

Application for Dangerous Goods Training Programs Approval/Acceptance

Note – Initial / Renewal application shall be made **at least 30 working days** prior to the start date of dangerous goods training / the expiry date of current acceptance.

Instructions:

- Please read Aeronautical Circular - AC/GEN/014 before completing this form.
- The completed form together with all supporting documents shall be submitted by post / e-mail to the Civil Aviation Authority – Macao, China:
Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao
Email: flightstandards@aacm.gov.mo
- For the avoidance of doubt, the 30 working days is counted after the submission of all supporting documents required by the AACM during the application process. Incomplete application package will be rejected or cause delay in processing the application.

1. General Information

Name of Entity			
Role of Entity	<input type="checkbox"/> as Shippers and Freight Forwarder <input type="checkbox"/> as Aircraft Operator <input type="checkbox"/> as Ground Handling Agent	<input type="checkbox"/> as Security Agent <input type="checkbox"/> as Training Provider in Macao	
Name of the person responsible for dangerous goods training			
Contact Details	Telephone: _____	Email: _____	
Nature of Application	<input type="checkbox"/> Initial (Proposed start date of DG training: _____) <input type="checkbox"/> Renewal (Expiry date of current acceptance: _____)		

2. Dangerous Goods Training Programme

Type of Programme	<input type="checkbox"/> Initial	<input type="checkbox"/> Recurrent	<input type="checkbox"/> Initial and Recurrent
Training Format	<input type="checkbox"/> Classroom Delivery	<input type="checkbox"/> Others, please specify: _____	

Type(s) of training for the intended job functions of shippers and freight forwarders

- ☐ a) Personnel responsible for preparation of DG consignments
☐ b) Personnel responsible for processing or accepting goods presented as general cargo
☐ c) Personnel responsible for processing or accepting DG consignments
☐ d) Personnel responsible for handling cargo in a warehouse, and loading and unloading unit load devices
☐ Others (Please specify): _____

Type(s) of training for the intended job functions of aircraft operator, ground handling agents and security agents

- ☐ e) Personnel responsible for processing or accepting goods presented as general cargo
☐ f) Personnel responsible for processing or accepting DG consignments
☐ g) Personnel responsible for handling cargo in a warehouse, loading and unloading unit load devices, and loading and unloading aircraft cargo compartments
☐ h) Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport
☐ i) Personnel responsible for the planning of aircraft loading
☐ j) Flight crew
☐ k) Flight operations officers and flight dispatchers
☐ l) Cabin crew
☐ m) Personnel responsible for the screening of passenger and crew and their baggage, cargo and mail

☐ Others (Please specify): _____

3. Required Documents

Required Document(s)	Submitted? (Yes/No/N.A.)	Supplementary Information	Office Use Only
TRAINING PROGRAMME DESIGN AND MATERIALS			
(1) Design of DG Training Programme	Specify a concise list of documents (use matching file names if submitted by email):		
(a) Description of type of personnel to be trained.	(a)		
(b) Summary of design output (for AACM assessment purpose), i.e.: List of DG tasks to be addressed, and for each task make reference to the corresponding parts of training and assessment materials	(b)		
(c) Training course outline (schedule, delivery format, tools to be used, assessment methods and duration)	(c)		
(d) Information to be provided to the public for verification against training needs analysis results (only applicable to third party training providers)	(d)		
(2) Training and assessment materials	Specify a concise list of documents (use matching file names if submitted by email):		
(a) Training materials (presentation, photos of training tools, exercises, etc.)	(a)		
(b) Assessment materials (exam, quizzes, practical assessments, etc.) with answers and marking scheme (where a final exam is adopted, at least two sets of question papers with answers are required)	(b)		
(3) Course evaluation form			
(4) Sample training certificate (to be issued to the course participants)			

INSTRUCTOR(S) INFORMATION

(1) List of qualified instructor(s)	Specify a concise list of documents (use matching file names if submitted by email):		
(2) For each instructor, the evidence (e.g. certificate, records, etc) that shows:	Specify a concise list of documents (use matching file names if submitted by email):		
(a)	(a)		
(i) competence in instruction (e.g ICAO/IATA Instructional Techniques, or equivalent);			
(ii) competence in the Dangerous Goods function(s) they will instruct;	(b)		
(b) delivery of such DG training courses at least every 24 months			

4. Declaration

The undersigned declares that:

- The information given in this application package is true and correct to the best of my knowledge and belief.

Name of the Applicant:

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Company Title & Department:

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Telephone:

E-mail:

Signature:

Date: