DEPARTMENT OF CIVIL AVIATION
BRUNEI DARUSSALAM

DANGEROUS GOODS TRAINING

USING AN EXTERNAL DCA-APPROVED TRAINING PROVIDER

THE EMPLOYER RETAINS RESPONSIBILITY FOR ITS TRAINING PROGRAMME

ROLE OF THE EXTERNAL TRAINING PROVIDER



- ✓ Deliver and assess within the approved scope
- ✓ Use approved instructors and course materials
- ✓ Supply training and assessment evidence
- ✓ Keep course and approval information current

EMPLOYER OWNERSHIP WITH EXTERNAL DELIVERY

ROLE OF THE EMPLOYER
Shipper / Freight Forwarder



- ✓ Own the TNA and check course suitability
- ✓ Plan company-specific training and close gaps
- ✓ Assure staff competence and maintain records
- ✓ Control recurrent/change training and provider checks

4 STEPS TO AN APPROVED EMPLOYER TRAINING PROGRAMME

1 IDENTIFY YOUR NEEDS

Define job functions and tasks. Conduct a Training Needs Analysis (TNA) and identify competency gaps.

2 SELECT AND MAP THE COURSE

Check provider scope and DCA approvals. Map the course to your TNA and identify company-specific gaps.

3 COMPLETE YOUR PROGRAMME

Plan gap training and competence assessment. Set recurrent/change training and records in your programme.

4 DCA REVIEW AND APPROVAL

Submit the programme and evidence. Resolve findings and obtain approval where DCA requires it.

KEY DOCUMENTS TO SUBMIT

- Employer programme and TNA
- Provider approvals and course mapping
- Company modules and gap-closure plan
- Assessment and competence controls

REMEMBER

Provider approval does not automatically approve the employer programme. Keep approval evidence and assess significant changes.

THE RESULT

- A complete employer programme for DCA review
- Clear ownership of training and competence assurance