



TTCAA Advisory Circular

Subject: DANGEROUS GOODS INFORMATION AND TRAINING

TTCAA Advisory Circular TAC- 043

Date: 06/05/26

PURPOSE

1. The purpose of this TTCAA Advisory Circular (TAC) is to provide recommendations and guidance on the transport of dangerous goods by air, including the training of personnel involved in such activities.

REGULATORY REQUIREMENTS

2. (1) Under TTCAR No.2:12(1) an operator shall not transport dangerous goods by air unless approved to do so by the Authority. Section 63 of the Civil Aviation Act, 2001 empowers the Authority to monitor and enforce compliance with the provisions of Annex 18 of the Chicago Convention and the Technical Instructions for the Safe Transport of Dangerous Goods by Air. The ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, ICAO Doc. 9284-AN/905, as amended, contains the basic principles governing the international transport of dangerous goods by air. The Technical Instructions amplify the basic provisions of ICAO Annex 18 and contains all the detailed instructions necessary for the safe international transport of dangerous goods by air. The Authority has adopted the ICAO Doc. 9284-AN/905, Technical Instructions for the Safe Transport of Dangerous Goods By Air, as the Trinidad and Tobago standard for the safe transport of dangerous goods by air.

(2) TTCAR No.2:13 requires an operator to comply with the provisions contained in Annex 18 of the Chicago Convention on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partially within or wholly outside Trinidad and Tobago.

(3) When an air operator is granted approval to transport dangerous goods by air, he will be given Operations Specifications granting him the necessary authorization to transport dangerous goods under the conditions of his operations manual and in accordance with the requirements of the Technical Instructions. In other circumstances a written approval may be issued separately.

(4) Before the issue of an approval for the transport of dangerous goods, the operator would be required to satisfy the Authority that adequate training has been given, that all relevant documents (e.g. for ground handling, aircraft handling, training) contain information and instructions on dangerous goods, and that there are procedures in place to ensure the safe handling of dangerous goods at all stages of air transport in accordance with the requirements of the Technical Instructions.

APPLICATION FOR APPROVAL TO CARRY

3. Application for approval to transport dangerous goods by air may be in the form of a letter and should be accompanied by a dangerous goods manual or the relevant dangerous goods section of the operations manual clearly identified.

FORBIDDEN GOODS

4. (1) The Technical Instructions have identified some dangerous goods as being too dangerous to be carried on any aircraft under any circumstances. This prohibition is reflected in TTCAR No.2:14(1), which requires an operator to take reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances, are not carried on any aircraft.

(2) The Technical Instructions provide that certain other dangerous goods which are forbidden on an aircraft in normal circumstances, may be carried with specific approvals from the States concerned. These circumstances include cases of extreme urgency or when other forms of transport are inappropriate or when full compliance with the prescribed requirements is contrary to the public interest. In these circumstances, all the States concerned may grant exemptions from the provisions of the Technical Instructions provided that every effort is made to achieve an overall level of safety which is equivalent to the level of safety provided by the Technical Instructions.

(3) The States concerned are those of origin, transit, overflight and destination of the consignment and that of the State of the operator.

(4) Where the Technical Instructions indicate that dangerous goods which are normally forbidden may be carried with an approval, the exemption procedure does not apply.

INFORMATION TO PASSENGERS AND PERSONS

Information to Passengers

5. (1) Under TTCAR No.2:23(2), an operator must ensure that information is provided for passengers about the types of dangerous goods that are forbidden from being transported aboard an aircraft. As a minimum, this information should consist of -

- (a) Information with the passenger ticket or in another manner such that prior to or during the check-in process, the passenger receives the information; and
- (b) Notices sufficient in number and prominently displayed at each of the places at an airport where tickets are issued, passengers checked in and aircraft boarding areas maintained, and at any other location where passengers are checked in.

Information on Cargo Operations

6. (1) Under TTCAR No.2:23(3), an operator, and where applicable, his handling agent must ensure that notices are provided at check in points for cargo giving information about the transport of dangerous goods.

Information to Personnel

7. (1) An operator must provide information in his operations manual and other appropriate manuals to enable crew members to carry out their responsibilities with respect to the transport of dangerous goods including the details required by Section 7-4-2 of the Technical Instructions.

(2) Whenever dangerous goods are to be carried, the pilot in command must be provided with written information on the details of the dangerous goods on board as early as practicable before flight in accordance with the Section 7-4-1 of the Technical Instructions.

Information on Accidents, Incidents and Emergencies Involving Dangerous Goods

8. (1) Information required in the event of an accident, incident or emergency involving the transport of dangerous goods by air is included in Section 7-4 of the Technical Instructions.

(2) TTCAR No.2:25 and No. 2:IS25 deal specifically with the reporting of dangerous goods incidents and accidents which must be reported on Form TF-065. To assist the ground services in preparing for the landing of an aircraft in an emergency situation, it is essential that adequate and accurate information about any dangerous goods on board be given to the appropriate air traffic services unit. Wherever possible this information should include the proper shipping name and/or the UN/ID number, the class/division and for Class 1 the compatibility group, any identified subsidiary risk(s), the quantity and the location on board the aircraft. When it is not considered possible to include all the information, those parts thought most relevant in the circumstances, such as the UN/ID numbers or classes or divisions and quantity, should be given.

Information presentation

9. Information should be easily understood and identify that there are various classes of dangerous goods. Pictographs may be used as an alternative to providing written information or to supplement such information.

PASSENGER CHECK-IN PROCEDURES

10. (1) Operators' check in staff must be adequately trained to be able to identify and detect dangerous goods carried by passengers other than as permitted in the Technical Instructions.

(2) Check in staff should seek confirmation from a passenger about the contents of any item where there are suspicions that it may contain dangerous goods, with the aim of preventing dangerous goods which passengers are not permitted to have from being taken on board an aircraft in their baggage. Many innocuous looking items may contain dangerous goods, and a list of general descriptions which is often applied to such items can be found in Part 7, Chapter 6 of the Technical Instructions.

ESTABLISHMENT OF DANGEROUS GOODS TRAINING PROGRAMMES

Regulatory Requirement for Training

11. (1) TTCAR No.2:24 (1) requires an operator to establish, maintain and have approved by the Authority, an initial and recurrent dangerous goods training programme as required by the Technical Instructions, in respect of his operations.

(2) Part 7, Section 4.9 of the Technical Instructions requires an operator to ensure that training is provided in accordance with the detailed requirements of Part 1, Chapter 4 of the Technical Instructions, to all relevant employees, including those 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.

Persons Required to be Trained

12. Part 1, Section 4.1.1 of the Technical instructions requires 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;
- (d) Ground handling agencies located at an aerodrome which perform, on behalf of the operator, the act of processing passengers;
- (e) Agencies not located at an aerodrome which perform, on behalf of the operator, the act of checking of passengers;
- (f) Freight forwarders; and
- (g) Agencies engaged in the security screening of passengers and their baggage;

Training Curricula

13. Personnel must receive training commensurate with their responsibilities and duties. Such training must include –

- (a) General familiarization training- 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 response procedures;
- (d) Security training – which should address the nature of security risks, recognizing security risks methods to address and reduce such risks, measures to be taken to minimize theft or misuse of dangerous goods that may endanger persons or property and actions to be taken in the event of a security breach

Areas of Training

14. (1) The subject matter relating to dangerous goods transport with which various categories of personnel should be familiar is shown in Table 1-4 of the Technical Instructions. The extent to which any area of training should be covered is dependent upon whether it is for general information or to give in-depth appreciation. Additional areas not identified in the Table may be needed, or some areas omitted, depending on the responsibilities of the individual.

(2) An employee is only required to undertake training in the syllabus subjects which are relevant to his responsibilities and duties within the organization. Similarly, only those parts of each syllabus subject which are relevant need to be covered. For example, an employee of an operator carrying only passenger's checked and carry-on baggage need not be trained in the syllabus items covering cargo (freight) acceptance and handling procedures.

(3) Note however, that -

- (a) All categories of persons who require training must be familiar (as a minimum) with the following subject matters:
 - (i) General Philosophy;
 - (ii) Labelling and Marking;
 - (iii) Recognition of Undeclared dangerous goods;
 - (iv) Provisions for passengers and crews;
 - (v) Emergency Procedures.
- (b) All persons engaged in the transport of dangerous goods should consider security requirements for the dangerous goods commensurate with their responsibilities. Therefore, the training should include elements of security awareness as discussed in Part 1, Chapter 5 of the Technical Instructions.
- (c) Operator's and ground handling agent's personnel with duties and responsibilities which include accepting dangerous goods must be trained on all aspects of training listed in Table 1-4 of the Technical Instructions.

Training in Emergency Procedures

15. Training in emergency procedures should include as a minimum-

- (a) For those categories of personnel covered Table 1-4 of the Technical Instructions, except for crew members whose emergency procedures training is covered in subparagraphs (b) or (c) (as applicable) below:
 - (i) Dealing with damaged or leaking packages; and
 - (ii) Other actions in the event of ground emergencies arising from dangerous goods;
- (b) For flight crew members:
 - (i) Actions in the event of emergencies in flight occurring in the passenger cabin or in the cargo compartments; and
 - (ii) The notification to Air Traffic Services should an in-flight emergency occur .
- (c) For crew members other than flight crew members:
 - (i) Dealing with incidents arising from dangerous goods carried by passengers; and
 - (ii) Dealing with damaged or leaking packages in flight.

Recurrent Training

16. (1) After initial training, and within two years of receiving that training, an employee should undertake recurrent training. Recurrent training should cover the areas in Table 1-4 of the Technical Instructions relevant to initial Dangerous Goods training unless the responsibility of the individual has changed. These recurrent training courses may be abbreviated and should be

designed to refresh knowledge and update personnel on technical, procedural or company policy changes since the employee was last trained. Before recurrent training commences, an operator may consider use of a method to confirm the state of knowledge of the intended students, in order to determine the necessary training to be given. Where it has been established that the students retain a reasonable knowledge of the requirements, some areas/topics may then be abridged to allow training to concentrate on specific items (such as major changes that affect the responsibilities of the students).

(2) Where the initial course required TTCAA approval, the recurrent training course will also require approval. Where an employee has not undertaken training within the two year interval provided by the regulations, the employee should attend another initial course.

Examination to Verify Understanding

17. (1) There must be some means of establishing that a person has gained the necessary understanding as a result of training. This is achieved by requiring the person to undertake an examination. The complexity of the examination, the manner of conducting it and the questions asked should be commensurate with the duties of the person being trained. The examination should demonstrate that the training has been adequate and if completed satisfactorily a certificate should be issued confirming this.

(2) For 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 full range of responsibilities.

Training Programme Approval

18. (1) An application for approval of a dangerous goods training programme may be submitted on TTCAA form TF-078 (see Appendix A) accompanied by the training programme, examination details including samples of exam papers, and a sample copy of the course certificate issued to students. Training intended to give general information and guidance may be by any means including handouts, leaflets, circulars, slide presentations, videos, etc, and may take place on-the-job or off-the-job. Training intended to give an in-depth and detailed appreciation of the whole subject or particular aspects of it should be by formal training courses, which should include a written examination, the successful passing of which will result in the issue of the course certificate as proof of qualification. The completed application should provide the following information to the TTCAA:

- (a) Course objective;
- (b) A clear concise statement identifying the duties and responsibilities of the personnel for whom the course is intended;
- (c) The training programme syllabus/curricula as it relates to the Technical Instructions requirements and including qualifications and training of the designated instructor;
- (d) Whether the course is intended as initial or recurrent training;
- (e) Course examination details including sample examination papers as applicable;
- (f) Course duration in days or hours of instruction;
- (g) The location where it is intended to conduct the course;
- (h) The name, qualifications and relevant experience of the proposed instructor(s);

- (i) A sample copy of the certificate to be issued to the students;
- (j) A statement that the TTCAA will be notified in advance of the date of the planned course to allow the TTCAA representative to conduct a compliance monitoring inspection as required by TTCAR No.2:12(3).

(2) Before a dangerous goods training course is approved, the TTCAA would need to be satisfied that the standard of the course will enable an employee, on completing the course to effectively carry out the assigned duties and responsibilities. The TTCAA would therefore need to be satisfied that the course content offered has taken account of the duties and responsibilities of the personnel to be trained and that the nominated instructor is able to effectively impart the required knowledge.

(3) Once a training programme has been approved and remains current by incorporation of all approved amendments of the Technical Instructions, it may be adapted to cover recurrent training without any further approval being needed, even if the recurrent training has been abbreviated as discussed in paragraph 15 and does not cover all the areas dealt with by the approved training programme. It is the operator's responsibility to ensure that the recurrent training properly covers all the applicable revisions of the Technical Instructions and any procedural or policy changes since the candidates were last trained.

Qualifications of Dangerous Goods Training Instructors

19. (1) Instructors should have knowledge not only of training techniques but also of the transport of dangerous goods by air, in order that the subject be covered fully and questions adequately answered. An operator should therefore provide the Authority with evidence that the instructor assigned to conduct dangerous goods training for an approved training programme has received the following training:

- (a) Training on the fundamentals of instructing including -
 - (i) The learning process;
 - (ii) Elements of effective teaching;
 - (iii) Student evaluation and testing;
 - (iv) Course development;
 - (v) Lesson planning;
 - (vi) Classroom training techniques;
 - (vii) Assessment of student performance in dangerous goods subjects being instructed;
 - (viii) Analysis and correction of student errors.
- (b) Attended as a student within the previous two years, an approved course of training in dangerous goods relevant to the course to which he is being assigned to instruct.

(2) The requirements at subparagraph (1)(a) would not apply if the designated instructor is an authorized instructor, holds a current teacher's certificate, or provides evidence of an equivalent level of experience acceptable to the Authority.

(3) Instructors assigned to instruct on a dangerous goods training course should remain current. This can be achieved by either the instructor instructing all syllabus subjects relevant to the course for which he has been assigned or by completing satisfactorily a relevant approved course, as a student, within the previous two years.

IATA Dangerous Goods Training Programmes

20. The International Air Transport Association (IATA) Dangerous Goods Training Programmes as amended from time to time meet the requirements for Dangerous Goods Training Programmes as required by the Technical Instructions.

Record Keeping Requirement

21. (1) Dangerous goods training records must be maintained by operators, ground handling agents, freight forwarders, shippers of dangerous goods and screening authorities. Employers should clearly establish the method for the maintenance of records, and clearly establish who is responsible for that maintenance. Records maintained by employers, particularly those with many personnel, should have the ability to quickly establish the training status of a group of personnel at a given location, or of the particular aspects of training that have been received by an individual or group of personnel. These records, which should be available at the employee's place of employment, should include:

- (a) The names of the personnel who undertake the training;
 - (b) The most recent completion date;
 - (c) Reference to training materials used to meet the training requirements;
 - (d) The name and address of the instructor and organization providing the training;
 - (e) A copy of the course certificate issued when the individual was trained, which shows that a test has been completed satisfactorily.
- (2) Records may be kept electronically provided a hard copy can be provided.

Ramesh Lutchmedial
Director General of Civil Aviation

APPENDIX A (FORM - TF-078)

APPLICATION FOR APPROVAL OF A DANGEROUS GOODS TRAINING PROGRAMME			
SECTION 1			
1. NAME AND ADDRESS OF OPERATOR		2. DETAILS OF DG COORDINATOR	
Name and mailing address of Company (include business name if different from company name).		Name	Position in Organization
Telephone:		Fax:	Telephone:
E-mail:		E-mail:	
3. CLASSES OF DANGEROUS GOODS HANDLED (tick as applicable)			
Class 1 <input type="checkbox"/>	Class 4 <input type="checkbox"/>	Class 7 <input type="checkbox"/>	
Class 2 <input type="checkbox"/>	Class 5 <input type="checkbox"/>	Class 8 <input type="checkbox"/>	
Class 3 <input type="checkbox"/>	Class 6 <input type="checkbox"/>	Class 9 <input type="checkbox"/>	
4. TRAINING PROVIDER		5. DETAILS OF PROPOSED INSTRUCTOR/ATO	
In House: <input type="checkbox"/>	Contracted: <input type="checkbox"/>	(Name, qualifications and relevant experience)	
6. TYPES OF TRAINING (tick as applicable)			
(1) Initial <input type="checkbox"/>	Recurrent <input type="checkbox"/>	Initial and Recurrent <input type="checkbox"/>	
(2) Course Objective:			
(3) Indicate from the list below the categories of personnel to be trained			
<input type="checkbox"/> Passenger handling staff; <input type="checkbox"/> Flight crew members and load planners; <input type="checkbox"/> Crew members other than flight crew; <input type="checkbox"/> Security staff who deal with screening of passengers and their baggage and cargo. <input type="checkbox"/> Operator's and ground handling agent staff accepting DG; <input type="checkbox"/> Operator's and ground handling agent staff accepting cargo other than DG; <input type="checkbox"/> Operator's and ground handling agent staff responsible for handling, storage and loading of cargo and baggage;		<input type="checkbox"/> Shippers and persons undertaking the responsibilities of shippers <input type="checkbox"/> Packers <input type="checkbox"/> Staff of freight forwarders involved in processing DG <input type="checkbox"/> Staff of freight forwarders involved in processing cargo (other than DG); <input type="checkbox"/> Staff of freight forwarders involved in the handling, storage and loading of cargo;	
7. LOCATION WHERE THE DG COURSES WILL BE CONDUCTED		8. DATES OF COURSE	
9. COURSE DURATION (days or hours of instruction):-			
10. ATTACHMENTS (tick to confirm that the listed items are attached):			
A- Training Programme <input type="checkbox"/> B- Examination Details and Sample Exam <input type="checkbox"/> C- Sample Course Certificate <input type="checkbox"/>			

APPENDIX A (FORM - TF-078)

11. TYPES OF OPERATION	
(1) Operations in which the Company is involved (tick as applicable)	(2) Name of contracted third party and operating stations (where applicable)
<input type="checkbox"/> Above schedule passenger and cargo	
<input type="checkbox"/> Scheduled passenger and cargo	
<input type="checkbox"/> Cargo only	
<input type="checkbox"/> Charter Operations	
<input type="checkbox"/> Dangerous goods acceptance conducted by company personnel	
<input type="checkbox"/> Dangerous Goods acceptance conducted by third party	
<input type="checkbox"/> Loading and unloading conducted by company personnel	
<input type="checkbox"/> Loading and unloading conducted by third party	
<input type="checkbox"/> Baggage handling conducted by company personnel	
<input type="checkbox"/> Baggage handling conducted by third party	
<input type="checkbox"/> Security screening conducted by company personnel	
<input type="checkbox"/> Security screening conducted by third party	
<input type="checkbox"/> Cargo handling conducted by company personnel	
<input type="checkbox"/> Cargo handling conducted third party	
12. STATEMENT BY OPERATOR OR DESIGNATED REPRESENTATIVE	
<p>The details in this form and the accompanying Dangerous Goods Training Programme are in support of our application for approval of the Dangerous Goods Training Programme. We shall notify the Authority in advance of the date of the planned course and any change made in assignment of the Dangerous Goods Coordinator, Dangerous Goods Instructor or contracted Third Party arrangements involved in the programme.</p>	
Name _____	Position _____
Signature _____	Date _____
SECTION 2 – (To be completed by the TTCAA Office)	
Acceptance or Denial	Date application received:
<input type="checkbox"/> Application Accepted	<input type="checkbox"/> Application Denied - Reasons for Denial:
<p><i>Note: Acceptance of this application does not constitute approval or acceptance of Training Programme or amendment thereof which will be evaluated prior to approval.</i></p>	
Recommendations	<input type="checkbox"/> Not Approved – Reasons for Non Approval
<input type="checkbox"/> Approved	
Effective Date: _____	
Expiry Date: _____	
Dangerous Goods Inspector _____	Signature _____
	Date _____