



WORKING PAPER

DANGEROUS GOODS PANEL (DGP)

TWENTY-SECOND MEETING

Montréal, 5 to 16 October 2009

Agenda Item 2: Development of recommendations for amendments to the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284) for incorporation in the 2011-2012 Edition

PERFORMANCE STANDARDS FOR STATE EMPLOYEES

(Presented by D. Raadgers)

SUMMARY

This working paper seeks the approval of the panel on a revision made to the terms of reference of the Ad Hoc Working Group On Training. It is proposed the focus of this Ad Hoc working group be on the development of performance standards and competency-based training for State employees involved in the administration of the Technical Instructions.

Action by the DGP is in paragraph 3.

1. INTRODUCTION

1.1 ICAO's safety oversight audits have identified discrepancies between States in the performance standards they provide their inspectors to guide them in the implementation of their respective civil aviation dangerous goods program. For example, one State may have a clearly-defined process for the approval of dangerous goods training programs, while another may not.

1.2 The Ad Hoc Working Group On Training speculated that one of the factors influencing these differences between States may be the lack of generic performance standards that can be tailored to meet the needs of the individual state.

1.3 The Ad Hoc working group recommends that one of the focuses of the Dangerous Goods Panel (DGP) should be on the development of such standards for ultimate distribution to all Member States.

1.4 Should the DGP support such an initiative, the first step would be to clearly define the nature and scope of the activities involved. The ad hoc working group suggests adopting the list of

activities identified in the ICAO Safety Oversight Transport of Dangerous Goods Audit Checklist (based on Annex 18) as the starting point.

1.5 The ad-hoc working group is willing to work on behalf of the DGP to conduct the initial phase of this project. To that end the terms of reference of the Ad Hoc Working Group on Training have been revised (see below) for the approval of the DGP.

2. TERMS OF REFERENCE OF THE AD HOC WORKING GROUP

2.1 The terms of reference for the ad hoc working group have been broken into the following steps:

- a) Step 1. Using the ICAO Safety Oversight Transport of Dangerous Goods Audit Checklist, itemize the separate civil aviation dangerous goods program activities required of a State to meet their Annex 18 obligations (i.e. training program approval, operations manual approval, inspections, investigations, etc.). See the appendix to this working paper for a draft list of these separate activities and the considerations related to each activity.
- b) Step 2. Present the list of activities to the DGP in a working paper for their review and authorization to proceed to the next step.
- c) Step 3. Assign members of the ad hoc working group the responsibility of coordinating the collection of existing performance standards used by individual States (e.g. job descriptions, inspector's manuals, training program approval procedures, and operations manual approval procedures).
- d) Step 4. Evaluate the content of these documents and consolidate best practices from these documents into a generic performance standard for each separate activity (*Note.— The standard can take the form of a manual or checklist.*).
- e) Step 5. Present the proposed standards to the DGP for their review and authorization to proceed to the next step.
- f) Step 6. Evaluate the skills and knowledge a State employee would need to enable them to perform in accordance with the performance standards and prepare a report on the findings. (*Note.— A distinction will to be made between those skills and knowledge that should be brought to the job and those learned on the job.*).
- g) Step 7. Present the report to the DGP in a working paper for their endorsement.

2.2 The work of the ad hoc group will be carried out:

- a) in close coordination with the DGP Secretary, the ICAO Aviation Training Policy and Standards Unit and the external consultant entrusted with the creation of a new ICAO Dangerous Goods Training Programme Book 5 for State employees; and
- b) by correspondence.

3. **ACTION BY THE DGP**

3.1 The DGP is invited to discuss the proposed terms of reference for the Ad Hoc Working Group on Training with a view to their approval.:

APPENDIX

**DANGEROUS GOODS PROGRAM ACTIVITIES REQUIRED OF A STATE TO MEET THEIR
ANNEX 18 OBLIGATIONS**

	List of Annex 18 Activities	Considerations
1.	Conduct an initial inspection of a new operator or an operator intending to commence carriage of dangerous goods.	<ul style="list-style-type: none"> • A dangerous goods initial inspection should be an integral part of the overall Air Operator Certificate (AOC) licensing process. • Such an inspection should take into consideration: <ul style="list-style-type: none"> • dangerous goods Training content and method of delivery; • dangerous goods acceptance, handling, storage, loading, inspection, decontamination and transport procedures; • dangerous goods documentation management; • passenger acceptance procedures; • emergency procedures; • reporting dangerous goods incident/accidents and undeclared/misdeclared dangerous goods procedures; and • security procedures.
2.	Conduct a periodic inspection of an operator.	<ul style="list-style-type: none"> • Periodic inspections should: <ul style="list-style-type: none"> • be conducted using a risk based approach to the setting of priorities and frequencies; and • encompass both the management and operational levels of the operator.
3.	Conduct an ad-hoc assessment of the dangerous shipping activities of an operator.	<ul style="list-style-type: none"> • Assessment of the operator's shipping activities should involve physical inspections of shipments including their packaging, marking, labelling and documentation. • Such assessments should be either a: <ul style="list-style-type: none"> • focussed inspection: theme based (certain destinations, specific class, handling agent /shipper etc); or • random general inspection.

	List of Annex 18 Activities	Considerations
4.	Conduct an investigation of a dangerous goods incident or dangerous goods accident resulting from violations of the dangerous goods regulations.	<ul style="list-style-type: none"> • This activity should include the examination of: <ul style="list-style-type: none"> • internal reporting procedures; • reporting procedures to government authorities and the air transport safety board; • internal investigation of dangerous goods occurrences and incidents procedures; • operator’s method of analyzing the results internal dangerous goods investigations and method of revising practices, where appropriate; • Actions on recommendations and penalties for violation; • where appropriate, cooperation with other States concerning violation of dangerous goods regulations (State of the operator, State of origin etc.).
5.	Conduct a review of a revised dangerous goods operation manual as part of the approval process for the AOC.	<ul style="list-style-type: none"> • A review of a revised dangerous goods operation manual should: <ul style="list-style-type: none"> • examine operators internal notification procedures regarding regulatory or operational changes; • check on the technical accuracy of the revision in the operation manual; and • approve the revision, as appropriate.
6.	Conduct a review of a revised dangerous goods training programme.	<ul style="list-style-type: none"> • A review of a revised dangerous goods training program should: <ul style="list-style-type: none"> • examine operators internal notification procedures regarding regulatory or operational changes; • check on the technical accuracy of the revision to the training program; and • approve the revision, as appropriate.
7.	Maintain technical equipment required for the conducting of inspections.	<ul style="list-style-type: none"> • Equipment maintenance should include the: <ul style="list-style-type: none"> • identification and implementation of any equipment calibration requirements and maintenance schedules; and • evaluation of approved maintenance organizations.