Cargo Training International

Programme of Courses for 2013
UK PDF Edition

UNITED KINGDOM AND INTERNATIONALLY APPROVED
TRAINING PROGRAMMES FOR INDUSTRY:

CARGO TRAINING INTERNATIONAL LIMITED
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www.cargotraining.com
Who are Cargo Training International?

Established in 1992, Cargo Training International (CTI) is approved by the Civil Aviation Authority to undertake training courses for the carriage of dangerous goods by air, including radioactive materials.

All instructors are CAA approved. All students who pass the examination are registered as internationally approved to sign for dangerous goods consignments.

We also offer training for dangerous goods by sea and road; a preparatory course for the Dangerous Goods Safety Adviser examination, and an Introduction to Air Cargo programme.

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All courses listed above can be run in-house and the following specialist courses:

- Dangerous Goods Awareness (Air, Road and Sea or Multimodal)
- Dangerous Goods Multimodal Overview
- Carriage of Lithium-Ion Batteries (Air, Road, Sea, CFR 49 or Multimodal)
- Dangerous Goods by Air for Airline Staff
- Dangerous Goods by Rail
- Cargo Rating
- Infectious Substances
- Carriage of Live Animals
- Radioactive Materials by Air, Road, Sea or Rail
- Safety Data Sheets

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OVERSEAS TRAINING

Do you have a branch office in the USA? If so, Cargo Training International offers a regular schedule of approved dangerous goods by air, sea and road training throughout the USA. Contact our Director on 001 281 333 4672 (Houston, Texas), or email cti@cargotrainingusa.com

Our course schedule for the USA is available online. We also offer in-house courses worldwide.
For more information on our in-house courses see page 5.

www.cargotraining.com
Dangerous Goods by Air

It is a requirement by law that comprehensive and approved training must be given to all staff involved in the packaging, documentation or handling of dangerous goods.

The regulations covering the transportation of dangerous goods by air are issued by the International Civil Aviation Organisation (ICAO). The International Air Transport Association (IATA) publish an annual Dangerous Goods Manual which is recognised as the industry standard and is used on the course.

All students who pass the examinations are registered as internationally approved to sign for dangerous goods consignments. It is also a requirement of law that revalidation training be carried out every 24 months.

Cargo Training International trainers are approved by the UK Civil Aviation Authority.

The full three day course will enable students to:

- Apply the information given in the ICAO and IATA regulations to dangerous goods shipments
- Check that packing, marking and labelling meet ICAO/IATA standards
- Interpret dangerous goods lists
- Recognise prohibited items
- Understand packing instructions
- Recognise marking and labelling
- Understand the shipper’s and the carrier’s responsibilities
- Complete dangerous goods documentation

The two day revalidation course will enable students to:

- Check knowledge of the regulations
- Update on amendments and new rules

Please note that the two day programme is only recommended to those who hold the full dangerous goods certificate.

On completion of this course - which includes a written examination - candidates will receive a certificate endorsed by the UK CAA. All certificate holders are registered with the Approval Authority. See page 6 for course dates and prices.

Radioactive Materials by Air

Cargo Training International offers two courses for Radioactive Materials by Air. The full (2 day) course is intended for those students who have not undertaken the subject matter before and the one day revalidation module can only be undertaken by persons who hold a valid Dangerous Goods by Air certificate or are revalidating a Radioactive certificate.

The course objectives are:

- Locate information concerning the classification of radioactive materials in the IATA Dangerous Goods Regulations.
- Check packages of radioactive materials for marking and labelling accuracy.
- Check the Shippers Declaration for accuracy.
- Apply the regulations covering segregation and stowage of radioactive materials in accordance with the IATA Dangerous Goods Regulations.
- Pack radioactive materials correctly.
- Be able to take correct action in the event of damage to radioactive materials packages.

Diagnostic & Infectious Substances by Air

This is a one day course offering specialist training for the carriage of infectious substances and diagnostic specimens under Class 6.2. The course is designed for students who are new to the subject and for those who are updating their knowledge in accordance with the refresher training requirements.

See page 6 for course dates and prices.
**Dangerous Goods by Road**

This programme covers the regulations relating to the carriage of dangerous goods by road both in Great Britain (Statutory Instrument 2009 No.1348& Amendment 2011 No 1885) and Europe (ADR). The full training requirements can be found in the ADR (European Agreement concerning the international carriage of dangerous goods by road) Volume 1, Chapter 1.3 (page 33). This Chapter also includes reference to “refresher training”.

The three day course will enable student to use the ADR manual and the relevant GB Statutory Instruments to prepare dangerous goods shipments and associated documentation.

The two day revalidation programme is available for those who have previously attended the full course but need to refresh their knowledge (due to changes in the ADR and the GB Regulations). This should take place when the regulations change which is currently every two years. We have incorporated the revalidation course into the three day programme and students will attend on days two and three.

The course objectives are:

- Legal responsibilities
- Documentation
- Dangerous Goods classes (restrictive and non restrictive)
- Packaging, marking and labelling
- IBCs
- Mixed Packing
- Accident Instructions (TREM cards)
- GB Road Regulations
- Placarding of Vehicles
- Validation

See page 7 for course dates and prices.

**Dangerous Goods by Sea**

The training requirements contained in the IMDG Code (Vol.1-Chapter 1.3) are mandatory. Any person engaged in the packing, handling or transport of dangerous goods by sea must conform to the appropriate training as laid down in table 1.3.1.6 of the Codes (Page 27). Refresher training is also required.

This programme will enable students to use the IMDG codes to prepare dangerous goods shipments and associated documentation. A certificate of competence will be awarded to those who successfully complete the course and the written examination.

The course is suitable for students who have not attended any training on this subject before or who are updating their knowledge in accordance with the refresher training requirements.

The course objectives are:

- Legal responsibilities
- Documentation
- Dangerous Goods classes
- Packaging, marking and labelling
- IBCs
- Stowage, separation and segregation
- Limited quantities
- EmS
- MFAG
- Validation

See page 7 for course dates and prices.

**DOT—CFR49**

Many UK based companies may require some knowledge of the transport of dangerous goods in the USA. Such knowledge could avoid delays to shipments which are sent to America for onward journeys within that country. This course will give students a basic understanding of the regulations and enable them to locate information in the 49 CFR Manual.

See page 7 for course dates and prices.
Dangerous Goods Safety Advisor

The European Commission issued a Directive (96/35/EC) on the appointment and qualification of Safety Advisers for the transport of dangerous goods by road, rail and inland waterways.

If you ship dangerous goods by any of these modes of transport, you will probably need to appoint a Dangerous Goods Safety Adviser (DGSA). The examination for the vocational qualification is set by the Scottish Qualifications Authority and administered by them.

We are offering a cost-effective five day preparatory training programme which will cover all the essential elements of the syllabus necessary for the examination. The course comprises study of the appropriate road regulations plus the following subjects:

Potential candidates for this programme should be in possession of the Scottish Qualifications Authority (SQA) package known as the DGSA Candidates Information Pack. This contains all the information required to arrange and sit the examination which can only be taken through this body. It is available to download from their website (www.sqa.org.uk).

You will be required to bring along your own copies of the regulations/manuals required for the SQA examination (the list of regulations are published by the SQA and are included in the DGSA candidates pack and also on the SQA website).

See page 7 for course dates and prices.

Introduction to Air Cargo

This programme is designed for new entrants to the cargo industry and will be of particular interest to those employed in freight forwarding, airlines, cargo handling or the shipping departments of major exporters.

The programme has two elements and may be taken as a single course or each element may be taken separately. The first part of the course concentrates on the basic understanding of the industry (3 days) - see a summary of content below. The second part of the course covers an introduction to rating.

The duration of the programme is 5 days which comprises 3 days for the procedures and operation of the industry and 2 days for basic rating.

Students undertaking this programme will learn:

- IATA geography
- The airwaybill
- The operation of freight forwarders
- The operation of airline cargo units
- How to read cargo manuals
- Cargo in-flight operational requirements
- Legal requirements
- An introduction to rating

The course content covers:

- How to make reservations and arrangements for the transport of international cargo by air
- How to calculate rates and charges
- How to complete airwaybills in accordance with IATA standards

See page 7 for course dates and prices.
As specialists in the field of cargo training, Cargo Training International offer tailored programmes to companies who wish to hold courses for their own staff.

In addition to our core programme outlined in this brochure, we also offer the following courses:

<table>
<thead>
<tr>
<th>IN HOUSE COURSES</th>
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<tbody>
<tr>
<td>Dangerous Goods Awareness</td>
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<tr>
<td>Dangerous Goods by Air for Airline Staff</td>
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<tr>
<td>Cargo Rating</td>
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<tr>
<td>Dangerous Goods by Rail</td>
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<tr>
<td>Infectious Substances</td>
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<tr>
<td>Carriage of Live Animals</td>
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<tr>
<td>Carriage of Lithium Batteries</td>
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<tr>
<td>Radioactive Materials by Air, Road, Sea or Rail</td>
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<tr>
<td>Dangerous Goods Multimodal Overview</td>
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<tr>
<td>Safety Data Sheets</td>
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Please call for more information on our inhouse training.

CDMT—ONLINE TRAINING

CDMT (CD Media Training) is a company jointly owned by Cargo Training International, Peter East Associates and Training Team and offers web based training. Current titles are GSAT—General Security Awareness Training and an Online Dangerous Goods Training. For more information please visit the following website:

www.onlinedangerousgoodstraining.com

www.gsattraining.net
### Dangerous Goods by Air

<table>
<thead>
<tr>
<th>FULL 3 DAY COURSE — 2013</th>
<th>REVALIDATION 2 DAY COURSE — 2013</th>
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</thead>
<tbody>
<tr>
<td>Heathrow 07 - 09 January</td>
<td>Heathrow 10 - 11 January</td>
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<tr>
<td>Birmingham 14 - 16 January</td>
<td>Manchester 17 - 18 January</td>
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<tr>
<td>Manchester 14 - 16 January</td>
<td>Birmingham 17 - 18 January</td>
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<tr>
<td>Glasgow 04 - 06 February</td>
<td>Glasgow 07 - 08 February</td>
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<tr>
<td>Leeds/Bradford 04 - 06 February</td>
<td>Leeds/Bradford 07 - 08 February</td>
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<tr>
<td>Heathrow 11 - 13 February</td>
<td>Heathrow 14 - 15 February</td>
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<tr>
<td>Bournemouth 25 - 27 February</td>
<td>Manchester 28 Feb - 01 March</td>
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<td>Manchester 25 - 27 February</td>
<td>Bournemouth 28 Feb - 01 March</td>
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<tr>
<td>Birmingham 04 - 06 March</td>
<td>Heathrow 07 - 08 March</td>
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<tr>
<td>Heathrow 04 - 06 March</td>
<td>Birmingham 07 - 08 March</td>
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<tr>
<td>Bristol 18 - 20 March</td>
<td>Bristol 21 - 22 March</td>
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<tr>
<td>Heathrow 08 - 10 April</td>
<td>Heathrow 11 - 12 April</td>
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<tr>
<td>Heathrow 29 April - 01 May</td>
<td>Newport 30 April - 01 May</td>
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<tr>
<td>Newcastle 29 April - 01 May</td>
<td>Heathrow 02 - 03 May</td>
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<tr>
<td>Birmingham 13 - 15 May</td>
<td>Birmingham 16 - 17 May</td>
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<tr>
<td>Manchester 13 - 15 May</td>
<td>Manchester 16 - 17 May</td>
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<tr>
<td>Heathrow 20 - 22 May</td>
<td>Heathrow 23 - 24 May</td>
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<tr>
<td>Newport 03 - 05 June</td>
<td>Newport 04 - 05 June</td>
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<tr>
<td>Heathrow 10 - 12 June</td>
<td>Heathrow 13 - 14 June</td>
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<tr>
<td>Manchester 01 - 03 July</td>
<td>Manchester 04 - 05 July</td>
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<tr>
<td>Birmingham 08 - 10 July</td>
<td>Birmingham 11 - 12 July</td>
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<td>Heathrow 08 - 10 July</td>
<td>Heathrow 11 - 12 July</td>
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<tr>
<td>Heathrow 05 - 07 August</td>
<td>Heathrow 08 - 09 August</td>
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<td>Birmingham 02 - 04 September</td>
<td>Birmingham 05 - 06 September</td>
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<td>Heathrow 02 - 04 September</td>
<td>Heathrow 05 - 06 September</td>
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<tr>
<td>Glasgow 09 - 11 September</td>
<td>Glasgow 12 - 13 September</td>
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<tr>
<td>Manchester 09 - 11 September</td>
<td>Manchester 12 - 13 September</td>
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<tr>
<td>Leeds/Bradford 23 - 25 September</td>
<td>Heathrow 03 - 04 October</td>
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<tr>
<td>Heathrow 30 Sept - 02 Oct</td>
<td>Bristol 17 - 18 October</td>
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<tr>
<td>Bristol 14 - 16 October</td>
<td>Newcastle 22 - 23 October</td>
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<tr>
<td>Newcastle 21 - 23 October</td>
<td>Birmingham 31 Oct - 01 Nov</td>
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<tr>
<td>Birmingham 28 - 30 October</td>
<td>Heathrow 07 - 08 November</td>
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<tr>
<td>Heathrow 04 - 06 November</td>
<td>Manchester 14 - 15 November</td>
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<tr>
<td>Manchester 11 - 13 November</td>
<td>Leeds/Bradford 26 - 27 September</td>
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<tr>
<td>Heathrow 02 - 04 December</td>
<td>Heathrow 05 - 06 December</td>
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### Radioactive Materials by Air

<table>
<thead>
<tr>
<th>2 DAY FULL COURSE — 2013</th>
<th>1 DAY REVALIDATION — 2013</th>
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<tbody>
<tr>
<td>Heathrow 24-25 April</td>
<td>Heathrow (BIFA) 25 April</td>
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<tr>
<td>Heathrow 19 - 20 November</td>
<td>Heathrow (BIFA) 20 November</td>
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### Diagnostic & Infectious Substances by Air

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<th>1 DAY COURSE — 2013</th>
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<tr>
<td>Elstree 05 February</td>
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<td>Elstree 14 May</td>
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<td>Elstree 19 November</td>
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### Notes
- **Three day course:** £400 + VAT
  **Two day course:** £340 + VAT
  Price includes all training material, lunch and morning/afternoon refreshments.

- **Radioactive Materials by Air**
  **Two day course:** £355 + VAT
  **One day course:** £240 + VAT
  Price includes all training material, lunch and morning/afternoon refreshments.

- **Diagnostic & Infectious Substances by Air**
  **One day course:** £310 + VAT
  Price includes all training material, lunch and morning/afternoon refreshments.
  *(Please note this course may be run by an associate company)*

**Note:** This course is also available in-house—please call us for more details.
### Dangerous Goods by Road

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Dates</th>
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Three day course: £400 + VAT  
Two day revalidation course: £340 + VAT

Price includes all training material, lunch and morning/afternoon refreshments.

### Dangerous Goods by Sea

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<tr>
<th>Course Type</th>
<th>Dates</th>
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Two day course: £340 + VAT

Price includes all training material, lunch and morning/afternoon refreshments.

### DOT—CFR49

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Dates</th>
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<tbody>
<tr>
<td>2 Day Course — 2013</td>
<td>Heathrow: 21-22 May</td>
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</tbody>
</table>

Two day course: £510 + VAT

Price includes all training material, lunch, morning and afternoon refreshments.

### Dangerous Goods Safety Advisor

<table>
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<th>Course Type</th>
<th>Dates</th>
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Five day course: £895 + VAT  
Three day refresher course: £565 + VAT

Price includes lunch and morning/afternoon refreshments.

You will be required to bring along your own copies of the regulations/manuals required for the SQA examination (the list of regulations are published by the SQA and are included in the DGSA candidates pack and also on the SQA website)

### Introduction to Air Cargo

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Air Cargo</td>
<td>Heathrow: 11-15 March</td>
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<tr>
<td>Introduction to Air Cargo - Basic Rating</td>
<td>Heathrow: 14-15 March</td>
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<tr>
<td>Introduction to Air Cargo - Procedures &amp; Operations</td>
<td>Heathrow: 11-13 March</td>
</tr>
<tr>
<td>Introduction to Air Cargo</td>
<td>Heathrow: 28 October - 01 November</td>
</tr>
<tr>
<td>Introduction to Air Cargo - Basic Rating</td>
<td>Heathrow: 31 October - 01 November</td>
</tr>
<tr>
<td>Introduction to Air Cargo - Procedures &amp; Operations</td>
<td>Heathrow: 28-30 October</td>
</tr>
</tbody>
</table>

5 Day Full Course: £785 + VAT  
3 Day Procedures & Operations Course: £470 + VAT  
2 Day Basic Rating Course: £410 + VAT

Price includes all training material, lunch and morning/afternoon refreshments.
Health & Safety at Work Act

All companies have a legal responsibility under the Health & Safety at Work Act 1974 (Section 2) to ensure that their employees are fully conversant with all aspects of the functions that they perform as part of their normal duties.

We are advised by the Health & Safety Executive (HSE) that this includes all matters relating to the handling of dangerous goods for all modes of transport.

Specifically, the carriage of dangerous goods by any mode of transport is separately covered by legislation and training is a statutory obligation.

General Information

1. Joining instructions & invoice are normally despatched to the sponsor on receipt of an E-booking, Fax or Booking form. (please note full payment must be received before commencement of the course)

2. Most courses begin at 0900 and finish at 1700 on each day of the duration of the course.

3. Accommodation, if required, is the responsibility of each delegate. However, Cargo Training International is able to recommend hotels at each location.

4. No certificate of competence can be issued unless payment for the course has been received by Cargo Training International.

Terms and Conditions

Fees are not refundable within 30 days of course start date. However, we will accept alternative nominations or a credit note can be issued.

Cancellations/Transfers within 10 working days of course start date will be subject to an administration charge of £75.00 per student. Failure to attend a course without notification or within 2 working days will result in forfeiture of the course fee.

BOOKINGS AND ENQUIRIES:

Online: www.cargotraining.com
By Email: sales@cargotraining.com
By Phone: 01932 769 682