



Petroleum Driver Passport

**Petroleum Fuel Tanker Driver:
Industry Training Standard**

Approved Version 6.0

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Document History

This document is a controlled document maintained by the UK Downstream Oil Distribution Forum. Future revisions will be recorded below with revision details and date of revision.

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Petroleum Fuel Tanker Driver: Industry Training Standard

Introduction

As part of the ACAS Agreement in April 2012, Unite the Union and the major haulage companies agreed their commitment to continuous improvement in the area of Health and Safety training, and the mutual aim of ensuring that the current health and safety best practices of the employers are applicable across the whole industry.

The Department of Energy and Climate Change (DECC) asked Cogent Skills to facilitate the reconstitution of the UK Downstream Oil Distribution Forum (DODF). The DODF's remit is to address these shared concerns with other appropriate bodies and Government departments, in order to establish an Industry Training Standard for health, safety and driver training, with appropriate means of accreditation. The Industry Training Standard covers all drivers delivering refined petroleum products in road tankers in all categories of vehicle.

Under the agreed DODF Terms of Reference, the DODF is responsible for:

- ◆ Reviewing current practices in relation to the implementation of health and safety and training standards across the industry.
- ◆ Identifying instances of good and bad practice with the aim of developing an industry standard which could be incorporated into a new industry code of practice.
- ◆ Facilitating the sharing of best practice across the industry.
- ◆ Developing a strategy to address skills gaps relating to health, safety and training issues.

The DODF will continue as a standing body to provide an on-going overview of health and safety issues for the industry. A Scheme Manager (SQA) has been assigned to undertake associated approval processes against the Industry Training Standard. The DODF provides oversight of the PDP processes and Scheme, and Scheme Manager through the PDP Management Group.

This document describes the content of the Industry Training Standard, approved by the DODF. The mechanism by which the PDP Scheme runs is described in the Petroleum Driver Passport Scheme Manual of Practice.

DODF Membership

The content of this document has been approved by members of the DODF, who are listed in the DODF Terms of Reference.

The Health & Safety Executive (HSE) attend DODF to provide technical and other advice and support as necessary to DODF and its members. HSE have no role or responsibilities in relation to the industry-led PDP Scheme, including its direction, management or delivery.



What is it about?

This document sets out the content of the Industry Training Standard against which drivers delivering refined petroleum products in road tankers (as defined by ADR) will need to demonstrate competence. The primary focus of the Petroleum Driver Passport is finished petroleum products, delivered to end customers. Therefore, the following UN numbers, identifying hazardous substances and articles in the framework of international transport, apply:

- ◆ 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 engine
- ◆ Blended fuels are normally allocated UN1202, but have a differentiating definition such as 'Industrial heating oil' or similar. Such fuels apply and should be treated in the same way as those listed above.

In addition to these UN numbers, UN 1268 and UN 3475 may apply, depending on individual circumstances.

Who is it for?

This Industry Training Standard has been designed to meet the needs of all parts of the sector, including large major logistics operations, small and medium-sized enterprises (SMEs) and micro businesses. It is for all drivers; all employing companies (who can be both employers and training providers); all potential third party training providers; the DODF, as owner and reviewer of the standard; and all associated stakeholders.



Training Matrix

The training matrix below shows which Learning Outcomes drivers need to take depending on the circumstances listed. It must be noted that the matrix should be used only as a guideline and if any significant changes occur to any part of the terminal, road tanker, delivery area or legislation, refresher training may be required. Where the vehicle type and any associated equipment have changed, this will require further specific training not covered by this standard. The training matrix specifies minimum requirements and company requirements may be higher.

	New to Industry	New to Employing Organisation (valid and current Passport)	New to Terminal *	New to Industry Sub-Sector	Return to Industry (after 3 month or more absence)
LO1 Be able to prepare to deliver petroleum products by road tanker	✓	X	X	X	✓
LO2 Be able to load petroleum products into road tankers	✓	X	X	X	✓
LO3 Be able to drive petroleum product road tankers	✓	X	X	X	✓
LO4 Be able to offload petroleum products	✓	X	X	X	✓
LO5 Be able to deliver petroleum products by road tanker — industry sub-sector requirements #	✓	X	X	X	✓
Annual Refresher Training	✓	X **	X	X **	✓

* Drivers should undergo terminal specific induction only when they are new to a terminal, they should already be trained to meet the Petroleum Fuel Tanker Driver: Industry Training Standard.

** Annual refresher training not immediately required as drivers should already have the required knowledge, but immediate practical assessment may be necessary in these instances.

Practical assessment:

- ◆ Drivers should undertake a practical assessment in the industry sub-sector most relevant to their workload on an annual basis and for the five-yearly formal assessment
- ◆ When a driver takes on new industry sub-sector deliveries, a practical assessment should be delivered specific to that sub-sector



Learning Outcomes

The Industry Training Standard is comprised of five learning outcomes.

The learner will:

- 1 Be able to prepare to deliver petroleum products by road tanker.
- 2 Be able to load petroleum products into road tankers.
- 3 Be able to drive petroleum product road tankers.
- 4 Be able to offload petroleum products.
- 5 Be able to deliver petroleum products by road tanker — industry sub-sector requirements.

Training and Assessment

The Industry Training Standard is intended to cover all the knowledge and skills that a petroleum tanker driver should have to perform the job to a high and consistent standard. Whilst the Industry Training Standard is comprehensive, the PDP scheme avoids duplication with existing ADR training by creating the PDP Syllabus, which only covers that training required by the Standard not already covered by ADR.

Formal assessment includes a written (multiple-choice) examination and an accompanied practical assessment on loading, driving and offloading. Upon successful completion, the Petroleum Driver Passport (PDP) can be issued with a validation of five years. Formal assessment will subsequently take place on a five-year cycle.

Once the driver has successfully passed the formal assessment, they will subsequently be required to undertake an annual practical assessment and one day of annual refreshment training, completion of which will be recorded.

The purpose of assessment is to ensure that effective learning has taken place and that competence has been demonstrated. Full details of the training and assessment requirements are specified in the Petroleum Driver Passport Scheme Manual of Practice.

The assessment process will:

- ◆ Be fair and clear for those undertaking it.
- ◆ Explain clearly the standards for satisfactory completion.
- ◆ Be consistent and transparent in its marking.
- ◆ Be open to audit by an appointed body.
- ◆ Include both assessments of knowledge and workplace performance.



Review

The Industry Training Standard should be subject to an annual review for the first three years and, thereafter, the PDP Management Group will manage the review of the Industry Training Standard on a periodic basis (for example where legislation changes or good practice is further developed), with a minimum review every two years.

Resources

A list of resources relevant to the Industry Training Standard is available on the Petroleum Driver Passport website: <http://www.pdpassport.com>



Learning Outcomes and Assessment Criteria

Providers wishing to be approved to deliver any of the PDP training or assessment must gain approval by the Scheme Manager, as detailed in the Petroleum Driver Passport Scheme Manual of Practice.

Outlined below are the assessment criteria set out as a series of points against each learning outcome of the Industry Training Standard.

Preliminary assessment

Before this training takes place, the provider must establish that the driver has the necessary standards, such as driving licence and ADR driver training certificate. They should also check driver competency by conducting a driver assessment.

Providers must also be aware of the requirements of the Driver Certificate of Professional Competence (Driver CPC), which applies to professional bus, coach and lorry drivers. It has been introduced across Europe with the aim of improving road safety and helping to maintain high standards of driving. If a driver does not have a valid Driver CPC qualification card (for goods vehicles), it becomes unlawful to drive a commercial vehicle over 3.5 tonnes gross vehicle weight (GVW) professionally.

LO 1: Be able to prepare to deliver petroleum products by road tanker

Standards of Performance

- (a) Report any health condition likely to affect driving as detailed in the Highway Code Law RTA 1988 sect 94.
- (b) Demonstrate familiarisation with the vehicle.
- (c) Carry out vehicle checks (including safety equipment) in accordance with employing organisation policy and legislative requirements, and report any defects.
- (d) Demonstrate pre-checks before loading and driving.
- (e) Demonstrate the manual handling requirements.
- (f) Comply with the Instructions in Writing.

Underpinning Knowledge and Understanding

- (a) Know the Department for Transport security requirements.
- (b) Know the importance and purpose of the vehicle's Safe Loading Pass.
- (c) Know the additional items of equipment that need to be carried under Carriage of Dangerous Goods Regulations.
- (d) Know the importance of mental and physical preparation.
- (e) Know the alcohol, substance abuse and medication policies, prescribed and non-prescribed.
- (f) Know the importance of observing the rules and regulations relevant to working at heights.



- (g) Know the employing organisation procedures relating to correct communication and reporting of information.
- (h) Know the types of loading instructions, destinations and volumes.
- (i) Know the employing organisation procedures in relation to pre-plans and other documentation relating to hazards en-route.
- (j) Know the personal protective equipment (PPE) requirements.
- (k) Know the hazards of petroleum products.
- (l) Know the importance of eliminating sources of all types of ignition.
- (m) Know the principles of emergency response, including tanker rollover in urban area, tanker rollover in remote area, road traffic accident and off-road accidents and incidents.
- (n) Know the employing organisation on-call person or line manager and how to contact them.
- (o) Know how to contact the emergency services and understand your role in an emergency situation.
- (p) Know how to communicate effectively with site personnel and members of the public.

LO 2: Be able to load petroleum products into road tankers

Standards of Performance

- (a) Demonstrate how to receive loading instructions, that includes destinations and volumes.
- (b) Demonstrate how to be in possession of and be wearing the correct PPE as identified in risk/COSHH assessment.
- (c) Demonstrate how to ensure all equipment associated with top/bottom loading and vapour recovery (if appropriate), is available.
- (d) Demonstrate how to check tank for product in accordance with procedures.
- (e) Demonstrate how to display the correct placarding and marking.
- (f) Load the road tanker using operational procedures, which will include:
 - ◆ Securing the vehicle
 - ◆ Isolating the vehicle
 - ◆ Earthing the vehicle
 - ◆ Making a vapour recovery connection (where applicable)
 - ◆ Utilising the load plan
 - ◆ Physically transferring the fuel
- (g) Follow the load completion procedure, which will include:
 - ◆ Closing foot valves
 - ◆ Removing loading arms
 - ◆ Fitting all drip caps
 - ◆ Removing vapour recovery
 - ◆ Disconnecting the earth — overfill plug
 - ◆ Lowering guard bar
 - ◆ Final vehicle safety and security check



Underpinning Knowledge and Understanding

- (a) Know the terminal emergency procedures provided by local terminal induction.
- (b) Understand the different types of requirements of placarding and marking.
- (c) Understand the importance of intrinsically safe equipment, and electronic equipment that is unsafe to bring into a terminal.
- (d) Know how to load the road tanker and the load completion procedure.
- (e) Understand the causes of overfill, which will include:
 - ◆ Filling a compartment that already has product in
 - ◆ Filling the wrong compartment
 - ◆ Equipment failure

LO 3: Be able to drive petroleum product road tankers

Standards of Performance

- (a) Comply with employing organisation specific operating procedures, where applicable.
- (b) Demonstrate safe and efficient driving practices at all times and in all weather conditions by driving in accordance with industry good practices contained in industry-approved publications.
- (c) Demonstrate how to monitor the load during transport.

Underpinning Knowledge and Understanding

- (a) Understand the employing organisation specific operating procedures.
- (b) Know the correct use of drivers' hours rules and tachographs; and the application of current Working Time regulations/Road Transport Directives.
- (c) Know how to report any vehicle defects to the appropriate personnel.
- (d) Know the issues and dangers associated with rollovers.
- (e) Know the employing organisation emergency response plan.
- (f) Understand the hazards associated with driver fatigue, how to identify the early signs and the importance of taking rest breaks.

LO 4: Be able to offload petroleum products

Standards of Performance

- (a) Demonstrate how to park the road tanker at the safe parking area, taking account of destination local conditions and the legal and social constraints associated with parking.
- (b) Demonstrate how to identify the designated or appropriate muster points and evacuation routes.
- (c) Demonstrate how to incorporate any additional instructions from the site operator, if applicable.
- (d) Demonstrate how to implement the delivery and post-delivery procedures.



- (e) Demonstrate how to wear the appropriate PPE.
- (f) Demonstrate how to offload petroleum products in accordance with legal/employing organisation procedures, including site specific requirements.

Underpinning Knowledge and Understanding

- (a) Know the emergency procedures when offloading products.
- (b) Know how to identify the safe parking area.
- (c) Know how to report site defects and hazards, including near misses.
- (d) Know the differences in operation between retail, aviation, commercial, home heat or marine, where applicable.
- (e) Know how to implement the employing organisation delivery and post-delivery procedures.
- (f) Know how to wear the appropriate PPE.
- (g) Know how to apply the spillage management policies and procedures.

LO 5: Be able to deliver petroleum products by road tanker — industry sub-sector requirements

5.1 Retail

Standards of Performance

- (a) Demonstrate how to apply Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) or other site specific risk assessments, including:
 - ◆ hazardous area classification
 - ◆ the hazardous areas assigned to a typical petrol filling station
 - ◆ the road tanker unloading process
- (b) Demonstrate how to carry out a dynamic risk assessment.
- (c) Demonstrate how to apply the guidance in the approved code of practice Unloading Petrol from Road Tankers (L133, HSE) relating to driver assisted deliveries and driver unassisted deliveries (formerly referred to as LCD and DCD).
- (d) Demonstrate how to apply the documentation requirements of the delivery.

Underpinning Knowledge and Understanding

- (a) Know the security and access/egress requirements of the delivery location.
- (b) Know the requirements under the approved code of practice Unloading Petrol from Road Tankers (L133, HSE)
- (c) Know how to check for Site Plan/DSEAR or other site specific risk assessments.
- (d) Know the requirements of the Petroleum Delivery Form as set out in L133.
- (e) Know how to identify the responsible person at the delivery point.
- (f) Know the respective responsibilities of all those involved in the delivery.



- (g) Know how to create a safe working area.
- (h) Know the characteristics and risks of different products delivered to retail sites.
- (i) Know the rules relating to driver assisted deliveries and driver unassisted deliveries (formerly referred to as LCD and DCD).
- (j) Know the documentation requirements of the delivery.
- (k) Know the working principles of the vapour recovery system as well as the signs and symptoms of any malfunctions.
- (l) Know how to report any releases of petrol vapour from the site's vent(s) where vapour recovery is in operation.
- (m) Know the procedures to be followed should an overfill prevention device actuate or an overfill occur at a delivery site.

5.2 Aviation

Standards of Performance

- (a) Demonstrate how to apply DSEAR or other site specific risk assessments.
- (b) Demonstrate how to sample and test products and seal vehicle.
- (c) Demonstrate how to carry out a dynamic risk assessment.
- (d) Demonstrate how to apply the documentation requirements of the delivery.

Underpinning Knowledge and Understanding

- (a) Know the security and access/egress requirements of the delivery location.
- (b) Know how to check for DSEAR or other site specific risk assessments.
- (c) Know how to create a safe working area.
- (d) Know the characteristics and risks of different products used in delivery to aviation sites.
- (e) Know the method of checking contents and grade and getting ullage confirmed by the customer, and know how to comply with the pre-discharge procedure.
- (f) Know the documentation requirements of the delivery.

5.3 Commercial

Standards of Performance

- (a) Demonstrate how to apply DSEAR or other site specific risk assessments.
- (b) Demonstrate how to sample and test products.
- (c) Demonstrate how to carry out a dynamic risk assessment.
- (d) Demonstrate how to apply the documentation requirements of the delivery.



Underpinning Knowledge and Understanding

- (a) Know the security and access/egress requirements of the delivery location.
- (b) Know how to check for DSEAR or other site specific risk assessments.
- (c) Know how to create a safe working area.
- (d) Know the characteristics and risks of different products used in delivery to commercial sites.
- (e) Know the method of checking contents and grade and getting ullage confirmed by the customer, and know how to comply with the pre-discharge procedure.
- (f) Know the documentation requirements of the delivery.

5.4 Home Heat

Standards of Performance

- (a) Demonstrate how to apply DSEAR or other site specific risk assessments.
- (b) Demonstrate how to check and inspect tanks.
- (c) Demonstrate how to carry out a dynamic risk assessment.
- (d) Demonstrate how to apply the documentation requirements of the delivery.
- (e) Demonstrate how to handle the hose reel.

Underpinning Knowledge and Understanding

- (a) Know the security and access/egress requirements of the delivery location.
- (b) Know how to check for DSEAR or other site specific risk assessments.
- (c) Know the rules around Registered Dealers in Controlled Oil (RDCO).
- (d) Know how to create a safe working area.
- (e) Know the characteristics and risks of different products used in delivery to home heat sites.
- (f) Know how to establish correct ullage measurement.
- (g) Know the escalation procedure if unable to ascertain the ullage.
- (h) Know the method of checking contents and grade and getting ullage and know how to comply with the pre-discharge procedure.
- (i) Know the documentation requirements of the delivery.
- (j) Know the importance of observing the rules and regulations relevant to working at heights and ladder safety.



5.5 Marine

Standards of Performance

- (a) Demonstrate how to apply DSEAR or other site specific risk assessments.
- (b) Demonstrate how to sample and test products and where to draw samples (where applicable).
- (c) Demonstrate how to carry out a dynamic risk assessment.
- (d) Demonstrate how to apply the documentation requirements of the delivery.

Underpinning Knowledge and Understanding

- (a) Know the security and access/egress requirements of the delivery location.
- (b) Know how to check for DSEAR or other site specific risk assessments.
- (c) Know the procedures to follow in relation to port/ship communication.
- (d) Know how to create a safe working area.
- (e) Know how and where to safely sample and test products (where applicable).
- (f) Know the characteristics and risks of different products used in delivery to marine sites.
- (g) Know how to establish correct ullage measurement.
- (h) Know the documentation requirements of the delivery.



Petroleum Fuel Tanker Driver: Industry Training Standard

Appendix 1: Person Specification

In order for the Industry Training Standard to be delivered successfully, it is necessary to have appropriate persons to undertake training and assessment.

Individuals and organisations delivering training and/or carrying out assessment against the Industry Training Standard will need to meet criteria set by the Scheme Manager, appointed by the UK Downstream Oil Distribution Forum.

As part of the training provider approval process, Instructors and Assessors who meet the Scheme criteria will be registered by the Scheme Manager on a database.

Scheme Criteria

Instructors will be:

- ◆ Trained, and preferably qualified, in instructional/lecture techniques and/or have proven instructing/teaching experience.
- ◆ Willing to participate in an ongoing training programme, that may include visits to other installations to enable them to maintain and update skills.
- ◆ Knowledgeable in the content of the Training Standard and the Petroleum Driver Passport (PDP) Scheme.

Assessors will be:

- ◆ Occupationally competent tanker drivers, able to demonstrate to the Scheme Manager that they have a minimum of five years of relevant industry experience, who will hold a current ADR Driver Training Certificate, including Core Tanks Class 3, and the current appropriate driving licence.
- ◆ Discipline experts who are deemed to be competent in assessment by the Scheme Manager and will preferably hold an assessor award that is recognised by the Scheme Manager.
- ◆ Knowledgeable in the content of the Training Standard and the PDP Scheme.

All Staff will have:

- ◆ Appropriate competences to conduct/assist with the element of training being undertaken.

