



TRAINING STANDARDS COMMITTEE

ADPC STANDARD 101 GROUND DISTURBANCE – HAZARD AWARENESS

PROGRAM ASSESSMENT FORM

STAGES I, II AND III WITH INSTRUCTIONS

Alberta Damage Prevention Council

Attn. Stacey Byer, Receiver
3407 5605 Henwood Street SW
Calgary AB T3E 7R2

1-877-832-2372 (ADPC)
info@albertadamageprevention.com

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INSTRUCTIONS

The information contained herein will assist you in developing your application for ADPC endorsement of your program.

This program assessment form has been developed by the Alberta Damage Prevention Council with input from the stakeholders in the ground disturbance/buried facility damage prevention process, the ADPC Training Standards Committee and training providers who have gone through the program assessment process.

In general the three stages of the program assessment process are as follows:

- Stage I** Evaluation of the content of the Applicant's program with respect to the minimum content established by the ADPC Training Standard Committee.
- Stage II** Evaluation of the Applicant's internal systems and processes that support the program and ensure the protection of student information collected and the integrity of examinations and certificates.
- Stage III** Evaluation of the Applicant's presentation of the program to ensure the minimum content is presented accurately and in accordance with the Applicant's internal systems and processes.

The ADPC Training Standards Committee is available to provide guidance and assistance to the Applicant, throughout the program assessment process, to ensure that prior to expending various levels of support and resources that there is sufficient evidence that the Applicant can achieve and maintain the standard.

GENERAL INSTRUCTIONS

The following suggestions are intended to simplify and expedite the application process:

- Carefully read the instructions and the attached program assessment forms.
- Gather all of the required information and supporting material and organize it in a manner that makes it easy to review.
- Review your submission carefully to ensure that it is complete according to the submission guidelines, the program assessment form and these instructions.

- Submit all the required material to:

Alberta Damage Prevention Council
Attn. Stacey Byer, Receiver
3407 5605 Henwood Street SW
Calgary AB T3E 7R2

1-877-832-2372 (ADPC)

info@albertadamageprevention.com

All Applicants seeking ADPC endorsement of their programs as meeting the requirements of Standard 101, Ground Disturbance – Hazard Awareness are encouraged to become active members of the Alberta Damage Prevention Council.

Participation in the ADPC will provide Applicants with an excellent vehicle to maintain currency with respect to regulatory changes and the evolution of the damage prevention process and allow Applicants to participate in the identification and validation of damage prevention/ground disturbance best practices

THIS SECTION FOR COMMITTEE USE ONLY

Applicant: _____ Contact Name: _____

Address: _____

Email Address: _____ Contact Number: _____

STAGE I

Date Application Received: _____

Preliminary review conducted by: _____

Fee Enclosed: Yes No

Date: _____

The submitted Ground Disturbance Program outline meets 80% of the ADPC Standard 101, Ground Disturbance – Hazard Awareness content.

Yes No

STAGE I

Approved Not Approved

Date Letter of Approval to proceed to Stage II sent: _____

Any items marked "No" in the review have been corrected: Yes No NA

Proof provided: Yes No

Program Resubmitted: Yes No

STAGE I (If program resubmitted)

Approved Not Approved

Date Letter of Approval to proceed to Stage II sent _____

Comments:

Program Assessment Form

STAGE II	
Date Application Received: _____ 5 copies of Stage II material provided <input type="checkbox"/> Yes <input type="checkbox"/> No Preliminary review conducted by: _____ Date: _____	Submitted package forwarded to subcommittee for review: <input type="checkbox"/> Yes <input type="checkbox"/> No Date sent to subcommittee members _____
Subcommittee Stage II review meeting with Applicant Date: _____ Time: _____ Location: _____ Attendees from Applicant: _____ _____	Subcommittee members at review meeting (minimum 5) _____ _____ _____ _____ _____
Training Standards Committee recommends: <input type="checkbox"/> Granting Endorsement <input type="checkbox"/> Not Granting Endorsement <input type="checkbox"/> Granting Qualified Endorsement	
Comments: 	
STAGE II <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date Letter of Approval to proceed to Stage III sent: _____	
STAGE III	
Date Stage III Fee Received: _____ Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage III Audit Date: _____ Auditor Name: _____ Audit Location: _____
Comments: 	
STAGE III <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date Letter Granting Full Endorsement Sent: _____	

STAGE I

The Stage I audit is designed to determine if the Applicant's program contains the minimum content established by the ADPC Training Standards Committee.

The Applicant must complete and submit Stage I of the Standard 101, Ground Disturbance – Hazard Awareness Program Assessment Form and receive approval prior to submitting Stage II.

Completing Stage I:

Stage I is the assessment of the program content to ensure that it meets the standard. The Stage I form may be handwritten or electronically completed. All the green coloured sections must be completed as follows:

1. Complete the contact information
2. Use your student manual to complete each section step by step. Comprehensive detail is required. The easier you make it for the review subcommittee to verify that your program includes the required minimum content, the more quickly Stage I can be completed.
3. Read the descriptor or requirement and then mark either the **Yes**, **No**, or **N/A** box if applicable. **Note:** if the **N/A** box is shaded this option is not available.
 - **Y – YES** (provides basic information). You are stating that the information to the degree stated in the topic descriptor is in the program. A descriptor of the location of the information in the student manual must be inserted into the reference and comments column. Further comments or justification can be put in the reference and comments column (*e.g. on page 2 in manual, additional statements in power point presentation*).
 - **N – NO** (information not provided). You are stating that the information to the degree stated in the topic descriptor is **NOT** in the program. A descriptor of the location of the information in the student manual must be inserted into the reference and comments column. Further comments or justification (*e.g. will add to program for Stage II audit*), can be put in the reference and comments column.
 - **N/A – Not Applicable**. There is no mark for this section but it allows you to show additional program content (*e.g. List or describe any information course covers in addition to above requirements*).

Note: In order to obtain endorsement all references must be marked yes. 80% must be marked **YES** in order to proceed to Stage II. 100% of the requirements must be present to obtain Stage II approval.

Program Assessment Form

4. Ensure that you put all the page numbers required in the reference and comments column to show that you have fully met the descriptor in the topics column.
5. Add any further comments that will assist in the review (e.g. *text on page 12, diagrams on page 13, 14*).
6. Submit:
 - 2 copies of student manual and all handouts provided to students.
 - 2 copies of completed Stage I Program Assessment Form.

Note: Keep your original

7. Contact the ADPC Training Standards Committee Chair (1-877-832-2372 or info@albertadamageprevention.com) if you have not received confirmation of receipt of your submission within 30 days.
8. The ADPC Training Standards Committee Chair will designate a subcommittee member to review the Stage I Program Assessment Form submission to ensure the 80% criterion has been met.
9. The ADPC Training Standards Committee Chair will advise the Applicant of the status of the Stage I review and discuss the Stage II submission.

Note: The ADPC Training Standards Committee welcomes the opportunity to assist applicants. Please contact us if you have any questions in relation to the application process.

Once the Applicant has completed the Stage I Program Assessment form, it should be submitted to the:

Alberta Damage Prevention Council
Attn. Stacey Byer, Receiver
3407 5605 Henwood Street SW
Calgary AB T3E 7R2
1-877-832-2372 (ADPC)
info@albertadamageprevention.com

Along with:

- A non-refundable application fee of \$500 plus GST payable to the Alberta Public Works Association
- All items listed in number 6 above

THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant: _____ Contact Name: _____

Address: _____

E-mail Address: _____ Contact Number: _____

STAGE I

Y – YES (provides basic factual information) N – NO (information not provided) N/A – Not Applicable

ADPC STANDARD 101, GROUND DISTURBANCE – HAZARD AWARENESS	Applicant Name
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TOPIC: Damage Prevention

	Y	N	N/A	REFERENCE and COMMENTS
1. Common Types of Hits:				
<ul style="list-style-type: none"> - Describe and diagram a minimum of 3 - Address causes 	<input type="checkbox"/>	<input type="checkbox"/>		
2. Discuss Damage Prevention:				
<ul style="list-style-type: none"> - Describe damage prevention process with reference to stakeholders, shared responsibility, best practices, damage prevention organizations, components of digging safely - Describe the role of ADPC in damage prevention - Discuss the roles of regulations, codes of practice, corporate policies, procedures noting that regulatory requirements are minimums 	<input type="checkbox"/>	<input type="checkbox"/>		
3. Consequences of Damages to Buried Facilities:				
<ul style="list-style-type: none"> - Discuss regulatory consequences <ul style="list-style-type: none"> a.) Fines/penalties under Alberta and Federal regulations b.) If program is developed for other jurisdictions, the appropriate regulatory consequences must be additionally quoted 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> - Discuss the potential impact of Bill C-45 with respect to criminal action - Discuss the potential for civil action 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> - Discuss potential for disciplinary action under codes of practice, corporate policies etc. 	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> - List at least 15 potential consequences of damages including, loss of life, personal injury, environmental contamination, service disruption 	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Damage Prevention (cont.)				
	Y	N	N/A	REFERENCE and COMMENTS
4. On Site Supervision:				
- Describe requirement and best practice	<input type="checkbox"/>	<input type="checkbox"/>		
5. Define the Terms:				
- Project owner, buried facility owner, ground disturber	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Ground Disturbance				
	Y	N	N/A	REFERENCE and COMMENTS
1. Define "Ground Disturbance"				
- Define ground disturbance considering regulatory definitions, exemptions, real world situations and prudence	<input type="checkbox"/>	<input type="checkbox"/>		
- Support of best practice of "zero" depth for Damage Prevention Practices				
2. Common Types of Ground Disturbances:				
- List or describe a minimum of 12	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Ground Disturbance (cont.)				
	Y	N	N/A	REFERENCE and COMMENTS
3. Define "Search Area":				
- Reference the Alberta Pipeline Act/Regulation description	<input type="checkbox"/>	<input type="checkbox"/>		
- Discuss search areas for types of buried facilities other than pipelines	<input type="checkbox"/>	<input type="checkbox"/>		
4. Define the "Controlled Area" / "Safety Zone":				
- Reference the Alberta Pipeline Act/Regulation description of controlled area	<input type="checkbox"/>	<input type="checkbox"/>		
- Reference the NEB description of safety zone	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Buried Facilities				
	Y	N	N/A	REFERENCE and COMMENTS
1. Definition of "Buried Facility"				
- Provide a comprehensive definition "buried facility" that includes type and composition	<input type="checkbox"/>	<input type="checkbox"/>		
2. Types of Buried Facilities:				
- List or describe a minimum of 6, that reflect the various types of buried facilities covered by the APWA colour code	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Buried Facility Information Sources				
	Y	N	N/A	REFERENCE and COMMENTS
1. One-Call Centres				
One-Call Centres - Describe a one-call centre, its role in the damage prevention process, the information it requires to process a locate request, what it doesn't do. - List contact information for one-call centres in BC, AB and SK or jurisdiction in which program is offered - Include an example of a one-call centre fax locate request form - Discuss how to revise an existing locate request	<input type="checkbox"/>	<input type="checkbox"/>		
2. Buried Facility Records / Site maps:				
- Describe types of buried facility records, where they might be obtained and what information they might include	<input type="checkbox"/>	<input type="checkbox"/>		
- Provide an example	<input type="checkbox"/>	<input type="checkbox"/>		
- Discuss the unreliability of buried facility records and site maps	<input type="checkbox"/>	<input type="checkbox"/>		
3. Operations/Area Personnel:				
- Discuss the type of information that might be obtained from internal / external field personnel, limitations of and risks of relying on the information	<input type="checkbox"/>	<input type="checkbox"/>		
4. Visible Indicators:				
- Discuss visible indicators and list 6 (3 manmade and 3 natural).	<input type="checkbox"/>	<input type="checkbox"/>		
5. Facility Markers:				
- Discuss various types of facility markers and the information they might provide	<input type="checkbox"/>	<input type="checkbox"/>		
- Caution students not to rely on them to accurately indicate the alignment of buried facilities	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY				
Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Documentation				
	Y	N	N/A	REFERENCE and COMMENTS
1. Corporate Policies, Codes of Practice, Procedures Contents:				
- Describe "policy", "code of practice" and "procedure" including their relative hierarchy	<input type="checkbox"/>	<input type="checkbox"/>		
2. Crossing Agreements:				
- Describe crossing agreements, legal document, when used, typical contents, how and when obtained, modifications to, may be more restrictive than regulations, need for a copy to be on site	<input type="checkbox"/>	<input type="checkbox"/>		
3. Ground Disturbance Permit:				
- Describe purpose and typical content and provide a corporate specific or generic sample	<input type="checkbox"/>	<input type="checkbox"/>		
4. Backfill Inspection:				
- Discuss backfill inspections, when required, when not, advance notice, buried facility owner failure to inspect	<input type="checkbox"/>	<input type="checkbox"/>		
5. Documentation Requirement:				
- Discuss documentation that must be on the site of a ground disturbance: a.) Regulations b.) Written agreements / permissions c.) Corporate code or practice, procedures or guidelines d.) Permits e.) Construction schedule and engineering plans f.) Locate documentation g.) Hazard assessments h.) Emergency response plans i.) Training certificates and records	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Documentation (cont.)				
	Y	N	N/A	REFERENCE and COMMENTS
6. Emergency Response Plans:				
- Discuss ERPs, purpose, typical content, need to keep current	<input type="checkbox"/>	<input type="checkbox"/>		
- Include the following: a.) The identification of potential emergencies b.) Procedures for dealing with the identified emergencies c.) Identification of the location and the operation procedures for emergency equipment d.) Emergency response training requirements e.) Alarm and emergency communication requirements f.) First aid services required g.) Procedures for rescue and evacuation h.) Designated rescue and evacuation workers i.) Buried facility owner contact information j.) Regulatory agency contact information	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Notification				
	Y	N	N/A	REFERENCE and COMMENTS
1. Notifying Buried Facility Owners of Intent to Disturb the Ground / Request for Locates:				
- Discuss: a.) Emergency, priority locate requests d.) If jurisdiction does not have supportive legislation the best practice is 2 to 10 full working days advance notice	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Locating Buried Facilities				
	Y	N	N/A	REFERENCE and COMMENTS
1. Locate Documentation:				
- Describe locate documentation, information provided, explanation, colour code deviations, re-establishing marks, lifespan	<input type="checkbox"/>	<input type="checkbox"/>		
2. Types of Markers:				
- Discuss various types of markers, selection criteria, intervals	<input type="checkbox"/>	<input type="checkbox"/>		
3. APWA Colour Code:				
- Discuss APWA Colour Code, deviations from, provide example	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY				
Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Hand Exposure				
	Y	N	N/A	REFERENCE and COMMENTS
1. Types and Methods:				
- Define hand exposure, discuss why necessary, non-destructive, acceptable to buried facility owner	<input type="checkbox"/>	<input type="checkbox"/>		
- Describe 3 types of non-destructive methods and their specific applications	<input type="checkbox"/>	<input type="checkbox"/>		
- Discuss 2 special circumstances such as frozen ground or concrete / asphalt surface	<input type="checkbox"/>	<input type="checkbox"/>		
2. Hand Expose Zones:				
- Define hand expose zone - Discuss various hand expose zones – regulatory and non-regulatory (5m, 3m, 1m, other)	<input type="checkbox"/>	<input type="checkbox"/>		
3. Mechanical Excavation Equipment Limits of Approach				
- Discuss use of swamper, ground disturbance parallel but close to buried facility	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY				
Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Backfill				
	Y	N	N/A	REFERENCE and COMMENTS
1. Backfill Inspections:				
- Discuss backfill inspections, when required, when not, advance notice, buried facility owner failure to inspect	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Contacting / Damaging a Buried Facility				
	Y	N	N/A	REFERENCE and COMMENTS
1. Notification of Contact / Damage:				
- Discuss regulatory and best practice requirements to report contact / damage, to whom, by whom, when, termination of ground disturbance, re-starting of ground disturbance, use of one-call centre	<input type="checkbox"/>	<input type="checkbox"/>		
2. Define "Contact" / "Damage"				
- Discuss regulatory and best practice definitions, what constitutes a damage, what does not, implications for different types of buried facilities	<input type="checkbox"/>	<input type="checkbox"/>		
COMMITTEE USE ONLY Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

STAGE II

The Stage II audit is designed to determine if the Applicant has the systems and processes in place to support and consistently sustain the expectations of the standard.

Upon submission, a member of the Training Standards Committee, designated by the Chair, will assess the submitted application to ensure all the required material is included in the package. The Training Standards Committee Chair will notify the Applicant of the findings. Once the program has met the criteria, the Chair will arrange a meeting between the Applicant and the subcommittee of the Training Standards Committee, responsible for reviewing program submissions.

During the assessment meeting the Applicant is expected to lead the subcommittee through the verification process. During the verification process one subcommittee member will document that the requirements have been met or if there are deficiencies.

Note: If the applicant is applying for both Standard 101 and 201 endorsement the Stage II assessment can be completed consecutively. (Please copy the formatting for notes that is used in the document).

Completing Stage II:

Upon receipt of confirmation that your program has the minimum 80% content level, prepare the Stage II package. Review and correct any deficiencies in the Stage I audit as 100% of the minimum content is required to successfully complete the Stage II review. The Stage II assessment is a meeting with the Applicant to assess how they ensure that the standards will be maintained within their own systems.

Stage II is the assessment of the back up documentation, data entry systems, security, trainer packages and trainer qualifications/experience.

When completing Stage II, the Applicant is to organize the samples and copies in 5 binders (one for each member of the subcommittee) with tabs for each item number in Stage II. All but one of these binders and packages will be returned in full upon completion of the audit. One binder will be retained by the Training Standards Committee for future audit reference.

The document may be handwritten or electronically completed. Ensure that all sections colored blue for the Applicant are completed as follows:

1. Complete the contact information
2. Proceed to Stage II and complete each section step by step. Pay close attention to the detailed listing of required documentation.

3. Read the descriptor or requirement and then mark either the **Yes** or **No** box. **Note:** if the **N/A** box is shaded this option is not available.
 - **Y – YES** (provides basic information). You are stating that you have the system, process, or procedure to the degree stated in the topic descriptor. Further reference or justification can be put in the reference box
 - **N – NO** (information not provided). You are stating that you do **NOT** have the system, process or procedure to the degree stated in the topic descriptor. Further reference or justification (*e.g. will not be training any additional instructors, if required in future will use an approved train the trainer program*) can be put in the reference box.
4. Ensure that you put all the page numbers and tab descriptions required in the comments and reference column to show that you have met the depth and breadth of the descriptor in the topics column.
5. Add any further comments that will assist in the review (*e.g. text on page 12, diagrams on page 13, 14*).
6. Submit:
 - 5 binders with tabs for each item number of your correlated information and documentation to support each requirement.
 - 5 copies of the completed Stage II Program Assessment Form.

Note: Keep your original

7. Contact the ADPC Training Standards Committee Chair (1-877-832-2372 (ADPC) or info@albertadamageprevention.com) if you have not received confirmation of receipt of your submission within 30 days
8. The ADPC Training Standards Committee Chair will designate a subcommittee member to review the Stage II Program Assessment Form submission to ensure that the majority of the criteria have been met.
9. Once the criteria have been met, the ADPC Training Standards Committee Chair will arrange a Stage II review meeting with the Applicant and the subcommittee.

Note: The ADPC Training Standards Committee has a mandate to openly help applicants and welcomes the opportunity to assist applicants. Please contact us if you have any questions in relation to the application process.

Once the Applicant has completed the Stage II Program Assessment Form, it should be submitted to the:

Alberta Damage Prevention Council
Attn. Stacey Byer, Receiver
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Calgary AB T3E 7R2
1-877-832-ADPC (2372)
info@albertadamageprevention.com

Along with:

- 5 copies of the binder with related sectional tabs, including copies of the instructor manual and all materials to be utilized during the presentation. **Note:** Only one copy of videos and other media is required. Please notify us to make viewing arrangements if sending this material would create undue training hardship due to limited copies.
- 5 copies of the original Stage I Program Assessment Form and a copy of the completed Stage I audit under Tab 10.

The submitted material must meet the Standard 101, Ground Disturbance - Hazard Awareness program criteria. Upon completion of the assessment the subcommittee will do one of the following:

- Approve the submission and grant endorsement
- Identify deficiencies that need to be corrected before endorsement is granted
- Not grant endorsement

Once the submitted program has been endorsed, one copy of the required materials will remain on file with the ADPC Training Standards Committee for future review and the remaining copies of submitted material will be returned.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Applicant: _____ Contact Name: _____

Address:

Email Address: _____ Contact Number: _____

STAGE II

Y – Yes (*documentation or evidence provided*) N – NO (*documentation or evidence not provided*) N/A – Not Applicable

Tab	Audit Item	Y	N	REFERENCE and COMMENTS
1	The Applicant has or uses instructors that have successfully completed a recognized train the trainer program. Note: This train the trainer competency must be based solely on training, not program content mastery. Applicant must provide:			* Provide copies of train the trainer certifications showing course name, certifying agency. * Course outline and schedule showing duration of written practicum exam.
	a. Course name and certifying agency	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Proof course duration is min. 40 hrs	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Copy of course outline	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Proof of both written and practicum based competency assessment	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Certificates of completion and outlines for each instructor that will be presenting the program	<input type="checkbox"/>	<input type="checkbox"/>	

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
2	The Applicant has an information collection system that meets the requirements of privacy legislation, and as a minimum includes the following:			<ul style="list-style-type: none"> * Provide copy of registration form. * Personal information release. * Security policy and procedure for issuing duplicate certificates. * Policy for file retention of exams.
	Proof of registration form which includes:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Student's name	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Student's address	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Student's telephone number	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Student's current employer	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Course date	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Course location	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Instructor name	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Signed personal information release	<input type="checkbox"/>	<input type="checkbox"/>	
	Proof of a security protocol system that meets intent of privacy legislation for issuing duplicate certificates	<input type="checkbox"/>	<input type="checkbox"/>	
	Proof of the file retention system of minimum 3 years past the expiry date of certificate	<input type="checkbox"/>	<input type="checkbox"/>	

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
3	The Applicant has a student database that includes the following for audit purposes:			* Provide screen shots of database showing proof of items below.
	Into database capture of registration form information	<input type="checkbox"/>	<input type="checkbox"/>	
	Proof instructor name tracked to individual course and student transcript	<input type="checkbox"/>	<input type="checkbox"/>	
	Instructor tracking system that includes historical data on:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Number of courses taught	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Date of courses taught	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Location of courses taught	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Dates of all audits	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Refresher training	<input type="checkbox"/>	<input type="checkbox"/>	
	Secure backup system; provide details and description	<input type="checkbox"/>	<input type="checkbox"/>	

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
4	The Applicant has a security protocol designed to minimize the possibility of fraudulent duplicate certificates and inappropriate release of personal information which includes the following as a minimum:			* Provide documentation and copies of policy and procedures listed below and security feature.
	Proof of a security code word or protocol	<input type="checkbox"/>	<input type="checkbox"/>	
	Copy of a written policy regarding release of personal information	<input type="checkbox"/>	<input type="checkbox"/>	
	Proof of an approval process if student request does not or cannot meet security protocols	<input type="checkbox"/>	<input type="checkbox"/>	
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
5	The Applicant has a written standard for administration of their training programs that includes the following:			* Provide a copy of all policies, procedures and standards that support items listed below.
	Equipment/material requirement policy that includes:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Class size requirement	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Team teaching protocols	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Individual course evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Course marking criteria	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Student certification criteria	<input type="checkbox"/>	<input type="checkbox"/>	

Program Assessment Form

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
6	The Applicant has an audit process for quality assurance during program delivery that includes:			* Provide a copy of all quality assurance policies, procedures, documents, tools and forms listed below.
	Auditor qualifications	<input type="checkbox"/>	<input type="checkbox"/>	
	Audit requirements	<input type="checkbox"/>	<input type="checkbox"/>	
	Formalized audit form	<input type="checkbox"/>	<input type="checkbox"/>	
	Formalized audit procedure	<input type="checkbox"/>	<input type="checkbox"/>	
	Alternate audit procedure	<input type="checkbox"/>	<input type="checkbox"/>	
	Penalties or infraction policy	<input type="checkbox"/>	<input type="checkbox"/>	
	Suspension procedure	<input type="checkbox"/>	<input type="checkbox"/>	
	Re-audit procedure	<input type="checkbox"/>	<input type="checkbox"/>	
	Audit failure / requalification process	<input type="checkbox"/>	<input type="checkbox"/>	

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
7	The Applicant has a Ground Disturbance – Hazard Awareness train the trainer program that includes:			* Provide copies of: - Policy and procedure for instructor qualifications - Copy of pre-entrance exam or equivalency process - Copies of train the trainer program - Paper copy of visual aid package Note: Only one copy of videos and other media required - Copy of code of ethics - Copy of interim certificate - Copy of new instructor audit process/procedure - Copy of instructor maintenance policy/procedure
	An instructor prerequisite of:			
	a. Minimum 2 years experience in subject matter	<input type="checkbox"/>	<input type="checkbox"/>	
	b. A pre-entrance exam, OR,	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Approved equivalency process	<input type="checkbox"/>	<input type="checkbox"/>	
	A Ground Disturbance – Hazard Awareness train the trainer program that includes:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Instructor content mastery exam	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Formatted instructor visual aid package	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Signed Code of Ethics from instructors	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Interim instructor certification until audit	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Audit within five courses or one year of train the trainer	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Minimum course delivery for instructor certificate maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Mandatory instructor refresher program	<input type="checkbox"/>	<input type="checkbox"/>	

Y – Yes (documentation or evidence provided) N – NO (documentation or evidence not provided) N/A – Not Applicable				
Tab	Audit Item	Y	N	REFERENCE and COMMENTS
8	Complete copy of Stage I submission			* Provide copies and information as detailed in each item.
	Copy of student manual and all hand outs	<input type="checkbox"/>	<input type="checkbox"/>	
	Copy of completed Stage I assessment returned to you by Training Standards Committee	<input type="checkbox"/>	<input type="checkbox"/>	
	Detailed proof of changes completed from Stage I assessment to obtain 100% content requirement.	<input type="checkbox"/>	<input type="checkbox"/>	

STAGE III

The Stage III audit is designed to confirm that the Applicant presents the material in the program completely and accurately in accordance with the Applicant's internal systems and processes.

Upon successfully completing the Stage II audit and receiving endorsement of the program submit a nonrefundable application fee of \$1,500 plus GST payable to the Alberta Public Works Association to:

Alberta Damage Prevention Council
Training Standards Committee
3407 5605 Henwood Street SW
Calgary AB T3E 7R2
1-877-832-2372 (ADPC)
info@albertadamageprevention.com

Once the application fee has been received, the Training Standards Committee Chair will arrange for the completion of Stage III, the program delivery audit. The Training Standards Committee Chair will contact the Applicant to arrange mutually acceptable date, time and location for the Stage III audit. The program delivery audit must occur within one year from the date the Stage II endorsement was granted.

A representative from the Training Standards Committee that participated in your Stage II audit will conduct the program delivery audit. Familiarity with you and your program makes the audit process less intimidating. The auditor will conduct him/herself professionally at all times during the delivery of the program and will only discuss his/her conclusions with the Applicant's designated representative.

On the day of the program delivery audit the Applicant is expected to conduct an internal audit of the instructor at the same time that the Training Standards Committee auditor is auditing the program delivery. This will allow the Training Standards Committee auditor to watch the Applicant's quality assurance procedure in action.

The Training Standards Committee auditor will follow Stage III of the Standard 101, Ground Disturbance – Hazard Awareness Program Assessment Form. The auditor will discuss his/her findings with the Applicant's designated representative and do one of the following:

- Recommend full endorsement of the Applicant's program be granted
- Identify specific program deficiencies that need to be rectified before granting of full endorsement can be recommended
- Recommend that full endorsement of the Applicant's program not be granted

Program Assessment Form

Following a recommendation for endorsement, a letter and a certificate granting full program endorsement will be forwarded to the Applicant.

Completing Stage III:

1. Submit the application fee to the Alberta Damage Prevention Council. If you do not hear from the Training Standards Chair with respect to setting a date for the program delivery audit within 30 days of the completion of your Stage II audit contact us at:

Alberta Damage Prevention Council
Attn. Stacey Byer, Receiver
3407 5605 Henwood Street SW
Calgary AB T3E 7R2

1-877-832-ADPC (2372)

info@albertadamageprevention.com

2. Prepare for the program delivery audit by reserving classroom space for the Training Standards Committee auditor
3. Ensure that your instructor is briefed on the program delivery audit process
4. Provide the auditor with the same materials as the students in the program
5. Allow the auditor to introduce him/herself after the student introductions.
6. Coordinate your internal quality assurance audit to take place simultaneously with the program delivery audit. Ensure that your internal auditor is aware that the program delivery auditor may want to ask them questions to substantiate your policies, procedures and standards.
7. Set aside an hour following the conclusion of the program with your appropriate representative to meet with the program delivery auditor to discuss findings.

Upon completion of the Stage III program delivery audit with a recommendation that full endorsement of the program be granted the Training Standards Committee will send an endorsement package to the Applicant. This package will include a certificate and letter granting full endorsement of the Applicant's program as meeting the requirements of ADPC Standard 101, Ground Disturbance – Hazard Awareness and provide the Applicant with copies of logos/graphics and the policies and criteria for using and advertising/promoting the ADPC Standard 101, Ground Disturbance – Hazard Awareness endorsement.

THIS SECTION TO BE COMPLETED BY TRAINING STANDARDS COMMITTEE

Applicant: _____ Contact Name: _____

Address:

Email Address: _____ Contact Number: _____

PART III

Y – YES (*provides basic factual information*) N – NO (*information not provided*) N/A – Not Applicable

**ADPC STANDARD 101, GROUND
 DISTURBANCE – HAZARD
 AWARENESS**

Applicant Name

TOPIC: Ground Disturbance

	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of ground disturbance as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	

TOPIC: Regulation				
	Y	N	N/A	REFERENCE and COMMENTS
1. Instructor covered the topic of Regulation as laid out in the student's manual completely and accurately.	<input type="checkbox"/>	<input type="checkbox"/>		
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		
TOPIC: Buried Facility Information Sources				
	Y	N		REFERENCE and COMMENTS
1. Instructor covered the topic of Buried Facility Information Sources as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>		
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>		

TOPIC: Documentation			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Documentation as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	
TOPIC: Notification			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Notification as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	

TOPIC: Locating Buried Facilities			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Locating Buried Facilities as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program.	<input type="checkbox"/>	<input type="checkbox"/>	
TOPIC: Hand Exposure			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Hand Exposure as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	

TOPIC: Backfill			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Backfilling / Backfill Inspections on a Buried Facility as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	
TOPIC: Contacting / Damaging a Buried Facility			
	Y	N	REFERENCE and COMMENTS
1. Instructor covered the topic of Contacting / Damaging a Buried Facility as laid out in the student's manual completely and accurately	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	

TOPIC: Instructor Professionalism			
	Y	N	REFERENCE and COMMENTS
1. Instructor conducted him or herself professionally and: a.) Demonstrated the appropriate level of knowledge in ground disturbance b.) Answered questions accurately and if answer not known provided commitment to return with answer c.) When questioned knew the proper resources for obtaining answers to unknown questions.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	
TOPIC: Handouts			
	Y	N	REFERENCE and COMMENTS
1. Instructor issued one of each of the following to each participant: a.) Ground Disturbance Manual b.) EAPUOC Manual	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any errors additions, or omissions that impact accuracy of information in the program	<input type="checkbox"/>	<input type="checkbox"/>	

TOPIC: QA/QC on Student / Classroom Protocols			
	Y	N	REFERENCE and COMMENTS
<p>1. Instructor registered each student into the program as per the program standards.</p> <p>a.) Instructor collected student registration forms which included all the required information as per Stage II, Item 2 of the Program Assessment Form.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. Instructor provided a classroom that accommodated the proper number of students.</p> <p>a.) Instructor ensured that each student had enough table space and room to sit comfortably in the program.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. Instructor provided a proper learning environment for students</p> <p>a.) Instructor could be clearly seen and heard</p> <p>b.) Visual aids were utilized properly and could easily be seen and heard</p> <p>c.) Instructor utilized flip charts and / or white board for demonstration</p>	<input type="checkbox"/>	<input type="checkbox"/>	
TOPIC: QA / QC Instructor Qualifications			
	Y	N	REFERENCE and COMMENTS
<p>1. Instructor attended a train the trainer program as per the program standards.</p> <p>a.) Instructor successfully completed a minimum 40 hour instructor methodology program.</p> <p>b.) Instructor attended a train the trainer program conducted by the Applicant</p> <p>c.) Instructor could describe the internal audit process including frequency and requirements for successful completion</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. An Internal Auditor from the Applicant:</p> <p>a.) Was present during entire program</p> <p>b.) Completed an audit tool specific to ground disturbance and could provide copies of prior audits to demonstrate commitment to audit process</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Stage III Summary

Applicant: _____

Date: _____

Audit Location: _____

Assessor Comments

Comments: _____

Deficiencies: _____

Recommend Granting Endorsement

Deficiencies Requiring Recertification Identified

Recommend Not Granting Endorsement

Acknowledgements

The undersigned, acknowledge that the assessment contained in this report was conducted by an authorized ADPC representative, AND, that the information contained herein has been reviewed and discussed with myself as the authorized representative for the applicant.

ASSESSOR NAME

Please Print Name

Signature

Date

APPLICANT REPRESENTATIVE NAME

Please Print Name

Signature

Date