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Autoriteti i Aviacionit Civil i Kosovës  
Autoritet Civilnog Vazduhoplovstva Kosova  
Civil Aviation Authority of Kosovo

Technical Publication – TP 17

# Approval of Dangerous Goods Training Programmes

Guidance Material for Dangerous Goods  
Training Providers

## Foreword

This Guidance Material describes the process of applying and obtaining approvals for dangerous goods training programmes. The guidelines contained in this material, that describe development and standardization of dangerous goods training programmes, have been prepared to provide information to the training providers and assist them in fulfilling the prescribed requirements.

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Director General  
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## List of Effective Pages

Chapter	Pages	Revision No.	Effective Date
Foreword	2 of 32	Version 2	26 April 2013
List of Effective Pages	3 of 32	Version 2	26 April 2013
Table of Approval	4 of 32	Version 2	26 April 2013
Distribution List	5 of 32	Version 2	26 April 2013
Review Table	5 of 32	Version 2	26 April 2013
Table of Contents	6 of 32	Version 2	26 April 2013
Terms and Definitions	7 of 32	Version 2	26 April 2013
	8 of 32	Version 2	26 April 2013
	9 of 32	Version 2	26 April 2013
	10 of 32	Version 2	26 April 2013
	11 of 32	Version 2	26 April 2013
Abbreviations	12 of 32	Version 2	26 April 2013
	13 of 32	Version 2	26 April 2013
Chapter 1 - Introduction	14 of 32	Version 2	26 April 2013
Chapter 2 - ICAO Requirements	15 of 32	Version 2	26 April 2013
	16 of 32	Version 2	26 April 2013
	17 of 32	Version 2	26 April 2013
Chapter 3 – Application of Training Programmes	18 of 32	Version 2	26 April 2013
	19 of 32	Version 2	26 April 2013
Chapter 4 - Examination	20 of 32	Version 2	26 April 2013
Chapter 5 - Keeping of Records	21 of 32	Version 2	26 April 2013
Chapter 6 - Student Certificates	22 of 32	Version 2	26 April 2013
Chapter 7 - Student Registration Numbers	23 of 32	Version 2	26 April 2013
Chapter 8 - Instructors Qualifications	24 of 32	Version 2	26 April 2013
Chapter 9 - Sources of Training Information	25 of 32	Version 2	26 April 2013
Appendix I – Application for Approval of Dangerous Goods Training Programs	26 of 32	Version 2	26 April 2013
	27 of 32	Version 2	26 April 2013
	28 of 32	Version 2	26 April 2013
	29 of 32	Version 2	26 April 2013
	30 of 32	Version 2	26 April 2013
	31 of 32	Version 2	26 April 2013
Appendix II - Application for Student Registration Numbers	32 of 32	Version 2	26 April 2013

## Table of Approval

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## Review Table

Rev. No.	Date	Prepared by:	Authorized by:

## Table of Contents

Foreword .....	2
List of Effective Pages .....	3
Table of Approval .....	4
Distribution List .....	5
Review Table.....	5
Table of Contents .....	6
Terms and Definitions .....	7
Abbreviations .....	12
Chapter 1 - Introduction .....	14
Chapter 2 - ICAO Requirements.....	15
2.1 Establishment of Training Programmes .....	15
2.2 Content of Training Courses for Operators Carrying Dangerous Goods as Cargo.....	16
2.3 Content of Training Courses for Operators Not Carrying Dangerous Goods as Cargo.....	17
Chapter 3 - Application of Training Programmes .....	18
Chapter 4 - Examination .....	20
Chapter 5 - Keeping of Records .....	21
Chapter 6 - Student Certificates .....	22
Chapter 7 - Student Registration Numbers.....	23
Chapter 8 - Instructors Qualifications.....	24
Chapter 9 - Sources of Training Information .....	25
Appendix I - Application for Approval of Dangerous Goods Training Programs.....	26
Appendix II - Application for Student Registration Numbers.....	32

## Terms and Definitions

Term	Definition
<i>Aeroplane</i>	An aircraft heavier than air, propelled by an engine, which gets the lift in flight primarily due to aerodynamic reactions on the surfaces which remain immovable in specific flight conditions.
<i>Authority</i>	Means Civil Aviation Authority of the Republic of Kosovo
<i>Aircraft</i>	Any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth's surface.
<i>Aircraft avionics</i>	A term designating any electronic device – including its electrical part – for use in an aircraft, including radio, automatic flight control and instrument systems.
<i>Aircraft – category</i>	Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.
<i>Aircraft certificated for single-pilot operation</i>	A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.
<i>Aircraft required to be operated with a co-pilot.</i>	A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.
<i>Aircraft – type</i>	All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.
<i>Airmanship</i>	The consistent use of good judgement and well developed knowledge, skills and attitudes to accomplish flight objectives.
<i>Airship</i>	An aircraft lighter than air propelled by an engine.
<i>Approved training</i>	Training conducted under special curricula and supervision approved by a Contracting State that, in the case of flight crew members, is conducted within an approved training organization.
<i>Approved training organization</i>	An organization approved by a Contracting State in accordance with the requirements of Annex 1, 1.2.8.2 and Appendix 2 to perform flight crew training and operating under the supervision of that State.
<i>Audit</i>	An independent and systematic review whether processes and activities are performed according to published standards and instructions. Audit may be Internal (organization being audited by itself) or External (organization being audited by another organization).
<i>Balloon</i>	An aircraft lighter than air, without an engine. <i>Note. - For the purposes of this Manual, this definition applies to free balloon.</i>
<i>Commercial air</i>	An aircraft operation involving the transport of passengers, cargo or

<i>transport operation.</i>	mail for remuneration or hire.
<i>Competency</i>	A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
<i>Competency element</i>	An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.
<i>Competency unit</i>	A discrete function consisting of a number of competency elements.
<i>Co-pilot</i>	A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.
<i>Credit</i>	Recognition of alternative means or prior qualifications.
<i>Cross-country</i>	A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.
<i>Dual instruction time</i>	Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.
<i>Error</i>	An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations. <i>Note – See Attachment E of Annex 13 – Aircraft Accident and Incident Investigation for a description of operational personnel.</i>
<i>Error management</i>	The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states. <i>Note. - See Attachment C to Chapter 3 of the Procedures for Air Navigation Services – Training (PANS-TRG, Doc 9868) and Circular 314 – Threat and Error Management (TEM) in Air Traffic Control* for a description of undesired states.</i>
<i>Finding</i>	See Non-Conformance
<i>Flight crew member</i>	A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
<i>Flight plan</i>	Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.
<i>Flight simulator</i>	See Flight simulation training device.
<i>Flight time – aeroplanes</i>	The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight. <i>Note. - Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.</i>
<i>Function specific training</i>	Training that is aimed at providing a detailed study of the requirements of the Technical Instructions applicable to the function for which the person is responsible.
<i>General Aviation Organisation</i>	Organisation (e.g. sports and recreational training organisation,



	aero-club, etc.) to be certified / approved or under safety oversight process by CAAK
<i>General Familiarisation Training</i>	Training that is aimed at providing familiarity with the general requirements of the Technical Instructions.
<i>Glider</i>	An aircraft heavier than air, without an engine, which gets the lift in flight primarily due to aerodynamic reactions on the surfaces which remain immovable in specific flight conditions.
<i>Glider flight time</i>	The total time occupied in flight, whether being towed or not, from the moment the glider first move for the purpose of taking off until the moment it comes to rest at the end of the flight.
<i>Helicopter</i>	A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power driven rotors on substantially vertical axes.
<i>Human performance</i>	Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.
<i>Inspection</i>	Examination whether particular activity or procedure is performed according to published standards and instructions.
<i>Instrument flight time</i>	Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.
<i>Instrument ground time</i>	Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.
<i>Instrument time</i>	Instrument flight time or instrument ground time.
<i>Licensing Authority</i>	The Authority designated by a Contracting State as responsible for the licensing of personnel.
<i>Likely</i>	In the context of the medical provisions in Chapter 6, <i>likely</i> means with a probability of occurring that is unacceptable to the medical assessor.
<i>Night</i>	The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority. <i>Note. - Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.</i>
<i>Non-conformance</i>	Deviation from requirement prescribed by applicable rules and regulations, international standards or Authority internal standards. Such deviation requires corrective action.
<i>Organisation</i>	Organisation (e.g. training organisation, etc.) to be certified/ approved or under safety oversight process by CAAK
<i>Performance criteria</i>	Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.
<i>Pilot (to)</i>	To manipulate the flight controls of an aircraft during flight time.
<i>Pilot-in-command.</i>	The pilot designated by the operator, or in the case of general

	aviation, the owner, as being in command and charged with the safe conduct of a flight.
<i>Pilot-in-command under supervision</i>	Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.
<i>Powered-lift</i>	A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on nonrotating aerofoil(s) for lift during horizontal flight.
<i>Problematic use of substances</i>	The use of one or more psychoactive substances by aviation personnel in a way that: a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or b) causes or worsens an occupational, social, mental or physical problem or disorder.
<i>Psychoactive substances</i>	Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.
<i>Quality system</i>	Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.
<i>Rated air traffic controller</i>	An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.
<i>Rating</i>	An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.
<i>Recommendation</i>	A direction that does not require mandatory corrective action. Usually, guidance how to improve procedure or process.
<i>Recurrent training (also called refresher training)</i>	Training given at intervals of not more than two years to ensure a person's knowledge remains at the required level so they can continue to carry out their responsibilities fully.
<i>Rendering (a licence) valid</i>	The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.
<i>Safety training</i>	Training that covers the hazards presented by dangerous goods, safe handling and emergency response procedures.
<i>Sign a maintenance release (to).</i>	To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.
<i>Significant</i>	In the context of the medical provisions in Chapter 6, <i>significant</i> means to a degree or of a nature that is likely to jeopardize flight safety.
<i>Solo flight time</i>	Flight time during which a student pilot is the sole occupant of an aircraft.

<i>Standard</i>	Requirement or set of requirements regulating specific matter.
<i>Technical Instructions</i>	The latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air, including the Supplement and any addenda, approved and published by decision of the Council of the International Civil Aviation Organisation (ICAO Doc 9284 - AN/905).
<i>Threat</i>	Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.
<i>Training programme</i>	A method that has been developed for providing training, which consists of a tutored course, associated material (such as handouts, overheads, videos, exercises, etc.), an examination paper and the instructor's notes.
<i>Training provider</i>	A method that has been developed for providing training, which consists of a tutored course, associated material (such as handouts, overheads, videos, exercises, etc.), an examination paper and the instructor's notes.

## Abbreviations

Abbr.	Meaning
A	Aeroplane
A/C	Aircraft
AMC	Acceptable Means of Compliance
CA	Corrective Action
CAAK	Civil Aviation Authority of the Republic of Kosovo
CFI	Chief Flying Instructor
CGI	Chief Ground Instructor
CL	Checklist
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRI	Class Rating Instructor
EASA	European Aviation Safety Agency
FCL	Flight Crew Licensing
FE	Flight Examiner
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPT	Flight and Navigation Procedures Trainer
FRM	Forms
FTD	Flight Training Device
FTO	Flight Training Organisation
FSD	Flight Safety Department
GA	General Aviation
GPL	Glider Pilot Licence
HR	Human Resource
HT	Head of Training
IASA	International Aviation Safety Assessments
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
IEM	Interpretive and Explanatory Material
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
INT	Internal Document
ISO	International Standard Organisation
IT	Information Technologies
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
MCC	Multi Crew Co-operation
ME	Multi-engine
MEP	Multi-engine Piston

<b>MET</b>	Multi-engine Turbo-prop
<b>MPA</b>	Multi-pilot Aeroplane
<b>NCR</b>	Non-conformity Report
<b>NM</b>	Nautical Miles
<b>OML</b>	Operational Multicrew Limitation
<b>OSL</b>	Operational Safety Pilot Limitation
<b>OTD</b>	Other Training Devices
<b>PF</b>	Pilot Flying
<b>PIC</b>	Pilot-In-Command
<b>PICUS</b>	Pilot-in-Command Under Supervision
<b>PNF</b>	Pilot Not Flying
<b>PPL</b>	Private Pilot Licence
<b>PUB</b>	Public Document
<b>QMS</b>	Quality Management System
<b>R/F</b>	Radiotelephony
<b>SE</b>	Single-engine
<b>SET</b>	Single-engine (Turbo-prop)
<b>SFE</b>	Synthetic Flight Examiner
<b>SFI</b>	Synthetic Flight Instructor
<b>SIM</b>	Simulator
<b>SPA</b>	Single-pilot Aircraft
<b>SPH</b>	Single-pilot Helicopter
<b>SPIC</b>	Student Pilot-In-Command
<b>STD</b>	Synthetic Training Devices
<b>TMG</b>	Touring Motor Glider
<b>TR</b>	Type Rating
<b>TRE</b>	Type Rating Examiner
<b>TRI</b>	Type Rating Instructor
<b>TRTO</b>	Type Rating Training Organisation
<b>VFR</b>	Visual Flight Rules
<b>VMC</b>	Visual Meteorological Conditions
<b>ZFTT</b>	Zero Flight Time Training

## Chapter 1

### Introduction

In the Republic of Kosovo, Regulation for the Transportation of Dangerous Goods by Air is contained in the Regulation No. 6/2011 on Transport of Dangerous Goods by Air (<http://www.caa-ks.org/>) and by the reference to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 - AN/905).

Part 1 - General, Chapter 4 - Training of the ICAO Doc 9284 - AN/905 incorporates the responsibility for the appropriate national authority (Civil Aviation Authority of Kosovo) to review and approve dangerous goods training programmes.

This document has been developed to assist air carriers and other related parties to fulfil those requirements. Throughout the document, the air carrier is referred to as “operator”.

## Chapter 2

### ICAO Requirements

#### 2.1 Establishment of Training Programmes

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 organisations 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, mail or stores;
- d) ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
- e) agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
- f) freight forwarders; and
- g) agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or stores.

Training must be provided or verified upon the employment of personnel identified in the categories in the Tables below.

Recurrent training, also called refresher training, must take place within 24 months of previous training to ensure knowledge is current.

However, if recurrent training is completed within the final 3 months of validity of previous training, the period of validity extends from the date on which the recurrent training was completed until 24 months from the expiry date of that previous training.

## 2.2 Content of Training Courses for Operators Carrying Dangerous Goods as Cargo

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	Shippers and packers		Freight forwarders			Operators and ground handling agents						Security staff
	1	2	3	4	5	6	7	8	9	10	11	
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X	X	X	X	X	X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						X
List of dangerous goods	X	X	X			X				X		
Packing requirements	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

### KEY

1. Shippers and persons undertaking the responsibilities of shippers
2. Packers
3. Staff of freight forwarders involved in processing dangerous goods
4. Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)
5. Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores
6. Operator's and ground handling agent's staff accepting dangerous goods
7. Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
8. Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo, mail or stores and baggage
9. Passenger-handling staff
10. Flight crew members and load planners
11. Crew members (other than flight crew members)
12. Security staff who are involved with the screening of passengers and their baggage and cargo, mail and stores, e.g. security screeners, their supervisors and staff involved in implementing security procedures.



### 2.3 Content of Training Courses for Operators Not Carrying Dangerous Goods as Cargo

Contents	7	8	9	10	11
General philosophy	X	X	X	X	X
Limitations	X	X	X	X	X
Labelling and marking	X	X	X	X	X
Dangerous goods transport document and other relevant documentation	X				
Recognition of undeclared dangerous goods	X	X	X	X	X
Provisions for passengers and crew	X	X	X	X	X
Emergency procedures	X	X	X	X	X

#### KEY

7. Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)
8. Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo, mail or stores (other than dangerous goods) and baggage
9. Passenger handling staff
10. Flight crew members and load planners
11. Crew members (other than flight crew members).

## Chapter 3

### Approval of Training Programmes

Dangerous goods training programmes established and maintained by or on behalf of the operator must be subjected to review and approval by the Civil Aviation Authority of Kosovo.

A training programme is one programme given to one specific audience at one time.

Dangerous goods training include initial and recurrent training programmes.

The training provider applying for training programmes approval shall complete the "Application for Approval of Dangerous Goods Training Programme" (CAAK/FSD/DG-FRM 4) shown in Appendix 1. The form should be submitted together with proposed training programmes and all necessary appendices and documents to the:

**Civil Aviation Authority of Kosovo**  
Flight Safety Department  
Ahmet Krasniqi Street n.n. (Arbëria)  
10000 Prishtina, Republic of Kosovo

An operator may choose training provided by an authorized third party organization. The training must include the relevant ICAO minimum requirements. Use of a third party organisation must be indicated on the "Application Form". Third party training conducted on behalf of the operator must be reviewed and approved by the Civil Aviation Authority of Kosovo.

The training provider shall submit the complete dangerous goods training programme and at a minimum shall include:

- ✓ Every page is identified with page number and date of revision,
- ✓ There is a list of effective pages;
- ✓ The training objective and method of achieving it;
- ✓ The list of subjects to be covered in the training programme;
- ✓ All student handouts exams, answer sheet, correctors and marking details are included;
- ✓ Copies of all training handouts, presentations, visual aids, etc.;
- ✓ Course tests and answers with marking details (samples);
- ✓ An estimate of the time necessary to complete the training programme;

- ✓ Completed checklist with the reference of where each topic appears in the “Training Programme Reference” column of checklist. If the topic is not applicable “N/A” should be inscribed.

The Approval Number should be assigned to specific programme in the Resolution. Resolution should specify the type(s) of operation and category(ies) of personnel to be trained by that programme.

A training programme can be approved for more than one category of personnel provided that those categories of personnel are contained in the same ICAO/IATA Dangerous Goods Training Programme (Work)Book.

A training program approval can be valid up to two years, until the expiration date of the current edition of the Technical Instructions (ICAO Doc 9284 - AN/905).

## Chapter 4

### Examination

Students must demonstrate their competency level by completing test at the end of course. The test must verify a student's thorough understanding and ability to extract all required information from the Technical Instructions (ICAO Doc 9284 - AN/905).

The difficulty level should be such that the test challenges the ability of the student to perform their specific job function in compliance with the regulations.

The duration of the test should allow the student sufficient time to complete the exam based on their experience level and scope of the training.

The test must contain introduction explaining to students the required minimum passing grade of 80%.

## Chapter 5

### Keeping of Records

A record of training must be maintained, which must include:

- a) the individual's name;
- b) the most recent training completion date;
- c) a description, copy or reference to training materials used to meet the training requirement;
- d) the name and address of the organization providing the training; and
- e) evidence, which shows that a test has been completed satisfactorily.

The training records must be retained by the employer for a minimum period of 36 months from the most recent training completion date and must be made available upon request to the employee and or appropriate authority.

## Chapter 6

### Student Certificates

While Technical Instructions (ICAO Doc 9284 - AN/905) no longer specifically require a “certificate” to be issued to students who successfully pass the examination, production of certificate would meet the requirement that there be confirmation or evidence which shows that the test has been completed satisfactory. Training providers are responsible for the production of such confirmation, which should state the type of training undertaken by the student.

The certificate or confirmation needs to include the date the examination was passed, and expiry date and student registration number.

Copies of certificate or confirmation records need to be kept with the training records. They may be retained by either the training provider or the company employing students, or both. Where they are retained by the student’s employer, the training provider will need to keep duplicate copies of them.

## Chapter 7

### Student Registration Numbers

The certificates or confirmation documents given to successful students need to show a student registration number; the number is unique to each certificate. These numbers are issued by Flight Safety Department of Civil Aviation Authority of Kosovo. Application for them is made on “Application for Student Registration Numbers” (CAAK/FSD/DG-FRM 6) shown at Appendix 2.

A record needs to be maintained of the student registration numbers, showing the numbers and to whom they were issued.

## Chapter 8

### Instructors Qualifications

Instructors of initial and recurrent dangerous goods course training programmes must have as the minimum following:

- Current knowledge of Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 - AN/905) (or IATA's Dangerous Goods Regulations). Instructors should successfully completed a dangerous goods training programme in Category 6;
- Knowledge of national civil aviation regulations on the transport of dangerous goods by air;
- An ability to prepare lesson plans, handouts, exercises, tests. Instructors should successfully completed a course on instructional techniques;
- A minimum of five (5) years working knowledge and experience in dangerous goods and safety operations and/or experience in cargo operations, including dangerous goods handling and acceptance.

Instructors delivering initial and recurrent dangerous goods training programmes must at least every 24 months deliver such courses, or in the absence of this attend recurrent training.



## Chapter 9

### Sources of Training Information

The training provider has available an abundance of reference material and sources of information.

**The first source** is the regulatory requirements for any person or company handling, offering for transport and transporting dangerous goods set out in the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 - AN/905).

**The second source** involves the dangerous good chapter of the company operations manual. The Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 - AN/905) (7;4.2) states that:

“An operator must provide such information in the operations manual and/or other appropriate manuals as will enable flight crews and other employees to carry out their responsibilities with regard to the transport of dangerous goods. This information must include instructions as to the action to be taken in the event of emergencies involving dangerous goods, and details of the location and numbering system of cargo compartments together with: a) the maximum quantity of dry ice permitted in each compartment; and b) if radioactive material is to be carried, instructions on the loading of such dangerous goods based on the requirements of 7;2.9.”

**A third source** includes various regulatory and association emergency procedural publications such as the current editions of the “ICAO Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods”.

**A fourth source** incorporates the numerous “Self Taught” training programs available through the ICAO, the IATA, training consultants and other third party training sources.

**A fifth source** consists of a large selection of general and specialized publications on dangerous goods classification, handling and emergency procedures for individual products, chemicals or classes of dangerous goods.

**A sixth source** may involve actual consultation or expert advice.

## Appendix I - Application for Approval of Dangerous Goods Training Programmes



### Application for Approval of Dangerous Goods Training Programme

The form should be submitted together with all necessary appendices and documents to:

**Civil Aviation Authority of Kosovo**  
**Flight Safety Department**  
**Ahmet Krasniqi Street n.n. (Arbëria)**  
**10000 Prishtina - Republic of Kosovo**

#### 1. APPLICANT DETAILS

Full legal name of applicant (Training provider):

(i.e. company name)

Name of nominated contact:

Address:

Telephone:

Fax:

E-mail:

#### 2. TRAINING PROGRAMME DETAILS

Title of training programme:

Application is made for:

☐ Approval

☐ Renewal

☐ Amendment

Prior approval number (if applicable)

Type of programme:

☐ Initial

☐ Recurrent

☐ Initial and  
Recurrent

☐ Other (specify

Category of personal who will use the training programme:

<input type="checkbox"/> 01	Shippers and persons undertaking the responsibilities of shippers',	<input type="checkbox"/> 07	Operator's and ground handling agent's staff accepting cargo, mail or stores
<input type="checkbox"/> 02	Packers	<input type="checkbox"/> 08	Operator's and ground handling agent's staff involved in the handling, storage and loading
<input type="checkbox"/> 03	Staff of freight forwarders involved in processing dangerous goods	<input type="checkbox"/> 09	Passenger handling staff
<input type="checkbox"/> 04	Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)	<input type="checkbox"/> 10	Flight crew members and load planners
<input type="checkbox"/> 05	Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores	<input type="checkbox"/> 11	Crew members (other than flight crew members)
<input type="checkbox"/> 06	Operator's and ground handling agent's staff accepting dangerous goods	<input type="checkbox"/> 12	Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores

## Application for Approval of Dangerous Goods Training Programme

**3. TRAINING PROGRAMME**

The training provider shall submit the complete dangerous goods training programme and at a minimum shall include:

- Every page is identified with page number and date of revision,
- List of effective pages;
- The training objective and method of achieving it;
- The list of subjects to be covered in the training program;
- All student handouts exams, answer sheet, correctors and marking details are included;
- Copies of all training handouts, presentations, visual aids, etc.;
- Course tests and answers with marking details (samples);
- An estimate of the time necessary to complete the training program;
- Completed below checklist with the reference of where each topic appears in the "Training Programme Reference" column of checklist. If the topic is not applicable "N/A" should be inscribed.

**4. TRAINING PROGRAMME CHECKLIST**

Aspects of transport of dangerous goods by air with which they should be familiar, as minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training Programme Reference	FDG
<b>General Philosophy</b>														
General applicability (TI 1;1) [IATA 1.2]	x	x	x	x	x	x	x	x	x	x	x	x		
Definition of Dangerous Goods (TI 1;3.1.1)[IATA 1.0]	x	x	x	x	x	x	x	x	x	x	x	x		
State and Operator Variations (TI Attachment 3, Tables A-1 and A-2) [IATA 2.9.2 and 2.9.3]	x	x	x	x	x	x	x	x	x	x	x	x		
Unit of Measurements (TI 1 ;3.2) [IATA Appendix B; B.1]	x	x	x	x	x	x	x	x	x	x	x	x		
<b>Limitations on Dangerous Goods on Aircraft</b>														
Dangerous goods Forbidden for Transport by Air under any circumstances (TI 1 ;2.1) [IATA 2.1.1]	x	x	x	x		x	x		x	x	x	x		
Exceptions for Dangerous Goods of the Operator (TI 1;2.2) [IATA 2.5.1]	x		x	x	x	x	x	x	x	x	x	x		
Dangerous Goods in airmail (TI 1;2.3) [IATA 2.4]	x	x	x	x	x	x	x	x	x	x	x	x		
Dangerous Goods in Excepted Quantities (TI 1;2.4) [IATA 2.7]	x	x	x	x	x	x	x	x	x	x	x	x		
Dangerous Goods in Limited Quantities (TI 1;2.5) [IATA 2.8]	x	x	x	x	x	x	x	x	x	x	x	x		
<b>General Requirements for Shippers</b>														
General (TI 5;1.1) [IATA 1.3]	x		x	x		x								
General provision for Class 7 (TI 5;1.2)[IATA 10.5.1]	x		x	x		x								
Information to employees (TI 5;1.3)[IATA 1.3.2.a)]	x		x	x		x								
Training (TI 5;1.4)[IATA 1.3.2.d)]	x		x	x		x								
Salvage packagings (TI 5;1.5) [IATA 5.0.1.6; 7.1.5.4 and 7.2.3.11.]	x		x	x		x								
Empty packagings (TI 5;1.6)[IATA 5.0.2.13.5, 7.1.5.6 and 7.2.3.12]	x		x	x		x								
Mixed packing (TI 5;1.7) [IATA 5.0.2.11 and 7.2.3.13]	x		x	x		x								
<b>Classification</b>														
Classes and divisions (TI 2;0.2)[IATA 3.0.2]	x	x	x			x								
Complete List of Classes, divisions and definitions (TI 2;1 to 2;9) [IATA 3.1 to 3.9]	x	x	x			x								

## Application for Approval of Dangerous Goods Training Programme

Packing Groups (TI 2;0.2.4) [IATA 3.0.3]	x	x	x			x										
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Aspects of transport of dangerous goods by air with which they should be familiar, as minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training Programme Reference	FDG
<b>Classification (continued)</b>														
UN Numbers and Proper shipping name (TI 3.1.2 and 3.2.1.1) [IATA 4.0.1 and 4.1]	x	x	x			x								
Classification of Substances and Articles with Multiple Hazards (TI 2;0.2.5, 2;0.2.7, 2;0.4 and Table 2-1) [IATA 3.0.4, 3.10 and Table 3.10.A]	x	x	x			x								
Transport of samples (TI 2;0.5)[IATA 3.11]	x	x	x			x								
<b>List of Dangerous Goods</b>														
Arrangement of the Dangerous Goods List (TI 3;2.1 and Table 3-1) [IATA 4.1.6]	x		x	x		x				x				
Method of using the Dangerous Goods List for articles or substances specifically listed by name (TI 3;1.1.2) [IATA 4.1.1]	x		x	x		x				x				
Mixtures and solution containing one or more dangerous substances (TI 3;1.3) [IATA 4.1.3.2]	x		x	x		x				x				
Forbidden dangerous goods entries in the Dangerous Goods List (TI 3;2.1.1 and Note 1) [IATA 4.1.6.10 and 4.1.6.12]	x		x	x		x				x				
Special provision entries in the Dangerous Goods List (TI 3;3 and Table 3-2) [IATA 4.1.6.13, 4.2 and 4.4]	x		x	x		x				x				
Quantity Limitations for types of aircraft (TI 3;2.1) [IATA 4.1.6.8, 4.1.6.10 and 4.1.6.12]	x		x	x		x				x				
Dangerous goods in limited quantities (TI 3;4)[IATA 2.8]	x		x	x		x				x				
<b>Packing requirements</b>														
General packing requirements (TI 4;1 and 4;2) [IATA 5.0.2]	x		x	x		x								
Types of packagings (TI 1;3.1, 2 ;7.2, 7.7 and 7.9) [IATA Appendix A and 10.5.3.1]	x		x	x		x								
Marking of packagings other than inner packagings (TI 4;2.4, 5;2.4 and 6;2) [IATA 5.0.6.3, 6.0.4 and 7.1.5, 7.1.6 and 7.1.7]	x		x	x		x								
Different substances packed together (TI 4;1.1.7 and 4;1.1.8) [IATA 5.0.2.11]	x		x	x		x								
Overpacks (TI 1;3.1 and 5;1.1) [IATA Appendix A and 5.0.1.5]	x		x	x		x								
Packing Instructions (TI 4;3 to 4;11) [IATA 5.1 to 5.9]	x		x	x		x								
Use of the packing instructions in conjunction with the Dangerous Goods List (TI 4;2.1 and 4;3) [IATA 4.1.6.7, 4.1.6.9, 4.1.6.11 and 5.0.6]	x		x	x		x								
<b>Labelling and marking</b>														
Package markings (TI 5;2) [IATA 1.3.2.c) and 7.1]	x	x	x	x	x	x	x	x	x	x	x	x		
Labelling (TI 5;3) [IATA 1.3.2.c) and 7.2]	x	x	x	x	x	x	x	x	x	x	x	x		
Overpacks (TI 5;1.1 and 5;2.4.9) [IATA 7.1.4 and 7.2.7]	x	x	x	x	x	x	x	x	x	x	x	x		
Handling Labels (TI 5;3.4.2) [IATA 7.2.4 and 7.4]	x	x	x	x	x	x	x	x	x	x	x	x		
<b>Dangerous goods transport document and other relevant documentation</b>														
Dangerous goods transport document (TI 5;4.1) [IATA 8.0 and 8.1]	x		x	x		x	x							



## Application for Approval of Dangerous Goods Training Programme

Certification (TI 5;4.1.6) [IATA 8.1.6.12]	x		x	x		x	x								
Infectious substances (TI 5;4.2) [IATA 8.1.6.11.4]	x		x	x		x	x								

Aspects of transport of dangerous goods by air with which they should be familiar, as minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training Programme Reference	FDG
<b>Dangerous goods transport document and other relevant documentation (continued)</b>														
Air Waybill information (TI 5;4.3) [IATA 8.2]	x		x	x		x	x							
Additional documentation for other than radioactive material (TI 5;4.4) [IATA 8.3]	x		x	x		x	x							
<b>Acceptances procedures</b>														
General inspection requirements before acceptance (TI 7;1.1.1) [IATA 9.1.1.1]						x								
Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (TI 7;1.1.2) [IATA 9.1.1.2 and 9.1.3]						x								
Special Responsibilities – Infectious Substances (TI 7;1.5)[IATA 9.1.5]						x								
Acceptance Checklist (TI 7;1.3) [IATA 9.1.3]						x								
Cargo Acceptance Procedures (TI 7;1.1 and 7;1.4)[IATA 9.1.1.]						x								
Undeliverable consignments of radioactive material (TI 7;1.6) [IATA 9.2.1.3]						x								
<b>Recognition of undeclared dangerous goods</b>														
Provision to aid recognition of undeclared dangerous goods (TI 7;6) [IATA 2.2]	x	x	x	x	x	x	x	x	x	x	x	x		
<b>Storage and loading procedures</b>														
Loading restrictions on the flight deck and on passenger aircraft (TI 7;2.1) [IATA 9.3.1]					x	x		x		x				
Loading of incompatible dangerous goods and segregation (TI 7;2.2 and Table 7-1) [IATA 9.3.2 and Table 9.3.A]					x	x		x		x				
Loading of packages containing liquid dangerous goods (TI 7;2.3) [IATA 9.3.3]					x	x		x		x				
Loading and securing of dangerous goods (TI 7;2.4) [IATA 9.3.5]					x	x		x		x				
Damaged Packages of dangerous goods (TI 7;2.5)[IATA 9.3.6]					x	x		x		x				
Replacement of labels (TI 7;2.6)[IATA 9.3.7]					x	x		x		x				
Identification of unit load devices containing dangerous goods (TI 7;2.7)[IATA 9.3.8]					x	x		x		x				
Stowage of (toxic) and infectious substances (TI 7;2.8)[IATA 9.3.9]					x	x		x		x				
Handling and Loading of Radioactive Material (TI 7;2.9)[IATA 9.3.10]					x	x		x		x				
Loading of magnetized materials (TI 7;2.10)[IATA 9.3.11]					x	x		x		x				
Loading of dry ice(TI 7;2.11)[IATA 9.3.12]					x	x		x		x				
Loading of expandable polystyrene beads (TI 7;2.12)[IATA 9.3.13]					x	x		x		x				
Handling of self-reactive substances and organic peroxides (TI 7;2.13)[IATA 9.2.2]					x	x		x		x				
Inspection for damage or leakage (TI 7;3.1)[IATA					x	x		x		x				

## Application for Approval of Dangerous Goods Training Programme

9.4.1 and 9.4.2]															
Damaged or leaking packages of radioactive material contaminated packagings (TI 7;3.2)[IATA 9.4.3 and Table 9.4.A]					x	x		x		x					

Aspects of transport of dangerous goods by air with which they should be familiar, as minimum	1	2	3	4	5	6	7	8	9	10	11	12	Training Programme Reference	FDG
<b>Pilot's notification</b>														
Information to Pilot-in-Command(7;4.1) [IATA 9.5.1]						x		x		x				
Information by Pilot-in-command in case of In-Flight Emergency (7;4.3)[IATA 9.5.1.3]						x		x		x				
Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on board) (7;4.6) [IATA 9.6.3]						x		x		x				
<b>Provision for passengers and crew</b>														
Information to passengers (TI 7;5.1)[IATA 9.5.3.1 to 9.5.3.3]	x	x	x	x	x	x	x	x	x	x	x	x		
Passenger check-in procedures (TI 7;5.2)[IATA 9.5.3.4 and 9.5.3.5]	x	x	x	x	x	x	x	x	x	x	x	x		
List of general descriptions to aid recognition of undeclared dangerous goods (TI 7;6)[IATA 2.2]	x	x	x	x	x	x	x	x	x	x	x	x		
Dangerous goods carried by passengers or crew (TI 8;1.1)[IATA 2.3 and Table 2.3A]	x	x	x	x	x	x	x	x	x	x	x	x		
<b>Emergency procedures</b>														
Definition of dangerous goods accident and incident (TI 1;3.1)[IATA Appendix A]	x	x	x	x	x	x	x	x	x	x	x	x		
Reporting of dangerous goods accidents and incidents (TI 7;4.4) [IATA 9.6.1]	x	x	x	x	x	x	x	x	x	x	x	x		
Reporting of undeclared or misdeclared dangerous goods (TI 7;4.5) [IATA 9.6.2]	x	x	x	x	x	x	x	x	x	x	x	x		
Emergency response information (TI 7;4.8)[IATA 9.5.1.2]	x	x	x	x	x	x	x	x	x	x	x	x		

Note: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in

## 5. ADMINISTRATIVE NOTES:

The International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284 AN/905) contain the internationally agreed rules to ensure dangerous goods are carried safely.

Throughout this document, cross-reference to the relevant parts of the ICAO Doc 9284 AN/905 (2009 – 2010 Edition) are given. The cross-references (which appear in parentheses) are by part, chapter, section and subsection. The Part number is followed by a semi-colon and subsequent chapter, section and subsection references are separated by decimal point.

Example: (TI 4;03) refers to Part 4, Section 3 of Introductory Chapter  
 (TI 4;3) refers to Part 4, Chapter 3  
 (TI 4;3.1) refers to Part 4, Chapter 3, section 3.1  
 (TI 4;3.1.1) refers to Part 4, Chapter 3, subsection 3.1.1  
 (TI 4;3.1.1(a) refers to Part 4, Chapter 3, paragraph 3.1.1(a)

Following the ICAO reference in block parentheses are the International Air Transport Association Dangerous Goods Regulations (50<sup>th</sup> Edition) reference.

Example: (TI 4;2.3)[IATA 7.2.5.2];

Application for Approval of Dangerous Goods Training Programme**6. DECLARATION AND SIGNATURE**

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

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**7. FOR OFFICIAL USE ONLY**

Observation	

Name and Title of Inspector	Signature	Date
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## Appendix II - Application for Student Registration Numbers



Autoriteti i Aviacionit Civil i Kosovës  
Autoritet Civilnog Vazduhoplovstva Kosova  
Civil Aviation Authority of Kosovo

### Application for Student Registration Numbers

The completed application together with correct fee should be sent to:

**Civil Aviation Authority of Kosovo**  
**Flight Safety Department**  
**Ahmet Krasniqi Street n.n. (Arbëria)**  
**10000 Prishtina**  
**Republic of Kosovo**

Application is hereby made for ( ) ..... student registration numbers.

Attached is evidence of payment.

#### APPLICANT DETAILS

Full legal name of applicant (Training provider):

(i.e. company name)

Name of nominated contact:

Address:

Telephone:

Fax:

E-mail:

Please tick the box if you want the numbers by e-mail (and ensure the correct e-mail address is shown above):

☐ YES!      ☐ NO!

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Student registration numbers issue from:	D	G					to:	D	G				
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Name and Title of Inspector	Signature	Date
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