



WORKING PAPER

DANGEROUS GOODS PANEL (DGP)

TWENTY-FIRST MEETING

Montréal, 5 to 16 November 2007

Agenda Item 5: Resolution, where possible, of the non-recurrent work items identified by the Air Navigation Commission or the panel

**COMPETENCY FRAMEWORK PROPOSAL FOR
INSPECTORS OF DANGEROUS GOODS BY AIR**

(Presented by the Secretary)

SUMMARY

This paper presents an update on the work of the training working group concerning the development of a competency framework for inspectors of dangerous goods.

Action by the DGP is in paragraph 4.

1. INTRODUCTION

1.1 The purpose of this paper is to provide an update on the work accomplished thus far in the development of a competency framework for inspectors of dangerous goods by air and to outline a plan for future work concerning the development of competency frameworks for other dangerous goods personnel.

2. DISCUSSION

2.1 During its twentieth meeting in November 2005, the Dangerous Goods Panel (DGP) discussed the outcomes of safety oversight audits as they relate to the implementation of Annex 18. It was concluded that potential performance gaps exist within the various transporting of dangerous goods functions. A lack of competency standards was identified as one of the leading causes for potential gaps in performance. Safety oversight audit findings indicate that more than 50 per cent of civil aviation authorities did not have a designated official with sufficient knowledge of dangerous goods to grant competent authority approvals.

2.2 During the DGP Working Group of the Whole Meeting in Beijing in October 2006 (DGP-WG06), a draft competency framework for inspectors of dangerous goods was presented. It was

agreed a working group by correspondence would be set up; it was anticipated work would commence before the next working group meeting. Members and advisers with an interest in the issue were asked to communicate with the Secretary so that coordination with the Aviation Training Policy and Standards Unit could begin.

2.3 A working group was established in February 2007. The work on the development of a competency framework for inspectors was advanced through correspondence. The training working group met briefly during the DGP Working Group of the Whole Meeting conducted in Memphis in May 2007 (DGP-WG07), and the competency framework was further developed. The draft competency framework as it has been developed thus far can be found in the appendix to this paper.

3. **FUTURE WORK**

3.1 More detailed information is required to include performance criteria in the competency framework for inspectors of dangerous goods by air. In order to complete this work in the most timely manner, it is proposed that a meeting of the training working group be conducted during DGP/21.

4. **ACTION BY THE DGP**

4.1 The DGP is invited to:

- a) to note the draft inspector's competency framework in the appendix of this paper;
- b) consider the prioritization of the dangerous goods function for which a competency frameworks would be needed; and
- c) request the training working group to draft a work plan as appropriate.

APPENDIX

DRAFT COMPETENCY FRAMEWORK

X	Competency Unit
X.X	Competency Element
X.X.X	Performance Criteria
1.	Conduct initial inspection of new operator or operator that intends to commence carriage of dangerous goods.
1.1	Conduct review of application
1.2	Review Operator's operations manual and training programme
1.3	Inspect operator's on site facilities
1.4	Evaluate training programme
1.4.1	Evaluate lesson plans
1.4.2	Ensure course materials provide knowledge and skills commensurate to the responsibilities of the students
1.4.3	Ensure course materials contain operator's specific procedures
1.4.4	Ensure assessment is valid and reliable
1.5	Issue certification/approval, if applicable
2.	Conduct periodic inspection of operators.
2.1	Inspect cargo facilities
2.2	Evaluate training process of all personnel involved
2.3	Evaluate training programme
2.4	Evaluate training programme
2.5	Inspect check-in procedures
2.6	Inspect security screening procedures for dangerous goods
2.7	Evaluate incident or accident reporting procedures
2.8	Carry out ramp inspection
2.9	Inspect other places (i.e. COMAT shipper)
2.10	Debrief operator on results of periodic inspection
2.11	Establish a surveillance plan
3.	Conduct an ad hoc assessment on dangerous goods shipping and handling procedures of operators
3.1	Carry out assessment of ramp activities
3.2	Assess dangerous goods shipping , acceptance and handling procedures of cargo stations
3.3	Assess passenger check-in stations
3.4	Assess security screening for dangerous goods
3.4.1	Ensure training for screening for dangerous goods is comprehensive
3.5	Document non-compliance findings
3.5.1	Complete non-compliance documentation
3.6	Debrief operator on findings
3.7	Establish a surveillance plan
4.	Conduct a focused inspection of operators identified as having multiple deficiencies or symptoms for potential risk/injury
4.1	Determine focus of inspection
4.2	Establish inspection protocol/checklist
4.3	Brief the operator on the inspection process
4.4	Ensure that all inspection areas identified on the checklist are completed
4.5	Document non-compliance
4.5.1	Complete non-compliance documentation
4.6	Debrief operator on findings
4.7	Establish a surveillance plan

X	Competency Unit
X.X	Competency Element
X.X.X	Performance Criteria
5.	Conduct an investigation
5.1	Gather evidence and statements
5.2	Analyze evidence and statements
5.3	Establish plan of action
6.	Conduct a review of a revised operation manual
6.1	Review revised operation manual
6.2	Identify irregularities to air operator
6.3	Ensure corrections have been introduced in operation manual
6.4	Issue approval
7.	Conduct a review of a revised training programme
7.1	Conduct review of revised document
7.2	Identify irregularities to air operator
7.3	Ensure corrections have been introduced in the training programme
	Issue approval
8.	Conduct maintenance – inspector/technical equipment
8.1	Establish a maintenance schedule of technical equipment
8.2	Maintain technical equipment
9.	Issue approval for the transport of dangerous goods normally forbidden
9.1	Analyze request
9.2	Establish conditions
9.3	Issue approval

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