

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: Room 506, Edward Mansion, 141 Prince Edward Road West, Prince Edward

Language: Conduct in Cantonese with English Workbook

Course Date:

	12-14 Jan., 2026	8-10 Apr., 2026	13-15 Jul., 2026
	26-28 Jan., 2026	27-29 Apr., 2026	27-29 Jul., 2026
	9-11 Feb., 2026	11-13 May 2026	10-12 Aug., 2026
24-26 Nov., 2025	23-25 Feb., 2026	26-28 May 2026	24-26 Aug., 2026
8-10 Dec., 2025	9-11 Mar., 2026	8-10 Jun., 2026	14-16 Sep., 2026
22-24 Dec., 2025	23-25 Mar., 2026	15-17 Jun., 2026	28-30 Sep., 2026

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

Table 1: Adapted DG task list by well-defined roles		Freight forwarder				Aircraft operator and ground handling agent								Security agent
Tasks	Shipper	a	b	c	d	e	f	g	h	i	j	k	l	m
Well-defined job functions for the transport of DG by air with reference to ICAO TI/ IATA DGR														
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	x
0.2 Understand the roles and responsibilities of stakeholders	x	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	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	x
0.5 Safety training (including emergency response)	x	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							

	Shipper	Freight forwarder				Aircraft operator and ground handling agent								Security agent
Tasks	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	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							
7. Collecting safety data														
7.1 Report DG accidents		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	
7.3 Report undeclared/misdeclared DG		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		

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

0930 – 1700

Introduction to the course

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

0930 - 1700

Review of Day 1

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

Time

0930 – 1700

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

* 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