|  |  |
| --- | --- |
| New CAD Logo | 香港特別行政區政府**民航處****Civil Aviation Department**The Government of the Hong Kong Special Administrative Region |

**航空公司及其代理人— 空運危險品培訓需求分析表格Dangerous Goods (DG) Training Needs Analysis Form for Staff Members of Aircraft Operators & Handling Agents**

# 機構名稱 Company Name:

|  |
| --- |
| **培訓需求分析記錄（請填寫此部份）****Training Needs Analysis Record (Please fill in this part)** |
| 注意 Notes:1. 每位僱員可負責列表一（見下頁 ）內不同的職務/工作組合或負責多於一種角色（如適用）。Each employee may be responsible for a mixture of tasks or be responsible for more than one role (if applicable) shown in Table 1 on the next page.
2. 僱主可採用公司內部的培訓政策手冊所列出的特定工作職能的培訓需求（如適用），以代替下列為每位僱員填寫的培訓需求分析記錄。Employers may substitute a training needs analysis record for each employee with an internal training policy manual (as appropriate), describing the training needs for certain job functions.
 |
|  |  | **僱員姓名****Name of Employee** | **僱員角色 (見列表一) Role of Employee****(see Table 1)** |  | **僱員姓名****Name of Employee** | **僱員角色 (見列表一) Role of Employee****(see Table 1)** |  |
|  | 1. | e.g. Chan Tai Man | f | 10. |  |  |  |
|  | 2. | e.g. Wong Ka Man | e, g | 11. |  |  |  |
|  | 3. |  |  | 12. |  |  |  |
|  | 4. |  |  | 13. |  |  |  |
|  | 5. |  |  | 14. |  |  |  |
|  | 6. |  |  | 15. |  |  |  |
|  | 7. |  |  | 16. |  |  |  |
|  | 8. |  |  | 17. |  |  |  |
|  | 9. |  |  | 18. |  |  |  |

**員工角色 Roles (請參閱列表一的職務清單 see Table 1 for the Task List)**

e — 負責收運一般貨物之員工 Personnel responsible for processing or accepting goods presented as general cargo

f — 負責收運危險品貨物之員工 Personnel responsible for processing or accepting DG consignments

g — 負責在倉庫搬運貨物、裝載和卸載集裝器，以及裝載和卸載飛機貨艙之員工 Personnel responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments

h — 負責收運乘客和機組人員的行李、管理登機區和涉及在機場與乘客直接聯繫之員工 Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport

i — 負責策劃飛機裝載之員工 Personnel responsible for the planning of aircraft loading

j — 飛行機組人員 Flight crew

k —飛行運行員和飛行簽派員 Flight operations officers and flight dispatchers

l — 機艙服務員 Cabin crew

m — 負責檢查乘客和機組人員及其行李，以及貨物和郵件之員工 Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail

|  |  |  |
| --- | --- | --- |
| **負責人資料 Responsible Person:** | (姓名 Name) | (職位 Position) |
|  | (電話 Phone) | (電郵 Email) |
|  | (簽署 Signature) |  |

**此列表是為協助僱主進行僱員的培訓需求分析而設，只供參考，不需填寫。 This table aims to assist employers in conducting Training Needs Analysis for employees. It is for reference only, not required to be filled.**

**列表一 培訓需求分析範本** （**參考國際民航組織的「明確界定的員工角色」**）

**Table 1 Training Needs Analysis Template (well-defined roles with reference to the International Civil Aviation Organization)**

## 根據以下的職務清單，為僱員選擇最適合的角色：

Select the most appropriate role(s) for each employee based on the task list below：

|  |  |
| --- | --- |
| **職務／工作 Tasks** | **員工角色 Roles\*** |
| **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** |
| **0. 一般知識及安全培訓（包括範圍、適用性、限制、識別未申報危險品及緊急應變措施等）General awareness and safety training (including scope, applicability, limitations, recognition of undeclared DG and emergency response procedures, etc.)** | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| **3. 收運貨物 Processing/accepting cargo** |
| 3.1 審視危險品的文件（即危險品申報單）Review documentation (i.e. Shipper’s Declaration for DG) | - | Y | - | - | - | - | - | - | - |
| 3.2 審視危險品的包裝、標記及標籤 Review packaging, marks & labels | - | Y | - | - | - | - | - | - | - |
| 3.3 進行及完成危險品收運程序 Conduct and complete DG acceptance procedures | - | Y | - | - | - | - | - | - | - |
| 3.4 收運非危險品貨物（檢查文件及包裝件是否存在未申報危險品的跡象）Process/accept cargo other than DG (check documentation and packages for indications of undeclared DG) | Y | - | - | - | - | - | - | - | Y |
| **4. 裝載前管理貨物 Managing cargo pre-loading** |
| 4.1 策劃裝載危險品貨物（判斷貨物隔離、分隔等要求） Planloading DG cargo (determine segregation, separation, etc. requirements) | - | - | Y | - | Y | - | - | - | - |
| 4.2 預備裝載危險品貨物（檢查包裝件是否存在未申報危險品的跡象、檢查貨物是否有損壞/滲漏、使用集裝器標籤等）Prepare DG cargo load for aircraft (check packages for indications of undeclared DG, check for damage/leakage, apply ULD tags when applicable, etc.) | - | - | Y | - | - | - | - | - | - |
| 4.3 簽發機長通知單 Issue NOTOC | - | - | - | - | Y | - | - | - | - |
| **5. 收運乘客和機組人員的行李 Accepting passenger and crew baggage** |
| 5.1 處理乘客或機組人員的行李（識別禁止上機的危險品等）Process passenger or crew baggage (identify forbidden DG, etc.) | - | - | - | Y | - | - | - | - | Y |
| 5.2 收運乘客或機組人員的行李（核對行李要求、通知機長等）Accept passenger or crew baggage (verify passenger baggage requirements, notify pilot-in-command, etc.) | - | - | - | Y | - | - | - | Y | - |
| **6. 運送貨物/行李 Transporting cargo/baggage** |
| 6.1 裝載飛機（檢查貨物是否存在損壞/滲漏、採用隔離、分隔要求等）Load aircraft (check for damage and/or leakage, apply segregation and separation requirements, etc.) | - | - | Y | - | - | - | - | - | - |
| 6.2 在飛行前及期間管理危險品（應用緊急程序）Manage DG pre- and during flight (apply procedures in the event of an emergency) | - | - | - | - | - | Y | Y | Y | - |
| 6.3 卸載飛機（檢查貨物是否存在損壞/滲漏等）Unload aircraft (check for damage and/or leakage, etc.) | - | - | Y | - | - | - | - | - | - |
| **7. 收集安全數據（報告危險品意外、事故、未申報／錯誤申報危險品及其他事故）Collecting safety data (report DG accidents, incidents, undeclared/misdeclared DG & other occurrences)** | Y | Y | Y | Y | Y | Y | - | Y | Y |

**\*員工角色 Roles**

e **—** 負責收運一般貨物之員工 Personnel responsible for processing or accepting goods presented as general cargo

f **—** 負責收運危險品貨物之員工 Personnel responsible for processing or accepting DG consignments

g **—** 負責在倉庫搬運貨物、裝載和卸載集裝器，以及裝載和卸載飛機貨艙之員工 Personnel responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading aircraft cargo compartments

h **—** 負責收運乘客和機組人員的行李、管理登機區和涉及在機場與乘客直接聯繫之員工 Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas and other tasks involving direct passenger contact at an airport

i **—** 負責策劃飛機裝載之員工 Personnel responsible for the planning of aircraft loading

j **—** 飛行機組人員 Flight crew

k **—**飛行運行員和飛行簽派員 Flight operations officers and flight dispatchers

l **—** 機艙服務員 Cabin crew

m **—** 負責檢查乘客和機組人員及其行李，以及貨物和郵件之員工 Personnel responsible for the screening of passengers and crew and their baggage, cargo and mail