

**Quick Reference Guidance
(QRG)**

Alleviation Title	Recurrent dangerous goods training
Version	1.0
Publication Date	15 May 2020
Relevant Standard(s)	<p style="text-align: center;">ANNEX 18</p> <p style="text-align: center;">CHAPTER 10. TRAINING PROGRAMMES</p> <p style="text-align: center;">10.1 Establishment of training programmes</p> <p>Initial and recurrent dangerous goods training programmes shall be established and maintained in accordance with the Technical Instructions.</p> <p style="text-align: center;">...</p> <p style="text-align: center;">TECHNICAL INSTRUCTIONS</p> <p style="text-align: center;">...</p> <p style="text-align: center;">Part 1 GENERAL</p> <p style="text-align: center;">Chapter 4</p> <p style="text-align: center;">TRAINING</p> <p style="text-align: center;">...</p> <p style="text-align: center;">4.1 DANGEROUS GOODS TRAINING PROGRAMMES</p> <p style="text-align: center;">4.1.1 Establishment and maintenance</p> <p>Initial and recurrent dangerous goods training programmes must be established and maintained by or on behalf of:</p> <ul style="list-style-type: none"> a) shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper; b) operators; c) ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo or mail; d) ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers; e) agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers; f) freight forwarders; g) agencies engaged in the security screening of passengers and crew and their baggage and/or cargo or mail; and h) designated postal operators. <p>4.2.3 Recurrent training must be provided within 24 months of previous training to ensure knowledge is current. However, if recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.</p> <p style="text-align: center;">...</p>

CCRD entry required	No
Problem Statement	There have been difficulties in obtaining or providing recurrent dangerous goods training during the COVID-19 outbreak as a result of containment measures such as physical distancing practices and closure of workspaces. Some States have issued temporary extensions to the period of validity for dangerous goods recurrent training.
Applicability	<ul style="list-style-type: none"> • Dangerous goods recurrent training is valid at the time of the alleviation • Validity ends between a date determined by the State but no later than 31 March 2021
Alleviation summary	Extension of the validity of recurrent dangerous goods training to a specific date upon application or general administrative decision and/or allowance of alternative means for providing the training that may not have been part of an approved training programme.
Operational Context	Entities listed in Technical Instructions, Part 1; 4.1.1
Possible Mitigations	<ul style="list-style-type: none"> • Use of other means of training and assessment or combination thereof to achieve the training objective (e.g. online courses, webinars, virtual classrooms, and on-the-job training) • Use of webinars and other interactive means to address some topics in the syllabus which require interaction • Use of instructional aids to refresh knowledge • Records management process to keep track of personnel affected by the alleviation • Staffing personnel who are affected by the alleviation with those who are not, where possible • “Return to normal operations plan” to manage the completion of recurrent training by each staff member affected by the alleviation when it expires
Alleviations likely to be unacceptable to other States	<ul style="list-style-type: none"> • Changes without a safety risk assessment to support the alleviation • Reduction of content in training programme syllabus (training delivery method may be modified but all content needs to be either addressed or deferred for successful completion at a later date by each staff member).
References:	<ul style="list-style-type: none"> • <i>Safety Management Manual (SMM)</i> (Doc 9859)
<p><i>This guidance has been developed by ICAO with the support of SME’s made available from States and Industry through different ANC panels, study groups and other expert groups.</i></p>	