



Petroleum Driver  
Passport

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

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

**Training Providers**

## Table of Contents

1	<b>WHAT IS THE PETROLEUM DRIVER PASSPORT SCHEME?</b>	3
2	<b>WHAT IS THE PURPOSE OF THIS GUIDE?</b>	3
3	<b>WHAT DO I NEED TO DO AND WHEN?</b>	4
	3.1 WHEN DOES THE SCHEME BECOME ACTIVE?	4
	3.2 TRAINING PROVIDER APPROVAL	4
	3.3 HOW WILL THE SCHEME BE ENFORCED?	4
	3.4 WHAT DO I NEED TO DO NOW?	5
	3.5 WHAT DO I NEED TO DO IN THE FUTURE?	5
4	<b>WHAT THE PASSPORT WILL LOOK LIKE</b>	6
5	<b>WHERE CAN I GO FOR HELP?</b>	7
6	<b>FURTHER INFORMATION</b>	7

## 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, the Training Provider, understand the purpose and scope of the PDP scheme and your role in it. Any organisation offering all or any of the components of the PDP training (practical, classroom and written assessment) will hereafter be referred to as Training Providers. 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, Training Providers will be able to enrol tanker drivers onto an approved course to allow them to undertake the 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 Training Provider approval**

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.

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 an approved PDP assessor. This part of the 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.

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

Training Providers only need to come forward for approval in September 2013. At that time you will need to submit an initial application and pay the appropriate fee for the type of Training Provider approval you are requesting. After this you will need to provide evidence that you are equipped to deliver the type of training that is a requisite of the type of approval you have come forward for, for example classroom based, practical based or both. The exact criterion for approval is stipulated in the PDP Scheme Manual.

### **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.

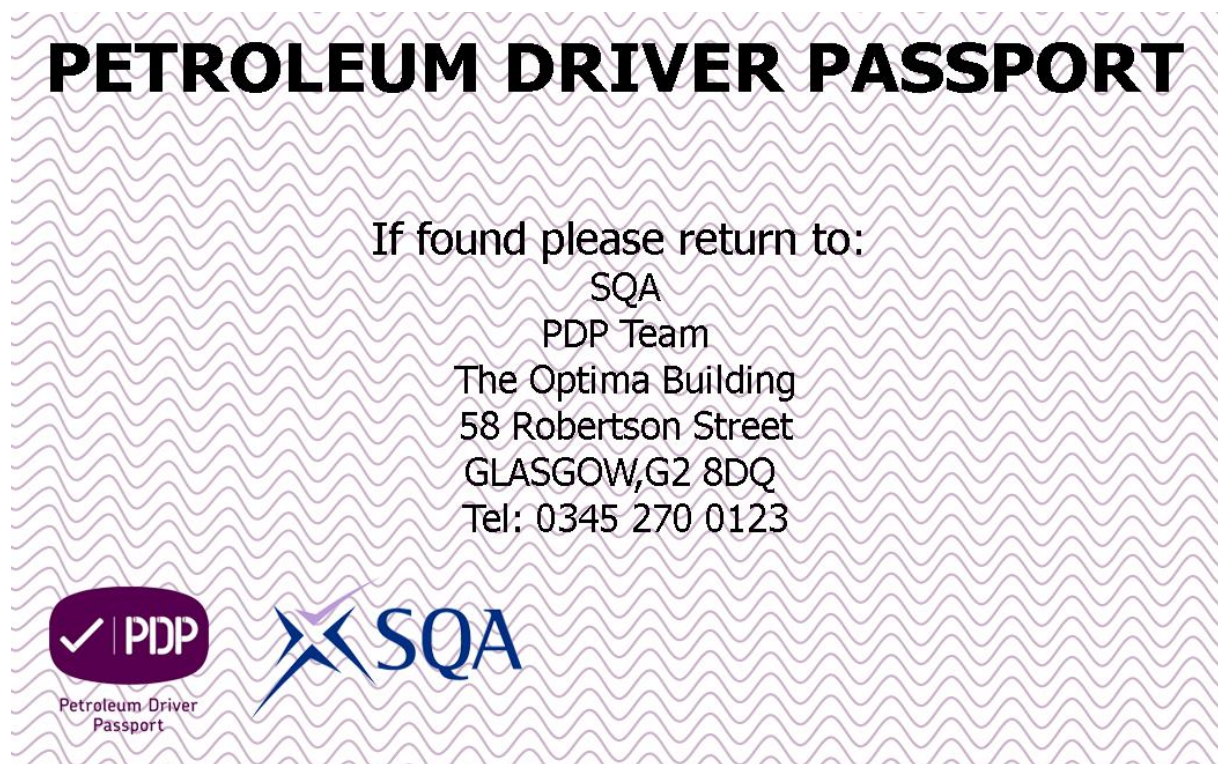
## 4. What the Passport will look like

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 Database access**

On receipt of application to run the PDP assessments, new Training Providers will be given access to the SQA database through a secure web-based information management system. The use of this system is mandatory to administer the assessment and provides Training Providers instant access to real time data including course and candidate information and examination results.

### **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](mailto: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](http://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](http://www.pdpasport.com)