

## **Dangerous Goods Awareness – Self-Learning (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:** HKD200

**Duration:** 45 minutes for examination

**Venue:** Unit 504, Leader Commercial Building, 54-56 Hillwood Road,  
Tsim Sha Tsui

**Handout:** English handout with Cantonese translate

### **Examination Date:**

Contact with Kampleton Airfreight Workshop to arrange payment, DGA handout pick up and make appointment for examination.

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### **Examination Format:**

Open book examination

Multiple choice questions

The passing mark is 80%.

## **DGA Handout Content:**

### 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

**Appendix I**

Table 1: Adapted DG task list by well-defined roles	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>Well-defined job functions for the transport of DG by air with reference to ICAO TI / IATA DGR</b>													
<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							

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	
<b>4. Managing cargo pre-loading</b>														
4.1 Plan loading														
4.1.1 Determine stowage requirements				x		x		x						
4.1.2 Determine segregation, separation, aircraft/compartments 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					
<b>5. Accepting passenger and crew baggage</b>														
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						
<b>6. Transporting cargo/baggage</b>														
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							
<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 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

**Award:**

A Certificate of Role (b) and Role (d) 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