



Abu Dhabi Occupational Terms

إشتراطات أبوظبي المهنية



ADOT 96 / 2018

ش أم 2018 / 96

First Edition

الاصدار الأول

**Abu Dhabi Occupational Terms for
Hazardous Material Driver Level 3**

**إشتراطات أبوظبي المهنية لسائق المواد
الخطرة المستوى 3**



مجلس أبوظبي للجودة والمطابقة
ABU DHABI QUALITY & CONFORMITY COUNCIL

ABU DHABI OCCUPATIONAL TERMS

Hazardous Material Driver Level 3



24 JULY 2018
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Amendment Page

This Amendment Page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This Occupational Term is a live document which can be amended when necessary. QCC operates an Occupational Standards Working Group that has prepared this document, and can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

Log of Amendments						
Amendment			Discard		Insert	
No.	Date	*Sections Changed	Page(s)	Issue No.	Page(s)	Issue No.
1	xxx	Document launched				



About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) was established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and International Standards.

Products and services certified by QCC receive the Abu Dhabi Trustmark. The Trustmark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

Foreword

The QCC Hazardous Material Driver Occupational Terms Working Group was initiated in February 2018 in order to establish occupational terms for workers in the Transport of Hazardous Material sector in Abu Dhabi to elevate the quality of services provided in the sector and to promote the productivity of personnel.

The occupational terms are professional standards that specialist personnel must meet in order to perform the jobs they are assigned to produce quality outcomes. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily, and at high levels of professionalism and safety, in the Infrastructure of Abu Dhabi. Therefore, it is crucial and obligatory to encourage the presence of skilled workmanship to maintain the quality infrastructure value in the Emirate of Abu Dhabi in particular and the United Arab Emirates in general.



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Occupational Terms

No.	Field	Details	
1.	Occupation (Standard Unit)	Hazmat Driver Level 3	
2.	Description	This standard specifies the outcome required to transport Hazardous Material by Road.	
3.	Unit type	☐ Knowledge and Skills OR ☒ Application	
4.	Elements	No.	Element
		E1	Prepare the goods vehicle for driving
		E2	Check and protect the goods vehicle and the load
		E3	Operate and monitor the goods vehicle systems
		E4	Manoeuvre the goods vehicle or tanker in restricted spaces
		E5	Drive the goods vehicle on public roads in efficient manner
		E6	Obtain information on the collection and delivery of loads carried by goods vehicle
		E7	Confirm the goods vehicle is loaded correctly
		E8	Confirm the goods vehicle is unloaded correctly
		E9	Couple and uncouple the goods vehicle trailer
		E10	Respond to incidents, hazardous conditions and emergencies in transportation of hazardous material environments
5.	QF <i>Emirates</i> level	☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10	



No.	Field	Details	
6.	Function	☐ Policy and strategy QF 9-10 ☐ Managing QF 7-8 ☐ Specifying QF 6-7 ☐ Controlling QF 6 ☐ Maintaining capability QF 4-6 ☒ Performing/carry out QF 1-4	
7.	Entry information and prerequisites	- Valid Emirates Driving license - Three Years' Experience as driver for the same vehicle type (minimum 1 year in UAE) - Age: 25 years old or over	
8.	Grading	Application unit: <i>Competent/Not Yet Competent</i>	
9.	Industry sector	Transport	
10.	Developed by	Government Entities	Abu Dhabi Quality & Conformity Council, Abu Dhabi Department of Economic Development, OSHAD, Center of Waste Management, Department of Health, ACTVET, National Qualification Authority, ADFCA, Abu Dhabi Police, Civil Defense, DOT, Abu Dhabi Ports, FNAR, EAD
		Private Sector	ADNOC, SENAAT, Emirates Driving Company
11.	Working group approval date	03 September 2018	
12.	Frequency of review	Annually	
13.	Version No.	1	
14.	ISCO	83 Drivers and Mobile Plant Operators	



Terms & Conditions

Term	Description
Hazardous Material	Solid, liquid or gaseous materials having properties that are harmful to human health or severely affecting the environment, such as materials that are toxic, explosive, flammable or emitting ionizing radiation. Hazardous Material Classification (UN/US DOT classifications of chemicals): Explosive substances and articles (e.g. Ammunition, Dynamite, Fireworks) Gases (e.g. Propane, Oxygen, Helium) Flammable liquids (e.g. Gasoline Fuel, Acetone) Flammable solids, self-reactive substances and solid desensitized explosives (e.g. Matches, Fuses, Sulphur, Phosphorus) Substances liable to spontaneous combustion Substances which, in contact with water, emit flammable gases Oxidizing substances Organic peroxides Toxic substances (e.g. Pesticides, Arsenic, Dyes) Infectious substances (e.g. Medical waste) Radioactive material Corrosive substances (e.g. Hydrochloric acid, Sulfuric acid) Miscellaneous dangerous substances and articles (e.g. Polychlorinated biphenyls, Asbestos)
Safety Data Sheet (SDS)	A safety data sheet is a form containing data regarding the properties of a particular substance. It is intended to provide employees and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures. The exact format of an SDS can vary from source to source. SDS information may include instructions for the safe use and potential hazards associated with a particular material or product. SDS must be available anywhere chemicals are being stored and used.
Personal protective equipment (PPE)	Any device, appliance or equipment (including clothing or sunscreen affording protection against the weather) designed to be worn or held by an individual for protection against one or more health and safety hazards, or minimize their exposure to workplace risks. It includes, but is not limited to, items such as facemasks and respirators, eye protection, high visibility clothing, coveralls, goggles, helmets, safety harnesses, gloves and footwear.
Organisation	The company you drive for or own business.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Load	Containers, sealed loads or trailers, palletised goods, building materials, food, temperature controlled, livestock, waste, dangerous goods, plant and machinery, vehicles, timber, aggregate etc.
Vehicle	The vehicle you normally drive, includes trailer when connected, and ancillary equipment.
Instruments	Gauges, warning lights, displays, audible alerts, tachograph, telematics, tyre pressure indicators, coolant levels, oil levels, air pressure.
Systems	Ignition, electrical, lights, brakes, transmission, engine, fuel, tyres, coupling, information



	technology, digital, communications and telemetry systems, ancillary equipment.
Controls	Accelerator, clutch, footbrake, handbrake, steering wheel, gears, indicators, lights, windscreen wipers, demisters, heating and ventilation, Power Take Off (PTO), differential lock.
Manoeuvre	Forward movements, reverse movements, turns.
Legal documents	Insurance, vehicle plate, trailer plate, driver's licence.
Legal, safety and operating requirements	Transport regulations, safety regulations, codes of practice, load restrictions, Environmental regulation, licences/permits, drivers' hours, OSHAD requirements, Civil Defence requirements, FNAR requirements, Tadweer requirements, Department of Health (DOH) requirements, Ministry of Health and Prevention requirements and organisational requirements.
Incidents and Hazardous Conditions	These could include: 1 Flood 2 Toxic vapour and/or liquid release/ Spillage 3 Injured personnel 4 Accident 5 Equipment malfunction or breakdown 6 Breach of security
Emergencies	Emergencies could include: 1 Fire 2 Release /spillage of hazardous material 3 Explosion 4 Discovery of suspect package 5 Discovery of injured person 6 Accident involving person/equipment 7 Major services failure 8 Security threat 9 Outbreaks
Raising the Alarm	This could be done by: 1 Mechanical/electrical means 2 Notifying someone else 3 Shouting

Performance Criteria

Element	1. Prepare the goods vehicle for driving
PC 1.1	Prepare the goods vehicle for driving by carrying out checks to maintain the safety of the vehicle.
PC 1.2	Ensure proper placards and labelling, signage in accordance to DoT & Civil defence requirements.
PC 1.3	Carry out daily walk round checks (pre-operation/ during operation/ post operation) on the goods vehicle in line with relevant legal and organisational requirements, using a paper or electronic reporting format.
PC 1.4	Check that all vehicle systems, controls and instruments are working, and that the goods vehicle is roadworthy. Any issues found with the vehicle must be reported immediately to the concerned personnel as per the organisational procedures.
PC 1.5	Check that ancillary equipment / monitoring instruments (example temperature data-logger) , if fitted or supplied, are in working order and are serviced, maintained and calibrated in regular intervals following applicable legal, safety and operating requirements and standards.
PC 1.6	Check that all required legal documents issued by concerned entities are in place for the driver, goods vehicle and trailer if used.
PC 1.7	Adjust the goods vehicle steering wheel, mirrors and seat for maximum control, observation, and comfort.
PC 1.8	Check that the goods vehicle has the required amount of fuel, additives, oil, water and other fluids.
PC 1.9	Take the required action when any defects with the goods vehicle are identified, whether new or previously reported, following organisational procedures
PC 1.10	Identify the person responsible for officially releasing the goods vehicle for driving following organisational procedures.
PC 1.11	Complete all organisational documentation relating to preparing the goods vehicle for driving.
PC 1.12	Comply with organisational procedures and all relevant legal, regulatory, safety and operating requirements relating to preparing the goods vehicle for driving.
PC 1.13	Check that the appropriate emergency equipment is on board the vehicle and in good working order.

Element	2. Check and protect the goods vehicle and the load
PC 2.1	Obtain information on organisational procedures and all relevant legal, safety and operating requirements for checking and protecting the goods vehicle and the load being carried.
PC 2.2	Check the security of the goods vehicle at regular intervals, in accordance with organisational procedures.
PC 2.3	Check the security and condition of the load at regular intervals, in accordance with organisational procedures.
PC 2.4	Report any change in the condition of the load being carried, in accordance with organisational procedures.
PC 2.5	Identify any problems with the goods vehicle or the load and take required action, in accordance



	with organisational procedures.
PC 2.6	Follow organisational procedures to protect the security of the goods vehicle and the load in different locations.
PC 2.7	Report any theft or damage to the goods vehicle or load, in accordance with organisational procedures.
PC 2.8	Maintain and retain Records of monitoring activities (example <i>en route</i> vehicle temperature log-sheet, etc) for a period specified in applicable laws, regulations, and standards if applicable.

Element	3. Operate and monitor the goods vehicle systems
PC 3.1	Monitor the goods vehicle instruments at all times or at intervals during driving and take any necessary action, following relevant legal and organisational procedures.
PC 3.2	Monitor any instruments that indicate the condition of the load and take any necessary action, following relevant legal and organisational procedures.
PC 3.3	Monitor the fuel and other fluid levels of the goods vehicle.
PC 3.4	Operate fuel delivery systems safely to refuel the goods vehicle.
PC 3.5	Top up other vehicle fluids as required.
PC 3.6	Operate the goods vehicle controls in a way which maintains the safety and security of yourself, the goods vehicle, the load and other road users.
PC 3.7	Take relevant action to minimise wear and tear on the goods vehicle systems.
PC 3.8	Take required action when there are factors affecting the goods vehicle, or problems with the goods vehicle systems, following organisational procedures.
PC 3.9	Comply with organisational procedures and all relevant legal, safety and operating requirements relating to operating and monitoring the goods vehicle systems.

Element	4. Manoeuvre the goods vehicle or tanker in restricted spaces
PC 4.1	Identify when the space available to manoeuvre the goods vehicle or tanker is restricted.
PC 4.2	Plan how you will undertake the required manoeuvre in the restricted space.
PC 4.3	Signal the intention to manoeuvre in sufficient time for other road users to respond.
PC 4.4	Monitor the actions of other road users throughout the manoeuvre.
PC 4.5	Manoeuvre the goods vehicle or tanker at an appropriate speed for the vehicle, its load and the restricted space the vehicle is attempting to manoeuvre within.
PC 4.6	Maintain the safety of yourself, the vehicle, other road users and the surrounding environment when manoeuvring the goods vehicle or tanker in the restricted space.
PC 4.7	Complete the manoeuvre so that the goods vehicle or tanker is in a suitable position for the required activity.
PC 4.8	Comply with organisational procedures and all relevant legal, safety and operating requirements relating to manoeuvring the goods vehicle or tanker in restricted spaces.

Element	5. Drive the goods vehicle on public roads in efficient manner
PC 5.1	Monitor and adapt to changes in driving conditions whilst driving the goods vehicle on public roads in a fuel efficient manner.
PC 5.2	Monitor and adapt to changes in the movement of the load being carried.



PC 5.3	Monitor the stability of the load during transit.
PC 5.4	Monitor and respond to any potential hazards from the load.
PC 5.5	Monitor and respond to any potential hazards on the public road or surrounding areas.
PC 5.6	Position the goods vehicle and apply lane discipline to maintain the safety of yourself and other road users according to the driving conditions, the goods vehicle and the load carried.
PC 5.7	Give correct signals to other road users, in time, so they are aware of the manoeuvres you plan to undertake.
PC 5.8	Drive at the required speed for the driving conditions & maintain the stability of the load.
PC 5.9	Control the speed of the goods vehicle in a way that minimizes fuel consumption and wear and tear on the vehicle and braking systems.
PC 5.10	Apply the brakes to slow or bring the goods vehicle to a complete stop, in a controlled manner relevant to the driving conditions, the distance available, the vehicle and the load carried.
PC 5.11	Overtake other road users at a suitable point, in line with road conditions and maintaining safety.
PC 5.12	Control the speed and position of the goods vehicle during overtaking manoeuvres.
PC 5.13	Take preventative action to avoid harm to any other road users.
PC 5.14	Comply with organisational procedures and all relevant legal, safety and operating requirements relating to driving the goods vehicle on public roads.

Element	6. Obtain information on the collection and delivery of loads carried by goods vehicle
PC 6.1	Obtain information about the load to be collected and/or delivered by goods vehicle, including any specific requirements e.g. for temperature controlled loads.
PC 6.2	Check the goods vehicle is suitable for the load to be carried, including load type, dimensions and weight.
PC 6.3	Obtain information on any potential hazards specific to the load to be carried and how these should be handled.
PC 6.4	Obtain information on the destination of the load and the schedule.
PC 6.5	Take action when there are problems with obtaining information on the load, destination or schedule.
PC 6.6	Check the accessibility of the destination for the goods vehicle.
PC 6.7	Identify specific customer requirements or specific load requirements for loading/unloading the goods vehicle.
PC 6.8	Identify the requirements for monitoring the load during transport.
PC 6.9	Obtain information on the requirements for the timing the delivery or collection.
PC 6.10	Assess any recent information or changes to information that could affect the destination and schedule being achieved.
PC6.11	Communicate all information regarding the load to relevant colleagues and customers.
PC 6.12	Comply with organisational procedures and all legal, safety and operating requirements relating to the collection and delivery of the load carried by goods vehicle.
PC 6.13	Confirm that the consignment corresponds with the transport manifest and all consignee signatures are in place and is accompanied by the transport documents
PC 6.14	Confirm that the Materials Safety Data Sheet (SDS) for all loaded materials are accompanied with the documents.



Element	7. Confirm the goods vehicle is loaded correctly
PC 7.1	Obtain the required information for loading the goods vehicle.
PC 7.2	Ensure the appropriate use of placards and plating for the conveyance and consignment.
PC 7.3	Confirm that the vehicle and the consignment are compatible.
PC 7.4	Check the loading area is suitable and safe for loading the goods vehicle.
PC 7.5	Park the vehicle safely into a suitable and safe position for loading as per organizations procedure.
PC 7.6	Wear appropriate Personal Protective Equipment (PPE) when loading the goods vehicle following organisational procedures and load requirements.
PC 7.7	Take action and report any problems with loading, in accordance with organisational procedures.
PC 7.8	Load the goods vehicle correctly following relevant legal and organisational procedures, taking account of the type of load and delivery sequence (if applicable).
PC 7.9	Secure the load with the correct restraints.
PC 7.10	Secure any loose materials, restrain ancillary equipment, making sure that they cannot shift or come loose during transport.
PC7.11	Confirm that all relevant safety requirements for transporting the load are followed in accordance with legal and organisational procedures.
PC 7.12	Maintain communication with colleagues and customers involved in loading the goods vehicle.

Element	8. Confirm the goods vehicle is filled and unloaded correctly
PC 8.1	Identify the organisation, address or named person responsible for receiving the load.
PC 8.2	Check the unloading area is suitable and safe for receiving the load.
PC 8.3	Follow filling and unloading instructions given by Civil Defence and plan the unloading of the goods vehicle.
PC 8.4	Manoeuvre the goods vehicle into a suitable and safe position for unloading.
PC 8.5	Confirm the goods vehicle is prepared and ready for unloading.
PC 8.6	Confirm that the load, or part of load, to be unloaded is identified.
PC 8.7	Confirm that the correct equipment is selected for unloading the goods vehicle.
PC 8.8	Wear Personal Protective Equipment (PPE) when unloading the goods vehicle following organisational procedures and load requirements.
PC 8.9	Confirm that delivery and equipment manufacturers' instructions are followed when unloading the goods vehicle.
PC 8.10	Monitor the unloading of the goods vehicle and confirm it has been unloaded correctly.
PC8.11	Confirm the load is placed according to customer's requirements once unloaded.
PC 8.12	Take action and report when there are problems with unloading the goods vehicle, in accordance with organisational procedures.
PC 8.13	Complete and store proof of delivery records according to organizational procedures.
PC 8.14	Maintain communication with colleagues and customers involved in unloading the goods vehicle.
PC 8.15	Comply with organisational procedures and all relevant legal, safety and operating requirements relating to unloading the goods vehicle.



Element	9. Couple and uncouple the goods vehicle trailer
PC 9.1	Manoeuvre the goods vehicle in relation to the trailer, ready for coupling and uncoupling.
PC 9.2	Check that the goods vehicle and trailer type, depth and height are compatible for coupling.
PC 9.3	Check the trailer's brakes are applied prior to coupling and uncoupling the goods vehicle.
PC 9.4	Manoeuvre the goods vehicle and test that coupling has been established with the trailer.
PC 9.5	Make all other required connections to the vehicle and trailer when coupling.
PC 9.6	Follow all relevant manufacturers' and Department of Transport (DoT) guidelines for coupling and uncoupling the goods vehicle and trailer.
PC 9.7	Confirm that the goods vehicle and trailer systems work properly after coupling and that the vehicle is safe to drive.
PC 9.8	Select a safe site for uncoupling trailers from their goods vehicle.
PC 9.9	Disconnect the connections between the goods vehicle and trailer when uncoupling.
PC 9.10	Drive the goods vehicle away from the trailer, checking that uncoupling has been achieved.
PC 9.11	Comply with organisational procedures and all relevant legal, safety and operating requirements during coupling and uncoupling of goods vehicle trailers.

Element	10. Respond to incidents, hazardous conditions and emergencies in transportation of hazardous material environments
PC 10.1	Identify the nature, location and scope and severity of incident.
PC 10.2	Raise the appropriate alarm.
PC 10.3	Report the incident to the appropriate people/ concerned authorities in accordance with operational reporting procedures.
PC 10.4	Provide accurate and unambiguous information to the appropriate people.
PC 10.5	Follow appropriate procedures after the situation has been assessed.
PC 10.6	Inform appropriate people as actions are taken.
PC 10.7	Take the correct action, in accordance with procedures, to deal with the incident.
PC 10.8	Minimize the incident, hazard or emergency when safe to do so.
PC 10.9	Act promptly and in association with others.
PC 10.10	Correctly modify actions in response to changing conditions.
PC 10.11	Complete all relevant documentation.
PC 10.12	Work safely in accordance with operational and legal requirements at all times.

Knowledge & Understanding

➤ *To prepare the goods vehicle for driving, the user/individual on the job must know and understand:*

1. The responsibilities of the driver for the goods vehicle and load, including vehicle security (this could include people security).
2. The daily checks that drivers are required to carry out to maintain the safety of their vehicles in accordance with Department of Transport (DoT) requirements.
3. How to check vehicle systems, controls and instruments, when preparing the goods vehicle for driving.
4. Where to find information on the operation of the goods vehicle systems, controls and instruments.
5. The relevant legal documents that must be in place before the goods vehicle is driven.
6. The importance of adjusting the steering wheel, mirrors and seat to suit driver and maximise control, observation and comfort.
7. The indicators of any potential electrical or mechanical problems with the goods vehicle.
8. The organisational procedures for reporting defects and how to obtain information on previously reported problems.
9. The organisational procedures for the official release of the goods vehicle for driving.
10. The relevant legal documents your organisation requires you to complete during the preparation process and carry with you in the goods vehicle.
11. The organisational procedures and all relevant legal, safety and operating requirements relating to preparing the goods vehicle.

➤ *To check and protect the goods vehicle and the load, the user/individual on the job must know and understand:*

1. Where to obtain information on organizational procedures and relevant legal, safety and operating requirements for the goods vehicle and the load being carried.
2. Use of Material Safety Sheets (SDS).
3. The actions required if there are any problems in complying with the organization's checking procedures. (actions to take if there is a release/spill during transport)
4. How to identify damage or deterioration in the condition of the load being carried.
5. The organization's reporting procedures if there is a change in the condition or any other issues with the load.
6. The organization's reporting procedures if there is a problem with the goods vehicle.
7. The organization's reporting procedures for theft or damage to the goods vehicle or load.
8. The methods of protecting the goods vehicle and the different types of load.
9. The types of risks that are associated with protecting the goods vehicle and the load at different locations.
10. The organizational procedures to follow for protecting the goods vehicle and the load from different risks and the problems that can occur.



- *To operate and monitor the goods vehicle systems, the user/individual on the job must know and understand:*
 1. The purposes and functions of the goods vehicle instruments.
 2. How to monitor the goods vehicle instruments and when action is required.
 3. The relevant fuel, additives, oil, water and other fluid requirements of the goods vehicle being driven.
 4. How to refuel the goods vehicle including how to top up fuel additives.
 5. How to top up with oil, water and other vehicle fluids.
 6. How to operate the goods vehicle controls in a way which maintains the safety and security of yourself, the goods vehicle, the load and other road users and minimises wear and tear on the goods vehicle systems.
 7. The type of problems that might occur with the goods vehicle or the goods vehicle systems and the actions that should be taken in accordance with organisational procedures.
 8. The organisational procedures and all relevant legal, safety and operating requirements relating to operating and monitoring the goods vehicle systems.

- *To manoeuvre the goods vehicle or tanker in restricted spaces, the user/individual on the job must know and understand:*
 1. The dimensions of the goods vehicle or tanker, its handling characteristics and any overhang to the rear or sides that may affect manoeuvring, and any vehicle adaptations that may restrict movement and speed.
 2. The clearances that are necessary for the goods vehicle or tanker to carry out the required activity.
 3. The types and characteristics of restricted spaces that could affect manoeuvring.
 4. What needs to be considered when planning how to undertake the required manoeuvre in the restricted space and when assistance may be required.
 5. Vehicle adaptations or equipment that may assist or affect manoeuvring.
 6. The types of signals which can be used when manoeuvring.
 7. The observations that are required to maintain the safety of yourself, the vehicle, other road users and the surrounding environment when manoeuvring the goods vehicle or tanker in the restricted space.
 8. The type of hazards that could occur during manoeuvring the goods vehicle or tanker in the restricted space.
 9. The effects of using the wrong speed during manoeuvring.
 10. What to consider when identifying a suitable place to position the goods vehicle or tanker for the activity.
 11. The organisational procedures and all relevant legal, safety and operating requirements relating to manoeuvring the goods vehicle or tanker in restricted spaces.



- *To drive the goods vehicle on public roads in efficient manner, the user/individual on the job must know and understand:*
1. Who to inform if there are changes in the schedule resulting from driving conditions.
 2. The properties of the load being carried how to identify and adapt driving styles to changes in driving conditions.
 3. How to identify and adapt driving styles to changes in the movement of the load.
 4. How to maintain the stability of the load during transit the correct health and safety procedure for dealing with movement or spillages of the load carried.
 5. How actions of other road users could cause a loss of control of the goods vehicle.
 6. How to identify when other road users are about to change direction and speed.
 7. How to position the goods vehicle on the road to ensure the safety of yourself and other road users.
 8. When to use signals to indicate a change of position how the goods vehicle speed should be altered to meet different types of road conditions and to maintain the stability of the load.
 9. How to use the controls and gears of the vehicle to adjust speed and drive in a fuel efficient manner.
 10. How to assess and maintain safe separation distances
 11. The factors affecting the goods vehicle's stopping distances the type of hazards involved in overtaking, when overtaking should occur, and when it should not.
 12. The factors affecting the distance required to overtake other road users.
 13. The type of hazards that could occur on public roads how to use the controls of the goods vehicle to adjust braking under different road conditions.
 14. The effect that severe braking could have on the stability of the load and the roadworthiness of the goods vehicle.
 15. The organisational procedures and all relevant legal, safety and operating requirements relating to driving the goods vehicle on public roads.
- *To obtain information on the collection and delivery of loads carried by goods vehicle, the user/individual on the job must know and understand:*
1. The type of information that is required about the load to be collected and/or delivered by goods vehicle (e.g. temperature requirements).
 2. Where to obtain information about the load and who requires this information.
 3. The type of information that is required about the destination of the load and the schedule.
 4. The action to take if you are unable to obtain information about the load, destination or schedule.
 5. The types of requirements there could be for loading/unloading or monitoring the load during transport by goods vehicle.
 6. The types of problems that could occur with the load which would require monitoring.
 7. The customer requirements for reaching the destination and the timing of the delivery or collection, including schedule changes.
 8. Where to obtain recent information that could affect the destination and schedule being achieved, and how to use it.



9. The type of problems that could occur with the destination and schedule.
10. How to communicate the different types of information about the load to relevant colleagues and customers and the organisational procedures for this.
11. The organisational procedures and all relevant legal, safety and operating requirements relating to the collection and delivery of the load carried by goods vehicle.

➤ *To confirm the goods vehicle is loaded correctly, the user/individual on the job must know and understand:*

1. How to obtain the relevant information required for loading the goods vehicle.
2. The types of load restrictions for the goods vehicle and how to check that the load is within the limit (e.g. weight limit and weight distribution).
3. Prohibition and specific requirements on mixed loading in the same vehicle or container.
4. The Personal Protective Equipment (PPE) that should be used when loading goods vehicles.
5. How the goods vehicle should be prepared for different loads carried.
6. The delivery sequence to be followed when loading in line with schedule requirements.
7. How to position the goods vehicle safely for loading.
8. How to distribute the load when loading the goods vehicle.
9. When to redistribute the load and how to do so.
10. How to check loads are secure and stable and the restraints that can be used for different types of loads.
11. The problems that may occur if loose materials, restraints and ancillary equipment are not secure.
12. The type of problems that could occur when loading the goods vehicle and the action that should be taken.
13. How and where to check axle weights on the goods vehicle and why this is required.
14. Understand Marking, labelling, and placarding.
15. The importance of communicating with colleagues and customers involved in loading the goods vehicle.
16. The organisational procedures and all relevant legal, safety and operating requirements relating to loading the goods vehicle.

➤ *To confirm the goods vehicle is filled and unloaded correctly, the user/individual on the job must know and understand:*

1. How to plan and confirm that unloading instructions are followed when unloading the goods vehicle.
2. How to confirm customer requirements for unloading.
3. How the goods vehicle should be prepared for unloading different types of loads.
4. How to position the goods vehicle safely for unloading
5. The Personal Protective Equipment (PPE) that should be used when unloading the goods vehicle.



6. How to identify the correct equipment for unloading the goods vehicle.
 7. How to monitor the unloading of different types of loads.
 8. The type of problems that could occur when unloading the goods vehicle and the action that should be taken.
 9. The proof of delivery procedures or systems used within your organisation and the requirements for maintaining records.
 10. The importance of communicating with colleagues and customers involved in unloading the goods vehicle.
 11. The organisational procedures and all relevant legal, safety and operating requirements relating to unloading the goods vehicle.
- *To couple and uncouple the goods vehicle trailer, the user/individual on the job must know and understand:*
1. The different systems for coupling goods vehicles and trailers and how they work.
 2. How to check that the goods vehicle and trailer type, depth and height are compatible for coupling.
 3. How to connect and disconnect the different types of connections when coupling and uncoupling the goods vehicle trailer.
 4. How to confirm the goods vehicle is aligned to the trailer for coupling and uncoupling and why this must be undertaken.
 5. Why and how to check the trailer brake is engaged before coupling and uncoupling.
 6. How to check that the coupling with the trailer has been established.
 7. How to check that the goods vehicle and trailer systems work properly after coupling and that the vehicle is safe to drive.
 8. How to select a safe and suitable site for uncoupling the goods vehicle trailer.
 9. How to prepare the trailer prior to uncoupling from the goods vehicle.
 10. Why and how to confirm all connections are correctly stowed away when not in use.
 11. Ensure grounding connection is made properly.
 12. The relevant organisational procedures and all relevant legal, safety and operating requirements (including Department of Transport (DoT) guidelines) for coupling and uncoupling.
- *To respond to incidents, hazardous conditions and emergencies in transportation of hazardous material environments, the user/individual on the job must know and understand:*
1. The actions to take in the event of incident (first Aid and firefighting awareness)
 2. Identify the nature, location and scope of incident.
 3. Raise the appropriate alarm.
 4. Report the incident to the appropriate people/ authorities in accordance with operational reporting procedures.
 5. Knowledge about organizations' hazardous material Emergency Response Procedure & emergency response equipment.



6. Using hazardous material PPE in general and specifically PPE for radioactive material.
7. Provide accurate and unambiguous information to the appropriate people.
8. Follow appropriate procedures after the situation has been assessed.
9. Inform appropriate people as actions are taken.
10. Take the correct action, in accordance with procedures, to deal with the incident.
11. Minimise the incident, hazard or emergency when safe to do so.
12. Act promptly and in association with others.
13. Correctly modify actions in response to changing conditions.
14. Complete all relevant documentation.
15. Coordinate with local authorities in managing the emergency / incident
16. Work safely in accordance with operational and legal requirements at all times.

Other Skills

Reading & Writing Skills

- *To be competent, the user/individual on the job needs to:*
 - Read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle.
 - Read instructions, guidelines/procedures.
 - Document technical issues pertaining to vehicle.
 - Complete written work with attention to detail.

Listening & Speaking Skills

- *To be competent, the user/individual on the job needs to:*
 - Listen effectively and orally communicate information.
 - Ask for clarification and advice from the concerned person.
 - Follow supervisor's instructions.
 - To show a readiness to communicate in English or Arabic to describe emergency situation and load information (within 2 years).

References

- Abu Dhabi Occupational Safety and Health Framework (OSHAD-SF)- www.oshad.ae
- FANR-REG-13- Regulations for the Safe Transport of Radioactive Materials.
- UAE fire and life safety Code of Practice
- <http://www.ukstandards.org.uk>
- www.nsdcindia.org/nos



Appendix

Hazardous Material Classifications

		المواد المتفجرة (Explosive) مثال: Ammunition, Dynamite, Fireworks
		الغازات المضغوطة (Compressed gas) مثال: Propane, Oxygen, Helium
		المواد القابلة للاشتعال (Flammable) مثال: Gasoline Fuel, Acetone
		المواد الصلبة القابلة للإحتراق (Flammable solid) مثال: Matches, Fuses, Sulphur, Phosphorus
		البيروكسيدات والمؤكسدات (Oxidiser – Peroxide) مثال: Ammonium nitrate, Hydrogen peroxide
		المواد السامة (Poison) مثال: Pesticides, Arsenic, Dyes
		المواد المشعة (Radioactive) مثال: Uranium, Plutonium
		المواد الأكالة (Corrosive) مثال: Hydrochloric acid, Sulfuric acid
		مواد متعددة الخطورة (Miscellaneous) مثال: Polychlorinated biphenyls, Asbestos



Concerned entities roles and responsibilities

Entity	Responsibilities
Abu Dhabi Quality & Conformity Council (QCC)	Ensure that hazardous materials driver meet the requirements of this document and issue conformity certificates accordingly.
Civil Defense – Abu Dhabi	Provide training on safety precautions and issuance of permits for drivers and vehicles related to the transport of hazardous materials.
OSHAD	Ensure compliance through the implementation OSHAD-SF requirements.
ADFCA/ Tadweer/ EAD/ DOH/ FANR	Dealing with licensed companies and certified employees by the Abu Dhabi Quality and Conformity Council according to its specialty.