo pre-loading													
4.1 Plan loading													
4.1.1 Determine stowage requirements				x			x		x				
4.1.2 Determine segregation, separation, aircraft/compartment limitations				x			x		x				
4.2 Prepare load for aircraft													
4.2.1 Check packages for indications of undeclared dangerous goods				x			x						
4.2.2 Check for damage and/or leakage				x			x						
4.2.3 Apply stowage requirements (e.g. segregation, separation, orientation)				x			x						
4.2.4 Apply ULD tags when applicable				x			x						
4.3 Issue NOTOC													
4.3.1 Enter required information								x					
4.3.2 Verify conformance with load plan								x					
4.3.3 Transmit to loading personnel								x					
5. Accepting passenger and crew baggage													
5.1 Process baggage													
5.1.1 Identify forbidden dangerous goods								x					x
5.1.2 Apply approval requirements								x					x
5.2 Accept baggage													
5.2.1 Apply operator requirements								x			x		
5.2.2 Verify passenger baggage requirements								x			x		
5.2.3 Advise pilot-in-command								x					
6. Transporting cargo/baggage													
6.1 Load aircraft													
6.1.1 Transport cargo/baggage to aircraft							x						
6.1.2 Check packages for indications of undeclared dangerous goods							x						
6.1.3 Check for damage and/or leakage							x						
6.1.4 Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)							x						
6.1.5 Verify that NOTOC reflects against aircraft load							x						
6.2 Manage DG pre- and during flight													
6.2.1 Detect presence of dangerous goods not permitted in baggage										x	x	x	
6.2.2 Interpret NOTOC										x	x		
6.2.3 Apply procedures in the event of an emergency										x	x	x	
6.2.4 Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency										x	x		
6.2.5 Inform emergency services of the dangerous goods on board in the event of an emergency										x	x		
6.3 Unload aircraft													
6.3.1 Apply specific unloading considerations							x						
6.3.2 Check packages for indications of undeclared dangerous goods							x						
6.3.3 Check for damage and/or leakage							x						
6.3.4 Transport cargo/baggage to facility/terminal							x						
7. Collecting safety data													
7.1 Report DG accidents		x	x	x	x	x	x	x	x	x		x	x
7.2 Report DG incidents		x	x	x	x	x	x	x	x	x		x	x
7.3 Report undeclared/misdeclared DG		x	x	x	x	x	x	x	x	x		x	x
7.4 Report DG occurrences		x	x	x	x	x	x	x	x	x		x	

Note:
An "x" indicates that the job function of individual task must be trained.

Competency elements for Freight Forwarders (Role b):
- General awareness and safety training (including emergency response procedures)
- Process/accept cargo other than DG
- Collecting safety data

Competency elements for Freight Forwarders (Role d):
- General awareness and safety training (including emergency response procedures)
- Plan loading
- Prepare load for aircraft
- Collecting safety data

Time	1000 - 1300

Introduction
- ✧ Course contents and objective

General Philosophy
- ✧ The DGR (Consignment by Air) (Safety) Chapter 384 Subsidiary Legislation in HK
- ✧ Definition of Dangerous Goods
- ✧ Shipper's Responsibilities
- ✧ Operator's Responsibilities
- ✧ Training Requirements
- ✧ Dangerous Goods Security

Limitations
- ✧ Forbidden Dangerous Goods, Hidden Dangerous Goods
- ✧ Recognition of Undeclared Dangerous Goods
- ✧ Dangerous Goods carried by Passengers or Crew members
- ✧ Dangerous Goods by Post
- ✧ Dangerous Goods in Operators Property

Classification
- ✧ Nine Classes of Dangerous Goods

Labelling and Marking
- ✧ Hazardous Label, Handling Label and Handling Mark
- ✧ Package with Dangerous Goods Markings and Labels
- ✧ Different Packages of Dangerous Goods

Storage and Loading Procedures
- ✧ Storage requirements, Segregation chart
- ✧ Loading requirements
- ✧ Identification of ULD containing Dangerous Goods

Documentation
- ✧ Shipper's Declaration for Dangerous Goods
- ✧ Air Waybill

Emergency Procedures
- ✧ Dangerous Goods Handling procedure
- ✧ General Procedures, Local emergency procedure
- ✧ Dangerous Goods Occurrence Reporting

Written test

* Break times (approximately):   Coffee: 1130 – 1145

Course Syllabus:

The Dangerous Goods Awareness (Role b and d) training schedule is planning 3 hours course in the morning. There will have a 1 hour examination to prove the participants understanding of the Dangerous Goods hidden hazards.

For Dangerous Goods Awareness Course, all participants must take part a test for about 1 hour in order to prove their understanding of the regulations. The passing mark is 80%.

Award:

A Certificate of Role (b) and Role (d) will be awarded to the participant who obtained <u>80 marks or above</u> in the examination

Note:
Roles of a, b, c and d

a – Personnel responsible for preparation of DG consignments

b – Personnel responsible for processing or accepting goods presented as general cargo

c – Personnel responsible for processing or accepting DG consignments

d – Personnel responsible for handling cargo in a warehouse and loading and unloading unit load devices