



16.1 Approval of a dangerous goods training course for employees

Guidance Information relating to Dangerous Goods training can be found in CASA Advisory Circular 92-03(0)

PART A – APPLICANT

Aviation Reference Number (ARN)

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(Note: Should the applicant not hold an ARN Please submit Form 1162 – Aviation Reference Number (ARN) with this request.

Applicant:– (please provide Legal Entity (individual applicant or company name) and Trading Name)

Business address: _____

Postal Address: _____

ACN/ABN: _____

Contact Name: _____

Phone Office: _____ Mobile: _____ Facsimile: _____
(include country code where necessary)

Email: _____

PART B – COURSE INFORMATION

Note: A Dangerous Goods Course for Group E employees does not require CASA approval.

If this application relates to a course that has held (or holds) an approval that will expire, please indicate the Instrument number(s).

Course Delivery Method and Employee Groupings

<input type="checkbox"/> Face to Face	<input type="checkbox"/> Distance / Correspondence	<input type="checkbox"/> Computer based	
<input type="checkbox"/> Combination course (e.g. Group B & C) – Specify Groups:			
<input type="checkbox"/> Group A	<input type="checkbox"/> Operator	<input type="checkbox"/> Freight Forwarder	<input type="checkbox"/> Ground Handling Agent
<input type="checkbox"/> Group A (Limited to) – Specify limitations:			
<input type="checkbox"/> Group B	<input type="checkbox"/> Operator	<input type="checkbox"/> Freight Forwarder	<input type="checkbox"/> Ground Handling Agent
<input type="checkbox"/> Group C	<input type="checkbox"/> Flight crew	<input type="checkbox"/> Load planner	<input type="checkbox"/> Both
<input type="checkbox"/> Group D			
<input type="checkbox"/> Group F			
<input type="checkbox"/> Group F– Specific class(es)	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 , <input type="checkbox"/> UN 1845 only, <input type="checkbox"/> 6.2, 3, UN 3373 & UN1845, <input type="checkbox"/> Class 7		
<input type="checkbox"/> Group F - Other Class(es): (please specify)			
<input type="checkbox"/> Recertification / Refresher course - <input type="checkbox"/> Group A _____ <input type="checkbox"/> Group F _____ <input type="checkbox"/> Both A & F			

PART C – COURSE MATERIALS

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

For ALL courses

- Course content as it relates to the syllabus at Table 92-135-1 (CASR Part 92)
- FORM 8881 - DG Training Course Assessment (Syllabus Compliance Statement) attached** (a compliance matrix identifying where each syllabus item is covered in the course package).
- 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

For Face to Face programs also include:

- 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 incl. room facilities etc.
- Intended location(s) where no fixed facility exists

For Electronic or Correspondence programs also include:

- Method of assessment.
- Method used to prevent/detect inappropriate candidate behaviour
- URL *Note: Please supply access codes/Username/Password for CASA to assess the course*
- Name and Contact Details of Course Controller

PART D – TRAINING RECORDS

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 provide samples (electronic or hardcopy) of the dangerous goods training record keeping mechanisms to be used.

Please outline the method used to ensure training remains current

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.

ADDITIONAL INFORMATION: *(for use by the applicant)*

PART E – 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.

I agree to provide CASA, upon request, with dates of planned courses and recognise that CASA may without notice, undertake surveillance of training based on the schedule provided.

Name:.....

Signature:..... Date/...../.....

**Completed Applications should be submitted electronically to dg@casa.gov.au
or by mail to Team Leader Technical Operations, CASA, PO Box 2005, CANBERRA ACT 2601**