

DGDT Course Audit

Self-Assessment Checklist

Version Number 0.1

Date: March 2026

1. Introduction

The purpose of a course audit is to check whether standards are being maintained and to promote continuous improvement in the delivery of Dangerous Goods Driver Training (DGDT).

An approved training course can be subject to unannounced visits at any time from a DVSA/HSENI representative and a similar form to this document will be completed.

To help you with this process we have devised this self-assessment checklist so that you are aware of the areas we will be looking at. We would recommend that you also refer to the confirmatory statements within your application.

We hope that this self-assessment will assist you with the identification of areas of continuous improvement and ensure that you are ready for any visit by an auditor.

The areas covered include administration processes, instructors and their professional development, internal quality assurance checks, record keeping, resources etc.

N.B. The responsibility for quality and safety at an approved training provider lies with the responsible contact. i.e., the person operationally responsible for DGDT. By completing this self-assessment, it is not in itself a suitable and sufficient means of ensuring full compliance.

SECTION 2: DELIVERY REQUIREMENTS

		Evidence to demonstrate requirement met/Action required
2.1	A full auditable record to confirm identity checks was completed prior to the start of training.	
2.2	The training conformed to the approved programme and met the aims and objectives.	
2.3	The number of candidates in attendance was conducive to learning in the environment used.	
2.4	The candidates attended for the minimum period.	
2.5	Candidates were provided with an opportunity to feedback on the course and its delivery.	

SECTION 3: TRAINING ENVIROMENT

		Evidence to demonstrate requirement met/Action required
3.1	The training venue's welfare facilities were adequate.	
3.2	The learning resources and environment were adequately prepared before the start of the course.	
3.3	The training areas was free from significant distractions/disruptions.	
3.4	The room layout was suitable, and the candidates had visibility of the instructor and training resources visible to all candidates.	
3.5	Resources were legible and audible to all candidates.	

SECTION 4: COURSE INTRODUCTION

		Evidence to demonstrate requirement met/Action required
4.1	Prior to the start of the day, candidates were given a safety brief, including fire evacuation and any other health and safety procedures.	
4.2	Prior to the start of the course, candidates were given information about the security and fair processing of their personal information.	
4.3	The instructor explained how the course would run and included an overview of topics and breaks.	
4.4	Candidates were told the aim and objectives of the course.	
4.5	Prior to the start of the day the instructor included ground rules.	
4.6	An engaging and relevant icebreaker was delivered at the start of the course.	

SECTION 5: INSTRUCTOR DELIVERY

		Evidence to demonstrate requirement met/Action required
5.1	The instructor created a positive atmosphere of trust and mutual respect.	
5.2	The instructor ensured all candidates were engaged throughout the practical activities.	
5.3	The instructor demonstrated appropriate knowledge of the subject answering questions clearly and accurately.	
5.4	The instructor used various styles of questions that were relevant and promoted knowledge transfer.	
5.5	The instructor controlled discussions, stimulated participation and encouraged the candidate(s) to remain focused throughout.	
5.6	The instructor used delivery techniques and resources appropriate to the course content and expanded on information where required to enhance the learning experience.	

5.7	The instructor was confident, using a controlled voice and body language demonstrating a positive and enthusiastic attitude toward the training throughout.	
5.8	The instructor provided opportunities for candidates' questions, checked knowledge transfer throughout and confirmed learning outcomes were achieved.	

SECTION 6: RESOURCES

		Evidence to demonstrate requirement met/Action required
6.1	The instructor had an up-to-date copy of the Carriage of Goods regulations, syllabus, Dangerous Goods Emergency Action Code (EAC) list, Approved Derogations and Transitional Provisions.	
6.2	The provider had the appropriate fire training equipment available.	
6.3	The provider has the appropriate first aid equipment available for use.	
6.4	The provider has the minimum Personal Protective Equipment (PPE) available for use.	

6.5	The provider has appropriate vehicle demonstration equipment available for use.	
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SECTION 7: NOTES

7.1	Notes