



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).

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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.

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

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Please outline the method used to ensure training remains current

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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.

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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**