

## **Comprehensive ADR Checklist for Companies**

### **I. Classification and Identification of Goods**

- Verify whether the substance is listed as an ADR hazardous material.
- Obtain the current Safety Data Sheet (SDS) for the substance.
- Identify the UN number assigned to the substance.
- Determine the ADR class and any additional hazards (e.g., packing group, subsidiary risks).

### **II. Packaging of Hazardous Materials**

- Select certified packaging suitable for the ADR class and packing group.
- Ensure packaging has valid certification (expiry dates).
- Check the integrity of the packaging (no damage, proper sealing).
- Package materials according to the guidelines provided in the SDS.

### **III. Labeling of Shipments**

- Affix hazard warning labels appropriate for the ADR class of the substance.
- Display the correct UN number and proper shipping name on the package.
- Ensure labels and markings are visible, legible, and durable.

### **IV. Preparation of Transport Documentation**

- Prepare a detailed transport document including:
  - o UN number
  - o Proper shipping name of the substance
  - o ADR hazard class

- o Packing group
- o Quantity (net/gross weight)
- Prepare driver safety instructions (“transport-specific SDS”).
- Complete a CMR consignment note with an ADR annotation.
- Notify the Road Transport Inspection Authority if required by law.
- Ensure all documents are signed and dated.

## **V. Selecting a Licensed ADR Carrier**

- Verify that the carrier has a valid ADR transport license.
- Check if drivers hold up-to-date ADR training certificates.
- Confirm the carrier has relevant experience in transporting ADR materials.
- Ensure the carrier has valid liability insurance covering ADR transport.

## **VI. Preparing the Transport Vehicle**

- Confirm the vehicle displays warning panels (orange ADR plates).
- Verify completeness and validity of protective equipment (fire extinguishers, ADR first aid kit, driver’s personal equipment).
- Ensure the vehicle complies with ADR technical requirements (valid technical inspection).

## **VII. Staff Training**

- Conduct training for employees involved in preparing ADR shipments.
- Document all training (dates, scope, participant signatures).
- Provide staff with access to educational materials and instructions.

## **VIII. Safety and Emergency Procedure Management**



- Develop and implement procedures for handling ADR-related accidents or incidents.
- Provide clear emergency instructions to staff and drivers.
- Conduct periodic emergency response drills related to ADR scenarios.

#### **IX. Pre-Dispatch Control (Final Checklist)**

- Double-check compliance of packaging, labeling, and documentation.
- Verify completeness of documents handed over to the carrier.
- Confirm pick-up date and time with the carrier for the ADR shipment.