| | CIVIL AVIATION AUTHORITY OF MALAYSIA<br><br>FLIGHT OPERATIONS DIVISION<br>DANGEROUS GOODS UNIT<br><br>APPLICATION FOR THE APPROVAL OF<br>DANGEROUS GOODS TRAINING PROGRAMME | CAAM/BOP/3/07-1 |
|---|---|---|

## GENERAL INFORMATION

1. This form is for applications related to the approval of Dangerous Goods Training Programme.

2. The form must be typewritten, complete, and bear the original company stamp.

3. All operators are subject to Civil Aviation Regulations and ICAO Technical Instructions (Doc 9284).

4. Each application is subject to a fee of RM 5,000.00 for new applications and RM 3,000.00 for renewals, in accordance with the Civil Aviation (Fees and Charges) Regulations 2016.

5. Submission of this form does not constitute official approval. The technical evaluation and audit process may take up to thirty (30) working days, depending on the complexity of the training programme and the applicant's responsiveness to findings.

6. Completed applications may be submitted via email to:

| **Civil Aviation Authority of Malaysia (CAAM)** | **CAAM Bank Account:** |
|---|---|
| Dangerous Goods Unit,<br>Flight Operations Division<br>Level 2, Block Podium B, Precinct 4, 62618 Putrajaya, MALAYSIA<br>**Email / E-mel:** ops.dg@caam.gov.my<br>**Tel:** 03 8871 4099   **Fax:** 03 8890 1641 | Public Islamic Bank<br>3811 3402 15<br><br>SWIFT Code: PBBE MYKL XXX |

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|---|---|---|

## PART A – APPLICANT DETAILS

| | |
|---|---|
| Full Legal Name | |
| Address | |
| Responsible Person | |
| Designation | |
| Mobile No. | |
| Email/ Fax | |
| Types of Organisation<br>(please tick as appropriate) | ☐ DG Carrier<br>☐ Non-DG Carrier<br>☐ Postal Operator<br>☐ Training Provider<br>☐ Other |

## PART B – TRAINING PROGRAMME DETAILS

| | |
|---|---|
| Prior Approval No. | |
| Type of Submission | ☐ Initial<br>☐ Renewal<br>☐ Revision |
| Delivery Method | ☐ Classroom<br>☐ Virtual/ Online<br>☐ Other |

## PART C – CATEGORY OF PERSONNEL
(*Select the applicable personnel functions that this training programme is designed for*)

| | | |
|---|---|---|
| ☐ | Function 1 | Personnel Responsible for Preparing Dangerous Goods Consignments |
| ☐ | Function 2 | Personnel Responsible for Processing or Accepting Goods Presented as General Cargo |
| ☐ | Function 3 | Personnel Responsible for Processing or Accepting Dangerous Goods Consignments |
| ☐ | Function 4 | Personnel Responsible for Handling Cargo in a Warehouse, Loading and Unloading Unit Load Devices and Loading and Unloading Aircraft Cargo Compartments |
| ☐ | Function 5 | Personnel Responsible for Accepting Passenger and Crew Baggage, Managing Aircraft |
| ☐ | Function 6 | Personnel Responsible for The Planning or Aircraft Loading |
| ☐ | Function 7 | Flight Crew |
| ☐ | Function 8 | Flight Operations and Flight Dispatchers |
| ☐ | Function 9 | Cabin Crew |
| ☐ | Function 10 | Personnel Responsible for The Screening of Passengers and Crew and Their Baggage, Cargo and Mail |

| **PART D – POSTAL OPERATORS**<br>(*Select the applicable personnel functions that this training programme is designed for*) | | |
|:---:|:---:|---|
| ☐ | Category A | Staff of designated postal operators involved in accepting mail containing dangerous goods |
| ☐ | Category B | Staff of designated postal operators involved in processing mail (other than dangerous goods) |
| ☐ | Category C | Staff of designated postal operators involved in handling, storage and loading of mail |

Please ensure that:

  a.  Every page is identified with a page number, a date, and a revision number.

  b.  There is a list of effective pages.

  c.  All the applicable training references are inscribed in the Reference column. If the topic is not applicable. "N/A" should be inscribed.

  d.  All the student handouts, exams, answer sheets, correctors and marking details are included.

  e.  The passing grade is mentioned.

  f.  A copy of all audio-visuals (transparencies, PowerPoint & Video) is included (if applicable).

## PART E – COMPLIANCE QUESTIONNAIRE

| 1. General | | Yes/No/NA | References |
|---|---|---|---|
| 1.1 | Has the programme been formally endorsed by the Accountable Manager or Head of Training through a signed statement? | | |
| 1.2 | Does the document include a table of contents, a record of revisions and a list of effective pages to control version status? | | |
| 1.3 | Are all pages clearly numbered, dated and identified by revision number? | | |
| 1.4 | Has the programme cited the regulatory references it is based on (e.g., ICAO Doc 9284, Civil Aviation Regulations 2016, CAD 18 – NTDGP, CAGM 1881)? | | |
| **2. Scope and Content of the Programme** | | **Yes/No/NA** | **References** |
| 2.1 | Does the programme describe the company operational scope (e.g. carriage, handling, acceptance, training activities)? | | |
| 2.2 | Are all Dangerous Goods classes and divisions covered in the syllabus identified and consistent with the company activities? | | |
| 2.3 | Has the company clearly stated any restrictions or limitations to the scope of training? | | |
| 2.4 | Does the programme include content on Class 7 (radioactive materials) where applicable to the operation or training category? | | |
| **3. Trainee and Needs** | | **Yes/No/NA** | **References** |
| 3.1 | Are all personnel categories identified in accordance with Parts C and/or D in this form? | | |
| 3.2 | Are the duties and DG-related responsibilities for each category described in the programme? | | |
| 3.3 | Does the programme specify the competencies (knowledge, skills and attitudes) required for each function? | | |
| 3.4 | Has a Training Needs Analysis (TNA) been conducted to match training to the experience, language and role of personnel? | | |

## PART E – COMPLIANCE QUESTIONNAIRE

| **4.** | **Training Plan** | **Yes/No/NA** | **References** |
|---|---|---|---|
| 4.1 | Is the overall training structure explained with learning objectives and design methodology (e.g. competency-based)? | | |
| 4.2 | Does the programme include a syllabus showing modules, subjects, duration and sequence? | | |
| 4.3 | Is a course schedule or timeline included showing how the modules progress? | | |
| 4.4 | Are the learning objectives linked to competency elements and assessment criteria? | | |
| **5.** | **Means Used** | **Yes/No/NA** | **References** |
| 5.1 | Is the method of delivery specified (classroom, virtual, blended or on-the-job)? | | |
| 5.2 | Is the language of instruction suitable for the target audience? | | |
| 5.3 | Are all training aids and tools listed (e.g. slides, videos, computer-based modules, models)? | | |
| 5.4 | Is the maximum number of trainees per session defined for each training type? | | |
| 5.5 | For on-the-job training, are supervision and evaluation arrangements clearly explained? | | |
| **6.** | **Initial and Recurrent Training** | **Yes/No/NA** | **References** |
| 6.1 | Does the programme include both initial and recurrent training modules? | | |
| 6.2 | Are the duration and content for each type of training clearly defined? | | |
| 6.3 | Is recurrent training conducted at intervals not exceeding 24 months? | | |
| 6.4 | Is there a procedure for requalification after the expiry of training validity? | | |

## PART E – COMPLIANCE QUESTIONNAIRE

| 7. Assessments | | Yes/No/NA | References |
|---|---|---|---|
| 7.1 | Does the programme include a documented assessment plan that explains how trainee competency is measured and validated? | | |
| 7.2 | Are assessment types identified (written, practical, on-the-job) and linked to the respective competencies? | | |
| 7.3 | For written assessments, are the test format, marking scheme and pass criteria (minimum 80 %) defined? | | |
| 7.4 | For practical assessments, are observation methods and performance standards clearly described? | | |
| 7.5 | For on-the-job assessments, are the assessment criteria and assessor qualifications stated? | | |
| 7.6 | Are procedures for remedial training and re-assessment in case of failure described? | | |
| 7.8 | Are assessment tools and records securely controlled and periodically reviewed for accuracy? | | |
| 7.8 | Are assessment results analysed to monitor training effectiveness and improve future courses? | | |
| 8. Training Records | | Yes/No/NA | References |
| 8.1 | Is the format of training records (manual or electronic) described? | | |
| 8.2 | Are the details to be recorded listed (e.g. trainee name, function, result, date, instructor)? (IATA DGR 1.5.1.4.3) | | |
| 8.3 | Is the record retention period specified (minimum three years)? | | |
| 8.4 | Are records protected from loss and accessible only to authorised personnel? | | |

## PART E – COMPLIANCE QUESTIONNAIRE

| 9. | **Certificates** | **Yes/No/NA** | **References** |
|---|---|---|---|
| 9.1 | Do certificates show the trainee's name, function and competencies achieved? | | |
| 9.2 | Is the training validity period clearly stated on the certificate? | | |
| 9.3 | Does the certificate display the signature of the authorised person? | | |
| **10.** | **Qualification of Instructors and Assessors** | **Yes/No/NA** | **References** |
| 10.1 | Are the instructor's and assessor's qualifications, experience and competencies documented and current? | | |
| 10.2 | Is there evidence of Dangerous Goods and instructional technique training for each instructor/assessor? | | |
| 10.3 | Is there a process to monitor and maintain instructor competence (e.g. refresher or peer review)? | | |
| **11.** | **Evaluation of the Effectiveness of the Training** | **Yes/No/NA** | **References** |
| 11.1 | Does the company evaluate how effective the training was in achieving competency objectives? | | |
| 11.2 | Are feedback and evaluation results used to update and improve the training programme? | | |
| 11.3 | Is training evaluation integrated into the operator's SMS or the training provider's QA system? | | |
| **12.** | **Subcontracting Training** | **Yes/No/NA** | **References** |
| 12.1 | If training is subcontracted, are the terms of agreement, scope of work and oversight arrangements defined and documented? | | |
| 12.2 | For remote or online training, are procedures for trainee identification, attendance tracking and supervision described? | | |

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|---|---|---|
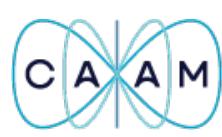
## PART E – COMPLIANCE QUESTIONNAIRE

| 13. Training of Subcontractors/Agents | | Yes/No/NA | References |
|---|---|---|---|
| 13.1 | Does the company require that all subcontractors or agents involved in DG activities complete approved training? | | |
| 13.2 | Is there a system to track and verify their training records? | | |
| **14. National Legislations** | | **Yes/No/NA** | **References** |
| 14.1 | Aviation Offences Act 1984 | | |
| 14.2 | Civil Aviation Act No. 3 / 1969 | | |
| 14.3 | Civil Aviation Regulation 2016 | | |
| 14.4 | CAD 18 - NTDGP | | |
| **15. Appendices** | | **Yes/No/NA** | **References** |
| 15.1 | Sample of Exercise & Slides | | |
| 15.2 | Sample of Final Examination Paper | | |
| 15.3 | Sample Handbook | | |
| 15.4 | Sample Certificate Issued | | |

## PART F – DECLARATION

*I hereby declare that the information and documents submitted in this application are true and complete, and that the training programme complies with CAAM requirements and ICAO Doc 9284.*

| | |
|---|---|
| Signature & Name<br>(with company stamp) | |
| Date | |

## PART G – FOR CAAM USE ONLY

| | |
|---|---|
| Signature & Name of Officer /<br>Official Stamp | |
| Date | |
| Remarks (if any) | |