

DGDT Pre-Approval Audit

Self-Assessment Checklist

Version Number 0.3

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1. Introduction

The purpose of the pre-approval audit is to verify that the provider has the critical elements in place in preparation to deliver Dangerous Goods Driver Training (DGDT).

To help you with this process we have created a self-assessment checklist. This checklist will help you understand the areas we will be evaluating. We would recommend that you also refer to the confirmatory statements within your application.

We hope that this self-assessment checklist will help you confirm that you have everything in place and are ready for an audit, which will determine if your application is approved.

The areas covered include administration processes, training recourses and IT. Where possible we have indicated a link to resources which may assist you when completing the form.

N.B The responsibility for quality and safety at an approved training provider lies with the responsible person. 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: PROCESSES

		Evidence to demonstrate requirement met/Action required
2.1	The provider has valid insurance.	
2.2	<p>The provider has an appropriate and current Health & Safety Policy.</p> <p>Tip: You should make sure the policy has valid and expiry dates, is signed by a responsible person and states their job title.</p>	
2.3	<p>The provider can demonstrate that it has an effective process to assess the suitability and safety of training venues prior to use.</p> <p>Reminder: Ensure you can evidence that you have checked that your venue meets the minimum size of ten square meters, plus two square meters for each candidate.</p> <p>Classroom delivery should be to no more than 20 candidates.</p>	
2.4	The provider can demonstrate that it has appropriate devices and software in place to meet the requirements for the delivery of the examination.	
2.5	The provider can demonstrate that it has an effective process to ensure they have access to the latest examination software version is in use.	

2.6	<p>The provider can demonstrate that devices are restricted for the purposes of examinations only.</p> <p>Reminder: Devices must be locked down to ensure candidates cannot access other websites or applications.</p>	
2.7	<p>The provider can demonstrate it has an effective contingency process for the loss of Wi-Fi.</p> <p>Reminder: Document the process you will follow if your Wi-Fi is lost.</p>	

SECTION 3: RESOURCES

		Evidence to demonstrate requirement met/Action required
3.1	The provider has the minimum fire training equipment available for use for the training being delivered.	
3.2	The provider has the minimum first aid equipment available for use for the training being delivered.	
3.3	The provider has the vehicle demonstration equipment available for use for the training being delivered.	
3.4	The provider has the minimum Personal Protective Equipment (PPE) available for use for the training being delivered.	
3.5	<p>The provider has the latest versions of the ADR Volume I and ADR Volume II.</p> <p>Reminder: These can be digital or hard copies. Where digital copies are used there must be a means to view the resource.</p>	
3.6	The provider has the required DVDs/videos available for the modules being delivered.	

3.7	<p>The provider has the latest version of the ADR syllabus available.</p> <p>Reminder: These can be digital or hard copies. Where digital copies are used there must be a means to view the resource.</p>	
3.8	<p>The provider has the latest versions of Carriage of Dangerous Goods Road and Carriage of Dangerous Goods Road Amendments.</p> <p>Reminder: These can be digital or hard copies. Where digital copies are used there must be a means to view the resource.</p>	
3.9	<p>The provider has the latest versions of the Emergency Action Code (EAC) list, approved derogations, and transitional provisions.</p> <p>Reminder: These can be digital or hard copies. Where digital copies are used there must be a means to view the resource.</p>	
3.10	<p>The provider has the latest versions of instructor notes, handouts and presentation material for the modules that will be delivered.</p> <p>Reminder: These can be digital or hard copies. Where digital copies are used there must be a means to view the resource.</p>	

SECTION 4: NOTES

4.1	Notes