



The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

## National Safety Code Program – Administration (NSCP-A)

### A description of the training course objectives:

This course is intended to introduce or provide a refresher to individuals tasked with the day-to-day administration of a carrier’s NSC compliance processes and documentation. The National Safety Code Program Administration (NSCP-A) course will prepare individuals to understand legislative requirements to administer a health and safety management system to ensure compliance with federal and provincial requirements. Development of compliance management programs that meet the provincial oversight system and log auditing program, manage compliant driver files, and ensure that equipment records are adequate and easily auditable.

This is a 3-day course offered through both distance and classroom delivery methods. The key topic areas addressed in this course are:

- National Safety Code
- Driver Files
- Driver Logs
- Auditing Driver Logs
- Vehicle & Equipment Files
- Permits
- Preparing for NSC Audits

*This is a core course for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite for NSC Program Management.*

### Module 1: NSC and Related Legislation – 2 hours

#### Learning Objectives

- Describe key concepts within transportation safety legislation
- National Safety Code (NSC)
  - 16 NSC standards
  - What vehicles does NSC apply to?
- Safety Fitness Certificates
- Operating Authority Certificates
- Carrier Profile
  - What is it?





**Module 2: Planning for Safety – 2.5 hours**

Learning Objectives

- Review the requirements of a carrier’s written safety program
- Safety programs
  - What are they?
  - Roles and responsibilities
  - Benefits
- Due diligence
- “Failing to plan is planning to fail”
- Documentation
  - What is required?
  - How will documentation be filed/managed?
- Review legislation to locate and clarify NSC documentation requirements as they relate to safety

**Module 3: Driver Abstracts and Carrier Profiles – 2.5 hours**

Learning Objectives

- Review the process of requesting driver abstracts and carrier profiles
- Interpret the information provided on driver abstracts and carrier profiles
- Driver abstract
  - Standard
  - Commercial
- How to obtain driver abstracts
  - AMVIR agreements
- Carrier Profiles
  - How to obtain
  - Content
- How to interpret

**Module 4: Driver Files – 2 hours**

Learning Objectives

- Manage driver files
- Required documents
- Documentation timelines
- Confirm documentation meets driver file requirements

**Module 5: Driver Logs – 2.5 hours**

Learning Objectives

- Review the requirements for drivers’ daily logs
- Driver logs
  - Required information
  - Form and manner requirements
  - Duty status requirements
- Basic audit process





- Violations
  - Form and manner
  - Possible falsification errors
- Review a driver log for accuracy and completeness
- Conduct basic audit on driver logs

**Module 6: Vehicle and Equipment Files – 2.5 hours**

Learning Objectives

- Manage vehicle and equipment files
- Required documents
- Documentation timelines
- Confirm documentation meets vehicle and equipment file requirements

**Module 7: Permits – 2.5 hours**

Learning Objectives

- Review the process of requesting and maintaining permits
- Weights and dimensions regulations
- Permitting process
- Complying with permits
- Obtain permits using online service
- Determine permit requirements

**Module 8: Audits and Investigations – 2.5 hours**

Learning Objectives

- Describe a carrier’s responsibilities related to the Assessment of Regulatory Compliance (ARC) audit and investigations
- Compliance (ARC) audit and investigations
- Assessment of Regulatory Compliance (ARC) audit process
- Public investigations
- Organize information in preparation for an audit or investigation
- Describe the audit process

**Total Instructional Hours:** 19 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 3 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant’s learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 3.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study





- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Lori Christensen

**Course capacity:** Unlimited

**Dates of each training course:** Feb 6, 2024  
May 14, 2024  
Jun 11, 2024  
Oct 8, 2024

**Credentials received at the end of the training:** Certificate of completion

