

INF.3/Add.1E

**ECONOMIC COMMISSION FOR EUROPE
INLAND TRANSPORT COMMITTEE**

**Working Party on the Transport
of Dangerous Goods**
**Seventy-sixth session,
Geneva, 3-7 May 2004**

FORUM'S PRELIMINARY SURVEY

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THE SAFETY ADVISER AND ITS APPLICATION/IMPLEMENTATION IN RID/ADR/ADN COUNTRIES

COUNTRY COMPETENT AUTHORITY

DESIGNATION:

ADDRESS:
.....

TEL:

E-MAIL:

DESIGNATION OF THE PERSON WHO FILLED THIS QUESTIONNAIRE

FAMILY NAME:

OFFICIAL OCCUPATION:

ADDRESS:
.....

TEL:

E-MAIL:

ANSWERING THE QUESTIONS:

Strike out or delete that which is not applicable.

~~NO~~

YES

Answers should be written in French, English or German if possible.

TIMESCALE FOR ANSWERING:

Responses to the survey should be sent back before **23 April 2004**.

Please attach a recent examination paper (Questionnaire and Case study) at least covering transport "by road" and specialization "Classes 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2, 8 and 9".

This document may be drafted in your official language or preferably in English, French or German.

Please send your response with the attachments:

- by mail: CIFMD
14 rue de la république,
Bat Le diamant A
92800 Paris la défense
France

or preferably:

- by e-mail: contact@cifmd.fr
- by fax: 00 33 1 46 53 11 04

GLOSSARY:

- **Examination session:** the organisation of an examination at a given date in one or more examination centres.
- **Regulations:** one of the following agreement or regulations: ADR, RID, ADN or ADNR
- **External safety adviser:** a person who is not directly employed by the undertaking which appoint her/him as its safety adviser (see 1.8.3.4). The external safety adviser may be appointed by several undertakings at the same time.

OBTENTION OF THE VOCATIONAL TRAINING CERTIFICATE

1. REQUIREMENTS FOR THE CANDIDATES

1.1 Is there a fixed age limitation?

NO

YES

If Yes, indicate the age limitation.....

1.2 Is there any required degree for the application?

NO

YES

If Yes, indicate the required degree.....

.....

Shall the candidate justify his degree with diplomas?

NO

YES

1.3 Is a preliminary professional experience required?

NO

YES

If Yes, what kind of professional experience?.....

1.4 Is a preliminary course, provided by a specialized training provider, required?

NO

YES

If Yes :

- Does the training provider have to be recognized by the Competent Authority?

NO

YES

If yes :

- What conditions have to be met by the training provider in order to be recognized or given approval ?

.....

.....

.....

- What is the duration of the approval?

.....

- What is the duration of the course?.....

2 ORGANIZING OF THE EXAMINATION

2.1 Does the Competent Authority undertake the organizing of the examination?

NO

YES

If Yes, is there a list of operating requirements to fulfil?

(Go directly to question 2.2)

If No:

- What is, or what are, the examination body(ies)?.....

.....

- Do the examination bodies organize preliminary courses?

NO

YES

- How are the examination bodies designated and given approval?.....

.....
.....
.....

- How does the Competent Authority control the examination bodies?

.....
.....
.....

- How can the independence of the examination body be established (for example: in relation to the training)?

.....
.....
.....

- Is there a list of operating requirements to fulfil?

NO

YES

If Yes:

- Has this list been given the Competent Authority approval?

NO

YES

- Does the Competent Authority ensure that this operating requirements are fulfilled?

NO

YES

If Yes, how is this supervision organized?

.....
.....
.....
.....
.....

2.2 Is there a fee payable to undertake the examination?

NO

YES

If Yes, what is its cost? (Precise currency)

2.3 How many examination sessions* were organized by each examination body during 2003?

** A session is the organisation of an examination at a given date.*

2.4 In your country, how many candidates have sat the examination in 2003?

2.5 In your country, how many candidates have successfully passed the examination in 2003?

.....

2.6 Are the examination booklets national?

NO

YES

If Yes, how many examination centres are there?.....

If No, how many examination bodies, proposing their own examination booklet, are there?

2.7 Does each specialized examination cover the general provisions of the Regulations*?

NO

YES

** One of the following agreement or regulation: ADR, RID, ADN or ADNR*

2.8 Is any of the specialisation according to 1.8.3.13 of the Regulations* imposed to the candidates?

NO

YES

If Yes, which one?.....

2.9 Are the examination centres or locations monitored?

NO

YES

If Yes, who undertake the monitoring?.....

3. MODALITIES OF THE EXAMINATIONS

3.1 Is the candidates' identity controlled?

NO

YES

3.2 Are the candidates' papers anonymous?

NO

YES

3.3 Are there any supervisors in the examination room?

NO

YES

If Yes, how many candidates are there for each supervisor?.....

3.4 Are the candidates allowed to consult the Regulations* ?

NO

YES

3.5 Are there any other documents which may be used by the candidates in the examination?

NO

YES

3.6 Is the use of a laptop computer permitted?

NO

YES

3.7 Is there an expelling procedure in case of any irregular behaviour?

NO

YES

If Yes, which behaviour could result in an expulsion?.....

.....
.....
.....

3.8 What is the duration of the "questionnaire" part of the written examination (1.8.3.12 a)?

.....

3.9 How many open questions does the "questionnaire" include?

3.10 How many multiple choice questions does the "questionnaire" include?

3.11 Is there a mandatory scale imposing questions per goal or part of the Regulations* ?

NO

YES

3.12 What is the duration of the "case study" part of the examination (1.8.3.12 b)?

4. QUESTIONS' DATABASE

4.1 Is there a database of questions for the examination's questionnaire?

NO

YES

If Yes:

- Who has established this database?.....

.....
.....

- How many questions are there in the database?
- How is the database segmented?
- How often is the database updated?
- Can the general public have access to the database?

NO

YES

If No, do you consider that the database belongs to the examination body?

NO

YES

5. THE EXAMINATION LEVEL

5.1 Are the questions (of the questionnaire) allocated a different weighting?

NO

YES

5.2 In case of a national examination, how is the harmonisation of the level of the different sessions* ensured?

.....
.....
.....

5.3 In case of several examination bodies, how is the harmonisation of the level of the different examination booklets ensured?

.....
.....
.....

6. THE CHOICE OF THE SUBJECTS

6.1 Is there a body that undertake the choice of the multiple choice or opened questions of the "questionnaire"?

NO

YES

If Yes, who is taking part in this body?.....

If No, who is choosing the questions?.....

6.2 Is there a body that undertake the choice of the "case study"?

NO

YES

If Yes, who is taking part in this body?.....

If No, who is choosing the "case study"?.....

7. MARKING EXAMINATION PAPERS

7.1 Are the opened questions of each candidate marked by only one marker?

 NO YES

If No, how many markers are marking each answer sheet?

7.2 Is the case study of each candidate marked by only one marker?

 NO YES

If No, how many markers are marking each answer sheet?

7.3 Are the multiple choice questionnaires machine scored/marked by optical reader?

 NO YES

7.4 What is the maximum score for the "questionnaire"?

7.5 What is the maximum score for the "case study"?.....

7.6 Is there an eliminatory mark for each paper ("questionnaire" and "case study")?

 NO YES

If Yes:

- What is the eliminatory mark for the "questionnaire"?.....
- What is the eliminatory mark for the "case study"?.....

7.7 What is the pass mark expected for each examination?.....

7.8 Is there a board of examiners who undertake the marking and the results' proclamation?

NO

YES

If No:

- Who designate the markers?

.....
.....

- What are the requirements for being designated as a marker?

.....
.....

- Who issues the results?

.....
.....

If Yes:

- Who designate the examiners?.....

.....

- How is the board constituted?.....

.....

- Is the board constitution the same as that of the body in charge of the choice of examination subjects?

NO

YES

- What are the requirements for sitting on the board of examiners?

- Is there a testing procedure to select the examiners?

NO

YES

If Yes, who undertakes this selection?

.....
.....

- Are the markers members of the board of examiners?

NO

YES

- Is the board of examiners empowered to make its own judgement independently from that of markers?

NO

YES

7.9 Is there an appeal procedure for candidates who fail the examination?

NO

YES

If Yes, what is the appeal procedure?.....
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.....
.....
.....
.....
.....
.....

8. ISSUE OF THE VOCATIONAL TRAINING CERTIFICATES

8.1 Does the Competent Authority issue the VTCs?

 NO YES

If No, who issues the VTCs?.....

8.2 Is there a national running list of the valid VTCs issued in your country?

 NO YES

If Yes, can the inspection bodies have access to this list?

 NO YES

8.3 How many valid VTCs are there in your country?
(if possible, please specify the modes and classes for which the safety advisers have qualified)

**THE DANGEROUS GOODS SAFETY ADVISER
(DGSA)**

9. APPOINTEMENT OF DGSA's

9.1 Has the possibility of exempting the undertakings the activities of which are listed in 1.8.3.2 (a) and (b) of the Regulation* from the requirement to appoint a DGSA been used?

NO

YES

If Yes, in what case?

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9.2 Do the undertakings have to appoint a DGSA for each of their operating sites?

NO

YES

If No, is a correspondent of the DGSA designated on each operating site?.....

.....

9.3 Are the undertakings required to inform the Competent Authority of the identity of their advisers?

NO

YES

If Yes, Is there a national roster of the appointed DGSAs?

NO

YES

If Yes, can the inspection bodies have access to this roster?

NO

YES

9.4 Does your national legislation provide for penalties for non compliance to the obligation of appointing a DGSA?

NO

YES

If Yes, what penalties?

.....

.....

9.5 Has the Competent Authority the power to withdraw a VTC?

NO

YES

If Yes, How many VTCs have been withdrawn?.....

If No, is it within the power of the Competent Authority to forbid a DGSA to fulfil his functions?

NO

YES

10. THE DGSA's STATUS

10.1 Does the DGSA, directly employed by the undertaking, have a specific autonomy in relation to his/her function?

NO

YES

10.2 Does the DGSA, directly employed by the undertaking, have a definite status in the undertaking?

NO

YES

10.3 Does the DGSA, directly employed by the undertaking, have a minimum available time at his disposal to fulfil his functions and duties?

NO

YES

10.4 Have the undertakings the possibility to appoint external safety advisers*?

NO

YES

If Yes:

- Does each external safety adviser have a maximum number of undertakings which can appoint him?
- Is there a minimum number of audits that the external safety adviser have to do for each undertaking?

NO

YES

- Has the external safety adviser to spend a minimum amount of time to fulfil his functions for each undertaking?

NO

YES

If Yes, how much time?

- How can the Competent Authority control his activity?.....

.....

** The external safety adviser is a person who is not directly employed by the undertaking which appoint her as its safety adviser (see 1.8.3.4). The external safety adviser may be appointed by several undertakings at the same time.*

10.5 When the DGSA fulfils his functions and duties, is his/her legal responsibility involved?

NO

YES

Comments:

.....

.....

11. FOLLOW-UP TO DGSA REPORTS

11.1 Are the accident reports, according to 1.8.3.6, sent to a Competent Authority?

NO

YES

If Yes, is this Competent Authority:

Local

Regional

National

11.2 Are accident reports, made in accordance with 1.8.3.6 and 1.8.5.1 and sent to the Competent Authority, exploited?

NO

YES

If Yes:

- Is there only a statistical analysis?

NO

YES

- Are the analysis/conclusions used for the constitution of a database?

NO

YES

If Yes, who may consult this database?.....
.....

11.3 When receiving the accident reports (according to 1.8.5.1) does the Competent Authority request further relevant information?

NO

YES

11.4 Would the Contracting Party be in favour of the definition of accident criteria that would lead to mandatory notification to the UN Secretariat?

NO

YES

11.5 Are the annual reports, made in accordance with 1.8.3.3, sent to a Competent Authority?

NO

YES

If Yes, what Competent Authority?.....

11.6 Are the annual reports used by the Competent Authority?

NO

YES

If Yes, does the Competent Authority make a synthesis of the analysis/conclusions?

NO

YES

If Yes, is this synthesis issued?

NO

YES