



**WORKING PAPER**

**DANGEROUS GOODS PANEL (DGP)  
MEETING OF THE WORKING GROUP OF THE WHOLE**

**Beijing, China, 25 October to 3 November 2006**

**Agenda Item 2: Development of recommendations for amendments to the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284) for incorporation in the 2009/2010 Edition**

**2.1: Part 1 — General**

**RECOMMENDED CHANGES TO 1;4.2.5 TO ESTABLISH A MINIMUM  
TIME PERIOD FOR THE RETENTION OF TRAINING RECORDS**

(Presented by G. Branscombe)

**SUMMARY**

This paper proposes adding a minimum retention period for records of training.

Action by the DGP-WG is in paragraph 2.

**1. INTRODUCTION**

1.1 In the 2007/2008 Technical Instructions, the text of 1;4.2.5 establishes the content of a training record but not a minimum retention period.

**2. ACTION BY THE DGP-WG**

2.1 The DGP-WG is invited to revise the last sentence of 1;4.2.4.5 to include a minimum time period for the retention of the information related to a completed training as follows:

4.2.5 A record of training must be maintained which must include:

- a) the individual's name;
- b) the most recent training completion date;
- c) a description, copy or reference to training materials used to meet the training requirements;

- d) the name and address of the organization providing the training; and
- e) evidence which shows that a test has been completed satisfactorily.

The records of training must be retained for a minimum period of twenty-seven months from the most recent training completion date or such other period as specified by the States concerned and made available upon request to the appropriate national authority.

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