APPENDIX B

Explanations for Checklist for Staff engaged in general cargo and baggage handling, (Table 2, column 3)

Ref	Explanation
A1	*Is there a training programme, is it currently approved*

Training programmes are a mandatory requirement.
The check does not require evaluation of the training programme, only confirmation that one exists.

A2 *Does it include the operator's own procedures*

No matter what base document has been used to develop the training, there are a number of areas where the procedures of the operator may need to be made specific, since they can vary depending on the type, size, etc of the operation. These procedures are likely to be in the areas of passengers baggage (where there are a number of references to "with the approval of the operator"), actions in the event of an emergency, reporting of dangerous goods accidents and incidents and reporting of undeclared dangerous goods. The training should point out any specific or different procedures.
A training programme is only acceptable if the operator's own procedures have been identified and are correct; the check should confirm this.

A3 *Does it include an examination*

An examination is a mandatory requirement.
The check does not require evaluation of the examination, only confirmation that one exists.

A4 *Is a certificate issued*

A certificate which is issued on successful completion of the examination is a mandatory requirement.
The check should confirm that a certificate is issued, that it shows the issue date, the expiry date and the title or other identification of the training programme (eg: training in the transport of dangerous goods for staff engaged in general cargo and baggage handling).

A5 *Are there training records*

Having and keeping training records is a mandatory requirement.
The check should confirm there are records, that they include the information shown in Part 1; 2.8 and they are kept for the minimum required periods according to JAR-OPS.

A6 *Are initial and recurrent training prescribed*

Initial training must be provided or verified upon the employment of a person in a position involving the transport of dangerous goods. Recurrent training is a mandatory requirement. Both the Technical Instructions and JAR-OPS prescribe that recurrent training be given at intervals of not longer than 2 years.
The check should confirm that initial training is prescribed and that recurrent training is given and at the required periods; this can be checked against the training records, although it is better to ask staff the question and then check the records for confirmation.

Ref Explanation

1.1 *References to law and source documents*

Staff should know what is the legislation and what are the working reference documents; and training should refer to them.
The check is only to confirm there are references made to national legislation, the Technical Instructions, JAR-OPS and the IATA Dangerous Goods Regulations.

1.2 *Where dangerous goods can be found an aircraft*

Staff should appreciate that dangerous goods are not only found in cargo but also in passengers' baggage and in both the airworthiness and operational equipment. Training should give them this appreciation. Training should emphasize that replacement items and those removed for replacement need to be carried as dangerous goods.
The check should confirm that explanations are given.

1.3 *Classes of dangerous goods*

Staff need to appreciate what are dangerous goods and what are the classes, in order to recognise them if they are found in baggage and cargo.
The check should confirm that the classes are identified and it is explained what are dangerous goods.

1.4 *Hidden dangerous goods*

The aviation industry has a major problem with undeclared dangerous goods in cargo and forbidden items in passenger baggage; the reference documents have information on 'hidden hazards' and what might be found under general descriptions; training should look at the clues to aid detection of such items.
The check should confirm that information is given about undeclared dangerous goods in cargo and forbidden items in baggage.

1.5 *Training*

Depending on their duties, all personnel involved in the carriage of dangerous goods by air must be trained commensurate with their responsibilities.
The check should verify that this requirement is explained.

1.6 *Prohibition of dangerous goods in passenger and crew baggage with exceptions*

With the exception of a specific list of exceptions, dangerous goods are not permitted for carriage by passengers.
The check need only confirm that students are introduced to the concept that restrictions apply to dangerous goods carried by passengers, ie more detailed information should be provided under 4.

2.1 *Marks on packages to identify contents*

There are prescribed markings for packages that identify their contents, and others that are irrelevant. The training should include information on what are markings that aid identification of a package containing dangerous goods.
The check should confirm that information is given about relevant markings.

Ref Explanation

2.2 *Labels on packages to identify contents*

Labels are required on packages of dangerous goods both to identify the contents and to aid handling; the reference documents have illustrations of all the labels. The training should study the labels so they can be identified, either by looking at illustrations of them or using some other method to show depictions of them.
The check should confirm that adequate information about labels is given and their use is explained.

2.3 *The hazards denoted by labels*

Labels on packages of dangerous goods identify the contents by indicating what hazard(s) they present should the package be damaged, leak, etc. The labels will be the only initial indication of the hazard and it needs to be recognised if handling of the package is required. The training should explain what the symbols and colours on the labels mean.
The check should confirm the information is provided.

[2.4 *Awareness of consumer warning labels*

Some everyday household itmes may be bear consumer warning labels which may or may not indicate they are regarded as dangerous goods in air transport.]

3.1 *Awareness of the storage and loading procedures for dangerous goods*

Staff engaged in general cargo and baggage handling need to be aware that special requirements apply for dangerous goods and that such staff should not handle them without appropriate training.

4.1 *What passengers/ crew cannot have*

With the exception of a specified list of permitted items, dangerous goods are forbidden for carriage by passengers or crew. The operator should have procedures for dealing with passengers or crew who try to board an aircraft with forbidden dangerous goods, these need to be identified; the reference documents have a list of hidden hazards that can be found in baggage.
The check should confirm if there are specific procedures and that they are included in the training; also that it is made clear that the majority of dangerous goods cannot be carried by passengers or crew.

4.2 *What passengers/ crew can have; and conditions*

There is a permitted list of items that passengers or crew can take on aircraft; this is shown in ACJ OPS 1/3.1160(b)(5). The training should give staff the information to enable them to recognise such dangerous goods and to know what conditions apply to their carriage.
The check should confirm the information is provided, either directly or by reference to the reference documents.

Ref Explanation

5.1 *Actions in the event of incidents/ accidents suspected to have been caused by dangerous goods*

There is the possibility of a passenger having forbidden dangerous goods, or even goods they are permitted to have, which cause an incident on the ground. An operator should have procedures for dealing with this eventuality. There is also the possibility that an incident may arise in cargo and be caused by undeclared dangerous goods. The training should point out these possibilities and say what procedures will be applied.
The check should confirm the information is provided.

5.2 *Risks to health, safety, property and the environment*

Should dangerous goods leak they may have the possibility of causing injury or damage or an environmental hazard. Training should point out that the classes of dangerous goods indicate their potential for injury, damage, etc, and this should not be ignored in dealing with any incident.
The check should confirm the information is provided.

5.3 *Reporting of dangerous goods accidents and incidents*

JAR-OPS contains definitions for dangerous goods accidents and incidents. Since their reporting is mandatory, operators need to have procedures for their reporting. Training should point out that such accidents and incidents can be, and have been, caused by passengers and undeclared dangerous goods in cargo; and what procedures the operator has for their reporting.
The check should confirm the information is provided.

5.4 *Reporting of undeclared dangerous goods*

It is possible for undeclared dangerous goods to be found in general cargo; the reporting of this is mandatory under the Technical Instructions and operators need to have procedures for reporting. These need to be identified during training. Training should point out the possibility that general cargo could contain undeclared dangerous goods and what reporting procedures apply
The check should confirm the information is provided.

5.5 *Reporting of forbidden goods in baggage*

Undeclared dangerous goods, or forbidden goods, in baggage means a passenger having dangerous goods which the requirements do not allow them to have. The reporting of finding such goods is mandatory under the Technical Instructions and the operator needs to have procedures for reporting. Training should point out that it is not uncommon for 'forbidden' dangerous goods to be carried by passengers, there have been accidents and incidents caused by them, and what procedures the operator has for reporting.
The check should confirm the information is provided.

6.1 *Are there* a sufficient number of *questions*

An examination does not need to be lengthy but it does need to cover the appropriate areas – see below.
The check should confirm there are a sufficient number of questions which are appropriate to staff who are engaged in general cargo and baggage handling.

6.2 *Do they cover all the areas of responsibility*

The test should cover all 5 subject areas of responsibility and questions should be worded so as to verify that the student has understood the training received
The check should evaluate the examination paper to confirm it does cover the

main areas.

6.3 *Duration appropriate to level of questions*

Sufficient time should be allowed for the test so that students are not placed undue pressure, although the period chosen should not be unrealistically long. The check should verify that appropriate time is allocated for the test.

Ref Explanation

6.4 *Test conditions*

The test should be "open book" i.e. it should not test reliance on memory. However, it should be conducted in conditions such that students are unable to confer with fellow students.

The check should verify that the test is conducted under appropriate conditions.

CHECKLIST FOR A TRAINING PROGRAMME FOR STAFF ENGAGED IN GENERAL CARGO AND BAGGAGE HANDLING, (Table 2, column 3)

This checklist is intended for training programmes for staff involved in ground handling, storage and loading of dangerous goods.

Operator/ Training provider	
Location:	
Date of check:	
Instructor(s):	
Inspector(s):	

In the column headed Acceptable, show 'Yes' or 'No'; 'No' is for when the training programme does not appear to meet the minimum requirements. The column headed Comments is used for any notes that may be needed as an aide memoir for the future, in particular it should contain a brief explanation for any 'No'. At the end of the form, the findings are completed; these will form the basis of the response to the operator on the acceptability or not of the training programme and whether it will be approved. If there is insufficient space, continue on another form.

A TRAINING PROGRAMME			
Ref		*Comments*	*Acceptable*
A1	Is there a training programme, is it currently approved		
A2	Does it include the operator's own procedures		
A3	Does it include an examination		
A4	Is a certificate issued		
A5	Are there training records		
A6	Are initial and recurrent training prescribed		

B TRAINING COURSE			
Ref	*Areas of Training*	*Comments*	*Acceptable*
1	**General philosophy**		
1.1	References to law and source documents		
1.2	Where dangerous goods are found on aircraft		
1.3	Classes of dangerous goods		
1.4	Hidden dangerous goods		

1.5	Training		
1.6	Prohibition of dangerous goods in passenger and crew baggage with exceptions		
2	**Marking and labelling**		
2.1	Marks on packages to identify contents		
2.2	Labels on packages to identify contents		
2.3	The hazards denoted by labels		
2.4	Awareness of consumer warning labels		
3	**Storage and loading procedures**		
3.1	Awareness of the storage and loading procedures for dangerous goods		
4	**Passengers baggage**		
4.1	What passengers/crew cannot have		
4.2	What passengers/crew can have; and conditions		
5	**Emergency procedures**		
5.1	Actions in the event of incidents/ accidents		
5.2	Risks to health, safety, property and the environment		
5.3	Reporting of dangerous goods accidents and incidents		
5.4	Reporting of undeclared dangerous goods		
5.5	Reporting of forbidden goods in baggage		
6	**Examination**		
6.1	Are there a sufficient number of questions		
10.2	Do they cover all the areas of responsibility		
10.3	Duration appropriate to level of questions		
10.4	Test conditions		

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

The training programme does / does not appear to comply with the requirements of the Technical Instructions and JAR-OPS (1/3.1220) for the reasons shown in C.

Signed: