

## **Dangerous Goods Regulations – Initial (Role a & c)**

Role a – Personnel Responsible for Preparing Dangerous Goods Consignments – Initial

Role c – Personnel Responsible for Processing or Accepting Dangerous Goods Consignments – Initial

### **Who Should Attend:**

Role a designed for Personnel of Shipper/Freight Forwarders Responsible for Preparing Dangerous Goods Consignments

Role c designed for Personnel of Freight Forwarders Responsible for Processing or Accepting Dangerous Goods Consignments

**Course fee:** HKD4,000

**Duration:** 5 days (0930 – 1700)

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

**Language:** Conduct in Cantonese with English Workbook

### **Course Date:**

8-12 Jan., 2024	8-12 Apr., 2024	8-12 Jul., 2024	14-18 Oct., 2024
22-26 Jan., 2024	22-26 Apr., 2024	22-26 Jul., 2024	21-25 Oct., 2024
5-9 Feb., 2024	6-10 May 2024	5-9 Aug., 2024	4-8 Nov., 2024
19-23 Feb., 2024	20-24 May 2024	19-23 Aug., 2024	18-22 Nov., 2024
4-8 Mar., 2024	3-7 Jun., 2024	9-13 Sep., 2024	2-6 Dec., 2024
18-22 Mar., 2024	17-21 Jun., 2024	23-27 Sep., 2024	16-20 Dec., 2024

### **Course Syllabus:**

The Dangerous Goods Regulations Initial training schedule is planning 5 days course at 8 hours per each day. The last day afternoon will have a 3 hours examination to prove the participants understanding of the Dangerous Goods Regulations.

**Appendix I**

Table 1: Adapted DG task list by well-defined roles

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
<b>0. General awareness and Safety training</b>													
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
<b>1. Classifying DG</b>													
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												
<b>2. Preparing DG shipment</b>													
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												
<b>3. Processing/accepting cargo</b>													
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							

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	Shipper	Freight forwarder			Aircraft operator and ground handling agent							Security agent	
	a	b	c	d	e	f	g	h	i	j	k	l	m
<b>3.3 Complete acceptance procedures</b>													
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							
<b>3.4 Process/accept cargo other than DG</b>													
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
<b>4. Managing cargo pre-loading</b>													
<b>4.1 Plan loading</b>													
4.1.1 Determine stowage requirements				x			x		x				
4.1.2 Determine segregation, separation, aircraft/compartments limitations				x			x		x				
<b>4.2 Prepare load for aircraft</b>													
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						
<b>4.3 Issue NOTOC</b>													
4.3.1 Enter required information										x			
4.3.2 Verify conformance with load plan										x			
4.3.3 Transmit to loading personnel										x			
<b>5. Accepting passenger and crew baggage</b>													
<b>5.1 Process baggage</b>													
5.1.1 Identify forbidden dangerous goods										x			x
5.1.2 Apply approval requirements										x			x
<b>5.2 Accept baggage</b>													
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			
<b>6. Transporting cargo/baggage</b>													
<b>6.1 Load aircraft</b>													
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			
<b>6.2 Manage DG pre- and during flight</b>													
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	
<b>6.3 Unload aircraft</b>													
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		
<b>7. Collecting safety data</b>													
7.1 Report DG accidents		x	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	x
7.3 Report undeclared/misdeclared DG		x	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	x	x

**Note:**

An “x” indicates that the job function of individual task must be trained.

**Competency elements for Shipper (Role a):**

- General awareness and safety training (including emergency response procedures)
- Evaluate substance or article against classification criteria
- Determine DG description
- Review special provisions
- Assess packing options including quantity limitations
- Apply packing requirements
- Apply marks and labels
- Assess use of overpack
- Prepare documentation

**Competency elements for Freight Forwarders (Role c):**

- General awareness and safety training (including emergency response procedures)
- Review documentation
- Review packaging, marks & labels
- Complete acceptance procedures
- Collecting safety data

## Day 1

Introduction to the course  
Contents of the Dangerous Goods Regulations  
Basis of Dangerous Goods Regulations  
Shipper's Responsibilities  
Legal requirement in Hong Kong for compliance  
Dangerous Goods Security  
High consequence of Dangerous Goods  
Limitations

- Recognition of Undeclared Dangerous Goods
- Hidden Dangerous Goods
- Dangerous Goods carried by Passenger and Crew
- State and Operators Variations

Classification

Mixture and solution

Practical exercises

## Time

0930 – 1700

## Day 2

Review of day 1  
Identification/Alphabetical list  
Item not listed by name  
Types of packaging introduction  
General packing requirements  
Methods of packaging

- UN Specification packaging
- Limited Quantity packaging
- Overpacks
- Different dangerous goods packed together in the same outer packaging

Q-value

Packing instructions

Practical exercises

## Time

0930 – 1700

### Day 3

Review of day 2

Packaging Specifications

Packaging Type Code and Material Code

Marking of UN Specification Packagings

Packaging drop test performance

Marking and Labelling

- UN specification packaging
- Different dangerous goods packed together in the same outer packaging
- Limited quantity packaging

Practical exercises

### Time

0930 – 1700

### Day 4

Review of day 3

Shipper's declaration,

Air-Waybill

Excepted quantities

- Introduction, marking and labelling

Acceptance Checklist

Lithium Batteries

Practical exercises

### Time

0930 - 1700

### Day 5

Review of day 4

Introduction to Radioactive Materials

Classification of Radioactive Materials

Types of packages

Quantity limitations for listed Radionuclides

Excepted packages

Transport index, Marking and Labelling

Dangerous Goods Handling procedure

Safety procedures

Emergency procedure

Practical exercise

Examination

### Time

0930 – 1700

\* Break times (approximately):   Coffee: 1015 – 1030  
  Lunch: 1230 – 1330  
  Coffee: 1515 – 1530

At the end of a Dangerous Goods Regulations Initial Course, all participants must take part a test for about 3 hours in order to prove their understanding of the regulations. The passing mark is 80%.

**Award:**

A Certificate of Role (a) and Role (c) will be awarded to the participant who obtained 80 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