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

**付運人、貨運代理人及其外判商的員工 — 空運危險品培訓需求分析表格**

**Dangerous Goods (DG) Training Needs Analysis Form for**

**Staff Members of Shippers, Freight Forwarders & Sub-Contractors**

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| **機構名稱 Company Name:** |  |
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| **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.

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|  | **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 | c | 11. |  |  |
| 2. | e.g. Wong Ka Man | b, d | 12. |  |  |
| 3. |  |  | 13. |  |  |
| 4. |  |  | 14. |  |  |
| 5. |  |  | 15. |  |  |
| 6. |  |  | 16. |  |  |
| 7. |  |  | 17. |  |  |
| 8. |  |  | 18. |  |  |
| 9. |  |  | 19. |  |  |
| 10. |  |  | 20. |  |  |

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

 a **—** 負責預備危險品貨物之員工 Personnel responsible for preparation of DG consignments

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

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

 d **—** 負責在倉庫搬運貨物以及裝載和卸載集裝器之員工Personnel responsible for handling cargo in a warehouse and loading and unloading unit load devices

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| **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，為每位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： |  |
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|  |  |
| --- | --- |
| **職務／工作Tasks** | **員工角色Roles\*** |
| **a** | **b** | **c** | **d** |
| **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 |
| **1. 分類危險物品Classifying dangerous goods** |
| 1.1 按照分類標準評估物質或物品（確定是否屬於危險品，及是否在所有情況下都禁止運輸）Evaluate substance or article against classification criteria (check if it is DG, and whether forbidden under any circumstances) | Y | - | - | - |
| 1.2 判斷危險品的描述/特性（判斷危險品的類別或項別、包裝等級、聯合國編號等） Determine DG description (determine class or division, packing group, UN number, etc.) | Y | - | - | - |
| 1.3 審視特殊規定Review special provisions | Y | - | - | - |
| **2. 預備托運危險物品Preparing dangerous goods shipments** |
| 2.1 評估包括數量限制在內的包裝選項（考慮各種限制、國家和航空公司差異條款等） Assess packing options including quantity limitations (consider limitations, state and operator variations, etc.) | Y | - | - | - |
| 2.2 運用適當包裝（考慮包裝說明的限制、選擇適當的包裝物料等） Apply packing requirements (consider constraints of packing instructions, select appropriate packaging materials, etc.) | Y | - | - | - |
| 2.3 運用適當標記及標籤Determine and apply marks and labels | Y | - | - | - |
| 2.4 評估合成包裝的使用情況 Assess use of overpacks | Y | - | - | - |
| 2.5 預備危險品的文件 Prepare documentation | 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 | - | - |
| **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） Plan loading DG cargo (determine segregation, separation, etc. requirements) | - | - | - | 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、檢查貨物是否存在損壞/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 |
| **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 |

**\*員工角色Roles** a **—** 負責預備危險品貨物之員工 Personnel responsible for preparation of DG consignments b **—** 負責收運一般貨物之員工 Personnel responsible for processing or accepting goods presented as general cargo c **—** 負責收運危險品貨物之員工 Personnel responsible for processing or accepting DG consignments  d **—** 負責在倉庫搬運貨物以及裝載和卸載集裝器之員工Personnel responsible for handling cargo in a warehouse and loading and unloading unit load devices |