

Training Provider Name:

Date:

Completed (name) by:

Programme covered by checklist:

**\*\*All courses information may now be completed under one form\*\***

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(s) has/have 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.**

Please complete this checklist and annotate **each programme** applied for **including any derivatives** undertaken during the approval period - making sure that appropriate items are covered for each derivative (excluding application form and payment where not applicable).

**Please return this form in electronic format** so that we can also add our own internal CAA comments to the form, and complete each Part providing as much detail as possible as failure to do so may also lead to rejection and delay.

**This checklist is in 5 parts:**

1. Part 1 refers to enclosing the appropriate documents for the re-approval submission.
2. Part 2 refers to checking the structure of the existing programme before submission.
3. 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
4. Part 4 refers to updates that ICAO/IATA made within the last 2 years (since the last approval)
5. 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).

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

Area	Applicable	Details (please include file names)	CAA Office use
<p>A) Detail and provide a copy of the <b>full</b> revised programme(s) for each course offered including:</p> <ul style="list-style-type: none"> <li>▪ Presentation materials (powerpoint or other visual aids) that contain clear graphics and references to where the information is located within the IATA book.</li> <li>▪ Instructor notes (either as a separate document or incorporated within powerpoint (see below for structure)</li> <li>▪ Student workbooks, handouts, exercises with expected answers*</li> </ul>	Y		
<p>B) Name and contact details of nominated person(s) at the Training Provider responsible for:</p> <ul style="list-style-type: none"> <li>▪ Responsibility for the Training Approval held;</li> <li>▪ Responsibility for the compilation, upkeep and amendment to all training programme materials for all dangerous goods related courses;</li> <li>▪ Responsibility for version control/accessibility of all training programme materials</li> <li>▪ Responsibility for administration and submission of training programmes to the CAA.</li> </ul>	Y		
<p>C) 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).</p>	Y		
<p>D) Provide an example of an actual student's certificate for each course offered showing</p> <ul style="list-style-type: none"> <li>▪ the correct title for the programme applied</li> <li>▪ date when training took place, name, trainer.</li> <li>▪ student registration number along with the training provider prefix</li> </ul>	Y		

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E) Provide actual examples of feedback given to students by the instructor following the result of the exam and also tell us the mechanism. Verbal feedback must be recorded in appropriate documents.	Y		
F) Provide actual examples of feedback received from students (e.g. via course/instructor evaluation forms) and also tell us the mechanism of when during the course students complete these and what action is undertaken on feedback received.	Y		
G) Provide examples and explain the mechanisms used for identifying and implementing areas of improvement (e.g. course materials, instructor techniques) and how effectiveness of changes are monitored.	Y		
H) A list of future course dates for each course offered (or reference as to where these may be found)	Y		
<p>I) A copy of records showing:</p> <ul style="list-style-type: none"> <li>▪ the most recent allocation of student registration numbers for each instructor</li> <li>▪ name of students</li> <li>▪ type of course (e.g DG by Air, RADAC, Li Batt)</li> <li>▪ examination date</li> <li>▪ exam paper used</li> <li>▪ exam result (percentage mark)</li> </ul> <p>Note: As part of the re-approval review process a cross-verification check will be conducted on a selection of marked student exam papers in accordance with their associated marking guides. These will be requested directly in electronic format from the training provider by the verifier based on these records provided.</p>	Y		
<p>J) <b>Derivative Programmes</b>            Have any derivative programmes been delivered? (such as Lithium Battery, class specific).  <b>If Yes, please send ALL materials including Instructor's Notes, Power Point slides, workbooks and examinations.</b>  <b>If No, move on to Part 2</b></p>	Y/N		
K) If derivative programmes have been delivered list them here	Y/N		

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L) 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		
M) Has this derivative programme been seen by us before? If yes what has altered? Enter details here or in Part 5	Y/N		
N) Training programme content covers all areas as specified in any Training and Test Specifications issued by the CAA. (Such as DG by Air, Radioactive, Lithium Battery). <b>Please complete and submit applicable CAA training and test specifications for each course with application as failure to do so may result in rejection.</b>	Y		

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<p>O) Training Provider <b>Examination/Marking Papers used</b> for ALL courses</p> <p style="text-align: center;"><b>ALL COURSES</b></p> <ul style="list-style-type: none"> <li>▪ Please provide in electronic format Master Student Exam &amp; Marking Papers <b>X2</b> ensuring they are accurate (e.g. points add up)</li> <li>▪ These exam papers match any existing CAA guidance test specifications as appropriate to ensure coverage of exam.</li> <li>▪ Format: Do all papers follow mainstream exams in having a Part A and B? (Recommended but not essential)</li> <li>▪ 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)</li> <li>▪ Does Part B of the paper give 2 x marking and labelling questions and 2 x documentation (to test the application in sufficient quantity)?</li> </ul> <p style="text-align: center;"><b>DG by Air Course</b></p> <ul style="list-style-type: none"> <li>▪ As part of the re-approval review process a cross-verification check will be conducted on a selection of marked student DG by Air exam papers in accordance with their associated marking guides. Exam papers will be requested directly in electronic format from the Training Provider by the verifier based on the result records provided and the marking guides provided.</li> </ul> <p style="text-align: center;"><b>All Other Courses</b></p> <p>Please provide 2 x Actual marked Student Exam papers near the pass mark (different paper numbers if used).</p>	<p>Y/N</p>		

**Part 2 – Structural requirements**

Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
<p>A) Satisfactory coverage of training objectives – course and session objectives for each course offered. Objectives must be <b>written focusing on what the student should be able to DO at the end of the session</b> - 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).</p>	Y	<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	
<p>B) <b><u>Comprehensive Instructor Notes that show the following</u></b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	Y	<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	
<p>C) ▪ 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:</p>		<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	
<p>D) ▪ show what is included, indicating specific IATA DGR references</p>		<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	

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E) <ul style="list-style-type: none"><li>▪ 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</li></ul>		DG by Air Course  Other Courses (if applicable)	
F) <ul style="list-style-type: none"><li>▪ identify how the information will be presented (e.g: overhead/PowerPoint slides, verbal explanation, handout)</li></ul>		DG by Air Course  Other Courses (if applicable)	
G) <ul style="list-style-type: none"><li>▪ identify how the session is summarised</li></ul>		DG by Air Course  Other Courses (if applicable)	
H) <ul style="list-style-type: none"><li>▪ 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</li></ul>		DG by Air Course  Other Courses (if applicable)	

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I) <ul style="list-style-type: none"><li>▪ indicate how it is confirmed that students have gained an understanding of the subject of that session e.g. when to do exercises</li></ul>		DG by Air Course  Other Courses (if applicable)	
J) <ul style="list-style-type: none"><li>▪ include references as to when to display the individual slides and when to hand out copies of the handouts,</li></ul>		DG by Air Course  Other Courses (if applicable)	
K) <ul style="list-style-type: none"><li>▪ show how group exercises, other activities and skills checks are carried out; and how feedback from these is handled</li></ul>		DG by Air Course  Other Courses (if applicable)	
L) <ul style="list-style-type: none"><li>▪ indicate approximate timings including start/ finish times, session durations and breaks/ lunches and how students are made aware of these.</li></ul>		DG by Air Course  Other Courses (if applicable)	



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M) ▪ say what is mandatory and optional in the instructor's notes. (If multiple instructors)		DG by Air Course  Other Courses (if applicable)	
N) Programmes need to show a version number/ edition and date <u>on all materials used</u> (e.g presentation, instructor notes, workbooks, handouts)	Y	DG by Air Course  Other Courses (if applicable)	

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>O) <b>UN specification packaging</b>                      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"> <li>▪ Students are shown a variety of packaging test certificates, schedules, and manufacturer’s instructions for use (e.g. filling instructions, exploded diagrams, etc.)</li> <li>▪ 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</li> <li>▪ 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</li> </ul>	<p>Y</p>	<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	

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<p><b>P) Addendums.</b>  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>	Y	<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	

Area	Applicable?	Where located (e.g. Day 1, Mod 1 p6 or throughout etc)	CAA Office use
<p>Q) <b>Explosives.</b>  <b>Class 1</b> (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 &amp; Explosives) Safety Regulator (DOSR).</p> <p>Indicate in the adjacent column where:</p> <ul style="list-style-type: none"> <li>▪ Students are shown a classification issued by an appropriate competent authority and information it contains is explained.</li> <li>▪ It is explained that: <ul style="list-style-type: none"> <li>• Shippers must refer to and comply with an appropriate competent authority classification</li> <li>• Explosives must be packed for transport using the precise packaging specified in the classification document (can't just refer to PI)</li> <li>• Incompatible Class 1 must be separated</li> </ul> </li> </ul>	<p>Y</p>	<p>DG by Air Course</p> <p>Other Courses (if applicable)</p>	

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<p>R) <b>Lithium Battery progs</b>                      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>S) <b>Compatibilty of DG</b>                      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 &amp; reactivity information is provided within Section 10 of an EU format SDS.</p>	Y	DG by Air Course  Other Courses (if applicable)	

**Part 4 - List of main changes in the IATA DGRs that *might* have a bearing on programmes.**

Significant changes and amendments made to the IATA Dangerous Goods Regulations (DGR) are published annually with each new edition. Further changes may also be published post publication via an addendum to the DGR.

It remains the responsibility of the training provider to ensure that if any changes are applicable to content within your programme(s) that materials are updated as appropriate.

**Please review all published changes made within the past 2 years (since last approval) and any that have been applicable to your programme(s), indicate below detailing the IATA reference and exactly where these are located within your programme(s). If no changes are applicable, please verify and confirm that you have conducted a review of both the changes and your training materials.**

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
<b>IATA 64<sup>th</sup>/65<sup>th</sup> Edition or Addendum changes</b>			
		DG by Air Course           Other Courses (if applicable)	
<b>I verify that content within our training programme(s) has/have been reviewed and that none of the changes to the regulations in the last 2 years apply.</b>	<b>Name:</b>  <b>Please sign</b>		



CAA Office Use only

Area	Comment
<b>Exam Paper sampling</b> 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	