

Training Provider Name:

Date:

Completed (name) by:

Programme covered by checklist:

Training Providers are requested to complete the self-assessment form below indicating where applicable items appear in their programmes. **(This will enable your re-approval application to be processed much more efficiently** and as instructors and Training Providers know their materials well we will be able to locate information more easily).

It is the responsibility of the Training Provider to ensure that the programme has been reviewed for accuracy prior to submission. Any programmes found not to be of a satisfactory standard may be rejected and cause a delay with the re-issue of your approval. Please note that we will not grant an extension to an approval unless extenuating circumstances apply.

This checklist is in 5 parts:

Part 1 refers to enclosing the appropriate documents for the re-approval submission.

Part 2 refers to checking the structure of the existing programme before submission.

Part 3 refers to areas to be included by Training Providers where CAA audit findings have identified problems/gaps in competence of staff during work

Part 4 refers to updates that ICAO/IATA made within the last 2 years (since the last approval)

Part 5 refers to any other changes that have been made to the programme not included in any of the above Parts 1 – 4 (e.g. re-organisation, deletions, new graphics etc).

Please indicate where the following appear in your programme and attach this document to your application for renewal. Please complete this checklist for **each programme** applied for **including any derivatives** undertaken during the approval period - making sure that Parts 1 & 2 (and other appropriate items) are covered for each derivative (excluding application form and payment where not applicable).

We would appreciate you supplying this form in an **electronic format** too so that we can also add our own internal CAA comments to the form. **Please complete each Part providing as much detail as possible.**

Part 1 – Checklist of documentation required for submission for re-approval

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Area	Applicable?	Enclosed?	CAA Office use
Application form indicating the applicable programmes for re-approval.	Y		
Completed payment form for current pricing (CAA fees normally change April)	Y		
<p>A copy of the full revised programme including:</p> <ul style="list-style-type: none"> • Instructors notes (see below for structure) • Viewfoils/powerpoint/visuals that contain good graphics and references to where the information is located in the IATA book. • Workbooks, handouts, exercises 	Y		
<p>Name and contact details of nominated person(s) at the Training Provider responsible for:</p> <ol style="list-style-type: none"> 1. Responsibility for the Training Approval held; 2. Responsibility for the compilation, upkeep and amendment to all training programme materials for all dangerous goods related courses; 3. Responsibility for version control/accessibility of all training programme materials 4. Responsibility for administration and submission of training programmes to the CAA. 	Y		
List of ALL Instructors at the Training Provider including dates when Instructors last taught or underwent training. (Ensure instructors have performed training in the previous 24 months or have successfully completed a course).	Y		

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Area	Applicable?	Enclosed?	CAA Office use
Example of an actual student's certificate showing <ul style="list-style-type: none"> • the correct title for the programme applied • date when training took place, name, trainer. • student registration number along with the training provider prefix 	Y		
Provide an example of how feedback to students following the result of the exam has been given and tell us the mechanism. Verbal feedback must be recorded in appropriate documents.	Y		
Provide an example of feedback from students (e.g. course/instructor evaluation form) and tell us the mechanism of when during the course students complete these and what action is undertaken on feedback received.	Y		
Explain the mechanisms used for identifying and implementing areas of improvement and how effectiveness of changes are monitored.	Y		
A list of future course dates (or reference as to where these may be found)	Y		
A copy of records showing: <ul style="list-style-type: none"> - the most recent allocation of student registration numbers for each instructor - name of students - type of course (e.g DG by Air, RADAC, Li Batt) - examination date - exam paper used - exam result (percentage mark) 	Y		
Training Provider Examination/Marking Papers used for courses not covered by CAA papers (e.g. radioactive and/or Lithium Battery courses) <ul style="list-style-type: none"> • Master Student Exam & Marking Papers are provided X2 and are accurate (e.g. points add up) • These exam papers match any existing CAA guidance test specifications as appropriate to ensure coverage of exam. • Provide 1 x Actual marked Student Exam paper near the pass mark- 	Y/N		
Derivative Programmes Have any derivative programmes been delivered? (such as Lithium Battery, class specific). If Yes, please send ALL materials including Instructor's Notes, Power Point slides, workbooks and examinations (see above). If No, move on to Part 2	Y/N		
If derivative programmes have been delivered list them here and complete a separate Self-assessment form for each derivative completing Parts 1 & 2 for each derivative programme as appropriate.	Y/N		
Is the derivative programme a stand-alone programme or will it be added to the end of the main programme? (If stand alone then subject matter will need to be as in-depth as the main programme.) If added at the end to main prog then areas may concentrate only on the differences.	Y/N		
Has this derivative programme been seen by us before? If yes what has altered? Enter details here or in Part 5	Y/N		

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Area	Applicable?	Enclosed?	CAA Office use
<p>Derivative Examinations (excluding Lithium Battery courses)</p> <ul style="list-style-type: none"> Please provide 1x exam papers and 1 x marking papers Format: Does paper follow mainstream exams in having a Part A and B? (Recommended but not essential) Do points add up correctly and what is the pass mark. (If following mainstream 75% pass for long answer and 80% for multiple choice for Part A) Does Part B of the paper give 2 x marking and labelling questions and 2 x documentation (to test the application in sufficient quantity)? 	Y/N		

Part 2 – Structural requirements

Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
Training programme content covers all areas as specified in any Training and Test Specifications issued by the CAA. (Such as Radioactive, Lithium Battery)	Y		
Satisfactory coverage of training objectives – course and session objectives. Objectives must be written focusing on what the student should be able to DO at the end of the session - starting with a verb and be assessable – e.g. apply state variations rather than 'know' etc. (see below for checklist item as to when objectives get used).	Y		
<p><u>Comprehensive Instructor Notes that show the following</u></p> <ul style="list-style-type: none"> ▪ Remind students that this is the place to make mistakes and that what happens in the training room is confidential and not to be shared with others. ▪ identify what equipment and resources are required; e.g: overhead projectors, manuals, posters, flip chart, practise items (hazard warning labels, acceptance check lists, etc.) for each session: ▪ show what is included, indicating specific IATA DGR references ▪ show how instructors will <i>share the course and session objectives</i> with students and when these will be <i>revisited</i> either at the end of the session or course ▪ identify how the information will be presented (e.g: overhead/PowerPoint slides, verbal explanation, handout) ▪ identify how the session is summarised ▪ ask students “what questions do you have for me?” (or similar open question) so that students get the opportunity to ask questions before leaving the session ▪ indicate how it is confirmed that students have gained an understanding of the subject of that session e.g. when to do exercises ▪ include references as to when to display the individual slides and when to hand out copies of the handouts, ▪ show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled ▪ indicate approximate timings including start/finish times, session durations and breaks/lunches. ▪ say what is mandatory and optional in the instructor’s notes. (If multiple instructors) 	Y		
Programmes need to show a version number/edition and date on all materials used.	Y		

Part 3 – CAA Requested inclusion items (related to audit findings)

Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
<p>UN specification packaging When a packing instruction requires the use of UN specification packaging, the selected packaging must be used and closed in accordance with the manufacturer's instructions provided on the test certificate and schedule. These documents typically specify whether the packagings were tested to contain solids, liquids or articles (indicating whether the package is suitable for the intended application); detail the number, type and construction material of any inner or intermediate packaging; and how packages must be closed, e.g. for a fibreboard box, the type and width of tape which must be used. The inner packaging(s) of a UN specification combination packaging must have been tested in combination with its associated outer packaging, i.e. a shipper cannot select or repack any inner packaging of a type permitted in the Packing Instruction and then place this in an unrelated UN specification outer packaging (does not apply to V-rated packagings).</p> <p>Indicate in the adjacent column where:</p> <ul style="list-style-type: none"> • Students are shown a variety of packaging test certificates, schedules, and manufacturer's instructions for use (e.g. filling instructions, exploded diagrams, etc.) • The information within those documents is explained, including the potential need to use specified tooling, e.g. a torque wrench might be prescribed to apply specified torque to the closure of a drum containing liquids to prevent it from venting at altitude • The need to retain copies of test certificates, schedules or manufacturer's instructions for use and comply with them when shipping dangerous goods is explained 	<p>Y</p>		
<p>Addendums. Trainer's notes need to make sure that they explain the significance of the IATA addendums i.e. how to obtain them and that companies need a robust process to review, action and disseminate these once received. (e.g. forward to all outstations, annotate IATA book, forward to instructors, amend training programmes etc.)</p> <p>If a company is audited by the CAA, other Aviation Authorities or Operators, it is something that is looked for and could lead to a potential non-conformance. It also ensures that the Training Provider is keeping up to date with changes in regulations.</p>	<p>Y</p>		

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Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
<p>Explosives. Class 1 (Explosives) are unique in that the type of packaging frequently has a decisive effect on the hazard and therefore on the assignment to a particular division. Consequently, explosives cannot simply be packed in accordance with a packing instruction as for other dangerous goods; they must be classified by a competent national authority that will specify the exact type of packaging and method of packing which must be used. When shipping any explosive to, from or within Europe it must have been assigned a classification by the competent authority of a Contracting Party to the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR). Within the UK, civilian explosives (including articles) are classified by the Health and Safety Executive and military explosives by the Defence OME (Ordnance, Munitions & Explosives) Safety Regulator (DOSR).</p> <p>Indicate in the adjacent column where:</p> <ul style="list-style-type: none"> • Students are shown a classification issued by an appropriate competent authority and information it contains is explained. • It is explained that: <ul style="list-style-type: none"> ○ Shippers must refer to and comply with an appropriate competent authority classification ○ Explosives must be packed for transport using the precise packaging specified in the classification document (can't just refer to PI) ○ Incompatible Class 1 must be separated 	Y		
<p>Lithium Battery progs Programmes need to include a note for the trainer to warn the students that there are misleading SDS (that advise that Section II Lithium Bs are not DG).</p> <p>(Manufacturers and subsequent distributors of cells or batteries manufactured after 30 June 2003 must make available the test summary as specified in the UN Manual of Tests and Criteria, Part III, subsection 38.3, paragraph 38.3.5. This test summary must be made available from 1 January 2020.)</p>	Y/N		
<p>Compatibility of DG Dangerous goods must not be packed together in the same outer packaging with dangerous or other goods if they react dangerously with each other e.g. acids and alkalis). Students are shown a Safety Data Sheet (slide, handout etc.) and informed that chemical stability & reactivity information is provided within Section 10 of an EU format SDS.</p>	Y		

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Part 4 - List of main changes in the IATA DGRs that *might* have a bearing on programmes.
Please check if they applicable to your programme and update materials as appropriate. Please also indicate exactly where these are located (if applicable) within your programme.

Alteration summary (for further details see appropriate IATA book)	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
61st Edition changes			
2. Limitations			
Table 2.3A has changed (Changes to 2.3.5.1 re aerosols in Div 2.2 has altered 'No' to 'Yes' for "Permitted in or as carry-on baggage".) Check if materials contain shot of this table or have questions on this. Addition of 2.6.7.1.3 – EQ mark must be on one face. Check if materials refer to para refs and include.			
5. Packing 5.0.2.11 Different DG in One Outer Packaging Changes to 5.0.2.11 9 c) clarifying that Div 6.2 must not contain other DG except as provided in PI 620. h) 3 rd bullet revised to clarify the exception from the calculation of the Q value where DG have the same and net quantity. Check if materials quote these specific refs and alter as appropriate.			
Packing Instructions Single packaging tables have been revised for Composites. Check to see if shots of layout of PIs are in materials are affected.			
Individual PI alterations <i>PI 650</i> – Change to identify the number of packagings does not need to be added to the info on UN Nr and PSN on air waybill when these are the only packages in the consignment. (plus clarification when shipping small quantities of Class 3,8 & 9) <i>PI960 & PIY960</i> – Text added to combination packagings table to clarify qty limits. <i>PI968 to PI970</i> – term “aggregate lithium content” has been applied to lithium metal batteries to align terminology. Check to see if any of these particular PIs are in materials and need amending.			
7 – Marking & Labelling 7.1.3.1 – Various labels must be applied on one face (not folded round corners) 7.2.4.5. “Keep Away From Heat” label must be affixed near hazard label.			
Appendix I – Details of impending changes			

Alteration summary (for further details see appropriate IATA book)	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	
62nd Edition changes			
1. Applicability			
1.2.7 – Exceptions Revised to include dangerous goods required for the preservation of organs intended for transplant and dangerous goods dropped for pest management activities.			
1.5 – Training Requirements Subsection 1.5 of 61 st edition adopted to implement a competency-based approach to dangerous goods training and assessment. This has been moved to Attachment A of Appendix H with a 2-year transition period until 31 st December 2022. Training provisions from the 61 st edition may continue to be used up until this date.			
1.7 – Dangerous Goods Security – New entries added to the indicative list of high consequence dangerous goods in Table 1.7A.			

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Alteration summary (for further details see appropriate IATA book)	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	
<p>2.3 DG carried by Pax or Crew</p> <p>2.3.2.2 – The provisions for mobility aids powered by nickel-metal hydride or dry batteries revised to permit a passenger to carry up to 2 spare batteries to power the mobility aid.</p> <p>2.3.5.8 – revisions to the provisions for portable electronic devices (PED) and spare batteries for PED to amalgamate the provisions for electronic cigarettes and for PED powered by wet non-spillable batteries into 2.3.5.8. Further clarification to identify provisions that apply to dry and nickel-metal batteries, not just lithium batteries.</p>			
<p>2.4 – Transport of DG by Post</p> <p>2.4.2(a) – revisions made to identify where dry ice used as a refrigerant for UN 3373, all applicable parts of PI 954 must be met and DPO must offer the mail operator to operator to comply with applicable acceptance and NOTOC requirements.</p>			
<p>3-Classification</p> <p>3.6.2.5 – New criteria added to address solid medical waste containing Category A infectious substances.</p> <p>3.8.3 – revisions to criteria for assignment of packing groups to corrosive substance and mixtures.</p>			
<p>4 – Identification</p> <p>4.2 -List of DG – some new UN numbers have been added to the list in particular - <i>UN 3549 Medical waste, Category A, affecting animals and Medical waste, Category A, affecting humans</i> - <i>UN 3363 Dangerous goods in articles</i> Changes to packing instruction for <i>UN 3291 Biological waste, n.o.s, Clinical waste unspecified, n.o.s, Medical waste, n.o.s and Regulated medical waste, n.o.s from PI622 to PI621</i></p>			
<p>4.4 – Special provisions – Changes to a number of special provisions. A88 and A99 inclusion of the State of the operator as an approving authority for lithium batteries shipped under these special provisions. A107 replacement of ‘machinery or apparatus’ by ‘article’. A145 includes reference to waste gas cartridges and waste receptacles, small containing gas and provision if filled with Div 2.2 gas and have been pierced are not regulated. A154 significant revisions to address damaged and defective lithium batteries. A201 allows for the transport, in the case of urgent medical need, of lithium batteries as cargo on a passenger aircraft with approval of State of origin and approval of the operator. A215 new provision to UN 3077 and UN 3082 permitting shipper to use a listed PSN as the technical name. A219 assigned to UN 2216 Fish meal, stabilised specifying antioxidants must be added to prevent spontaneous combustion.</p>			
<p>Section 5 – Packing</p> <p>5.0.2.5 clarification that packagings may meet more than one tested design type and bear more than one UN specification mark.</p>			
<p>Packing Instructions <i>PI 378 and PI 972</i> – changed to permit fuel tanks of machinery to have up to one quarter of a tank when cannot be loaded other than upright.</p> <p><i>PI 457, PI 463, PI470, PI471, PI 479, PI 482, PI 490, PI 491 and PI 555</i> – permitted single packagings aligned with those permitted in UN Model Regulations and elsewhere in DGR.</p> <p><i>PI 492, PI870, PI 871 and PI 872</i> – clarity that cells and/or batteries are packed directly into outer packagings.</p> <p><i>PI 622</i> – renumbered to become PI 621 to align with UN Model Regulations.</p>			

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Alteration summary (for further details see appropriate IATA book)	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	
<p><i>PI 650 and PI 959</i> – revised to clarify diamond-shaped mark with UN number must appear on one side of package.</p> <p><i>PI 956</i> – revised to include reference to UN 2216 Fish meal, stabilized.</p> <p><i>PI 957</i> - changed to allow both combination and single packagings.</p> <p><i>PI 962</i> – includes new PSN reference to Dangerous goods in articles and use of ‘article’ or ‘articles’ in place of ‘machinery’ or ‘apparatus’.</p> <p><i>PI Y963</i> – changed to identify that a ULD prepared by single shipper may contain dry as refrigerant for consumer commodities.</p> <p><i>PI 965 to PI 970</i> - revised to:</p> <ul style="list-style-type: none"> -specifically reference lithium batteries or cells identified as damaged or defective i.a.w. SP A154 are forbidden for transport; and - in Section II identify where there are packages from multiple packing instructions on one AWB that compliance statement may be combined into a single statement (Examples in 8.2.7). <p><i>PI 967 and 970</i> – changes to require equipment in a package must be secured against movement in outer packaging and multiple pieces of equipment in a package must be packed to prevent damage from contact with other equipment in the package.</p>			
<p>6. Packaging specs and tests Revisions made including:</p> <ul style="list-style-type: none"> - clarification on size of UN spec markings on packagings (6.0.4.1, 6.5.3.1). - clarification on application of year of manufacture for plastic drums and jerricans (6.0.4.2.1(f)). - new provision for packagings tested to more than one design type (6.0.7). - revision to max capacity for metal aerosols (6.1.7.2). - new provision identifying that aluminium and other metal drums must have suitable internal protective coatings or treatments applied if materials used for drum are incompatible with contents (6.2.2.7, 6.2.7.7). Provision already exists for steel drums and aluminium jerricans. - revision to ISO references to UN cylinders and closed cryogenic receptacles (6.4.2). 			
<p>7. Marking & Labelling 7.1.4.4.1 – clarification on height of UN/ID number and letters ‘UN’ or ‘ID’ on packages. 7.1.5.5.3 – minimum dimensions of lithium battery mark revised.</p>			
<p>8. Documentation 8.1.6.9.2. Step 7 – requirements how to describe multiple overpacks on Shipper’s Declaration revised (example Figure 8.1.Q) 8.2.1 – revision to statement on AWB when DG offered on a Shipper’s declaration to align the language to use of electronic documentation where Shipper’s Declaration is not ‘attached’ but rather is ‘associated’ with a 2 year transition until 31st December 2022.</p>			
<p>9. Handling 9.1.9 – revised to change recommendation for operators to include transport of DG as part of their safety risk assessment process to mandatory requirement. 9.6.4 – requirement to provide a report to State of origin removed.</p>			
<p>10. Radioactive Materials revisions include:</p> <ul style="list-style-type: none"> - identification in the scope that for the transport of radioactive materials the provisions based on Rev 1 of IAEA Safety Standards Series No. SSR-6 (10.0.1.1). - replacement of ‘radiation level’ by ‘dose rate’. 			

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Alteration summary (for further details see appropriate IATA book)	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	
- addition of radionuclides for Germanium, Iridium, Nickel, Strontium and Terbium in Table 10.3A. - revision to statement on AWB when DG offered on Shipper's Declaration (10.8.8.1).			
Appendices – main changes to note: A – addition of definitions for - carry-on and checked baggage. - detonators, electronic. - dose rate. Radiation level deleted. C – change to list of currently assigned organic peroxides (Tale C.2) D – Updates to competent authorities contact details. E – changes to List of UN Specification Packaging Suppliers (E.1) and Package Testing Facilities (E.2) F – List of Sales Agents (F.2), IATA Accredited Schools (F.3-F.5) and IATA Authorised Training Centres (F.6) revised. H – Guidance material on development and implementation of competency-based training revised. Subsection 1.5 moved to Attachment A in App H.			

Part 5 – List here any other changes made to the programme since last approval

Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use

CAA Office Use only

Area	Comment
Exam Paper sampling Enter exam papers sampled for each instructor	
Feedback report generated and sent to Training Provider. Date	
Training Provider has undertaken all remedial work necessary.	
(Re)-Approval granted. Issue date	
Training Provider advised	
Materials stored securely at CAA	