APPLICATION FOR APPROVAL OF DANGEROUS GOODS TRAINING PROGRAMS (FOR POSTAL OPERATOR)

Applicants are strongly advised to complete the form in **BLOCK CAPITALS** using black or dark blue ink, sign and submit as instructed.

This form, when completed, should be forwarded to:

***Flight Operations Section***

***Regulatory Division***

***Department of Civil Aviation***

***Ministry of Transport and Infocommunications***

***Brunei International Airport***

***Bandar Seri Begawan, BB2513***

***Brunei Darussalam***

Or via email at [***flightops.regulatory@dca.gov.bn***](mailto:flightops.regulatory@dca.gov.bn)***.***

Failure to complete this form in full may result in a delay in processing the application. The issuing of this form does not in itself constitute an approval of the training program.

|  |  |
| --- | --- |
| **Name of Designated Postal Operator** | **Date of submission** |
| **Title of training program** | **Instructor Name** |
| **Type of submission**  **Initial Submission**  **Amendment**  **Renewal** | **Prior approval number *(if applicable)*** |
| **Type of program**  **Initial**  **Recurrent**  **Initial and Recurrent**  **Others *(Please specify)*:** | **Delivery of training**  **Classroom Delivery**  **Home Study**  **Computer Based Training (CBT)**  **Others *(Please specify)*:** |
| **Category of personnel who will use the training program:**  A – Staff of designated postal operators involved in accepting mail containing dangerous goods  B – Staff of designated postal operators involved in processing mail (other than dangerous goods)  C – Staff of designated postal operators involved in the handling storage and loading of mail | |

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| Please ensure that:   1. Every page is identified with a page number and revision date. 2. All the applicable training references are inscribed on the ‘’Training Program Reference’’ column of the form e.g. Training Programme Section 2 or Page 34. If the topic is not applicable to the category of personnel to be trained, ‘’N/A’’ should be inscribed. 3. All student **handouts exams, answer sheet, correctors** and **marking details** are included. 4. The **passing grade** is mentioned. 5. A copy of all audio-visual ( transparencies, PowerPoint & movies) is included (if applicable) 6. If the program is a Computer Based Training (CBT), submit the form by the trainee to attest that he/she has completed the training. 7. A grey highlighted box in the table means that a category of personnel does not require that area of training. |

***Note****: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program*

| **Ref** | **Aspects of transport of dangerous goods by air**  **With which they should be familiar, as a minimum** | **1** | **2** | **3** | **Training program reference (page or section)** | **Fdg** |
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| A | **Introduction** | | | | | |
| A1 | Is the training programme identified and described within a controlled document? |  |  |  |  |  |
| A2 | Are initial and recurrent training policies identified and described within a controlled document? |  |  |  |  |  |
| A3 | Are the training objectives specified and imparted to trainee? |  |  |  |  |  |
| A4 | Does it include the operator’s own procedures and policies? |  |  |  |  |  |
| A5 | Does it include a test to verify understanding? |  |  |  |  |  |
| A6 | Are there training records? |  |  |  |  |  |
| **B1** | **General Philosophy** | | | | | |
| B1.1 | General applicability (ICAO TI 1;1) |  |  |  |  |  |
| B1.2 | Definition of Dangerous Goods (ICAO TI 1;3.1/ IATA DGR 1.0) |  |  |  |  |  |
| B1.3 | References to specific dangerous goods accidents (ICAO TI 7;4.2/IATA DGR 1.4.2) |  |  |  |  |  |
| B1.4 | References to law and source documents (ICAO TI 7;4.2/ IATA DGR 1.4.2) |  |  |  |  |  |
| B1.5 | State and Operator Variations (ICAO TI Attachments 3/ IATA DGR 2.8) |  |  |  |  |  |
| B1.6 | Unit of Measurements (ICAO TI 1;3.2/ IATA APPP B.1) |  |  |  |  |  |
| **B2** | **Limitation of Dangerous Goods on Aircraft** | | | | | |
| B2.1 | Dangerous goods Forbidden for Transport by Air under any circumstances (ICAO TI 1;2.1/ IATA DGR 2.1.1) |  |  |  |  |  |
| B2.2 | Exceptions for Dangerous Goods of the Operator (ICAO TI 1;2.2/ IATA DGR 1.2.7) |  |  |  |  |  |
| B2.3 | Dangerous Goods in airmail (ICAO TI 1;2.3/ IATA DGR 2.4) |  |  |  |  |  |
| B2.4 | Dangerous Goods in Excepted Quantities (ICAO TI 1;2.4/ IATA DGR 2.6) |  |  |  |  |  |
| B2.5 | Dangerous Goods in Limited Quantities (ICAO TI 3;4/ IATA DGR 2.7) |  |  |  |  |  |
| B2.6 | Need for approval to carry dangerous goods ( ICAO TI 1;1.1.2, 2.2.2, 4.1.2/IATA DGR 1.2.5.1, 2.5.2.1, 1.5.1.2) |  |  |  |  |  |
| **B3** | **General Requirements for shippers** | | | | | |
| B3.1 | General (ICAO TI 5;1.1, 5;1.3, 5;1.4/ IATA DGR 1.3) |  |  |  |  |  |
| B3.2 | General provision for Class 7 (ICAO TI 5;1.2) |  |  |  |  |  |
| B3.3 | Information to employees (ICAO TI 5;1.3/IATA DGR 1.3.2(a)) |  |  |  |  |  |
| B3.4 | Training (ICAO TI 5;1.4/ IATA DGR 1.5) |  |  |  |  |  |
| B3.5 | Salvage packaging ((ICAO TI 5;1.5/ IATA DGR 5.0.1.6) |  |  |  |  |  |
| B3.6 | Empty packaging (ICAO TI 5;1.6/ IATA DGR 5.0.2.13.5) |  |  |  |  |  |
| B3.7 | Mixed packing (ICAO TI 5;1.7/ IATA DGR 5.0.2.11) |  |  |  |  |  |
| **B4** | **Classification** | | | | | |
| B4.1 | Classes and divisions (ICAO TI Part 2 Introductory Chapter, point 2/IATA DGR 3.0.1, 3.1.3) |  |  |  |  |  |
| B4.2 | Complete List of Classes, divisions and definitions (ICAO TI 2;1 to 2;9/ IATA DGR 3.1 to 3.9) |  |  |  |  |  |
| B4.3 | Packing Groups (ICAO TI Part 2 Introductory Chapter, point 2.4 / IATA DGR 3.0.3) |  |  |  |  |  |
| B4.5 | Classification of Substances and Articles with Multiple Hazards (ICAO TI Part 2 Introductory Chapter, point 4 and table 2-1 / IATA DGR 3.10, Table 3.10.A) |  |  |  |  |  |
| B4.5 | Transport of samples Transport of samples (ICAO TI Part 2 Introductory Chapter, point 5 / IATA DGR 3.11) |  |  |  |  |  |
| **B5** | **List of Dangerous Goods** | | | | | |
| B5.1 | Arrangement of the Dangerous Goods List (ICAO TI 3;2.1 and Table 3-1/ IATA DGR 4.0.2, Table 4.2 ) |  |  |  |  |  |
| B5.2 | Method of using the Dangerous Goods List for articles or substances specifically listed by name (ICAO TI 3;1.1 & 3;1.2/ IATA DGR 4.0.2.1) |  |  |  |  |  |
| B5.3 | Mixtures and solution containing one or more dangerous substances (ICAO TI 3;1.3/IATA DGR 4.1.0, 4.1.3.1) |  |  |  |  |  |
| B5.4 | Forbidden dangerous goods entries in the Dangerous Goods List (ICAO TI 3;2.1.1 and Note 1 / IATA DGR 4.1.2) |  |  |  |  |  |
| B5.5 | Special provision entries in the Dangerous Goods List (ICAO TI 3;3 and Table 3-2 / IATA DGR 4.4) |  |  |  |  |  |
| B5.6 | Quantity Limitations for types of aircraft (ICAO TI 3;2.1/IATA DGR 4.1.6.10, 4.1.6.12) |  |  |  |  |  |
| B5.7 | Dangerous Goods in limited quantities (ICAO TI 3;4/ IATA 2.7, 4.1.5) |  |  |  |  |  |
| B5.8 | Dangerous Goods in Excepted quantity (ICAO 3;5/IATA DGR 2.6) |  |  |  |  |  |
| B5.9 | UN Numbers and Proper Shipping name (ICAO TI Part 2, Introductory Chapter, point 3/ IATA DGR 3.11.1, 3.11.2, 4.0.1, 4.1) |  |  |  |  |  |
| **B6** | **Packing requirements** | | | | | |
| B6.1 | General packing requirements (ICAO TI 4;1, 4;2/ IATA DGR 5.0.1.2, 5.0.2, 5.0.2.4) |  |  |  |  |  |
| B6.2 | Types of packaging (ICAO TI 4.2/ IATA DGR 5.0.2.6.2, 5.0.2.12) |  |  |  |  |  |
| B6.3 | Marking of packaging other than inner packaging (ICAO TI 5;2 and 6;2/ IATA DGR Section 6, 7.1) |  |  |  |  |  |
| B6.4 | Different substances packed together (ICAO TI 4;1.1.7,4;1.1.8 / IATA DGR 5.0.2.11) |  |  |  |  |  |
| B6.5 | Over packs (ICAO TI 1;3.1 and 5;1.1/ IATA DGR 5.0.1.5) |  |  |  |  |  |
| B6.6 | Packing Instructions (ICAO TI 4;3 to 4;11/ IATA DGR Section 5.06 , 5.1) |  |  |  |  |  |
| B6.7 | Use of the packing instructions in conjunction with the Dangerous Goods List (ICAO TI 4;2 / IATA DGR 5.0.6, 5.1.0, 5.1.1) |  |  |  |  |  |
| **B7** | **Labelling and marking** | | | | | |
| B7.1 | Markings on packages (ICAO TI 5;2/ IATA DGR 7.1) |  |  |  |  |  |
| B7.2 | Labels on packages (ICAO TI 5;3/ IATA DGR 7.2) |  |  |  |  |  |
| B7.3 | Requirement for the replacement of labels (ICAO TI 7;2.7/ IATA DGR 9.3.7) |  |  |  |  |  |
| B7.4 | Marking of Over packs (ICAO TI 5;1.1 and 5;2.4.10/ IATA DGR 7.1.4) |  |  |  |  |  |
| B7.5 | Handling Labels (ICAO TI 5;3.5.2/ IATA DGR 7.2.4) |  |  |  |  |  |
| **B8** | **Dangerous goods transport document and other relevant documentation** | | | | | |
| B8.1 | Dangerous goods transport document (ICAO TI 5;4.1 / IATA DGR 8.0.2.1) |  |  |  |  |  |
| B8.2 | Certification (ICAO TI 5 ;4.1.6 /IATA DGR 8.1.6.12) |  |  |  |  |  |
| B8.3 | Air Waybill information ( ICAO TI 5;4.2 / IATA DGR 8.2) |  |  |  |  |  |
| B8.4 | Additional documentation for other than radioactive material (ICAO TI 5;4.3 / IATA DGR 8.3) |  |  |  |  |  |
| B8.5 | Retention of document (e.g. dry ice acceptance checklist)(ICAO TI 5;4.4 SUP 1;3.2) |  |  |  |  |  |
| **B9** | **Acceptance of dangerous goods listed in ICAO TI 1;2.3.2** | | | | | |
| B9.1 | Acceptance of patient specimens (ICAO 1;2.3.2a / IATA DGR 2.4.2a) |  |  |  |  |  |
| B9.2 | Acceptance of infectious substances assigned to category B (UN 3373) only (ICAO 1;2.3.2b / IATA DGR 2.4.2b) |  |  |  |  |  |
| B9.3 | Acceptance of radioactive material in an excepted package, UN Nos. 2910 and 2911 only which does not exceed on one-tenth of that listed in Part 2, Chapter 7, Table 2-14 (ICAO 1;2.3.2c / IATA DGR 2.4.2 c) |  |  |  |  |  |
| B9.4 | Acceptance of lithium ion batteries contained in equipment (UN 3481) (ICAO 1;2.3.2d / IATA DGR 2.4.2d) |  |  |  |  |  |
| B9.5 | Acceptance of lithium metal batteries contained in equipment (UN 3091) (ICAO 1;2.3.2e / IATA DGR 2.4.2e) |  |  |  |  |  |
| **B10** | **Recognition of undeclared dangerous goods** | | | | | |
| B10.1 | Provision to aid recognition of undeclared dangerous goods (ICAO TI 7;6/ IATA DGR 2.2) |  |  |  |  |  |
| B10.2 | Awareness of consumer warning labels, GHS (ICAO TI 7;4.2 / IATA DGR B.4.A) |  |  |  |  |  |
| **B11** | **Storage and loading procedures** | | | | | |
| B11.1 | Prohibition of dangerous goods in passenger cabin and on flight deck (ICAO TI 7;2.1/ IATA DGR 9.3.1) |  |  |  |  |  |
| B11.2 | Loading of incompatible dangerous goods and segregation (ICAO TI 7;2.2 & Table 7-1/ IATA DGR 9.3.2.1 & Table 9.3.A) |  |  |  |  |  |
| B11.3 | Loading of packages containing liquid dangerous goods (ICAO TI 7;2.3/ IATA DGR 9.3.3) |  |  |  |  |  |
| B11.4 | Loading and securing of dangerous goods (ICAO TI 7;2.4 / IATA DGR 9.3.5) |  |  |  |  |  |
| B11.5 | Accessibility of cargo aircraft only packages |  |  |  |  |  |
| B11.6 | Dealing with damaged packages on the aircraft/ decontamination before/ after flight (ICAO TI 7;2.5/ IATA DGR 9.3.6) |  |  |  |  |  |
| B11.7 | Visibility of marking and labels (ICAO TI 7;2.6 / IATA DGR 9.2.2) |  |  |  |  |  |
| B11.8 | Replacement of labels (ICAO TI 7;2. / IATA DGR 9.3.7) |  |  |  |  |  |
| B11.9 | Identification of unit load devices containing dangerous goods (ICAO TI 7;2.8/ IATA DGR 9.3.8) |  |  |  |  |  |
| B11.10 | Handling and Loading of Radioactive Material (ICAO TI 7;2.8 / OATA DGR 10.9.3) |  |  |  |  |  |
| B11.11 | Loading of magnetized material and dry ice (ICAO TI 7;2.10 & 7;2.11/ IATA DGR 9.3.9 & 9.3.10) |  |  |  |  |  |
| B11.12 | Inspections before loading and after unloading (ICAO TI 7;3.1 & 7;3.3/ IATA DGR 9.3.6, 9.4.1 to 9.4.4) |  |  |  |  |  |
| B11.13 | Damaged or leaking packages of radioactive material contaminated packaging (ICAO TI 7;3.2 / IATA DGR 10.9.4) |  |  |  |  |  |
| **B12** | **Pilot’s Notifications** | | | | | |
| B12.1 | Information to Pilot-in-Command (ICAO TI 7;4.1 & Table 7-9/ IATA DGR 9.5.1 & Table 9.5.A) |  |  |  |  |  |
| B12.2 | Information by Pilot-in-command in case of In-Flight Emergency (ICAO TI 7;4.3/ IATA DGR 9.5.1.3) |  |  |  |  |  |
| B12.3 | Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board) (ICAO TI 7;4.7/ IATA DGR 9.6.3) |  |  |  |  |  |
| **B13** | **Provision of Information to Customers** | | | | | |
| B13.1 | Provision of information to customers at acceptance points (e.g. post boxes, post offices, agencies, websites); (ICAO TI SUP 1;3.2) |  |  |  |  |  |
| B13.2 | Provision of information to account customers regarding dangerous goods (ICAO TI SUP 1;3.2) |  |  |  |  |  |
| B13.3 | List of general descriptions to aid recognition of undeclared dangerous goods (ICAO TI 7;6 / IATA 2.2.2-3) |  |  |  |  |  |
| B13.4 | Inclusion of clauses in contracts with account customers regarding customers regarding dangerous goods not permitted in the mail (ICAO TI SUP 1;3.2) |  |  |  |  |  |
| **B14** | **Emergency Procedures** | | | | | |
| B14.1 | Definition of dangerous goods accident and incident (ICAO TI 1;3.1/ IATA DGR Appendix A) |  |  |  |  |  |
| B14.2 | Reporting of dangerous goods accidents and incidents (ICAO TI 7;4.4 to 7;4.6/ IATA DGR 9.6) |  |  |  |  |  |
| B14.3 | Reporting of undeclared or misdeclared dangerous goods (ICAO TI 7;4.5/ IATA DGR 9.6)) |  |  |  |  |  |
| B14.4 | Reporting of dangerous goods occurrences (ICAO TI 7;4.6/ IATA DGR 9.6) |  |  |  |  |  |
| B14.5 | Emergency response information (ICAO TI 7;4.9/ IATA DGR 9.5.1.2) |  |  |  |  |  |

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| **Ref** | **Areas Of Training** | **Comments** | **Acceptable**  **(for official use)** | | |
| **Yes** | **No** | **N/A** |
| **C1** | **Test to verify understanding ( \* For DCA use only)** | | | | |
| C1.1 | Do the questions verify understanding of the following aspects? |  |  |  |  |
|  | **Aspect** | **Question Number(s)** |  |  |  |
|  | General Philosophy |  |  |  |  |
|  | Limitations |  |  |  |  |
|  | General requirement for shipper |  |  |  |  |
|  | Classification |  |  |  |  |
|  | List of Dangerous Goods |  |  |  |  |
|  | General packing requirements |  |  |  |  |
|  | Labelling and marking |  |  |  |  |
|  | Dangerous Goods Transport Document and other relevant documentation |  |  |  |  |
|  | Recognition of undeclared dangerous goods |  |  |  |  |
|  | Storage and loading procedures |  |  |  |  |
|  | Provision of information to customers |  |  |  |  |
|  | Emergency Procedures |  |  |  |  |
| C1.2 | Duration appropriate to level of questions |  |  |  |  |
| C1.3 | Test conditions |  |  |  |  |
| **List of Attachments** | | | | | |
| List of attachments that need to accompany the application:  Letter of intent from the postal operator and training provider (training program & instructor)  Training Program (slides, handout, exercises, exam paper)  Instructor’s Notes (Lesson Plan)  Extraction of the latest DG section of Postal Operators’ Manual/Procedures  Instructor’s qualification (DG certificate and DCA current approval permit (if applicable))  Future course schedule | | | | | |

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| **Declaration and Signature** | |
| The information given in this application form is correct to the best of my knowledge and belief. | |
| **Name of Applicant** | |
| **Date** | **Signature** |

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| **For Brunei DCA use only** | | | |
| **D** | **Findings** | | |
| **Ref** | **Finding** | | **Timescale For Remedial Action** |
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|  |  | |  |
| The training program  **does**  **does not** (for the reasons shown in D)  appear to comply with the requirements of the Technical Instructions. | | | |
| **Name of Applicant** | | | |
| **Date** | | **Signature** | |