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## Transportation of **Dangerous Goods**



# TDG Bulletin

## TDG Training

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*This bulletin explains the Training requirements. It does not change, create, amend or suggest deviations to the Transportation of Dangerous Goods (TDG) Regulations. For specific details, consult Part 6 of the TDG Regulations.*

## TDG Training

### TDG Training Certificate Requirements

[Section 6.1](#) of the Transportation of Dangerous Goods (TDG) Regulations states that a person who handles, offers for transport, or transports dangerous goods must be adequately trained and hold a training certificate.

A person who does not hold a valid training certificate may still perform those activities in the presence and under direct supervision of a person who is adequately trained and holds a valid training certificate. In other words, direct supervision does not involve camera surveillance or a live monitoring system. A person without training must be **physically** accompanied by a person who has adequate training and a valid training certificate.

Training is always required unless an exemption found in the TDG Regulations can be used. Most exemptions are found in [Sections 1.15 to 1.49](#) of Part 1. Other exemptions found under Schedule 2 (Special Provisions) could also be used to waive training requirements.

### Adequate Training

Employees are adequately trained if they have a sound knowledge of aspects of TDG that relate directly to their duties. These aspects are set out in [Section 6.2](#) of the TDG Regulations.

For example, a highway tank driver who transports nothing but Class 3 products may only need specific training on the transport of Class 3 dangerous goods. Training on the transport of other classes of dangerous goods is an added value for the driver but not essential. It is up to employers to determine what constitutes adequate training for each of their employees.

The type of employee training is not addressed in the TDG Regulations but may involve a combination of classroom instruction, job training, and work experience. For a list of organizations that offer TDG training, please visit: <http://wwwapps.tc.gc.ca/saf-sec-sur/3/train-form/search-eng.aspx>.

## Training Certificate: Issuance and Contents

Employers with reasonable grounds to believe staff is adequately trained must issue a training certificate that includes:

1. The name and address of the employer's place of business;
2. The employee's name;
3. The date the training certificate expires, preceded by the words "Expires on" or "Date d'expiration";
4. The aspects of handling, offering for transport, or transporting dangerous goods for which the employee is trained; and
5. The signatures of the employer and the employee.

If they believe on reasonable grounds that they are adequately trained to perform their duties, self-employed persons may issue themselves a training certificate that includes the aforementioned information.

Note: Since the certificate has no standard format, employers may create their own template as long as this information is provided.

Training certificates are **NOT transferable**. When an employee has received training, the employer must issue a certificate. A person who works for more than one business at a time will receive more than one certificate.

## Foreign Carriers

The following documents are recognized as valid training certificates if:

- The document is issued to a road vehicle driver licensed in the United States or to a train crew member under 49 CFR (Code of Federal Regulations, United States);
- The document is issued to a foreign member of a flight crew for an aircraft registered in an International Civil Aviation Organization (ICAO) member state under Article 33 of the Convention on International Civil Aviation;
- The document is issued to a foreign crew member of a ship registered in an International Maritime Organization member state.

Of course, these documents are recognized by the TDG Regulations if they are considered valid by the authorities that issued them.

## Expiry of a Training Certificate

A training certificate expires 36 months (3 years) after its date of issuance for transport by road vehicle, railway vehicle or ship, and 24 months (2 years) after its date of issuance for transport by aircraft.

## Keeping and Showing Proof of Training

Employers or self-employed persons must keep a record of training or statement of experience as well as a copy of the training certificate for each employee, from the date the training certificate is issued until two years after its expiry date. A record of training may include a course outline, test results, instructor's reports, etc. A statement of experience is a document explaining how the employer believes the employee is trained and ready to handle, offer for transport, or transport dangerous goods.

For example, a truck driver has transported gasoline by highway tank for twenty (20) years and taken the proper training courses for many years. His employer decides to write a statement of experience instead of sending him for more training, since the TDG Regulations haven't changed and the driver has long performed the same duties. The statement is prepared when the training certificate expires so the employer can issue a new one to his employee.

Upon a written request, a TDG inspector can request copies of record of training, training certificate or statement of experience, or a description of the training material used in an employee's training to an employer. The employer then has fifteen (15) days to provide the documents.

However, when a TDG inspector asks a person who handles, offers for transport, or transports dangerous goods to provide his TDG training certificate, he must do so immediately.

**Note: The training certificate may be in paper or electronic format.**

## Sample Training Certificate

### Front

<b>Certificate of Training</b> <b>Transportation of Dangerous Goods</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Name of employer	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Employer's business address
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Name of employee	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> City, province, postal code
This certificate hereby attests that the above named employee has completed the training described on the reverse, as per the requirements of the Transportation of Dangerous Goods Act and Regulations.	
Certificate expires on: <div style="border-bottom: 1px solid black; width: 200px; margin-top: 5px;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Employer's signature  <div style="border-bottom: 1px solid black; margin-top: 10px;"></div> Employee's signature

### Back

Has received training in handling/offering for transport/transporting	
<u>Specific training in (check appropriate items):</u>	
_____	Classification
_____	Shipping names
_____	Use of Schedules 1, 2, & 3
_____	Documentation
_____	Dangerous goods safety marks
_____	Means of containment
_____	Emergency Response Assistance Plans
_____	Reporting requirements
_____	Safe handling and transport practices, and characteristics of dangerous goods
_____	Proper use of equipment for handling or transporting dangerous goods
_____	Emergency measures to reduce or eliminate danger to the public
_____	Transportation of dangerous goods by air (ICAO)
_____	Maritime transport of dangerous goods (IMDG)

## Compliance with the Transportation of Dangerous Goods Act and Regulations

Failure to comply with the TDG Act and TDG Regulations may lead to fines and/or imprisonment. For more information, feel free to visit the TDG website at [www.tc.gc.ca/tdg](http://www.tc.gc.ca/tdg). For questions about the TDG Regulations, contact a Transport Canada dangerous goods inspector in your region.

<b>Atlantic Region</b>	1-866-814-1477	<a href="mailto:TDG-TMDAtlantic@tc.gc.ca">TDG-TMDAtlantic@tc.gc.ca</a>
<b>Quebec Region</b>	514-283-5722	<a href="mailto:TMD-TDG.Quebec@tc.gc.ca">TMD-TDG.Quebec@tc.gc.ca</a>
<b>Ontario Region</b>	416-973-1868	<a href="mailto:TDG-TMDOntario@tc.gc.ca">TDG-TMDOntario@tc.gc.ca</a>
<b>Prairie &amp; Northern Region</b>	1-888-463-0521	<a href="mailto:TDG-TMDPNR@tc.gc.ca">TDG-TMDPNR@tc.gc.ca</a>
<b>Pacific Region</b>	604-666-2955	<a href="mailto:TDGPacific-TMDPacifique@tc.gc.ca">TDGPacific-TMDPacifique@tc.gc.ca</a>

