

CAP 483

Training in the Safe Transport of Dangerous Goods by Air

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CAP 483

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Appendix 6 Overview of What/Who Needs Training Approval

Introduction

1 Need for Training

- 1.1 Dangerous goods, which are frequently carried by air, have inherent hazards that need to be taken into account when they are prepared for transport. Everyone who may come into contact with them needs to be aware of the nature of such goods, their potential for causing incidents and accidents and how they should be dealt with. Properly planned and maintained training programmes are an essential means of ensuring that those concerned receive an initial and continuing appreciation of the risks involved in carrying dangerous goods by air, the relevant requirements that have to be met and the need for complying strictly with them at all times.
- 1.2 In the United Kingdom, the legislation on the transport of dangerous goods by air is contained in the Air Navigation (Dangerous Goods) Regulations. These Regulations provide that dangerous goods may only be carried in accordance with the Technical Instructions. The Regulations and the Technical Instructions require that everyone involved in the transport of dangerous goods by air receives training and that some of the training programmes be approved. Both the Regulations and the Technical Instructions also require all relevant staff involved with the carriage of cargo or passengers to receive dangerous goods training.

2 Purpose of CAP 483

- 2.1 CAP 483 contains information and guidance about how dangerous goods training can be managed in order to accomplish the training of staff involved in the safe transport of dangerous goods by air and those staff involved in the carriage of passengers or cargo. It is divided into two parts comprising:
- Part A** Guidelines on Training for the Safe Transport of Dangerous Goods by Air
- Part B** Guidance Notes on the Training Approval Scheme for the Safe Transport of Dangerous Goods by Air.
- 2.2 Part A applies to training programmes and/or instructors that are not subject to CAA approval under the training approval scheme and contains information and guidance on the requirements of the Technical Instructions and the Air Navigation (Dangerous Goods) Regulations, the legal obligations under those Instructions and Regulations, the development of effective training programmes, the delivery of training and the maintenance of a training system.
- 2.3 Part B contains the information and guidance applicable to those training providers and/or instructors whose training is subject to CAA approval under the training approval scheme.

3 Code of Practice

- 3.1 CAP 483 forms a Code of Practice for the management of the dangerous goods training required for those involved in the safe transport of dangerous goods by air and for those involved with the carriage of passengers or cargo by air.
- 3.2 Currently, the Air Navigation (Dangerous Goods) Regulations provide that some (but not all) training programmes and instructors require an approval issued by the CAA. For the training providers, operators and handling agents who produce these training

programmes and the instructors who are evaluated and approved under the training approval scheme, compliance with all relevant material in both Parts A and B is required.

- 3.3 For companies and instructors who, under the Regulations, do not need an approval from the CAA, the CAA recommends that they base their training systems on the procedures in this CAP or develop systems that are equivalent to them. To this end, the Guidelines in Part A and Guidance Notes in Part B together provide a Code of Practice for all training providers and instructors to follow. In particular, training programmes should cover the areas and topics identified in Part B, Appendix 1, and instructors should be able to meet the standards laid down in Part B, Chapter 3. Guidance as to the coverage of subjects for other training programmes that do not require approval (such as general familiarisation training) is found in the Appendices.

4 Enforcing Agency

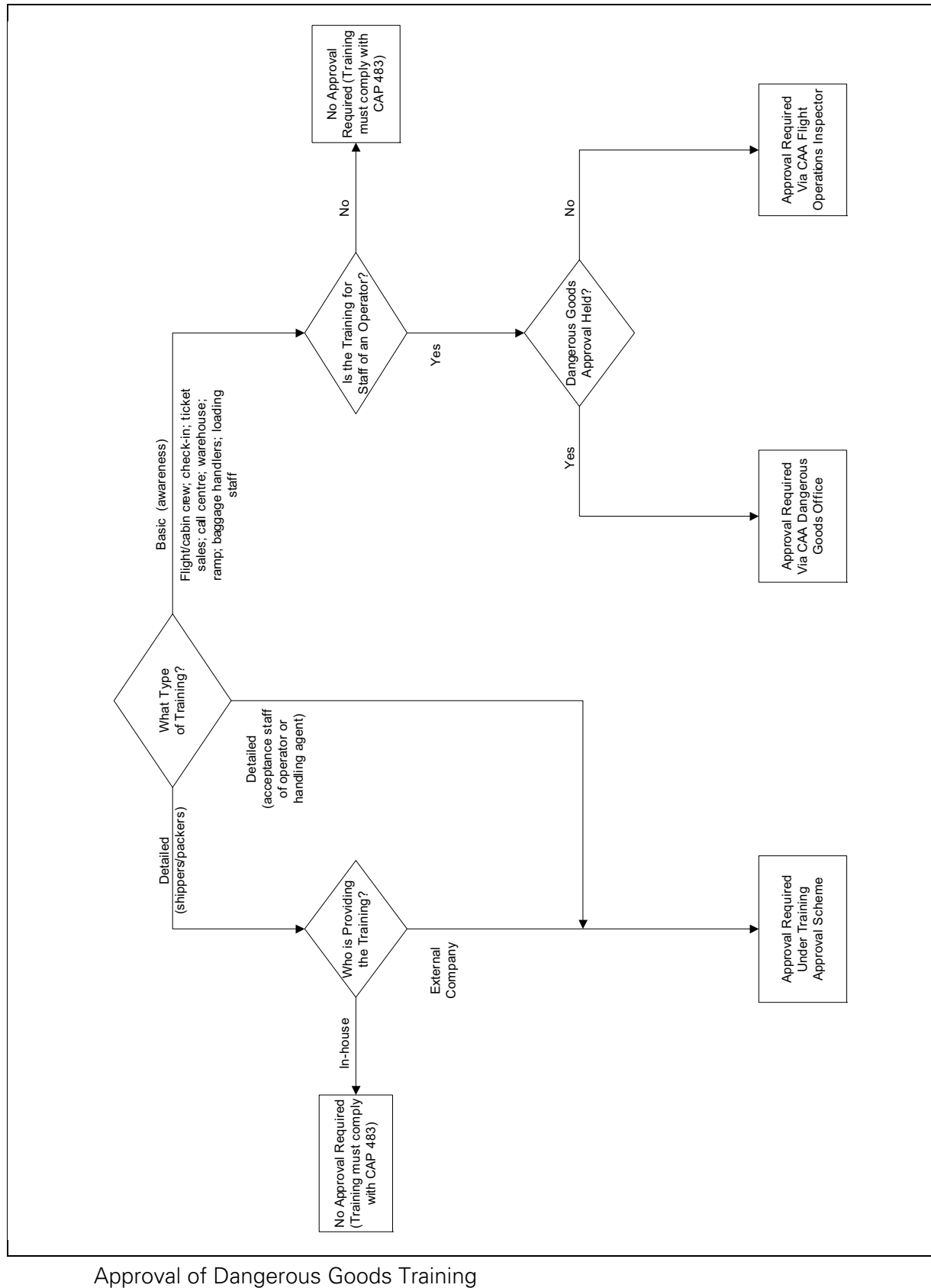
- 4.1 In the United Kingdom, the CAA is the agency designated to carry out the enforcement of the provisions of the Air Navigation (Dangerous Goods) Regulations and to ensure compliance with the detailed requirements of the Technical Instructions. This function is carried out by the Dangerous Goods Office of the CAA.
- 4.2 Companies that do not ensure that their staff receive the required training may be in breach of the Air Navigation (Dangerous Goods) Regulations, which can result in prosecution. It should also be borne in mind that where staff require dangerous goods training but either have not received it, or have not received recurrent training within 24 months of previous training, they are not considered appropriately qualified to carry out any function connected with the carriage of dangerous goods, other cargo or passengers.

5 Training Approval Scheme

The CAA believes that, as far as possible, approved training programmes in the UK need to offer training that is of a consistent quality and standard. To this end it operates a training approval scheme for the evaluation and approval of certain instructors and training programmes which require to be approved under the Air Navigation (Dangerous Goods) Regulations. The scheme focuses on those training programmes which are produced by companies who offer or provide training as a commercial venture (i.e. training providers) and also on training programmes for dangerous goods acceptance staff of aircraft operators and ground handling agents. The scheme includes evaluation and verification procedures to provide the necessary checks to ensure that quality and standards are maintained and provides examination papers to be used by students following attendance at courses. The scheme also provides for the approval of certain instructors. The scheme is self-financing and charges are levied by the CAA.

6 Approval of Training Programmes

The following flow chart shows which types of training programmes require approval under the training approval scheme. Additional information is contained in Appendix 6.



7 Explanation of Terms

Many of the terms used in CAP 483 are defined in either the Air Navigation (Dangerous Goods) Regulations or the Technical Instructions. However, there are some which are not explained elsewhere and, in relation to CAP 483, they have the following meanings:

Agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo. Handling agents dealing with cargo irrespective of whether or not their premises are at an airport, an off-shore installation or elsewhere.

Agencies located at an airport which perform, on behalf of the operator, the act of processing passengers. Handling agents dealing with passengers at an airport or an off-shore installation.

Agencies not located at an airport which perform, on behalf of the operator, the act of checking in passengers. Companies located in rail terminals, hotels, etc., that check in passengers and their baggage prior to them arriving at an airport.

Agencies other than operators involved in processing cargo. Freight agents, cargo agents, freight forwarders, consolidators, etc.

Agencies engaged in the security screening of passengers and their baggage. Companies (including airport operators and aircraft operators or their handling agents, if relevant) who employ staff to carry out the checking of passengers, for aviation security purposes, prior to them boarding an aircraft.

Function specific training. Training that is aimed at providing a detailed study of the requirements of the Technical Instructions applicable to the function for which the person is responsible.

General familiarisation training. Training that is aimed at providing familiarity with the general requirements of the Technical Instructions.

Recurrent training (also called refresher training). Training given at intervals of not more than two years to ensure a person's knowledge remains at the required level so they can continue to carry out their responsibilities fully.

Safety training. Training that covers the hazards presented by dangerous goods, safe handling and emergency response procedures.

Technical Instructions. The current edition of the document published by the International Civil Aviation Organization and entitled the "Technical Instructions for the Safe Transport of Dangerous Goods by Air" (reference number: Doc 9284-AN/905).

Training approval scheme. See paragraph 5.

Training programme. A method that has been developed for providing training, which consists of a tutored or self-study course, associated material (such as handouts, overheads, videos, exercises, etc.), an examination paper and, where there is an instructor, the instructor's notes.

Training provider. Any person, organisation or enterprise that offers or provides training to other than its own employees.

Verifier. The person employed by the Consultants managing the training approval scheme to carry out the evaluation and inspection of training programmes and instructors.

8 Questions, Enquiries and Application Forms

The CAA's website contains several pages containing information about dangerous goods and, in particular, dangerous goods training. The website contains application forms and various other training related documents that can be downloaded. The website address is:

www.caa.co.uk/dangerousgoods

Any other queries concerning this publication or any other questions on the transport of dangerous goods by air or dangerous goods training should be addressed to the address below.

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Part A Guidelines on Training for the Safe Transport of Dangerous Goods by Air

Chapter 1 International and National Requirements and Responsibilities

1 International Requirements

- 1.1 The International Civil Aviation Organization has produced detailed requirements for the international air transport of dangerous goods and these are in the Technical Instructions. They contain all the requirements that are applicable to consigning dangerous goods by air. For training, there are specific responsibilities placed on both shippers and operators; and there are general requirements for the training of everyone who is involved in the transport of dangerous goods by air, irrespective of where they are in the transport chain and no matter whether they are dealing with cargo, mail, aircraft stores or passengers. All of the provisions of the Air Navigation (Dangerous Goods) Regulations stem from the requirements of the Technical Instructions.
- 1.2 For the training of those who consign dangerous goods, Part 5, paragraph 1.4 of the Technical Instructions contains this shipper's responsibility:
- 'Before a consignment of dangerous goods is offered for air transport, all relevant persons involved in its preparation must have received training to enable them to carry out their responsibilities, as detailed in Part 1 [of the Technical Instructions]. Where a shipper does not have trained staff, the "relevant persons" may be interpreted as applying to those employed to act on the shipper's behalf and to undertake the shipper's responsibilities in the preparation of the consignment. However, such persons must be trained as required by Part 1, Chapter 4 [of the Technical Instructions].'
- 1.3 For the training of those who are employed by or act on behalf of operators, Part 7, paragraph 4.9 of the Technical Instructions contains this operator's responsibility:
- 'An operator must ensure training is provided in accordance with the detailed requirements of Part 1, Chapter 4 [of the Technical Instructions] to all relevant employees, including those of agencies employed to act on the operator's behalf, to enable them to carry out their responsibilities with regard to the transport of dangerous goods.'
- 1.4 The training requirements of the Technical Instructions in Part 1, Chapter 4, are that:
- 'Initial and recurrent dangerous goods training programmes must be established and maintained by or on behalf of:
- a) shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper;
 - b) operators;
 - c) ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo, mail or stores;

- d) ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
 - e) agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
 - f) freight forwarders; and
 - g) agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or stores.'
- 1.5 Personnel must receive training in the requirements commensurate with their responsibilities. Such training must include:
- a) general familiarisation training - which must be aimed at providing familiarity with the general provisions;
 - b) function specific training - which must provide detailed training in the requirements applicable to the function for which that person is responsible;
 - c) safety training - which must cover the hazards presented by dangerous goods, safe handling and emergency procedures.
- 1.6 Training must be provided, or verified, upon the employment of a person in a position involving the transport of dangerous goods by air or the processing of cargo or passengers.
- 1.7 Recurrent training must take place within 24 months of previous training to ensure knowledge is current.
- 1.8 A test to verify understanding must be undertaken following training. Confirmation that the test has been completed satisfactorily is required.
- 1.9 A record of training must be maintained which must include:
- a) the individual's name;
 - b) the most recent training completion date;
 - c) a description of, copy of or reference to training materials used to meet the training requirements;
 - d) the name and address of the organisation providing the training; and
 - e) evidence which shows that a test has been completed satisfactorily.
- The record of training must be made available upon request to the CAA.
- 1.10 The subject matter relating to dangerous goods transport with which various categories of personnel should be familiar is indicated in Table 1.
- 1.11 Instructors of initial and recurrent dangerous goods training programmes must have adequate instructional skills and have successfully completed a dangerous goods training programme in the applicable category [in Table 1] or category 6, prior to delivering such a dangerous goods training programme.
- 1.12 Instructors delivering initial and recurrent dangerous goods training programmes must at least every 24 months deliver such a course or, in the absence of this, attend recurrent training.

Table 1 Content of Training Courses

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	Shippers and Packers		Freight Forwarders			Operators and Ground Handling Agents						Security Screeners
	1	2	3	4	5	6	7	8	9	10	11	
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X		X	X		X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						
List of dangerous goods	X	X	X			X				X		
General packing requirements	X	X	X			X						
Packing Instructions	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Shipper's Declaration and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

KEY

- 1 Shippers and persons undertaking the responsibilities of shippers, including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT).
- 2 Packers.
- 3 Staff of freight forwarders involved in processing dangerous goods.
- 4 Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods).
- 5 Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores.
- 6 Operator's and ground handling agent's staff accepting dangerous goods.
- 7 Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods).
- 8 Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage.

- 9 Passenger handling staff.
- 10 Flight crew members and load planners.
- 11 Crew members (other than flight crew members).
- 12 Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores.

NOTES:

- 1 Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in the table.
- 2 The categories of personnel identified in the table are not all encompassing. Personnel employed by or interacting with the aviation industry in areas such as passenger and cargo reservation centres, and engineering and maintenance, except when acting in a capacity identified in the table, should be provided with dangerous goods training in accordance with paragraph 1.5.

2 UK Legislation and the Responsibilities of Persons Under It

- 2.1 The legislation in the UK is contained in the Air Navigation (Dangerous Goods) Regulations. These place a number of responsibilities on all those involved in consigning and carrying dangerous goods by air. In particular Regulation 5(1) states:
'A person shall not:
a) deliver or cause to be delivered for carriage in, or
b) take or cause to be taken on board;
an aircraft any dangerous goods, which he knows or ought to know or suspect to be goods capable of posing a risk to health, safety, property or the environment when carried by air, unless the Technical Instructions have been complied with and the package of those goods is in a fit condition for carriage by air.'
- 2.2 This provision places a responsibility on any person who may come into contact with, have, offer or otherwise handle dangerous goods for transport by air, whether it be as a passenger, shipper, freight forwarder, handling agent, operator, courier company, etc. In order to ensure that all relevant responsibilities are met, there is a need for everyone to be aware of the various regulations and requirements surrounding the subject. It is for this reason that training is prescribed in the Technical Instructions.

3 Training Requirements of the Air Navigation (Dangerous Goods) Regulations

- 3.1 The Air Navigation (Dangerous Goods) Regulations contain comprehensive requirements for training; they are contained in Regulation 13 and can be summarised as follows:
 - The content of training programmes must be as specified in the Technical Instructions.
 - Initial and recurrent training programmes must be established and maintained as required by the Technical Instructions.
 - Recurrent training must take place not less than every two years.
 - Records of training must be maintained as required by the Technical Instructions.

- CAA approval is required for the training programmes of training providers, handling agents (dangerous goods acceptance staff only) and operators of UK registered aircraft (all categories of staff).
 - CAA approval is required for instructors other than those who are employees of shippers, cargo agents, handling agents or operators providing they are training only staff of their parent company.
 - CAA approval may be required for instructors who are employees of handling agents and operators of aircraft registered in the UK - see paragraph 3.2.
- 3.2 The CAA has decided that, although there is no specific provision in Regulation 13 for the approval of instructors who are employees of handling agents or operators of aircraft registered in the UK, it will implement Regulation 13(8)(c) by requiring that such instructors who train that agent's or operator's dangerous goods acceptance staff take and pass Part 1 (technical knowledge) and Part 2 (training competence) of the instructor approval, as described in Part B, Chapter 3.
- 3.3 The training requirements of the Regulations do not apply to operators of aircraft not registered in the UK who undertake the training of their own UK based staff. However, they do apply to the UK based handling agents of those operators.

4 JAR-OPS Requirements

For operators, the requirements of the Technical Instructions are fully reflected in JAR-OPS; and the provisions of the Air Navigation (Dangerous Goods) Regulations encompass JAR-OPS. Therefore, training programmes based on the Parts A and B of CAP 483 will meet the training requirements of JAR-OPS.

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Chapter 2 Approval of Training Programmes

1 Training Programmes to be Approved by the CAA

1.1 The Technical Instructions require that the training programmes for UK operators be approved by the CAA and recommend the approval of all other training programmes. As identified in Chapter 1, paragraph 3, the CAA has decided that the training programmes which will be subject to approval are those produced by:

- operators of UK registered aircraft;
- handling agents (dangerous goods acceptance staff only); and
- training providers.

1.2 Currently, training programmes produced by training providers on behalf of shippers and dangerous goods acceptance staff, together with training programmes produced by operators and handling agents for the training of dangerous goods acceptance staff, are subject to evaluation and approval under the training approval scheme. The evaluation and approval of training programmes of UK operators, with the exception of dangerous goods acceptance staff, where the training is given by employees of that operator, is currently carried out by the CAA. See chart under paragraph 6 of the Introduction and Appendix 6 for an overview of the courses that require approval.

2 Training of Staff when Approval of a Training Programme is NOT Required

It is stressed that even if a training programme is not subject to CAA approval, it does not absolve a company from establishing and maintaining training programmes for its staff as required by the Technical Instructions. The Air Navigation (Dangerous Goods) Regulations place a responsibility on all companies or organisations to have training programmes for their relevant staff.

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Chapter 3 Development of Training Programmes

1 Content of Training Programmes

- 1.1 The safe transport of dangerous goods by air is a complex subject. A training programme is the means by which a student is taught about his/her responsibilities in the subject, so they can deal with dangerous goods in a competent and confident manner. A training programme should be developed with the aim of giving the students such a level of knowledge and be structured so that it achieves this aim.
- 1.2 A training programme should be more than a training course. As a minimum, it should consist of a tutored or self-study course, associated material (such as handouts, overhead slides, videos, exercises, etc.) and an examination paper. Whilst self-study courses are acceptable, they must be no less effective than a tutored course and experience has shown that this is difficult to achieve successfully. When there is an instructor, there should also be instructor's notes to ensure the training course covers all the required areas and meets its aims and objectives.
- 1.3 Training programmes should be developed using the principles identified in Part B.

2 Areas of Training

- 2.1 Failure to structure a training programme may result in essential areas being omitted or dealt with only briefly, whilst others are covered in too great a depth or when they are not relevant to the students being trained. Successful training will depend on training programmes that have identified the areas which are essential for all staff, together with those that are important to the students being trained. It will also rely on a particular aspect being covered fully and to the required depth in relation to the student's responsibilities. Areas which may be of interest but which are not directly related to the responsibilities of the students may or may not be covered depending on the wishes of the employer of the students and/or the time available for training, but their inclusion should not be to the detriment of adequate coverage of those areas which are of direct responsibility.
- 2.2 The areas of training are those shown in the extract from the Technical Instructions in Chapter 1, paragraph 1.4 (and the left-hand column in Table 1 headed 'Content of Training Courses'). These areas are also shown in Part B, Appendix 1, together with what are considered to be the appropriate topics for each area.
- 2.3 Where particular staff carry out more than one role within a company, such as frequently occurs on off-shore installations, all applicable areas of training relevant to each role must be included in the training.

3 Objectives of Training Programmes

For training to be effective, training programmes should be developed with objectives in mind. Part B, Appendix 1 gives detailed guidance on the areas and topics of training and the objectives of training programmes for:

- a) shippers and freight forwarders; and
- b) acceptance staff of operators and handling agents.

4 Examination Papers

- 4.1 The Technical Instructions require that a test be given following training to verify understanding. To meet this requirement, an examination paper should be developed as part of the training programme and given to the student to complete under controlled conditions. The examination paper will be the means by which an instructor will establish whether or not a student has gained sufficient knowledge and it should test all the areas of training. Questions need to be clear and unambiguous. Under the Training Approval Scheme (see Part B) the CAA issues student examination papers. These papers are available for instructors to use in-house on courses for shippers and freight forwarders if desired. There are strict procedures for the use of these examinations (see Appendix 5). Companies should contact the CAA Dangerous Goods Office for more details should they wish to use these pre-prepared examinations for their staff.
- 4.2 Where the training is recurrent training, the examination paper should be of the standard and duration appropriate for a full training course, since the aim is to confirm the ability of the student to continue to carry out his/her full range of responsibilities.
- 4.3 Where staff carry out more than one role in relation to dangerous goods, the examination papers used must cover all areas of each role, or separate examination papers should be provided for each role.

Chapter 4 Instructors

1 The Abilities of an Instructor

- 1.1 The abilities of an instructor determine whether or not a training programme will achieve its objectives and train students to a successful conclusion. Instructors need to have knowledge not only of training techniques (training competency) but also of the transport of dangerous goods by air (technical knowledge), so that the subject is covered fully and questions answered correctly and adequately. Instructors who make obvious basic errors, such that students point them out, or who cannot answer simple questions, may lose credibility or the confidence of their students. Technical knowledge comes from understanding completely all the requirements for the transport of dangerous goods by air and many instructors have gained this by working in the field for many years. At one time, instructors learnt such training techniques whilst giving training and there may still be some who learn their techniques by trial and error whilst in the classroom. Increasingly, training competency is now seen as part of the profession of being an instructor; there are National Standards for training and development and National/Scottish Vocational Qualifications can be gained.
- 1.2 Although an instructor may not require an approval, he/she should still be capable of meeting the competency standards in Part B, Chapter 3, paragraph 4 and Appendix 4, and have a sufficient technical knowledge of the subject.
- 1.3 In order to ensure that instructors retain sufficient knowledge themselves so that training programmes can continue to be effective, the Technical Instructions require that instructors who deliver initial or recurrent dangerous goods training programmes must deliver such a course at least once every 24 months or, in the absence of this, attend recurrent training themselves (see Part A, Chapter 1, paragraphs 1.11 and 1.12).

2 Approval of Instructors

Instructors who require to be approved under the training approval scheme are generally those who work for, or intend to work for, training providers, or those who work for operators or handling agents and are involved in training dangerous goods acceptance staff; however, there may be other instructors who also require an approval under the Scheme. Part B, Chapter 3 gives further details.

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Chapter 5 Training of Students

1 Identifying the Training Need

- 1.1 It is important that students receive training that is commensurate with their responsibilities. The success of a training programme can be gauged from the ability of the student thereafter to implement in their daily duties what has been learnt during training; but this depends mainly on them receiving the correct training. Failure to establish the correct level of training for staff can mean they do not pass the final examination or cannot implement fully what they have been taught. Recurrent training is intended to bring students who retain familiarity with the requirements back up to date. For students whose training is no longer current (i.e. it was given outside the 24 month period before recurrent training is required) a full course may need to be attended but this may depend upon the experience of the student concerned. It should be noted that during the period that training is not current, employees are not permitted to carry out any functions with respect to dangerous goods, cargo or passengers.
- 1.2 Unless there has been a specific arrangement for the content of a training course or it is known that the course will deal with a particular area, it is likely that the course will cover all the relevant areas of training in a general way and will not concentrate on a specific aspect, such as a particular proper shipping name or class. In some instances, a training course may offer training only in a particular class (e.g. radioactive materials), or it may have been tailored to suit the needs of a particular group of students (e.g. packing of dangerous goods).
- 1.3 The Technical Instructions provide that function specific training be given; it may be that in order to accomplish this totally, additional training is required if there are products or procedures that are peculiar to a company and staff need to know about them in order to carry out their responsibilities fully. For example, there are detailed requirements in the Technical Instructions for airbags, but a general training course may not look at them specifically; if a company has particular procedures that apply to airbags, additional training may need to be given.

2 Number to be Trained

The Technical Instructions give no guidance on the numbers of staff who should be trained in any company or organisation; the assumption is that everyone should be trained, but in some circumstances this may be impracticable. It is for each company or organisation to decide, given the circumstances, what is the number of staff who should receive training. There may be staff in a company or organisation who come into contact with dangerous goods only indirectly; their training should give them an awareness of dangerous goods, how to identify them and what to do if they see them. For staff more likely to come into contact with them, a decision can be made as to their involvement; the staff to be trained need to be those dealing with the transport of dangerous goods by air, taking into account anyone else who takes over in the event of absences for holidays, sickness, etc. If it has been decided that only a certain number of staff will be trained to undertake a particular activity, it is for the company or organisation to then ensure that these are the only ones who carry it out.

3 Level of Training

The level of training given to staff depends on their duties, since training is commensurate with their responsibilities. Those taking major decisions, such as staff working on their own initiative in preparing or checking dangerous goods for air transport, need to receive training that can equip them to take those decisions.

4 Length of Training Courses

The length of a training course should be gauged so that students have sufficient time to assimilate information without feeling pressurised, but are not left with periods when little is happening so they become bored. Rather than establishing a precise period within which a training course should always be held, it is more important to assess the expertise and background knowledge of the students and any other factors that might affect timing and ensure that the course covers all the areas and objectives and is of the required level.

5 Recurrent Training

- 5.1 Whilst it is important for an individual to receive training when they are first appointed to a job involving the transport of dangerous goods by air, it is equally important to ensure they receive further training after a period of time. Recurrent training, which is also called refresher training, is required for those individuals who have previously undertaken training in this area; it should aim to update knowledge in the light of changes to the requirements and act as a means of reminding the student of those areas which may have been forgotten. Students who are required to undertake recurrent/refresher training may have little residual knowledge of the subject or may be well versed in the requirements; therefore it may be more difficult to produce a suitable training course which will fulfil the needs of all the students. Consequently, before recurrent training commences, a means may be used to confirm the state of knowledge of the intended students, in order to facilitate the giving of the necessary training. The results of this may suggest that the student's recurrent training should consist of a full course, such that all the areas of training are covered and to the level used for initial training. This type of training may be more suitable for a student who does not have regular contact with dangerous goods. Alternatively, it may be decided to concentrate on those areas where the student shows weaknesses. This type of training may be suitable for a student who is reasonably familiar with the requirements for the transport of dangerous goods by air. However, there is still the need to ensure that the students gain or retain sufficient knowledge of the relevant areas/topics and objectives in Part B, Appendix 1 and subsequently demonstrate this by passing the end examination. ALL recurrent training should cover changes that affect the responsibilities of the students that have occurred since they last received training.
- 5.2 The Technical Instructions require that recurrent training be given at intervals of not longer than 24 months from previous training.

6 Student Examinations

6.1 Setting Student Examinations

Guidance as to the **minimum** areas that must be covered in the student examination is set out in Part B, Appendix 1. All Students who undertake initial or recurrent/