



Course Schedule 2010/2011

PETER EAST ASSOCIATES 504 Centennial Park Centennial Avenue
Elstree Hertfordshire WD6 3FG
Tel +44 (0)20 8953 6721 Fax +44 (0)20 7998 8798
info@petereast.com www.petereast.com

Carriage of Dangerous Goods by Air

Certification Course (3 days) Revalidation Course (1 or 2 days)

This course will equip delegates with the knowledge and practical skills to prepare shipments of dangerous goods correctly for transport by air. The course features exercises, real-life examples and encourages delegate participation. The course is fully approved in the UK by the Civil Aviation Authority (CAA) and concludes with an open book exam. Successful delegates receive a certificate of competence, valid for two years, after which they must revalidate their qualification. These courses do not cover radioactive material (Class 7).

Delegates will learn how to:

- Locate key information in the Dangerous Goods Regulations
- Correctly package and label a shipment
- Complete the shipper's declaration
- Check shipments for full compliance with the regulations

The certification course is offered as a three-day package and the revalidation course as a one or two-day package, depending upon delegate needs. It is also possible for delegates to attend the three-day certification course to revalidate. The one-day revalidation course is intended for staff already working frequently with the regulations, and we strongly recommend the two-day revalidation course for delegates who do not use the regulations frequently, or for those looking for a more in-depth review.

Fee Certification

£415 + VAT / €575 + VAT 3-day course

Revalidation

£275 + VAT / €385 + VAT 1-day course

£350 + VAT / €495 + VAT 2-day course

COURSE DATES 2010/2011

3 Day Certification Course

1 or 2 Day Revalidation Course

Heathrow	11-13 January 2010
East Midlands	11-13 January
Heathrow	1-3 February
Luton	8-10 February
Southampton	15-17 February
Dublin	22-24 February
Heathrow	1-3 March
Glasgow	1-3 March
Stansted	8-10 March
Birmingham	15-17 March
Northampton	22-24 March
Elstree, Herts	29-31 March
Heathrow	12-14 April
East Midlands	12-14 April
Gatwick	19-21 April
Manchester	19-21 April

Heathrow	14 January 2010
East Midlands	14-15 January
Heathrow	4 February
Luton	11-12 February
Southampton	18-19 February
Heathrow	18-19 February
Heathrow	4 March
Stansted	11-12 March
Birmingham	18-19 March
Northampton	25-26 March
Heathrow	15 April
Gatwick	22-23 April
Manchester	22-23 April

Course Dates 2010/2011 cont'd

3 Day Certification Course

Heathrow	4-6 May
Luton	10-12 May
Dublin	10-12 May
Liverpool	17-19 May
Heathrow	7-9 June
Stansted	7-9 June
Southampton	14-16 June
East Midlands	21-23 June
Heathrow	5-7 July
Birmingham	12-14 July
Stansted	19-21 July
Heathrow	2-4 August
Heathrow	6-8 September
Dublin	6-8 September
Northampton	13-15 September
Elstree, Herts	13-15 September
Stansted	20-22 September
Cardiff	20-22 September
Southampton	27-29 September
Heathrow	4-6 October
Manchester	11-13 October
Glasgow	11-13 October
East Midlands	18-20 October
Gatwick	25-27 October
Heathrow	1-3 November
Birmingham	8-10 November
Luton	15-17 November
Southampton	22-24 November
Heathrow	6-8 December
Dublin	6-8 December
Stansted	13-15 December
Northampton	13-15 December
Heathrow	10-12 January 2011
East Midlands	10-12 January
Heathrow	7-9 February
Stansted	7-9 February
Luton	14-16 February
Southampton	21-23 February
Heathrow	7-9 March
Glasgow	7-9 March
Manchester	14-16 March
Stansted	21-23 March
Northampton	28-30 March

1 or 2 Day Revalidation Course

Heathrow	7 May
Luton	13-14 May
Heathrow	10 June
Stansted	10-11 June
Southampton	17-18 June
East Midlands	24-25 June
Heathrow	24-25 June
Heathrow	8 July
Birmingham	15-16 July
Stansted	22-23 July
Heathrow	5 August
Heathrow	9 September
Northampton	16-17 September
Stansted	23-24 September
Heathrow	23-24 September
Heathrow	7 October
Manchester	14-15 October
East Midlands	21-22 October
Gatwick	28-29 October
Heathrow	4 November
Birmingham	11-12 November
Luton	18-19 November
Heathrow	18-19 November
Southampton	25-26 November
Heathrow	9 December
Dublin	9-10 December
Stansted	16-17 December
Northampton	16-17 December
Heathrow	13 January 2011
East Midlands	13-14 January
Heathrow	10 February
Luton	17-18 February
Southampton	24-25 February
Heathrow	24-25 February
Heathrow	10 March
Manchester	17-18 March
Stansted	24-25 March
Northampton	31 March-1 April

Carriage of Dangerous Goods by Road (2 days)

Carriage of Dangerous Goods by Sea (2 days)

Carriage of Dangerous Goods by Road & Sea (2 days)

There are important differences between the ADR regulations for road transport and the IMDG regulations for sea transport. Choose the focused road or sea courses for staff needing specific, detailed knowledge, or choose the combined course for those requiring an overview of both modes.

Should you want advice on which course is the most suitable for your requirements, please contact us.

Whichever you choose, delegates will learn how to:

- Understand the legal framework for the carriage of dangerous goods
- Locate basic information in ADR and / or IMDG manuals
- Prepare a package for shipment
- Correctly mark and label the package
- Complete the Dangerous Goods Note
- Appreciate the requirements relating to vehicles and drivers carrying dangerous goods by road

Road

Dates

23-24 March 2010	Heathrow
2-3 June	Elstree, Herts
19-20 October	Heathrow
1-2 December	Elstree, Herts
22-23 March 2011	Heathrow

Sea

Dates

25-26 March 2010	Heathrow
13-14 July	Heathrow
16-17 November	Heathrow
24-25 March 2011	Heathrow

Road & Sea

Dates

9-10 February 2010	Heathrow
4-5 March	Glasgow
9-10 March	East Midlands
12-13 April	Southampton
27-28 April	Manchester
11-12 May	Heathrow
20-21 May	Liverpool
27-28 July	Stansted
28-29 September	Heathrow
12-13 October	East Midlands
26-27 October	Southampton
2-3 November	Heathrow
23-24 November	Manchester
7-8 December	Stansted
15-16 February 2011	Heathrow
8-9 March	East Midlands
29-30 March	Southampton

Fee £375 + VAT / €520 + VAT

Fee £375 + VAT / €520 + VAT

Dangerous Goods Familiarisation (1 day)

NEW COURSE

This course gives an ideal introduction to the regulations for the carriage of dangerous goods and is a good basis for progressing to other courses.

Delegates will learn to:

- Have an awareness of the regulations for the different modes of transport
- Understand the classes, packing groups and UN numbers
- Recognise labels used for dangerous goods packages
- Be aware of the documentation requirements

Dates 13 May 2010 Heathrow
4 November Heathrow

Fee £235 + VAT / €330 + VAT

Carriage of Diagnostic and Infectious Substances by Air

Certification & Revalidation Course (1 day)

"What is the difference between a Category A and a Category B infectious substance?" is just one of the many vital questions answered by this course. In addition, we cover the numerous changes in regulations for these types of shipments in recent years.

Delegates will learn about:

- Classification of Category A and Category B infectious substances
- Packaging infectious substances / diagnostic specimens and dry ice
- Patient specimens
- Marking and labelling
- Completing the documentation
- Checking shipments

The course is fully CAA approved and IATA endorsed.

Dates 9 February 2010 Heathrow
18 May Elstree, Herts
23 November Elstree, Herts

Fee £295 + VAT / €405 + VAT

Carriage of Radioactive Material by Air

Certification & Revalidation Course (2 days)

This course will enable delegates to deal confidently with all aspects of the transport of radioactive material by air. We deal with the "mystery" surrounding radioactive material and encourage discussion, whilst offering practical exercises aimed at providing delegates with the skills and knowledge to offer and check such shipments for transport.

Delegates will learn to:

- Locate key information in the IATA Dangerous Goods Regulations
- Correctly package a shipment
- Correctly label a package
- Complete the shipper's declaration
- Check shipments for full compliance with the regulations
- Confidently apply the regulations to their jobs

The course (which is run in association with Training Team) is fully approved in the UK by the Civil Aviation Authority, and concludes with an open book validation. Successful candidates receive a certificate of competence, valid for two years, after which they must revalidate their qualification.

Dates	21-22 January 2010	Gatwick
	18-19 March	Manchester
	25-26 March	Heathrow
	20-21 May	Gatwick
	22-23 July	Heathrow
	23-24 September	Gatwick
	21-22 October	Manchester
	25-26 November	Heathrow

Fee £375 + VAT / €520 + VAT

49 CFR – US Department of Transportation - Hazardous Materials (Dangerous Goods) Regulations (2 days)

Many companies are involved in the transport of dangerous goods with the USA – where the relevant legislation is 49 CFR (Code of Federal Regulations for Transportation) – but may not be familiar with the significant differences between 49 CFR and other international regulations such as IATA and IMDG.

Exporters, importers, shipping lines, airlines, forwarders or couriers shipping to or through the USA have to comply with 49 CFR. In these times of heightened international security, failure to comply with all the relevant regulations can lead to frustrating delays in transport and potentially massive fines for you and your customers.

Delegates will learn about:

- The legislative framework, including the Department of Transportation, Department of Labor, Occupational Safety & Health Administration and the Environmental Protection Agency
- The laws – how regulations are enacted
- Enforcement – the enforcing organisations and the protocol after a violation
- The Regulations – 49 CFR in practice
- Safety – Emergency Response Requirements and Hazardous Materials (HM) Incident Reporting
- Security – the practical links between homeland security and HM transportation
- Legal and regulatory developments – what is new and what is proposed

At the end of the course delegates will:

- Have a basic understanding of the regulations
- Be able to locate information within 49 CFR and be aware of sources of additional assistance for interpreting the information
- Be able to market dangerous goods to the United States with an understanding of other workplace safety regulations which may have an impact on their operations

Dates 8-9 June 2010

Elstree, Herts

Fee £495 + VAT / €720 + VAT (includes a copy of 49 CFR)

Carriage of Lithium Batteries by Air, Road & Sea

NEW COURSE

Certification & Revalidation Course (2 days)

This specialised course looks specifically at lithium batteries both ion and metal. There has been an increase in the transport of lithium batteries which are used in a wide variety of goods including phones, laptops, measuring equipment and cars. With the increase in transport has come an increase in the number of incidents involving lithium batteries and there have been frequent changes to the legislation in recent years. This course covers these changes and will ensure that delegates are able to transport lithium batteries by air, road and sea in accordance with the regulations.

Delegates will learn about:

- Hazard classes and proper shipping names
- Classification of lithium batteries
- Marking and labelling a shipment
- Packaging requirements
- Completion of documentation
- Part 1 and Part 2 batteries
- Special provisions
- Limited Quantities
- Checking of shipments

The course is fully approved in the UK by the Civil Aviation Authority for the air module, and concludes with an open book validation. Successful candidates receive a certificate of competence, valid for two years, after which they must revalidate their qualification.

Dates 16-17 March 2010 Heathrow
5-6 October Elstree, Herts

Fee £395 + VAT / €545 + VAT

Dangerous Goods Safety Adviser (5 days)

Many companies involved in the transport of dangerous goods require a qualified Dangerous Goods Safety Adviser (DGSA). The function of the DGSA is to monitor and advise on compliance with the regulations and to prepare an annual report.

The course (run in association with Cargo Training International and Training Team) prepares delegates for the DGSA exams, which are administered by the Scottish Qualification Authority (SQA) and held at various centres across the UK.

We prepare candidates for Core, Road and All Classes papers and include mock papers as part of the course. The pass rate of our delegates exceeds the national average.

At the end of the course delegates will:

- Understand the legal framework for the carriage of dangerous goods
- Be fully aware of the scope of the DGSA legislation
- Have a full understanding of the duties of the DGSA including:
 - Training
 - The annual report
 - Incident reporting
- Be able to recognise the legal status of being a DGSA
- Be able to develop some basic strategies for resolving 'typical' DGSA problems
- Have any other DGSA related questions answered

Dates	1-5 March 2010	Heathrow
	1-5 March	Manchester
	7-11 June	Heathrow
	13-17 September	Heathrow
	13-17 September	Manchester
	29 November-3 December	Heathrow

Fee £925 + VAT / €1295 + VAT

Air Cargo Security

Aviation Security training has been a mandatory requirement for shippers, forwarders, drivers/couriers, packers, airline staff, handling agents and others for many years. In the Autumn of 2008 the Department for Transport (DfT) introduced a new syllabus for Air Cargo Security Training. Levels 4, 1, 2 & 3 have been replaced with Levels A to G. A chart showing how the new levels of training correspond with the old levels is available on our website along with a more detailed explanation of how the new levels work.

All the courses we offer are approved by the DfT. From the introductory module (Level A), through to security manager training (Level G), our courses are conducted in an interactive style, encouraging discussion and in particular raising awareness of the risks associated with complacency. Once the training is complete delegates receive a certificate and training record which is valid for two years. After this, delegates must undertake refresher training to keep their qualification valid.

DfT Level A **General Awareness** (½ day)

(formerly Level 4)

Fee £95 + VAT / €135 + VAT

DfT Level B **Drivers** (½ day)

(formerly Level 4 for drivers)

Fee £95 + VAT / €135 + VAT

DfT Level D **Handling/Preparation of Cargo (excl. X-ray)** (1 day)

(formerly Level 1)

Fee £265 + VAT / €370 + VAT

DfT Level F **Supervisors** (1½ days)

(formerly Level 2)

Fee £315 + VAT / €440 + VAT

DfT Level G **Managers** (2 days)

(formerly Level 3)

Fee £375 + VAT / €530 + VAT

Course Dates 2010/2011

Location	Level A/B	Level D	Level F	Level G
Heathrow	26 Jan 2010	26 Jan	26-27 Jan	26-27 Jan
Heathrow	16 Feb			
Stansted	23 Feb	23 Feb		
Heathrow	30 March	30 March	30-31 March	30-31 March
Heathrow	20 April			
Manchester	11 May	11 May		
Heathrow	25 May	25 May	25-26 May	25-26 May
Heathrow	22 June			
Heathrow	27 July	27 July	27-28 July	27-28 July
Heathrow	17 August			
Stansted	14 Sept	14 Sept		
Heathrow	28 Sep	28 Sept	28-29 Sept	28-29 Sept
Heathrow	19 Oct			
Manchester	9 Nov	9 Nov		
Heathrow	16 Nov	16 Nov	16-17 Nov	16-17 Nov
Heathrow	14 Dec			
Heathrow	25 Jan 2011	25 Jan	25-26 Jan	25-26 Jan
Heathrow	22 Feb			
Heathrow	22 March	22 March	22-23 March	22-23 March

In-House Courses

All our open courses are available in-house. However, if you have not yet found the course that meets your requirements in this brochure, we also offer a number of additional courses available in-house only. Here is a summary of those most frequently requested.

Air Cargo Security - Hand Search and X-Ray Module (1 day)

In addition to our air cargo security courses listed previously, we arrange training in the hand search and x-ray module through our association with a specialised training consultancy. For the x-ray module, the training, is always held at the client's premises and is divided between classroom based sessions and practical exercises using the client's x-ray equipment.

Carriage of Dry Ice by Air (1 day)

This course will cover all you need to know to ship dry ice together with clinical trial specimens (UN 3373) or with other non-dangerous goods such as food. It will cover the packing, labelling, marking and documentation required. We can adapt the course to cover the particular modes of transport that are of interest to you.

Dangerous Goods Awareness for Packers (1 day)

This is a practical course built around your products. At the end of the course, delegates know how to pack the products for air, road and sea transport. We also cover the limited quantities rules that can save a great deal on packaging costs. The training is divided between a classroom session and practice in packing your products.

Aircraft ULD Preparation (1 day)

A badly packed pallet can damage the aircraft and will also delay the shipment. In this one-day course we explain the principles of aircraft ULD preparation, explaining how to build pallets, the weight and dimension restrictions and the differences in aircraft cargo doors. At the end of the course, delegates will have a good understanding of all the issues and the calculations they need to make to prepare a ULD.

Awareness Training in the Carriage of Dangerous Goods by Air (1 day)

This course is an essential introduction to the air regulations covering the classes, packing groups and dangerous goods list, as well as marking and labelling. It is tailored to cover the dangerous goods you ship and there are optional extension modules, which cover the ADR and IMDG regulations. For airlines, we also offer Category 8 and Category 9 training.

Carriage of Excepted Quantities by Air, Road and Sea (1 day)

Are you shipping “small” quantities of dangerous goods? There are procedures in the regulations offering options for shipment of certain classes and small quantities of dangerous goods. These can be of considerable benefit to shippers who fall within these categories.

The course is fully approved in the UK by the Civil Aviation Authority and provides delegates with the skills and knowledge to ensure full compliance with the regulations, whilst also benefiting from the advantages of shipping dangerous goods in excepted quantities.

Interpreting and Understanding Safety Data Sheets (1 day)

Safety Data Sheets are an essential part of the safe transport of dangerous goods. They contain all the relevant information necessary to comply with COSHH and CHIP. Delegates will learn: what is a Safety Data Sheet; when a Safety Data Sheet is required; how to comply with COSHH and CHIP regulations. The course will also include a brief introduction to the Health & Safety Executive’s COSHH Essentials.

Other Courses

We have considerable additional expertise available to you in most aspects of the transport, safety and security fields. We design individual courses and would be happy to develop one specifically for your company. Please call us to discuss your needs further.

Overseas Courses

All our courses are available overseas. We tailor our courses to the needs of the client and, if necessary, have our material translated. In the last year we have trained in locations as diverse as Angola, Uganda, the USA, Gambia, India, Italy and Malta. Another option is to send your delegates to the UK – our training is usually at a location close to an airport.

In Nigeria our exclusive agent is Sydney Gateway Ltd through which we have Nigerian Civil Aviation Authority accreditation for Carriage of Dangerous Goods by Air training. Sydney Gateway can arrange for any Peter East course to be delivered locally. Please contact Mr Obi Nebedum (info@sydneygateway.com) for the latest information or visit their website www.sydneygateway.com.

Training in Ireland

We also lead training courses in Ireland and have Irish Aviation Administration accreditation for our Carriage of Dangerous Goods by Air training. Clients in Ireland can contact us on our Dublin number (01) 679 2900. Please check our website for more details.

International Trade Courses

Through our partnership with a specialised International Trade Training consultancy, we are able to offer a number of international trade courses in-house.

Export Documents Explained (1 day)

NEW COURSE

This course looks at what export documents do and why they are so crucial. Delegates will be given an overview of the wide range of export documents and an understanding of the type of information that should be included on each. The documents covered will include invoices (pro-forma, commercial and shipping), certificates of origin, certificates of insurance, collection form and sight draft.

The Revision of Incoterms (1 day)

NEW COURSE

This course, which will be available from Autumn 2010, will look at the ICC's revision of Incoterms, which is expected to come into force on 1 January 2011. These standard trade definitions show how function, cost and risk are divided between buyer and seller and are used internationally. The rules are fundamental for traders, carriers, forwarding agents and all those involved in international trade.

Introduction to Customs for Exporters and Importers (1 day)

NEW COURSE

This course will help those involved in both exporting and importing understand the function of Customs, Excise and VAT and where to go for Customs information. The course will look at how to deal with goods moving over three VAT territories (domestic, EC and the rest of the world) as well as vital information which must be given to a freight forwarder. Delegates will also learn ways to avoid paying duty through use of specialised Customs regimes.

Letters of Credit and Export Payments (1 day)

NEW COURSE

This course is suitable for those needing a working knowledge of letters of credit and other methods of export payments. The course will include practical examples of letters of credit and what to look for. Delegates will learn the importance of using the ICCs Uniform Customs and Practice for Documentary Credits and Uniform Rules for Collections.

Air Shipper

Air Shipper is a dangerous goods regulations manual aimed specifically at shippers. It is an alternative to the IATA dangerous goods regulations and is based on the ICAO Technical Instructions. It is set out in the same order as both the ADR and the IMDG which makes it very user friendly. Peter East Associates will be introducing Air Shipper selectively throughout 2010 as a training manual and will also be distributors of the publication. For more information about training with Air Shipper or to order a copy please contact the office.

Consultancy

Peter East Associates has a consultancy division that advises companies on issues relating to the carriage of dangerous goods and air cargo security. Recent projects include the preparation of a CD for training purposes, advice on compliance issues, practical steps on how to package dangerous goods and preparation of a procedures manual. All consultancy projects are treated in confidence.

Compliance check

Are you facing a growing challenge to stay on top of what seem to be frequent changes in transport regulations? Are more and more of the products you handle affected by stringent requirements that could be expensive to ignore? Are you unsure of the Dangerous Goods Safety Adviser legislation? Do you think you can make use of the limited quantity provisions?

If these sound like familiar issues, Peter East Associates now offers a unique consultancy service that draws on some of the most experienced people in the business.

Available throughout the UK and Ireland, one of our qualified Dangerous Goods Safety Advisers will visit and discuss with you the compliance, training and legal issues relating to dangerous goods, air cargo security and other matters of interest to your company. These might cover the transport of dangerous goods as well as the impact of CHIP or COSHH regulations, but can also extend to other areas such as operational or soft skills training. Having identified your needs (if any), we will then discuss, develop and implement, if required, the agreed recommendations.

Dangerous Goods Safety Adviser Service

Many companies involved with dangerous goods are under a legal obligation to appoint a Dangerous Goods Safety Adviser (DGSA). With several qualified DGSAs, Peter East Associates can act as consultant DGSA for companies who do not wish to appoint someone internally.

Our DGSA service offers complete flexibility to give cover for as little as a few months while someone gets qualified, as sickness or maternity cover or as an annual renewable contract. We can provide cover for single site companies or those based in a number of locations.

We offer a full DGSA service where we fulfil all the legal requirements of the DGSA, advising, preparing the annual report and generally assisting with dangerous goods issues. Alternatively we also offer a DGSA e-mail reach-back service where we can respond to any queries you may have. This service is ideal for companies needing support for an in-house DGSA or who do not require a full DGSA service. The reach-back service can be supplemented with other DGSA services such as preparation of the annual report and site visits at an extra cost.

CD Media Training

CD Media Training Ltd (CDMT) has been formed by three of the UK's leading Dangerous Goods Training Schools, including Peter East Associates, to recognise the technological developments in the field of computer based training. Their first training CD, 'An Introduction to Dangerous Goods', is a basic but vital introduction to the rules and regulations covering the transport of dangerous goods by the main modes of transport. It is suitable for staff at all levels and includes a glossary of technical terms. The CD takes about 30 minutes to complete and concludes with a multiple-choice test completed interactively. For further information please visit www.cdmediatraining.com.

General Security Awareness Training – Gsattraining.net

The Department for Transport (DfT) Direction (12j) states that all staff who require access to the Restricted Zone (that is who require an airside staff pass) must first undertake General Security Awareness Training (GSAT) run by a DfT approved training provider. CDMT have produced a DfT approved GSAT training programme which is specifically designed for the internet. It is divided into two modules and is short and easy to use. The course features professional film sequences, pictograms, on-screen text to emphasise key points and a glossary of abbreviations and technical terms. At the end of the course, there is a multiple choice test. Full details of the training can be found at www.gsattraining.net.

www.petereast.com

Our website has details of all our courses, dates and venues. We have dangerous goods and air cargo security updates, frequently asked questions and from time to time special offers and competitions. We also announce additional courses on our website, and tell you about other events, such as conferences and exhibitions.

Please take a look at our website on a regular basis – we keep it up-to-date, and it has a lot of information that does not appear in this brochure.

TO BOOK ANY OF OUR COURSES
please call us on +44 (0)20 8953 6721
visit our website www.petereast.com
or send us an email info@petereast.com

General Information & Booking Conditions

- All fees are payable in advance of the course date. We send out joining instructions and invoices approximately one month before the course.
- Cheques should be made payable to Peter East Associates Ltd.
- Peter East Associates Ltd reserves the right to postpone or cancel any course or seminar.
- Peter East Associates Ltd accepts no liability for any hotel or travel expenses if a course is cancelled due to the unavailability of the course presenter arising from his/her sickness or other invalidity or the unavailability of the course venue for reasons beyond the reasonable control of Peter East Associates Ltd.
- Unless otherwise stated, hotel costs are the responsibility of the individual and are payable direct to the hotel.
- No refund will be made for cancellations received less than two weeks before the start of the course.
- Our VAT registration number is GB 710 221 307

PETER EAST ASSOCIATES 504 Centennial Park Centennial Avenue
Elstree Hertfordshire WD6 3FG
Tel +44 (0)20 8953 6721 Fax +44 (0)20 7998 8798
info@petereast.com www.petereast.com