OPERATIONS ADVISORY NOTICE (OAN)		tm Transport Malta
OAN Number: **01/23** **Rev 1**	Issue Date: ==22 May 2023==	Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Centre Triq Pantar Lija LJA 2021 Malta
Subject: **Competency based training and assessment for the safe transport of DG by air.**		

1.0 INTRODUCTION

This OAN provides guidance on ICAO 10147 for operators implementing a competency-based approach to dangerous goods training and assessment for personnel involved in the transport of cargo, mail, passengers and baggage by air.

Dangerous goods training must be in accordance with Commission Regulation No. 965/2012, AMC1 ARO.OPS.200 which refers to ICAO Doc 9284 - Safe Transport of Dangerous Goods by Air. The ICAO 9284 refers to Doc 10147.

==The revised OAN provides an updated Compliance Checklist, to assist the operators in submitting their competency-based training programs for dangerous goods.==

2.0 FUNCTION OF SPECIFIC TRAINING

Operators implementing Competency Based Training and assessment should adapt the generic ICAO competency framework into an adapted competency model based on operator specific requirements.

The competency-based training must concentrate on functions and responsibilities, rather than a job title or job description. This is to ensure that a person is competent to perform the function of their role in compliance with the technical instructions.

Operators shall train their personnel according to the nature of their operations. The operator must determine what training and specific areas their personnel should be trained in, in accordance with the nature of the operation and personnel's role. The depth of training each person receives should be appropriate to the functions performed.

3.0 GENERAL PROCESS

Operators are obliged to submit their training program to the authority (through Centrik application – OM requiring prior approval), to be overseen/ reviewed accordingly.

The training plan shall detail the following:

a) the composition and structure of the course.

b) the syllabus.
c) milestones (if required)
d) modules, training events and their delivery sequence; and
e) the course schedule

The following components are essential to be included in the training content:

1. A training specification that describes the purpose of training, the task list and the requirements that must be fulfilled when designing the training.
2. A competency model adapted from the ICAO competency framework for a given role.
3. An assessment plan providing the process and tools for gathering valid and reliable evidence at different stages during training.
4. A training plan describing the training required to achieve the competencies which includes but is not limited to a syllabus (including KSA, milestones, lesson plans and schedules); and
5. Training & assessment materials and human, material and organizational resources needed to implement training and assessment plans.

Instructions to operators to update their OM-D are listed here below as guidance and ease of reference:

Step 1

Training Needs Analysis

The training program is to determine what are the training needs, specific to the operator's environment and requirements through a training needs analysis. This requires developing a task list and a generic list of tasks and sub-tasks typically performed by personnel performing dangerous goods functions.

Step 2

Develop a training and assessment program

The development of a competency-based training and assessment program. This is done considering the training specifications identified in first phase and will involve:

a) establishing an adapted competency model that addresses the training specification identified in phase 1.
b) designing an assessment plan that will be used to assess the competence of trainees; and
c) designing a training plan that will enable the development and delivery of the training course.

Step 3

Submit OM-D to TM-CAD

OM-D revision is to be submitted iaw the competencies required, syllabus, instructors, approved platforms, duration of course and all related matters to the operator's requirements.

The authority must be provided with access to the CBT training syllabus, exams, any power point presentations and feedback forms.

Step 4

Implementation of Competency-Based Training and Assessment

Implementation of training and assessment program after approval of OM-D from TM-CAD.

Further guidance and components for a competency-based training and assessment program should be adapted from the ICAO competency framework for organisations in the training specification.

Operators are instructed to submit/ re-submit applications, together with the attached compliance checklist for the competency-based training by the 10th of June 2023

<div align="right">Flight Operations Inspectorate</div>