



Petroleum Driver  
Passport

**Petroleum Driver Passport  
UK Downstream Oil Distribution Forum (DODF)**

**A Guide to Implementing the Petroleum Driver  
Passport Scheme**

**Carriers**

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## 1. What is the Petroleum Driver Passport Scheme?

The Petroleum Driver Passport (PDP) is an industry initiative backed by government to ensure all tanker drivers in the UK are trained and assessed to a consistent, high standard. It has been created by the Downstream Oil Industry Distribution Forum (DODF) – a partnership of employers, industry bodies and trade unions. The DODF has appointed the Scottish Qualifications Authority (SQA), who already manage the ADR scheme, to manage the PDP.

The PDP Scheme sets a benchmark in competency against which all road tanker drivers loading, transporting and offloading petroleum fuel products in road tankers in the UK are measured. Competency is assessed using both classroom and practical techniques, and the passport is renewed on a five year cycle, but also has an annual refresher requirement.

For terminal operators, this provides a level of confidence that tanker drivers holding a valid PDP who enter the terminal boundary to load product have achieved and demonstrated a minimum level of competency.

The PDP scheme applies to drivers who load, transport and off-load the following products:

- UN 1202 – Gas oil or diesel fuel or heating oil, light
- UN 1203 – Gasoline or petrol or motor spirit
- UN 1223 – Kerosene
- UN 1863 – Fuel, aviation, turbine engines

The PDP scheme is an industry created owned and managed code of practice. This is similar to the existing road tanker Safe Loading Pass Scheme, which acts as an equivalent industry code of practice for petroleum road tankers.

Independent legal advice has confirmed the lawfulness of terminal operators requiring a valid PDP for any driver of a UK registered vehicle engaged in national transport before allowing loading activities to commence.

The Petroleum Fuel Tanker Driver – Industry Training Standard provides a full definition of the competency requirements for the scheme, and details of how the PDP scheme is administered are included in the Scheme Manual. Both of these publications can be used as a reference for further information, and are available on the website, [www.pdppassport.com](http://www.pdppassport.com)

## 2. What is the Purpose of this Guide?

The purpose of this guide is to provide a reference to help you understand the purpose and scope of the PDP scheme, and your role in it. Specifically:

- What do you need to do and when?
- Where can you go to get help?
- Where can you go to get further information?

### **3. What do I need to do and when?**

#### **3.1 When does the scheme become active?**

The PDP Scheme has a phased introduction which starts in September 2013, when training providers will be welcome to come forward for training provider (including instructor and assessor) and course approval by SQA.

In January 2014, the scheme will be opened to tanker drivers to allow them to take the necessary steps to qualify for a PDP. Drivers have a twelve month period from January 2014 in which to undertake the assessment to receive the passport.

During 2014 terminal operators should recognise the PDP, but it should only be enforced from January 2015. Terminal procedures between 1 January 2015 and 1 March 2015 should take account of the fact that some drivers will have completed the necessary training and assessment late in 2014 and will be waiting to receive their valid passports from SQA.

#### **3.2 How do carriers engage with the scheme?**

There are two ways that carriers can be involved:

- As employers of the drivers who need the PDP
- As potential trainers

##### **Carriers as Employers of Drivers**

Carriers of finished petroleum products need to ensure drivers get their PDP during 2014. Drivers whose ADR is up for renewal, or who require their first ADR during 2014, will undergo written and practical assessment to achieve their full PDP. Those drivers whose ADR is not due for renewal during 2014 will work towards an interim PDP.

Interim and full PDP have equal status. The interim model allows drivers to achieve their PDP if their ADR renewal is more than 12 months away. The interim passport is then valid until their ADR renewal, when the driver will undergo full PDP training and assessment and their PDP renewal will then align with the ADR renewal cycle.

For the interim PDP, drivers will be given classroom training prior to taking a written assessment, set by SQA, covering key content of the Industry Training Standard.

To achieve their full PDP, drivers will undertake PDP training and a full written assessment, set by SQA, alongside their five-yearly ADR renewal training and assessment.

For both interim and full PDP, drivers will also undertake a practical assessment in the industry sub-sector most relevant to their workload with a qualified and approved PDP assessor. The practical assessment will cover loading, driving and offloading within one of the five sub-sectors covered by the PDP Scheme: Retail, Aviation, Commercial, Home Heat and Marine.

Sub-sector knowledge and practical requirements are built into the Training Standard and designed to assist driver training when new to a sub sector. Industry sub-sector knowledge is not part of the full or interim PDP written assessment, but drivers will be assessed on their knowledge of the rules of the PDP scheme itself.

In order to maintain the validity of their PDP, drivers will be required to undertake an annual practical assessment and one day of annual classroom refreshment training, completion of which will be recorded.

### **Carriers as Training Providers**

Carriers can also look to become training providers to deliver the PDP scheme. Training Providers will have the option of coming forward for full approval, classroom only approval or practical only approval.

Classroom only is the theory based module that is assessed through a multiple choice assessment.

Practical only is practical assessment, which takes place in a tanker where an assessor assesses the driver's competence of loading, driving and offloading.

Full approval is both the classroom based theory module and assessment and the practical module that assesses the driver's competence.

An SQA External Verifier (EV) will undertake approval visits to assess the Training Provider's suitability to deliver the component(s) that they have come forward for approval for. At this time the EV will also approve the Training Provider's Instructors and Assessors.

### **3.3 How will the scheme be enforced?**

From January 2015, the checks carried out as part of a periodic terminal induction prior to issuing a loading card, will ensure that the driver is in possession of a valid PDP.

From January 2015, any checks carried out by the terminal as part of their existing inspection regime, will also include a verification of a valid PDP. For example, any inspection regime that verifies valid Dangerous Goods Driver Training Card (commonly known as an ADR card) should also check for a valid PDP. Drivers not in possession of a valid PDP will be unable to load at a terminal.

Where an automated system is in place to verify current ADR status, the terminal may wish to extend this to include the PDP.

In addition to the terminal operators there are other authorities/interested parties who may request the PDP, including:

- Potential for recording PDP driver number on delivery paperwork
- All customers
- HSE and Environment Agency as part of inspections and investigations
- VOSA and Police

### **3.4 What do I need to do now?**

Carriers should be considering whether they wish to become training providers for the scheme and, from January 2014, should be preparing to put their drivers forward for the PDP written and practical assessments.

### **3.5 What do I need to do in the future?**

It is intended that the PDP forms a key element to ensure high levels of competency in the petroleum tanker driver sector.

The driver renewal period for the PDP is aligned with the existing ADR scheme – therefore within five years, all drivers will have had to renew their PDP at the same time as their ADR.

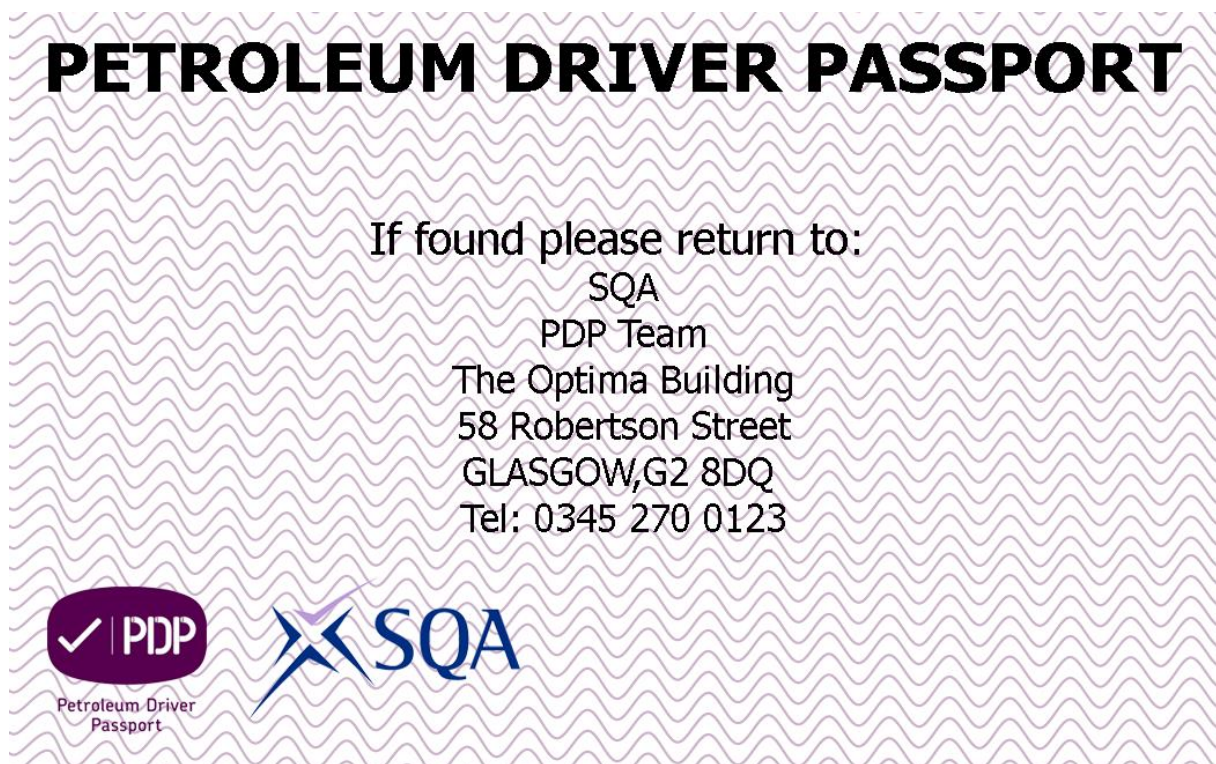
## 4. What the Passport will look like

To help you in identifying a valid PDP card, and the purpose of each element of the information contained on it, the following provides a useful reference.

### FRONT



### BACK



## **5. Where can I go for help?**

### **5.1 SQA Helpline**

SQA will provide a helpline number and e-mail address to help with enquiries. Details of which are [pdpassport@sqa.org.uk](mailto:pdpassport@sqa.org.uk) or telephone 0345 270 0123.

## **6. Further information**

### **6.1 Website**

Full details of the PDP Scheme, together with relevant documentation, and other useful resources such as posters and marketing material can be found on the website here: [www.pdpassport.com](http://www.pdpassport.com)

### **6.2 Other relevant contacts**

You may wish to contact relevant trade association, the DODF or SQA for further information. Contact details can be found on the website here: [www.pdpassport.com](http://www.pdpassport.com)