



STATEMENT OF WORK

IATA –DANGEROUS GOODS (DG) Instructor Based Category 6 and 10 Courses in Support of the Heavy Airlift Wing

Pápa Air Base, Hungary

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1. General Information on the NATO Support Agency

1.1 The mission of the NATO Support and Procurement Agency (NSPA) is to provide responsive, effective and cost-efficient logistics support services for systems and operations. This support is provided – in times of peace, crisis and war, wherever required – to the NATO Alliance nations, the NATO Military Authorities and partner nations, both individually and collectively. The objective is to maximize the ability and flexibility of armed forces, contingents, and other relevant organizations to execute their core mission, in line with guidance provided by the North Atlantic Council (NAC).

2. General Information on IATA

2.1 The International Air Transport Association (IATA) is the trade association for the world's airlines, representing some 290 airlines or 82% of total air traffic. IATA supports many areas of aviation activity and help formulate industry policy on critical aviation issues. IATA trains thousands of aviation professionals and businesses each year with a commitment to developing careers and a workforce that makes their industry safe, secure, and sustainable.

2.2 The IATA Dangerous Goods Regulations (DGR) is the trusted source to help to prepare, handle or accept dangerous goods shipments by air. Recognized by the global airline industry for 60 years, the DGR is the most complete, up-to-date, and user-friendly reference enabling to ensure shipments are compliant with the latest regulations

3. General Description of the Requirement of the Certificate

3.1 According to the Strategic Airlift Capability Concept of Operation, the Heavy Airlift Wing will have the availability to carry Hazardous Material (HAZMAT) to include all types of conventional military weapons in accordance with IATA guidance. The air transportation of the Hazardous Materials can be restricted and personnel handling Hazardous Material need to possess a valid certification in order to certify the shipment. All Heavy Airlift Wing members who are involved in the handling Hazardous Cargo has to be trained on different type of IATA Dangerous Goods transportation.

3.2 The IATA Category 6 certificate is needed in support of the HAW Logistics Squadron Aerial Port experts to ensure that the subject matter experts are able to read and apply the regulations for the transport of dangerous goods by air. These regulations include legal requirements, operational restrictions, packaging instructions, marking, labeling, and documentation to ensure the safe transportation of these goods. The competencies gained during the course help to accept, handle and process shipments containing dangerous goods according to the current edition of the IATA Dangerous Goods Regulations (DGR) manual.

3.3 The IATA Category 10 certificate is needed in support of the HAW Heavy Airlift Squadron pilots and loadmasters and the HAW Command and Control Squadron Flight dispatchers so that they have the knowledge of the regulations for the transport of dangerous cargo and the impact these goods may have on the safety of a flight.

4. Specific Description of the Requirement

4.1 IATA Category 6 – Ever since the IATA Category 6 residence course was first provided to the Aerial Port (AP) section of the Logistics Support Squadron (LSS), they have had planning difficulties with operating the unit while their members were away attending the course at the facility of the schoolhouse. The IATA certified in-house training shall provide the flexibility to the AP section to have their personnel support operations while part of the section is trained on IATA Category 6.

This course shall be based on the latest edition of the International Air Transport Association (IATA) DGR Manual.

4.2 IATA Category 10 – The Computer Based Training (CBT) online IATA Category 10 training has proven to be insufficient for obtaining the required level of expertise considering IATA Dangerous Goods Regulations (DGR) amongst the Heavy Airlift Wing (HAW) aircrew. In the preceding two years there have been multiple occasions when the correct handling procedures were not completely known or were not fully followed by either the C-17 aircrew or the handlers. In order to prevent the reoccurrence of incomplete usage of handling procedures, the training requirement of dangerous goods shall be changed to an additional in-house training at Papa Air Base (PAB) in Hungary so as to be able to support and provide the best knowledge and training to the HAW members. Aircrew shall receive training on IATA DGR delivered by an IATA certified service provider to the required level of expertise and will need to complete a written test at the end of the two-day course.

This course shall be based on the latest edition of the International Air Transport Association (IATA) DGR Manual.

5. HAW Annual Training Weeks

5.1 IATA Category 6 course for HAW Supply Technicians and Aerial Port Technicians. Number of participants: up to 20 personnel. Duration of course: five days (eight hours excluding breaks each day). Fridays shall be considered and planned as not more than half days of training by service provider.

5.2 IATA Category 10 course for HAW loadmasters and C2 dispatchers. Number of participants: up to ten (10) personnel. Duration of course: two days (eight hours excluding breaks each day).

5.3 The location will be at Pápa Air Base in Hungary in Building 3 during the designated annual HAW training weeks.

5.4 The dates of the courses shall be provided in writing no later than 15. November of the preceding year.

6. General Specifications

6.1 Instructor Based Training (IBT) Courses “Transportation of Dangerous Substances by Air” conducted by Contractor on-site at PAB:

Aerial Porter training IAW Category 6 (IATA table 1.5.A);

Loadmaster training IAW Category 10 (IATA table 1.5.A);

The demand for Computer Based Training remains as the Heavy Airlift Squadron (HAS) newcomers will complete IATA Computer Based Training. Required dates of training service: an IATA 6 along with an IATA 10 course to be conducted during a HAW training week as prior communicated by NSPA in accordance with Part 3 above.

7. Training Facility and Use of Contractor IT Equipment

7.1 Training courses shall be conducted at PAB in Hungary. The theoretical training shall in principle be classroom type, IATA Category 6 type practical training will be taught at specified locations with prior coordination with the LSS Aerial Port section. The HAW training managers will be responsible to book the most suitable rooms before the training starts.

Suitable rooms are equipped with PC, projector and a flipchart and/or white board made available by NSPA. When using NSPA facilities the trainers' support material (e.g. power point presentations) must be burnt on CD-ROM beforehand for security reasons; use of non-NSPA memory sticks is not authorized. Laptops may be used provided they are not connected to the network. Use of other equipment (video camera, specific software, internet, etc.) requires prior authorization from the NSPA Security Office. HAW training managers will be responsible to book the rooms in support of the IATA instructor-driven courses.

Contractor shall request at minimum six (6) weeks prior to the planned training to allow timely coordination by the NSPA Contract Technical Representative.

8. Working hours

8.1. All in-house activities shall be conducted within the HAW normal 40-hour working week, i.e. 07.30-16 00 from Monday to Thursday, and 07.30-14.30 on Fridays.

9. Course Syllabus

9.1 Course syllabus of the current IATA instructor-driven course will be prior coordinated by the customer in order to tailor the content to their needs. Course content will be 8 hours per day (excluding lunchtime).

10. Course Material

10.1 Course materials shall be provided by the service provider. Loadmasters needed course materiel in iPad, but Aerial Porter personnel still needs hard copies. The Logistics Support Squadron needs five (5) IATA hard copy books at the start of each Calendar Year. After course completion the LSS Aerial Port section will need the course syllabus and the course material on CDs.

10.2 The course must be certified by IATA, the course has to provide training certificates and it has to include hand out printed training materials.

11. Language

11.1 Training shall be conducted in the English language. Nominated trainer(s) must be fluent in English as per the NATO STANAG 6001 standard level 3.3.3.3.

12. Examination and Certification

12.1 Course Participants are required to take a written examination on an individual basis (e.g. re-sit an exam or take a re-registration exam without refresher training). Candidates, having successfully passed the exam, shall be presented certificate. Certificate shall be valid for two Years from the date of issue.

Certificates shall be provided no later fifteen working days after successful completion of exam.

13. Other – Trainer/Instructor Qualifications and Competencies

13.1 Contractor will propose IATA Certified trainers only, having the knowledge and experience level as stipulated in the Appendix H of this course shall be based on the latest edition of the International Air Transport Association (IATA) DGR Manual —Training Provisions under the Competency-based Training Approach – para H2.2.6 “Trainer/Instructor Qualifications and Competencies”

13.2 The proposed trainers shall have updated knowledge of local State Civil Aviation Dangerous Goods Regulations and proof of approval as dangerous goods instructor by the State of the Operator if required by the State of Operator, according to para H2.2.6 (f) of the Appendix H of this course shall be based on

the latest edition of the International Air Transport Association (IATA) DGR Manual.

Annex A: Minimum IATA Requirements for DGR Training Curricula

TABLE 1.5.A
Minimum Requirements for Training Curricula (1.5.2)

Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum	Shippers and packers		Freight forwarders			Operators and ground handling agents						Security screeners
	Category											
	1	2	3	4	5	6	7	8	9	10	11	12
General philosophy	X	X	X	X	X	X	X	X	X	X	X	X
Limitations	X		X	X	X	X	X	X	X	X	X	X
General requirements for shippers	X		X			X						
Classification	X	X	X			X						X
List of dangerous goods	X	X	X			X				X		
General packing requirements	X	X	X			X						
Packing instructions	X	X	X			X						
Labelling and marking	X	X	X	X	X	X	X	X	X	X	X	X
Shipper's Declaration and other relevant documentation	X		X	X		X	X					
Acceptance procedures						X						
Recognition of undeclared dangerous goods	X	X	X	X	X	X	X	X	X	X	X	X
Storage and loading procedures					X	X		X		X		
Pilots' notification						X		X		X		
Provisions for passengers and crew	X	X	X	X	X	X	X	X	X	X	X	X
Emergency procedures	X	X	X	X	X	X	X	X	X	X	X	X

CATEGORY

1. Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing dangerous goods as Company Materials (COMAT)
2. Packers
3. Staff of freight forwarders involved in processing dangerous goods
4. Staff of freight forwarders involved in processing cargo or mail (other than dangerous goods)
5. Staff of freight forwarders involved in the handling, storage and loading of cargo or mail
6. Operator's and ground handling agent's staff accepting dangerous goods
7. Operator's and ground handling agent's staff accepting cargo or mail (other than dangerous goods)
8. Operator's and ground handling agent's staff involved in the handling, storage and loading of cargo or mail and baggage
9. Passenger handling staff
10. Flight crew members, loadmasters, load planners and flight operations officers/flight dispatchers
11. Crew members (other than flight crew members)
- △ 12. Security staff who deal with the screening of passengers and crew and their baggage and cargo or mail, e.g. security screeners, their supervisors and staff involved in implementing security procedures.