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Purpose of this form

Use this form to apply for a dangerous goods training course approval under Part 92 of the *Civil Aviation Safety Regulations 1998* (CASR).

Who is this form for?

This form is for organisations or individuals seeking approval to deliver a dangerous goods training course.

Currently Group E Course do not require CASA approval.

Information needed to complete this form

To complete this form, you must provide documentation for CASA to assess and approve your dangerous goods training course. Your course must meet the requirements of Part 92 of the CASR and be delivered by a CASA-approved instructor.

You will need to submit:

- Your course material showing compliance with the required syllabus.
- Form 8881 – Dangerous Goods Training Course Assessment – Syllabus Compliance Statement.
- A clear statement of the duties and responsibilities of the employees for whom the course is intended.
- If instructors are not CASA-approved, Form 1537 – Application for Approval to Instruct an Approved Dangerous Goods Course.
- Classroom-based courses in Australia may be observed by CASA during initial approval. Advisory Circulars for guidance:
 - AC 92-01(1): Dangerous Goods Training for Employees
 - AC 92-03(0): Dangerous Goods Training Courses and Instructors

This application process is subject to a fee. CASA will assign a Dangerous Goods Inspector who may request further information. Approvals are subject to fees at the current hourly rate of \$190, with costs depending on application completeness and course compliance. An estimate will be raised and communicated to the applicant. Once the estimate has been paid the application will progress.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant** details?

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

Trading name(s) (if applicable)

ARN

Phone number (include country code where necessary)

Email address

Contact person

2 What are the **contact person** details?

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Dangerous Goods Instructor, Director)

Phone number (include country code where necessary)

Email address

Course information

3 What are you **applying** for (select one)?

Initial approval

➔ [Go to 4](#)

Variation to the current CASA instrument

➔ [Go to 4](#)

Renewal

➔ [Go to 7](#)

If variation or renewal insert the instrument number below:

4 Does this application include courses delivered in a classroom environment?

No ➔ [Go to 6](#)

Yes ➔ [Go to 5](#)

Classroom delivered courses

5 What are the intended locations for the course instruction?

Course information

6 What are the applicable course details and relevant employee groupings?

Insert the course name and select the delivery method and employee groupings by selecting all applicable check boxes. Examples provided in the table.

Course name	Delivery method	Group A	Group B	Group C	Group D	Group F
	Classroom Correspondence Online (Self-paced) Webinar (Instructor-led)					
	Classroom Correspondence Online (Self-paced) Webinar (Instructor-led)					
	Classroom Correspondence Online (Self-paced) Webinar (Instructor-led)					
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	Classroom Correspondence Online (Self-paced) Webinar (Instructor-led)					

 Provide additional pages if required

Application checklist

Please include with your application, copies if, or documentation, relating to, each of the following items (as applicable).

7 Select all the items below that are both applicable and attach to your application:

ALL courses checklist:

Course content as it relates to the syllabus at Table 92-135-1 (CASR Part 92)

Form 8881 - Dangerous Goods Training Course Assessment (Syllabus Compliance Statement) is attached

Course lesson plan

All examinations including model answers and marking key

Note: the course examination is to cover each syllabus item to a depth that demonstrates the candidate's capability of performing the functions of the job.

Student handouts/workbooks/pre-course materials/ exercises and homework

Course duration in days or hours of instruction

A sample copy of the certificate to be issued to students

Classroom programs checklist:

Instructor guidelines/notes/instructions making reference to instructional aids, timings and ICAO/IATA page numbers/references and important training items to be addressed in each module

Computer/video/slideshows or other classroom presentation materials

Intended location(s) for course instruction including room facilities, etc.

Intended location(s) where no fixed facility exists

Correspondence, online and webinar programs checklist:

Method of assessment

Method used to prevent/detect inappropriate candidate behaviour

URL - please supply access codes/usernames/passwords for CASA to assess the course

Name and contact details of course controller

Training records checklist:

Dangerous Goods training organisations should maintain detailed records of all persons trained for a minimum period of three years. These records should be made available to CASA when required.

Please describe below the record keeping system for dangerous goods training

Please describe below the system used to ensure to training remains current, or persons are notified of upcoming recurrency training

Note: In the event of winding up or ceasing to trade, the applicant will be required to lodge with a successor training organisation, or CASA, an electronic record of all training that has been completed in the preceding 36 months.

Compliance

Dangerous Goods training courses may be subject to compliance monitoring by CASA.

Please provide the proposed training schedule for three/six months dated from the lodgement date of this application.

Additional information: (supplied by applicant)

 Provide attached pages if required

8 I declare:

- All statements in this application are true and correct.
- I acknowledge by providing my details below and submitting this application:
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
 - We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

Fees

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)


/ /

Role authority

9 In what capacity are you making this declaration?

- Self
- Director
- Agent
- Executor
- Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 Provide authority

Submitting this form to CASA

 By email – send this form with all supporting documents attached to dg@casa.gov.au