



Petroleum Driver Passport

## **New and Returning Drivers awaiting receipt of PDP card Access to Terminals**

New and returning drivers to the industry need to obtain their PD Passport before they can obtain access to a loading terminal. There is a short delay between them passing their PDP written and practical assessments and receiving their PD passport, during which period they are unable to access loading terminals despite having passed the PDP requirements. This is an issue for the industry and not the intention of the Scheme which is to increase competence and safety in the industry.

During this interim period when drivers are awaiting their PD Passport card they need to carry a letter and proof of PDP entitlement from their employer and it has been agreed that this will be accepted by the Terminals and allow them to obtain a loading card and access to the terminal.

The letter from their employer must:

- state that the named driver has passed their written and practical PDP assessments and is awaiting receipt of their PDP card.
- always be accompanied by proof of entitlement in the form of a screen shot of the PDP database which clearly demonstrates that the driver has passed both classroom and practical assessments.
- include the driver's unique candidate number which can be cross-referenced with the PDP database.
- be dated and state that the letter and proof is only valid for 15 days from this date. This is to allow time for the driver to receive their PDP card.

After these 15 days, the letter and proof of entitlement will not be accepted by the Terminal and this will be stated in the letter.

Additionally:

Training providers are encouraged to use the electronic method for written assessments, as this should significantly shorten the overall time taken to process new applications and issue PDP cards.

Terminals can check the validity of a driver's PDP card by accessing the driver's training record on the PDP database or by contacting SQA by phone in working hours (tel: 0345 213 0123) quoting the Driver Number or Driver Surname and DOB. To access the PDP database option Terminals need to email [pdpasport@sqa.org.uk](mailto:pdpasport@sqa.org.uk) to request a Terminal User Login.