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|  **Part I**  |
| **Approval of Dangerous Goods Training Programs Checklist** |
| **Name of Designated Postal**Name of Designated Postal | **Date submitted**DD / MM / YY. |  **Application NO.** *For CAAT* |
| **Title of training program** Title of Training program | **Instructor Name:**Instructor Name |
| **Prior Approval Number /Date issued(If applicable)** | **Type of submission** [ ]  Initial Submission [ ]  Amendment | **Type of program** [ ]  Initial[ ]  Recurrent [ ]  Other (Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **How the training is to be delivered** [ ]  Classroom Delivery [ ]  Home Study [ ]  Computer Based Training (CBT)[ ]  Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Coordinator Name:** **Coordinator Name**   | **FAX :**FAX Number | **Coordinator telephone Number :**Phone Number. | **E-Mail Address :**E-mail |
| **Please ensure that*** **Every page is identified with a page number, a date and a revision number.**
* **There is a list of effective pag es**
* **All the applicable training references are inscribed on the “Reference in the applicable Training Program “column** and **column C1.1 question number in Part II of the form. If the topic is not applicable "n/a" should be inscribed.**
* **A copy of all audio-visual (transparencies, PowerPoint & movies) is included (if applicable)**
* **All student handouts exams, answer sheet, correctors and marking details are included.**
* **The passing grade is mentioned.**
* **Operator declaration and signature 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.**
* **A grey highlighted box in the table means that a category of personnel does not require that area 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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|  **Part I**  |
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| **NO.** | **Aspect of transport of dangerous goods by air with which they should be familiar, as a minimum** | **Designated Postal operators****Group of staff** | **Reference in the applicable Training Program** | **Comment** ***For CAAT only*** |
| A | B | C |
| **1.0** | **General Philosophy** |
| **1.1** | General applicability (ICAO TI 1;1) |  |  |  |  |  |
| **1.2** | Reference to specific dangerous goods accidents (ICAO TI 7;4.2 IATA 1.4.2) |  |  |  |  |  |
| **1.3** | References to law and source documents (ICAO TI 7;4.2 IATA 1.4.2) |  |  |  |  |  |
| **1.4** | Definition of Dangerous Goods (ICAO TI 1;3.1 IATA 1.0) |  |  |  |  |  |
| **1.5** | State and Operator Variations (ICAO TI Attachments 3;1,2 IATA 2.8) |  |  |  |  |  |
| **1.6** | Unit of Measurements (ICAO TI 1;3.2 IATA APP B.1) |  |  |  |  |  |
| **2.0** | **Limitation of Dangerous Goods on Aircraft** |
| **2.1** | Dangerous goods Forbidden for Transport by Air under any circumstances (ICAO TI 1;2.1 IATA 2.1.1) |  |  |  |  |  |
| **2.4** | Excess baggage being sent as cargo (ICAO TI 1;1.1.5.1 h IATA 1.2.7.1(h)) |  |  |  |  |  |
| **2.5** | Exceptions for Dangerous Goods of the Operator (ICAO TI 1;2.2 IATA 1.2.7, 2.5) |  |  |  |  |  |
| **2.6** | Transport of Dangerous Goods by Post (ICAO TI 1;2.3 IATA 2.4) |  |  |  |  |  |
| **2.7** | Dangerous Goods in Excepted Quantities (ICAO TI 1;2.4, 3;5 IATA 2.6) |  |  |  |  |  |
| **2.8** | Dangerous Goods in Limited Quantities (ICAO TI 1;2.5, 3;4 IATA 2.7) |  |  |  |  |  |
| **2.9** | Need for approval to carry dangerous goods.(ICAO TI 1;1.1.2, 2.2.2, 4.1.2 IATA 1.2.5.1, 2.5.2.1, 1.5.1.2) |  |  |  |  |  |
| **3.0** | **General Requirements for shippers** |
| **3.1** | General Requirement (ICAO TI 5;1.1 IATA 1.3.2) |  |  |  |  |  |
| **3.2** | General provision for Class 7 (ICAO TI 5;1.2 IATA 10.0.1) |  |  |  |  |  |
| **3.3** | Information to employees (ICAO TI 5;1.3 IATA 1.3.2(a)) |  |  |  |  |  |
| **3.4** | Training (ICAO TI 5;1.4 IATA 1.5) |  |  |  |  |  |
| **3.5** | Salvage packaging (ICAO TI 5;1.5 IATA 5.0.1.6) |  |  |  |  |  |
| **3.6** | Empty packaging (ICAO TI 5;1.6 IATA 5.0.2.13.5) |  |  |  |  |  |
| **3.7** | Mixed packing (ICAO TI 5;1.7 IATA 5.0.2.11) |  |  |  |  |  |
| **4.0** | **Classification** |
| **4.1** | Classes and divisions (ICAO TI 2;Introductory Chapter, point 2 IATA 3.0.1, 3.1.3) |  |  |  |  |  |
| **4.2** | Complete List of Classes, divisions and definitions (ICAO TI 2;1 to 2;9 IATA 3.1-3.9) |  |  |  |  |  |
| **4.3** | Packing Groups(ICAO TI 2;Introductory Chapter, point 2.4 IATA 3.0.3) |  |  |  |  |  |
| **4.4** | Classification of Substances and Articles with Multiple Hazards (ICAO TI 2; Introductory Chapter, point 4, Table 2-1 IATA 3.10, Table 3.10.A) |  |  |  |  |  |
| **4.5** | Transport of samples (ICAO TI 2; Introductory Chapter 5 IATA 3.11) |  |  |  |  |  |
| **5.0** | **List of Dangerous Goods**  |
| **5.1** | Arrangement of the Dangerous Goods List (ICAO TI 3;2.1 and Table 3-1 IATA 4.0.2, TABLE 4.2) |  |  |  |  |  |
| **5.2** | Method of using the Dangerous Goods List for articles or substances specifically listed by name (ICAO TI 3;1.1.2 IATA 4.0.2.1) |  |  |  |  |  |
| **5.3** | Mixtures and solution containing one or more dangerous substances (ICAO TI 3;1.3 IATA 4.1.0, 4.1.3.1) |  |  |  |  |  |
| **5.4** | Forbidden dangerous goods entries in the Dangerous Goods List (ICAO TI 3;2.1.1 and Note 1 IATA 4.1.2) |  |  |  |  |  |
| **5.5** | Special provision entries in the Dangerous Goods List (ICAO TI 3;3 and Table 3-2 IATA 4.4) |  |  |  |  |  |
| **5.6** | Quantity Limitations for types of aircraft (ICAO TI 3;2.1 IATA 4.1.6.10, 4.1.6.12) |  |  |  |  |  |
| **5.7** | Dangerous goods in limited quantities (ICAO TI 3;4 IATA 2.7, 4.1.5) |  |  |  |  |  |
| **5.8** | Dangerous goods packed in excepted quantity (ICAO 3;5 IATA 2.6) |  |  |  |  |  |
| **5.9** | UN Numbers and Proper shipping name (ICAO TI 2;Introductory Chapter, point 3 IATA 3.11.1, 3.11.2, 4.0.1, 4.1) |  |  |  |  |  |
| **6.0** | **Packing requirements** |
| **6.1** | General packing requirements (ICAO TI 4;1, 4;2 IATA 5.0.1.2, 5.0.2, 5.0.2.4) |  |  |  |  |  |
| **6.2** | Types of packaging (IATA 5.0.2.6.2, 5.0.2.12) |  |  |  |  |  |
| **6.3** | Marking of packaging other than inner packaging (ICAO TI 5;2, 6;2 IATA 6.0.4, 7.1) |  |  |  |  |  |
| **6.4** | Different substances packed together (ICAO TI 4;1.1.7 and 4;1.1.8 IATA 5.0.2.11) |  |  |  |  |  |
| **6.5** | Overpacks (ICAO TI 1;3.1 and 5;1.1 IATA 5.0.1.5) |  |  |  |  |  |
| **6.6** | Packing Instructions (ICAO TI 4;3 to 4;11 IATA 5.0.6, 5.1) |  |  |  |  |  |
| **6.7** | Use of the packing instructions in conjunction with the Dangerous Goods List (ICAO TI 4;2 IATA 5.0.6, 5.1.0, 5.1.1) |  |  |  |  |  |
| **7.0** | **Labelling and marking** |
| **7.1** | Package markings (ICAO TI 5;2 IATA 7.1) |  |  |  |  |  |
| **7.2** | Labelling (ICAO TI 5;3 IATA 7.2) |  |  |  |  |  |
| **7.3** | Marking of Overpacks (ICAO TI 5;2.4.10) |  |  |  |  |  |
| **7.4** | Handling Labels (ICAO TI 5;3.5.2 IATA 7.2.4) |  |  |  |  |  |
| **8.0** | **Dangerous goods transport document and other relevant documentation** |
| **8.1** | Dangerous goods transport document (ICAO TI 5;4.1 IATA 8.0.2.1) |  |  |  |  |  |
| **8.2** | Certification(ICAO TI 5;4.1.6 IATA 8.1.6.12) |  |  |  |  |  |
| **8.3** | Air Waybill information (ICAO TI 5;4.2 IATA 8.1.6.3) |  |  |  |  |  |
| **8.4** | Additional documentation for other than radioactive material (ICAO TI 5;4.3 IATA 8.3) |  |  |  |  |  |
| **8.5** | Retention of document (e.g. dry ice acceptance checklist) (ICAO TI 5;4.4, 7;4.11 IATA 9.8) |  |  |  |  |  |
| **9.0** | **Acceptance of dangerous goods listed in ICAO TI 1; 2.3.2** |
| **9.1** | Acceptance of patient specimens (ICAO 1;2.3.2 a IATA 2.4.2 a) |  |  |  |  |  |
| **9.2** | Acceptance of infectious substances assigned to category B (UN 3373) only (ICAO 1;2.3.2 b IATA 2.4.2 b) |  |  |  |  |  |
| **9.3** | Acceptance of radioactive material in an excepted package, UN Nos. 2910 and 2911 only which does not exceed one-tenth of that listed in Part 2, Chapter 7, Table 2-14(ICAO 1;2.3.2 c IATA 2.4.2 c) |  |  |  |  |  |
| **9.4** | Acceptance of lithium ion batteries contained in equipment (UN 3481) (ICAO 1;2.3.2 d IATA 2.4.2 d) |  |  |  |  |  |
| **9.5** | Acceptance of lithium metal batteries contained in equipment (UN 3091) (ICAO 1;2.3.2 e IATA 2.4.2 e) |  |  |  |  |  |
| **10.0** | **Recognition of undeclared dangerous goods** |
| **10.1** | Provision to aid recognition of undeclared dangerous goods (ICAO TI 7;6 IATA 2.2) |  |  |  |  |  |
| **10.2** | Awareness of consumer warning label, GHS (ICAO 7;4.2, IATA B.4.A) |  |  |  |  |  |
| **11.0** | **Storage and loading procedures** |
| **11.1** | Loading restrictions on the flight deck and on passenger aircraft (ICAO TI 7;2.1 IATA 9.3.1) |  |  |  |  |  |
| **11.2** | Loading of incompatible dangerous goods and segregation (ICAO TI 7;2.2 and Table 7-1 IATA 9.3.2, TABLE 9.3.A) |  |  |  |  |  |
| **11.3** | Loading of packages containing liquid dangerous goods (ICAO TI 7;2.3 IATA 9.3.3) |  |  |  |  |  |
| **11.4** | Loading and securing of dangerous goods (ICAO TI 7;2.4 IATA 9.3.5) |  |  |  |  |  |
| **11.5** | Accessibility of cargo aircraft only package (ICAO TI 7;2.4.1 IATA 9.3.4) |  |  |  |  |  |
| **11.6** | Damaged Packages of dangerous goods (ICAO TI 7;2.5 IATA 9.3.6) |  |  |  |  |  |
| **11.7** | Visibility of marking and labels (ICAO TI 7;2.6 IATA 9.2.2) |  |  |  |  |  |
| **11.8** | Replacement of labels (ICAO TI 7;2.7 IATA 9.3.7) |  |  |  |  |  |
| **11.9** | Identification of unit load devices containing dangerous goods (ICAO TI 7;2.8 IATA 9.3.8) |  |  |  |  |  |
| **11.10** | Handling and Loading of Radioactive Material (ICAO TI 7;2.9 IATA 10.9.3) |  |  |  |  |  |
| **11.11** | Loading of magnetized materials (ICAO TI 7;2.10 IATA 9.3.9) |  |  |  |  |  |
| **11.12** | Loading of dry ice (ICAO TI 7;2.11 IATA 9.3.10) |  |  |  |  |  |
| **11.13** | Loading of UN2211, polymeric beads, expandable or UN3314, plastics moulding compound (ICAO TI 7;2.12 IATA 9.3.12) |  |  |  |  |  |
| **11.14** | Handling of self-reactive substances and organic peroxides (ICAO TI 7;2.14 IATA 9.3.15) |  |  |  |  |  |
| **11.15** | Handling and loading of intermediate bulk containers (IBCs) (ICAO TI 7;2.15 IATA 9.3.16) |  |  |  |  |  |
| **11.16** | Inspection for damage or leakage (ICAO TI 7;3.1 IATA 9.3.6, 9.4.1) |  |  |  |  |  |
| **11.17** | Damaged or leaking packages of radioactive material contaminated packaging (ICAO TI 7;3.2 IATA 10.9.4) |  |  |  |  |  |
| **12.0** | **Pilots’ Notification** – N/A |
| **13.0** | **Provisions information to Customer and account customer** |
| **13.1** | provision of information to customers at acceptance points (e.g. street post boxes, post offices, agencies, websites); (ICAO TI SUP 1;3.2) |  |  |  |  |  |
| **13.2** | provision of information to account customers regarding dangerous goods (ICAO TI SUP 1;3.2)  |  |  |  |  |  |
| **13.3** | List of general descriptions to aid recognition of undeclared dangerous goods (ICAO TI 7;6 IATA 2.2.2-3) |  |  |  |  |  |
| **13.4** | inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail(ICAO TI SUP 1; 3.2) |  |  |  |  |  |
| **14.0** | **Emergency procedures** |
| **14.1** | Definition of dangerous goods accident and incident (ICAO TI 1;3.1 IATA APP A) |  |  |  |  |  |
| **14.2** | Reporting of dangerous goods accidents and incidents (ICAO TI 7;4.4 IATA 9.6.1) |  |  |  |  |  |
| **14.3** | Reporting of undeclared or mis-declared dangerous goods (ICAO TI 7;4.5 IATA 9.6.2) |  |  |  |  |  |
| **14.4** | Emergency response information (ICAO TI 7;4.9 IATA 9.5.1.2) |  |  |  |  |  |

**Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program**

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| **Part II** |

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| **Ref** | **Areas of Training** | **Comments** | **Acceptable** |
| **Yes** | **No** | **N/A** |
| **C1 Test to verify understanding** |
| **C1.1** | **Do the questions verify understanding of the following aspects?:** |  |  |  |  |
| **Aspect** | **Question number(s)** | **Comments** |
| **General Philosophy** |  |  |
| **Limitations** |  |  |
| **General requirement for shipper** |  |  |
| **classification** |  |  |
| **List of Dangerous Goods** |  |  |
| **General packing requirements** |  |  |
| **Labelling and marking** |  |  |
| **Dangerous Goods transport document and other relevant documents** |  |  |
| **Acceptance Procedures** |  |  |
| **Recognition of undeclared dangerous goods** |  |  |
| **Storage and loading procedures** |  |  |
| **Provisions information to Customer and account customer** |  |  |
| **Emergency Procedures** |  |  |
|  |  |  |
| **C1.2** | **Duration appropriate to level of questions** |  |  |  |  |
| **C1.3** | **Test conditions** |  |  |  |  |

**Declaration and Signature; The information given in this application form is correct to the best of my knowledge and belief.**

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

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

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| **Part II****Competent official use only** |

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| **C FINDINGS** |
| **Ref** | **Finding** | **Timescale for remedial action** |
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|  |  |  |

**Approve Training Programs:**

[ ]  **YES**

[ ]  **NO (for the reasons shown in C)**

**Note \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appear to comply with the requirements of the Technical Instructions**.

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| **INSPECTOR CONDUCTED** |
| **name** | **signature** | **date** |