



ADR The Carriage of Dangerous Goods and use of Transportable Pressure Equipment

Manual of Practice – Sections Noted for Amendment 2018

Since the previous revision of the ADR Manual of Practice in March 2016, stakeholder engagement has captured feedback on a number of areas of the Manual of Practice which may require revision and possible amendment.

The following sections of the current ADR Manual of Practice have been amended as detailed below.

MOP Section	Details of Amendment
Section 2.5 - Drivers included in the Regulations	First two bullet points; 'Road Tankers' & 'Vehicles carrying tank containers' removed and last point re-worded to read – 'All vehicles carrying dangerous goods which fall within the scope of the Regulations, unless an exemption, special provision or derogation permits carriage without an ADR Driver Training Certificate'.
Section 4.5 – Application checklist	Section heading reworded to "Approval checklist" The following wording has now been removed from the bottom of paragraph one - 'Each document in support of the Centre Approval MUST be referenced against the following section numbers'
Section 4.5.3 - Application Checklist	The following wording has been added 'If your organisation is part of a consortium (see Section 5) or has purchased the training material and practical exercises from an approved commercial source, there is no requirement to submit details of the practical exercises, but you must provide proof of purchase and evidence of your right to use the course material and practical exercises'.
Section 4.5.4 – Application checklist	Section reworded to read 'A copy of the Health and Safety policy for companies with over 5 employees, complaints and appeals procedures of your establishment, and a copy of a Certificate of Insurance clearly showing that the establishment has public liability cover for candidates and all visitors under all proposed circumstances'.

Section 4.5.5 – Application checklist	Last paragraph reworded to ‘Note that you have a responsibility to comply with the Equality Act 2010, which includes but is not limited to making facilities accessible’.
Section 4.5.6 – Application checklist	Paragraph reduced to read – ‘A description of the management structure, indicating the reporting relationships and control of ADR teaching staff’.
Section 4.15.1 – Training Provider Approval – Change of address	Removed word SQA (duplication) The following statement was added – ‘SQA reserve the right to deploy an External Verifier to complete Quality Assurance activity in the event of a Training Provider changing address’
Section 5.3 – Internal verification of consortium members	Bullet point 4, sub-bullet point 3 amended to read ‘Follow up quality assurance visits, where required, are conducted for all Training Providers where a Grade 3 or 4 has been issued by an SQA External Verifier’. Where required inserted.
Section 6.6.5 – Practical exercise – digital training system	The wording Vocational Publications was removed and ‘National Logistics for Training’ corrected to read ‘National Logistics Training Consortium’
Section 6.8 – Personal protective equipment	Section heading was updated to read – ‘Equipment for Personal and General Protection’ Section re-written
Section 7.2 – Requirements for instructor notes	Final paragraph amended to read ‘Each instructor must have their own copy of the instructor notes and have them available for all the courses they run. Instructors are only permitted to use the course material approved for the training provider they are instructing for, relevant to the course being delivered.’
Section 7.3 – Audio/Visual presentations	Bullet point 3 – insertion of the word ‘other’ Bullet point 4 – insertion of ‘initial candidate courses’ Bullet point 5 – reworded to read ‘for refresher courses, an approved and suitable audio/visual presentation demonstrating the types of fire extinguisher and their selection and use for different types of vehicle fire’.
Section 7.4 – Visual material	Insertion of the wording ‘such as PowerPoint presentations’.
Section 8.7 – Duration of the practical exercises	Insertion of ‘NB - Please note an additional variation program is not required in the above circumstance’.
Section 8.8 – Actual course programmes	Wording change from ‘syllabus subjects’ to ‘modules’. Paragraph 6 – insertion of the wording ‘or have access to’

	Paragraph 7 – amended to read ‘Candidates must either be given individual copies of the actual programme or a briefing of the actual programme or it should be displayed in the classroom’.
Section 9.4 – Adding a new course programme	Reworded to include ‘The proposed programmes must be uploaded using the Variation Template document (downloadable from the database document library), at least 14 days before its intended use.’
Section 9.8 – Instructor qualifications – Class 1	Section reworded
Section 9.9 – Instructor qualifications – Class 7	Section reworded
Section 9.10 – Instructor qualifications – first aid	Removed the word ‘trained’ from both paramedics and first aid instructors. Insertion of ‘Please be aware when instructors refresh their First Aid at work certificate the refresher should be the 2 day requalification First Aid at Work course. All other First Aid certificates, including Emergency First Aid at Work certificates will not be considered acceptable’.
Section 9.11 – Instructor qualifications – fire fighting	Insertion of ‘Please note online training is not acceptable’.
Section 9.12 – Instructor upgrading	Insertion of ‘not applicable to upgrading to Class 1 and/or Class 7 instruction’
Section 10.1 – Notification of the intention to run a course	Paragraph 2, last sentence reworded to read ‘On receipt of your request SQA will evaluate the stated reason for the notification and confirm if the request has been accepted or declined’.
Section 10.3 – Responsibility for correct information	Paragraph 1, insertion of ‘It is the responsibility of the training provider to review the course information and ensure it is accurate and complete, which includes following the input of less than seven day notification courses and any amendments made by SQA’.
Section 11.2 – Candidate enrolment	Insertion of ‘It is the responsibility of the training provider to ensure the candidate information on the SQA Candidate Registration Form (ADR2) matches the candidate information registered on the database’.
Section 11.3 – Refresher Training	Paragraph 6 amended to read ‘For non-UK ADR Driver Training Certificate holders sitting refresher training, a copy of their current ADR Driver Training Certificate must be submitted to SQA prior to the training course and as early as possible’.
Section 11.4 – Checks on candidate Identity	Bullet point 1 sentence one now reads “Each candidate must complete and sign a Candidate Registration Form (ADR2) or an alternative candidate registration form approved by SQA”. Bullet point 2 types of identification added – ‘Driver Qualification card’ and ‘Petroleum Driver Passport’

Section 11.10 – Candidate registration form – declaration	Paragraph 3 inserted – ‘Please note that an authorised person must only sign and date the declaration on the Candidate Registration Form on completion of bullet point two listed above.’
Section 12.4.2 - Security	Paragraph 4 inserted – ‘Requests for a full replacement set of examination papers will be considered on a case by case basis and a charge may be payable for this request. Please contact SQA in writing advising of the reason for the request at adr@sqa.org.uk ’
Section 12.4.3 – Before the examinations	Bullet point 7, sentence 1 amended – ‘Ensure the invigilator has access to the examination matrix to ensure each candidate sits the correct papers.’ Bullet point 7 sentence 3 amended – ‘This is to ensure that the person taking the examination is the same as the person who attended the training, in the event of the invigilator being different from the instructor.’ Bullet point 8 sentence 2 amended – ‘Provide the candidate authentication codes from the online database to the invigilator.’
Section 12.4.4 – Following the paper-based examinations	Bullet point 4 amended – ‘Ensure that the Examination Answer Sheets and examination matrix for that course are securely sealed in an envelope, then despatched to SQA by secure ‘signed for’ delivery. ’
Section 12.5.1 – Duties of the invigilator	Bullet point 12, sub bullet point 6 amended to – ‘Explain that they may leave when finished, but that they must do so quietly, without disturbing other candidates.’
Section 12.8 – Candidate with additional support needs	Section 12.8.1 inserted – ‘Prohibition of the use of translators - SQA examinations are normally set in English, and it is expected that someone seeking a British qualification should have an adequate grasp of the English language. The use of translators is therefore not permitted during examinations.’
Section 15.1 – Training provider approval appeals procedure	DVSA address changed from ‘Head of E Assessment’ to ‘Accreditation and Compliance’.
Section 15.2 – Candidate appeals procedure	Bullet point 1 amended – text removed ‘or the examination results did not match candidate expectations’. Bullet point 5 amended - training programme’ amended to ‘training course’
Section 15.3 – Appeals to SQA	Sentence one – format changed to bold.
Section 15.4 – SQA Complaints policy	Paragraph 1 – ‘Fax’ has been removed.
Appendix C: Information for candidates	Training courses section, paragraph 2 amended to match amendments made in MOP section 8.8
Appendix D: Issue of an ADR Driver Training Certificate	Paragraph 2 amended – ‘Each ADR driver training photo card certificate contains a unique Candidate Registration Number. If a candidate has a problem with his/her photo

	<p>card certificate, he/she should seek the assistance from their Training Provider in the first instance.'</p> <p>New heading inserted - Distribution of ADR Driver Training Certificates.</p> <p>Insertion of – 'All ADR Driver Training Certificates will be distributed to the candidate address entered on the SQA database. Training providers are not permitted to withhold candidate ADR Driver Training Certificates, candidate photographs, candidate addresses, signatures or any examination materials or other information as a form of debt management for their customers.</p> <p>Renewal of an ADR Driver Training Certificate – Section removed due to duplication.</p> <p>Photograph and signature guidance – What type of signature is acceptable? – Paragraph 3, sentence 2 amended – 'If the photograph and signature do not meet the guidelines, SQA will remove the photograph and contact the training provider to provide an acceptable replacement photograph or signature.'</p>
Appendix E: Pre-approved programmes	Wording updated, spelling errors corrected
Section 3.4.2 Data Protection	GDPR updates