

DANGEROUS GOODS MANAGEMENT

# 2020 | 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

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Course bookings can be made by telephoning **(01224) 773776** with a follow up by email to [training@dgm.co.uk](mailto:training@dgm.co.uk) or [training2@dgm.co.uk](mailto:training2@dgm.co.uk) to confirm your reservation.

## HOTEL ACCOMMODATION

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

## INSTRUCTORS

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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

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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. Overseas courses are also available on request. Previous courses have been provided in Nigeria, France, Bosnia, Qatar, Saudi Arabia, Djibouti, USA, Algeria, Ghana & Ivory Coast to name but a few.

For further details on any of the aforementioned courses, please contact our Training Department on **(01224) 773776**.

# AIR CARGO SECURITY

## DFT APPROVED

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### Background

Changes in the air cargo security rules introduced from 1 August 2003 affect every company involved with air freight internationally or domestically. The new validation system means that known exporters now have to be validated every year by an approved validator. Training staff is much more important. In addition, most UK air freight is now subject to security controls - even companies that are not involved overseas have to look at their security procedures. So make sure that your personnel understand the new cargo rules.

### Training

DGM has launched a series of air cargo seminars around the UK - the most widely required security course is CASP.

In addition to the CASP course, we run CO, COS, CS & CM training. Our courses are Department for Transport approved, and meet CAA requirements.

Even more importantly, DGM security training is of the highest standard with updated material, relevant exercises and opportunities for questions and discussions.

### In-House

All our security courses are available in-house. We have a team of Department for Transport accredited trainers which means we can react to customers demands very quickly. Our trainers can also be available for courses at weekends.

## Dates on Request

**CASP** - General & drivers - who handle shipments and documentation. **£110 + VAT per delegate**

**CO** - This can also apply to drivers who enter warehouses where there are known cargos etc. (Excl. X-ray) - and involved in the application of security measures as part of their job (**1 day**) **£175 + VAT per delegate**

**COS (as CO but includes X-ray, theory & hand search)** **£195 + VAT per delegate**

**CS (1 day)** - Supervisors **£315 + VAT per delegate**

**CM (2 days)** - Staff managing the security functions and those intending to become trainers **£395 + VAT per delegate**

Current	Previous
Cargo Aviation Security Principles (CASP) - <i>General security awareness</i>	Level A/Level B (and drivers trained to level D)
Cargo Operative (CO) - <i>Security controls for air cargo or mail</i>	Level D
Cargo Operative Screening (COS) - <i>Screening of air cargo or mail</i>	Level E
Cargo Supervisor (CS) - Supervisors	Level F
Cargo Manager (CM) - Managers	Level G

# 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 and if successful completion will receive a certificate 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%.

**£325.00 + 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
28-29	18-19	17-18	28-29		23-24	21-22	18-19	29-30	27-28		1-2



# DANGEROUS GOODS BY AIR

## 3 DAYS

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### 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 and also IATA 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 he/she 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%.

**£370.00 + VAT per delegate for Aberdeen, Glasgow and Norwich.**

**CAA Registration fee included**

**IATA registration fee: £45.00 per delegate**

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

Course dates given on opposite page.

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# DANGEROUS GOODS BY AIR

## (continued)

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### Aberdeen

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6-8 13-15 20-22 27-29	3-5 10-12 17-19 24-26	2-4 9-11 16-18 23-25	6-8 13-15 27-29	11-13 18-20 25-27	1-3 8-10 15-17 22-24 29 Jun - 1 Jul	6-8 20-22 27-29	3-5 10-12 17-19 24-26 31 Aug - 2 Sep	7-9 14-16 21-23	5-7 12-14 19-21 26-28	2-4 9-11 16-18 23-25 30 Nov - 2 Dec	7-9 14-16

### Glasgow

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	3-5			25-27			17-19			16-18	

### Norwich

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	17-19				1-3		31 Aug - 2 Sep			9-11	

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

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### 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%.

**£325.00 + VAT per delegate for Aberdeen and Glasgow.**

**CAA Registration fee included**

**IATA registration fee: £45.00 per delegate.**

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
7-8 21-22	4-5 18-19	3-4 17-18	7-8 28-29	19-20	23-24	21-22	11-12	15-16	13-14	24-25	15-16

### Glasgow

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	6-7			28-29			20-21			19-20	

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

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### 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

#### Dates on Request

£325 + VAT per delegate



# DANGEROUS GOODS BY SEA

## 2 DAYS & 3 DAYS

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### 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.

**£320.00 + VAT per delegate for 2 day sea.**

**£400.00 + VAT for 3 day sea.**

Course dates given on opposite page.

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# DANGEROUS GOODS BY SEA

## (continued)

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### Aberdeen - 2 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9-10 16-17 23-24 30-31	6-7 13-14 20-21 27-28	5-6 12-13 19-20 26-27	9-10 16-17 30 Apr - 1 May	14-15 21-22 28-29	4-5 11-12 18-19 25-26	2-3 9-10 23-24 30-31	6-7 13-14 20-21 27-28	3-4 10-11 17-18 24-25	8-9 15-16 22-23 29-30	5-6 12-13 19-20 26-27	3-4 10-11 17-18

### Norwich - 2 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	20-21				4-5			3-4		12-13	

### Aberdeen - 3 Day

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
13-15	10-12	9-11	13-15	11-13	15-17		3-5	14-16	5-7	2-4	7-9



# RADIOACTIVE MATERIAL BY SEA

## 2 DAYS

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### 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.

**£325.00 + 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
30-31	20-21	19-20	30 Apr- 1 May		25-26	23-24	20-21		1-2 29-30		3-4



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

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## 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
<b>Except 1&amp;7</b>	6-10	3-7	2-6	6-10	11-15	8-12	6-10	3-7	7-11	5-9	2-6	7-11
<b>Class 1&amp;7</b>	13-14	10-11	9-10	13-14	18-19	15-16	14-15	10-11	14-15	12-13	9-10	14-15

## Aberdeen Refresher

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
21-24	25-28		21-24	26-29	30 Jun - 3 Jul	28-31	25-28	29 Sep - 2 Oct	27-30	24-27	

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

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## 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 Friday & Monday and Tuesday the following week.

The total cost of this course is £495.00 plus VAT and £20.00 per module for the SQA 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 four days.

The total cost of the course is £370.00 plus VAT and £20.00 per module for the SQA 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 examination fees + DCPC registration fees are outwith the control of DGM.**



# CONSIGNORS - ADR (EUROPEAN) ROAD REGULATIONS

## 2 DAYS

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### 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.

**£225.00 + 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
9-10	13-14	12-13	16-17	14-15	18-19	16-17	13-14	17-18	8-9	5-6	10-11



# SAFE MOVEMENT OF DANGEROUS GOODS BY ROAD

## 1 DAY

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### **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.

**£180.00 + VAT per delegate**

### **Dangerous Goods Movement**

**Dates on Request**





# AIR AND SEA AWARENESS

½ DAY PER MODULE

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## 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

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### 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.

**£595.00 + 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				3-5			9-11		18-20	

### SQA DGSA Examination dates for 2020:

- 5th March
- 11th June
- 17th September
- 26th November

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

# DGOffice.net

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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](http://DGOffice.net)

### **Dangerous Goods Regulations available for purchase:**

- IATA DGR's 61st edition 2020 - £290
- IATA DGR's 61st edition 2020 – spiral bound – £300
- IMDG regulations (Vols 1 & 2), (2018 edition represents 2017/2018) - £135
- IMDG supplement 2018, (represents 2017/2018) - £65
- ADR Vols 1 & 2 2019 - £150

DGSA Set of Core books - £P.O.A

- ADR x 1
- Emergency Action Code x 1
- SI 1348 x 1
- SI 1885 x 1

**Postage and packing additional if outwith Aberdeen area for delivery.**

**Prices correct at time of going to press.**



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