



Civil Aviation Authority
SAFETY NOTICE
Number: SN-2016/004



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Dangerous Goods Training Requirements Applicable to Fixed Base Operator Personnel

This Safety Notice contains recommendations regarding operational safety.

Recipients must ensure that this Notice is copied to all members of their staff who need to take appropriate action or who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	All Aerodrome Operators All Fixed Base Operators All Ground Handling Organisations
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All UK AOC Holders, All Non-UK Operators Operating to the UK
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 The CAA is tasked with monitoring compliance with EASA-OPS, the Air Navigation (Dangerous Goods) Regulations 2002 and the International Civil Aviation Organization (ICAO) Technical Instructions regarding the safe transport of dangerous goods by air. These Instructions provide detailed requirements on the preparation, acceptance and carriage of consignments of dangerous goods by air and details the training requirements applicable to relevant personnel involved with the transport of passengers, their baggage and cargo.
- 1.2 During audits of passenger and cargo handling services provided to operators at Fixed Base Operator facilities, instances were identified where no dangerous goods training was provided to personnel involved with passenger handling and the loading and unloading of cargo and baggage.
- 1.3 The purpose of this Safety Notice is to remind Fixed Base Operators of the requirements for the provision of dangerous goods training to be provided to such personnel.

Note: For the purposes of this Safety Notice, a Fixed Base Operator is a business based at an aerodrome providing services to corporate, business and private aircraft operators such as:

- aircraft handling and refuelling;
- passenger handling;
- general cargo and baggage handling; and
- engineering and other support services

1.4 This Safety Notice supersedes SN-2013/006.

2 Background

2.1 The requirements within the ICAO Technical Instructions are enacted in UK law through EASA-OPS and the Air Navigation (Dangerous Goods) Regulations 2002, and these apply to:

- all aircraft registered in the UK;
- all foreign registered aircraft operating within UK airspace;
- shippers of dangerous goods;
- freight forwarders;
- handling agents; and
- passengers.

The CAA verifies compliance through the conduct of audits of aircraft operators and agencies operating on their behalf.

2.2 The requirements for dangerous goods training are detailed in Part 1, Chapter 4 of the ICAO Technical Instructions and are reproduced within Section 1.5 of the International Air Transport Association (IATA) Dangerous Goods Regulations.

2.3 The ICAO Technical Instructions require that the following categories of personnel (amongst others) receive dangerous goods training commensurate with their responsibilities:

- Category 7 - Staff accepting cargo or mail (other than dangerous goods);
- Category 8 - Staff involved in the handling, storage and loading of cargo or mail and baggage; and
- Category 9 - Passenger handling staff.

Note: The ICAO Technical Instructions includes stores in the definition of the term 'cargo'.

2.4 The ICAO Technical Instructions lists the aspects of training with which the various categories of staff need to be familiar within Table 1-4 (applicable to operators with a dangerous goods approval) and Table 1-5 (applicable to operators not holding a dangerous goods approval).

2.5 Personnel identified in the categories specified in Table 1-4 or Table 1-5 must be trained or training must be verified prior to the person performing any duty specified within those tables. Recurrent training must be provided within 24 months of previous training to ensure knowledge is current. However, if recurrent training is completed within the final three months of validity of previous training, the period of validity extends from the month on which the recurrent training was completed until 24 months from the expiry month of that previous training.