



WORKING PAPER

DANGEROUS GOODS PANEL (DGP)

TWENTY-FOURTH MEETING

Montréal, 28 October to 8 November 2013

Agenda Item 3: Development of recommendations for amendments to the *Supplement to the Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284SU) for incorporation in the 2015-2016 Edition

RECOMMENDATIONS FOR INSTRUCTORS OF DANGEROUS GOODS COURSES

(Presented by D. Brennan)

SUMMARY

This working paper proposes the addition into the Supplement of some recommendations for the qualifications and standards applicable to instructors of dangerous goods courses.

Action by the DGP: The DGP is invited to adopt the recommendations for dangerous goods instructors into a new Chapter 4 in Part 1 of the Supplement to the Technical Instructions as shown in the appendix to this working paper.

1. INTRODUCTION

1.1 At the 2013 meeting of the Dangerous Goods Panel Working Group of the Whole (DGP-WG/13), a paper was presented (DGP-WG/13-WP/5) that raised some questions about the adequacy of the existing text in Part 1;4.3 with respect to the qualifications and knowledge of instructors of dangerous goods courses.

1.2 While containing proposals, the paper was presented more for discussion to identify what opportunities were available to enhance the provisions applicable to instructors. During the discussions at DGP-WG/13 on the paper there was support for the intent, but not for revisions to Part 1;4.3 in the Technical Instructions. Rather, the DGP-WG was of the opinion that it was more appropriate to introduce text into the Supplement to the Technical Instructions as guidance to States.

1.3 Based on the comments provided at DGP-WG/13 some proposed guidance has been developed for consideration by the panel. The areas considered for the guidance include:

- a) practical experience of the instructor in the job function of the course being instructed;
- b) formal instructor qualifications such as a tertiary qualification in workplace training, “train the trainer”, etc.; and
- c) formal evaluation of dangerous goods instructors for certain courses, e.g. categories 1, 3, 6 – 10 (e.g. the operator courses that already require approval).

APPENDIX

PROPOSED AMENDMENT TO PART S-1 OF THE SUPPLEMENT TO THE TECHNICAL INSTRUCTIONS

PART S-1

GENERAL

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Chapter 4

GUIDANCE AND RECOMMENDATIONS REGARDING INSTRUCTORS OF DANGEROUS GOODS COURSES

4.1 INTRODUCTION

“Training is an important aid to achieving an understanding of the philosophy and requirements of the Technical Instructions”

Technical Instructions: FOREWORD, General Principles Used in Developing the Provisions of the ICAO Technical Instructions.

“The successful application of Regulations concerning the transport of dangerous goods and the achievement of their objectives are greatly dependent upon the appreciation by all individuals concerned of the risks involved and on a detailed understanding of the Regulations. This can only be achieved by properly planned and maintained initial and recurrent training programmes in the transport of dangerous goods by all concerned”

Technical Instructions, Part 1, Chapter 4, Introductory Note

4.1.1 Training that does not fulfil the proper training objectives of the dangerous goods training programme, is an unproductive use of the employee’s time and of the company’s resources. Poor training does not contribute to employee, company or aviation safety.

4.1.2 This guidance and these recommendations are designed to assist States in guiding dangerous goods instructors, course developers and training organisations in achieving their objectives.

4.1.3 It is essential that Instructors have very good technical knowledge of dangerous goods and air transport. They must also have and practical knowledge of training techniques, so that the subject is covered fully, in a way that is effective for the student/employee and questions can be answered correctly and adequately.

4.1.4 There are many instructional methods that may be used to convey the information required in the training material. It is important that instructors understand the limitations of the training method they are using and adjust for such limitations.

4.1.5 Whoever is responsible for developing, maintaining, delivering and supervising the Dangerous Goods training Programme, they must be able to determine whether or not a training programme will achieve its objectives and successfully train students.

4.2 INSTRUCTOR QUALIFICATIONS — TECHNICAL KNOWLEDGE

4.2.1 Potential dangerous goods Instructors should have a sound understanding of the Technical Instructions and the practical application in the operational environment. This can be achieved by potential instructors having:

- a) successfully completed a course or exam more comprehensive than for the category of instruction, e.g. an instructor's exam;
- b) five years working knowledge and experience in dangerous goods and safety operations in the category of instruction. An alternative to this working knowledge is a dedicated training programme for instructors, which would supplement the working knowledge requirements;
- c) undertaken a "hands-on" experience programme (i.e. job shadowing) in a variety of roles requiring dangerous goods training for the categories of instruction; and
- d) where possible, constructed and co-facilitated dangerous goods courses together with an established instructor.

4.2.2 Where applicable, an instructor [must] also have current knowledge of the dangerous goods regulations applicable to the State in which they are instructing.

4.2.3 Instructors should receive or acquire and understand updates to dangerous goods information and be made familiar with those changes by training or other means on at least a biennial basis.

4.3 INSTRUCTOR QUALIFICATIONS — ABILITY TO INSTRUCT

4.3.8 It is important that instructors have an ability to impart knowledge, skills and experience to the students and to devise the delivery of the training so that students are given practical adult-based learning. This can be achieved by potential instructors having:

- a) undertaken a recognised professional skills, e.g. train the trainer course for instructors;
- b) five years of experience in producing and/or delivering training programmes. An alternative to this practical experience is a dedicated development programme for instructors, where the new instructor is guided and mentored by an experienced and professional instructor; and
- c) a "hands-on" instructional programme for each of the categories of instruction. Such a program might require sitting in on two of the courses for each category, followed by the new instructor being supervised whilst they undertake one or two modules of a course; progressively increasing the percentage of the course that they deliver under direct supervision, until the supervising instructor is satisfied that the new instructor has a sound technical knowledge and the ability to impart it.

4.3.2 Instructors should be assessed, e.g. by a recognised professional skills course or assessment by the State to ensure the instructor's delivery skills meet recognised standards.

4.4 INSTRUCTOR QUALIFICATIONS — MAINTAINING CURRENCY

4.4.1 Instructors who deliver dangerous goods courses must maintain currency in both the technical knowledge of dangerous goods and in the substance of the course. Where an instructor has not delivered a particular course for 24 months, then they must undergo recurrent training.

4.5 TRAINING ORGANIZATION OBLIGATIONS

4.5.1 The training organization may be an independent entity that provides generic dangerous goods training for many operators, freight forwarders, shippers and ground handling agents; or it may be a discrete training department that is employed by the shipper or operator and only delivers training to that organisation's employees and/or agents.

4.5.2 The training organization should have a programme for identifying, training, developing and maintaining those people who deliver dangerous goods training. This programme should include:

- a) anticipating the need for such people before they are required;
- b) identifying appropriate people with the potential to be dangerous goods face-to-face instructors and persons who are to create, maintain and supervise on-line and correspondence courses;
- c) providing an induction, training and mentoring development programme for the person;
- d) ensuring that the new instructor holds the necessary skills, knowledge and abilities with regard to dangerous goods and has the ability to impart that knowledge;
- e) provide a network of experienced persons who can support the development of the new instructor;
- f) liaison with, and obtaining any required approvals from, the Appropriate National Authorities;
- g) means to ensure consistency across the instructing team when delivering dangerous goods training;
- h) means for instructors to receive and understand updates to dangerous goods information and be made familiar with those changes at least a biennial basis and whenever significant changes are made;
- i) sufficient resourcing (including personnel, computer architecture, software etc) that the materials used in the training programme are effective and up to date; and
- j) record keeping of instructors, including instructor development, standardization, quality assurance reviews, etc.

4.5.3 Organizations must ensure that they have a system in place to ensure that instructors in their employ receive updates to the Instructions and training material on a biennial basis with the issuance of each new edition of these Instructions.

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