CIVIL AVIATION AUTHORITY
OF NEW ZEALAND
Te Mana Rererangi Tūmatanui o Aotearoa

Dangerous Goods training provider criteria – helicopters and small aeroplanes, and agricultural aircraft.

Civil Aviation Rule Part 92, Dangerous Goods

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1. Purpose of this document

This document provides information to organisations interested in developing and delivering Dangerous Goods (DG) competency-based training for small and helicopter operators under Civil Aviation Rule Part 92.

This document does not replace the Civil Aviation Rules. Training providers remain responsible for ensuring compliance with all applicable regulatory obligations.

2. Background

Effective and well-maintained DG training programmes are a critical safety control to ensure the safe carriage of dangerous goods by air and to prevent risk to aircraft, crew, passengers, and property as set out in Civil Aviation Rule Part 92 and Advisory Circular AC92-1. Air transport of dangerous goods is regulated by the ICAO Technical Instructions.

Participants require training to provide the knowledge, skills, and attitude to be able to carry and to regulate the safe carriage of dangerous goods. For smaller operators, particularly Part 135 helicopters and small aeroplane companies and Part 137 agricultural aircraft operations, access to quality training tailored to their operational size, scope, and the types of dangerous goods they carry can be limited, costly, or not well aligned to their needs. These operators require training that reflects the nature of their operations, including remote working environments.

CAA no longer provides specific helicopter and small aircraft DG training. As the aviation safety regulator, CAA's role is to set standards, provide guidance, and undertake oversight and assurance activities, rather than act as a training provider.

CAA encourages external training providers to undertake the delivery of DG competency-based training that meets the criteria outlined in this document.

3. Who requires Dangerous Goods training under Part 92?

CAR 92.201 Applicability – this subpart prescribes rules governing the dangerous goods training requirements for:

- regular shippers of dangerous goods and their agents; and
- operators who accept dangerous goods for carriage of air; and
- handling agents who accept dangerous goods for carriage by air; and
- agencies, organisations and persons, other than operators, involved in processing or carrying by air either passengers or cargo; and
- agencies engaged in the searching of passengers and their baggage.

The CAA training model is focused on participants who perform a role in the transport of dangerous goods, mainly Part 135 helicopters and small aeroplane companies and Part 137 agricultural aircraft operations, including pilots, front office staff, loaders, shippers, and acceptance staff.

4. Who can deliver dangerous goods training?

DG training providers are responsible for designing and delivering training courses, in accordance with Civil Aviation Rule Part 92, that ensure personnel have the knowledge and competencies required to safely handle and transport dangerous goods.

Training must be conducted by an organisation authorised under CAR 92.203(a):

1. CAR 92.203(a): A holder of an air operator certificate issued in accordance with Part 119, or the certificate holder's handling agent must ensure that personnel who are assigned duties involving dangerous goods that are intended for carriage by air have satisfactorily completed a dangerous goods training programme, including recurrent training under rule 92.205, in accordance with Appendix A conducted by—

   (1) the holder of an air operator certificate issued in accordance with Part 119 if the certificate authorises dangerous goods training; or

   (2) the holder of an aviation training organisation certificate issued in accordance with Part 141 if the certificate authorises dangerous goods training.

2. A Part 119 certificate holder may only conduct dangerous goods training for personnel within its own organisation. Training for personnel from other organisations must be conducted under a Part 141 certificate.

   If you wish to propose an alternative suitable pathway, please contact us to discuss.

Means of compliance

Acceptable means of compliance with the dangerous goods training requirements prescribed under Civil Aviation Rule Part 92, Dangerous Goods, is available within the Advisory Circular AC92-1.

Training must be aligned with Civil Aviation Rule Part 92, based on a competency-based approach, and be appropriate to the functions and responsibilities of the position held by each attendee.

5. Previous CAA DG training model

For context (*training providers are not required to replicate this structure*), the previous competency-based CAA DG training delivery model was created for small and helicopter operators with an understanding of their operational size and scope, the DG that they carry, and the remote nature of their operations. Participants attended one, two, or three days depending on their role and responsibilities.

Competencies:

1. Understanding the basics of dangerous goods
2. Classifying dangerous goods
3. Preparing dangerous goods shipment
4. Accepting cargo
5. Manage cargo pre-loading
6. Accepting passenger and crew baggage
7. Transporting cargo and baggage
8. Collecting safety data

Day	Overview	Content
1	Basic knowledge of dangerous goods carried by passengers	• demonstrate consideration to the hazard and risk in relation to dangerous goods • understand the regulatory requirements for the carriage of dangerous goods by air and the options for carriage of dangerous goods • apply basic dangerous goods knowledge within their operation • apply provisions for dangerous goods carried by passengers and crew • load and carry dangerous goods • understand the requirements for reporting of dangerous goods incidents and accidents and be able to apply appropriate emergency procedures
2	Dangerous goods knowledge applicable to personnel working in will-carry operations, including roles involving the handling or management of dangerous goods cargo	• manage the handing of dangerous goods cargo • identify and access lithium batteries for transport by air
3	Knowledge and skills required for personnel who act as shippers and/or acceptance personnel in will-carry operations	• correctly classify dangerous goods • determine correct packaging of dangerous goods for transport by air • access the marking and labelling of dangerous goods for carriage by air • complete a Dangerous Goods Declaration • accept dangerous goods for carriage by air using the IATA acceptance checklist

Successful completion of the training allowed participants to handle dangerous goods within their own organisation but did not authorise them to act as a shipper or acceptance person for others.

6. Steps to become a DG training provider

Once you're ready, you can begin the process to become an approved DG training provider. We'll work with you through:

- Understanding your proposed training approach
- Reviewing your documentation and course design
- Observing training delivery

Our goal is to support you in developing high-quality, compliant training that meets regulatory and industry needs.

Step 1: Register your interest

1. Review the following Civil Aviation Rules and Advisory Circulars:
   - Part 141 Aviation Training Organisations Certification
   - AC141-1 - Aviation training organisations - Certification
   - Part 92 Carriage of Dangerous Goods
   - AC92-1 - Dangerous goods training

2. Inform us of your interest by emailing certification@caa.govt.nz.

3. We will connect with you to arrange a meeting to discuss your interest further, provide information, discuss timelines, and begin supporting you through the process to become a DG training provider.

Step 2: Apply for a Part 141 Aviation Training Organisations Certificate

1. Apply for a Part 141 certificate by:
   - Completing the Part 141 application for issue, renewal, or amendment of an aviation training organisation certificate (24141-01) form, and submit to certification@caa.govt.nz, along with:
     - all evidence requested within the 24141-01 form,
     - a completed Part 100 safety management system evaluation tool (24110-02) (for initial issue applications only)
     - a completed Part 141 aviation training organisation certificate – amendment summary sheet 24141-03.doc (for current 141 holders only)

2. Your application will be reviewed and assessed in line with our standard application processes. We will keep you informed throughout, and an outcome will be provided to you as soon as possible.

   If applying for a Part 141 certificate to deliver dangerous goods training isn't suitable, please discuss this with us.

7. Applying for a Part 141 application – what do I need?

To become an approved DG training provider, you need to demonstrate capability across eight key areas:

Note: the information below provides a guide and is not an exhaustive list of requirements.

1. **Personnel requirements**
   You will need to have the right people in place to design, deliver, and oversee DG training - a Training Manager responsible for the DG training programme, qualified DG instructors with appropriate experience, and clear roles and responsibilities for all personnel.
   This includes:
   - ☐ records of instructor qualifications, experience, and training are maintained
   - ☐ instructors hold qualifications and experience equal to or higher than the level being delivered
   - ☐ instructional capability (e.g. training in teaching or facilitation)
   - ☐ how you assess and maintain instructor competency over time
   - ☐ demonstrating that you have enough qualified staff to deliver your courses
   - ☐ where the Training Manager is not a DG Subject Matter Expert (SME), a clear process for delegating oversight

2. **Facility requirements**
   Whether training is delivered in-person or online, your setup needs to support effective learning.
   You'll need to show:
   - ☐ suitable training facilities (if in-person), including appropriate space, lighting, and minimal distractions
   - ☐ if using external training venues, a process to ensure they are suitable
   - ☐ access to training resources (e.g. course materials, presentation tools)
   - ☐ a controlled and secure examination environment, including appropriate supervision and secure handling of examination materials
   - ☐ for virtual classroom training – how you manage participation, engagement, and exam integrity
   - ☐ for e-learning – how you track learner progress and ensure assessments are completed by the right person

3. **Documentation**
   You'll need access to, and control over, key DG reference material.
   This includes:
   - ☐ ICAO Technical Instructions
   - ☐ IATA Dangerous Goods Regulations
   - ☐ relevant Civil Aviation Rules and Advisory Circulars

- ☐ your own course materials and supporting documents
- ☐ a document control process to ensure information is current, updates are managed appropriately, and outdated material is removed

4. Training programme and training courses

Your training programme should clearly explain how you design and deliver training.
This includes:

- ☐ how you work with clients/employers to understand training needs
- ☐ how competency requirements are identified based on roles, responsibilities, and DG functions
- ☐ how training is tailored to specific roles and DG functions
- ☐ your approach to course design, assessment, and instructor requirements
- ☐ a process for evaluating training effectiveness, a commitment to continuous improvement, and a clear distinction between initial and recurrent training

All training must meet the requirements of the Civil Aviation Rule Part 92.
This includes:

- ☐ general familiarisation training
- ☐ function-specific training
- ☐ safety training
- ☐ importantly, training must be relevant to the trainee's role; not generic or overly broad

5. Course development

Each course (or your course design process) should clearly set out:

- ☐ learning objectives
- ☐ competencies to be achieved
- ☐ target audience
- ☐ level and method of training
- ☐ assessment and examination requirements
- ☐ attendance requirements
- ☐ supporting materials such as lesson plans, course outlines and timetables, and training and reference materials
- ☐ facilities and resources required to support course delivery

6. Examinations

You'll need a robust process for developing and managing examinations.
This includes:

- ☐ a question bank that covers the full course content
- ☐ multiple exam versions
- ☐ clearly defined pass marks
- ☐ a process for reviewing and moderating examination questions
- ☐ always ensuring the integrity and security of examinations

7. Assessments

Beyond exams, you must assess whether trainees are competent in their role.
You'll need to show:

- ☐ defined pass/fail criteria and processes for reassessment
- ☐ how and when competency is assessed
- ☐ who conducts the assessment
- ☐ how results are recorded

If competency assessments are completed by an employer, you'll need a clear link to ensure this is done appropriately.

8. **Records**

You must maintain accurate and complete records for:

- ☐ trainees (enrolment, attendance, results, assessments)
- ☐ instructors (qualifications and experience)
- ☐ courses and assessments delivered

Records must be:

- ☐ accurate, traceable, and controlled
- ☐ secure and well-organised
- ☐ easy to retrieve
- ☐ kept for at least 3 years

8. More information

CAA can provide guidance on regulatory requirements and the certification pathway to support providers to become ready to deliver compliant training. Training providers interested in developing and delivering DG training are encouraged to contact certification@caa.govt.nz.

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