



Course Schedule 2011/2012

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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

£445 + VAT / €575 + VAT 3-day course

Revalidation

£295 + VAT / €385 + VAT 1-day course

£375 + VAT / €495 + VAT 2-day course

COURSE DATES 2011/2012

3 Day Certification Course

Heathrow	10-12 January 2011
East Midlands	10-12 January

Heathrow	7-9 February
Stansted	7-9 February
Luton	14-16 February
Dublin	21-23 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

Heathrow	4-6 April
Birmingham	11-13 April
Gatwick	11-13 April

1 or 2 Day Revalidation Course

Heathrow	13 January 2011
East Midlands	13-14 January

Heathrow	10 February
Luton	17-18 February
Dublin	22-23 February
Southampton	24-25 February
Heathrow	24-25 February

Heathrow	10 March
Glasgow	10-11 March
Manchester	17-18 March
Stansted	24-25 March
Northampton	31 March-1 April

Heathrow	7 April
Birmingham	14-15 April
Gatwick	14-15 April

Course Dates 2011/2012 cont'd

3 Day Certification Course

Heathrow	3-5 May
Luton	9-11 May
Liverpool	16-18 May
Heathrow	6-8 June
Southampton	13-15 June
Stansted	13-15 June
Dublin	20-22 June
East Midlands	20-22 June
Heathrow	4-6 July
Stansted	11-13 July
Birmingham	18-20 July
Heathrow	1-3 August
Heathrow	5-7 September
Stansted	12-14 September
Northampton	12-14 September
Cardiff	19-21 September
Southampton	26-28 September
Heathrow	3-5 October
Manchester	10-12 October
Glasgow	10-12 October
Dublin	17-19 October
Gatwick	17-19 October
Birmingham	24-26 October
Heathrow	7-9 November
East Midlands	14-16 November
Luton	21-23 November
Southampton	21-23 November
Heathrow	5-7 December
Dublin	5-7 December
Stansted	12-14 December
Northampton	12-14 December
Heathrow	9-11 January 2012
East Midlands	9-11 January
Heathrow	6-8 February
Stansted	6-8 February
Luton	13-15 February
Southampton	20-22 February
Heathrow	5-7 March
Glasgow	5-7 March
Stansted	12-14 March
Birmingham	19-21 March
Northampton	26-28 March
Heathrow	2-4 April
East Midlands	16-18 April
Gatwick	23-25 April
Manchester	23-25 April

1 or 2 Day Revalidation Course

Heathrow	6 May
Luton	12-13 May
Liverpool	19-20 May
Heathrow	9 June
Southampton	16-17 June
Stansted	16-17 June
Dublin	21-22 June
East Midlands	23-24 June
Heathrow	23-24 June
Heathrow	7 July
Stansted	14-15 July
Birmingham	21-22 July
Heathrow	4 August
Heathrow	8 September
Stansted	15-16 September
Northampton	15-16 September
Heathrow	22-23 September
Southampton	29-30 September
Heathrow	6 October
Manchester	13-14 October
Dublin	18-19 October
Gatwick	20-21 October
Birmingham	27-28 October
Heathrow	10 November
East Midlands	17-18 November
Luton	24-25 November
Southampton	24-25 November
Heathrow	24-25 November
Heathrow	8 December
Dublin	6-7 December
Stansted	15-16 December
Northampton	15-16 December
Heathrow	12 January 2012
East Midlands	12-13 January
Heathrow	9 February
Luton	16-17 February
Southampton	23-24 February
Heathrow	23-24 February
Heathrow	8 March
Stansted	15-16 March
Birmingham	22-23 March
Northampton	29-30 March
Heathrow	5 April
East Midlands	19-20 April
Gatwick	26-27 April
Manchester	26-27 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 course 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

22-23 March 2011	Heathrow
2-3 June	Elstree, Herts
20-21 October	Heathrow
29-30 November	Elstree, Herts
20-21 March 2012	Heathrow

Sea

Dates

24-25 March 2011	Elstree, Herts
18-19 October	Elstree, Herts
22-23 March 2012	Elstree, Herts

Fee £375 + VAT / €520 + VAT

Road & Sea

Dates

15-16 February 2011	Heathrow
8-9 March	East Midlands
10-11 March	Glasgow
29-30 March	Southampton
12-13 April	Manchester
12-13 May	Heathrow
15-16 June	Elstree, Herts
25-26 July	Stansted
8-9 September	Heathrow
26-27 September	Elstree, Herts
13-14 October	East Midlands
26-27 October	Southampton
7-8 November	Manchester
14-15 November	Heathrow
5-6 December	Stansted
9-10 February 2012	Heathrow
8-9 March	East Midlands
29-30 March	Southampton
24-25 April	Manchester

Fee £375 + VAT / €520 + VAT

Dangerous Goods Familiarisation (1 day)

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.

By the end of the course, delegates will:

- 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 16 May 2011 Elstree, Herts
4 November Elstree, Herts

Fee £295 + 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.

Dates 8 February 2011 Elstree, Herts
17 May Elstree, Herts
22 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	24-25 February 2011	Heathrow
	17-18 March	Manchester
	19-20 May	Gatwick
	15-16 September	Heathrow
	13-14 October	Manchester
	24-25 November	Gatwick

Fee £375 + VAT / €520 + VAT

Carriage of Lithium Batteries by Air, Road & Sea

Certification & Revalidation Course (2 days)

This specialised course looks specifically at lithium batteries, both ion and metal, covering the frequent changes in legislation over recent years.

Delegates will learn about:

- Hazard classes and proper shipping names
- Marking and labelling a shipment
- Packaging requirements
- Completion of documentation
- Section 1 and Section 2 batteries
- Special provisions
- 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 14-15 March 2011 Elstree, Herts
3-4 October Elstree, Herts

Fee £395 + VAT / €545 + VAT

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

This course looks in detail at the regulations relating to the carriage of dangerous goods in North America – 49 CFR (Code of Federal Regulations for Transportation).

At the end of the course delegates will:

- Have a basic understanding of the regulations and be able to locate information within 49 CFR
- Understand the legislative framework including the Department of Transportation, Department of Labor, Occupational Safety & Health Administration and the Environmental Protection Agency
- Legal and regulatory developments – what is new and what is proposed
- Enforcement – the enforcing organisations and the protocol after a violation
- Emergency Response Requirements and Hazardous Materials (HM) Incident Reporting
- Be able to mark and label dangerous goods

Dates 10-11 May 2011 Heathrow

Fee £495 + VAT / €720 + 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 Qualifications 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:

- Be fully aware of the scope of the DGSA legislation
- Have a full understanding of the duties of the DGSA
- Be able to develop some basic strategies for resolving typical DGSA problems
- Have any other DGSA related questions answered

Dates	28 February - 4 March 2011	Heathrow
	28 February - 4 March	Manchester
	6-10 June	Manchester
	13 -17 June	Heathrow
	12 -16 September	Heathrow
	12 -16 September	Manchester
	28 November - 2 December	Heathrow
	28 November - 2 December	Manchester

Fee £975 + VAT / €1295 + VAT

Road & Sea Regulations Update (½ day)

With major changes to both the ADR and IMDG regulations coming into effect from July 2011 and January 2012 this course will ensure that those dealing with dangerous goods are aware of the new regulations and the impact they may have on company procedures.

Major changes covered will include:

- New multimodal limited quantity rules including new markings
- New limited quantity rules for road movement
- Environmentally hazardous substances
- Changes to the driver training certificate
- Many new entries to the dangerous goods list
- Simplification of the packaging and marking requirements for genetically modified micro-organisms (GMOs)
- Other amendments and changes to many parts of the ADR and IMDG regulations

Dates	4 April 2011	Heathrow
	18 April	East Midlands
	11 May	Elstree, Herts
	17 June	Heathrow
	7 September	Heathrow
	5 October	Elstree, Herts
	9 November	East Midlands
	7 December	Heathrow

Fee £145 + VAT / €185 + 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 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.

Air Cargo Security (cont'd)

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 2011/2012

Location	Level A/B	Level D	Level F	Level G
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
Elstree, Herts	15 April			
Heathrow	24 May	24 May	24-25 May	24-25 May
Heathrow	1 July			
Heathrow	26 July	26 July	26-27 July	26-27 July
Heathrow	27 September	27 September	27-28 September	27-28 September
Elstree, Herts	28 October			
Heathrow	15 November	15 November	15-16 November	15-16 November
Heathrow	16 December			
Heathrow	31 January 2012	31 January	31 Jan-1 Feb	31 Jan-1 Feb
Heathrow	24 Feb			
Heathrow	27 March	27 March	27-28 March	27-28 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, 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. 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 (UN3373) 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 will 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 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 a Safety Data Sheet is, when a Safety Data Sheet is required and 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 Malta, the USA, Nigeria, Malawi, Kyrgyzstan and Italy. Another option is to send your delegates to the UK – our training is usually at a location close to an airport.

Nigeria

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.

In 2011 we will be holding open courses in a number of locations in Nigeria. For details of price and availability please contact Mr Obi Nebedum or the Peter East Associates office directly.

Carriage of Dangerous Goods by Air

31 January – 2 February 2011	Lagos
23-25 May	Warri
22-24 August	Lagos
29-31 August	Port Harcourt

Carriage of Radioactive Material by Air

26-27 May	Warri
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Carriage of Dangerous Goods by Sea

26-27 August	Warri
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Training in Ireland

We also run 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 company offering specialised international trade training, we are able to offer a number of international trade courses. The areas covered are shown below. These courses are available both in-house and as open courses. Please call us for more information on individual courses or to discuss your requirements in more detail.

International Trade

There are many areas that are common to both importing and exporting. These courses examine the issues from both sides and show how you can improve your communications and understanding of the whole process. The result is greater efficiency and profits.

Letters of Credit and Getting Paid

Getting paid from overseas can be fraught with difficulty and costs. 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, giving delegates a realistic understanding of the payment process and how to deal with problems that may be encountered.

Import

These courses look at how to source products from different countries, how to negotiate the purchasing and show you how to check that your suppliers comply with the UK and EU documentary regulations to enable you to import goods.

Export

The range of courses under this heading take you from a very basic introductory overview for new staff or exporters, lead you through the maze of documents and regulations, costings and quotations and provide an overview of methods of payment.

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 consultancy service that draws on the knowledge of 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, but can also extend to other areas such as operational 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 for 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.

DGSA Reach-Back Service

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) was formed by three of the UK's leading Aviation Security and Dangerous Goods Training Schools, including Peter East Associates Ltd, to provide state-of-the-art online training. Onlinedangerousgoodstraining.com and gsattraining.net are divisions of CDMT and have been set up to offer the most effective audio visual online training for staff involved with aviation security and the transport of dangerous goods.

Onlinedangerousgoodstraining.com

This dangerous goods course has been designed for staff at all levels. It introduces you to the regulations governing the safe transport of dangerous goods by air, road and sea. It is short and easy to use and can take under an hour to complete, from registration to printing your certificate. Delegates will gain a basic knowledge of the responsibilities for documentation, packing, transport, and handling of Dangerous Goods. At the end of the course, there is a multiple choice test which has to be completed in order to receive a certificate. Full details of the training can be found at www.onlinedangerousgoodstraining.com.

Gsattraining.net

The Department for Transport (DfT) Direction states that all staff who require airside access (that is those who require an airside staff pass) must first undertake General Security Awareness Training (GSAT) run by a DfT approved training provider.

CDMT has produced a DfT-approved GSAT training programme which is specifically designed for the internet. It is divided into modules which are 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 features ancillary 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 commences.
- 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.

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