


PERMOHONAN KELULUSAN PROGRAM LATIHAN BARANGAN BERBAHAYA <i>Application for Approval Dangerous Goods Training Programme</i>		
No. Dokumen:	CAAM/BOP/3/07-1	
MAKLUMAT AM <i>GENERAL INFORMATION</i>		
<ol style="list-style-type: none"> 1. Setiap permohonan hendaklah menggunakan borang CAAM/BOP/3/07-1 dan akan diproses dalam tempoh tiga puluh (30) hari (waktu bekerja). <i>Each application must use the CAAM/BOP/3/07-1 form and will be processed within 30 days (working days)</i> 2. Setiap borang permohonan hendaklah diisi dengan lengkap, kemas, bertaip dan mempunyai tandatangan serta cop rasmi (ASLI) Syarikat/Jabatan/Agensi. <i>Each application must be completed, neat, typewritten, and bear the signature and official stamp (Original) of the Company/ Department / Agency.</i> 3. Kegagalan untuk melengkapkan borang ini sepenuhnya boleh mengakibatkan kelewatan dalam memproses permohonan. <i>Failure to complete this form in full may result in a delay in processing the application.</i> 4. Setiap permohonan melalui pengisian borang ini bukanlah satu kelulusan rasmi daripada CAAM. Surat kelulusan akan diberikan setelah CAAM berpuas hati dengan segala prosedur yang diambil oleh pemohon. <i>The issuing of this form does not in itself constitute an approval of CAAM. The approval letter will be issued after CAAM is satisfied with the procedures taken by the applicant.</i> 5. Setiap permohonan akan dikenakan caj sebanyak RM 5000.00 bagi permohonan baru dan RM 3000.00 bagi permohonan pembaharuan. Caj yang dikenakan adalah berdasarkan Peraturan-Peraturan Penerbangan Awam (FI DAN CAJ) 2016. <i>Each application will be charged RM 5000.00 upon new application and RM3000.00 upon renewal. All the charges are based on Civil Aviation (Fees and Charges) Regulation 2016.</i> 6. Borang permohonan yang lengkap boleh dihantar melalui ops.dg@caam.gov.my atau ke: <i>The completed application form can be sent via ops.dg@caam.gov.my or to:</i> <p style="margin-left: 40px;"> Dangerous Goods Unit, Flight Operation Division, Civil Aviation Authority Malaysia, Level 2, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA Tel: 03 8871 4099 Fax: 03 8890 1641 </p>		

1. APPLICANT INFORMATION

The full legal name of Applicant/Operator/Training Provider:

Address:

Operator type:

- Dangerous Goods Carrier

 Postal Operators

 Security Screening
 Non-Dangerous Goods Carrier

 Training Provider

Responsible person:

Position:

Telephone:

No. Fax:

E-mail:

2. INSTRUCTORName *(If submitted on behalf, please attach the letter with the certificate)*

Address:

Telephone

E-mail:

3. TYPE OF TRAINING PROGRAMME DETAILS

Title of Training Programme:

Type of submission:

- New Application
 Renewal Submission
 Amendment

Prior Approval Number (if applicable):

Type of program:

- Initial
 Recurrent
 Initial and Recurrent
 Other (specify)

How the training is to be delivered:

- Classroom Delivery
 Other (specify)

Category of Personnel Who Will Use the Training Programme

- Function 1 Personnel Responsible for Preparing Dangerous Goods Consignments
- Function 2 Personnel Responsible for Processing or Accepting Goods Presented as General Cargo
- Function 3 Personnel Responsible for Processing or Accepting Dangerous Goods Consignments
- Function 4 Personnel Responsible for Handling Cargo in a Warehouse, Loading and Unloading Unit Load Devices and Loading and Unloading Aircraft Cargo Compartments
- Function 5 Personnel Responsible for Accepting Passenger and Crew Baggage, Managing Aircraft
- Function 6 Personnel Responsible for The Planning or Aircraft Loading
- Function 7 Flight Crew
- Function 8 Flight Operations and Flight Dispatchers
- Function 9 Cabin Crew
- Function 10 Personnel Responsible for The Screening of Passengers and Crew and Their Baggage, Cargo and Mail

Postal Operators

- A - Staff of designated postal operators involved in accepting mail containing dangerous goods
- B - Staff of designated postal operators involved in processing mail (other than dangerous goods)
- C - Staff of designated postal operators involved in handling, storage and loading of mail

Please ensure that: -

- Every page is identified with a page number, a date, and a revision number.
- There is a list of effective pages.
- All the applicable training references are inscribed in the "Reference" column. If the topic is not applicable "N/A" should be inscribed.
- All student handouts exams, answer sheets, correctors and marking details are included.
- The passing grade is mentioned.
- A copy of all audio-visuels (transparencies, PowerPoint & movies) is included (if applicable).

4. GENERAL REQUIREMENT

The company should submit the complete training programme which includes:	References
4.1 Endorsement and Approval	
4.2 Table of Contents	
4.3 Record of revision	
4.4 List of effective pages	
4.5 The Training Objectif	
4.6 Dangerous Goods Training Management	
4.7 Course Schedule	
4.8 Lesson Plan	
4.9 The Trainer Profile	
4.10 List of Qualifications (<i>Please provide a certificate for admin use</i>) <ul style="list-style-type: none"> (i) Professional Skills for DGR Instructor / Instructor in Aviation Field (ii) Completed a dangerous goods training programme in Function 3 and had a thorough knowledge of the latest ICAO TI or IATA DGR revision. (iii) Dangerous Goods Regulations Refresher 	

5. AREA OF TRAINING

Complete the below checklist with the reference in a column of the checklist where each topic appears in the 'Training Programme'. If the topic is not applicable "N/A" should be inscribed.

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	REFERENCES	
	ICAO DOC 9284 or IATA DGR Latest Edition	Operator Document Reference
General Philosophy		
General applicability		
Definition of Dangerous Goods		
Dangerous goods security		
State and Operator Variations		
Unit of Measurement		
Limitation		
Dangerous goods Forbidden for Transport by Air under any circumstances		
Exceptions for Dangerous Goods of the Operator		
Transport of Dangerous Goods by Post		
Dangerous Goods in Excepted Quantities		
Dangerous Goods in Limited Quantities		
General Requirements for Shippers (N/A for Security Screening)		
General		
General provision for Class 7		
Information to employees		
Training		
Salvage packaging		
Empty packaging		
Mixed packing		
Classification		
Classes and divisions		
Complete List of Classes, divisions and definitions		
Packing Groups		
UN Numbers and Proper shipping name		
Classification of Substances and Articles with Multiple Hazards		
Transport of samples		
List of Dangerous Goods (N/A for Security Screening)		
Arrangement of the Dangerous Goods List		
Method of using the Dangerous Goods List for articles or substances specifically listed by name		
Mixtures and solutions containing one or more dangerous		
Forbidden dangerous goods entries in the Dangerous Goods List		

Special provision entries in the Dangerous Goods List		
Quantity Limitations for types of aircraft		
Dangerous goods in limited quantities		
Dangerous goods packed in excepted quantity		
Packing requirements <i>(N/A for Non-DG Carrier & Security Screening)</i>		
General packing requirements		
Types of packaging		
Marking of packaging other than inner packaging		
Different substances packed together		
Overpacks		
Packing Instructions		
Use of the packing instructions in conjunction with the Dangerous Goods List		
Labelling and marking		
Package markings		
Labelling		
Overpacks		
Handling Labels		
Dangerous goods transport document and other relevant documentation		
Dangerous goods transport document		
Certification		
Air Waybill information		
Additional documentation for other than radioactive material		
Acceptance procedures		
General inspection requirements before acceptance		
Inspection for documentation, retention of documents, marking, labelling, no leakage and integrity is not compromised		
Special Responsibilities – Infectious Substances		
Acceptance Checklist		
Cargo Acceptance Procedures		
Undeliverable consignments of radioactive material		
Recognition of undeclared dangerous goods		
Provision to aid recognition of undeclared dangerous goods		
Awareness of consumer warning labels		
Storage and loading procedures <i>(N/A for Security Screening)</i>		
Loading restrictions on the flight deck and on passenger aircraft		
Loading of incompatible dangerous goods and segregation		
Loading of packages containing liquid dangerous goods		
Loading and securing of dangerous goods		

Damaged Packages of dangerous goods		
Visibility of marking and labels		
Replacement of labels		
Identification of unit load devices containing dangerous goods		
Handling and Loading of Radioactive Material		
Loading of magnetized materials		
Loading of dry ice		
Loading of UN2211, polymeric beads, expandable or UN3314, plastics moulding compound		
Handling of self-reactive substances and organic peroxides		
Handling and loading of intermediate bulk containers (IBCs)		
Inspection for damage or leakage		
Damaged or leaking packages of radioactive material contaminated packaging		
Pilot's notification (<i>N/A for Security Screening</i>)		
Information to Pilot-in-Command		
Information by Pilot-in-command in case of In-Flight Emergency		
Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board)		
Provisions for passengers and crew		
Information to passengers		
Passenger check-in procedures		
List of general descriptions to aid recognition of undeclared dangerous goods		
Dangerous goods carried by passengers or crew		
Emergency procedures		
Definition of dangerous goods accident and incident		
Reporting of dangerous goods accidents and incidents		
Reporting of undeclared or misdeclared dangerous goods		
Reporting of dangerous goods occurrences		
Emergency response information		
National Legislations		
Aviation Offences Acts 1984		
Civil Aviation Act No. 3 / 1969		
Civil Aviation Regulation 2016		
CAD 18 - NTDGP		
Appendixes		
Example Exercise & Slides		
Example Final Examination		
Sample Handbook		
Sample Certificate Issued		

Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

6. DECLARATION AND SIGNATURE

The information provided in this application form is accurate and true to the best of my knowledge and belief.

Signature and Name (Company Stamp)		Date	
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7. FOR OFFICE USE ONLY

Untuk Kegunaan Pejabat

Signature and Name (Official Stamp)		Received Date	
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