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15 November 2019

**To: COSCAP SEA Programme Member States Directors General of Civil Aviation**

**Subject: ICAO COSCAP SEA – EASA Dangerous Goods Inspector Course  
(ICAO APAC Regional Office, Bangkok, Thailand, 20 - 23 January 2020)**

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the Dangerous Goods Inspector Course to be held at the ICAO Asia and Pacific (APAC) Regional Office, Bangkok, Thailand, from 20 to 23 January 2020. This course has been co-organised with the European Union Aviation Safety Agency (EASA) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Progressively enhance safety oversight capability to achieve a USOAP EI score higher or equal to the global average by 2022", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Course is for States' Civil Aviation Authority (CAA) Dangerous Goods Inspectors responsible for regulation and safety oversight in the Operations of aircraft (OPS) area.

The Course provisional programme, bulletin and participant registration form are attached. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. Please note that this will be a paperless event and participants are required to bring their own laptop computer.

The Course can accommodate a maximum of **22 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **19 December 2019** to reserve the allocated slots for the Course. Following that date, the remaining slots for the Course will be allocated on a first come first served basis to any COSCAP SEA Member State.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapatin at [sjuntarapatin@icao.int](mailto:sjuntarapatin@icao.int).

Yours sincerely,



Michiel Vreedenburgh  
Programme Coordinator  
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman ([fad@caat.or.th](mailto:fad@caat.or.th))  
ICAO APAC Regional Director ([apac@icao.int](mailto:apac@icao.int))  
COSCAP SEA National Coordinators  
EASA Technical Cooperation Project Manager ([raquel.sanz@easa.europa.eu](mailto:raquel.sanz@easa.europa.eu))



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**ICAO Cooperative Development of Operational Safety and Continuing  
Airworthiness Programme – South East Asia  
EASA EU-South East Asia Aviation Partnership Project**

**Dangerous Goods Inspector Course  
ICAO Asia and Pacific Regional Office  
Bangkok, Thailand, 20 - 23 January 2020**

| DANGEROUS GOODS INSPECTOR THEORY       |  |
|--|--|
| <b>Scope of training</b>               | Classroom course covering ICAO Annex 18; the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284) and its Supplement; Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (ICAO Doc 9481), the dangerous goods requirements of ICAO Annex 6.   |
| <b>Objectives of the course</b>        | The classroom course is to develop the inspector's knowledge and understanding of the State's responsibilities for the conduct of dangerous goods oversight; granting operational approvals and shipment authorizations; safety investigations and enforcement.  |
| <b>Course duration</b>                 | 4-days classroom training course.  |
| <b>Recommended participant profile</b> | Whilst not essential, participants should ideally have a basic understanding of the transport of dangerous goods by air and auditing techniques.   |
| <b>Key topics</b>                      | <ul style="list-style-type: none"> <li>• Introduction, course objectives, pre-course experience, historical background resulting in the current requirements</li> <li>• Regulatory framework and relationships between ICAO, EASA, IATA</li> <li>• The Shipper's responsibilities for Classification, Special Provisions, State and Operator Variations, Packaging (including Package Test Requirements and provisions for Limited Quantities, Excepted Quantities and De Minimus Quantities), Marking, Labelling and Documentation</li> <li>• Requirements for shipping lithium batteries and infectious substances</li> <li>• Training requirements applicable to all entities and approval by the State</li> <li>• Provisions for dangerous goods carried by passengers and crew</li> <li>• The Operator's responsibilities for establishing dangerous goods policies and procedures in its operations manual; providing information to passengers and compliance with baggage restrictions; the requirement for operational approval to transport dangerous goods as cargo; the acceptance, handling and stowage of dangerous goods including segregation/separation, securing, dry ice limits and Cargo Aircraft Only restrictions; information to the pilot in command, emergency response; occurrence reporting;</li> </ul> |



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|                                  | <p>dangerous goods safety risk assessments; and compliance monitoring.</p> <ul style="list-style-type: none"> <li>• Helicopter operations</li> <li>• The development and implementation of a State dangerous goods programme</li> <li>• State oversight of shippers, freight forwarders, designated postal operators, ground handling agents and air operators</li> <li>• Dangerous goods safety investigations and enforcement</li> <li>• Shipment exemptions and approvals</li> </ul>  |
| <p><b>Method of delivery</b></p> | <p>The training will be delivered by an instructor with significant regulatory experience gained within a mature safety regulator. All relevant ICAO standards are referenced, and the material reflects ICAO's competency framework for dangerous goods State employees. Classroom training includes PowerPoint presentations; printed or soft copy handouts, job aids, audit checklists, case studies and group discussions. Copies of ICAO 9284, its Supplement and ICAO Doc 9481 suitable for study purposes will be loaned for the duration of the course (minimum 1 copy per 2 candidates).</p> <p>Group exercises will include classification; selection of packing methods; acceptance checks; review and approval of dangerous goods content from a fictitious Operations Manual Part A (General) &amp; D (Training); assessment of a fictitious operator's audit documentation; and consider an example exemption scenario, consider whether an exemption is appropriate and consider what conditions could be applied by the issuing authority.</p> |



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**ICAO Cooperative Development of Operational Safety and Continuing Airworthiness  
Programme – South East Asia  
EASA EU-South East Asia Aviation Partnership Project**

**ICAO COSCAP SEA – EASA Dangerous Goods Inspector Course  
(ICAO APAC Regional Office, Bangkok, Thailand, 20 - 23 January 2020)**

| PARTICIPANT REGISTRATION FORM |       |                    |            |             |
|-------------------------------|-------|--------------------|------------|-------------|
| <b>State</b>                  |       |                    |            |             |
| <b>Name</b>                   | Title | Surname (capitals) | First name | Middle name |
|                               |       |                    |            |             |
| <b>Position / Title</b>       |       |                    |            |             |
| <b>Organization</b>           |       |                    |            |             |
| <b>Department / Division</b>  |       |                    |            |             |
| <b>Telephone (office)</b>     |       |                    |            |             |
| <b>Telephone (mobile)</b>     |       |                    |            |             |
| <b>E-mail (office)</b>        |       |                    |            |             |
| <b>E-mail (alternate)</b>     |       |                    |            |             |

**NOTE: Participants are expected to arrange their own visa, travel and accommodation.**

**Please send completed form(s) by 19 December 2019 to:**

ICAO COSCAP-SEA Programme Secretary

E-mail: [sjuntarapatin@icao.int](mailto:sjuntarapatin@icao.int) or Fax: +66 2 537 8198



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**BULLETIN**

**1. Dates and Venue**

1.1 The ICAO COSCAP SEA - EASA Dangerous Goods Inspector Course will be held from 20 to 23 January 2020 at the Meeting Room 2 of the ICAO Asia and Pacific Regional Office Conference Building and will commence at 08:00 hours every day. The ICAO Asia and Pacific (APAC) Regional Office is located at:

252/1 Vibhavadi-Rangsit Road  
Chatuchak, Bangkok 10900  
Tel: +66-2-537-8189

1.2 Further information for visitors to the ICAO APAC Regional Office can be accessed through the Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>

1.3 Participants need to be pre-registered for the event to be on the security access list and will have to pass through a security check at the gate house with a valid ID before entry to the ICAO premises.

1.4 Vehicle access for participants is not permitted without prior approval by registration with a minimum of 72 hrs. advance notice. Participants will take full responsibility/liability for the vehicle and any incident that may occur.

1.5 Participants are requested to register at the Registration Desk between 08:00 and 08:30 hours on the opening day of the event. Participants are requested to wear the identification badge, which will be issued to them, when they are in the ICAO premises.

**2. Secretariat**

2.1 For information on the event please contact:

1. Ms. Sudhatai Juntarapratin (Khun Nong)  
Programme Secretary, ICAO COSCAP-SEA Programme  
Tel: +66 2 537 8197, +66 2 537 8189 ext. 136  
E-mail: [sjuntarapratin@icao.int](mailto:sjuntarapratin@icao.int)
2. Ms. Thita Pongdara  
Project Assistant, EASA EU SEA Aviation Partnership Project  
Tel: +66 64 956 4239  
E-mail: [thita.pongdara@eu-sea-app.org](mailto:thita.pongdara@eu-sea-app.org)



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### 3. **General information and Event materials**

3.1 General information and materials will be provided on a USB drive and/or available on the Web page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>

### 4. **Thailand Entry Visa**

4.1 Please note that participants are responsible for their own travel arrangements, including air tickets, visas, hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Thailand is valid.

4.2 Participants may require an entry visa to Thailand. Participants may obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs Department Web page: <http://www.mfa.go.th/main/en/services/4908>

### 5. **Hotel Reservations and Transportation**

5.1 Information on recommended hotels with UN/ICAO rates is provided at the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Documents/info/hotellist.pdf>. Participants should contact the hotel directly for reservation. Centara Grand at Central Plaza Ladprao Bangkok is located within walking distance of the ICAO APAC Regional Office.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. Suggested options are AOT limousine, taxi/Grab taxi and Airport Rail Link.

5.3 Participants are required to make their own arrangements for transportation from their accommodation to the ICAO APAC Regional Office to attend the event. Suggested options are taxi, BTS and MRT to reach the office. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>.

5.3.1 The nearest MRT metro station to the ICAO Regional Office is **Phahon Yothin Station** (10 min walk). At the station, take Exit No. 3 and walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park.

5.3.2 The nearest BTS Sky Train stations to the ICAO Regional Office are **Ha Yaek Ladphrao Station** (10 mins walk), connected to the Central Plaza shopping mall and then walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park, and **Mo Chit Station** (25 min walk or 10 min drive), a taxi to the Office will cost approximately Baht 45.00.

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