

Section Ten – ADR – Carriage of Dangerous Goods

10.1 Dangerous goods Safety Advisor

Where dangerous goods are carried, the operator must have a qualified Dangerous goods safety advisor (DGSA) in place, the DGSA can be in-house or contracted in, however, the DGSA must have control over the ADR requirements within the business

The DGSA must produce an annual report detailing its level of involvement and management within the role of DGSA. The DGSA must also produce evidence of internal compliance audits and detail the results of any actions taken

In point 10.1 section you need to enter the following details in your audit template

1. Appointed DGSA Name, contract, job description, roles & responsibilities
2. Does the DGSA undertake any other role in the business? If so, how many hours/days are dedicated to DGSA
3. Details of internal compliance audits including, the date of the last audit, the result of last audit and action taken
4. Evidence of weekly & monthly reports and minutes of meetings

10.2 ADR Training

The operator must have a policy in place to ensure that all staff involved in the carriage of hazardous goods are suitably trained and the operation is effectively managed, drivers involved in the carriage of dangerous goods must hold the current relevant ADR training certificates, any staff/drivers dealing with dangerous goods handling must have the correct personal protective equipment (PPE), drivers must have the correct class of ADR for the goods that they are carrying, a policy must be in place, to follow in the event of an incident or spillage.

In point 10.2 section you need to enter the following details in your audit template

1. Enter details of the person responsible for compliance of the company's policy, policy number and review date,
2. Confirm that the policy content includes, classification of goods, quantities, PPE, equipment, loading, unloading & handling, packaging rules and staff training
3. Detail the process to follow in the event of an incident or spillage
4. Where carriage doesn't require an ADR certificate, (below threshold) record evidence of awareness training
5. Evidence of Training Certificates & photocopies of ADR cards held on file and refresher due date
6. Evidence of any additional training, such as toolbox talks or eLearning
7. Evidence how updates/changes to legislation are relayed to staff, name the person responsible for relaying the updates.

10.3 ADR-specific vehicle and trailer requirements

Processes must be in place to ensure all vehicles involved in the carriage of dangerous goods meet the required standard and where required forward planning procedures are in place to account for testing and certification.

In point 10.3 section you need to enter the following details in your audit template

1. Evidence of vehicles that are NOT correctly ADR tested
2. Evidence of vehicles that are NOT suitable for the carriage of dangerous goods
3. Enter details of the person responsible for ensuring vehicle approval certificates are in place
4. Detail any additional checks that are carried out over and above the standard inspections & servicing
5. Name the person responsible for ensuring vehicle approval certificates are in place

10.4 ADR Safety equipment and personal protective equipment (PPE)

Processes must be in place to monitor the supply and maintenance of personal protective equipment (PPE). Name the person responsible for training drivers in the use of PPE

In point 10.4 section you need to enter the following details in your audit template

1. Name the person responsible for issuing, maintaining, and training in the use of PPE
2. State what equipment is carried in relation to the class and quantity of goods carried, i.e.: fire extinguisher, torch, goggles, buckets, broom, spillage matts, chocks
3. State the person responsible for monitoring quantities, expiry dates and servicing of fire extinguishers
4. State what training is given in relation to the use of fire extinguisher, torch, goggles, buckets, broom, spillage matts, chocks, first aid kits, and eyewash, and give dates and the frequency of training

10.5 Documentation, placarding and marking of vehicles

Documented procedures must be in place to manage the correct production of, and retention of all relevant documentation where necessary, this must include records management processes to identify products and classes of substances, and all consignment documents must be retained for 3 months

In point 10.5 section you need to enter the following details in your audit template

1. State the person responsible for ensuring the correct production and retention of documentation for each consignment
2. State how long the documents are retained for, state how and where they are stored
3. Detail actions to be taken in case of emergency
4. Name the person responsible for ensuring vehicles are displaying the correct placards, plates and action codes for the load being transported

10.6 Load security and integrity

The operator must have processes in place for general load security and ADR, this should include training on the type of goods being carried, and the processes should include any security requirements for moving dangerous goods by road

In point 10.6 section you need to enter the following details in your audit template

1. Document how vehicles are loaded to ensure no breaches or non-compliance occurs
2. Evidence of the monitoring system used and detail any breaches found, name the person responsible for managing any breaches found
3. Details of internal audits and spot checks carried out on loading and load security
4. Name the person responsible for vehicle specification for the type of substance under the carriage of ADR
5. Detail the process of calculating volumes of goods carried so maximum volumes are not exceeded
6. Detail training in relation to rollover prevention in the case of carrying liquids
7. Detail the training given in relation to loading and discharging of tanks