

IATA Dangerous Goods Regulations for Personnel Responsible for Preparation of Dangerous Goods Consignments (role a) and Personnel of Freight Forwarders Responsible for Processing or Accepting Dangerous Goods Consignments (role c)

給負責預備危險品貨物之人員以及負責收運危險品貨物之貨運代理員工的危險品規則培訓

Company 公司:					
Contact person 聯絡人:		Position 職位:			
Contact no. 聯絡電話:		Email 電郵:			
Address 公司地址:					
Tasks 職務/工作			Role 員工角色		
			a c		
0. General awareness and safety training (including scope, applicability, limitations, recognition of undeclared DG and emergency response procedures, etc.) 一般知識及安全培訓 (包括範圍、適用性、限制、識別未申報危險品及緊急應變措施等)			Y Y		
1 Classifying dangerous goods 分類危險物品					
1.1 Evaluate substance or article against classification criteria (check if it is DG, and whether forbidden under any circumstances) 按照分類標準評估物質或物品 (確定是否屬於危險品, 及是否在所有情況下都禁止運輸)			Y -		
1.2 Determine DG description (determine class or division, packing group, UN number, etc.) 判斷危險品的描述/特性 (判斷危險品的類別或項別、包裝等級、聯合國編號等)			Y		
1.3 Review special provisions 審視特殊規定			Y		
2. Preparing dangerous goods shipments 預備托運危險物品					
2.1 Assess packing options including quantity limitations (consider limitations, state and operator variations, etc.) 評估包括數量限制在內的包裝選項 (考慮各種限制、國家和航空公司差異條款等)			Y -		
2.2 Apply packing requirements (consider constraints of packing instructions, select appropriate packaging materials, etc.) 運用適當包裝 (考慮包裝說明的限制、選擇適當的包裝物料等)			Y -		
2.3 Determine and apply marks and labels 運用適當標記及標籤			Y		
2.4 Assess use of overpacks 評估合成包裝的使用情況			Y		
2.5 Prepare documentation 預備危險品的文件			Y		
3. Processing/accepting cargo 收運貨物					
3.1 Review documentation 審視危險品的文件/ 3.2 Review packaging, marks & labels 審視危險品的包裝、標記及標籤			Y		
3.3 Conduct and complete DG acceptance procedures 進行及完成危險品收運程序			Y		
7. Collecting safety data (report DG accidents, incidents, undeclared/ misdeclared DG & other occurrences) 收集安全數據			Y		
DGR initial	Course code	Radioactive module	DGR Recurrent*	Course code	Radioactive module^
13 - 16 Jan	DGR-ac-0101-I	17 Jan (Fri)	21 - 23 Jan (Tue - Thu)	DGR-ac-0101-R	23 Jan (Thu)
10 - 13 Feb	DGR-ac-0202-I	14 Feb (Fri)	18 - 20 Feb (Tue - Thu)	DGR-ac-0202-R	20 Feb (Thu)
24 - 27 Feb (普通話)	DGR-ac-0203-I	28 Mar (Fri)	4 - 6 Mar (Tue - Thu)	DGR-ac-0303-R	6 Mar (Thu)
10 - 13 Mar	DGR-ac-0304-I	14 Mar (Fri)	17 - 19 Mar (Mon - Wed)	DGR-ac-0304-R	19 Mar (Wed)
14 - 17 Apr	DGR-ac-0405-I		8 - 10 Apr (Tue - Thu)	DGR-ac-0405-R	10 Apr (Thu)
12 - 15 May	DGR-ac-0506-I	16 May (Fri)	23 - 25 Apr (Wed - Fri)	DGR-ac-0406-R	25 Apr (Fri)
26 - 29 May (普通話)	DGR-ac-0507-I	30 May (Fri)	7 - 9 May (Wed - Fri)	DGR-ac-0507-R	9 May (Fri)
9 - 12 Jun	DGR-ac-0608-I	13 Jun (Fri)	20 - 22 May (Tue - Thu)	DGR-ac-0508-R	22 May (Thu)
23 - 26 Jun (English)	DGR-ac-06E-I	27 Jun (Fri)	3 - 5 Jun (Tue - Thu)	DGR-ac-0609-R	5 Jun (Thu)
14 - 17 Jul	DGR-ac-0709-I	18 Jul (Fri)	16 - 18 Jun (Mon - Wed)	DGR-ac-0610-R	18 Jun (Wed)
11 - 14 Aug	DGR-ac-0810-I	15 Aug (Fri)	8 - 10 Jul (Tue - Thu)	DGR-ac-0711-R	10 Jul (Thu)
25 - 28 Aug (普通話)	DGR-ac-0811-I	29 Aug (Fri)	21 - 23 Jul (Mon - Wed)	DGR-ac-0712-R	23 Jul (Wed)
15 - 18 Sep	DGR-ac-0912-I	19 Sep (Fri)	5 - 7 Aug (Tue - Thu)	DGR-ac-0813-R	7 Aug (Thu)
13 - 16 Oct	DGR-ac-1013-I	17 Oct (Fri)	18 - 20 Aug (Mon - Wed)	DGR-ac-0814-R	20 Aug (Wed)
10 - 13 Nov	DGR-ac-1114-I	14 Nov (Fri)	9 - 11 Sep (Tue - Thu)	DGR-ac-0915-R	11 Sep (Thu)
24 - 27 Nov (English)	DGR-ac-11E-I	28 Nov (Fri)	22 - 24 Sep (Mon - Wed)	DGR-ac-0916-R	24 Sep (Wed)
1 - 4 Dec (普通話)	DGR-ac-1215-I	5 Dec (Fri)	8 - 10 Oct (Wed - Fri)	DGR-ac-1017-R	10 Oct (Fri)
15 - 18 Dec	DGR-ac-1216-I	19 Dec (Fri)	20 - 22 Oct (Mon - Wed)	DGR-ac-1018-R	22 Oct (Wed)
	<input type="checkbox"/> Check this box to purchase the IATA DGR 66 th edition priced at HK\$2400 per copy. Delivery fee \$50 (\$100 for delivery to airport, non-business address)		4 - 6 Nov (Tue - Thu)	DGR-ac-1119-R	6 Nov (Thu)
			17 - 19 Nov (Mon - Wed)	DGR-ac-1120-R	19 Nov (Wed)
			9 - 11 Dec (Tue - Thu)	DGR-ac-1221-R	11 Dec (Thu)
			22 - 24 Dec (Mon - Wed)	DGR-ac-1222-R	24 Dec (Wed)
			* Applicant must possess valid IATA DG cert ^ Applicant must have completed Radioactive Module in previous DG course		
No.	Name (Mr/Mrs/Ms)	Role a, c	Radioactive Material Y/N	Contact no. / Email	Course Dates
1.					
2.					
3.					
4.					

Course fee: DGR Initial \$4800/ 普通話課程 \$5000 (Radioactive material module \$800/\$600), DGR Recurrent \$3300/RA agents \$3000 (Radioactive material module \$500)

MATF (self-funded participants only)

Notes to applicants

1. The Dangerous Goods Regulations course is open to all, participants must be able to read and write in English and have attained the age of 18.
2. Starting in January 2023, Dangerous Goods Regulations courses have changed from the categorization approach to a competency-based training and assessment approach (CBTA). All staff of freight forwarders will need to complete Dangerous Goods training that match their job function.
3. The Hong Kong Civil Aviation Department has defined the following roles for shipper/ freight forwarder staff performing different job functions (see below table):

Previous category	Classification based on job function (Hong Kong Civil Aviation Dept.)	IATA well-defined functions in the process of cargo
Cat. 1, 2 Shippers & Packers	<u>Role a:</u> Personnel responsible for preparation of dangerous goods consignments	7.1: Personnel Responsible for Preparing Dangerous Goods Consignments
Cat. 3 Staff involved in processing air cargo containing dangerous goods	<u>Role c:</u> Personnel of freight forwarders responsible for processing or accepting dangerous goods consignments	7.3: Personnel Responsible for Processing or Accepting Dangerous Goods Consignments

Staff of shippers exporting dangerous goods by air are classified as role a personnel.

Staff of freight forwarders responsible for processing or accepting DG consignments are classified as role c personnel.

4. Course applicants who have not taken the Dangerous Goods Regulations course previously or whose DG certificate has expired should take the DGR initial course; applicants who have a valid IATA DG certificate with an expiry date that extends to or beyond the end of a DGR recurrent class may apply to join that class.
5. Course applicants should fill out the course enrolment form, giving company contact details, the full name(s) of the applicant(s), the role(s) and whether they would like to include the radioactive material module (see clause 7 below).
6. Chem Freight Hong Kong Ltd. reserves the right to refuse to accept a participant as it deems appropriate.
7. Course applicants may opt to include the radioactive material module in the course, applicants should put 'Y' in the column under radioactive material to indicate that they wish to include the radioactive material module and 'N' if they do not wish to include the module.
8. The Dangerous Goods Regulations course offered is a combined programme suitable for both shipper's staff (role a personnel) and staff of freight forwarder handling dangerous goods (role c personnel).
9. The duration of the Dangerous Goods Regulations initial course is 4 days without the radioactive material and 5 days including the radioactive material module. The duration of the Dangerous Goods Regulations recurrent course is 2.5 days without the radioactive material and 3 days including the radioactive material module.
10. Course participants must have attained an overall 80% in the assessments and final exam to achieve a passing grade and to be eligible for the award of a DG certificate. If a candidate is not able to pass the final exam, he or she will have the opportunity to re-sit for the exam.
11. The course fee must be settled before or on the first day of the DGR course.
12. Eligible applicants may apply for refund of 80% of the fees after completing approved courses (subject to a maximum of HKD30,000 whichever is less), under the Professional Training and Examination Refund Scheme (ProTERS) of the Maritime and Aviation Training Fund (MATF).
13. Course participants may switch to another class when the target class has seats available. A total of three switches is allowed.
14. If a course participant is not able to attend a class, a replacement candidate can take his or her place.
15. In the event of insufficient enrolment or other matters beyond our control, Chem Freight Hong Kong Ltd. reserves the right to cancel a class, we will inform course participants as soon as it is decided that the class will be cancelled. Course participants may switch to another class or receive a full refund of the course fee. We shall not be liable for extra expenses incurred by course participants.
16. DG certificates (also called Secure Digital Awards or SDAs) will be emailed to the participants who have passed the course. Participants will need to check the contents for accuracy and notify us if there are errors within 7 calendar days. After the deadline, the certificate will be activated automatically, any request for adjustment post-activation IATA will charge us for producing a new SDA.