

Test Specification for Training Provider Examinations of Dangerous Goods Consignments

In this test specification we have split the areas to be covered in the exam into Parts A and B.

Part A – Indicates the core multiple questions that should be asked to **every** student. (Annotated (A). We have included a column for multiple choice. This indicates the number of questions and the points to be awarded – Normally 1-1 (meaning 1 question, 1 point).

Part B – Indicates the next part of the exam paper to be covered and is split into the two functions of Shipment or Acceptance. Annotated as B-S (indicating Part B shipment only) or B-O (indicating acceptance/Operator only. In some instances, it is recognised that a different weighing might need to be applied to a more difficult question.

Further guidance has been produced to be used in conjunction with this specification giving examples of point allocation and sample questions. The Total number of points available and the Pass mark for the exam paper needs to be given on the student's paper along with the name of the marker.

Marking

Exam paper to contain Part A (Core) and Part B (Application). **Part A and B to be undertaken at the same time. Part A may be multiple choice or long answer (pass mark varies depending upon style chosen; 80% for multiple choice, 75% for long answer). Part B is the application in practical terms and may not be multiple choice.**

The overall pass for the paper is 80% and students must achieve a pass of 75% in Part B to pass the paper.

All examination Parts described above must be undertaken in the same examination session under The Examination Procedures in Part B Appendix 5 of CAP483.

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Table 1 Principle Objectives for Each Training Programme

RESPONSIBILITIES OF SHIPPERS/ FREIGHT FORWARDERS FOR DANGEROUS GOODS BY AIR (EXCLUDING RADIOACTIVE MATERIAL)	RESPONSIBILITIES OF ACCEPTANCE STAFF FOR DANGEROUS GOODS BY AIR (EXCLUDING RADIOACTIVE MATERIAL)
<p>To know where to find and use information:</p> <ul style="list-style-type: none">(1) so as to prepare correctly a consignment of dangerous goods for air transport;(2) to verify that a consignment of dangerous goods has been correctly prepared for air transport.	<p>To know where to find and use information on the acceptance for air transport of dangerous goods and the operator's responsibilities for their handling and preparation for air transport.</p>

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Table 2 Objectives for Each Area of a Training Programme

Italic & Underscored text indicates the areas of training in IATA Table H.A.1.5.A

Area of training	Responsibilities of Shippers/ Packers and Cargo Agents for Dangerous Goods	Responsibilities of Acceptance Staff (operators/ handling agents) for Dangerous Goods	Include in Exam	Level of difficulty (H/M/L)	Core (A) or (B)	Nr of questions	Points for question Long Answer	Multiple choice Nr & points per question	Comments	Where in training programme?	Where in exam if required (i.e. got * in Exam column)
1. UK Law, Applicability and General Philosophy (IATA Section 1) CAP483 ref 1 and 2	At the end of the session students should be able to <ul style="list-style-type: none"> Identify the general principles applicable and locate specific information from all chapters and appendices of the IATA regulations. Quote the title of the UK legislation on the transport of dangerous goods by air State the definition of 'dangerous goods' or 'Define dangerous goods' Explain the basis of the regulations and the organisations involved in making them State or describe the Shipper and Operator responsibilities for the transport of radioactive dangerous goods by air (where applicable) Explain the terms 'Exemptions' and 'Exceptions' and the differences between them 		Y	L	A	2	N/A	2-1	UK law needs to be covered during the course but is not considered an examination subject.		

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	<ul style="list-style-type: none"> • State the scope and application on the transport of dangerous goods by air • Establish what information concerning dangerous goods needs to be given to passengers and how this is done • Explain what training is required for different categories of staff and the associated record keeping • Identify which dangerous goods are identified as 'High Consequence' • Explain incident and accident reporting procedures • Understand how to use the Appendices within the IATA Regulations 										

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2. Limitations (IATA Section 2)	At the end of the session students should be able to state the limitations that may apply to the carriage of dangerous goods by air. Specifically:										
2.1 Forbidden under any circumstances/ unless exempted. (IATA Ref 2.1) CAP483 REF 3.1/3.2	Identify which items of dangerous goods are totally forbidden and those which are forbidden unless exempted and the specific conditions under which they can be transported.		Y	L	A	1 for either area	N/A	1-1			
2.2 Hidden dangerous goods (IATA Ref 2.2) CAP483 REF 3.8	Identify the types of general cargo that may contain hidden dangerous goods	Identify the types of general cargo that may contain hidden dangerous goods	Y	L	A	1	N/A	1-1			
2.3 Pax and crew (IATA Ref 2.3) CAP483 REF 15.1	Determine what DG pax and crew are permitted to take on an aircraft		Y	L	A	1	N/A	1-1			
2.4 Transport by post (IATA Ref 2.4) CAP483 REF 3.4	Determine the restrictions that apply to the transport of dangerous goods in air mail and the correct method of sending them.		N						Needs to be in training but is not considered to be an examination		

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2.5 Operator's property (IATA Ref 2.5) CAP483 REF 3.3	Identify those dangerous goods that can be on aircraft for airworthiness or operational reasons or for use or sale and the correct method of consigning them as cargo		N						Needs to be in training but is not considered to be an examination subject		
2.6 Excepted quantities of dangerous goods (IATA Ref 2.6) CAP483 REF 3.5	Appropriately pack, mark and document a consignment of dangerous goods shipped under the 'Excepted quantities' provisions (including De Minimis quantities)	Verify that a consignment of dangerous goods shipped under the EQ provisions (including De Minimis quantities) has been packed, marked and documented correctly	Y	L	A	1	N/A	1-1			
2.7 Limited quantities (IATA Ref 2.7) CAP483 REF 3.6	Appropriately pack, mark, label and document a consignment of dangerous goods shipped under the 'Limited Quantities' provisions.	Verify that a consignment of dangerous goods shipped under the Limited Quantity provisions has been packed, marked and documented correctly	Y	L	A	1	N/A	1-1			

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2.8 State and Operator Variations (IATA Ref 2.8) CAP483 REF 3.7	Apply appropriate state and operator variations to dangerous goods consignments	Verify appropriate state and operator variations to dangerous goods consignments have been complied with	Y	M	A/B*	1	N/A	1-1	*May be omitted as a separate question in Part A if covered later in Part B		
3. Classification (IATA Section 3)	At the end of the session students should be able to classify and allocate for dangerous goods. Specifically:										
3.1 Classes and divisions and criteria (IATA Refs 3.1 to 3.9) CAP483 REF 5.1	Identify the criteria for the classes of dangerous goods and, be able to use them to determine an item should be identified as such goods, classify into the appropriate hazard class according to the properties of the substance.	Identify the criteria for the classes of dangerous goods and, be able to use the criteria to verify an item should be identified as such goods and has been classified into the appropriate hazard class according to the properties of the substance.	Y	M	A	1	N/A	1-1			

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3.2 Packing Groups (IATA Ref 3.0) CAP483 REF 5.2	Determine and identify the criteria for appropriate packing groups for items of dangerous goods.	Determine and identify the criteria for appropriate packing groups for items of dangerous goods. and verify the correctness of dangerous goods offered for transport.	Y	M	A	1	N/A	1-1			
3.3 Multiple hazards (IATA Ref 3.10) CAP483 REF 5.3	Classify multiple hazard dangerous goods into the appropriate hazard class or division	Determine and identify the requirements for dealing with dangerous goods with more than one hazard and verify the correct identification of such goods	Y	M	A	1	N/A	1-1			
4. Identification (List of DG) CAP483 REF6.1	At the end of the session students should be able to identify the information in each column in the list and be able to select appropriate Proper Shipping Names, UN numbers and identify special provisions from the <u>List of Dangerous Goods</u> for dangerous goods and determine the correct method of preparing an item of dangerous goods correctly or verify it has been prepared correctly. Specifically:										
4.1 Proper shipping names and UN numbers (IATA ref 4.1) CAP483 REF 6.2	Select the most appropriate proper shipping name and UN number for a consignment of dangerous goods	Verify the most appropriate proper shipping name and UN number for a consignment of dangerous goods has been identified	Y	M	A	1	N/A	1-1	Give a scenario ask student to assign or verify PSN & UN number.		

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4.2 N.O.S. (Not otherwise specified) (IATA ref 4.1.2) CAP483 REF 6.4	Select the most appropriate proper shipping name and UN number for an item of dangerous goods not specifically listed by name	Verify the most appropriate proper shipping name and UN number for an item of dangerous goods not specifically listed by name has been correctly identified	Y	M	A	1	N/A	1-1			
4.3 Mixtures and Solutions (IATA ref 4.1.3) CAP483 REF 6.3	Identify the requirements that apply when dangerous goods are in a mixture of solution	Identify the requirements that apply when dangerous goods are in a mixture of solution and be able to use those requirements to verify the correctness of such goods	Y	M	A/B*	1	N/A	1-1	*May be omitted as a separate question in Part A if covered later in Part B		
4.4 Arrangement of the list (IATA Ref Table 4.2) CAP483 REF 6.1	Identify the information in each column of the list and be able to use it to determine the correct method of preparing an item of dangerous goods	Identify the information in each column of the list and be able to use it to verify an item of dangerous goods has been prepared correctly	Y	M	A	1	N/A	1-1			

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4.5 Special provisions (IATA Ref 4.4) CAP483 REF 6.5	Apply appropriate special provisions to a consignment of dangerous goods	Identify appropriate special provisions	Y	M	A/B*						*May be omitted as a separate question in Part A if covered later in Part B		
5. Packing (IATA Section 5)	At the end of the session students should be able to appropriately pack an item of dangerous goods. Specifically:												
5.1 Responsibility for packing (IATA 5.0) CAP483 REF 4.1	Describe the responsibilities that a shipper has when packing dangerous goods to identify all checks shipper needs to carry out during preparation for air transport to determine all applicable requirements are/have been met		N								Needs to be in training but is not considered to be an examination subject		
5.2 Freight containers, ULD's and overpacks (IATA Refs 5.0.1.3/5.0.1.5)	State how multiple packages of dangerous goods may be consigned and the associated requirements and restrictions for the different methods. (Includes Freight containers, ULDs, overpacks)		Y	M	A	A	N/A			1-1			
5.3 Salvage packaging, damaged, defective or leaking dangerous goods (IATA Ref 5.0.1.6)	State the packagings that may be used to move defective, leaking or dangerous goods.		N								Needs to be in training but is not considered to be an examination subject		

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5.4 Quality and compatibility (including temperature, vibration and pressure) IATA refs 5.0.2.4, 5.0.2.6, 5.0.2.7, 5.0.2.9) CAP483 REF7.2/7.3/7.4/7.5/7.6/7.7	Select the appropriate packaging in relation to the quality and compatibility for a consignment of dangerous goods to be shipped by air where temperature, vibration and pressures are encountered.	Verify by external inspection that only packages meeting the quality requirements have been used.	Y	M	A	1	N/A	1-1			
5.5 Closures Assembly and packing (including ullage, cushioning material, orientation, change of phase and closure) (IATA refs: 5.0.2.8, 5.0.2.10 5.0.2.12) CAP483 REF 7.4/7.6	Assemble and pack an item of dangerous goods taking appropriate ullage, cushioning material, orientation, change of phase and closure requirements into consideration.	Verify by external inspection that packagings have been correctly assembled, packed and closed correctly	Y	M	B	1	N/A	1-1			

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5.6 Different dangerous goods in one outer packaging (IATA Ref 5.0.2.11) CAP483 REF 7.8	Establish the acceptability of a package containing different dangerous goods by accurately calculating the Q value.		Y	M	A/B-S A/B-O	2	N/A	1-1	1 question in Part A worth 1 point. 1 question in Part B for calculating or verifying Q value calculation worth 1 or 2 points.		
5.7 Packing instruction format and content (IATA Ref 5.0.6) CAP483 REF 8.1	Accurately locate and apply information from a variety of packing Instructions in order to appropriately pack items of dangerous goods relevant to the student (including Lithium batteries).	Verify by external inspection that a package meets the appropriate packing instruction.	Y	M	A/B-S A/B-O	Multiple	N/A	N/A			
5.8 Additional packing requirements (IATA Packing Instructions)CA P483 REF 8.4	Locate and apply any relevant additional packing requirements.	Verify by external inspection that a package meets any visible additional packing requirements	Y	M	A/B	1	N/A	1-1			

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6. Packaging Specifications and Performance Tests (IATA Section 6)	At the end of this session students should be able to select appropriate UN specification packagings by decoding any UN specification markings and state the testing requirements for all types of packagings. Specifically:										
6.1 Testing of packagings (IATA Refs 2.6.6/2.7.6/ 6.1.82/6.1.9.2 CAP483 REF 7.17	State the testing requirements for all types of packagings (UN specification, Ltd Qty, Excepted, De Minimis)	Y	M	A	1	N/A	1-1				
6.2 Packaging specification markings (IATA Ref 6.0.4.2) CAP483 REF 7.10/7.18	Interpret the UN Specification Markings used for various types of UN Packagings (including qualification codes such as salvage etc) and determine whether the package is appropriate for its intended contents	Y	M	A/B	Multiple	N/A	N/A				
7. Marking and Labelling (IATA Section 7)	At the end of this session students should be able to appropriately mark and label a package. Specifically:										

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7.1. Marking and Labelling – general and specific (IATA Refs 7.0.1/7.1/7.2/7.3) CAP483 REF 9.1	Appropriately position and apply hazard labels to consignments of dangerous goods	Verify that a package has been correctly labelled	Y	H	B-S B-O	2	N/A	N/A	Shipment students to mark and label 2x different packages. Acceptance students to be given 2 previously marked and labelled packages (with associated documentation) that contain errors for them to snag using acceptance checklists.		
8 Dangerous Goods transport documentation (IATA Section 8) (Shippers Declaration) and other relevant documentation	At the end of this session students should be able to: Complete and/or check all relevant transport documentation (e.g. NOTOC, accident/incident reporting, Emergency Response Guidance/codes) and state the requirements for their retention. Specifically:										

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8.1 Completion of the dangerous goods transport document/ Shipper's Declaration (IATA Ref 8.1/9.1.2) CAP483 REF 10.1	Accurately complete a dangerous goods transport document// Shipper's Declaration	Verify by inspection that a document/ Declaration has been correctly completed	Y	H	B -S & B-O	Multiple	N/A	N/A	Shipment students to complete 2x shipper declaration for different packages. Acceptance students to be given 2 previously marked and labelled packages (with associated documentation) that contain errors for them to snag using acceptance checklists.		
8.2 Completion of the Air Waybill (or similar document) (IATA Ref 8.2) CAP483 REF 10.2	Identify the requirements for the completion an Air Waybill (or similar document)	Identify the requirements for the completion of an Air Waybill (or similar document) and verify it has been correctly completed.	N						Needs to be in training but is not considered to be an examination subject		

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8.3 Additional documents (i.e: competent authority approvals or certificates) (IATA Ref 8.3) CAP483 REF 10.3	Identify when any additional documents/ approvals are required and where they can be obtained from	Verify that any additional documents/approvals have been provided	Y	H	A & B-O	1	N/A	1-1	In addition to Part A, for Operators this needs to be covered when accepting the package.		
9. Handling (IATA Section 9)	At the end of this session students should be able to: State the procedures undertaken by operators/handling agents when handling Dangerous Goods. Specifically:										
9.1 Operator requirements (IATA Ref 9.1.1/1.4.1) CAP483 REF 13.1	Determine the procedures applied by operators for the acceptance, handling, storage, loading and stowage of dangerous goods.		N						Needs to be in training but is not considered to be an examination subject		
9.2 Acceptance inspection and use of a check list (IATA Refs9.1.2/9.1.3) /9.1.4/9/1/5) CAP483 REF 11.2		Identify when an acceptance check is required and carry out a check using an acceptance check list to confirm that all applicable requirements have been met	Y	H	B -O	2	N/A	N/A	Checklist items score 0.5pt for each correct check-list item.		

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9.3 Handling, loading and stowage including: <ul style="list-style-type: none"> • orientation • placing and securing packages • replacing labels • ULD identification • protection of organic peroxides and self-reactive substances (IATA Refs 9.1.6/9.12/9.3/ CAP483 REF 13.2) 	N/A	Use handling, loading and stowage procedures either to ensure dangerous goods are handled, loaded and stowed correctly or to convey details about them to other persons	N						Needs to be in training but is not considered to be an examination subject		

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9.4 Segregation of: • incompatible dangerous goods • explosives • radioactive materials • toxic and Infectious substances (IATA Ref 9.3.2) CAP483 REF 13.3	N/A	Appropriately segregate incompatible dangerous goods	Y	M	A/B	1	N/A	1-1			
9.5 Inspect and deal with packages that are damaged and/or leaking (IATA Refs 9.3/9.4) CAP483 REF 13.4/13.5		Inspect consignments for damage or leakage and take appropriate action to deal with any that are found.	N						Needs to be in training but is not considered to be an examination subject		
9.6 NOTOC (IATA Ref 9.5) CAP483 REF 14.1		Accurately complete a NOTOC	Y		B - O	1	2	N/A			

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9.7 Emergency procedures (IATA Ref 9.5.1.2) CAP483 REF 16.1	Provide an overview of emergency procedures and any necessary requested information	Locate and apply emergency procedures (including ERG)	N						Needs to be in training but is not considered to be an examination subject		
9.8 Reporting procedures (IATA Ref 9.6) NOT IN CAP483	Appropriately report dangerous goods accidents/ incidents/occurrences Identify and then report any undeclared, mis-declared or forbidden dangerous goods.		N						Needs to be in training but is not considered to be an examination subject		
9.9 Recognition of undeclared, mis-declared or forbidden dangerous goods (IATA Ref 9.6.2) CAP483 Ref 12.1	To be able to identify and detect undeclared, mis-declared or forbidden dangerous goods.		Y	L	A	1	N/A	1-1			
9.10 Retention and dissemination of information (IATA Ref 9.8) CAP483 REF 14.2	Identify which documents are required to be retained and for how long		N						Needs to be in training but is not considered to be an examination subject		