



Transport Malta

GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR DANGEROUS GOODS SAFETY ADVISERS (ROAD)

1.0

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GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR DANGEROUS GOODS SAFETY ADVISERS (ROAD)

These guidelines provide details for parties interested in delivering training leading to the acquisition of the Dangerous Goods Safety Adviser (DGSA) Certificate in accordance with the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations (S.L. 65.22) and the ADR¹. This guidance is provided for prospective training providers and 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 SAFETY ADVISER (DGSA) CERTIFICATE

Regulation 15 of the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations (the Regulations) state that undertakings involved in the carriage of dangerous goods by road shall appoint a DGSA who shall assist the undertaking in taking all steps necessary to prevent accidents and reduce risks inherent in such activities with regards to persons, property and environment.

Regulation 17 of the Regulations lists the attainment of a DGSA Certificate as the pre-requisite for an applicant to become a DGSA. This certificate can be obtained after receiving training and passing an examination approved by Transport Malta, as the competent authority. The fourth schedule of the Regulations indicates the subjects to be covered during the training program and examinations in order to obtain this certificate.

The DGSA Certificate is aimed at providing the applicants with the necessary skills and knowledge for facilitating the safe conduct of activities within an undertaking handling dangerous goods and is valid for 5 years as described below. Currently, there are a total of 9 people currently holding a valid DGSA certificate.

Transport Malta will be approving Training Providers to offer these training programs to applicants who want to obtain or renew the DGSA certification.

The Training Program

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

- (i) A compulsory Core module – Module 1;
- (ii) A compulsory Classes module – Module 2;
- (iii) A compulsory Transport Mode (Road) module – Module 3.

Candidates do not need to take all three subjects at the same sitting but can hold single subjects until they gain three passes. They must, however, pass all three papers within a 12 month period. The examinations are open-book, which means that candidates are allowed to take certain texts into the examination room. A list of permitted material can be found in Section B. Electronic media or similar devices are not permitted in the examination room.

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

¹ ADR – EU agreement concerning the international carriage of dangerous goods by road.

SECTION B: OBTAINING THE DANGEROUS GOODS SAFETY ADVISER CERTIFICATION

Chapter 1.8 of Annex A to the ADR defines the minimum requirements of the examinations to establish whether the candidate 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 DGSA qualification. These tests shall consist of a mixture of questions (e.g. short answer, case study) delivered through a written examination for each module.

The Core Module:

This module will consist of ten compulsory questions covering the syllabus topics and reflecting the stated weightings. The questions will require short responses. Multiple choice questions can be used in this module and in this case one open question can be substituted with two multiple choice questions. The pass mark will be 65% and the examination will last for 1 hour 15 minutes.

The Classes Module:

This module will comprise a mixture of structured and short response questions. There will be at least eight compulsory questions covering the syllabus topics and reflecting the stated weightings. The pass mark will be 65% and the examination will last for 1 hour 50 minutes.

The Transport Mode (Road) Module:

This module will contain two sections:

- Section A will be a case-study, worth 70% of the final mark. The candidates will have to answer one case-study from a choice of not less than three which will cover various classes.
- Section B will contain a range of compulsory questions which will make up 30% of the final mark.

The pass mark will be 65%, derived from Sections A and B. The examination will last for 1 hour 45 minutes.

Note: All the exams for the modules mentioned above are carried out in 'Open Book' format meaning that some material will be allowed within the examination room during the exams. The material in question shall be as described below and under no circumstance shall other material be introduced in the examination room. Electronic media or similar devices are not permitted in the examination room. Candidates who are found in possession of extraneous material will have their examination paper declared null and void by the Authority.

The following documents may be used in the DGSA examinations. This list can be further revised for subsequent examinations and candidates should ensure they have an amended version if they are sitting any examinations at a later date:

- The latest edition of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) plus any corrigendum documents.

SECTION C: REQUIREMENTS TO BECOME AN APPROVED TRAINING PROVIDER FOR DANGEROUS GOODS SAFETY ADVISERS (ROAD)

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 17 of the Motor Vehicles (Carriage of Dangerous Goods by Road) Regulations. Any organisation can apply to become an approved training provider, 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 information below. 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 TWICE 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 attendance and number of hours of attendance;
- e) Notification of planned training courses as and when requested by Transport Malta;
- f) Whilst training fees are not regulated by Transport Malta, details on fees to be charged for the training program 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. Training Providers may provide training in Maltese or English provided that they themselves assess the effectiveness of the delivery of training. 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;
 - b) 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 DGSA);
OR
Demonstrate substantial experience relevant to the training to be covered that, in the opinion of Transport Malta, is of an equivalent or superior standard.
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 candidate feedback for a minimum of three years. Each candidate 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 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 candidate 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 15th 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 candidates attending the training, structured in terms of the different examination papers;
 - Number and types of courses planned for the following year;
 - Summary of candidates' 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

The knowledge to be taken into account when establishing the DGSA qualification must include at least the subjects in the following list

CORE

Group 1. Classification; Identification (ADR Parts 1, 2 and 3), 45% of examination

Topic 1: Classification

1.1 The broad principles of the UN classification system for dangerous goods. The candidate should have a general understanding of the regulations governing classification. The candidate should understand the general principles of the classification procedures for dangerous goods. The candidate should understand the responsibilities of the various parties;

1.2 A review of the basic hazards inherent for each of the classes;

1.3 The concept of, and methods for, classifying substances with multiple hazards and indicating degrees of danger. The candidate should understand the concept of Packing Groups. The candidate should be aware of the Table of Precedence and its role.

Topic 2: Identification

2.1 The international framework for the identification of dangerous goods. The candidate should understand the international framework;

2.2 The definition of UN numbers, proper shipping names, N.O.S. entries and preparations/solutions/mixtures within the various regulatory regimes. The candidate should understand how the various identification systems work and are applied.

Group 2. Packing and tank provisions; marking, labelling and placarding;

Documentation requirements (ADR Parts 1, 3.4, 4, 5 and 6), 45% of examination

Topic 3: Packing and tank provisions

3.1 The nature of the commonly available packagings and tanks used for the transport of dangerous goods by road, rail and inland waterways. The candidate should know the commonly available packing systems such as packagings, IBCs, large packagings, tank-containers, demountable tanks, road tank-vehicles and rail tank-wagons, bulk carriage vehicles, wagons and containers, batteries of receptacles, tubes, multiple element gas containers (MEGCs). The candidate should be able to distinguish between different tank types e.g. UN portable tanks, RID/ADR tank-containers, UN MEGCs and RID/ADR MEGCs etc.;

3.2 The basic principles of the design examination, testing and approval systems for packagings, tanks and bulk transport units. The candidate should understand the importance of the correct packaging, tank and bulk transport unit design requirements. The candidate should understand the basic principles of approval. The candidate should understand the principles of routine examination and testing as applied to single and multi-trip packagings, tanks and bulk transport units.

Topic 4: Marking, labelling and placarding

4.1 The basic principles of marking, labelling and placarding, as defined ADR. The candidate should understand the principles behind the marking, labelling and placarding of packagings, tanks and bulk transport units.

Topic 5: Documentation requirements

5.1 The requirements for dangerous goods documentation (including EDI systems). The candidate should understand the requirements of the various regulations;

5.2 The specific documentation requirements for the journey to be undertaken including the interface with other modal regulations on documentary requirements.

Group 3. Compliance thresholds; Environmental protection; Training; Legal framework (ADR Parts 1, 2 and 3), 10% of examination

Topic 6: Compliance thresholds

6.1 The various exemption and/or concession thresholds provided in the regulations covering the transport of dangerous goods by road, rail and inland waterways. The candidate should recognise the existence of Excepted and Limited quantities, special agreements and exemption provisions, and appreciate how they apply in varying circumstances. The candidate should understand how thresholds may simplify the impact of relevant regulations.

Topic 7: Environmental protection

7.1 Identification of possible sources of environmental pollution. The candidate should have a general understanding of the possible sources of environmental pollution during the loading, unloading and transport of dangerous goods;

7.2 Basic principles of accident prevention and safety auditing as applied to transport undertakings and the role of a DGSA. The candidate should have a general understanding of the main causes of accidents. The candidate should have a general understanding of the consequences of accidents. The candidate should have a general understanding of the use of auditing as a safety monitoring and improvement activity. The candidate should understand the importance of properly documented systems and procedures.

Topic 8: Training

8.1 The statutory training requirements for persons involved in the transport of dangerous goods. The candidate should have a general understanding of the statutory training requirements for those involved in the transport of dangerous goods;

8.2 The general training requirements for all involved in the transport of dangerous goods. The candidate should understand the general need for adequate training for all those involved in the transport of dangerous goods. The candidate should understand the need to update training and keep training records. The candidate should have a general understanding of the role of training in maintaining safe systems of work.

Topic 9: Legal framework

9.1 The regulations governing the appointment, duties and training of the Dangerous Goods Safety Adviser (DGSA) and the DGSA examination requirements. The candidate should understand the legal responsibilities and duties of the DGSA. The candidate should understand the relationship of the DGSA with the undertaking. The candidate should understand the system of examination, qualification and revalidation. The candidate should understand the recognition of the certificate throughout the EU;

9.2 The inter-relationship between the various national and international regulations covering the transport, loading and unloading of dangerous goods. The candidate should understand the impact of these regulations on the operations of an undertaking and their relationship to the role of a DGSA. The candidate should have a general understanding of the inter-relationship of the sea and air regulations with the other modes;

9.3 The provisions concerning security. The candidate should have a general understanding of the security provisions. The candidate should be able to identify high consequence dangerous goods and the thresholds which apply.

CLASSES

Group 1. Classification (ADR Parts 1, 2 and 3), 20% of examination

Topic 1: Classification

1.1 The classification of dangerous goods into the nine UN classes and their divisions. The candidate should understand the structure of the UN classification system and the divisions of the various classes;

1.2 The hazards associated with all the UN classes and their divisions. The candidate should understand the characteristics, hazards and properties of each of the UN classes and their divisions;

1.3 The use of UN numbers, proper shipping names, N.O.S. entries, and procedures for preparations/solutions/mixtures. The candidate should understand how the identification methods work and are applied.

Group 2. Packing and tank provisions*; Marking, labelling and placarding; Documentation requirements; Compliance thresholds (ADR Parts 1, 3.4, 4, 5 and 6), 75% of examination

Topic 2: Packing and tank provisions

2.1 The class-specific features of packing and tank provisions* for the transport of dangerous goods. The candidate should have a general understanding of the class-specific features of packing and tank provisions. The candidate should be able to identify and select a suitable packaging from the regulations for a particular substance or article. The candidate should understand the general rules concerning the design, construction and testing of packaging and tanks including the marking requirements. The candidate should be able to distinguish between different tank types e.g. UN portable tanks, RID/ADR tank-containers, UN MEGCs and RID/ADR MEGCs etc..

*** This refers to the packagings, tanks and transport units outlined in Topic 3 of the Core syllabus**

Topic 3: Marking, labelling and placarding

3.1 The class-specific requirements for the marking, labelling and placarding of dangerous goods. The candidate should understand the class-specific marking and labeling requirements applying to the commonly used packagings, tanks and other transport units used for the carriage of dangerous goods. The candidate should understand the class specific tank, MEGC, bulk marking requirements for the carriage of dangerous goods.

Topic 4: Documentation requirements

4.1 The class specific requirements for the transport of dangerous goods. The candidate should understand the class specific documentation requirements. The candidate should understand the additional documentation requirements for some classes of dangerous goods.

Topic 5: Compliance thresholds

5.1 The class-specific concessions which apply to: packing and tank provisions; marking and labelling; documentation; placarding and equipment. The candidate should understand any class-specific thresholds which apply to certain classes of dangerous goods e.g. Excepted and Limited quantities. The candidate should understand the class-specific restrictions on the quantities of dangerous goods which may be carried. The candidate should understand and be able to apply the appropriate marks and labels for a given substance.

Group 3. Environmental pollution; Training; Legal framework (ADR Parts 1, 2 and 3), 5% of examination

Topic 6: Environmental pollution

6.1 The pollution hazards associated with the various UN classes. The candidate should have a general understanding of the environmental threats posed by specific classes and the control measures which may be appropriate.

Topic 7: Training

7.1 The class-specific training requirements for the various UN classes of dangerous goods.

Topic 8: Legal framework

8.1 The specific regulatory requirements for the transport by road of the various UN classes and their divisions. The candidate should understand any class-specific regulatory requirements

ROAD

Group 1. Transport units; Marking and placarding; Documentation (ADR Parts 5, 6, 7, 8 and 9), 40% of examination

Topic 1: Transport equipment

Note: The term transport equipment refers to transport units, as defined, and all other transport equipment including: freight containers, fixed tanks, demountable tanks, tank containers, portable tanks and multiple element gas containers (MEGCs)

1.1 The selection of appropriate transport equipment for the carriage of dangerous goods in packages, tanks (including MEGCs) and bulk. The candidate should have a general appreciation of the various types of transport equipment and their use (purpose). The candidate should be able to distinguish between different tank types e.g. UN portable tanks, RID/ADR tank-containers, UN MEGCs and RID/ADR MEGCs etc.. The candidate should have a general understanding of the examination and approval schemes associated with different types of transport equipment and the need for periodic inspection and approval/markings.

Topic 2: Marking and placarding

2.1 The marking and placarding of vehicles and transport units. The candidate should have a comprehensive understanding of the marking and placarding requirements of the applicable regulations in particular as they apply to vehicles; tank-containers; road tank-vehicles; demountable tanks and batteries of receptacles/tubes/cylinder trailers (MEGCs), UN portable tanks, freight containers and bulk transport units. The candidate should understand the operational requirements associated with marking and placarding, in particular the duties of all parties involved.

Topic 3: Documentation

3.1 The applicable documentation requirements of ADR. The candidate should have a comprehensive understanding of the documentation requirements. The candidate should have the ability to interpret the regulations and complete the documentation.

Group 2. Compliance thresholds; Filling, stowage, loading and segregation; Cleaning and/or decontamination (ADR Parts 1, 4, 7 and 8), 40% of examination

Topic 4: Compliance thresholds

4.1 The exemption/concession thresholds available within the regulations with regard to transport documentation, carrier duties, operational provisions, such as parking and supervision requirements and vehicle equipment. The candidate should have a detailed understanding of the available thresholds within the regulations governing the transport of dangerous goods by road;

4.2 The provisions concerning security in relation to vehicle operations. The candidate should have a general understanding of the security provisions. The candidate should be able to identify high consequence dangerous goods and the thresholds which apply. The candidate should be able to identify which transport operations are subject to the security provisions.

Topic 5: Filling, stowage, loading and segregation

5.1 The specific requirements of the regulations with regard to safe loading and stowage, correct filling ratios and ullage. The candidate should have a general understanding of the importance of correct filling procedures and the implications of under/over filling;

5.2 The principles of load security (safety). The candidate should have a general understanding of the importance of safe loading, stowage and securing. The candidate should have a general understanding of the available guidance;

5.3 The specific requirements of the regulations with regard to the segregation of dangerous goods. The candidate should understand the concept of mixed loading on vehicles. The candidate should understand the segregation requirements specified in the regulations.

Topic 6: Cleaning and/or decontamination

6.1 The requirements for proper cleaning and decontamination procedures during the transport of dangerous goods.

Group 3. Operational procedures; Emergency response requirements; Environmental protection; Training; Legal framework (ADR Parts 1,5, 7, 8 and 9), 20% of examination

Topic 7: Operational procedures

7.1 The key features of typical equipment and procedures governing common operations, such as safety equipment, loading, securing, operation of transfer equipment, unloading, cleaning and purging and route restrictions. The candidate should have a general understanding of the need for written procedures covering the principal operations associated with the transport of dangerous goods by road. The candidate should understand the allocation of tunnel codes to substances in the dangerous goods list and should be able to explain how the substance tunnel code relates to the actual tunnel code.

Topic 8: Emergency response requirements

8.1 The arrangements needed to deal with an emergency which arises during the carriage of dangerous goods by road. The candidate should have a general understanding of the need for procedures to deal with emergencies which may arise during the carriage of dangerous goods. The candidate should have a general understanding of the roles of the emergency services.

Topic 9: Environmental protection

9.1 The principal sources of environmental pollution during road transport operations. The candidate should have a general understanding of those activities which take place during loading, unloading and delivery operations (including emergencies) which could give rise to environmental pollution. The candidate should have a general understanding of the control measures which may be appropriate.

Topic 10: Training

10.1 The statutory training requirements for those involved in the transport of dangerous goods by road, such as candidate training requirements, the vocational training certificate, additional training requirements for others involved in the operation, training records. The candidate should understand the statutory training requirements for those involved in the transport of dangerous goods by road. The candidate should understand the importance of appropriate training for all those involved in transport operations. The candidate should have a general understanding of the need to keep records of all such training.