

## Process for accessing and completing IMDG Code training

The training for the IMDG Code required by the Australian Maritime Safety Authority (AMSA) is provided using an e-learning training delivery platform. There are some specific steps to follow to access the training. These are:

1. Download and install the relevant software
2. Purchase the activation code and activate the software
3. Configure your course
4. Complete the training

This document will outline each of those steps in turn. Any questions about this process should be directed to [training@afif.asn.au](mailto:training@afif.asn.au) or [training@cbfca.com.au](mailto:training@cbfca.com.au).

### Step 1: Download and install the software

There are up to two (2) components to be downloaded.. These are:

- The e-learning product. This is a mandatory download.
- The IMDG Code which is imbedded as a free trial within a product called *Hazmat Workstation*. This is an optional download\*

\* It is an AMSA requirement that all persons completing the training will have access to a copy of the IMDG Code. If you do not have access to a current copy of the Code (in either hard or soft copy) then you **MUST** download the *Hazmat Workstation* product which contains the Code. You will not be able to complete the training successfully without a copy of the Code.

**To download the e-learning product**, click [here](#). This is a 15.3mb file and should only take a few minutes to download depending on your internet connection. Select *Run* and follow the prompts to install this software.

**To download the *Hazcheck Workstation* product** (if required) click [here](#). This is a 6.9mb file and should download in under a minute depending on your internet connection. Select *Run* and follow the prompts to install this software.

### Can't download the file/s?

If your firewall/security settings prevent you from downloading the two setup file/s, for an additional \$10.00, you can request a CD-ROM be sent to you containing the files. These files are both executable (exe) files and can be installed direct from the CD. **Please select this option in your online registration and the additional charge will be added.** If you require any further information about this option, please contact [training@afif.asn.au](mailto:training@afif.asn.au) or [training@cbfca.com.au](mailto:training@cbfca.com.au).

## Step 2: Purchase the activation code to activate the software

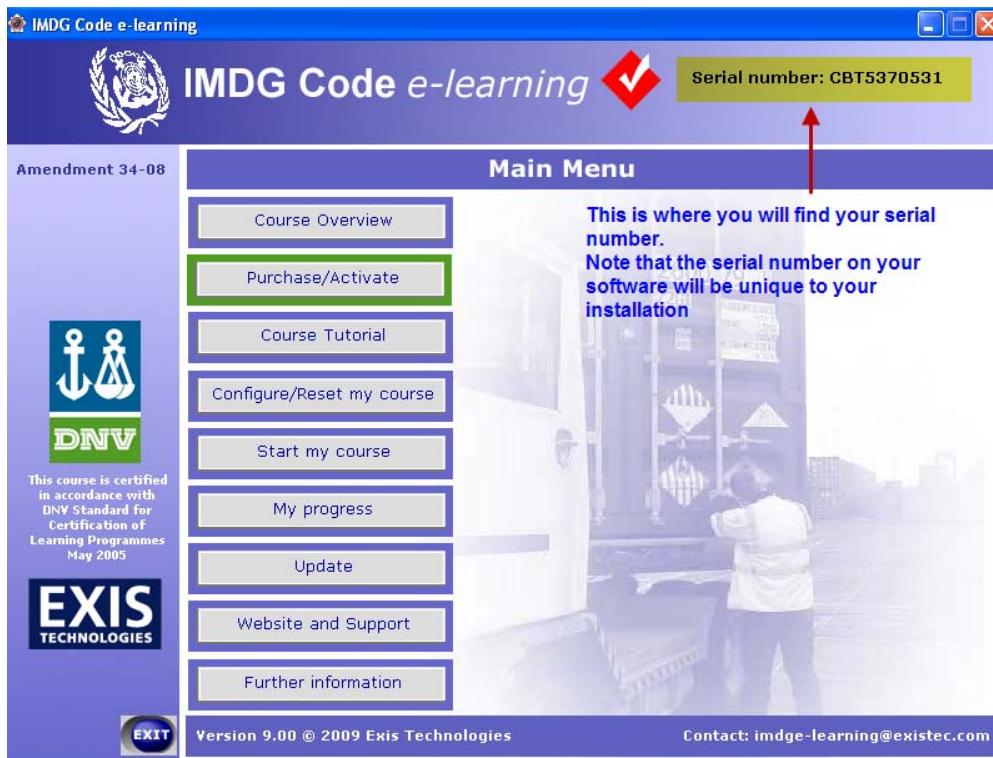
To purchase the activation code click [here](#). The fee for the training is \$396 (GST Inclusive).

To activate the e-learning software once you have purchased the activation code you will need to launch the e-learning product you have downloaded (the name of the program is IMDG34 e-learning) and enter this code in the software once requested (see image below).

### Important note

Activation codes are linked to the serial number on the downloaded software so please ensure that you provide the serial number from your downloaded software when making payment. The serial number can be found on the main menu page of the e-learning software once launched. (See the image below).

Note that the serial number on your downloaded software is **unique to your download** and cannot be shared with anyone else. Also, the activation code provided to you will only work in combination with your serial number.



Once you have your activation code for the e-learning software, click on the *Purchase/Activate* link and then select *Activate*. Follow the prompts to enter your activation code and your name which will be the name that appears on your course completion certificate.

**Please note that this name appears on your certificate and you cannot change this name afterwards so enter it carefully.**

When you have entered the required activation details, click OK. At this stage you will be told your course has been activated.



The screenshot shows a web browser window titled "IMDG Code e-learning". The page has a blue header with the text "IMDG Code e-learning" and a red checkmark icon. To the right of the header, it says "Serial number: CBT2812340". Below the header, there is a section titled "Amendment 34-08" and a large blue button labeled "Activate". The main content area is white and contains the following text:

Your course has been activated.

**IMPORTANT:** Please click [UPDATE](#) before starting your course. This will ensure you have the latest updates to the course.

Then, return to the Main Menu to configure your course.

**Note:** It is recommended that you go through the Course Tutorial before starting or configuring the course. The tutorial will provide guidance on the functions and navigation features of the course.

**Note:** The completion certificate and some reports in the course are written in Adobe® Portable Document format (PDF). If you do not have a suitable viewer, click on the image below which will connect you to the Adobe® web site from where you can download Adobe® Reader free.

Below the text is a small icon for "Get Adobe Reader".

At the bottom of the page, there is a footer with the text: "For help visit the IMDG Code e-learning website [frequently asked questions](#)." and "Page 1 of 1".

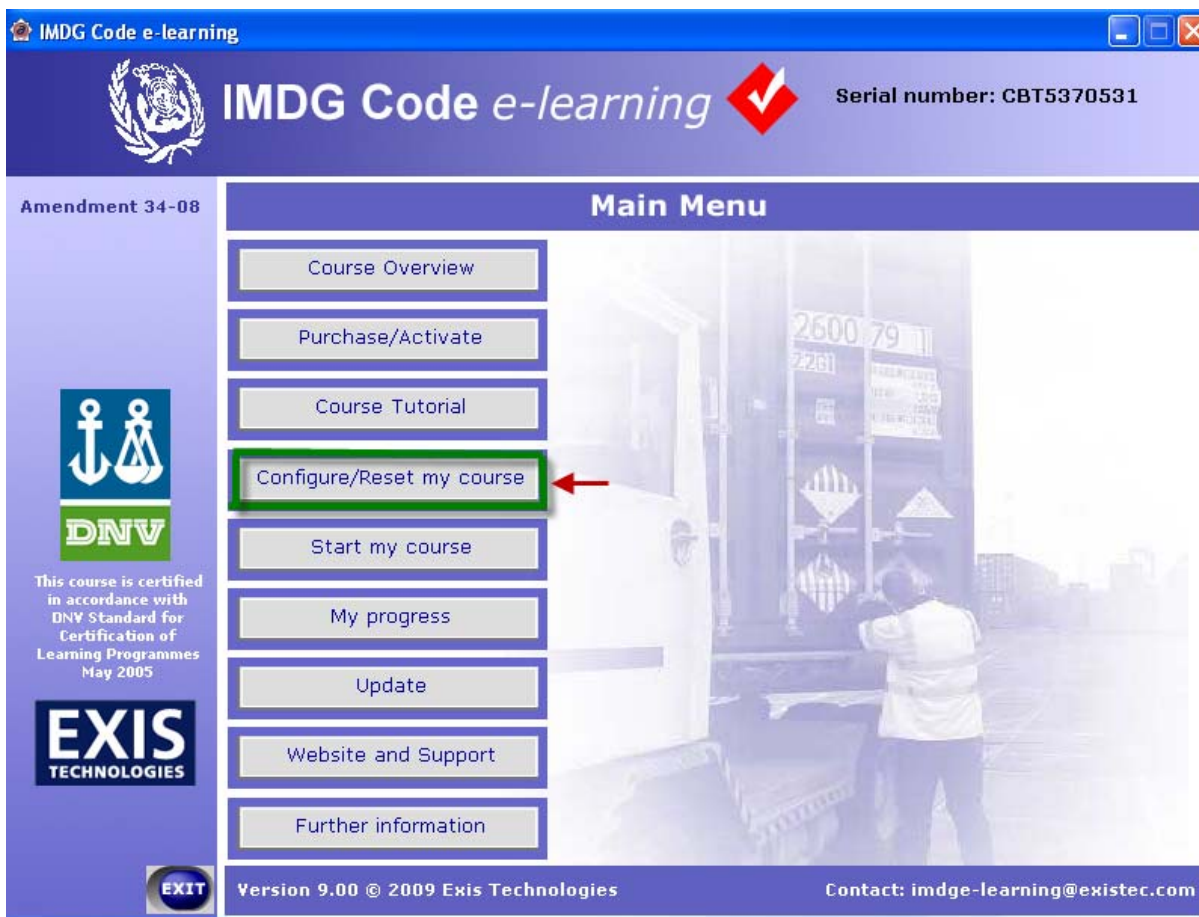
The left sidebar contains several logos and buttons: "DNV" (with a note: "This course is certified in accordance with DNV Standard for Certification of Learning Programmes May 2005"), "EXIS TECHNOLOGIES", and a "Main Menu" button with a left arrow icon. There are also navigation buttons for back, forward, and exit.

Click the Main Menu button to return to the Main Menu page and configure your course.


## Step 3: Configure your course

The course is designed for compliance with the mandatory requirements as specified in Section 1.3 of the IMDG Code. The training is designed for all shore-side personnel engaged in the transport of dangerous goods intended to be transported by sea. So that all job functions can be accommodated the course comprises a number of modules. Depending on which functions you select, your course will be configured to contain one or more modules and each module will include just those elements needed to satisfy the selected function.

To select the correct configuration of your course for your job function, select *Configure/Reset My Course* as shown below.



The following screen will appear and you can select the specific job function relative to your role:



The screenshot shows the 'IMDG Code e-learning' interface. At the top, it says 'IMDG Code e-learning' with a red checkmark icon and 'Course for Student Name'. Below this is a section titled 'Configure/Reset my course'. The main content area contains a list of course options, each with a checkbox:

- General Awareness Course
- F1 - Classify dangerous goods and identify Proper Shipping Names
- F2 - Pack dangerous goods
- F3 - Mark, label or placard dangerous goods
- F4 - Load/unload cargo transport units
- F5 - Prepare transport documents for dangerous goods
- F6 - Offer dangerous goods for transport
- F7 - Accept dangerous goods for transport
- F8 - Handle dangerous goods in transport
- F9 - Prepare dangerous goods loading/stowage plans
- F10 - Load/unload dangerous goods into/from ships
- F11 - Carry dangerous goods in transport
- FULL Course

Below the list, it says 'Please select the functions you require then click' followed by a 'CONFIGURE' button. On the left side, there is a sidebar with a 'Main Menu' button and a 'DNV' certification logo. At the bottom, it says 'Version 9.00 © 2009 Exis Technologies' and 'Contact: imdgc-learning@existec.com'.

Tick the options required and click the Configure button. You will be returned to the Main Menu where you may now start your course.

#### Step 4: Complete your course

You will now be taken through your selected modules and elements in strict sequence, i.e. you must complete each element and its test before you can proceed to the next. You may review completed elements but you are not allowed to jump forwards other than to the next one.

Your course scores are recorded as you progress through the course and, via the 'My Progress' option on the Main Menu, you can see your results and running pass mark at any time.

## Reset/reconfigure menu option

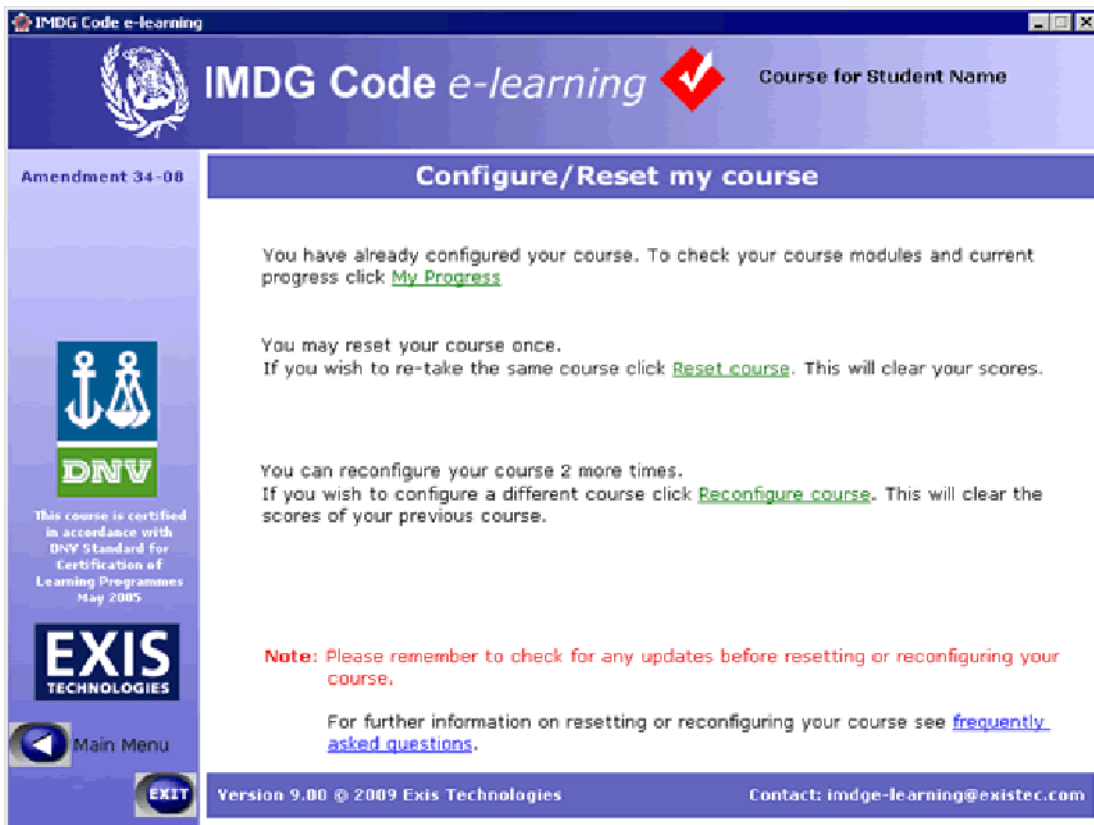
### Reset

Should you not achieve the recommended pass mark or wish to do better you can reset the course and take it again. Upon resetting your course your current scores are cleared and you can start the course again from the Introduction. **A course may be reset once only.**

### Reconfigure

If your job changes you may need to take another course with different functions.

After your initial course you may reconfigure two more courses and each reconfigured course may be reset once. However, upon reconfiguration, your existing course is deleted.



The screenshot shows a web browser window titled "IMDG Code e-learning". The page header includes the logo, the text "IMDG Code e-learning", a red checkmark icon, and "Course for Student Name". The main content area is titled "Configure/Reset my course" and contains the following text:

You have already configured your course. To check your course modules and current progress click [My Progress](#).

You may reset your course once.  
If you wish to re-take the same course click [Reset course](#). This will clear your scores.

You can reconfigure your course 2 more times.  
If you wish to configure a different course click [Reconfigure course](#). This will clear the scores of your previous course.

**Note:** Please remember to check for any updates before resetting or reconfiguring your course.

For further information on resetting or reconfiguring your course see [frequently asked questions](#).

The left sidebar contains "Amendment 34-08", a DNV logo with the text "This course is certified in accordance with DNV Standard for Certification of Learning Programmes May 2005", an EXIS TECHNOLOGIES logo, a "Main Menu" button, and an "EXIT" button. The footer includes "Version 9.00 © 2009 Exis Technologies" and "Contact: imdge-learning@existec.com".

## Producing your certificate

If you achieve a passing grade of 75% or better within the course you will be able to print a certificate of completion. You need to provide a copy of this certificate to the management of your company for AMSA audit purposes.