**APPROVAL OF DANGEROUS GOODS TRAINING PROGRAM AND INSTRUCTOR CHECKLIST**

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| Before sending in your application, please check that you have: | |
| **Yes  No** | Completed the application form showing what training programme(s) you are applying for |
| **Yes  No** | Cover letter in informing the type of approval you are applying for |

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| **Dangerous Goods Training Program** | |
| **Yes  No** | Completed the objectives matrix showing how your programme meets DCA objectives laid down in DCA guidelines (Form OPS704M) |
| **Yes  No** | Enclosed a copy of your training programme (including all slides, handouts, exercises, workbooks etc.) |
| **Yes  No** | Enclosed a copy of the Instructor’s Notes (Lesson Plan) ensuring that they:  Identify what equipment and resources are required; e.g. overhead projectors, manuals, posters, flip chart, practice items (hazard warning labels, acceptance check lists, etc.) |

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| For each session, the Lesson Plan should: | |
| **Yes  No** | Show what is included, indicating specific references from the ICAO Doc 9284 – The Safe Transport of Dangerous Goods By Air references |
| **Yes  No** | Show how you will share the course and session objectives with students |
| **Yes  No** | Identify how the information will be presented (e.g. overhead/ PowerPoint slides, verbal explanation, handout) |
| **Yes  No** | Identify how the session is summarized |
| **Yes  No** | Indicated how it is confirmed that students have gained an understanding of the subject of that session |
| **Yes  No** | Include references as to when to display the individual slides |
| **Yes  No** | Include references as to when to hand out copies of the handouts, exercises etc. |
| **Yes  No** | Show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled |
| **Yes  No** | Indicate approximate timing |

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| **Dangerous Goods Instructor** | |
| **Yes  No** | Enclosed a copy of the most recent Instructor’s qualification documentation training |
| **Yes  No** | Enclosed a list of the Instructors who will be delivering the course(s) and their qualifications in terms of dangerous goods. For Instructors who are already DCA approved, the date that they last taught a Dangerous Goods by Air course. For Instructors that are not yet DCA approved, or who are approved but have not taught a Dangerous Goods by Air course within the previous 24 months, the date they last training as a student, together with a copy of the certificate/ training record. If that training was carried out more than 24 months ago, then the instructor will need to sit a recurrent/ refresher course |
| **Yes  No** | Enclosed a draft copy of a certificate that will be issued to a student showing the:  Course title  Student’s name  The date of training commencing and expiry date  Program approved by DCA under Regulation 13 and 51 |
| **Yes  No** | Enclosed a list of future course dates so that a schedule for the Regulatory Division, DCA to visit may be constructed |

**REAPPROVAL OF DANGEROUS GOODS TRAINING PROGRAM AND INSTRUCTOR CHECKLIST**

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| Before sending in your application, please check that you have: | |
| **Yes  No** | Completed the application form showing what training programme(s) you are applying for |

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| **Dangerous Goods Training Program**  Enclosed either: | |
| **Yes  No** | A copy of the revisions made to the programme (cross referenced to the original submission). This should include any updated in requirements since the programme was last submitted |
| or | |
| **Yes  No** | A complete copy of the previously approved programme (including all slides, handouts, exercises, workbooks etc.) with indications as to where alterations have been made (such as highlighting text, or a list of alterations etc.) |
| **Yes  No** | Enclosed a copy of the current Instructor’s Notes ensuring that they:  Identify what equipment and resources required; e.g. overhead projectors, manuals, posters, flip chart, practice items (hazard warning labels, acceptance checklists, etc.) |

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| For each session, the Lesson Plan should: | |
| **Yes  No** | Show what is included, indicating specific references from the ICAO Doc 9284 – The Safe Transport of Dangerous Goods By Air references |
| **Yes  No** | Show how you will share the course and session objectives with students |
| **Yes  No** | Identify how the information will be presented (e.g. overhead/PowerPoint slides, verbal explanation, handout) |
| **Yes  No** | Identify how the session is summarized |
| **Yes  No** | Indicated how it is confirmed that students have gained an understanding of the subject of that session |
| **Yes  No** | Include references as to when to display the individual slides |
| **Yes  No** | Include references as to when to hand out copies of the handouts, exercises etc. |
| **Yes  No** | Show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled |
| **Yes  No** | Indicate approximate timing |

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| Dangerous Goods Instructor | |
| **Yes  No** | Enclosed a copy of the most recent Instructor’s qualification documentation training |
| **Yes  No** | Enclosed a list of the Instructors who will be delivering the course(s) and their qualifications in terms of dangerous goods. For Instructors who are already DCA approved, the date that they last taught a Dangerous Goods by Air course. If this was outside the last 24 months then a certificate showing that the trainer has sat a recurrent/refresher course will be needed) |
| **Yes  No** | Enclosed a draft copy of a certificate that will be issued to a student showing the:  Course title;  Student’s name;  The date of training commencing and expiry date; and  Program approved by DCA under Regulation 13 and 51 |
| **Yes  No** | Enclosed a copy of your records that shows the most recent allocation of student registration numbers to individuals for each instructor. From the list we will then select a number of individuals (that have been trained by different instructors) and ask you to provide the student examination papers for us to sample |
| **Yes  No** | Enclosed a list of future course dates so that a schedule for the Regulatory Division, DCA to visit may be constructed |