

## **Dangerous Goods Awareness (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:** HKD380

**Duration:** 3 hours (1000 – 1300)

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

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

### **Course Date:**

16 Jan., 2026	1 Apr., 2026	17 Jul., 2026	9 Oct., 2026
30 Jan., 2026	30 Apr., 2026	31 Jul., 2026	23 Oct., 2026

13 Feb., 2026	15 May 2026	14 Aug., 2026	6 Nov., 2026
27 Feb., 2026	29 May 2026	28 Aug., 2026	20 Nov., 2026

13 Mar., 2026	12 Jun., 2026	4 Sep., 2026	4 Dec., 2026
27 Mar., 2026	29 Jun., 2026	18 Sep., 2026	24 Dec., 2026

## Appendix I

Table 1: Adapted DG task list by well-defined roles		Freight forwarder											Security agent	
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							
Tasks		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							

	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
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						
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/d/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 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

## 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

## Written test

\* Break times (approximately): Coffee: 1130 – 1145

**Course Syllabus:**

The Dangerous Goods Awareness (Role b and d) training schedule is planning 3 hours course in the morning. There will have a 1 hour examination to prove the participants understanding of the Dangerous Goods hidden hazards.

For Dangerous Goods Awareness Course, all participants must take part a test for about 1 hour in order to prove their understanding of the regulations. The passing mark is 80%.

**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