

DGDT Pre-Approval Audit

Self-Assessment Checklist

Version Number 0.4

Date: September 2026

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 (DGDТ).

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 resources and IT. Where possible, we have provided tips and reminders which may assist you when completing the form.

N.B. Responsibility for quality and safety at an approved training provider lies with the responsible person, i.e. the person who is operationally responsible for DGDТ.

Completion of this self-assessment 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. Reminder: You are required to hold valid Public Liability insurance.	
2.2	The provider has an appropriate and current Health & Safety Policy. Tip: You should make sure the policy includes valid from and expiry dates, is signed by a responsible person and states their job title.	
2.3	The provider can demonstrate that it has an effective process to assess the suitability and safety of training venues prior to use. Reminder: Ensure you can evidence that you undertake safety and suitability checks for each venue and that this includes the room is a minimum of ten square metres, plus two square metres for each candidate. Classroom delivery should be limited to no more than 20 candidates.	
2.4	The provider can demonstrate that it has appropriate devices and equipment in place to meet the requirements for the delivery of the examination. Reminder: There must be suitable screen sizes for the completion of the examination to enable candidates to see the information. It is recommended that screen sizes are a minimum of 10" for a tablet, 13" for a laptop and 21" for a standalone monitor. Separate keyboards and mice should be available.	

2.5	The provider can demonstrate that it has the appropriate software in place for the delivery of the examinations. Reminder: Devices should use current and support versions of Microsoft Windows, Microsoft Edge, Google Chrome or Mozilla Firefox. Bandwidth must be able to support the examination platform. It is recommended that this is no less than 10Mbps.	
2.6	The provider can demonstrate that devices are restricted for the purposes of examinations only. Reminder: Devices must be locked down to ensure candidates cannot access other websites or applications. Tip: Some devices can be configured to use 'assigned access' or 'kiosk mode', which prevents candidates from accessing other websites and applications.	
2.7	The provider can demonstrate it has an effective contingency process for the loss of Wi-Fi. Reminder: Document the process you will follow if your Wi-Fi is lost.	

SECTION 3: RESOURCES

		Evidence requirement/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	The provider has the latest versions of the ADR Volume I and ADR Volume II. Reminder: These can be digital or hard copies. Where digital copies are used, there must be a means to view the resource.	
3.6	The provider has the required DVDs/videos available for the modules being delivered.	

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

SECTION 4: NOTES

4.1	Notes