



Petroleum Driver
Passport

Explaining the Petroleum Driver Passport

Contents



- Industry Background
- Origins and Development of the PDP
- How Does the PDP Work
- Enforcement
- Fee Structure
- Next Steps
- Summary
- Further Information

Industry Background



- Petroleum tanker industry can point to many examples of excellence in driver training
- However there is no common standard to which all drivers are trained, and currently:
 - Drivers need no more formal training than an ADR
 - ADR applies to many categories of driver and does not cover petroleum tanker specifics
 - Some training is good but there is also inconsistency
 - Terminal induction often has to fill a training gap
 - ADR is classroom only training, tanker driving is a practical job

Purpose & Output



Purpose: to deliver a consistently high level of classroom and practical training to all classes of petroleum tanker driver, sitting within a system of accreditation and enforcement by industry, delivered in the most cost effective manner, thereby ensuring all petroleum tanker drivers are trained to the same high standard

Output: drivers who meet this standard and keep it up to date are issued with the “Petroleum Driver Passport”

Scope



- The PDP is an industry led and created initiative for everyone in the UK registered petroleum tanker business
- The PDP is a DRIVER card, all drivers should have a PDP regardless of employer, type of vehicles, grade(s) of petroleum product, or loading point
- The PDP definition of a terminal is ‘anywhere that petroleum products are loaded’
- We want all terminal operators, regardless of size, to mandate the PDP

Driver and Vehicle Assurance



When the PDP is introduced, there will be industry accredited checks for both the driver and the vehicle:

- **Safe Loading Pass:** Vehicle
- **Petroleum Driver Passport:** Driver

Benefits of the PDP



The PDP has benefits for all involved parties:

- **Drivers:** are consistently trained to a high standard
- **Employers:** have a standard against which to train all drivers, whether training is delivered in-house or externally. Scheme is linked to ADR and to driver CPC
- **Terminals:** know that the PDP means drivers are appropriately trained; where appropriate complements terminals' competence assurance systems
- **Training Centres:** clear syllabus and strong PDP accreditation and assessment process
- **Industry:** reputational improvement, maintaining high standards in training and safety, industry providing its own pro-active code of practice

Origins of the PDP



- DECC, following the recommendations of the ACAS negotiated process, requested that UKDODF be reconvened.
- Suggested the group undertake a review of best practice in health and safety and driver training standards with the aim of incorporating this into a new industry-wide Code of Practice.
- Suggested that membership was drawn widely to cover - Retail, Commercial, Home Heat, Aviation & Marine deliveries
- Working with industry and relevant authorities
- Downstream Oil Distribution Forum: re-established in July 2012 to manage this work (first met 2004) at the request of DECC
- DODF is the industry body responsible for the PDP initiative

- **DECC Secretary of State Edward Davey:**
- “Government is supporting the Petroleum Driver Passport scheme which will improve standards and the quality of training across the industry. We would encourage all training providers to sign up to delivering this new qualification.”

- DODF has industry wide representation
 - Haulage Companies (DHL, Hoyer, Norbert Dentressangle, Suckling, Suttons, Turners, Wincanton)
 - Unions (Unite and URTU)
 - Trade Associations (UKPIA, DFA, TSA, FPS, PRA, RHA, FTA)
 - Major Employers/Terminal Operators (BP, GB Oils, Greenergy, Murco)
 - Government and Regulatory Bodies (DECC, DfT, DSA, PELG)
 - Sector Skills Councils (Cogent, Skills for Logistics)
- HSE are involved in an advisory capacity

Ownership & Management



- DODF has created and owns the PDP
 - Designed how the PDP works
 - Created the logo and branding
 - Retained responsibility for managing the scheme and making future changes
 - Owner and editor of the Scheme Manual which contains the detailed workings of the PDP
- DODF has appointed SQA to manage the PDP
 - SQA already manage the ADR programme for DfT/DSA; we have worked with all parties to deliver PDP under the same contractual arrangements
 - Approval of training centres, training content, trainers and assessors
 - Management of the assessment process
 - Passport issuance
 - Management of all PDP records

What is the Petroleum Driver Passport?



- Training Standard

- Document covering all petroleum tanker driver required knowledge and practical skills
- Final Version now in place
- Specifies all requirements whether already covered in ADR or not
- PDP syllabus is the Training Standard minus those parts already covered in ADR
- PDP syllabus is arranged in one classroom “PDP module” and in a practical load, drive and tip assessment
- The Training Standard sets a minimum standard and operators are free to exceed it should they wish

But the PDP is more than a Training Standard.....

What is the Petroleum Driver Passport?



- System of Accreditation and Enforcement
 - SQA approve all activity within the scheme (Training Centres, Trainers, Assessors)
 - Training Centres carry out the training to approved standards (can be in-house or third party organisations)
 - SQA set the external assessments, Training Centres invigilate
 - SQA employ External Verifiers to audit PDP activities
 - PDP is enforced through the Terminal operators (see later)
 - Other relevant authorities and operators made aware of the PDP (PELG, HSE, Police, VOSA, EA and others)

The training standard and the system of accreditation and enforcement work together to create the PDP

How Does the PDP Work: Overview



- Five year cycle in line with driver ADR renewal cycle
 - Classroom training and assessment
 - Practical load, drive and tip assessment
 - SQA managed assessment process
 - SQA manage candidate results and issue passports
- Annual Refresher Training
 - Classroom refresher training
 - JAUPT compliance envisaged, so training hours can count towards driver CPC
 - Annual load, drive and tip assessment
 - SQA log all annual refresher training

Driver Full PDP Renewal



- Full renewal every five years aligned with individual driver ADR renewal date
- Classroom Training
 - Delivered as the “PDP Module”
 - The PDP Module covers knowledge relevant to all classes of petroleum tanker
 - Delivered by existing ADR centres or newly accredited centres
 - Drivers take the module and then sit an SQA managed assessment invigilated by the Training Centre, preferably on-line
 - Industry sub sector knowledge is not part of the PDP Module or the assessment (not relevant to all)
 - Sub sector knowledge and practical requirements are built into the Training Standard and designed to assist driver training when new to a sub sector
- Practical Training
 - Practical assessment carried out to approved load, drive tip assessment sheet
 - Practical assessors approved, may well be different from classroom assessors
 - Pass/fail mark with results communicated to SQA by training centre/assessor

Driver Full PDP Renewal



- Successful completion of the classroom AND the practical assessment results in the issue of the Petroleum Driver Passport by SQA

Driver Annual Refresher



- PDP is gained through the five year assessed renewal, and maintained through annual refresher activity in each interim year
- Completion of a Classroom annual refresher, recapping on key points and updating on changes of content and emphasis
- SQA are informed that the refresher has taken place
- Completion of a load, drive and tip practical assessment with an approved PDP practical assessor
- SQA are informed that the practical assessment has taken place
- Practical assessment and classroom refresher are subject to SQA verification through a process of selective audit
- PDP website will contain suggestions for annual refresher content
- Annual refresher training can be undertaken as a JAUPT-approved course thus registering Driver CPC hours

Initial Passport Issue



- All drivers have 12 months to get a PDP
 - Full passport if ADR to be renewed in the first 12 months
 - Interim if ADR renewal is more than 12 months away
- Full renewal as already described
- Interim passport:
 - Take an annual refresher classroom day in the first 12 months
 - Take a pass/fail practical assessment
 - Take the interim assessment module
 - Interim assessment module covers the most critical points of the full assessment
 - SQA manage the interim passport assessment as with the Full renewal
 - SQA communicate pass/fail (instant result if on-line method used)
 - Passport is valid until driver ADR renewal
 - No difference in validity status, but interim cards coloured differently
- Routes to passport renewal summarised as follows:

PDP Card Design



Petroleum Driver
Passport

PETROLEUM DRIVER PASSPORT

Driver PDP Number: 1234567

Driver Name: Fraser Talbot

Signature: 

Date of Issue: 20 March 2013

Date of Expiry: 20 March 2018



Petroleum Driver
Passport



Current Driver Employed in the industry (with ADR)

If ADR not up for renewal in Year 1 of the PDP scheme

If ADR up for renewal in Year 1 of the PDP scheme

Route 1

Route 2

Driver NEW to the industry (with NO ADR)

Driver NEW to industry (with ADR)

Initial assessment:
• classroom training
• written assessment (subset of 5 year PDP)
• practical assessment and issue of interim passport

PDP:
• classroom training
• written assessment
• practical assessment and issue of full PD Passport

Follow Route 2 from point of joining

At point of joining at any time (not just in Year 1 of scheme) follow Route 1 until ADR up for renewal, then revert to Route 2

Annual refresher training and practical assessment until ADR up for renewal, then take Route 2

Year 1
Annual refresher training and practical assessment

Year 2
Annual refresher training and practical assessment

Year 3
Annual refresher training and practical assessment

Year 4
Annual refresher training and practical assessment

Year 5 renewal of PDP:
• classroom training
• written assessment
• practical assessment and re-issue of full PD Passport

NB: the above means Route 1 must continue to be available after Year 1 of the PDP scheme.

Routes to Interim and Full Petroleum Driver Passport

NB: in line with ADR renewal timescale

Re-Validation and Lost Cards



- If the annual refresher training is not kept up to date the PDP will become invalid
- An invalid card cannot be used
- There may be good reasons for allowing cards to become inactive (e.g. driver duties change)
- PDP can be re-activated by:
 - Sitting a classroom annual refresher
 - Taking a pass/fail load, drive and tip practical assessment
 - Registering successful completion with SQA
- Lost cards can be replaced by contacting SQA

Industry Sub Sectors and the Practical Assessment



- Drivers often work on more than one of the five industry sub sectors (Retail, Commercial, Home Heat, Aviation & Marine)
- Only one practical assessment is required for the five year renewal/annual practical refresher
- The five year and the annual refresher should be taken on the sub sector in which the driver most frequently works

[continued on next slide]

Industry Sub Sectors and the Practical Assessment continued



- If a driver is new to a sub sector, a practical load, drive and tip assessment should be carried out in that sub sector
 - If this is carried out within 4 months of the anniversary date for annual refresher this should be reported to SQA and will count towards a driver's 5 year cycle of annual refresher training.
 - If this practical assessment is carried out outside of the 4 month window it does not need to be reported to SQA but is subject to external verification. The practical assessment would need to be repeated when the annual refresher is due.

Training Centres: Existing

- All Training Centres need to be approved through SQA
- Centres pay an initial approval fee followed by annual approval fee
- The training centre, the trainers, the course content and practical assessors all need to be approved through SQA
- Centres are subject to verification checks by SQA
- Existing centres can register for new activities if they wish (e.g. annual refresher and practical training)

Training Centres: New



- New training centres can apply to SQA for approval
- Initial application fee followed by annual approval
- Verification and approval of training content, trainers and assessors as for existing centres
- New centres can select which PDP activities to register for:
 - PDP Module
 - Interim passport issue
 - Practical assessment only
 - Annual refresher and Re-validation training
 - Combinations of the above

How the PDP Works: Summary



- The PDP has been set up to maximise a number of important benefits:
 - Delivery of a consistent level of training across the industry
 - Drivers have relevant knowledge of all sub sectors, more easily transferable between sectors
 - Strong link to ADR, delivered to same renewal cycle and under the ADR contract
 - PDP classroom syllabus delivered as the PDP Module, for content not already covered in ADR
 - The extra module can be delivered in most ADR renewal classes without requiring an extra day
 - Annual refresher training can be undertaken as Driver CPC compliant training

Enforcement Strategy



- Government encourages:
 - creative, non-regulatory solutions to achieve desired policy outcomes and enable businesses, individuals and other organisations to get involved in delivering the desired outcomes; and
 - Businesses to take greater responsibility for the way they deal with their obligations under the law in ways that suit their circumstances.
- The PDP and the enforcement arrangements that underpin it are an excellent example of industry taking the initiative and working with Government to provide its own solution.

Primary Enforcement: Terminals



- The primary point of enforcement for this industry code of practice is at the Terminals by Terminal Operators and independent legal advice has confirmed it is lawful to do so for drivers of UK registered vehicles
- PDP definition of a terminal is anywhere petroleum tankers drivers load designated product
- Terminal operators are required to demonstrate due diligence in allowing rack access
- The PDP is proof of competence as a petroleum tanker driver
- Terminal Operators will request proof of PDP at induction before granting loading pass (terminal induction will still be required)
- Terminal operators will spot check the PDP in line with their own spot check procedures
- Terminal operators will phase in the mandating of the PDP:
 - First 12 months: card is recognised but not mandated
 - After 12 months PDP is mandated
 - No PDP, no entry pass/loading card

Secondary Enforcement



- 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
- SQA and DODF will also act as an enforcement point:
 - Approval activities
 - External verifiers checking on quality of PDP activity
 - DODF hold sanction powers working with SQA

PDP Fee Structure: Principles



Fees detailed below are SQA charged fees. ADR centre fees and 3rd party annual refresher and/or practical training costs will also apply at market driven rates

- Fees are charged by activity
- Fees are recovered from training centres and employers/drivers
- SQA is a not for profit organisation
- The scheme looks to balance its costs over a five year period
- Fees will be reviewed annually
- The SQA fees are in addition to any cost for taking the PDP module and for the annual refresher and practical activities
- The fee structure covers PDP scheme management costs

NB all fees subject to change until scheme launch

PDP Fee Structure: Training Centre Categories

Training Centres

- Training centres pay a fee upon application and then pay an annual approval fee
- The first annual approval fee is due on successful application
- Centres can register for a combination of modules and fee levels vary accordingly:

No.	Name/Description of Category	Example of Category
1	All: PDP Classroom Module & written assessment. Annual Refresher Classroom Training, Interim Assessment (e only) Re-Validation & Practical Assessment for all of the above.	Norbert Dentressangle
2	PDP Classroom Module & Written Assessment Only	ADR Centres
3	PDP Annual refresher classroom training & interim classroom & re-validation training	3 rd party training provider with no practical assessment capability
4	Practical Assessment Only: five year, annual, interim and re-validation practical training	Distributor with no classroom capability but can undertake all practical assessments
5	Combination of 3 and 4 (but not 2)	Non ADR centres wishing to complete all other training in house, such as Turners

PDP Fee Structure: Training Centres Fee Levels



- Training centre fees are proposed as follows:

No.	Example	One- Off Application Fee	Annual Approval Fee
1	All: PDP classroom module & written assessment. Annual refresher classroom training, interim assessment , re-validation & practical assessment for all of the above.	£500	£500
2	Full PDP classroom module and written assessment only.	£150	£200
3	Interim PDP classroom module and written assessment, annual refresher classroom training & re-validation training.	£200	£250
4	Practical Assessment Only: five year, annual, interim and re-validation practical training.	£200	£250
5	Combination of 3 and 4 (but not 2)	£400	£500

PDP Fee Structure: Candidate Fee Levels



PDP Element	Includes Sub Elements	2014 - Total Fees With Sub Elements Combined	2015 - Total Fees With Sub Elements Combined
Five Year Renewal	Enrolment, Classroom & Practical	£40 (£30 classroom + £10 practical)	£45 (£30 classroom + £15 practical)
Interim Assessment	Classroom & Practical	£40 (£30 classroom + £10 practical)	£45 (£30 classroom + £15 practical)
Annual Refresher	Classroom & Practical	£20 (£10 classroom + £10 practical)	£30 (£15 classroom + £15 practical)
Re-Validation	Classroom & Practical	£25 (£12.50 classroom + £12.50 practical)	£35 (£17.50 classroom + £17.50 practical)
Replacement Cards	Cost of providing replacement card	£15	£15

PDP Fee Structure: Candidate Fee Levels



- Fee payment is by activity:
 - Each activity is split into its individual parts
 - A fee when the driver takes the written classroom 5 year PDP assessment or interim assessment
 - A fee is due when the practical assessment is logged with SQA
 - Refresher training has a fee for the classroom and the practical, and similarly with re-validation
- Cost per candidate over a 5 year period will settle down at around £25 per driver per year
- Cost per candidate will be higher in year one as all drivers take either full PDP or interim assessment

Next Steps



- NOW until September 2013
 - Prepare for scheme launch with SQA and with DfT/DSA
 - Carry out stakeholder engagement
- September 2013
 - SQA accept training centre accreditation requests
- January 2014
 - SQA accept driver applications and issue full/interim passports
 - Terminal operators acknowledge PDP for first 12 months
- January 2015
 - Terminal operators mandate PDP

- DODF and PDP have a UK mandate
 - Whilst that includes Northern Ireland, we will be engaging all parties in Northern Ireland separately
 - Other UK jurisdictions (e.g. Channel Islands, Isle of Man) we will approach with the assistance of local terminal operators

Summary



Petroleum Driver
Passport

- Content of PDP will come as no surprise to good operators in the industry
- PDP formalises a consistently high level of training for all tanker drivers
- Combination of classroom and practical content
- Five year renewal and annual refresher
- Interim passport to align to driver ADR cycle
- PDP does this in a way that works with industry and minimises extra cost (links to ADR and to JAUPT/driver CPC)

Further Information



- Further Information can be obtained from:
 - www.pdpassport.com (all PDP documents and background information)
 - Scheme Manual (contains full detail on the PDP)
 - Email: pdpassport@sqa.org.uk
 - DODF: contact brian@brianworrallconsulting.com
 - Sector Skills Council:
 - Contact jenny.clucas@cogent-ssc.com