



Transport Malta

## **GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR DRIVERS OF VEHICLES CARRYING DANGEROUS GOODS**

**FINAL  
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# **GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR DRIVERS OF VEHICLES CARRYING DANGEROUS GOODS**

These guidelines provide details for parties interested in delivering training leading to the acquisition of the Dangerous Goods Driver Training Certificate in accordance with the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations (S.L. 65.22) and the ADR<sup>1</sup>. Guidance is provided for prospective training providers, including employers who may wish to become approved Training Providers. The guidance provided is as comprehensive as possible but should not be taken as a complete or authoritative statement of the law, which shall in all cases apply.

## **SECTION A: THE DANGEROUS GOODS DRIVER TRAINING CERTIFICATE (DGDT)**

Regulation 25 of the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations (the Regulations) lists the attainment of a Dangerous Goods Driver Training Certificate (DGDT) as one of the pre-requisites for an applicant to become a driver of Dangerous Goods. This certificate can be obtained after receiving training and passing an examination approved by Transport Malta, as the competent authority. Chapter 8.2 of Annex B to the ADR indicates the subjects to be covered during the training program in order to obtain this certificate.

The DGDT Certificate is aimed at providing drivers with the necessary skills and knowledge for the safe handling and carriage of dangerous goods and is based on an Initial and Refresher Training Programs as described below. Currently, there are a total of 425 drivers holding a valid DGDT certificate.

Transport Malta will be approving Training Providers to offer these training programs to drivers of vehicles carrying dangerous goods.

### **Initial Training Program**

The initial training program shall consist of the modules listed below:

- (i) 3.5 hours for general provisions and 1.5 hours for practical exercises (covering at least first aid, fire fighting and what to do in case of an accident/incident) ;
- (ii) 1.5 hours specialisation sessions per class for classes 2, 3, 4, 5, 6, 8 and 9 (drivers may choose to attend one or more of these sessions);
- (iii) 9 hours for the specialisation session for carriage in tanks;
- (iv) 6 hours for the specialisation session for carriage of substances and articles in Class 1 (Explosives);
- (v) 6 hours for the specialisation session for carriage of substances and articles in Class 7 (Radioactive Material).

Module (i) is compulsory for all drivers of dangerous goods; whilst the other modules are required only in the case of drivers involved in the carriage of goods falling within the respective classes. However; at least one other module from modules (ii) to (v) must be successfully attended to qualify for a DGDT certificate.

Drivers shall be issued a DGDT certificate once they submit proof that they have undergone the initial training program as detailed above and passed the theoretical tests set by Transport Malta, as defined in Section B of these guidelines.

### **Refresher Training Program**

The refresher training program is designed to confirm and expand on the existing knowledge, understanding and skills of each driver to ensure that they continue to be confident, safe and up to date with new technical, legal and substance related developments.

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<sup>1</sup> ADR – EU agreement concerning the international carriage of dangerous goods by road.

All dangerous goods drivers must undergo compulsory refresher training with an approved Training Provider every five years to retain their DGDT Certificate, based on the subjects listed in Section E of these guidelines. Each candidate will be required to sit for an exam set by Transport Malta as per Section B after the Periodic Training. The refresher training program shall consist of the modules listed below:

- (i) 1.5 hours for general provisions;
- (ii) 45 minutes specialisation sessions per class for classes 2, 3, 4, 5, 6, 8 and 9 (drivers may choose to attend one or more of these sessions);
- (iii) 4.5 hours for the specialisation session for carriage in tanks;
- (iv) 3 hours for the specialisation session for carriage of substances and articles in Class 1 (Explosives);
- (v) 3 hours for the specialisation session for carriage of substances and articles in Class 7 (Radioactive Material).

Module (i) is compulsory for all drivers of dangerous goods; whilst the other modules are required only in the case of drivers involved in the carriage of substances and articles in the respective classes. However; at least one other module from modules (ii) to (v) must be successfully attended to qualify for a DGDT certificate, depending on the modules attempted during the initial training program.

If a driver who already holds a DGDT certificate for one or more classes or articles wishes to extend this certificate to additional classes or articles, such drivers shall be required to attend the respective modules within the Initial Qualification Program.

## **SECTION B: OBTAINING THE DANGEROUS GOODS DRIVER TRAINING CERTIFICATION**

Chapter 8 of Annex B to the ADR define the minimum requirements of the examinations to establish whether the trainee driver has achieved the level of knowledge required for the subjects and objectives listed in Section E of these guidelines.

Based on these requirements, Transport Malta has established the following test modules that candidates may sit for in order to obtain the relative qualifications depending on the sector or sectors that they intend to work within. These tests shall consist of multiple choice questions delivered through the electronic testing system that is already in use for driving licences theory tests.

- (i) **Module A - Compulsory paper on ADR General Provisions:** This shall consist of a written examination paper of 50 minutes, the purpose of which shall be to determine whether the applicant has achieved the required level of knowledge in the ADR General Provisions subject. This examination shall consist of 25 multiple choice questions and the pass mark shall be set at 60%. Candidates failing this paper shall not be granted a DGDT certificate;
- (ii) **Optional papers:** Candidates who pass the compulsory paper on ADR General Provision may choose to sit for one or more of the Modules (B to G) listed below, provided that:
  - Not more than one year has passed from the successful completion of the compulsory paper on Module A (ADR General Provisions - see point (i) above);
  - Candidates failing any exam, or part thereof, in Modules B, C, D, F or G shall not be able to drive vehicles carrying dangerous goods falling in the particular Class pertaining to that Module;
  - Candidates failing Module E shall not be able to drive tank vehicles carrying dangerous goods.
- a) **Module B** shall consist of 7 written papers – one per ADR class 2, 3, 4, 5, 6, 8 and 9. Students may choose to sit for any of the papers depending on the classes for which they received training. Each paper shall consist of 10 multiple choice questions and students shall be allowed 20 minutes per paper. Pass mark for each paper shall be set at 60%;
- b) **Module C** shall consist of a written examination of 40 minutes establishing whether the applicant has achieved the required level of knowledge in the ADR Tanks subject. This examination shall consist of 20 multiple choice questions and the pass mark shall be set at 60%;
- c) **Module D** shall consist of a written examination of 40 minutes establishing whether the applicant has achieved the required level of knowledge in the ADR Class 1 (See Section F for details). This examination shall consist of 20 multiple choice questions and the pass mark shall be set at 60%;
- d) **Module E** shall consist of a written examination of 40 minutes establishing whether the applicant has achieved the required level of knowledge in the ADR Class 7 (See Section F for details). This examination shall consist of 20 multiple choice questions and the pass mark shall be set at 60%;

## **SECTION C: REQUIREMENTS TO BECOME AN APPROVED TRAINING PROVIDER FOR DRIVERS OF VEHICLES CARRYING DANGEROUS GOODS**

These Guidelines are being issued to training providers interested in obtaining the necessary approval from Transport Malta to provide this training.

The aim of these guidelines is to ensure that training providers deliver the training in accordance with Regulation 40 of the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations (the Regulations). Any organisation can apply to become an approved training provider of Initial and Periodic training, provided that it meets the criteria listed below. Once they are approved, training providers can offer training on a commercial basis.

Approvals will last for a period of three years from the date of approval. During this period, approved training providers will be required to comply with the conditions set out in Section D of these guidelines.

Interested parties may apply to become approved training providers by submitting a written request detailing, as a minimum, the following information. Transport Malta may require further details, and may also carry out an inspection visit at the premises of the proposed training centre before granting the approval. Approved Training Providers will be required to pay the applicable fees (refer to Section D) prior to official publication of approval.

### **Part 1: The Organisation**

- a) The name of the organisation and name of person making the application;
- b) Description of organisation including organisation structure and profile;
- c) The type of organisation (e.g. a transport operator, training provider, educational institution);
- d) Details of experience in training, and any current training provided, including reference to any prior approvals or accreditations from other awarding bodies;
- e) Details of experience in goods and dangerous goods transport.

### **Part 2: The Proposed Training Programme**

This part should include sufficient detail to prepare the candidates for the tests listed in Section B, covering the subjects in Section E of these guidelines.

- a) A detailed training program specifying how each of the subjects listed in Section E will be taught. Samples of training aids and also samples of the handouts or notes to be given to the candidates are to be provided;
- b) A lesson plan indicating the proposed amount of hours for each subject included in the training program;
- c) Details on types of evaluation that will be undertaken to ensure that training meets the set learning objectives;
- d) The proposed structure of the training program indicating the duration of the lessons, the frequency of the lessons (per day/week) and the overall duration of the training program;
- e) A set of proposed test questions for each of the modules listed in Section B and containing at least the amount of questions stated for each module in Section B. These test questions shall be reviewed by Transport Malta and may be included in the electronic test bank used for the tests.

### **Part 3: The Trainers**

- a) The name and CV of each trainer;
- b) A detailed profile of each of the trainers indicating their experience, field of activity, qualifications, and language in which they will be providing training;
- c) A copy of each trainer's teaching qualifications and/or experience;
- d) Any personal references received by a trainer from educational establishments;
- e) A table indicating which trainers will provide training on which subjects.

#### **Part 4: The Training Centre and Equipment**

- a) Detailed information (including address) about the premises where the training will be provided, including class rooms, waiting areas, sanitary facilities, and parking facilities;
- b) Details on the administrative functions and procedures that will be adopted;
- c) The health and safety provisions put in place by the training provider within the above mentioned premises.

#### **Part 5: General**

- a) Any conditions regarding students' participation in the courses;
- b) The minimum and maximum number of participants for each course;
- c) An explanation of what guarantees will be offered to candidates to ensure courses will take place as agreed once they have been booked;
- d) System to be used to show driver attendance and number of hours of attendance;
- e) Notification of planned training courses as and when requested by Transport Malta;
- f) A tentative yearly schedule of planned courses;
- g) Whilst training fees are not regulated by Transport Malta, details on fees to be charged for the various training programs should be submitted as part of the application.

## **SECTION D: MINIMUM CONDITIONS FOR APPROVED TRAINING PROVIDERS**

The following minimum conditions must be complied with by all Training Providers:

1. Approvals will be issued by the Land Transport Directorate within Transport Malta, and will last for a period of three years from the date of approval. The criteria for the renewal of approval for a further three years will be based on the track record of the training provider.
2. Training must be given in accordance with the documents accompanying the application. Any changes must be approved by Transport Malta before being implemented. Such requests for approval are to be submitted at least eight weeks in advance.
3. Ideally, the majority of training should be provided in Maltese to ensure a thorough understanding of the subject by candidates. However, Training Providers may provide training in English provided that they themselves assess the effectiveness of the delivery of training when this is done in English. Training to English speaking candidates must be delivered in English. Transport Malta may consider approving training courses in other languages if this necessity arises and there is a formal request from the Training Provider.
4. Training must be in accordance with the approval and must at least cover the subjects in the list in Section E of these guidelines.
5. Trainers engaged by the training provider shall:
  - a) Hold a recognised qualification as a trainer or instructor of adults;  
OR  
Provide evidence of substantial experience of preparing and running courses for adults on job related topics, in a formal classroom environment;  
  
Hold a valid dangerous goods driver training (DGDT) certificate covering the modules on which they are required to instruct  
OR  
Demonstrate that they have substantial operational experience of the transport of the dangerous substances for which training is to be conducted (either in a managerial/supervisory capacity, or as drivers/operatives);  
OR  
Provide evidence in the form of a qualification e.g. they hold a current Dangerous Goods Safety Advisor Vocational Training Certificate;  
OR
  - b) Demonstrate substantial experience relevant to the training to be covered that, in the opinion of Transport Malta, is of an equivalent or superior standard;
  - c) In the case of instruction in Class 7, the training provider must provide written evidence that the trainer proposed by him has the approval to carry out such instruction from the Radiation Protection Board within the Health & Safety Authority in Malta.

6. The approved Training Provider must guarantee that the trainers and instructors have a sound knowledge of the most recent regulations and training requirements. Any changes in trainers must be notified to Transport Malta. Information on the new trainers must be provided to Transport Malta in accordance with Part 3 of Section C of these guidelines.
7. Transport Malta is entitled to monitor the training being provided, either directly or indirectly.
8. The approval may be withdrawn or suspended if the conditions of approval are no longer complied with.
9. Training Providers must retain records on driver feedback for three years. Each driver should complete a feedback form at the end of each course. The centre must retain this feedback for inspection.
10. It is important that the quality and relevance of training is continually monitored. As a result, all approved Training Providers will be required to build into each approved course a method of evaluation that will demonstrate the effectiveness of the course. Training Providers are required to retain records on the assessment of progress of each candidate in terms of active participation. These records will need to be kept for three years, for checking by Transport Malta.
11. Training providers are required to retain full records of each course held in the previous three years so that Transport Malta can inspect:
  - The total number of candidates;
  - The names, addresses and ID card number of those attending;
  - The date, title and number of the modules delivered together with the name(s) of the trainer(s);
  - The evaluation papers of the courses delivered, including assessment of progress of candidates;
  - The driver feedback forms.
12. Training providers must issue a receipt to each participant confirming attendance. This must confirm the date of attendance and the number and title of the course.
13. Training providers are to submit a report to Transport Malta at the end of each calendar year (by not later than the 15<sup>th</sup> January). This annual report should including the following:
  - Number and types of courses held, including the number of candidates in each course;
  - Pass rate of drivers attending the training, structured in terms of the different examination papers;
  - Number and types of courses planned for the following year;
  - Summary of driver feedback;
  - Summary of assessments carried out to ensure quality of training.
14. The following fees shall be payable to apply for granting of approvals:
 

- Approval to become Training Provider	€250
- Renewal of Training Provider approval (every three years)	€100
- Approval of changes to training programme	€25
15. Any communications should be addressed to the Chief Officer - Land Transport Directorate.



## **SECTION E: MINIMUM SUBJECTS (taken from Annex B to the ADR Vol. II)**

The knowledge to be taken into account when establishing the driver's initial qualification and periodic training must include at least the subjects in the following list. Trainee drivers must reach the level of knowledge and practical competence necessary to drive vehicles carrying dangerous goods safely. The minimum level of knowledge may not be less than **level 2** of the training-level structure provided for in Annex I to Decision 85/368/EEC on the comparability of vocational training qualifications between the Member States of the European Community, i.e. the level reached during compulsory education, supplemented by professional training.

### General Subjects

- General requirements governing the carriage of dangerous goods and related regulations;
- Main types of hazard;
- Information on environmental protection in the control of the transfer of wastes;
- Preventive and safety measures appropriate to the various types of hazard;
- What to do after an accident (first aid, road safety, basic knowledge about the use of protective equipment, instructions in writing, etc.);
- Marking, labelling, placarding and orange-coloured plate marking;
- What a driver should and should not do during the carriage of dangerous goods;
- Purpose and the method of operation of technical equipment on vehicles;
- Prohibitions on mixed loading in the same vehicle or container;
- Precautions to be taken during loading and unloading of dangerous goods;
- General information concerning civil liability;
- Information on multimodal transport operations;
- Handling and stowage of packages;
- Traffic restrictions in tunnels and instructions on behaviour in tunnels (prevention of incidents, safety, action in the event of fire or other emergencies, etc.);
- Security awareness;
- Behaviour of vehicles on the road, including securing and movements of the load;
- Specific requirements of the vehicles;
- General theoretical knowledge of the various and different filling and discharge systems;

### Class 1 subjects

- Specific hazards related to explosive and pyrotechnical substances and articles;
- Specific requirements concerning mixed loading of substances and articles of Class 1.

### Class 7 subjects

- Specific hazards related to ionizing radiation;
- Specific requirements concerning packing, handling, mixed loading and stowage of radioactive material;
- Special measures to be taken in the event of an accident involving radioactive material.

## **SECTION F: DANGEROUS GOODS CLASSES (As listed in the Annexes to the ADR Regulations)**

Class 1 – Explosive Substances and Articles;

Class 2 – Gases;

Class 3 – Flammable Liquids;

Class 4 – Flammable Solids (4.1), Self Reacting Substances (4.2) and Solid Desensitized Explosives (4.3);

Class 5 – Oxidizing Substances (5.1) and Organic Peroxides (5.2);

Class 6 – Toxic Substances (6.1) and Infectious Substances (6.2);

Class 7 – Radioactive Material;

Class 8 – Corrosive Substances;

Class 9 – Miscellaneous Dangerous Substances and Articles.