

# Dangerous Goods Training Approval Scheme

## Application for Approval of a Training Programme



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

- \* Note - in this application form, unless the context makes it otherwise apparent "approval" includes re-approval.
- This application form consists of three parts:  
Part A (details of the applicant and training programmes for which approval is sought)  
Part B (matrix for the training objectives)  
Part C (matrix for the examination paper questions).
  - Parts A and B of the application form should be completed fully; failure to do so may result in its return for re-submission or a delay in the processing of the application. Part C should be completed where exams other than those issued by the CAA are to be used (e.g. radioactive materials). Following Part C is a checklist that can be used to assist in ensuring that the application form is completed correctly.
  - Applications must be accompanied by:
    - the Instructor's notes, including any handouts and exercises;
    - copies of the examination paper(s) (where these are not issued by the CAA), together with the answers; and
    - the list of instructors.
  - Applications must be accompanied by the fee shown in the CAA Official Record Series. This is available on our website: [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5). Failure to send in the correct fee will result in the application not being processed. Payment can be accepted by cheque or credit card. If by credit card please complete form [SRG 2812](#). Cheques should be made payable to: Civil Aviation Authority. All fees are net, i.e. exclusive of bank charges or currency exchange rates.
  - The published application fee provides for up to 10 hours of work by the CAA and its training consultants in order to assess and approve the training programme. Should more time be required in order to carry out this work, a similar additional fee will be required to be paid before any further work can be carried out, unless agreed otherwise by the CAA.
  - The completed form(s) and fee should be sent to: Dangerous Goods, Shared Service Centre, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR. e-mail: [dgo@caa.co.uk](mailto:dgo@caa.co.uk).
  - Once the application form has been received by Dangerous Goods, Shared Service Centre for an initial approval, the applicant must complete all of the necessary work in order to gain approval within 12 months, otherwise a new application form and associated fee will need to be submitted.

### FOR OFFICE USE ONLY

|                          |
|--------------------------|
| Date of receipt:         |
| Date sent to Consultant: |

|                                          |  |
|------------------------------------------|--|
| All required information supplied? i.e.: |  |
| Part A                                   |  |
| Part B                                   |  |
| Part C (where applicable)                |  |
| Instructor's Notes                       |  |
| Examination paper(s) and answers         |  |
| List of instructors                      |  |

APPLICATION FOR APPROVAL OF A TRAINING PROGRAMME  
PART A



Full legal name of applicant: .....  
(i.e. company name) .....  
  
Name of nominated contact: .....  
  
Address: .....  
.....  
.....  
.....  
.....  
  
Tel no.: .....  
Fax no.: .....  
E-mail address: .....

Application is made for approval / re-approval of the following training programmes:  
(Please tick the appropriate box(es))

|                                                                                                                                                                                              | Approval                 | Re-approval              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (a) the responsibilities of shippers and cargo agents in the transport of dangerous goods, other than those related to the detailed requirements for radioactive material                    | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) the responsibilities of operators and handling agents in the acceptance of dangerous goods for transport, other than those related to the detailed requirements for radioactive material | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) the responsibilities of operators and handling agents in the transport of radioactive material                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) the responsibilities of shippers and cargo agents in the acceptance of radioactive material for transport                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |

Attached is a cheque for the total amount. / Please charge the total amount to my credit card, the details of which are shown on the attached form **SRG 2812**. \*  
(\* delete as appropriate)

Signature of person making this application: .....  
  
Date: .....