DGDT Provider Audit

Self-Assessment Checklist

Version Number 0.4
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1. Introduction

The purpose of the provider audit is to ensure that standards are maintained, risks are mitigated, and continuous improvement is promoted within Dangerous Goods Driver Training (DGDT).

Providers may receive announced visits from a DVSA/HSENI representative at any time, during which a form similar to this document will be completed.

To assist you in this process, we have created a self-assessment checklist to highlight the areas we will be evaluating. We recommend that you also refer to the confirmatory statements within your application.

We hope this self-assessment will help you identify areas for continuous improvement and ensure you are prepared for any auditor visit.

The areas covered include administration processes, instructor professional development, internal quality assurance checks, record keeping, resources, and more.

Please note that the responsibility for quality and safety at an approved training provider lies with the designated responsible contact, i.e., the person operationally responsible for DGDT. Completing this self-assessment alone is not a sufficient means of ensuring full compliance.

SECTION 2: ADMINISTRATION PROCESSES

		Evidence to demonstrate requirement met/Action required
2.1	There have been no changes to its legal entity. **Tip!** Where there are legal entity changes these should be notified to DVSA/HSENI.	
2.2	The contact details match the records held. **Tip!** The Primary Contact is indicated by a star icon, and the Responsible Person is indicated by a two-documents icon in the database.	
2.3	The provider has valid insurance.	
2.4	The provider has an appropriate and current Health & Safety Policy. **Tip:** You should make sure the policy has valid and expiry dates, is signed by a responsible person and states their job title.	
2.5	The provider has an effective process for conducting internal quality checks on the training delivered.	
2.6	The provider assesses the suitability and safety of training venues. **Reminder:** The recommended minimum size permitted is ten square meters, plus two square meters for each candidate. Classroom delivery should be to no more than 20 candidates. Provider's may wish to include this in their risk assessment forms.	

2.7	The provider is advertising course programmes according to the approval documentation.	
2.8	The provider has an effective process to notify planned course details no less than 7 days of the start of the course including changes/cancellations.	
2.9	The provider has an effective process to confirm full details of candidates sitting the examination no later than the completion of the first day of training.	
2.10	The provider has retained records for at least 5 years.	
2.11	The provider issues appropriate joining instructions.	
2.12	The provider has an effective process to provide communication to all personnel involved DGDT training ensure consistency of training delivery.	
2.13	The provider has an effective process for checking and recording attendance and identity checks.	

2.14	The provide has a process in place for dealing with late arrivals.	
2.15	The provider has processes in place to manage and address any complaints raised.	
2.16	The provider has effective processes in place to manage non-compliance.	
2.17	The provider has an effective process to ensure candidates have the opportunity to feedback on the course.	
2.18	The provider has an effective process to review feedback, including instructor feedback, to improve delivery.	

SECTION 3: INSTRUCTORS

		Evidence to demonstrate requirement met/Action required
3.1	The provider has an up-to-date record of approved instructors.	
3.2	The provider has an effective process for its instructors to undergo Continued Professional Development.	
3.3	The provider has an effective process for requesting any changes to instructors e.g. classes and programmes, new instructors.	
3.4	The provider has a process to ensure its instructors are aware of legislative/ regulatory requirements.	

SECTION 4: RESOURCES

		Evidence to demonstrate requirement met/Action required
4.1	The provider has the latest version of the ADR syllabus.	
4.2	The provider has the latest version of the ADR Volume I and ADR Volume II.	
4.3	The provider has the latest version of Carriage of Dangerous Goods Road and Carriage of Dangerous Goods Road Amendment.	
4.4	The provider has the latest version of the Emergency Action Code (EAC) list, approved derogations and transitional provisions.	
4.5	The provider has the latest version of instructor notes, handouts and presentation material for the modules that will be delivered.	

SECTION 5: EXAMINATIONS

		Evidence to demonstrate requirement met/Action required
5.1	The provider has an effective process to train, monitor and manage invigilators in the delivery and facilitation of exams.	
5.2	The provider has appropriate devices and software in place to meet the requirement for the delivery of the exams. **Reminder:** Devices must meet the minimum operating requirements to run current, supported versions of Microsoft Windows, Microsoft Edge, Google Chrome, and Mozilla Fox. It is recommended that bandwidth is no less than 10mbps, but it must be able to support the examination platform). They should not be able to access other websites or applications during use.	
5.3	The provider has an effective process to ensure they have access to the latest examination software in use.	
5.4	The provider has an up-to-date brief, issued to all invigilators to deliver before the start of the exam.	
5.5	The provider has an effective process for reporting and managing identified security breaches and impropriety.	

SECTION 6: NOTES

6.1	Notes