

# Approval Checklist

ADR PDP

1. Full set of unapproved instructors notes / Proof of purchase & right to use of approved Training Material
2. Proposed Training Programmes
- 3a. ADR Practical exercise arrangements & assessment
- 3b. PDP Detailed practical assessment documents
4. Intended maximum class size at each location
5. Health & Safety policy for companies over 5 employees
6. Certificate of insurance with public liability for trainees & verifiers/invigilators
7. Details of premises to be used incl. dimensions, seating arrangements & domestic arrangements
8. Description of the organisation
9. Copy of quality assurance procedure for standard of training/assessment
10. Assessor/Instructor details and documentary evidence of competence
11. Details of any sub-contracting arrangements
12. Quality assurance procedures for mobile sites, if applicable
13. Details of fire simulation ground
14. Details of any practical demonstrations used in courses
15. Arrangements for safe keeping of exam papers
16. Candidate Registration arrangements of at least one PC and one scanner
17. Policies in support of complaints, malpractice, equal opportunities, induction and arrangements for candidates with disabilities and/or learning difficulties