|  |
| --- |
| **Note:** – This application form for approval of dangerous goods training programme as required by Article 25 of the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air, with all the necessary appendices and documents should be submitted to the:    **Civil Aviation Authority of Kosovo**  Flight Safety Department  Arbëria District, Ahmet Krasniqi Str. - 10000 Prishtina  Republic of Kosovo  Failure to complete this form in full may result in a delay in processing the application. The issuing of this form does not itself constitute an approval to carry dangerous goods training |

1. **APPLICANT / TRAINING PROVIDER**

|  |  |
| --- | --- |
| Full legal name of applicant  (Training provider) (i.e. company name) |  |
| Address |  |
| Responsible person |  |
| Telephone |  |
| E-mail |  |
| Signature |  |

1. **INSTRUCTOR**

|  |  |
| --- | --- |
| Name and Surname |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| Signature |  |

1. **TRAINING PROGRAMME DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of training programme: | |  | | | | | |
| Application is made for: | | **Approval** | **Renewal** | | | **Amendment** | Prior approval number (if applicable) |
| Type of programme: | | **Initial** | **Recurrent** | | | **Initial and Recurrent** | **Other** (specify) |
| Category of personnel who will use the training programme: | | | | | | | |
| **01** | Shippers and persons undertaking the responsibilities of shippers | | | **02** | Packers | | |
| **03** | Staff of freight forwarders involved in processing dangerous goods | | | **04** | Staff of freight forwarders involved in processing cargo or mail (other than dangerous goods) | | |
| **05** | Staff of freight forwarders involved in the handling, storage and loading of cargo or mail | | | **06** | Operator's and ground handling agent's staff accepting dangerous goods | | |
| **07** | Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods) | | | **08** | Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage | | |
| **09** | Passenger handling staff | | | **10** | Flight crew members, loadmasters and load planners | | |
| **11** | Crew members (other than flight crew members) | | | **12** | Security staff who are involved with the screening of passengers and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures | | |
| **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 the handling, storage and loading of mail | | |  |  | | |

1. **APPLICABLE REGULATIONS** (tick appropriate)

|  |  |  |
| --- | --- | --- |
|  | ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284 AN/905) | Edition: |
| or | | |
|  | IATA Dangerous Goods Regulations | Edition: |
| or other (please specify) | | |
|  |  | Edition: |

1. **OTHER APPLICABLE REQULATIONS** (tick appropriate and other if applicable - please specify)

|  |  |  |
| --- | --- | --- |
|  | ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (Doc 9481 AN/928) | Edition: |
|  | | |
|  | Council Regulation (EEC) No 3922/91 of 16 December 1991 on the harmonization of technical requirements and administrative procedures in the field of civil aviation | |
|  | | |
|  | Regulation 08/2014 on Conditions and Methods of Transporting Dangerous Goods by Air | |
|  | | |
|  | Letter Post Manual, Update | |
|  | | |
|  | Parcel Post Manual, Update | |
|  | | |
|  |  | |

1. **AREAS OF TRAINING** *(Complete below checklist with the reference in column of 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 minimum** | **Category of personal who will use the training program** | | | | | | | | | | | | | | | **References** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **A** | **B** | **C** | **ICAO**  **TI** | **IATA**  **DGR** | **Training**  **Program** |
| **General Philosophy** | | | | | | | | | | | | | | | | | | |
| General Applicability | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;1 | 1.2 |  |
| Definition of Dangerous Goods | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;3.1 | 1.0 |  |
| References to Specific Dangerous Accidents or Incidents | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |  |  |  |
| References to Law and Source Documents | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |  |  |  |
| Unit of Measurements and Conversion Factor | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;3.2 | App. B; B.1 |  |
| Training | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;4 | 1.5 |  |
| Dangerous Goods Security | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;5 | 1.6 |  |
| **Limitation of Dangerous Goods on Aircraft** | | | | | | | | | | | | | | | | | | |
| Need for Approval to Carry Dangerous Goods | x |  | x | x | x | X | x | x | x | x | x | x | x | x | x |  |  |  |
| Dangerous Goods Forbidden for Transport by Air Under Any Circumstances | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;2.1 | 2.1.1 |  |
| Exceptions for Dangerous Goods of the Operator | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;2.2 | 2.5.1 |  |
| Transport of Dangerous Goods by Post | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;2.3 | 2.4 |  |
| Dangerous Goods in Excepted Quantities | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;2.4 | 2.6 |  |
| Exceptions for Dangerous Goods Packed in Limited Quantities | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;2.5 | 2.7 |  |
| State and Operator Variations | x |  | x | x | x | x | x | x | x | x | x | x | x | x | x | Att. 3; Tab. A-1 and A-2 | 2.8 (2.8.2 and 2.8.3) |  |
| **General Requirements for Shippers** | | | | | | | | | | | | | | | | | | |
| General Requirements | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.1 | 1.3 |  |
| General Provision for Class 7 | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.2 | 10.5.1 |  |
| Information to Employees | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.3 | 1.3.2.a |  |
| Training | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.4 | 1.3.2.d |  |
| Salvage Packagings | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.5 | 5.0.1.6; 7.1.4.3 and 7.2.3.10 |  |
| Empty Packagings | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.6 | 5.0.2.13.5; 7.1.4.5 and 7.2.3.11 |  |
| Mixed Packing | x |  | x |  |  | x |  |  |  |  |  |  | x |  |  | 5;1.7 | 5.0.2.11 and 7.2.3.12 |  |
| **Classification** | | | | | | | | | | | | | | | | | | |
| Classes and Divisions | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 2;0.2 | 3.0.2 |  |
| Complete List of Classes, Divisions and Definitions | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 2;1 to 2;9 | 3.1 to 3.9 |  |
| Packing Groups | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 2;0.2.4 | 3.0.3 |  |
| UN Numbers and Proper Shipping Name | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 3;1.2 and 3;2.1.1 | 4.0.1 and 4.1 |  |
| Classification of Substances and Articles with Multiple Hazards | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 2;0.2.5; 2;0.2.7; 2;0.4 and Tab. 2-1 | 3.0.4; 3.10 and Table 3.10.A |  |
| Transport of Samples | x | x | x |  |  | x |  |  |  |  |  | x | x |  |  | 2;0.5 | 3.11 |  |
| **List of Dangerous Goods** | | | | | | | | | | | | | | | | | | |
| Arrangement of the Dangerous Goods List | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;2.1 and Table 3-1 | 4.1.6 and Table 4.2 |  |
| Method of Using the Dangerous Goods List for Articles or Substances Specifically Listed by Name | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;1.1.2 | 4.1.1 |  |
| Mixtures and Solution Containing one or More Dangerous Substances | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;1.3 | 4.1.3 |  |
| Forbidden Dangerous Goods Entries in the Dangerous Goods List | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | Table 3-1 (Col.10, 11,12,13) | 4.2 (Col. G, H, I, J, K, L) |  |
| Special Provision Entries in the Dangerous Goods List | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;3; Tab. 3-1 (Col. 7) and Tab. 3-2 | 4.1.6.13, 4.2 (Col. M) and 4.4 |  |
| Quantity Limitations for Types of Aircraft | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;2.1; Tab 3-1 (Col. 11,13) | 4.1.6.8; 4.1.6. 10; 4.1.6.12 and 4.2 (Col. H, J, L) |  |
| Dangerous Goods in Limited Quantities | x | x | x |  |  | x |  |  |  | x |  |  | x |  |  | 3;4 | 2.7 |  |
| **Packing Requirements** | | | | | | | | | | | | | | | | | | |
| General Packing Requirements | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 4;1 and 4;2 | 5.0.2 |  |
| Types of Packagings | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 1;3.1; 6;7.2, 7.7 and 7.9 | Appendix A and 10.5.3.1 |  |
| Marking of Packagings Other than Inner Packagings | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 4;2.4; 5;2.4 and 6;2 | 5.0.6.3; 6.0.4; 7.1.5; 7.1.6 and 7.1.7 |  |
| Different Substances Packed Together | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 4;1.1.7 and 4;1.1.8 | 5.0.2.11 |  |
| Overpacks | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 1;3.1 and 5;1.1 | Appendix A and 5.0.1.5 |  |
| Packing Instructions | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 4;3 to 4;11 | 5.1 to 5.9 |  |
| Use of the Packing Instructions in Conjunction with the Dangerous Goods List | x | x | x |  |  | x |  |  |  |  |  |  | x |  |  | 4;2.1 and 4;3 | 4.1.6.7; 4.1.6.9; 4.1.6.11 and 5.0.6 |  |
| **Labelling and Marking** | | | | | | | | | | | | | | | | | | |
| Package Markings | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 5;2 | 7.1 |  |
| Labelling | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 5;3 | 7.2 |  |
| Overpacks | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 5;2.4.10 | 7.1.4 and 7.2.7 |  |
| Handling Labels | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 5;3.5.2 | 7.2.4 and 7.4 |  |
| **Dangerous Goods Transport Document and Other Relevant Documentation** | | | | | | | | | | | | | | | | | | |
| Dangerous Goods Transport Information | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.1 | 8.0.2.1 |  |
| Dangerous Goods Transport Document | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.1.4 | 8.1 |  |
| Certification | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.1.6 | 8.1.6.12 |  |
| Air Waybill | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.2 | 8.2 |  |
| Additional Documentation for Other than Radioactive Material | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.3 | 8.3 |  |
| Retention of Dangerous Goods Transport Information | x |  | x | x |  | x | x |  |  |  |  |  | x | x |  | 5;4.4 | 8.0.2.2 |  |
| **Acceptances Procedures** | | | | | | | | | | | | | | | | | | |
| Cargo Acceptance Procedures |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.1 | 9.1.1 |  |
| Acceptance of Dangerous Goods by Operators |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.2 | 9.1.2 |  |
| The Acceptance Check |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.3 | 9.1.3 |  |
| Acceptance of Freight Containers and Unit Load Devices |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.4 | 9.1.4 |  |
| Special Responsibilities in Accepting Infectious Substances |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.5 | 9.1.5 |  |
| Undeliverable Consignments of Radioactive Material |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | 7;1.6 | 10.9.2.3 |  |
| **Acceptance of Dangerous Goods Listed in 1;2.3.2 (IATA: 2.4.2)** | | | | | | | | | | | | | | | | | | |
| Acceptance of Patient Specimens |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | 1;2.3.2 a) | 2.4.2 b) |  |
| Acceptance of Infectious Substances Assigned to Category B (UN 3373) |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | 1;2.3.2 b) | 2.4.2 a) |  |
| Acceptance of Radioactive Material, the Activity of Which does not Exceed One-tenth of that Listed in Part 2, Chapter 7, Table 2-15 (IATA: Table 10.3.D) |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | 1;2.3.2 c) | 2.4.2 c) |  |
| Acceptance of Lithium Ion Batteries Contained in Equipment (UN 3481) |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | 1;2.3.2 d) | 2.4.2 d) |  |
| Acceptance of Lithium Metal Batteries Contained in Equipment (UN 3091) |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  | 1;2.3.2 e) | 2.4.2 e) |  |
| **Recognition of Undeclared Dangerous Goods** | | | | | | | | | | | | | | | | | | |
| Provision to Aid Recognition of Undeclared Dangerous Goods | x | x | x | x | x | x | x | x | x | x | x | x | X | X | X | 7;6 | 2.2 |  |
| Awareness of Consumer Warning Labels | x | x | x | x | x | x | x | x | x | x | x | x | X | X | X |  |  |  |
| **Storage and Loading Procedures** | | | | | | | | | | | | | | | | | | |
| Loading Restrictions on the Flight Deck and for Passenger Aircraft |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.1 | 9.3.1 |  |
| Incompatible Dangerous Goods |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.2 and Table 7-1 | 9.3.2 and Table 9.3.A |  |
| Handling and Loading of Packages Containing Liquid Dangerous Goods |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.3 | 9.3.3 |  |
| Loading and Securing of Dangerous Goods |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.4 | 9.3.5 |  |
| Damaged Packages of Dangerous Goods |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.5 | 9.3.6 |  |
| Visibility of markings and labels |  |  |  |  | x | x |  | x |  | x |  |  |  |  | x | 7;2.6 | 7.1.3.2 and 7.2.2.1 |  |
| Replacement of Labels |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.7 | 9.3.7 |  |
| Identification of Unit Load Devices Containing Dangerous Goods |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.8 | 9.3.8 |  |
| Stowage of Toxic and Infectious Substances |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.9 | 9.3.9 |  |
| Special Provisions Applicable to the Carriage of Radioactive Material |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.10 | 10.9.3 |  |
| Loading of Magnetized Materials |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.11 | 9.3.10 |  |
| Loading of Dry Ice |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.12 | 9.3.11 |  |
| Loading of Cryogenic Liquids |  |  |  |  | x | x |  | x |  | x |  |  |  |  |  |  | 9.3.12 |  |
| Loading of UN2211, Polymeric Beads, Expandable or UN3314 Plastics Moulding Compound |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.13 | 9.3.13 |  |
| Loading of Live Animals with Dangerous Good |  |  |  |  | x | x |  | x |  | x |  |  |  |  |  |  | 9.3.14 |  |
| Loading of Wheelchairs or Other Battery Operated Mobility Aids as Check Baggage |  |  |  |  | x | x |  | x |  | x |  |  |  |  |  | Table 8-1. 5), 6) and 7) | 2.3.2.2, 2.3.2.3, 2.3.2.4 and 9.3.15 |  |
| Handling of Self-Reactive Substances and Organic Peroxides |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;2.14 | 9.3.16 |  |
| Handling and Loading of Intermediate Bulk Containers (IBCs) |  |  |  |  | x | x |  | x |  | x |  |  |  |  |  | 7;2.15 | 9.3.17 |  |
| Inspection for Damage or Leakage |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;3.1 | 9.4.1 |  |
| Damaged or Leaking Packages of Radioactive Material, Contaminated Packagings |  |  |  |  | x | x |  | x |  | x |  |  |  |  | X | 7;3.2 | 10.9.4 and Table 10.9.F |  |
| **Pilot’s Notification** | | | | | | | | | | | | | | | | | | |
| Information to the Pilot-in-Command |  |  |  |  |  | x |  | x |  | x |  |  |  |  |  | 7;4.1 | 9.5.1 |  |
| Information to be Provided by the Pilot-in-Command in Case of In-Flight Emergency |  |  |  |  |  | x |  | x |  | x |  |  |  |  |  | 7;4.3 | 9.5.1.3 |  |
| Information by the Operator in Case of an Aircraft Accident or Incident |  |  |  |  |  | x |  | x |  | x |  |  |  |  |  | 7;4.7 | 9.6.3 |  |
| **Provision for Passengers and Crew** | | | | | | | | | | | | | | | | | | |
| Information to Passengers | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;5.1 | 9.5.2 and 1.4.3 |  |
| Passenger Check-in Procedures | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;5.2 | 1.4.4 |  |
| List of General Descriptions to Aid Recognition of Undeclared Dangerous Goods | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;6 | 2.2 |  |
| Dangerous Goods Carried by Passengers or Crew | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 8;1.1 and Table 8-1. | 2.3 and Table 2.3.A |  |
| **Emergency Procedures** | | | | | | | | | | | | | | | | | | |
| Definition of Dangerous Goods Accident and Incident | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 1;3.1 | Appendix A |  |
| Reporting of Dangerous Goods Accidents and Incidents | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;4.4 | 9.6.1 |  |
| Reporting of Undeclared or Misdeclared Dangerous Goods | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;4.5 | 9.6.2 |  |
| Emergency Response Information | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | 7;4.8 | 9.5.1.2 |  |

1. **APPENDICES** (copy of)

|  |  |
| --- | --- |
|  | **TRAINING PROGRAMME** *(The training provider shall submit the complete dangerous goods training programme as a controlled document ensuring that: every page is identified with page number and date of revision; has a list of effective pages; has a list of subjects to be covered, has an estimate of the time necessary to complete the training program; has training objectives and method of achieving it, etc.)* |
|  | **Workbook** |
|  | **Presentation** |
|  | **Tests and answers with marking details** |
|  | **Other** (please specify) |

1. **CAA INSPECTOR COMMENT** *(for CAA only)*

|  |  |  |
| --- | --- | --- |
|  | | |
|  | | |
| **Name and Credentials No.** | **Signature** | **Date**  \_\_\_.\_\_\_.\_\_\_\_\_ |