DGDT Pre-Approval Audit
Evidence Obtained Guidance

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1. Introduction

The pre-approval audit is a critical step in verifying that the provider has the essential elements in place to deliver Dangerous Goods Driver Training (DGDT). This report is a key part of the application process and will be used by DVSA/HSENI to decide on whether to approve or refuse the application.

It is imperative that every criterion meets the stringent requirements. Any shortfall in meeting these requirements may result in the refusal of the application. Therefore, the evidence you gather during this audit is crucial and must be thorough and accurate.

This guidance document is designed to help you ensure that your report includes all necessary information.

2. Evidence Obtained and Standardised Wording

PROCESSES	
2.1	***The provider had valid insurance.***
	Evidence Obtained: During the audit, ensure you verify that the provider holds a current and valid Public Liability Insurance Certificate. In your report, record the following details: • Name of the insurance company. • Name of the organisation covered by the insurance. • Type of insurance. • Valid and expiry dates. • Policy number. • Value of the insurance.
2.2	***The provider had an appropriate and current Health & Safety Policy.***
	Evidence Obtained: During the audit, ensure you verify there is an appropriate and current Health & Safety Policy in place. In your report, record the following details: • Valid and expiry dates. • Name of the signatory. • Position of the signatory.
2.3	***The provider demonstrated that it had an effective process to assess the suitability and safety of training venues prior to use.***
	Evidence Obtained: During the audit, ensure you verify the type of evidence seen, such as risk assessments and include the criteria checked. In your report, record the following details: • Size of the room: The recommended minimum permitted is ten square meters, plus two square meters for each candidate. • Welfare facilities: Basic welfare facilities such as serviceable/suitable toilets must be available.

2.4	**The provider demonstrated that it had appropriate devices and software in place to meet the requirements for the delivery of the examinations.**
	Evidence Obtained: During the audit, ensure you verify that the minimum operating requirements are in use. In your report, record the following details: • Type of devices • Type of equipment • Condition of equipment and details of any issues/damage • Type of software application or operating system: Devices must run current and supported versions of Microsoft Windows, Microsoft Edge, Google Chrome, or Mozilla Firefox, • Bandwidth: This must support the examination platform, and it is recommended that bandwidth is no less than 10mbps. • Screen sizes: There must be suitable for the completion of the examination. It is recommended that screens sizes are a minimum of 10" for a tablet, 13" for a laptop and 21" for a standalone monitor. • Equipment: A separate keyboard and mouse should be available on request
2.5	**The provider demonstrated that it had effective process to ensure they have access to the latest examination software version in use.**
	Evidence Obtained: During the audit, confirm that a process is documented and in place. Provide an overview of the process in your report.
2.6	**The provider demonstrated that devices were restricted for the purposes of examinations only.**
	Evidence Obtained: During the audit, confirm that the devices do not permit access to other websites, applications etc. Record how this restriction is implemented in your report.
2.7	**The provider demonstrated that it had an effective contingency process for the loss of Wi-Fi.**
	Evidence Obtained: During the audit, confirm that a contingency process is documented for the event of losing Wi-Fi. Provide an overview of this process in your report.
RESOURCES	
3.1	**The provider had the minimum fire training equipment available for use for the training being delivered.**
	Evidence Obtained: During the audit, ensure you verify that the minimum fire equipment is available and in good working order: • A full range of fire extinguishers or suitable illustrations for reference. • A dry powder fire extinguisher or a digital fire simulator (at least 1 x 6kg). • Fire ground (for use with a live flame) which is sufficiently far away from buildings, vehicles, public roads, or pathways. • Fire tray (note if the local fire authority has been notified that demonstrations will be carried out). • Digital training system. Also, ensure you verify that there is a process in place to ensure: • The practical fire exercise is conducted in a steel construction measuring approximately 500mm x 500mm x 50mm.

	• Fuel being used must be a mixture of 50% petrol and 50% diesel. • The fuel mixture is ignited using a suitable road of at least 1m in length. • Spectating candidates will be position at least 10m upwind of the tray. In your report, record the following details: • Method of delivery e.g. practical or video. • The fire equipment available. • Condition of equipment. • An overview of the process.
3.2	***The provider had the minimum first aid equipment available for use for the training being delivered.***
	Evidence Obtained: During the audit, ensure you verify that the minimum first aid equipment is available for each exercise and in good working order: • A resuscitation dummy • Sterilisation facility • Demonstration eye wash equipment • Demonstration first aid In your report, record the following details: • Method of delivery e.g. practical or video. • The first aid available. • Condition of equipment. • If it is available for each exercise.
3.3	***The provider had the vehicle demonstration equipment available for use for the training being delivered.***
	Evidence Obtained: During the audit, ensure you verify that each instructor an example set of the vehicle markings required for domestic, ADR and International Maritime Dangerous Goods (IMDG) journeys in tanks and other than in tanks. In your report, confirm that: • Each instructor has an example set of relevant vehicle markings. • There are at least two examples or pictorial illustrations of UN approved packages available. • There are at least two examples or suitable pictorial illustrations of tanker safety equipment. • If applicable, there are relevant UN approved packages or pictorial illustrations available for Class 1 and/or 7.
3.4	***The provider had the minimum Personal Protective Equipment (PPE) available for use for the training being delivered.***
	Evidence Obtained: During the audit, ensure you verify that the PPE used for demonstration purposes is available for each exercise, in good working order and free from contamination. In your report, record the following details: • The equipment available which may include but is not limited to protective clothing, gloves, safety footwear, eye protection and masks. • Condition of equipment.

3.5	*The provider had the latest versions of the ADR Volume I and ADR Volume II.*
	Evidence Obtained: During the audit, ensure you verify that the provider has latest versions of ADR Volume I and ADR Volume II (2025). This resource can be found here: Get approved to provide dangerous goods (ADR) driver training - GOV.UK Provide the dates of the copies shown to you within your report.
3.6	*The provider had the required DVDs/videos available for the training being delivered.*
	Evidence Obtained: During the audit, ensure you verify the DVDs/videos the provider is using and that they have the required resources for the training being delivered. In your report, confirm the training being delivered and the availability of relevant resources, which may include: - Audio/visual presentation demonstrating the effect of acceleration, braking, and steering with a fluid load on a vehicle and the dangers of roll-over for tankers. - Audio/visual presentation demonstrating the types of hazards created by Class 1 or Class 7 specialisation, if applicable. - Audio/visual presentation on the main hazards and dangerous effects of materials in Classes 2, 3, 4, 5, 6, 8, and 9, in all other cases. - Department for Transport presentation 'Lockdown HCDG Security' for initial and refresher candidate courses. - Approved audio/visual presentation demonstrating the types of fire extinguisher and their selection and use for different types of vehicle fire, for refresher courses. - First aid training resources. - Boiling liquid expanding vapour explosion (BLEVE) training resources. - The dangers of static electricity training resources. - Tunnel safety training resources. - Transport of Radioactive Materials — IAEA in Vienna training resources. 'Operation Smash Hit' by BNFL training resources.
3.7	*The provider had the latest version of the ADR syllabus*.
	Evidence Obtained: During the audit, ensure you verify that the provider has the latest version of the ADR syllabus. This resource can be found here: Dangerous goods (ADR) driver training syllabus - GOV.UK Provide the date of the syllabus shown to you within your report.
3.8	*The provider had the latest versions of Carriage of Dangerous Goods Road and Carriage of Dangerous Goods Road Amendments.*
	Evidence Obtained: During the audit, ensure you verify that the provider has the latest versions of@ - Carriage of Dangerous Goods Road and Use of Transportable Pressure Regulations 2009 - Carriage of Dangerous Goods Road and Use of Transportable Pressure Regulations (Northern Ireland (2010), if applicable. - Carriage of Dangerous Goods Road (Amendment) Regulations 2019 Links to these resources can be found here: Get approved to provide dangerous goods (ADR) driver training - GOV.UK Provide the names and dates of the copies shown to you within your report.

3.9	***The provider had the latest versions of the Emergency Action Code (EAC) list, approved derogations, and transitional provisions.***
	Evidence Obtained: During the audit, ensure you verify that the provider has the latest versions of the EAC list (2025), approved derogations and transitional provisions (June 2023). These resources can be found here: <u>Dangerous goods (ADR) driver training syllabus - GOV.UK</u> Provide the dates of the copies shown to you within your report.
3.10	***The provider had the latest versions of instructor notes, handouts and presentation material for the training being delivered.***
	Evidence Obtained: During the audit, ensure you verify that the provider has instructor notes, handouts and presentation material for the training being delivered. Provide the resources and dates of the copies shown to you within your report.