

Training course outline: Dangerous Goods Awareness (DGA) Course	
1. Course Type	Physical classroom Instructor led
2. Target Participants	Dangerous Goods Awareness (DGA) Course for personnel of freight forwarders: <ul style="list-style-type: none"> ● responsible for processing or accepting goods presented as general cargo (Role b) & ● responsible for handling cargo in a warehouse and loading and unloading unit load devices (Role d)
3. Admission Requirements	Participants of this course are expected to have some cargo experience in particular, applicants must: <ul style="list-style-type: none"> ● be able to communicate in Cantonese/English/Mandarin (depends of the medium of instruction of the course). ● Able to read Chinese or English.
4. Class size	20 participants per class
5. Location	As marked in the registration form
6. Duration	4 hours (including 30 minutes of final written assessment with both English and Chinese. It is an open-book test.)
7. Course Objectives	By the end of the course, trainees will be able to: <ul style="list-style-type: none"> ● Correctly understand the definition of dangerous goods, the scope and applicability for air transport in Hong Kong ● Correctly identify the roles and responsibilities of stakeholders ● Ability to demonstrate basic understanding on dangerous goods Classification, the application of Labels, Marks, Packaging, and Documentation ● Demonstrate understanding to general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew) ● Correctly identify appropriate emergency response in case of dangerous goods accident/incident ● Correctly check documentation for indications of undeclared dangerous goods ● Correctly identify indications of undeclared dangerous goods from shipment package ● Correctly determine stowage requirements ● Correctly determine segregation, separation, aircraft/compartment limitations ● Correctly check packages for indications of undeclared dangerous goods ● Understand the requirement to check for damage and/or leakage ● Correctly apply stowage requirements (e.g. segregation, separation, orientation) ● Correctly apply ULD tags when applicable ● Understand the differences between dangerous goods accidents / incidents / occurrences ● Understand the correct emergency responses in case of dangerous goods accidents / incidents ● Apply the correct reporting procedures when dangerous goods accidents / incidents occur and when undeclared/ misdeclared dangerous goods are discovered
8. Contents (DG Knowledge)	<ul style="list-style-type: none"> ● Scope and applicability (including overview of DG regulatory requirements in Hong Kong) ● Limitation of dangerous goods on aircraft ● Definitions, Roles and Responsibilities ● Training requirements ● Dangerous goods security ● General provisions concerning radioactive material ● Reporting of dangerous goods accidents, incidents and other occurrences ● Emergency response procedures ● Classification – General ● Dangerous goods list – General ● Dangerous goods list – Arrangement ● Special provisions ● Packing Instructions - Lithium batteries PI965-970 (General) ● Package markings ● Labelling ● Documentation ● Marking of packagings other than inner packagings ● Acceptance procedures ● Storage and loading ● Inspection and decontamination ● Provisions concerning passengers and crew ● Provisions to aid recognition of undeclared dangerous goods

9. List of Competency elements that trainees will obtain upon completion of the training	<ol style="list-style-type: none"> 1. General awareness and safety training (including emergency response procedures) 2. Process/ accept cargo other than Dangerous Goods 3. Plan loading 4. Prepare load for aircraft 5. Collect safety data
10. Regulatory requirements	Regulation 7B(1) of Dangerous Goods (Consignment by Air) (Safety) Regulations Cap. 384A of the Laws of Hong Kong
11. Language	Cantonese (for English & Putonghua, it would be subject to the special class arrangement)
12. Recognition	A "Certificate of Completion" for role (b) and (d) issued by Plus One Global Consulting Limited is awarded to participants obtaining a grade level of 80% or higher on the test. A special distinction is awarded to all participants obtaining a grade of 90% or higher.
13. Retest	One re-test is given but HKD 200 for the administration fee must be paid.
14. Learn the difference	We will demonstrate competency-based learning approach by our Instructor Mr. Maric Cheng to simulate participants to equip with the knowledge, skills and attitudes in relation to the responsible for role b & d.

Tasks	Well-defined rules for the transport of DG by air with reference to ICAO TI / IATA DGR			
	Shipper	Freight forwarder	a	b
4. General awareness and safety training				
0.1 Understand the definitions of DG, the scope and applicability for air transport in Hong Kong	x	x	x	x
0.2 Understand the roles and responsibilities of stakeholders	x	x	x	x
0.3 Understand the basics of DG Classification, Labels, Marks, Packaging and Documentation	x	x	x	x
0.4 Understand the general limitations (including forbidden DG, potentially undeclared DG, and provisions concerning passengers and crew)	x	x	x	x
0.5 Safety training (including emergency response)	x	x	x	x
1. Classifying DG				
1.1 Evaluate substance or article against classification criteria				
1.1.1 Determine if it is dangerous goods	x			
1.1.2 Determine if it is forbidden under any circumstances	x			
1.2 Determine DG descriptions				
1.2.1 Determine class or division	x			
1.2.2 Determine packing group	x			
1.2.3 Determine proper shipping name and UN number	x			
1.2.4 Determine if it is forbidden unless approval or exemption is granted	x			
1.3 Review special provisions				
1.3.1 Assess if special provision(s) is applicable	x			
1.3.2 Apply special provision(s)	x			
2. Preparing DG shipment				
2.1 Assess packing options including quantity limitations				
2.1.1 Consider limitations (ie. minimum quantities, excepted quantities, limited quantities, passenger aircraft, cargo aircraft only, special provisions, dangerous goods in the mail)	x			
2.1.2 Consider State and operator variations	x			
2.1.3 Determine if all packed-in-one can be used	x			
2.1.4 Select how dangerous goods will be shipped based on limitations and variations	x			
2.2 Apply packing requirements				
2.2.1 Consider constraints of packing instructions	x			
2.2.2 Identify and follow the instructions provided by the packaging manufacturer when IUN specification packaging is used	x			
2.2.3 Select appropriate packaging materials (absorbent, cushioning, etc.)	x			
2.2.4 Assemble package	x			
2.3 Apply marks and labels				
2.3.1 Determine applicable marks	x			
2.3.2 Apply marks	x			
2.3.3 Determine applicable labels	x			
2.3.4 Apply labels	x			
2.4 Assess use of overpack				
2.4.1 Determine if overpack can be used	x			
2.4.2 Apply marks if necessary	x			
2.4.3 Apply labels if necessary	x			
2.5 Prepare documentation				
2.5.1 Complete the dangerous goods transport document (DGD)	x			
2.5.2 Complete other transport documents (e.g. air waybill)	x			
2.5.3 Include other required documentation (approvals/exemptions, etc.)	x			
2.5.4 Retain copies of documents as required	x			
3. Processing/accepting cargo				
3.1 Review documentation				
3.1.1 Verify dangerous goods transport document (DGD)		x		
3.1.2 Verify other transport documents (e.g. air waybill)		x		
3.1.3 Verify other documents (exemptions, approvals, etc.)		x		
3.1.4 Verify State/operator variations		x		
3.2 Review packages, marks & labels				
3.2.1 Verify marks		x		
3.2.2 Verify labels		x		
3.2.3 Verify packaging type		x		
3.2.4 Verify package conditions		x		
3.2.5 Verify State/operator variations		x		

Tasks	Well-defined rules for the transport of DG by air with reference to ICAO TI / IATA DGR			
	Shipper	Freight forwarder	a	b
2.2 Complete acceptance procedures				
2.2.1 Complete acceptance checklist		x		
2.2.2 Provide shipment information for load planning		x		
2.2.3 Retain documents as required		x		
3.4 Process/accept cargo other than DG				
3.4.1 Check documentation for indications of undeclared dangerous goods		x		
3.4.2 Check packages for indications of undeclared dangerous goods		x		
4. Managing cargo pre-loading				
4.1 Plan loading				
4.1.1 Determine storage requirements				x
4.1.2 Determine segregation, separation, aircraft/compartament limitations				x
4.2 Prepare load for aircraft				
4.2.1 Check packages for indications of undeclared dangerous goods				x
4.2.2 Check for damage and/or leakage				x
4.2.3 Apply storage requirements (e.g. segregation, separation, orientation)				x
4.2.4 Apply ULD tags when applicable				x
4.3 Issue NOTOC				
4.3.1 Enter required information				
4.3.2 Verify conformance with load plan				
4.3.3 Transmit to loading personnel				
5. Accepting passenger and crew baggage				
5.1 Process baggage				
5.1.1 Identify forbidden dangerous goods				
5.1.2 Apply approval requirements				
5.2 Accept baggage				
5.2.1 Apply operator requirements				
5.2.2 Verify passenger baggage requirements				
5.2.3 Advise pilot-in-command				
6. Transporting cargo/baggage				
6.1 Load aircraft				
6.1.1 Transport cargo/baggage to aircraft				
6.1.2 Check packages for indications of undeclared dangerous goods				
6.1.3 Check for damage and/or leakage				
6.1.4 Apply storage requirements (e.g. segregation, separation, orientation, securing and protecting from damage)				
6.1.5 Verify that NOTOC reflects against aircraft load				
6.2 Manage DG pre- and during flight				
6.2.1 Detect presence of dangerous goods not permitted in baggage				
6.2.2 Intercept NOTOC				
6.2.3 Apply procedures in the event of an emergency				
6.2.4 Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency				
6.2.5 Inform emergency services of the dangerous goods on board in the event of an emergency				
6.3 Unload aircraft				
6.3.1 Apply specific unloading considerations				
6.3.2 Check packages for indications of undeclared dangerous goods				
6.3.3 Check for damage and/or leakage				
6.3.4 Transport cargo/baggage to facility/terminal				
7. Collecting safety data				
7.1 Report DG accidents		x	x	x
7.2 Report DG incidents		x	x	x
7.3 Report undeclared/misdeclared DG		x	x	x
7.4 Report DG occurrences		x	x	x

Training Policy - Registration

1. Kindly complete the registration form and send it to us to training@plus-one.com.hk, together with cheque payment made payable to PLUS ONE (please write down your name and course code on the back of the cheque).
2. Application will be treated on a first-come-first-served basis upon receipt of payment before lesson; seats can be reserved via sending completed enrolment forms via e-mail (training@plus-one.com.hk).
3. Payment can be company cheque or personal cheque.
4. Confirmation Letter with course details will be sent out by EMAIL, one week before the training.
5. For DGA training, the certificate will be passed to participant after the course if he/she passes the test.
6. For any request that requires re-issue certificate service, PLUS ONE will impose a service charge of HK\$300.- upon the request. For details and procedure, please contact PLUS ONE directly.

Training Policy - Cancellations/Amendment/Change of Class/Refunds

7. Amendment (except Change of Class and Cancellation) can be made only one (1) time FREE-of charge on the application when the Acceptance Letter is issued. After that, an administration fee of HK\$300.- will be charged for each amendment/cancellation. No guarantee on amendments could be made within 3 working days before the start of the course.
8. Change of Classes received, PLUS ONE may in its sole discretion and without assigning any reason for its decision approve or reserve a seat for the registration in future course subject to the availability of seat or refuse any such application. An administration fee of HK\$300.- be charged for each request. No guarantee on change of class could be made within 2 working days before the start of the course.
9. After the commencement of the course, no refund will be given.
10. No Cancellation can be made on the registration when the Confirmation Letter is issued. No refund will be given in this case.

Training Policy - Others

11. The date & time of receipt of the registration by PLUS ONE will be taken as the official date & time of registration.
12. Registration is subject to PLUS ONE's approval. PLUS ONE reserves the right to reject any application in any circumstances and for whatever reasons. Submission of the enrollment form and cheque should NOT be construed as acceptance of admission.
13. PLUS ONE reserves the right to cancel any of the classes if there is insufficient enrolment or unforeseen difficulties arising from mounting the class(es).
14. Kindly be advised that if you have to be absent from any session of the course, you must inform the course tutor at tel: 3705 2100 and for attendance less than 80% may not be allowed to sit for the exam.
15. PLUS ONE reserves the right to change the program contents, schedule, number of seats or venue at any time and without prior notice if it so deems necessary. Those who would be affected by cancellation will be entitled to a full refund or reserve a seat for the enrollee in future course.
16. No training class will be held when the typhoon signal No.8 or above/Black Storm Warning is hoisted. Classes will be postponed with further notice.