

DANGEROUS GOODS MANAGEMENT

2024 | COURSE CALENDAR



A MEMBER OF THE INTERNATIONAL
DANGEROUS GOODS MANAGEMENT SUPPORT GROUP





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At time of going to print all information was correct. Please check details before making your reservation.

COURSE ADMINISTRATION

Course bookings can be made by telephoning **(01224) 773776** with a follow up by email to training@dgm.co.uk to confirm your reservation.

HOTEL ACCOMMODATION

We do not book accommodation for course delegates but are always happy to advise on nearby hotels.

INSTRUCTORS

All DGM instructors are trained to the highest standards and have all obtained the necessary qualifications to allow them to instruct the courses scheduled by DGM. Our instructors are also qualified Assessors & Verifiers.

TAILORED COURSES

Dangerous Goods Management may be able to tailor further dangerous goods courses to suit individual company requirements. The courses on our schedule are showing Aberdeen, Glasgow and Norwich within the United Kingdom. We are, however, in a position to carry out in-house training in certain circumstances.

For further details, please contact our Training Department on **(01224) 773776**.

OFFSHORE BAGGAGE HAND SEARCH

2.5 HOURS

Background

Please refer to UK CAA CAP437 Appendix K.

The course has a pre-requisite for those wishing to attend the course.

The attendee must be trained in Dangerous Goods by Air Awareness prior to attending this course.

The course is 2.5 hours in duration and covers:

- Legislation for the Background of Inbound Baggage Checks
- Reasons for why the checks are being carried out
- Helicopter Baggage/Cargo Hold
- CAA General Framework
- Baggage Check Hand Search
- Reason for Hand Search
- Prohibited and Restricted List
- The risk of PED's
- Prior checks before carrying out Hand Search
- Common Areas of Concealment
- Cleared Baggage
- Rejected Baggage
- Procedure in case of Rejected Baggage
- Compliance and competency check (practical for baggage hand search)

£80.00 + VAT per delegate.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4	12	1	2	10	3	15	12	13	17	21	13
5	29	7	3	30	14	16	19	16	18	22	23
15		8	8	31	24	17		23	21		24
25		18	11						28		
26			22								



RADIOACTIVE MATERIAL BY AIR

2 DAYS

Background

This is a course which will provide the delegate with sufficient knowledge of Radioactive material which is to be offered to airlines for transport.

The course covers the contents of section 10 of the IATA Dangerous Goods Regulations as follows:

- An introduction and explanatory information on Radioactive material
- The applicability and limitations which may apply
- Correct classification of the materials
- Identification of the materials including Proper Shipping Names
- Determination of activity present in Radioactive materials
- Packing, packing instructions, packaging criteria and excepted package activity limits
- Package test procedures
- Marking, labelling and documentation

The course is conducted over two days and the delegate will be required to take an examination on completion of the course. Upon achieving the required standard set for the examination a certificate will be issued which authorises the delegate to sign a Shippers Declaration. The course is approved by the UK Civil Aviation Authority. The required pass mark for the examination is 80%.

£335.00 + VAT per delegate.
CAA registration fee included

The IATA Regulations are supplied for use during the course and are available for purchase on request.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
16-17		19-20	23-24		4-5	16-17	20-21	24-25	22-23		10-11



DANGEROUS GOODS BY AIR

3 DAYS

Background

This course has a three day duration and is for delegates who are preparing, packing, offering or accepting any Dangerous Goods for air transport. This includes shippers, shipper's agents, packers and operations staff who must all undergo training by an approved trainer. These regulations are governed by ICAO, and are a worldwide legal requirement which are enforced in the UK by the CAA. This course is UK CAA approved making DGM one of the leading training providers within the UK and worldwide.

The course covers the contents of the Dangerous Goods Regulations with the exception of Radioactive material. A separate two day course is available for Radioactives by Air.

The three day course contents are:

- The general philosophy of Dangerous Goods Transportation
- The application of the Regulations
- The limitations of the transport of certain classes of Dangerous Goods
- The classification and identification of Dangerous Goods
- The packaging of Dangerous Goods
- The correct labelling and marking on the packages
- The correct documentation including the Shipper's Declaration which accompanies any consignment offered for air transport
- Documentation required from the operator

On the afternoon of the third day of the course, the delegates take an examination on the subject and on successful completion will be issued with a certificate which authorises them to sign a Shipper's Declaration. The certificate is recognised internationally and is valid for a period of two years. The delegate would be required to have their certificate revalidated by further training. The required pass mark for the examination is 80%.

£380.00 + VAT per delegate for Aberdeen, Glasgow and Norwich.

CAA Registration fee included

The IATA Regulations are supplied for use during the course and are available for purchase on request.

Course dates given on opposite page.



DANGEROUS GOODS BY AIR

(continued)

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8-10 22-24	5-7 26-28	11-13 25-27	8-10 22-24	13-15 20-22	3-5 24-26	8-10 22-24	5-7 19-21	2-4 16-18 30 Sep- 2 Oct	14-16 28-30	4-6 18-20	2-4 16-18

Glasgow

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		5-7			11-13			10-12			10-12

Norwich

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	19-21		15-17		17-19			23-25		25-27	

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



DANGEROUS GOODS BY AIR REVALIDATION

2 DAYS

Background

A two day revalidation course is available for those personnel who are already certificated for air transport. Delegates must be “in-date” and very conversant on the contents and working of the IATA Regulations. The same areas are covered as for the three day air course but at a quicker pace. Again there is an examination at the end of the course with the required pass mark being 80%.

£335.00 + VAT per delegate

CAA Registration fee included

The IATA Regulations are supplied for use during the course and are available for purchase on request.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
23-24	13-14	28-29	9-10	7-8	25-26		13-14	17-18	29-30		

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



CARRIAGE OF LITHIUM BATTERIES BY AIR

CERTIFICATION & REVALIDATION COURSE 2 DAYS

Background

This specialised course looks specifically at lithium batteries both ion and metal as well as lithium batteries contained in or packed with equipment, covering the frequent changes in legislations over recent years.

Delegates will learn how to:

- Locate key information in the IATA regulations
- Classify Section IA, IB and section II of Air
- Apply special provisions
- State of charge
- Prepare a package for shipment
- Correctly mark and label the package
- Complete the documentation
- Understand reverse logistics and damaged and used lithium batteries

The course is fully approved in the UK by the Civil Aviation Authority for the air module, and concludes with an open book validation. Successful candidates receive a certificate of competence valid for two years, after which they must revalidate their qualification.

Lithium Batteries by Air

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11-12				2-3		11-12		5-6		14-15	

£335 + VAT per delegate



DANGEROUS GOODS BY SEA

2 DAYS & 3 DAYS

Background

The Sea Course is a two or three day course. The course is based on the IMDG Code which is a set of rules set up by the International Maritime Organisation (IMO). All shippers of dangerous substances are required to comply with this code and are therefore required to use the United Nations Numbers for identifying materials, packaging, marking and documentation.

The following subjects are covered:

- International Convention for the safety of life at sea
- International Convention for the prevention of pollution from vessels
- Classification of hazards
- Correct packaging, marking and labelling
- Correct completion of the Shipper's Declaration
- Containerisation of dangerous goods including segregation of certain dangerous materials
- Stowage and securing of cargo

The course concludes with a written examination and upon achieving the required standard, a certificate is issued which is recognised internationally. The required pass mark in the examination is 80%.

The two day sea course is only for delegates with a very good knowledge of Dangerous Goods, after having completed the 3 day Air Course or 3 day Sea Course. The 3 day Sea Course is more in-depth and recommended for delegates with limited or no knowledge of shipping Dangerous Goods. A more in-depth course is also recommended for delegates shipping Radioactive material by sea.

Refreshing the sea course is mandatory from January 2010.

£335.00 + VAT per delegate for 2 day sea.

£410.00 + VAT for 3 day sea.

Course dates given on opposite page.



DANGEROUS GOODS BY SEA

(continued)

Aberdeen - 2 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11-12 25-26	8-9 15-16 29 Feb - 1 Mar	14-15 28-29	11-12 25-26	9-10 16-17 23-24	6-7 20-21 27-28	11-12 25-26	8-9 15-16 22-23	5-6 19-20	3-4 17-18 31 Oct - 1 Nov	7-8 21-22	5-6 19-20

Norwich - 2 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	22-23		18-19		20-21			26-27		28-29	

Aberdeen - 3 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8-10 29-31	5-7	25-27	29 Apr - 1 May			8-10	26-28		14-16	11-13	16-18



RADIOACTIVE MATERIAL BY SEA

2 DAYS

Background

This is a course which will provide the delegate with sufficient knowledge of Radioactive material which is to be offered for transport by sea. The delegate should have previous training in the use of the IMDG Regulations.

The course covers the contents of the IMO Dangerous Goods Regulations as follows:

- An introduction and explanatory information on Radioactive material
- The applicability and limitations which may apply
- Correct classification of the materials
- Identification of materials including proper shipping names
- Determination of activity present in radioactive materials
- Packing, packing instructions, packaging criteria and expected package activity limits
- Package test procedures
- Marking, labelling and documentation

The course is conducted over two days and the delegate will be required to sit an examination on completion of the course and if successful will receive a certificate.

£335.00 + VAT per delegate.

The IMDG Regulations are supplied for use during the course and are available for purchase on request.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
18-19		21-22	25-26		6-7	18-19	22-23	26-27	24-25		12-13



DANGEROUS GOODS DRIVER TRAINING - INITIAL & REFRESHER INCLUDES DCPC HOURS (ON REQUEST)

Background

The Regulations require drivers engaged in the carriage of Dangerous Goods to be given adequate training and instruction to enable them to have a clear understanding of:

- The nature of the dangers which particular Dangerous Goods being carried may give rise to
- The action to be taken in an emergency concerning them
- Their duties under the Health And Safety Work Act 1974

Drivers who pass the SQA examinations at the end of the course receive an ADR certificate issued from the SQA, authorising them to drive vehicles transporting Dangerous Goods. The certificate is specific to Dangerous Goods in packages or in tanks or both and to the U.N. danger classes for which they have passed the examinations.

Apart from Explosives and Radioactives, for which special rules apply, this certificate is required for transporting Dangerous Goods in packages under Regulation in all vehicles and for all but the smallest tanks and tank containers. The ADR certificate is valid for five years and must be renewed by means of a Refresher course taken at any time during the fifth year. No time will be lost on the existing licence - as this will be added to the new licence.

Refresher must be taken at least 6 weeks prior to expiry of certificate.

Aberdeen Initial

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Except 1&7	15-19	19-23	18-22	15-19	27-31		1-5	12-16	9-13	7-11	4-8	2-6
Class 1&7	20-21	24-25	23-24	20-21		1-2	6-7	17-18	14-15	12-13		7-8

Aberdeen Refresher

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
29 Jan- 2 Feb		11-15	29 Apr- 3 May		17-21	22-26	26-30		21-25	25-29	



DANGEROUS GOODS DRIVER TRAINING - INITIAL & REFRESHER *cont'd* INCLUDES DCPC HOURS (ON REQUEST)

Background

Drivers transporting Dangerous Goods have a duty to carry them safely to avoid damage, or the risk of damage, to people or the environment.

The objective of this course is to give drivers the knowledge and skills to achieve this.

In particular they must:

- Understand the dangers
- Follow the correct operating procedures
- Drive carefully to avoid accidents

The ADR Initial course is scheduled over seven days and normally runs from Monday to Sunday.

The total cost of this course is £500.00 plus VAT and £20.00 per module for the SQA/DVSA examinations. There are twelve for the complete course.

The course may be broken down as required for individual requirements. The cost of this can be given by contacting our Training Department on (01224) 773776.

The ADR Refresher course is scheduled over five days, if including Classes 1 and 7.

The total cost of the course is £375.00 plus VAT and £20.00 per module for the SQA/DVSA examinations. There are twelve modules for the complete course.

Again, like the ADR Initial course, it may be broken down to suit individual requirements. Apart from drivers, other persons involved in the transport of Dangerous Goods by road, e.g. traffic staff, loaders, warehouse staff etc also have to be trained to a level appropriate to their responsibilities. However, there is no formal training or certification for this. Please refer to the Safe Movement of Goods by Road course, ADR Consignor or Road Awareness.

ADR Course counts towards Drivers CPC – Please contact us for more details.

DCPC Certification - £25 plus registration fee @ £1.25 per hour.

The ADR examination fees are set by SQA. DCPC registration fees set by DSA.

SQA/DVSA examination fees + DCPC registration fees are outwith the control of DGM.



CONSIGNORS - ADR (EUROPEAN) ROAD REGULATIONS

2 DAYS

Background

The course concentrates on Road Regulations and is specifically for warehouse/stores staff, including the managers, who are engaged in the packing, labelling and documentation of hazardous goods which are being prepared for transportation by road.

The course will give the delegate working knowledge of the correct procedures which should be adhered to in the preparation of all classes of dangerous goods, excluding Class 1 (Explosives) and Class 7 (Radioactive material).

On completion of the Consignors Course there is an examination set by Dangerous Goods Management for which a certificate is supplied on gaining the required pass mark.

£235.00 + VAT per delegate.

The ADR Regulations are supplied for use during the course and are available for purchase on request.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4-5	8-9	4-6 (includes Class 7)	1-2	7-9 (includes Class 7)	13-14	18-19	29-30	30 Sep- 2 Oct (includes Class 7)	31 Oct- 1 Nov		19-20



SAFE MOVEMENT OF DANGEROUS GOODS BY ROAD

1 DAY

Background

This course is designed to make all employees aware of their responsibilities when dealing with Dangerous Goods by road transport.

The UK and European Regulations state the persons employed and whose duties concern the carriage of Dangerous Goods, shall receive training in the requirements governing the carriage of such goods appropriate to their responsibilities and duties.

Areas covered are daily checks and reporting, driver customer care, roadside prohibitions, classes of Dangerous Goods, environmental protection, security advice and liability, driving in tunnels and tunnel behaviour.

This is general awareness for goods being transported by road.

£190.00 + VAT per delegate

Dangerous Goods Movement

Dates on Request



AIR AND SEA AWARENESS

½ DAY PER MODULE

Background

Awareness courses are available for all modes of transport. These courses give background information on the Regulations governing the carriage of Dangerous Goods by that mode.

These courses are suitable for those personnel who are not directly involved in the packaging or transport of the goods but have but have a requirement to have some basic working knowledge.

£80.00 + VAT per delegate – Air Awareness (1/2 day) – morning

£80.00 + VAT per delegate – Sea Awareness (1/2 day) – afternoon

Air Awareness - am

Dates on Request

Sea Awareness - pm

Dates on Request

Air Awareness Computer Based Training (CBT)

This is now an option for persons who may be limited to time constraints. The course is web based and can be completed over a period of time.

Further details available by contacting our DGM Training Department.

£80.00 + VAT per delegate.



DGSA

3 DAYS

Background

To become a Dangerous Goods Safety Advisor you will be required to hold a Vocational Training Certificate and pass examinations set by the SQA. To prepare you for these regulations and the DGSA examinations, DGM have developed a three day course. The course will give you all the required information you need for both the Vocational Training Certificate and the modular certificate. It will cover your legal duties and all the national and international requirements that govern the carriage of Dangerous Goods. We have courses scheduled to coincide with the SQA examinations, therefore allowing you the opportunity to enrol and prepare yourself for the legislation and examinations. You will be given all the relevant documentation, material and regulations during the course. DGM has carried out “hands on training” in the field of Dangerous Goods for more than twenty years and has a wide knowledge of the kind of examination questions that are likely to be set by the SQA. All instructors have an extensive knowledge of DGSA procedures.

£600.00 + VAT per delegate (course fee).

£300.00 + VAT per delegate (exam fee): subject to increase by the SQA.

Regulations available for purchase.

Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	26-28				10-12			2-4		18-20	

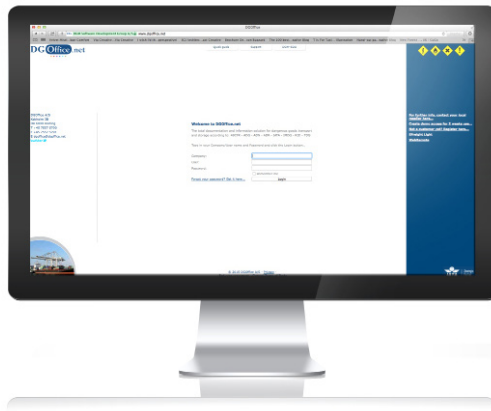
SQA DGSA Examination dates for 2024:

- 7th March
- 13th June
- 12th September
- 21st November

Closing date for enrolments are 4 weeks prior to exam date.

DGOffice.net

Electronic tools and solutions for your dangerous goods and hazardous materials related activities. In the management of dangerous goods and hazardous materials, a top priority is to reduce or minimise risk. DG Office supports you all the way.



Please contact our sales team on Tel: 01224 773776 or visit DGOffice.net

Dangerous Goods Regulations available for purchase:

- IATA DGR's 65th edition 2024 - *price on application*
- IMDG regulations (Vols 1 & 2) - *price on application*
- IMDG supplement - *price on application*
- ADR Volumes 1 & 2 - *price on application*

**Postage and packing additional if outwith Aberdeen area for delivery.
Prices correct at time of going to press.**



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