

# Dangerous Goods Training Approval Scheme

## Application for Approval of a Training Programme



Submission instructions can be found at the end of the form.

\*Note - in this application form, unless the context makes it otherwise apparent "approval" includes re-approval.

- 1 This application form consists of three parts:
  - Part A (details of the applicant and training programmes for which approval is sought)
  - Part B (matrix for the training objectives)
  - Part C (matrix for the examination paper questions).
- 2 Parts A and B of the application form should be completed fully; failure to do so may result in its return for re-submission or a delay in the processing of the application. Part C should be completed where exams other than those issued by the CAA are to be used (e.g. radioactive materials). Following Part C is a checklist that can be used to assist in ensuring that the application form is completed correctly.
- 3 Applications must be accompanied by:
  - i) the Instructor's notes, including any handouts and exercises;
  - ii) copies of the examination paper(s) (where these are not issued by the CAA), together with the answers; and
  - iii) the list of instructors.
- 4 The published application fee provides for up to 10 hours of work by the CAA and its training consultants in order to assess and approve the training programme. Should more time be required in order to carry out this work, a similar additional fee will be required to be paid before any further work can be carried out, unless agreed otherwise by the CAA.
- 5 Once the application form for an initial approval has been received by Dangerous Goods the applicant must complete all of the necessary work in order to gain approval within 12 months, otherwise a new application form and associated fee will need to be submitted.

FOR OFFICE USE ONLY

Date of receipt:
Date sent to Consultant:

All required information supplied? i.e.:	
Part A	
Part B	
Part C (where applicable)	
Instructor's Notes	
Examination paper(s) and answers	
List of instructors	

**APPLICATION FOR APPROVAL OF A TRAINING PROGRAMME  
PART A**



Full legal name of applicant: .....

(i.e. company name) .....

Name of nominated contact: .....

Address: .....

.....

.....

.....

.....

Tel no.: .....

E-mail address: .....

Application is made for approval / re-approval of the following training programmes:

(Please tick the appropriate box(es))

Approval

Re-approval

(a) the responsibilities of shippers and cargo agents in the transport of dangerous goods by air, other than those related to the detailed requirements for radioactive material

(b) the responsibilities of shippers and cargo agents in the transport of radioactive material by air

(c) the responsibilities of operators and handling agents in the acceptance of dangerous goods for transport by air, other than those related to the detailed requirements for radioactive material

(d) the responsibilities of operators and handling agents in the acceptance of radioactive material for transport by air

Signature of person making this application: ..... Date: .....





## Checklists for CAA Dangerous Goods Approval/Re-Approval

### Checklist for Approval

Before sending in your application please check that you have:

- Completed the application form showing what training programme(s) you are applying for.
- Enclosed the appropriate payment.
- Completed the objectives matrix showing how your programme meets the CAA objectives laid down in CAP 483.
- Enclosed a copy of your training programme (including all slides, handouts, exercises, workbooks etc.).
- Enclosed a copy of the Instructor's Notes 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.);
  - for each session:
    - show what is included, indicating specific references from the IATA DG Regulations;
    - show how you will share the course and session objectives with students;
    - identify how the information will be presented (e.g. overhead/PowerPoint slides, verbal explanation, handout);
    - identify how the session is summarised;
    - indicate how it is confirmed that students have gained an understanding of the subject of that session;
    - include references as to when to display the individual slides;
    - include references as to when to hand out copies of the handouts, exercises etc.;
    - show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled; and
    - indicate approximate timings.
- Enclosed a list of the Instructors who will be delivering the course(s) and their qualifications in terms of dangerous goods (e.g. CAA Pt1 Instructor Approval etc.). For Instructors who are already CAA approved, the date that they last taught a Dangerous Goods by Air course. For Instructors that are not yet CAA approved, or who are approved but have not taught a Dangerous Goods by Air course within the previous 24 months, the date they last received 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.
- Enclosed a draft copy of any certificate that will be issued to a student showing the:
  - course title;
  - student's name;
  - date; and
  - student registration number to be entered.
- Enclosed a list of future course dates so that a schedule for the External Verifier to visit may be constructed.
- If you are applying for Radioactive materials approval or class-specific courses, you also need to enclose your examination, marking schedule and examination matrix to show how the examination matches the CAA objectives.

## Checklist for Re-Approval

Before sending in your application please check that you have:

- Completed the application form showing what training programme(s) you are applying for.
- Enclosed either
  - a copy of the revisions made to the programme (cross referenced to the original submission). This should include any updates in requirements since the programme was last submitted;
  - or
  - 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.).
- Enclosed a copy of the current Instructor's Notes ensuring that they:
  - identify what equipment and resources are required; e.g. overhead projectors, manuals, posters, flip chart, practice items (hazard warning labels, acceptance checklists, etc.);
  - for each session:
    - show what is included, indicating specific IATA DG Regulation references;
    - show how you will share the course and session objectives with students;
    - identify how the information will be presented (e.g. overhead/PowerPoint slides, verbal explanation, handout);
    - identify how the session is summarised;
    - indicate how it is confirmed that students have gained an understanding of the subject of that session;
    - include references as to when to display the individual slides;
    - include references as to when to hand out copies of the handouts, exercises etc.;
    - show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled; and
    - indicate approximate timings.
- Enclosed a list of the Instructors who will be delivering the course(s) and their qualifications in terms of Dangerous Goods (e.g. CAA Pt1 Instructor Approval etc.) and 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).
- Enclosed a copy of any certificate that has been issued to a student showing the:
  - course title;
  - student's name;
  - date; and
  - student registration number.
- Enclosed a copy of your records that shows the most recent allocation of student registration numbers to individuals for each instructor. From this 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.
- Enclosed a list of future course dates so that a schedule for the External Verifier to visit may be constructed.
- For dedicated programmes (such as Lithium batteries, class specific, UN number or product specific) please enclose a copy of any specific materials developed (if applicable).
- In all cases where exams other than the issued CAA papers have been used (e.g. radioactive materials, lithium batteries etc.) please enclose a copy of the exam matrix (for radioactive papers), exam papers and marking scheme used and indicate how they differ from the last application.

## Application Form Submission Service (Submit)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.