SOUTH AFRICAN CIVIL AVIATION AUTHORITY

TECHNICAL GUIDANCE MATERIAL

for Handling of Dangerous Goods by Commercial Aerodromes and Heliports

SUBJECT: **TECHNICAL GUIDANCE MATERIAL FOR HANDLING OF DANGEROUS GOODS BY COMMERCIAL AIRPORTS AND HELIPORTS**

EFFECTIVE DATE: **14 February 2023**

APPLICABILITY

This technical guidance material is applicable to all commercial aerodrome and heliport operators that are approved by the SACAA in terms of Part 139 and who to facilitate the processing of passengers, passengers' baggage, cargo and mail as prescribed in Part 92 of SACAA CAR's 2011, as amended, the SACATS DG and the ICAO Technical Instructions for the Safe Transport of DG by Air.

PURPOSE

The purpose of this user guide is to provide guidance in developing the manual of procedures for DG for aerodrome and heliport operators with commercial operations involved in the transport of Cargo, Mail, Passengers, and baggage by air.

REQUIREMENTS

The ICAO amendment 11 of 2013 required that each Contracting State must establish inspection, surveillance and enforcement procedures for all entities performing any function prescribed in its regulations for air transport of DG with a view to achieving compliance with its DG regulations. The requirements are applicable to Cargo and operators supply chain including aerodrome operators.

1. REFERENCE:

i. ICAO Annex 18
ii. ICAO Doc 9284, Technical Instructions for the Safe Transport of DG by Air
iii. ICAO Doc 10147, Guidance on a Competency-Based Approach to DG Training and Assessment
iv. Civil Aviation Regulations, 2011
v. Civil Aviation Technical Standards

2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION

Competency	A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills, and attitudes to carry out activities or tasks under specified conditions.
Competency Standard	A level of performance that is defined as acceptable when assessing whether competency has been achieved
Competency-based training and assessment	Training and assessments that are characterized by performance orientation, emphasis on standard performance and their measurement, and the development of training to the specified activities or tasks under specified conditions
Conditions	Anything that may qualify a specific environment in which performance will be demonstrated
Dangerous Goods	Dangerous Goods are Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of DG in the ICAO Technical Instructions, or which are classified according to those Instructions.
ICAO competency Framework	A competency framework, developed by ICAO, is a selected group of competencies for a given aviation discipline. Each competency has an associated description and observable behaviours
Knowledge	Knowledge is specific information required to enable a learner to develop and apply the skills and attitudes to recall facts, identify concepts, apply rules or principles, solve problems, and think creatively in the context of work.
Observable behaviour	A single role-related behaviour that can be observed and may or may not be measurable.
Performance criteria	Statements used to assess whether the required levels of performance have been achieved for a competency. A performance criterion consists of an observable behavior, condition(s) and a competency standard
Skill	Skill is an ability to perform an activity or action. It is often divided into three types: motor, cognitive and metacognitive skills.

ABBREVIATION	DESCRIPTION
ATO	Aviation Training Organisations
SACARs	Civil Aviation Regulations
SACATs	Civil Aviation Technical Standards
CBTA	Competency-Based Training and Assessment
DG	Dangerous Goods
DGR	IATA Dangerous Goods Regulations
E: AVSEC	Executive: Aviation Security
FOM	Flight Operations Manual
OM	Operations Manual
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
M: DG	Manager: Dangerous Goods
MOP	Manual of procedures
OJT	On the Job Training
POI	Principal Operations Inspector
SACAA	South African Civil Aviation Authority
SM	Senior Manager
SM: DC	Senior Manager: Dangerous Goods and Cargo Security
SMS	Safety Management System

3. GENERAL

3.1 ESTABLISHMENT OF DANGEROUS GOODS PROCEDURES

3.1.1 **INTRODUCTION**

a. Some aerodromes are used by operators engaged in the transportation of DG
b. This section contains guidance material and procedures to be used by SACAA-approved Aerodromes and Heliports as part of their operations and shall form part of their operations manual.
c. Nothing in this guidance material prohibits the aerodrome or heliport from adding any information in that manuals which they may deem pertinent for safety and security with regards to DG

3.2 OBJECTIVE OF DANGEROUS GOODS THIS GUIDANCE MATERIAL

3.2.1 The objective of this guidance material is to ensure that the requirements of Part 92 and the general recommended practices are uniformly followed by the Aerodrome and Heliport operators with regards to DG For Aerodrome and heliports with commercial operations the following requirements apply:

a. Appoint a dangerous goods responsible person as required by Part 92.00.30.
b. Develop a dangerous goods manual of procedures.
c. Provide personnel with training and such information as to enable them to carry out their responsibilities about dangerous goods; and
d. Ensuring that the manual procedures is approved by the authority and is accessible to all personnel

3.2.2 The DG procedures manual shall contain as a minimum the following information-

a. The designation of a person responsible for DG within the organisation
b. DG procedures for all personnel
c. Procedures for the security Central screening points
d. Procedures for the Hold Baggage screening points
e. Procedures for dealing with incidents and accidents
f. Procedures for provision of information to passengers
g. Confiscation and disposal of DG items
h. Training programme for all personnel involved with screening of passengers, baggage, Cargo, and mail as applicable
i. Reporting procedures

3.2.3 The aerodrome and heliport operators with commercial operations shall make available to personnel the latest copy of the ICAO Technical instructions for the safe transport of DG by air or the equivalent DGR.

3.3 DANGEROUS GOODS RESPONSIBLE PERSON

3.3.1 The aerodrome and heliport operator with commercial operations shall designate a person responsible for DG as prescribed in Part 92.00.30. The designation can be an appendix letter, or it can be embedded in the procedure's manual. The designation must contain the following information:

a. The name of the individual (s).
b. The position of the individual within the organisation.
c. Indicate the experience and qualifications in line with the post holder requirements.

d. Specify the duties of the postholder; and
e. The acceptance statement signed by both the designated person and the designating person.

3.3.2 Duties of the DG Responsible Person Postholder.

a. The DG Responsible Person shall be responsible for the following matters involving DG—

i. compliance with the regulations.
ii. DG quality control.
iii. reporting of accidents and incidents.
iv. maintenance of DG incidents and accidents records.

b. The minimum requirement or qualification for the designated DG personnel is the successful completion of a minimum DG Category 6 or advanced proficiency DG training from an SACAA approved ATO.

3.4 AERODROME PROCEDURES

3.4.1 In line with the powers of an aerodrome operator in regard to the loading and unloading of DG as prescribed in Part 92.0029, the aerodrome operator shall develop procedures that address operational areas of the airport. The procedures shall address the following:

a. Enable the aerodrome operator to exercise the powers prescribed in Part 92.00.29
b. Enhance communication with operators with regards to granting of permission for loading or unloading of DG which are flown on exemption or are considered to impose such conditions as the aerodrome operator may deem necessary to take extra precautionary measures with a view to safeguarding persons or property on the aerodrome; or prohibit such loading or unloading.
c. Provide clear instruction in cases where DG noted in (b) have been loaded in or unloaded from an aircraft without the permission of the aerodrome operator without prior approval from the aerodrome operator.

3.5 DANGEROUS GOODS EXEMPTIONS

3.5.1 Certain DG, which are normally forbidden, may be specifically approved for air transport by the State of Origin and the State of the Operator:

a. to transport DG forbidden on passenger and/or cargo aircraft where Special Provision A1/A2 applies; or
b. for other purposes as specified in the ICAO Technical Instructions.
c. provided that in such instances an overall level of safety in transport which is at least equivalent to the level of safety provided for in the ICAO Technical Instructions is achieved.

3.5.2 In instances of extreme urgency or when other forms of transport are inappropriate or full compliance with the prescribed requirements is contrary to public interest, the States concerned may grant an exemption from the provisions of the Instructions provided that in such instances an overall level of safety in transport which is at least equivalent to the level of safety provided for in these Instructions is achieved.

3.5.3 For the purpose of exemptions, “States concerned” are the States of Origin, Operator, transit, overflight and destination. For the State of overflight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

3.5.4 The aerodrome operator shall develop procedures on how it will grant approval or permission for aircraft operators wishing to utilise the aerodrome for such flights. These should include but not limited to:

a. Liaising with SACAA to ensure that the exemption flight is known.

b. Arranging the suitable parking bay to ensure safety and security of persons or property on the aerodrome; and
c. Notifying the aerodrome emergency personnel about the flight.

3.6 ITEMS THAT MAY BE CARRIED BY PASSENGERS AND CREW

3.6.1 As prescribed in Part 92.00.27 passengers or crew members can carry DG onboard either as or in carry-on baggage or checked baggage or on their person. Additional restrictions implemented by countries in the interests of aviation security may, however, limit or forbid the carriage of some of these items.

3.6.2 The requirements for the DG permitted for passengers and crew are found in the ICAO Technical Instructions Table 8-1 and in the equivalent IATA DGR Table 2.3.A

3.6.3 The aerodrome operator shall develop procedures for ensuring that such DG do not pass through the security screening areas. The procedures shall include but not limited to

a. Ensuring that the latest Table 2.3.A, airline specific table or requirements, Standard Operating Procedures and emergency response guidance material are available at the security screening point for passengers, baggage, and cargo.
b. Ensure that a current table is used to identify hidden, restricted, and forbidden DG
c. Ensure recording of DG incidents in the Occurrence Book.
d. Ensure usage of the suitable bin for confiscated DG at security check points.

3.7 HIDDEN DANGEROUS GOODS

3.7.1 Personnel must be alert to indications that undeclared DG may be present within cargo, mail or stores. Personnel interfacing with passengers must be alert to indications that prohibited DG are carried by passengers or within their baggage. The aerodrome operator shall develop procedures for detection and reporting of undeclared DG as follows:

a. Procedures for dealing with DG detected during hold baggage screening
b. Procedure for dealing with level 4 DG in baggage incidents
c. Procedure for dealing with undeclared or mis declared DG in cargo where applicable.

3.7.2 The following is a list of general descriptions that are often used for items in cargo or in passengers' baggage and the types of DG that may be included in any item bearing that description.

a. Aircraft on ground (AOG) spares — may contain explosives (flares or other pyrotechnics), chemical oxygen generators, unserviceable tyre assemblies, cylinders of compressed gas (oxygen, carbon dioxide or fire extinguishers), fuel in equipment, wet or lithium batteries, matches.
b. Automobile parts/supplies (car, motor, motorcycle) — may include engines (including fuel cell engines), carburettors or fuel tanks that contain or have contained fuel, wet or lithium batteries, compressed gases in tyre inflation devices and fire extinguishers, air bags, flammable adhesives, paints, sealants, and solvents, etc.
c. Battery-powered devices/equipment — may contain wet or lithium batteries.
d. Breathing apparatus — may indicate cylinders of compressed air or oxygen, chemical oxygen generators or refrigerated liquefied oxygen.
e. Camping equipment — may contain flammable gases (butane, propane, etc.), flammable liquids (kerosene, gasoline, etc.) or flammable solids (hexamine, matches, etc.).
f. Cars, car parts — see automobile parts, etc.
g. Chemicals — may contain items meeting any of the criteria for DG, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
h. Consolidated consignments (groupages) — may contain any of the defined classes of DG
i. Cryogenic (liquid) — indicates refrigerated liquefied gases such as argon, helium, neon, nitrogen, etc.

j. Cylinders — may contain compressed or liquefied gas.
k. Dental apparatus — may contain flammable resins or solvents, compressed or liquefied gas, mercury, and radioactive material.
l. Diagnostic specimens — may contain infectious substances.
m. Diving equipment — may contain cylinders of compressed gas (e.g., air or oxygen). May also contain high intensity diving lamps that can generate extreme heat when operated in air. In order to be carried safely, the bulb or battery should be disconnected.
n. Drilling and mining equipment — may contain explosive(s) and/or other DG
o. Dry shipper (vapour shipper) — may contain free liquid nitrogen. Dry shippers are only not subject to these Instructions when they do not permit the release of any free liquid nitrogen irrespective of the orientation of the packaging.
p. Electrical/electronic equipment — may contain magnetised materials, mercury in switch gear, electron tubes, wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
q. Electrically-powered apparatus (wheelchairs, lawn mowers, golf carts, etc.) — may contain wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
r. Expeditionary equipment — may contain explosives (flares), flammable liquids (gasoline), flammable gas (camping gas) or other DG
s. Film crew and media equipment — may contain explosive pyrotechnic devices, generators incorporating internal combustion engines, wet or lithium batteries, fuel, heat-producing items, etc.
t. Frozen embryos — may be packed in refrigerated liquefied gas or dry ice (solid carbon dioxide).
u. Frozen fruit, vegetables, etc. — may be packed in dry ice.
v. Fuel control units — may contain flammable liquids.
w. Hot-air balloon — may contain cylinders with flammable gas, fire extinguishers, engines (internal combustion), batteries, etc.
x. Household goods — may contain items meeting any of the criteria for DG Examples include flammable liquids such as solvent-based paint, adhesives, polishes, aerosols (for passengers, those not permitted under ICAO Technical Instructions 8;1.1.2), bleach, corrosive oven or drain cleaners, ammunition, matches, etc.
y. Instruments — may conceal barometers, manometers, mercury switches, rectifier tubes, thermometers, etc. containing mercury.
z. Laboratory/testing equipment — may contain items meeting any of the criteria for DG, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances, lithium batteries, cylinders of compressed gas, etc.
aa. Machinery parts — may contain flammable adhesives, paints, sealants and solvents, wet and lithium batteries, mercury, cylinders of compressed or liquefied gas, etc.
bb. Magnets and other items of similar material — may individually or cumulatively meet the definition of magnetised material.
cc. Medical supplies/equipment — may contain items meeting any of the criteria for DG, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances, lithium batteries.
dd. Metal construction material — may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
ee. Metal fencing — may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
ff. Metal piping — may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
gg. Pharmaceuticals — may contain items meeting any of the criteria for DG, particularly radioactive material, flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
hh. Photographic supplies/equipment — may contain items meeting any of the criteria for DG, particularly heat-producing devices, flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances, lithium batteries.
ii. Racing car or motorcycle team equipment — may contain engines (including fuel cell engines), carburettors or fuel tanks that contain fuel or residual fuel, wet and lithium batteries, flammable aerosols, nitromethane or other gasoline additives, cylinders of compressed gases, etc.
jj. Refrigerators — may contain liquefied gases or an ammonia solution.
kk. Repair kits — may contain organic peroxides and flammable adhesives, solvent-based paints, resins, etc.

ll. Samples for testing — may contain items meeting any of the criteria for DG, particularly infectious substances, flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
mm. Semen — may be packed with dry ice or refrigerated liquefied gas (see also dry shipper).
nn. Sporting goods/sports team equipment — may contain cylinders of compressed or liquefied gas (air, carbon dioxide, etc.), lithium batteries, propane torches, first aid kits, flammable adhesives, aerosols, etc.
oo. Swimming pool chemicals — may contain oxidising or corrosive substances.
pp. Switches in electrical equipment or instruments — may contain mercury.
qq. Toolboxes — may contain explosives (power rivets), compressed gases or aerosols, flammable gases (Butane cylinders or torches), flammable adhesives or paints, corrosive liquids, lithium batteries, etc.
rr. Torches — micro torches and utility lighters may contain flammable gas and be equipped with an electronic starter. Larger torches may consist of a torch head (often with a self-igniting switch) attached to a container or cylinder of flammable gas.
ss. Unaccompanied passengers' baggage/personal effects — may contain items meeting any of the criteria for DG not permitted for carriage by passengers and crew.
tt. Note: Excess baggage carried as cargo may contain certain DG
uu. Vaccines — may be packed in dry ice.

3.8 PROVISION OF INFORMATION TO PASSENGERS

3.8.1 The aerodrome operator in maintaining the look and feel of the aerodrome décor may assume the responsibility to provide information to the passengers.

3.8.2 Where such is applicable, the aerodrome operator shall ensure that information regarding the types of goods that passengers are prohibited to carry on board an aircraft (as prescribed in Part 92.00.28), is prominently displayed and available to such passengers and such information shall include notices, visual displays, audio visuals, text, pictorial form, electronical displays at the following places—

a. At each of the following places at an aerodrome: -
   i. Where tickets are issued
   ii. Boarding passes are issued
   iii. Passenger baggage is dropped off; and
   iv. In aircraft boarding areas

b. Any other locations where:
   i. Passengers are issued boarding passes; and
   ii. Checked baggage is accepted
c. Baggage claim areas
d. on the ticket and on the boarding passes where these documents are still applicable.

3.8.3 The aerodrome operator may assist in ensuring that operators of passenger aircrafts provide information on those DG which may be carried by passengers made available prior to the boarding pass issuance process on their websites or other sources of information.

3.9 IDENTIFICATION OF DANGEROUS GOODS THROUGH X-RAY SCREENING

3.9.1 Persons conducting security screening of passenger baggage or cargo should be alert to the presence of DG within packages that are not marked and labelled as DG and/or not accompanied by a Shipper's Declaration.

3.9.2 In particular, items such as aerosols, ammunition, gas cylinders (camping gas, cylinders attached to lifejackets, etc.), cigarette lighters and wet acid batteries can be readily identified from x-ray images.

3.9.3 Information provided on an air waybill or marked on a package often indicates that a consignment contains no DG

3.9.4 In the absence of such annotation by the shipper, should suspicions be raised by the size and shape of the

contents of a package, consideration should be given to opening and hand-searching the consignment to verify that no undeclared DG are present.

3.10 GHS/CHIP Consumer Labelling (Overview)

3.10.1 Some everyday household items bear consumer warning labels which may or may not indicate they are classified as DG in air transport.

3.10.2 All over the world there are different laws on how to identify the hazardous properties of chemicals (called 'classification') and how information about these hazards is then passed to users (through consumer supply labels and safety data sheets for workers).

3.10.3 This can be confusing because the same chemical can have different hazard descriptions in different countries. For example, a chemical could be labelled for supply as 'toxic' in one country, but not in another.

3.10.4 For this reason, the UN brought together experts from different countries to create the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

3.11 GHS Labels

3.11.1 Products bearing the following GHS labels ARE classified as DG:

Note: A product bearing the GHS corrosive label (depicted far right above) is NOT classified as DG if the signal word 'Danger' and hazard statement 'causes serious eye damage' applies.

Products bearing the following GHS labels (and none of the above) are NOT classified as DG:

a. Name of the training organization.
b. Functions of personnel to be trained as per the guiding templates.
c. Particulars of the classroom/virtual/CBT/Online facilities and training aids.
d. Description of the training materials to be used to meet the training requirements.
e. Names, qualifications and experience of the senior Instructor and other Instructors.
f. Maximum number of participants to be enrolled in a class.
g. Where third party services are to be used, such must be stated including the extent of involvement.

3.12 HIGH CONSEQUENCE DANGEROUS GOODS

3.12.1 High Consequence DG High consequence DG accepted into the facility will be stored in an area that is covered by CCTV.

3.12.2 Where it is not possible to store such commodities in areas covered by CCTV, measures will be implemented to maintain constant surveillance over such commodities while under the care and control of the organisation.

3.12.3 Subject to the size and quantity of the consignment and where such consignment is required to remain overnight, the police authorities will be notified of the presence of such commodities.

3.12.4 Any loss or theft of high consequence DG will without delay be brought under the attention of the designated official.

3.12.5 The incident shall be reported to the Civil Aviation Authority and followed up with a written report

3.12.6 Personnel must be alert to indications that undeclared DG are present within cargo, mail, or stores. Personnel interfacing with passengers must be alert to indications that prohibited DG are carried by passengers or within their baggage. Course Structure/Methodology

3.13 PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS

3.13.1 The aerodrome or heliport shall develop procedures for responding to emergency situations involving DG

3.13.2 The aerodrome or heliport shall develop procedures for restricted DG found in passengers' baggage during the security screening process. A DG occurrence register shall be maintained.

3.13.3 Removal of Contamination

a. In the event of a spillage or leakage of DG within an aerodrome or heliport, the package shall be inspected for damage or contamination and any hazardous contamination removed. The hazard of the DG within packages concerned may be established by checking the hazard labels applied to the packages. Persons responding in the event of damage to or leakage of DG from packages must:
b. identify the hazards and wear appropriate protective clothing.
c. avoid handling the package or keep handling to a minimum.
d. inspect adjacent packages and equipment for contamination and put aside any that may have been contaminated.
e. arrange for decontamination of the area and equipment at aerodrome or heliport; and
f. in the case of infectious material, inform the appropriate public health authority or veterinary authority, and provide information to the SACAA.
g. If it is evident that a package containing radioactive material is damaged or leaking, or if it is suspected that the package may have leaked or been damaged, access to the package must be restricted and a qualified person must, as soon as possible, assess the extent of contamination and the resultant radiation level of the package. The scope of the assessment must include the package, the adjacent areas and, if necessary, all other material which has been contaminated. When necessary, additional steps for the protection of persons, property and the environment must be taken in accordance with provisions established by the relevant competent authority, to overcome and minimize the consequences of such leakage or damage.
h. An aerodrome or heliport which has been contaminated by radioactive materials must be immediately cordoned off and vacated until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions. In the event of non-compliance with any limit in the Technical Instructions applicable to radiation level or contamination, the aerodrome manager must ensure the shipper is informed if the non-compliance is identified during transport; take immediate steps to mitigate the consequences of the non-compliance; and communicate the non-compliance to the shipper and relevant competent Authority(ies), respectively, as soon as practicable and immediately whenever an emergency situation has developed or is developing.

3.14 DANGEROUS GOODS ACCIDENT AND INCIDENT REPORTING

3.14.1 The aerodrome involved in a DG accident or DG incident, shall within 48 hours after such accident or incident has occurred, notify the SACAA of such accident or incident.

3.14.2 An aerodrome or heliport shall report any occasion when DG that are not permitted are discovered by security screening personnel (or the airport is advised by the entity that discovers the DG) either in the baggage or on the person of passengers (after check-in) or crew members.

3.14.3 In addition to the requirements of the ICAO Technical Instructions for the reporting of DG occurrences (above), the SACAA requires that any incident which endangers or which, if not corrected, would endanger an aircraft, its occupants or any other person is reported to the DG Responsible person designated as per requirements of (CAR 92.00.30. (1))

a. DG found not to have been secured to prevent movement
b. Damage to packages of DG
c. Failure to prepare electric wheelchairs to prevent accidental activation
d. Electric wheelchairs found not to have been stowed and secured correctly
e. Leakage of DG from passenger baggage

3.14.4 The first and any subsequent report shall be as precise as possible and contain such of the following data that are relevant:

a. Date of the incident or accident or the finding of undeclared or mis-declared DG
b. Location, the flight number, and flight date.
c. Description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket, etc.
d. Proper shipping name (including the technical name, if appropriate) and UN/ID number, when known.
e. Class or division and any subsidiary risk.
f. Type of packaging, and the packaging specification marking on it.
g. Quantity of DG
h. Name and address of the shipper, passenger, etc.
i. Any other relevant details.
j. Suspected cause of the incident or accident.
k. Action taken.
l. Any other reporting action taken.
m. Name, title, address, and telephone number of the person making the report.

3.14.5 Copies of relevant documents and any photographs taken should be attached to a report.

3.14.6 If safe to do so, the DG involved in the accident or incident should be held pending caa investigation.

Note: Aerodromes or heliports should describe their procedures for reporting DG incidents, accidents and undeclared DG to the CAA. Where applicable, this information should be provided to handling agents so that, as a minimum, they are advised to whom events should be submitted. (CAR 92.00.30(1)) places a direct legal duty upon a person who performs a function in respect of the ground handling of aircraft to report to the CAA any incident which endangers or which, if not corrected, would endanger an aircraft, its occupants, or any other person).

3.15 DANGEROUS GOODS TRAINING PROGRAMME FOR AERODROME OPERATORS

3.15.1 **General requirements applicable to training**

a. To ensure that everyone involved is aware of their responsibilities in the transport of DG, no matter whether such goods are carried as cargo or are in the possession of passengers, training must be given so that awareness is gained of the hazards associated with DG and how they should be dealt with in air transport. Personnel identified within the organisation shall be trained in accordance with the requirements in 92.008, the ICAO Technical Instructions and the SACAA approved technical guidance material for the Competency based training and assessment for DG, training must be verified prior to the person performing any duty.
b. Recurrent/refresher training and OJT assessment shall be provided within 24 months of previous training, calculated from last date of successful completion of the initial DG training or preceding refresher DG training, as the case maybe.
c. As with other aviation qualifications an offence against the regulations will be committed if staff continue to work after their training qualification has expired.
d. A test to verify understanding must be undertaken following training and confirmation that the test has been completed satisfactorily is required. Furthermore, job training and assessment must be conducted.
e. The records of training and the OJT must be retained by the employer for a minimum period of 5 years as prescribed under SACAR Part 141 and must be made available upon request to the employee or the appropriate national authority.
f. The purpose of competency-based training and assessment is to train and assess the capacity of an individual to perform at the standard expected in an organizational workplace.
g. Therefore, organizations implementing competency-based training and assessment should adapt the corresponding generic SACAA Technical guidance material to develop a suitable training programme for their organisations.
h. The ICAO DOC 10147 for competency framework for DG personnel or IATA concept appendix H may also be used.
i. Employers and Training organizations must also reference the Employee groupings table in the CBTA TGM.

3.15.2 Establishment of a training program

Competency-based training and assessment program shall be developed and submitted to the authority for approval in accordance with the technical guidance material

3.15.3 Training Syllabus

a. **Categorization of personnel**
   i. For ease of establishing a correct curriculum/syllabus, the employer must conduct a gap analysis and define the types of personnel in his or her employ. The areas to be covered for various categories of personnel are listed within the table below; the depth of training required for each area is dependent on the responsibilities of the individuals and varies from a general appreciation to in-depth knowledge so that decisions can be taken.
   ii. The following table is an example of the categories of personnel employed by the Aerodrome or Heliport. It is not exhaustive. This table must be used with the Competency Based Training and Assessment TGM to establish, the group where the airport employees fall and also to establish their training syllabus based on their duties or functions.

Person Nominated as Responsible for Aerodrome or Heliports Dangerous goods	• Oversight and control of the transportation of DG • Ensuring all necessary permissions, approvals and exemptions are held. • Generation (or acceptance) of relevant procedures. • Responding to queries regarding the carriage of DG • Assisting the SACAA and other relevant authorities with regards to compliance of DG regulations and standards. • Ensuring that notices are displayed in sufficient number and prominence 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. • If there is a DG incident or accident, or if undeclared DG are detected, a report is made to the appropriate Authority • Conduct internal audits for DG • Conduct DG risk assessments when required where applicable
Security Screening personnel	• Utilise X-ray equipment to inspect carry-on and checked baggage for items that are hazardous and require further investigation. • Recognition of undeclared DG • Dealing with DG that are found damaged or leaking during screening of baggage and cargo. • Ensuring that the provisions concerning passengers and DG are complied with. • Be able to utilise IATA Table 2.3.A to identify DG that should not be accepted • Ensuring that the discovery of prohibited DG (after a passenger has checked in) is reported to the appropriate Authority • With the aim of preventing DG which passengers are not permitted to have from being taken on board an aircraft in their baggage, seeking confirmation from a passenger about the contents of any item where there are suspicions that it may contain DG
Trainers	• Provision of initial and recurrent DG training commensurate with the responsibilities of the personnel concerned.
Compliance Monitoring Manager, Auditors and Safety Manager	• Ensuring that activities are monitored for compliance with DG requirements and that these activities are carried out properly under the supervision of the relevant head of functional area. • Ensuring the initiation and follow-up of internal occurrence / accident investigations.

iii. Aerodromes and Heliports need to assign the key responsibilities associated with the carriage of DG For example, it may be intended for security screening checks of DG to be conducted by suitably trained ground/security staff of the aerodrome and heliport or alternatively by a designated handling agent**.**

3.15.4 **Instructor qualification**

a. Instructors of initial and recurrent DG training programmes must have adequate instructional skills and have successfully completed a DG training programme in the applicable Category 6, prior to delivering such a DG training programme.
b. Instructors delivering initial and recurrent DG training programmes must successfully complete a category 6 refresher course within 24 months calculated from the date of completion of the initial course with an approved SACAA approved Aviation Training Organisation or IATA or ICAO.
c. In addition to the above, aerodromes and heliports shall abide by the requirements for instructors as detailed in the technical guidance material for CBTA.

3.15.5 **Training and Testing Materials**

Aerodromes and Heliports shall develop training materials in accordance with the technical guidance for CBTA.

3.15.6 **Issuance of certificates**

Aerodrome operator shall develop procedures for the training organisation to issue certificates to candidates upon successful completion of the initial DG training or the refresher DG training as required by Part 92.00.8(5)

3.15.7 **Issuance of Competency Cards**

All personnel who have received training and are current in DG training shall be issued with a competency card and shall always carry the card with them while on duty as required by Part 92.00

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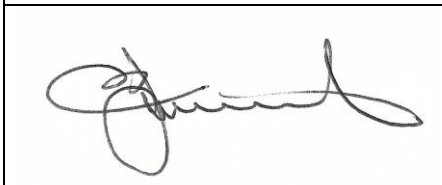	**Bheki Ngiba**	**14 February 2023**
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APPROVED BY:		
	**Luvuyo Gqeke**	**14 February 2023**
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