

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: HKD4,200

Duration: 5 days (0930 – 1700)

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

Language: Conduct in Cantonese with English Workbook

Course Date:

13-17 Jan., 2025	7-11 Apr., 2025 22-26 Apr., 2025	7-11 Jul., 2025 21-25 Jul., 2025	13-17 Oct., 2025 20-24 Oct., 2025
3-7 Feb., 2025 17-21 Feb., 2025	12-16 May 2025 26-30 May 2025	4-8 Aug., 2025 18-22 Aug., 2025	3-7 Nov., 2025 17-21 Nov., 2025
3-7 Mar., 2025 17-21 Mar., 2025	9-13 Jun., 2025 23-27 Jun., 2025	1-5 Sep., 2025 15-19 Sep., 2025	1-5 Dec., 2025 15-19 Dec., 2025

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
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							

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/compartiment 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
6.2.2 Interpret NOTOC												x	x
6.2.3 Apply procedures in the event of an emergency												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	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