



Petroleum Driver
Passport

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

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

Terminal Operators

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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 exercises, 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

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?
- How to recognise a valid passport
- 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 I enforce the scheme?

From January 2015, the checks carried out as part of a periodic terminal induction prior to issuing a loading card should 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, should also include a verification of a valid PDP. For example, any inspection regime that verifies valid ADR photo card certificate (commonly known as an ADR card) should also check for a valid PDP.

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

The practical assessments undertaken as part of the PDP require the driver to complete an accompanied load with a qualified and PDP approved assessor. You should be aware that part of this assessment will be conducted at the loading rack to ensure that the driver loads the vehicle correctly. The assessor will complete this task as part of a normal scheduled load.

3.3 What do I need to do now?

From January 2014, you should prepare for enforcement of the PDP at your terminal. This should include the following:

- Review your existing inspection regimes and processes, and prepare to update them to include verification of the PDP from January 2015
- Where an automated system is in place to verify current ADR status, consider updating this to also include verification of the PDP
- Inform all terminal staff of the purpose, scope and timescales for the implementation and subsequent enforcement of the PDP

- Inform other relevant stakeholders, who are engaged with loading activities at your terminal (for example haulage companies, oil distributors) of the purpose, scope and timescales for the implementation and subsequent enforcement of the PDP
- Inform petroleum tanker drivers entering your terminal of the purpose, scope and timescales for the implementation and subsequent enforcement of the PDP

Material to help you inform your staff, other stakeholders and drivers is available on the PDP website here: www.pdpassport.com

3.4 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.

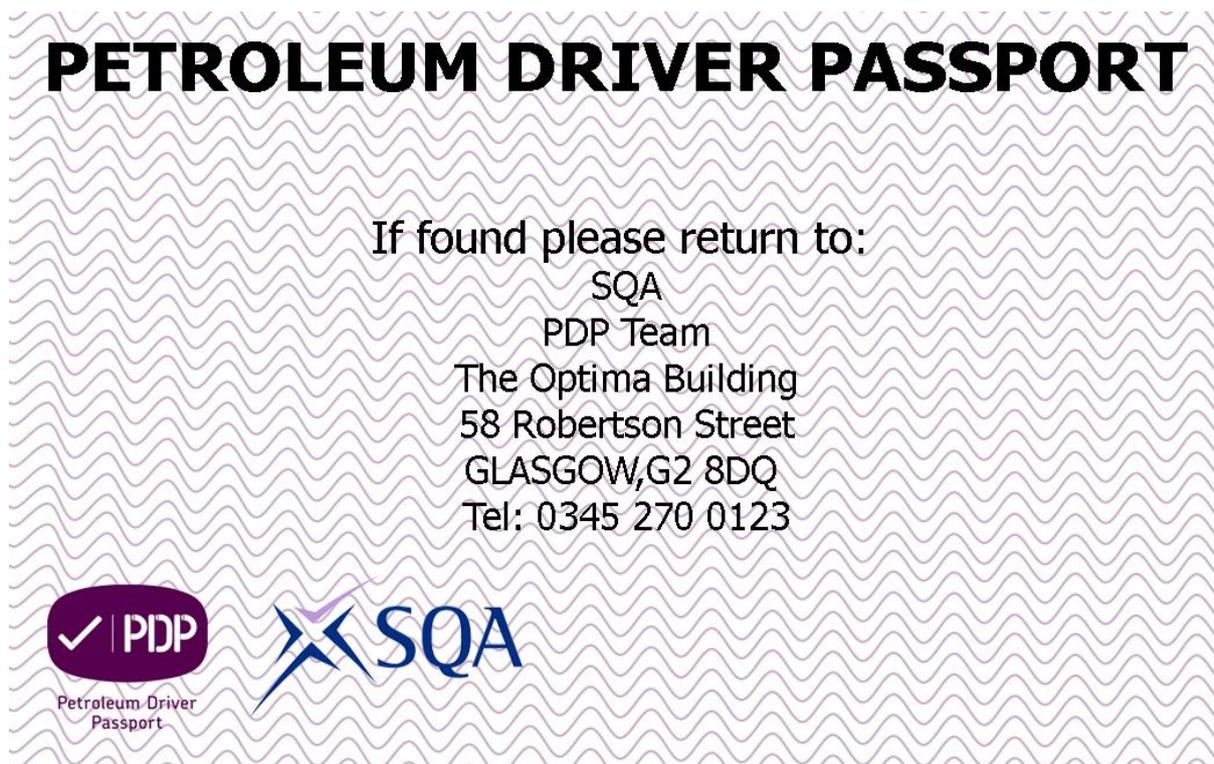
4. How to recognise a valid passport

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 Database access

The DODF is working with the SQA to investigate how best to provide terminal operators access to PDP records to allow them to verify validity of passports as necessary, or provide a check for lost or fraudulent passports.

5.2 SQA Helpline

SQA will provide a helpline number and e-mail address to help with enquiries. Details of which are pdpasport@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.pdpasport.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.pdpasport.com