



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Australia Dangerous Goods Regulations and Compliance program to enhance my expertise in the Australian Dangerous Goods (ADG) Code as well as the Work Health and Safety (WHS) legislation, and I would like to seek your approval to attend. Participation in this program will strengthen my ability to manage complex compliance requirements in dangerous goods operations, enabling me to contribute significantly to our organisation's regulatory compliance, operational safety, and risk management excellence.

Led by James Gardiner, a distinguished Dangerous Goods Safety Trainer and Certified ADG Code Lead Auditor, this program will provide the knowledge and tools to align our DG handling, storage, and transport practices with the latest ADG 7.8 standards, WHS laws, and industry best practices. It covers critical areas such as DG classification and identification, labelling and placarding, packaging and segregation, transport documentation, risk-based safety planning, incident prevention, emergency response, and audit readiness for regulatory inspections. Through this program, I will gain practical skills to effectively address complex DG compliance and operational challenges, directly supporting our strategic objectives in ensuring safe, efficient, and fully compliant dangerous goods operations. Some of the key skills this program will bring include:

- Dangerous Goods Classification & Identification
- ADG Code Compliance
- WHS & Chain of Responsibility Navigation
- Hazard & Risk Assessment for DG
- DG Packaging & Storage Standards
- Safety Culture in DG Operations

I believe these skillsets will prove invaluable to me, and after attending this virtual program, I will be able to contribute further to our organisation's dangerous goods compliance and safety framework in alignment with the Australian Dangerous Goods (ADG) Code. These skills will also enhance our company's operational integrity and safety culture, ensuring adherence to national DG regulations while promoting a proactive, risk-based approach to hazard control, incident prevention, and compliance.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name