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

## Appendix I

Well-defined job functions for the transport of DG by air with reference to ICAO TI/LATA DGR a b c d e f g b ii j k k 1 m Control Takes with reference to ICAO TI/LATA DGR a b c d e f g b ii j k k 1 m Control Takes and the defination of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability for air transport in Done More Town of DG, the scope and applicability of DG, potentially understand the general luminations (including protection) of the More Town of DG, the Scope	Table 1: Adapted DG task list by well-defined roles		Freight forwarder					Aircraft o					Security	
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	Freight Shipper forwarder					Security agent							
Well-defined job functions for the transport of DG by air Tasks with reference to ICAO TI/IATA DGR	a	b	c	d	e	f	g	h	i	ı,	k	,	m
3.3 Complete acceptance procedures		Ť	Ť	Ü	Ť		Ť	-	Ė			Ė	
3.3.1 Complete acceptance procedures		Н	х			x							
3.3.2 Provide shipment information for load planning		П	X		ı	x							
3.3.3 Retain documents as required		П	х		İ	x			İ		İ		
3.4 Process/accept cargo other than DG													
3.4.1 Check documentation for indications of undeclared dangerous		П			г								
goods		x			x								x
3.4.2 Check packages for indications of undeclared dangerous goods		Х			х								x
4. Managing cargo pre-loading													
4.1 Plan loading													
4.1.1 Determine stowage requirements 4.1.2 Determine segregation, separation, aircraft/compartment				х			х		X				
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				х			x						
4.2.3 Apply stowage requirements (e.g. segregation, separation,													
orientation) 4.2.4 Apply ULD tags when applicable				X X			x						
4.3 Issue NOTOC				Λ			^						
4.3.1 Enter required information					i				х				
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 5.2.2 Verify passenger baggage requirements								X				X X	
5.2.3 A dvise pilot-in-command			l		i	l	l	X	l			^	
6. Transporting cargo/baggage								A					
6.1 Load aircraft					Г								
6.1.1 Transport cargo/baggage to aircraft					İ		x						
6.1.2 Check packages for indications of undeclared dangerous goods					ļ		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 Veri fy that NOTOC reflects against aircraft load					ı		x						
6.2 Manage DG pre- and during flight													
6.2.1 Detect presence of dangerous goods not permitted in baggage					i					х	x	х	
6.2.2 Interpret NOTOC										x	x		
6.2.3 Apply procedures in the event of an emergency					i		i			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										v	x		
6.3 Unload aircraft					Н					X	X		
6.3.1 Apply specific unloading considerations							x						
6.3.2 Check packages for indications of undeclared dangerous goods					İ		x						
6.3.3 Check for damage and/or leakage					İ		x						
6.3.4 Transport cargo/baggage to facility/terminal							x						
7. Collecting safety data													
7.1 Report DG accidents		x	x	x	х	x	x	x	x	x		x	x
7.2 Report DG incidents		x	х	х	х	X	X	X	X	X		x	x
7.3 Report undeclared/misdeclared DG		х	Х	х	х	X	X	X	X	X		X	x
7.4 Report DG occurrences		X	х	х	х	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

<u>Time</u> <u>1000 - 1300</u>

### 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

<sup>\*</sup> 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</u> marks or above 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