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| **Approval of Dangerous Goods Training Programs**  |
| **Name of Operator/** Name of operator | **Date Submitted**DD / MM / YY |  **Application No.** *For CAAT* |
| **Title of Training Program** Title of training Program | **Instructor Name:**Instructor Name |

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| **Please ensure that*** **Every page is identified with a page number, a date and a revision number.**
* **There is a list of effective pages**
* **Complete “Evaluation Training and Assessment Material”** **in the “OPS - Approval of Dangerous Goods Training Programs”. If the topic is not applicable "n/a" should be inscribed.**
* **A copy of all audio-visual (transparencies, PowerPoint & movies) is included (if applicable)**
* **Operator declaration and signature in last page must be signed**
* **If the program is a Home Study, submit the form use by the trainee to attest that he/she has completed the training.**
* **Reference in the applicable Training Program should be detail appropriate with training material**
* **Provide login and password for CAAT inspector.**
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| Evaluation Training and Assessment Material |
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| **Competency** | **Description** | **Observable behavior (OB) Assessment** | **Relevant part of Training Material** | **Competency Standard Assessment** | **Evaluated by CAAT****(CAAT Use Only)** | **CAAT Comment** |
| **Reference of Training Tools** **(e.g. Slide no., Handout, Workbook)** | **Assessment Methods****(e.g. Examination No. Workshop, OJT, Group Discussion)** | **Conditions** | **Yes** | **No** | **N/A** |  |
| **Task 0: Understanding the basics of dangerous goods** |
| Sub Task 0.1 Recognize dangerous goods applicability | Understanding regulations and oversight of dangerous goods | 0.1.1 Understand the definition |  |  |  |  |  |  |  |
| 0.1.2 Recognize the legal framework (global, Thailand) |  |  |  |  |  |  |  |
| 0.1.3 Identify the application and scope |  |  |  |  |  |  |  |
| 0.1.4 Differentiate hazard and risk |  |  |  |  |  |  |  |
| Sub Task 0.2 Understand the general limitations | Understanding the limitation for carriage dangerous goods | 0.2.1 Develop a sense of forbidden dangerous goods |  |  |  |  |  |  |  |
| 0.2.2 Recognize potential hidden dangerous goods |  |  |  |  |  |  |  |
| 0.2.3 Familiarize with passenger provision |  |  |  |  |  |  |  |
| Sub Task 0.3 Identifying role and responsibilities | Understanding role and responsibilities which concern dangerous goods transport by air | 0.3.1 Clarify the individual and collective role of the supply chain stakeholders |  |  |  |  |  |  |  |
| 0.3.2 Understand the passenger’s responsibilities |  |  |  |  |  |  |  |
| 0.3.3 Recognize the impact of State & operator variations |  |  |  |  |  |  |  |
| Sub Task 0.4 Understanding the importance of classification & packaging | Understanding process to classify dangerous goods and level of hazard | 0.4.1 Identify the general information about classes, divisions |  |  |  |  |  |  |  |
| 0.4.2 Understand the general principles of Packing Groups |  |  |  |  |  |  |  |
| 0.4.3 Consider multiple hazards |  |  |  |  |  |  |  |
| Sub Task 0.5 Understanding hazard communication | Understanding process to identify dangerous goods  | 0.5.1 Recognize the basic marking requirement |  |  |  |  |  |  |  |
| 0.5.2 Recognize the basic labelling requirement |  |  |  |  |  |  |  |
| 0.5.3 Identify the required documentation |  |  |  |  |  |  |  |
| Sub Task 0.6 Familiarizing with basic emergency response | Understanding emergency response involving transport dangerous good by air | 0.6.1 Create awareness about general emergency procedure |  |  |  |  |  |  |  |
| 0.6.2 Understand the employer’s emergency response requirement |  |  |  |  |  |  |  |
| Task 1. Classifying DG  |
| Sub Task 1.1 Evaluate substance or article against classification criteria | Demonstrate ability to correctly determine the classification of a particular substance or article | 1.1.1 Determine if it is dangerous goods |  |  |  |  |  |  |  |
| 1.1.2 Determine if it is forbidden under any circumstances |  |  |  |  |  |  |  |
| Sub Task 1.2 Determine DG description | Demonstrate ability to correctly determine the technical details of dangerous goods shipments | 1.2.1 Determine class or division |  |  |  |  |  |  |  |
| 1.2.2 Determine packing group |  |  |  |  |  |  |  |
| 1.2.3 Determine proper shipping name and UN number |  |  |  |  |  |  |  |
| 1.2.4 Determine if it is forbidden unless approval or exemption is granted |  |  |  |  |  |  |  |
| Sub Task 1.3 Review special provisions | Demonstrate ability to correctly determine the nature and applicability of special provisions | 1.3.1 Assess if special provision(s) is applicable |  |  |  |  |  |  |  |
| 1.3.2 Apply special provision(s) |  |  |  |  |  |  |  |
| Task 2. Preparing DG shipment  |
| Sub Task 2.1 Assess packing options including quantity limitations | Demonstrate ability to correctly evaluate the packing options of dangerous goods shipments | 2.1.1 Consider limitations (de minimis quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail) |  |  |  |  |  |  |  |
| 2.1.2 Consider State and operator variations |  |  |  |  |  |  |  |
| 2.1.3 Determine if all-packed-in-one can be used |  |  |  |  |  |  |  |
| 2.1.4 Select how dangerous goods will be shipped based on limitations and variations |  |  |  |  |  |  |  |
| Sub Task 2.2 Apply packing requirements | Demonstrate ability to correctly comply with the packing requirements on dangerous goods shipments | 2.2.1 Consider constraints of packing instructions |  |  |  |  |  |  |  |
| 2.2.2 Identify and follow the instructions provided by the packaging manufacturer when UN specification packaging is used |  |  |  |  |  |  |  |
| 2.2.3 Select appropriate packaging materials (absorbent, cushioning, etc.) |  |  |  |  |  |  |  |
| 2.2.4 Assemble package |  |  |  |  |  |  |  |
| Sub Task 2.3 Apply marks and labels | Demonstrate ability to correctly apply marks and labels on dangerous goods shipments | 2.3.1 Determine applicable marks |  |  |  |  |  |  |  |
| 2.3.2 Apply marks |  |  |  |  |  |  |  |
| 2.3.3 Determine applicable labels |  |  |  |  |  |  |  |
| 2.3.4 Apply labels |  |  |  |  |  |  |  |
| Sub Task 2.4 Assess use of overpack | Demonstrate ability to correctly evaluate the use of overpack on dangerous goods shipments | 2.4.1 Determine if overpack can be used |  |  |  |  |  |  |  |
| 2.4.2 Apply marks if necessary |  |  |  |  |  |  |  |
| 2.4.3 Apply labels if necessary |  |  |  |  |  |  |  |
| Sub Task 2.5 Prepare documentation | Demonstrate ability to correctly prepare documentations for dangerous goods shipments | 2.5.1 Complete the dangerous goods transport document (DGD) |  |  |  |  |  |  |  |
| 2.5.2 Complete other transport documents (e.g. air waybill) |  |  |  |  |  |  |  |
| 2.5.3 Include other required documentation (approvals/exemptions, etc.) |  |  |  |  |  |  |  |
| 2.5.4 Retain copies of documents as required |  |  |  |  |  |  |  |
| Task 3. Processing/accepting cargo |
| Sub Task 3.1 Review documentation | Demonstrate ability to correctly verify documents for dangerous goods shipments | 3.1.1 Verify dangerous goods transport document (DGD) |  |  |  |  |  |  |  |
| 3.1.2 Verify other transport documents (e.g. air waybill) |  |  |  |  |  |  |  |
| 3.1.3 Verify other documents (exemptions, approvals, etc.) |  |  |  |  |  |  |  |
| 3.1.4 Verify State/operator variations |  |  |  |  |  |  |  |
| Sub Task 3.2 Review packaging, marks & labels | Demonstrate ability to correctly verify packaging, marks and labels for dangerous goods shipments | 3.2.1 Verify marks |  |  |  |  |  |  |  |
| 3.2.2 Verify labels |  |  |  |  |  |  |  |
| 3.2.3 Verify packaging type |  |  |  |  |  |  |  |
| 3.2.4 Verify package conditions |  |  |  |  |  |  |  |
| 3.2.5 Verify State/operator variations |  |  |  |  |  |  |  |
| Sub Task 3.3 Complete acceptance procedures | Demonstrate ability to correctly apply procedures to complete dangerous goods acceptance | 3.3.1 Complete acceptance checklist |  |  |  |  |  |  |  |
| 3.3.2 Provide shipment information for load planning |  |  |  |  |  |  |  |
| 3.3.3 Retain documents as required load planning |  |  |  |  |  |  |  |
| Sub Task 3.4 Process/accept cargo other than DG | Demonstrate ability to correctly complete the processing and acceptance of general cargo shipments | 3.4.1 Check documentation for indications of undeclared dangerous goods |  |  |  |  |  |  |  |
| 3.4.2 Check packages for indications of undeclared dangerous goods |  |  |  |  |  |  |  |
| Task 4. Managing cargo pre-loading |
| Sub Task 4.1 Plan loading | Demonstrate ability in planning the loading of cargo shipments in accordance with the requirements | 4.1.1 Determine stowage requirements |  |  |  |  |  |  |  |
| 4.1.2 Determine segregation, separation, aircraft/compartment limitations |  |  |  |  |  |  |  |
| Sub Task 4.2 Prepare load for aircraft | Demonstrate ability to correctly prepare cargo shipments to be loaded on an aircraft | 4.2.1 Check packages for indications of undeclared dangerous goods |  |  |  |  |  |  |  |
| 4.2.2 Check for damage and/or leakage |  |  |  |  |  |  |  |
| 4.2.3 Apply stowage requirements (e.g. segregation, separation, orientation) |  |  |  |  |  |  |  |
| 4.2.4 Apply ULD tags when applicable |  |  |  |  |  |  |  |
| 4.2.5 Transport cargo to aircraft |  |  |  |  |  |  |  |
| Sub Task 4.3 Issue NOTOC | Demonstrate ability to correctly complete the filing of NOTOC and transmit it to loading personnel | 4.3.1 Enter required information |  |  |  |  |  |  |  |
| 4.3.2 Verify conformance with load plan |  |  |  |  |  |  |  |
| 4.3.3 Transmit to loading personnel |  |  |  |  |  |  |  |
| Task 5. Accepting passenger and crew baggage  |
| Sub Task 5.1 Process baggage | Demonstrate ability in the identification of forbidden dangerous goods and the application of approval requirements in baggage processing | 5.1.1 Identify forbidden dangerous goods |  |  |  |  |  |  |  |
| 5.1.2 Apply approval requirements |  |  |  |  |  |  |  |
| Sub Task 5.2 Accept baggage | Demonstrate ability to correctly accept baggage | 5.2.1 Apply operator requirements |  |  |  |  |  |  |  |
| 5.2.2 Verify passenger baggage requirements |  |  |  |  |  |  |  |
| 5.2.3 Advise pilot-in-command |  |  |  |  |  |  |  |
| Task 6. Transporting cargo/baggage |
| Sub Task 6.1 Load aircraft | Demonstrate ability to correctly load cargo shipments on an aircraft | 6.1.1 Transport cargo/baggage to aircraft |  |  |  |  |  |  |  |
| 6.1.2 Check packages for indications of undeclared dangerous goods |  |  |  |  |  |  |  |
| 6.1.3 Check for damage and/or leakage |  |  |  |  |  |  |  |
| 6.1.4 Apply stowage requirements (e.g. segregation, separation, orientation, securing and protecting from damage) |  |  |  |  |  |  |  |
| 6.1.5 Verify that NOTOC reflects against aircraft load |  |  |  |  |  |  |  |
| 6.1.6 Provide NOTOC information to pilot-in-command and flight operations officer/flight dispatcher |  |  |  |  |  |  |  |
| Sub Task 6.2 Manage DG pre- and during flight | Demonstrate ability to correctly manage dangerous goods before and during flight, and apply appropriate procedures in emergency situations | 6.2.1 Detect presence of dangerous goods not permitted in baggage |  |  |  |  |  |  |  |
| 6.2.2 Interpret NOTOC |  |  |  |  |  |  |  |
| 6.2.3 Apply procedures in the event of an emergency |  |  |  |  |  |  |  |
| 6.2.4 Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency |  |  |  |  |  |  |  |
| 6.2.5 Inform emergency services of the dangerous goods on board in the event of an emergency |  |  |  |  |  |  |  |
| Sub Task 6.3 Unload aircraft | Demonstrate ability to correctly unload cargo shipments from an aircraft | 6.3.1 Apply specific unloading considerations |  |  |  |  |  |  |  |
| 6.3.2 Check packages for indications of undeclared dangerous goods |  |  |  |  |  |  |  |
| 6.3.3 Check for damage and/or leakage |  |  |  |  |  |  |  |
| 6.3.4 Transport cargo/baggage to facility/terminal |  |  |  |  |  |  |  |
| Task 7. Collecting safety data |
| 7. Report | Demonstrate ability and correct attitude when dangerous goods accidents/ incidents/ occurrences are identified | Sub Task 7.1 Report DG accidents |  |  |  |  |  |  |  |
| Sub Task 7.2 Report DG incidents |  |  |  |  |  |  |  |
| Sub Task7.3 Report undeclared/mis-declared DG |  |  |  |  |  |  |  |
| Sub Task 7.4 Report DG occurrences |  |  |  |  |  |  |  |

**Declaration and Signature**;

The information given in this form is correct to the best of my knowledge and belief.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CAAT use only** |
| **Verification by CAAT****Approve Training Programs:****☐ YES** **☐ NO** **Note \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Appear to comply with the requirements of the Technical Instructions.** |
| **INSPECTOR CONDUCTED** |
| **name** | **signature**  | **date** |