



# **EAC**

## **No. 111-02**

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**Air Cargo Agent Training Requirements**

**1.Foreword**

**PURPOSE OF THIS ADVISORY CIRCULAR (EAC)**

This Egyptian Advisory Circular (EAC) sets forth suggestions and safety related recommendations to assist ECAA certificate holders under ECAR part 111, Freight Forwarders (Air Cargo Agent) training providers in developing Training as Required for Category 3, 4 and 5 Personnel of Freight Forwarders (Air Cargo Agent) training

**3.REFERENCE REGULATIONS.**

**International Civil Aviation Organization (ICAO) Requirements**

To tackle the problem of hidden Dangerous Goods (DG) inside air cargo consignments, ICAO has imposed a requirement that staff of freight forwarders (Air Cargo Agent), regardless of whether they are involved in the direct processing of DG, should receive DG training commensurate to their functions. This requirement has been stipulated under Chapter 4 of Part 1 of ICAO Technical Instructions (TI) for the Safe Transport of DG by Air current edition and Section 1.5 of the current IATA DG Regulations (DGR). According to the TI, and IATA DGR, three categories of staff, working in the freight forwarding industry will be involved. Some interpretations of the job nature of the staff are provided in the table A-1 below to facilitate the readers' understanding of the categorization

**5.BACKGROUND.**

- (a) *Category of Personnel of Freight Forwarders*
  - (1) Category 3. Staff of Air Cargo Agent -freight forwarders involved in processing dangerous goods.
  - (2) Category 4. Staff of Air Cargo Agent -freight forwarders involved in processing cargo, mail or stores (other than dangerous goods).
  - (3) Category 5. Staff of Air Cargo Agent freight forwarders involved in the handling, storage and loading of cargo, mail or stores
- (b) The following courses are required for Air Cargo Agents Initial / Recurrent or Basic Courses
  - (1) Introductory Course Cargo.
  - (2) Advanced Module 1 TACT Cargo.
  - (3) Advanced Module 2 Dangerous Goods for Categories 3, 4 and 5.
    - (i) IATA Resolution 801 cargo agency rules
    - (ii) Resolution 831 Consequences of Violation of Air Waybill Completion Procedures.
    - (iii) Recommended Practice 1630 cargo security.
    - (iv) Recommended Practice 1650 shipper's letter of instruction.

Recurrent OR Refresher Dangerous Goods Course (24 M)

Table A-1

	<i>Category of Personnel</i>	<i>Guidelines</i>
(i)	Category 3 - Staff of freight forwarders involved in <u>processing DG</u> <i>(Remarks: Equivalent to Category 3 Personnel defined under IATA DGR)</i>	Means those staff involved in DIRECT CHECKING of packaging, marking, labeling and documentation of DG.
(ii)	Category 4 - Staff involved in processing air cargo (other than DG) DG	Means those staff involved in DIRECT CHECKING of packaging,

	<i>(Remarks: Equivalent to Category 4 Personnel defined under IATA DGR)</i>	marking, labeling and documentation of cargo consignments.
(iii)	Category 5 - Staff involved in handling, storage or loading of any air cargo  <i>(Remarks: Equivalent to Category 5 Personnel defined under IATA DGR)</i>	Means those staff involved in actions other than processing, such as loading, transporting and storage of cargo consignments, which present the staff with an opportunity of having physical or close visual contact with the cargo consignments or perusal of their documentations.

[Remarks: Freight forwarders' staff with NO opportunity to come into physical or close visual contact with cargo consignments or perusal of their documentations do not belong to any of these three categories, for examples, IT, personnel or administration staff.]

### 7. Legal Effect

- After necessary legal amendments to the Dangerous Goods (Consignment by Air) (Safety) Regulations ECAR Part 175, ICAO TI Current Edition, and the IATA DGR Current Edition, the abovementioned training requirement will come into legal effect in ARE. Freight forwarders- Air Cargo Agent who fail to comply with the new regulations commit an offence pursuant to Egyptian Civil Aviation Law Article No. 159, and
- Failure to comply with the safe transportation of dangerous goods by air, and on the other hand, consequences of violation of air waybill completion shall be liable to enforcement and sanctions in accordance with Appendix A, after the date of issue of ECAR Part 111.

### 9. Implementation Plan

To allow sufficient time for the freight forwarding industry to provide training for its staff, it is the plan of ECAA DG office to implement the three training requirements in phases. Commencement Notice for Category 3 personnel will be promulgated earlier whereas Commencement Notice for Category 4 & 5 personnel will be promulgated at a later stage. In other words, different grace periods will be allowed and their length will be subject to our periodic review of the progress of training in the industry.

Though a flexible approach will be adopted by ECAA DG office in finalizing the grace period, our initial timetable A-2 is given below, which should serve to provide the industry with a guideline: -

Table A- 2

	<i>Category of Personnel</i>	<i>Implementation Date</i>
(i)	<i>Category 3</i>	31 March 2008
(ii)	<i>Category 4</i>	Mid 2009 (subject to confirmation)
(iii)	<i>Category 5</i>	Mid 2009 (subject to confirmation)

### 11. DG Training Course Recognized

Only the completion of DG training courses with a training curriculum meeting the latest ICAO TI requirement (i.e. currently – specification under Chapter 4 of Part 1 of TI current edition) will be recognized by this ECAA DG office as fulfilling the training requirement. Examples of training courses that are considered as meeting this training requirement are provided in table a-3 below .

Table A-3

	<i>Training Class for</i>	<i>Type of Training</i>
(i)	<i>Category 3</i>	(a) Training course organized by IATA accredited service provider (SP); (b) Training course approved by this ECAA DG office for Category 6 airline and ground handling agents' personnel; or (c) Any other training courses that have separately been vetted and recognized by ECAA DG office as meeting the requirements of ECAA's standards
(ii)	<i>Category 4</i>	(a) Classroom or seminar based training organized by IATA accredited SP + Examination to be attended by candidates in-person organized by SP or Association of Freight Forwarding and Logistics Ltd (EIFFA); or (b) Any other training courses that have separately been vetted and recognized by ECAA DG office as meeting the requirements of ECAA's standards
(iii)	<i>Category 5</i>	(a) Classroom based training organized by IATA accredited service provider (SP) + Examination to be attended by candidates in-person organized by SP; or (b) Any other training courses that have separately been vetted and recognized by ECAA DG office as meeting the requirement .

#### Process to Obtain ECAA's Recognition of DG Training Course as Fulfilling the ICAO Training Requirement

Organizer of training courses for Category 3, 4 or 5 personnel who wishes to obtain ECAA's recognition as fulfilling the ICAO training requirement should submit their application to this ECAA DG Office, The vetting process for an application would normally take 14 working days to complete.

To facilitate the vetting process, all applications should include information on:

#### Training program contents

- (i) Training course curriculum
- (ii) Syllabus of DG program and
- (iii) Instructor guide ;
- (iv) Course material used ;
- (v) Hand-outs
- (vi) Background of training organization;
- (vii) Training facilities and venue;
- (viii) Qualification and experience of DG instructor;
- (ix) Training timetable; and
- (x) Examination arrangement.
- (xi) Training certificate
- (xii) Record Keeping System.

Note: the training curriculum should includes curriculum ,syllabus ,and training course outline for each category of personnel.

#### Recommendation and Reminder

Freight forwarders are strongly recommended to send their Category 3, 4 or 5 staff to attend DG training recognized by this ECAA DG office before the abovementioned implementation date. Freight forwarders are also reminded that DG training of refreshing nature must be taken every 24 months. And all relevant training records or certificates shall be made available upon inspection carried out by authorized officers from the Civil Aviation Department.

Should you have any query about this circular, please contact (Egyptian Civil Aviation Authority Dangerous Goods general directorat