

Step by Step Guide to Providing ADR Training





Requirements

ADR, Dangerous Goods Training, is awarded by SQA (Scottish Qualifications Authority). In order to provide ADR, you will be required to become an approved SQA training centre for ADR and have, at least one, approved ADR instructor.

Fortunately, NLTC can help with both of these requirements.

You will need to contact SQA in order to begin the approved centre process. If you don't have an approved ADR instructor, we can hopefully begin the instructor training course so that the instructor and centre approval processes are running together.

You will need to contact SQA (adr@sqa.org.uk) informing them that you are a member of NLTC and wish to begin the approval process.

SQA will then contact us in order to ascertain your membership with us. Once this has been established the process will begin.



Centre Approval

We are required to carry out a pre-approval report for SQA. We will arrange a convenient date and time to visit your centre to carry out the pre-approval report. During this we will establish any additional equipment you may require and any additional actions that may need to be taken in order to ensure that the centre approval goes smoothly for you.

Once SQA have received a satisfactory pre-approval report from us, you will be given access to the SQA approved centre data-base and provided with your centre number.

You will need to complete your details in the SQA data base and add a number of documents, such as your public liability insurance, etc.

Once this is complete, let SQA know and they will send an external verifier to your centre to complete the centre approval.

The list on the next page shows the required items of equipment, in addition to the expected standard classroom equipment. It also shows desirable items, which are not essential for approval but believed by us to enhance the training provided by our members.

Note:

1. NLTC provide a range of labels and placards to new members
2. Samples of packages and tanker fittings are acceptable in electronic form within the NLTC Power Point.
3. NLTC members receive discounts on the purchase of ADR manuals.
4. NLTC provides members with electronic copies of the required publications, which is an acceptable alternative to purchasing the publications.

Mandatory items are those essentially required for ADR Courses.
Desirable items are those preferred by NLTC for members to have.

Several required items are not listed as these are provided by NLTC

Item	Mandatory	Desirable	Check
1. Classroom			
Projection Equipment or Television Screen	X		
Dry Wipe Board or Flip Chart	X		
Desk & Chair for each candidate	X		
Desk and chair for SQA verifier	X		
Adequate heating, lighting and ventilation	X		
Free from distractions	X		
Dimensions	Intended number of candidates		
Access to break out facilities	X		
2. Equipment			
A warning vest (EN 471)	X		
Portable Lighting Apparatus	X		
A pair of Protective Gloves	X		
Eye Protection	X		
Emergency Escape Mask	X		
Range of various gloves		X	
Range of safety footwear		X	
Goggles		X	
Range of respirator filters		X	
Demonstration Eye Rinsing Liquid	X		
Demonstration First Aid Box	X		
2 x examples of UN approved packages		X	
Tanker safety equipment		X	
Dry Powder Fire Extinguisher (Demonstration) 6kg	X		
Full range of fire extinguishers		X	
Resuscitation Equipment (mannequin)	X		
Sterilization facilities	X		

Range of vehicle markings: Placards		X	
Orange coloured Plate(s)		X	
Tanker hazard warning panel(s)		X	
Range of Class Labels		X	
3. Publications			
Current copy of ADR	X		
CDG 2009 & 2011	X		
Emergency Action Code List (current)	X		
Approved Derogations & Transitional Provisions	X		



Instructor Approval

If you are, or have, an existing approved ADR instructor; you should inform SQA in order for a desk top transfer of approval to your new centre to be carried out.

If you are not, or do not have, an approved ADR instructor; you have two options:

1. Place an instructor on the training course.
2. Employ the services of a freelance instructor. We have several within the consortium who may be willing to act as your approved instructor.

The requirements for an instructor are:

1. Hold a current ADR, valid for the modes and classes you intend to offer.
2. First Aid at Work Certificate.
3. Fire Marshal Certificate.
4. CV regarding previous activities involving dangerous goods, or a DGSA certificate.

The Instructor Course

This is a three-week course designed to give the instructor a good insight into the rules regarding the provision of ADR training, as well as superior knowledge of the subject. This enables the instructor to ably deliver the training and have the ability to answer, or find the correct, answers to candidate's questions.

Generally; we don't run the three weeks concurrently, as it is naturally difficult for a person to take three consecutive weeks away from their normal duties. We prefer to run the first week and ascertain a mutually convenient date, between the candidates and ourselves, for the following week.

If you, or your intended instructor, are already, or have recently been, a qualified Dangerous Goods Safety Adviser; the course can be reduced to two weeks.

WEEK ONE	<p>Underpinning knowledge.</p> <p>This is similar to the DGSA course; and, if you wanted to, you would be able to undertake the next DGSA examination after undertaking this part of the course.</p> <p>This will give you a very good understanding of the workings and operation of the various dangerous goods regulations.</p>
WEEK TWO	<ul style="list-style-type: none"> 📖 SQA manual of practice for ADR Courses 📖 Rules for examinations 📖 Core Module 📖 Practical Exercises 📖 Package Module
WEEK THREE	<ul style="list-style-type: none"> 📖 Classes Module 📖 Classes 2 3 4 5 6 8 & 9 📖 Tanker Specialism

At the end of the course an NLTC internal verifier will assess your performance and, if acceptable, provide an NLTC certificate, stating that you have attended the NLTC Dangerous Goods Instructor Course.

NOTE: This does not fully approve you as an SQA ADR Instructor.

An SQA external verifier will be required to assess your performance and knowledge for full approval.

Quick View

Step One	<ul style="list-style-type: none"> ☛ Join NLTC ☛ Contact SQA, informing them that you are a member of NLTC and want to begin the approval process ☛ Ascertain if you have an approved instructor, or need to attend the ADR instructor course.
Step Two Centre Approval	<ul style="list-style-type: none"> ☛ Using the list in this document, ascertain that you have the required items and a suitable venue. ☛ Nominate, at least one, instructor. ☛ Arrange with NLTC for a pre-approval audit to be carried out. ☛ Complete the required sections of the SQA database ☛ Arrange with SQA for a centre approval to be carried out.
Step Three Instructor Approval	<ul style="list-style-type: none"> ☛ If you are using a pre-approved instructor, add this person to the SQA appointees tab of the database. ☛ If you do not have a pre-approved instructor; either: <ul style="list-style-type: none"> a) Obtain the services of an approved instructor (we can help with this, if required) b) Place an instructor on the NLTC ADR Instructor course.
APPROVAL	<ul style="list-style-type: none"> ☛ Once SQA have granted centre approval; if this is with a pre-approved instructor, you may begin providing ADR training. ☛ Without a pre-approved instructor; the instructor who has attended the instructor course will provide the instruction at your course, whilst being observed by SQA (NLTC will also be in attendance, acting as your approved instructor). The SQA verifier will advise instructor approval based on this performance.

We will provide centres with familiarization of procedures for adding candidates to the SQA database.



Costs

Membership + Approval Costs

NLTC Annual Membership	£500
SQA Centre Approval (first year only)	£500 (reduced by NLTC membership to £450)
SQA Annual Approval	£500 (reduced by NLTC membership to £450)
Total membership & approval	£1,400

Other Costs

ADR Instructor Course	£3,000
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Note: The costs below are set to cost only i.e. this is what it has cost NLTC to provide the visit to your centre

Pre-approval audit	£200 plus £0.42 ppm from and to CH65 2HQ and accommodation, if required.
Instructor attendance for instructor approval.	£200 per day plus £0.42 ppm from and to CH65 2HQ and accommodation, if required.

This should be for one day only; however, if SQA cannot attend on the first day, or do not approve the instructor, additional days may be required.

Prices shown are exclusive of vat