

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

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

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

### **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:** HKD2,500

**Duration:** 3 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:**

6-8 Jan., 2025	14-16 Apr., 2025	14-16 Jul., 2025	2-4 Oct., 2025
20-22 Jan., 2025	28-30 Apr., 2025	28-30 Jul., 2025	8-10 Oct., 2025
10-12 Feb., 2025	6-8 May 2025	11-13 Aug., 2025	10-12 Nov., 2025
24-26 Feb., 2025	19-21 May 2025	25-27 Aug., 2025	24-26 Nov., 2025
10-12 Mar., 2025	2-4 Jun., 2025	8-10 Sep., 2025	8-10 Dec., 2025
24-26 Mar., 2025	16-18 Jun., 2025	22-24 Sep., 2025	22-24 Dec., 2025

### **Course Syllabus:**

The Dangerous Goods Regulations Recurrent training schedule is planning 3 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	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							

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>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/compartiment 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

## Time

Introduction to the course

0930 – 1700

Update the changes and amendment of DGR

Legal requirement in Hong Kong for compliance

Shipper's Responsibilities

Dangerous Goods security

High consequence of Dangerous Goods

Limitations

- Hidden Dangerous Goods/Recognition of Undeclared Dangerous Goods
- Dangerous Goods carried by passenger and crew
- State and Operators Variations

Classification

Identification (Item not listed by name)

Practical exercises

## Day 2

## Time

Review of Day 1

0930 - 1700

Type of Packaging

- Single Packaging, Combination Packaging, UN Specification marking

Methods of packaging

- Different DG pack in same outer packaging, Overpack

Q-value Calculation

Packing Instructions

Packaging Type Code and Material Code

Marking of UN Specification Packagings

Packaging drop test performance

Marking & Labelling

Documentation (AWB, DGD, Checklist, NOTOC)

Excepted Quantities

Acceptance Checklist

Lithium Batteries

Practical exercise

## Day 3

Review of Day 2

Radioactive Material

- Classification of radioactive materials,
- Unit of measurement activity,
- Types of packages, Excepted packages,
- Transport Index, Marking & labelling,

Dangerous Goods Handling procedure

Storage (Segregation of packages)

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 Recurrent 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 (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