



Schedule 2 – Requirements Specification

1. Requirement Overview

DVSA has an ongoing requirement for training in the appropriate legislation relating to the Carriage of Hazardous Chemicals and Dangerous Goods by Road for Traffic Examiners to carry out roadside enforcement activities effectively.

The training will allow Traffic Examiners to perform roadside enforcement activities to the required standard on behalf of both the 'Dangerous Goods Division & The 'Transport Security and Contingencies Directorate' of the Department for Transport.

During the roadside encounter a Traffic Examiner must be able to assess if the type of goods being carried complies with The Carriage of Dangerous Goods (CDG) and Use of Transportable Pressure Equipment Regulations and the European agreement (ADR).

The Traffic Examiner must also assess that the goods can be carried safely by the presented vehicle, that the driver holds the correct category on their driving licence and ADR licence, can produce the required paperwork and is carrying the correct health and safety equipment and personal protective equipment.

To conduct these activities the Traffic Examiner must be issued their specific Hazardous Goods warrant.

To be issued with the required warrant a Traffic Examiner must achieve National Award in the enforcement of CDG regulations by an accredited training provider.

DVSA is therefore looking to procure the services of a supplier to deliver training on the 'Carriage of Hazardous Chemicals and Dangerous Goods by Road' for approximately 168 delegates over an initial 3-year contract period.

It is anticipated that there will be 28 delegates per year for new entrants training.

There is also a requirement for existing Traffic Examiners to receive refresher training and it is anticipated there will be 28 delegates per year.

These numbers are not guaranteed but provided as an estimate only.

Content of New Entrant Training

The supplier will need to include the following content in the courses for new entrants:

ADR Agreement

- ADR manuals



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- Relevant legislation & regulations
- Exemptions

CLASSES

- Explanation of the 13 major classes
- Incl. division within major classes

TRANSPORT CATEGORIES

- Transport categories – packaged goods
- Transport Category Multiplier
- Gases

LOAD THRESHOLDS

- Packaged Goods
- Tanks/Tank Containers
- Freight Containers
- Excepted Quantities
- Limited Quantities

PACKAGE MARKING/LABELING

- Approval markings
- Labels
- UN numbers
- LQ Package markings
- Overpacks

VEHICLE MARKING & PLACARDING

- Packaged Goods
- Tankers & Tank Containers (Single Load/Multi Load)
- Fuel
- ADR Markings (ADR multi loads/Fuel/Tank Containers)
- IMDG markings



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- BULK (UK)
- Clinical waste
- ADR Bulk
- Limited Quantities (LQ's)
- Coolant/Conditioner
- Fumigation
- Elevated temperature substance mark
- Environmentally Hazardous Mark
- Fire extinguishers
- Clinical Waste (UN3291 – Class 6.2 – PG II/TC2)
- Vehicle type
- UK Derogations

DOCUMENTATION

- Transport document
- Instructions in Writing
- ADR Licence
- Photo ID
- Container packing certificate
- Vehicle approval certificate

ROADSIDE INSPECTION

- Risk categories
- Sanctions
- Prohibitions
- Roadside notices

By the end of the course Traffic Examiner's should:

- Understand the ADR agreement
- Understand UK Carriage of Dangerous Goods regulations
- Be able to illustrate examples of full and partial exemptions from the regulations
- Understand packaged goods threshold rules
- Be able to demonstrate how to apply packaged goods threshold rules
- Be able to differentiate between vehicle marking requirements (domestic/international/sea journeys)



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- Understand document requirements for drivers, crew members, vehicles and dangerous goods carried
- Understand specific requirements applicable to the carriage of explosive and radioactive materials
- Be able to identify and assess risks to health and safety
- Be able to complete DVSA check and prohibition forms
- Be able to identify breaches of the regulations
- Be able to identify the course of action in line with nationally agreed guidance

Completion of training for new entrants training

The supplier will be required to provide DVSA's training team with the delegate attendance figures and names and the date attended, within five (5) working days of the completion of each course.

The supplier must provide written and practical assessments for each delegate covering the above topics / subjects during the course.

Practical assessment

Each delegate is required to examine at least three vehicles carrying dangerous goods and complete a DVSA check form for each vehicle.

The vehicles will be chosen and brought into the DVSA check site by a DVSA personnel for the purpose of an official roadside inspection.

Written assessment

The written assessment will test the delegates knowledge on the subjects covered throughout the classroom sessions.

To pass the course the supplier should be satisfied that the relevant number of vehicles has been inspected satisfactorily and the delegate must be successful in a final multiple-choice end of course assessment.

Successful delegates will achieve a National Award in the Enforcement of CDG regulations.

Unsuccessful delegates will not achieve the National Award and must retake the course.



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If the delegate is unsuccessful on either element, the course must be retaken in its entirety.

New entrant Traffic Examiners will be unable to carry out roadside inspections on vehicles carrying hazardous chemicals and dangerous goods without the National Award and appropriate warrant categories.

Content of Refresher Training

TRANSPORT CATEGORIES

- Transport categories – packaged goods
- Transport Category Multiplier
- Gases

LOAD THRESHOLDS

- Packaged Goods
- Tanks/Tank Containers
- Freight Containers
- Excepted Quantities
- Limited Quantities

Completion of training for refresher training

The supplier will be required to provide DVSA's training team with the delegate attendance figures and names and the date attended, within five (5) working days of the completion of each course.

The supplier must provide written assessments for each delegate covering the above topics / subjects during the course.

Written assessment

A written assessment will test the delegates knowledge on the subjects covered throughout the refresher classroom sessions.



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To pass the course the delegate must be successful in a final multiple-choice end of course assessment.

The supplier will provide successful delegates with a certificate to confirm they have completed and passed the course.

If a delegate is unsuccessful, the decision on whether the course needs to be retaken or if the Traffic Examiner can continue to carry out their duties lies with DVSA.

New entrant Traffic Examiners will be unable to carry out roadside inspections on vehicles carrying hazardous chemicals and dangerous goods without the National Award and appropriate warrant categories.

Completion of training for new entrants and refresher training

On the completion of each course, the supplier will be required to provide DVSA's Learning and Development team with details on how the delegate has interacted, how they answered questions during the course and a copy of the written feedback provided.

The expected pass rate for each course is at least 80%.

This evaluation of learning should be completed within 10 working days following the course delivery. The main purpose is to identify any development areas for delegates when they return to their local enforcement area.

2. Quality Assurance Requirements

The supplier will need to evidence that they are an accredited training provider to deliver this training and demonstrate relevant skills and experience.

The course delivered by the supplier must be accredited to National standards of SQA National Award in the Transport of Dangerous Goods.

The trainers must also hold a National Award in the Enforcement of CDG regulations

The Supplier will be required to have quality assurance processes in place as part of their delivery of the Services.

The supplier should be prepared to share training material with the DVSA Learning and Development Team prior to delivery or upon request.

All course material should be kept up date in line with any changes in legislation.



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DVSA will also have the option to request a pilot course to be delivered prior to implementation and conduct random quality assurance checks on the delivery of the training.

The cost of the pilot course should be included within the contract value.

3. Information Assurance

Security

The supplier will ensure that all data processed in relation to the contract is held securely.

Data Protection

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the Buyers behalf. The Buyer will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the Buyers documented instructions, as set out in Schedule 8 of the Tender (Authorised Processing Template).

4. Service Delivery Conditions

Booking Procedure

Delegates will be notified on the joining instructions by DVSA's training team with information provided by the supplier on course location and content.

DVSA's training team will provide the supplier with the availability of delegates.

Delivery Conditions

New entrant training

The new entrant Traffic Examiner training should be a face-to-face closed course delivered four (4) days over five (5) allowing sufficient time for delegates to travel to the training location on a Monday morning and travel home on a Friday afternoon.

One day must be spent at a DVSA roadside check site where the practical examinations of dangerous goods vehicles can be conducted.

Training for new entrant Traffic Examiner's should be delivered at the DVSA Enforcement Site, A243/M25 jct9, Leatherhead KT22 7GZ. The facility has a



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sufficient size classroom, overhead projector and access to the roadside check site for practical sessions.

Refresher training

The refresher training for current Traffic Examiners should be a face-to-face closed course delivered within one (1) day. This would preferably be midweek to allow delegates to travel to and from the training location in normal working hours the day prior and following the course.

There is no requirement for a practical element for refresher training.

The maximum group size for both elements should not exceed 14 delegates.

Refresher training for current Traffic Examiners should take place at the DVSA Enforcement Site, A243/M25 jct9, Leatherhead KT22 7GZ or the DVSA Training Centre, 9 Broadgate, Chadderton, OL9 9XA. Both facilities have a sufficient size classroom and overhead projector.

For all classroom sessions delegates will provide their own stationary, printed copies of Dangerous Goods forms and a DVSA issued laptop to access enforcement policy sanctions.

For classroom sessions the supplier must provide their own laptop and will be provided with joining instructions which will include guidance on accessing the site and parking facilities.

Whilst at the roadside check site delegates will provide their own personal protective equipment and copies of Dangerous Goods inspection forms and adhere to all DVSA health and safety policies.

For practical sessions at the DVSA roadside check site the supplier should provide their own personal protective equipment. The supplier will be provided with joining instructions which will include guidance on accessing the site and parking facilities.

If the training requires DVSA staff to travel and stay away in hotels, the cost of travel and accommodation will be covered by DVSA.

If the delivery of training requires the supplier to travel and stay in hotels, the cost of travel and accommodation must be included in the overall costs. No additional costs will be paid separately, and the contract will be awarded at a fixed price.



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Cancellation

If the supplier cancels an agreed course for any reason, they shall meet all claims for costs incurred by DVSA or its delegates in the cancelling and rebooking of an alternative training course.

DVSA may cancel agreed training dates with the supplier up to and including seven working days prior to that date without incurring costs. Any costs incurred by the supplier due to a cancellation by DVSA within seven working days of the training date will be paid in full by DVSA.

We would reserve the right to substitute delegates at short notice if the needs of our business change.

5. Management and Contract Administration

Account Management

The supplier shall within five (5) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place contract review meetings and agree the frequency appropriate to the length, value and complexity of the contract. The supplier will agree with DVSA's Contract manager at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

Payment and Invoicing

Unless we specify otherwise, payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA Contract Owner.

A Purchase Order Number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA Contract Owner and the Contractor



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should include any information required to ensure efficient and effective receipting / invoice matching. For example provision of timesheets or an annotated progress report.

Further information on invoicing and payment procedures are contained within our Instructions to Tenderers document.

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us, you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

6. Skills

Trainers should provide evidence of their relevant skills and experience.

Trainers must possess sufficient knowledge, skills and experience in the subject matter being delivered.

Trainers must hold the qualification for the course of which they are delivering (National Award in the Enforcement of CDG regulations).

7. Documentation

The supplier shall provide any documentation required as part of the delivery of the training and include these in their overall costs. DVSA is unable to accept USB sticks, but materials can be either hard copies or sent through email if required.

8. Arrangement for End of Contract

The Contractor shall fully cooperate with the Buyer to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in



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tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.