

(ii) Subject matter of the course and training area covered;
 (iii) Number of hours of the course;
 (iv) Instructor's name and signature indicating the person's successful completion of the course, and person's name and signature indicating the person's attendance; and
 (v) Name and business address of the organization or professional instructor providing the training.

(d) *New person or new job function.* Each certificate holder using a person under the exception in § 121.803(b)(1) must maintain a record for that person at the location where the person performs the function. The record must include the following:

(1) A signed statement from an authorized representative of the

certificate holder authorizing the use of the person in accordance with the exception;

(2) The date of hire or change in job function;

(3) The person's name and assigned function;

(4) The name of the supervisor of the function; and

(5) The date the person is to complete hazardous materials training in accordance with Appendix N of this part.

9. Add Appendix N to read as follows:

Appendix N—Hazardous Materials Training Curriculum for Certificate Holders

This appendix prescribes the requirements for hazardous materials training under part 121, subpart Y, and part 135, subpart K of

this chapter. The training requirements for various categories of persons are defined by function or responsibility. An "X" in a box under a category of persons indicates that the specified category must receive the noted training. All training requirements apply to supervisors as well as to persons actually performing the function. Training requirements for certificate holders authorized in their operations specifications to transport hazardous materials (will-carry) are prescribed in Table 1. Those certificate holders with a prohibition in their operations specifications against carrying or handling hazardous materials (will-not-carry) must follow the curriculum prescribed in Table 2. All persons must be tested through a written or performance-based test that verifies comprehension of each subject area required by this appendix.

TABLE 1.—HAZARDOUS MATERIALS TRAINING CURRICULUM FOR CERTIFICATE HOLDERS THAT TRANSPORT HAZARDOUS MATERIALS

Module	Area of training	Category of personnel (see key below)					
		1	2	3	4	5	6
1	General Overview	X	X	X	X	X	X
2	Hidden Dangerous Goods	X	X	X	X	X	X
3	Company Materials (COMAT)	X	X	X	X	X
4	Documentation	X	X	X	X	X
5	Acceptance & Handling	X	X	X	X	X
6	Marking & Labeling	X	X	X	X	X	X
7	Classification	X	X	X	X
8	Identification	X	X	X	X
9	Packaging	X	X	X
10	Notice to Pilot-In-Command	X	X	X	X	X
11	Safety & Reporting	X	X	X	X	X	X
12	Passenger/Air Carrier Exceptions/U.S. Mail	X	X	X	X	X
13	Certificate holder policies and procedures	X	X	X	X	X	X

KEY:

1—Persons who accept cargo, packages or passenger baggage.

2—Persons working in supply, storage, or warehouse facilities, or involved in shipping of aircraft parts, supplies or company material.

3—Persons who handle, store, and load or unload packages, passenger baggage or cargo.

4—Persons engaged in passenger and baggage check-in services (e.g., skycaps, ticket counter agents, flight attendants, etc.).

5—Persons responsible for cargo during flight (including pilots, flight engineer, flight attendants, dispatchers).

6—Flight crewmembers who do not perform any responsibility listed above.

TABLE 2.—HAZARDOUS MATERIALS TRAINING CURRICULUM FOR CERTIFICATE HOLDERS THAT DO NOT TRANSPORT HAZARDOUS MATERIALS

Module	Area of training	Category of personnel (see key below)					
		1	2	3	4	5	6
1	General Overview	X	X	X	X	X	X
2	Hidden Dangerous Goods	X	X	X	X	X	X
3	Company Materials (COMAT)	X	X	X	X	X
4	Documentation	X	X	X	X	X
5	Acceptance & Handling	X
6	Marking & Labeling	X	X	X	X	X
7	Classification	X
8	Identification	X	X	X
9	Packaging	X
10	Notice to Pilot-In-Command	X	X
11	Safety & Reporting	X	X	X	X	X	X
12	Passenger/Air Carrier Exceptions/U.S. Mail	X	X	X	X	X
13	Certificate holder policies and procedures	X	X	X	X	X	X

Key:

1—Persons who accept cargo, packages or passenger baggage.

2—Persons working in supply, storage, or warehouse facilities, or involved in shipping of aircraft parts, supplies or company material.