Checklist for BAT Training Class

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ students – Instrument: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ITEMS THAT MUST BE PRINTED:

Student Certificates for each person (make a copy for yourself), you may either print these in advance or after class and be sure to give one to each student who successfully completes the BAT class.

* Sign-in Sheet
* Agenda
* Instrument manual for students/handout (depends on your device)
* QAP for each device (May be included in the instrument manuals that you hand out)
* Calibration Log Books (2), blank copies for each student
* Sample Calibr. Log Book- How to Record new tank
* Alcohol in the Body Handout
* Tests & Answer key
* Altitude Chart for gas Tank copy (may be included in Manual)
* BAT proficiency record-Performance Check Sheet for recording mock tests
* Checklist for conducting DOT alcohol tests (protocol checklist)
* Acknowledgement of Responsibilities

**Also do/ and additional supplies:**

|  |  |
| --- | --- |
| -Verify completion of online training  | EBT devices for training (1 for each 2 students) |
| DOT ATFs (8 for each student) | Mouthpieces (12+ for each student) |
| Instructor Manual/notes | Extension Cords |
| Laptop & projector, if needed | Alcohol Gas Tanks & regulators |
| Extra batteries & paper | Pens, & high-lighters, Scissors |
| Mock Scenarios/Obstacles | Slides for each device |
| Alcohol Breath Spray/Alcohol | Tamper-evident tape |