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| ONR Guidance Document  Dangerous Goods Safety Advisers Annual Report |



ONR Guidance Document

**Dangerous Goods Safety Advisers Annual Report**

Authored by – Principal Inspector, Nuclear Safety

Approved by – Head of GB Transport Competent Authority

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Revision Commentary

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| Issue No. | Description of Update(s) |
| 2.2 | Additional guidance relating to training of Dangerous Goods Safety Advisers added as section 3.  Reformatted into ONR’s latest Management System template for guidance documents. |

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Table 1 – Table of Definitions

|  |  |
| --- | --- |
| Term/Acronym | Description |
| ADR | Agreement concerning the International Carriage of Dangerous Goods by Road |
| CDG 2009 | The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 |
| DGSA | Dangerous Goods Safety Adviser |
| HCDG | High Consequence Dangerous Goods |
| HCRM | High Consequence Radioactive Materials |
| RID | Regulations concerning the International Carriage of Dangerous Goods by Rail |

# Introduction

The carriage of dangerous goods, including radioactive material (Class 7 dangerous goods) by road and rail in Great Britain (GB) is regulated under The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009).

Regulation 5 of CDG 2009 requires that transport of dangerous goods by road and rail is carried out according to the specifications set out in the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), issued by the United Nations Economic Commission for Europe Committee on Inland Transport, and the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID), Appendix C of the Convention concerning International Carriage by Rail, issued by the Intergovernmental Organisation for International Carriage by Rail.

CDG 2009 includes several exemptions, and one of these relates to the appointment of a Dangerous Goods Safety Adviser (DGSA).

# DGSA Exemptions

Part 1 of both ADR and RID introduces the carriage of dangerous goods, and subsection 1.8.3 requires many of those involved in such carriage to appoint a DGSA. This applies to each undertaking, which include consignors, carriers, packers, fillers, loaders and unloaders, subject to some exemptions discussed below.

There are two possible scenarios set out in ADR which may lead to an exemption from appointing a DGSA. The ADR exemptions are implemented into GB legislation by CDG 2009 Regulation 3(j), which means they do not necessarily apply to international carriage unless that country has also adopted the exemptions.

The two possible scenarios that exempt appointing of a DGSA are set out in subsection 1.8.3.2 of ADR, as follows:

* **1.8.3.2 (a):** applies to carriage related activities for [small loads](http://www.hse.gov.uk/cdg/manual/exemptions.htm) (1.1.3.6), where 1.7.1.4 applies for radioactive materials, for special provisions (3.3), for [limited quantities (3.4) and excepted quantities](http://www.hse.gov.uk/cdg/manual/exemptions.htm) (3.5); or,
* **1.8.3.2 (b**): applies where the main or secondary activity of the duty holder is not the carriage (or related activities) of dangerous goods, but which occasionally engage in the national carriage (or related activities) of dangerous goods posing little danger or risk of pollution.

**Applicability of 1.8.3.2 (a) to Radioactive Material (Class 7 Goods)**

Subsection 1.1.3.6 of ADR exempts an unlimited quantity of dangerous goods in transport category 4. As per Column 15 of the Dangerous Goods List (ADR/RID 3.2.1), the only Class 7 goods in transport category 4 are excepted packages (UN Nos. 2908 to 2911). Thus, the exemption 1.8.3.2 (a) applies to all excepted packages regardless of the quantity carried or frequency of carriage.

**Applicability of 1.8.3.2 (b) to Class 7 Goods**

This exemption is only applicable to dangerous goods posing “little danger or risk of pollution”. In interpreting "little danger or risk of pollution" it is reasonable to apply a risk assessment approach, where carriage above a particular threshold cannot qualify for exemption. For example:

* Transport of dangerous goods in transport category 4 – ONR considers that Class 7 goods in this category may be included in this exemption (excepted packages UN Nos. 2908 to 2911);
* Transport of dangerous goods in transport categories 1, 2, and 3 – these categories do not apply to Class 7 goods; and
* Transport of dangerous goods in transport category 0 – ONR considers that Class 7 goods should not be included in this exemption (UN Nos. 2912 to 2919, 2977, 2978 and 3321 to 3333).

For Class 7 goods, ONR’s interpretation is that “little danger or risk of pollution” applies only to excepted packages and therefore 1.8.3.2 (b) applies only to excepted packages.

1.8.3.2 (b) also adds further restrictions in that the main or secondary activity of the duty holder is not the carriage (or related activities) of dangerous goods, but which occasionally engage in the national carriage (or related activities) of dangerous goods. These further restrictions on the scope of the duty holders’ activities and frequency of transport make 1.8.3.2 (b) more constraining than 1.8.3.2 (a).

**Table 2 – DGSA Exemptions Summary**

|  |
| --- |
| For transport within GB, regardless of frequency of transport: |

|  |  |
| --- | --- |
| A DGSA must be appointed for carriage of Class 7 packages other than excepted packages | UN Nos. 2912–2919, 2977, 2978 and 3321–3333 |
| There is no requirement to appoint a DGSA for carriage of excepted packages | UN Nos. 2908 to 2911 |

# DGSA Training

DGSAs should be suitably trained and hold the road/rail all classes qualification.

For DGSAs advising dutyholders on class 7 dangerous goods, the additional class 7 training course, based on the syllabi provided by the Radioactive Materials Transport Users Committee (RAMTUC), is recognised by ONR as Relevant Good Practice (RGP). The syllabi developed for this course programme are designed to meet legal training duties laid on the industry and to provide appropriate operational and management skills to those with duties affected by the transport regulations.

DGSAs should also be able to demonstrate that they have the necessary knowledge and experience to make them suitable to appropriately advise dutyholders.

# DGSA Annual Report Template

The DGSA’s duties are set out in ADR/RID 1.8.3.3, one of which is to prepare an annual report. A DGSA Annual Report template can be found at Appendix A, which is intended to aid a DGSA in meeting their legal obligations when preparing an annual report. This template is **not mandatory**, but it is ONR’s expectation that this is the minimum content of a DGSA report. Each of the adviser's duties, as set out in 1.8.3.3, has been considered and guidance on each section of the template is provided below.

For ALL classes of dangerous goods:

1. State the ‘from’ and ‘to’ dates that the report covers. It would also be good practice to include a unique reference number for the report.
2. Tick all the modes undertaken by the organisation being advised. Note that DGSAs are not expected to monitor practices related to the carriage of dangerous goods by sea or air.
3. State the full name, address(es) of operations and/or headquarters, and telephone number). Be clear if a specific activity(ies), a sub-site or single facility is being covered in the report. For example, ‘University Hospital ABC, Radiopharmacy Department, 123 Main Street, London AB1 2CD, Tel: 0208 123 4567’.
4. Include the names of any principal staff seen/interviewed (name and post, contact details, if necessary). Examples could include heads of departments, operations staff, and/or internal auditors.
5. Executive summary should include what went well, and any statutory deficiencies/areas for improvement; significant incident/issues/investigations/enforcement notices served; whether any internal or external audits have been undertaken in the reporting period; any recommendations and improvements identified by this DGSA review; brief progress on any actions resulting from the previous DGSA report; and briefly summarise any DGSA advice given during the reporting period. Include details of any changes in relevant service providers during the reporting period (DGSA) and any subsequent risk assessment, gaps, and mitigation.
6. Provide a brief overview of the activities performed by the undertaking in relation to the transport of dangerous goods, including any derogations and/or transitional provisions utilised. Include the classes of dangerous goods transported, number and type of packagings transported in the period (for example 300 UN approved drums, 20 Type A packages), numbers of ADR drivers employed, whether external carriers are used.
7. Include brief details of any relevant accidents, incidents, or non-compliances (including prosecutions and /or notices served) and the actions taken to address any findings raised (or reasons for not taking action). Non-compliances could be identified through internal/external/duty of care audits (including contractors/service providers). If any reportable incidents have occurred include the unique references/identifier of any communication to the relevant body(ies).
8. Provide evidence to demonstrate that all relevant persons/staff are trained (and refresher trained) in accordance with 1.3 and 1.10.2 (and 8.2, where applicable). Details of any training records reviewed (name, training date, title of the training) should be included. Training should include (as a minimum) general awareness of all relevant staff; class specific training as applicable (such as radiation protection; see also 1.7.2.5); training in security/emergency arrangements for those involved in responding to an incident. ONR’s regulatory expectation is that training records be kept for a minimum of 5 years.
9. Provide details of any High Consequence Dangerous Goods and/or High Consequence Radioactive Materials (HCDG/HCRM) that are carried (as set out in 1.10.3.1). Any records sampled should be referenced, as well as any deficiencies.
10. Detail any maintenance performed by the undertaking on vehicles, packagings, conveyances and so on, or whether it is undertaken by another organisation. Sample several maintenance records to ensure that it has been carried out in accordance with the design or manufacturer’s specification and/or any relevant national or international standards, and that those persons carrying out maintenance activities are competent to do so. Any records sampled should be referenced as well as any deficiencies.
11. Tick all methods of carriage that apply.
12. This should include both the duties being performed (whether as a carrier, unloader, designer) and the quantity (the number of each package type consigned per annum for Class 7 only and tonnes per annum for all other classes) for each class of dangerous goods being transported.
13. It is recommended that **evidence be kept, to substantiate answers given and relevant references stated**, where applicable. The adequacy of practices and procedures should be established, not merely their existence. ONR, HSE and DfT produce guidance on their websites, which should be utilised where relevant.
    1. Sample procedures for compliance and determine whether they are adequate. Has a review of recent changes to regulations been undertaken and any subsequent requirements been incorporated into such procedures? Evidence of this could be reference to a paragraph within a document incorporating such changes.
    2. Purchasing should include services, qualified persons (such as ADR trained drivers), safety features procured, as well as products (suitable packing materials and packagings, for example). Evidence could be a reference to a paragraph within a document that sets out any such procurement considerations and/or reference to the procurement of a product/service that demonstrates that such considerations have been taken into account.
    3. Is the equipment fit for purpose, in date, calibrated, accessible? Do the procedures require that the equipment is checked (fit for purpose, in date)? Include references to any relevant written arrangements (checklists, procedures).
    4. Provide evidence that employees are properly trained, including updates on any relevant changes to current/forthcoming regulations (such as IRR 2017 or amendments to CDG 2009), and that the maintenance of any training records is adequate. Have recent changes to regulations been incorporated into the training arrangements and have employees been trained in these? Are records kept demonstrating such training? Provide references of any documents sampled.
    5. Review the written emergency procedures and to ensure that they have been adequately implemented. Do they:

* Adequately address the requirements of ADR/RID/CDG, as applicable;
* Consider the type(s) of goods being transported;
* Include actions that seem reasonable/lawful;
* Include any 24-hour telephone numbers (where applicable); and
* Include all types of transport reportable occurrences (including 1.8.5.3)?

Is all the emergency equipment identified in the procedures carried on board the vehicle (such as warning tape, radiation monitors)? Have the emergency procedures been produced (and independently reviewed) by a competent person (examples could include the DGSA, Operations Manager, Health and Safety Manager)? Determine whether the relevant competent authorities are identified (as set out in Part 6, Regulation 25 of CDG 2009) and up-to-date contact details are available.

* 1. Review incident data to ensure that investigations and, where appropriate, preparation of reports on serious accidents, incidents or serious infringements have been recorded. Include an overview of such events.
  2. Review the outputs from relevant accident, incident, near miss, internal audit and/or investigation reports, as well as learning from experience (LFE) outputs, root cause analysis outputs, learning from other industry-wide incidents (as appropriate) to identify any accidents, incidents or serious infringements that have occurred and ascertain whether measures to avoid the recurrence have been implemented. Have personnel been retrained, where appropriate. Measures could be the implementation of checklists, requirement for co-drivers/driver’s mate for certain consignments, development of new emergency scenarios. Record any measures taken.
  3. Review the arrangements in place for the use of sub-contractors or third parties to ascertain whether they take in to account any relevant legal prescriptions and special requirements. For example, an approved supplier list; auditing of third-party suppliers; periodic spot checks of third-party ADR drivers/vehicles; DGSA training records.
  4. Review operational procedures/instructions to ensure all relevant legal provisions are included, that the scope of operations is covered, and that these are available to the relevant employees (if these are kept electronically, do all relevant staff have access to a terminal and any relevant login details?). Examples could include labelling and placarding requirements (number required, positioning of, and minimum specifications for).
  5. Speak to employees to determine whether they are adequately aware of the inherent risks. Review risk assessments to determine whether they cover all reasonably foreseeable risks. Have adequate measures been introduced to increase awareness of the inherent risks? Record any deficiencies.
  6. Review the arrangements for ensuring all applicable documents and safety equipment are on board and that they comply with the regulations. Are they adequate? Have they been implemented appropriately? Perform visual checks on vehicles/wagons, where possible, to ensure safety equipment is present and fit for purpose. Do transport documents meet the prescribed format in 5.4.1? Are transport documents for regular consignments meeting the requirements of CDG 2009 Authorisation 502 used?
  7. Review the verification arrangements for ensuring compliance with the requirements governing carriage, packing, filling, loading or unloading. What checks and balances are in place? Have they been implemented adequately?
  8. Review the security plan for compliance with ADR/RID 1.10.3.2. Is it fit for purpose? Are documents classified and marked correctly? Does it consider all reasonably foreseeable security risks? How does the undertaking identify HCDG/HCRM? Is there a record of such materials? Have any additional requirements (mitigation) required by the plan been implemented adequately?
  9. Provide a list of any DGSA accident reports that have been submitted to the management of the undertaking in accordance with ADR/RID 1.8.3.6? Provide any headline issues identified and progress on actions taken. Provide an update on the progress on actions raised in previous DGSA reports and verification thereof, where applicable.
  10. Check that any notifications of occurrences involving dangerous goods have been made to the competent authority, and that they were made within the regulatory timescales. Determine whether the relevant competent authorities are identified (as set out in Part 6, Regulation 25 of CDG 2009) and up-to-date contact details are available.
  11. Review other internal or external audits/inspections that have been undertaken. Have all findings been addressed? Provide details of any significant findings and/or the reasons for findings not having been addressed.
  12. Review the maintenance arrangements on items used (such as packagings, torque wrenches, radiation monitors, fire extinguishers, etc.) to ascertain whether they’ve been undertaken in a timely manner, to a specified standard and that adequate records are kept.
  13. Review the arrangements for ensuring that all out-of-maintenance items have been adequately identified and appropriate measures in place to ensure that they are not used. What are the arrangements for segregation/quarantine?
  14. Include details of any advice provided and subsequent actions taken.

**For Class 7 dangerous goods only:**

* 1. Are the emergency procedures periodically reviewed to ensure that they remain adequate and suitable for the transport operations undertaken? Ascertain whether they been revised (where necessary), and that staff have been trained in the changes. Check when and how they were tested. Are the scenarios credible and suitably challenging? Were all elements of the plan tested, including the involvement of other participants (such as external carriers or health physics monitoring expertise)? Were suitable learning outcomes identified, and have they been implemented adequately? There is a statutory requirement that the emergency plan is reviewed, revised (as necessary) and tested at suitable intervals not exceeding three years. After completion of the test, the duty holder must prepare a report on the outcome of the test and send it to ONR.
  2. A structured and systematic approach shall be adopted and shall include consideration of the interfaces between carriage and other activities. This should also include radiation protection awareness training for relevant staff commensurate with their duties and responsibilities.
  3. Have occupational exposures been assessed in accordance with ADR/RID 1.7.2 where necessary? Have they been reviewed and are they up to date? Provide details of the outcome of such an assessment and any relevant monitoring activities, where appropriate.
  4. Provide a brief overview of the top-level management system arrangements (such as transport management manual, individual operating procedures, process diagrams, legal compliance matrix) and evidence of any review. Are arrangements version controlled? Are they accessible to those who need them?
  5. Provide details of any designs (package, special form) and/or special arrangements utilised and/or applied for. How does the undertaking ensure that all design requirements are adhered to prior to consignment? Such design requirements may include turn round maintenance instructions, limits and constraints on the type, amount and form of material to be transported.
  6. Provide details of the special arrangement(s) including the approval reference, details of the consignee and date of consignment (subject to security constraints). Check that all requirements set out in the special arrangement were adhered to. Record any deficiencies found.
  7. List such dangerous goods and provide details of the arrangements in place that ensure compliance with ADR/RID 1.7.5. Record any deficiencies found.
  8. Provide details of any non-compliance(s) identified and the actions taken to ensure continued compliance with ADR/RID 1.7.6. Review the outputs of any subsequent investigation for adequacy. Record any deficiencies found.

1. Further comments/recommendations and/or conclusions. This can be used to record other relevant information.
2. Report Prepared By – information relating to the DGSA who produced the report, and receipt by a responsible person within the undertaking’s organisation. The latter should be someone with suitable seniority who will ensure that the report is distributed and actioned accordingly.

# Appendix A – DGSA Annual Report Template

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| **DANGEROUS GOODS SAFETY ADVISER’S ANNUAL REPORT**  **UN Class 7 – Not applicable to Undertakings Meeting the Requirements of ADR /RID 1.8.3.2. For other Classes of Dangerous Goods see:** <http://www.hse.gov.uk/cdg/manual/adrcarriage.htm> and <https://www.gov.uk/shipping-dangerous-goods/dangerous-goods-safety-adviser>) | | | | | | | | | | | | | | | | | | | | | |
| 1. For period: | | | | | | |  | | | | | | | | | | | | | | |
| 1. The report relates to activities within the scope of (tick all that apply): | | | | | | | [ ] Road – CDG and ADR  [ ] Rail – CDG and RID  [ ] Inland Waterway – CDG and ADN  [ ] Air – ICAO  [ ] Sea – IMDG | | | | | | | | | | | | | | |
| 1. Full identity of the undertaking to which this report relates (address of operations and/or headquarters, and telephone number): | | | | | | |  | | | | | | | | | | | | | | |
| 1. Principal staff seen/interviewed (name and post, contact details, if necessary): | | | | | | |  | | | | | | | | | | | | | | |
| 1. Executive Summary: | | | | | | |  | | | | | | | | | | | | | | |
| 1. Provide a brief overview of the activities performed by the undertaking, including any derogations and transitional provisions utilised: | | | | | | |  | | | | | | | | | | | | | | |
| 1. Have any accidents, incidents or non-compliances (including prosecutions and/or notices served) with the requirements governing the carriage, packing, filling, loading or unloading of dangerous goods been identified as per 1.8.3.3? | | | | | | | [ ] yes | | | [ ] no | | | Provide details (or not applicable/known): | | | | | | | | |
| 1. Are all relevant persons involved in the carriage, packing, filling, loading or unloading of dangerous goods trained in accordance with ADR/RID 1.3 and 1.10.2 (and 8.2, where applicable)? | | | | | | | [ ] yes | | | [ ] no | | | Provide details (or not applicable/known): | | | | | | | | |
| 1. Are High Consequence Dangerous Goods carried, as defined in ADR/RID 1.10.3? | | | | | | | [ ] yes | | | [ ] no | | | Provide details: | | | | | | | | |
| 1. Is any maintenance performed by the undertaking on vehicles, packagings, conveyances, etc.? | | | | | | | [ ] yes | | | [ ] no | | | Provide details: | | | | | | | | |
| 1. Method of carriage: | | | | | | | [ ] in packages | | | | | | | | | [ ] in tanks | | | [ ] in bulk | | |
| 1. Information on the type of transport operations and quantities of dangerous goods: | | | | | | | | | | | | | | | | | | | | | |
| **Class** | **Type of transport operations** | | | | | | | | | | | | | | | | **Quantity** **(tonnes/annum)**  **(\*Number of packages consigned/annum for Class 7 only)** | | | | |
| Consigning | Carriage | Packing | Loading | Filling | UnloaFHCRMding | | Consignee | Tank Operator | | Designer | Manufacturer | | Maintainer/Repairer | Other (state): | | <5 | 5 -50 | | > 50 -1000 | >1000 |
| 1 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 2 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 3 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 4.1 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 4.2 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 4.3 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 5.1 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 5.2 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 6.1 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| 6.2 |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |

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| 7\* | |  |  |  |  |  |  |  |  |  | |  |  | |  | **Package Designs:** | | | | |
| Excepted | | IP & Unpackaged | Type A | Type B, Type C & Fissile |
|  | |  |  |  |
| 8 | |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |
| 9 | |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  |  |
| 13. Practices and procedures – it is recommended that evidence be kept to substantiate answers given below and relevant references are stated, where applicable. | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | **Yes** | | | **No** | | | **Comments/Details/References/Not Applicable/Not Known):** | | | |
|  | Do adequate procedures for compliance with the requirements governing the identification of dangerous goods being transported exist, as per ADR/RID 1.8.3.3? Provide details. | | | | | | | | | |  | | |  | | |  | | | |
|  | Does the undertaking's practice take into account, when purchasing means of transport, any special requirements in connection with the dangerous goods being transported, as per ADR/RID 1.8.3.3? Provide details. | | | | | | | | | |  | | |  | | |  | | | |
|  | Do adequate procedures for checking the equipment used in connection with the carriage, packing, filling, loading or unloading of dangerous goods exist, as per ADR/RID 1.8.3.3? (For example, is equipment fit for purpose, in date, calibrated, accessible?) Provide details. | | | | | | | | | |  | | |  | | |  | | | |

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|  | Are the undertaking's employees properly trained, including updates on any relevant changes to current/forthcoming regulations, and is the maintenance of records of such training adequate, as per ADR/RID 1.8.3.3? Provide details. |  |  |  |
|  | Are proper (written) emergency procedures in the event of any accident or incident that may affect safety during the carriage, loading or unloading of dangerous goods implemented, in accordance with ADR/RID/ADN 1.8.3.3, (and, for Class 7 goods, CDG Regulation 24 & Schedule 2)? Provide details. |  |  |  |
|  | Are there investigations and, where appropriate, preparation of reports on serious accidents, incidents or serious infringements recorded during the carriage, packing, filling, loading or unloading of dangerous goods, as per ADR/RID 1.8.3.3? Provide details. |  |  |  |
|  | Are appropriate measures to avoid the recurrence of accidents, incidents or serious infringements implemented, as per ADR/RID 1.8.3.3? Provide details. |  |  |  |
|  | Is account taken of the legal prescriptions and special requirements associated with the carriage, packing, filling, loading or unloading of dangerous goods, in the choice and use of sub-contractors or third parties, as per ADR/RID 1.8.3.3? Provide details. |  |  |  |
|  | Do employees involved in the carriage, packing, filling, loading or unloading of dangerous goods have detailed (adequate) operational procedures and instructions, as per ADR/RID 1.8.3.3? Provide details. |  |  |  |

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| * 1. 1 | Have adequate measures been introduced to increase awareness of the risks inherent in the carriage, packing, filling, loading or unloading of dangerous goods, as per ADR/RID 1.8.3.3? Provide details. | | |  |  | |  | |
|  | Have adequate verification procedures been implemented to ensure the presence on board the means of transport of the documents and safety equipment which must accompany the transport and the compliance of such documents and equipment with the regulations, as per ADR/RID 1.8.3.3? Provide details. | | |  |  | |  | |
|  | Have adequate verification procedures been implemented to ensure compliance with the requirements governing carriage, packing, filling, loading or unloading, as per ADR/RID 1.8.3.3? Provide details. | | |  |  | |  | |
| * 1. 1 | Does an adequate security plan as indicated in ADR/RID/ADN 1.10.3.2 exist? Provide details. | | |  |  | |  | |
|  | Have any DGSA accident reports been submitted to the management of the undertaking in accordance with ADR/RID/ADN 1.8.3.6? Provide details. | | |  |  | |  | |
|  | Have any notifications of occurrences involving dangerous goods been made to the competent authority in accordance with ADR/RID/ADN 1.8.5 (and for Class 7 goods, CDG Regulation 24 & Schedule 2), and were they made within the regulatory timescales? Provide details. | | |  |  | |  | |
|  | Have any other either internal or external audits/inspections been performed, including addressing any findings adequately? Provide details. | | |  |  | |  | |
|  | Has all maintenance undertaken on items used in connection with the carriage, packing, filling, loading or unloading of dangerous goods been in a timely manner, to a specified standard and are adequate records kept? Provide details. | | |  |  | |  | |
|  | Have all out-of-maintenance items used in connection with the carriage, packing, filling, loading or unloading of dangerous goods been adequately identified and are appropriate measures in place to ensure that they are not used? Provide details. | | |  |  | |  | |
|  | Are any recent and/or future regulatory changes likely to affect the undertaking? Provide details of any advice provided. | | |  |  | |  | |
| **For Class 7 dangerous goods only:** | | | | | | | | |
|  | Have the emergency procedures that are to be used on more than one occasion been reviewed, and where necessary revised, and adequately tested, as per CDG Regulation 24 & Schedule 2? Has a report on the outcome of the test been produced and sent to ONR? Provide details. | | |  |  | |  | |
|  | Has an adequate radiation protection programme which consists of systematic arrangements aimed at providing adequate consideration of radiation protection measures been developed, implemented, reviewed and are they up to date, as per ADR/RID 1.7.2? Provide details. | | |  |  | |  | |
|  | Have occupational exposures been assessed to determine whether individual or workplace monitoring needs to be conducted and an appropriate monitoring regime implemented in accordance with ADR/RID/ADN 1.7.2 where necessary? Have they been reviewed and are they up to date? Provide details of the outcome of such an assessment and any relevant monitoring results, where appropriate. | | |  |  | |  | |
|  | Has a management system been established, implemented, reviewed and is it up to date for all activities within the scope of ADR/RID/ADN, as identified in 1.7.1.3, to ensure compliance with the relevant provisions of ADR/RID/ADN (and any relevant domestic legislation)? | | |  |  | |  | |
|  | Is the certification that the design specification has been fully implemented available and valid, as per ADR/RID 1.7.3? Provide details of any designs and/ or special arrangements utilised. | | |  |  | |  | |
|  | Has any competent authority approved special arrangements been utilised for consignments transported by the undertaking in the reporting period, in accordance with ADR/RID/ADN 1.7.4? Provide details. | | |  |  | |  | |
|  | Have any Class 7 goods possessing other dangerous properties been transported in the reporting period? Provide details of the arrangements in place that ensure compliance with ADR/RID/ADN 1.7.5. | | |  |  | |  | |
|  | Have any non-compliances with the applicable radiation & contamination limits occurred during the reporting period? Provide details of the actions taken to ensure compliance with ADR/RID/ADN 1.7.6. | | |  |  | |  | |
| 1. Further Comments/Recommendations and/or Conclusions: | | | | | | | | |
| 1. The report was prepared by: | | | | | | | | |
|  | |  |  | | |  | |  |
| Adviser’s name and surname (PRINT) | | Adviser’s company name and address | Adviser’s certificate code & expiry date | | | Adviser’s signature | | Date of preparation |
| Signature of responsible person of undertaking:  (acknowledgement of receipt) | | | | | |  | | |