



Petroleum Driver Passport

# The PDP Syllabus

Version 14.0

January 2026

# The PDP Syllabus

## History of Change

Summary of Changes	Version Number	Date	Name
Learning Outcomes Defined	V1.1	June 2013	John Bowman
Practical Element	V1.2	August 2013	John Bowman/SQA
Refining Details of Learning Outcomes	V1.3	September 2013	John Bowman/SQA
Key elements of PDP training, Part2 Practical Assessment, Part 4 Annual Classroom Training	V2.0	February 2015	Matt Hardy
Removal of Interim Option, Amendments to Part 1 Training Syllabus	V3.0	May 2015	Jenny Clucas/Laura MacDonald, SQA
Removal of all references to Interim Option	V4.0	May 2016	Jenny Clucas
Amendment of minimum time for 25W classroom training if <b>all delegates</b> have taken 25 W previously	V5.0	April 2018	Jenny Clucas
Addition of annual training topics and amendments to reflect scheme documentation changes.	V6.0	September 2018	Jenny Clucas
Amendment to allow for variations with respect to Practical Assessment of L02 and L04	V6.0	October 2018	Jenny Clucas
Addition of Cold Weather Initiative to annual training topics for Home Heat	V7.0	January 2020	Jenny Clucas
Changes to Practical Assessment LO2 and LO4 to align/update terminology	V8.0	January 2021	Jenny Clucas / Jamie Walker

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Clarification to the time period allowed for 25W classroom training	V9.0	March 2022	Jenny Clucas
Changes to Practical Assessment driving time for home heat sector - Page 9. Amendments to Classroom and Practical Assessment syllabus for home heat sector, including addition of Top Loading (LO2).	V10.0	November 2022	Jenny Clucas
Changes to LO2 2b 4 and 26, and clarification of caveat on page 9	V11.0	January 2024	Jenny Clucas
LO4 4b. replacement of form with document.  Changes to LO4 4c Unloading (7, 11-12 and 29-31) with respect to control buttons on the tanker (yellow and green) and end of delivery checks to verify the tanker is empty.  Part 3: additions with respect to new fuels and additives to annual classroom refresher training topics list.	V12.0	January 2025	Jenny Clucas
ACoP L133 Training for retail trained drivers ONLY – Additions to Page 5 and new Part 4.  Practical Assessment LO4: 4b & 4c 1&2 – clarifications added to wording.	V13.0	July 2025	Jenny Clucas
All document – replacement of SQA with Qualifications Scotland.	V14.0	January 2026	Jenny Clucas

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Practical Assessment 4a, 4b, & 4c – amended wording.	V14.0	January 2026	Jenny Clucas (initiated by PDP Sub-group)
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# The PDP Syllabus

## The PDP Syllabus

The PDP Syllabus sets out the training that is required to enable petroleum fuel tanker drivers to complete the three components of the PDP Scheme:

- 1 Assessment of Knowledge — required every five years
- 2 Annual Practical Assessment of vocational competence
- 3 Annual Classroom Training

This document provides a benchmark against which to develop or revise training programmes and practical assessments, so that petroleum fuel tanker drivers are properly prepared for work in the sector and able to approach PDP assessments with confidence.

## About the PDP Syllabus

The PDP Syllabus is derived from the Petroleum Fuel Tanker Driver: Industry Training Standard, which sets out the minimum levels of skills and competence required by a petroleum fuel tanker driver to perform to the standard expected by employers and terminal operators. All such drivers are in scope for the ADR Driver Training Certificate scheme and much of the specified knowledge is tested for that Certificate. This testing will not be duplicated by the PDP Written Assessment (multiple-choice).

The PDP Syllabus sets out the areas of training and assessment that are in addition to those covered by the ADR syllabus and covers knowledge and practice within the five PDP learning outcomes:

- ◆ Be able to prepare to deliver petroleum products by road tanker
- ◆ Be able to load petroleum products into road tankers
- ◆ Be able to drive petroleum product road tankers
- ◆ Be able to offload petroleum products
- ◆ Be able to deliver petroleum products by road tanker — industry sub-sector requirements relevant to drivers

## Part 1: Training Syllabus

Part 1 of the PDP Syllabus contains all the areas of training that need to be covered by drivers preparing to take the 45 minute full PDP multiple-choice. It is envisaged that the majority of this training will take the form of teaching to one or more drivers in a classroom or training environment. The areas of training are cross referenced to the Petroleum Fuel Tanker Driver: Industry Training Standard which provides further guidance as to the requirements of the PDP.

## Part 2: Practical Assessment

Part 2 of the PDP Syllabus sets out the areas of performance that must be covered by the annual Practical Assessment, which is the cornerstone of the PDP. It demonstrates that through proper training, a driver has reached and can maintain the required standard of performance throughout their career. The Practical Assessment must be carried out on a one to one basis during normal working duties with a petroleum product as listed under Section 1.1 of the Manual of Practice (MoP). The areas of Practical Assessment are also cross referenced to the Industry Training Standard.

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## Part 3: Annual Classroom Refresher Training

Part 3 of the Syllabus provides guidance about the annual classroom refreshment of PDP knowledge. Drivers are not assessed after this training, but a record of the training must be recorded on the PDP database, and this training is subject to quality assessment verification by Qualifications Scotland. Subject to **prior** registration with Joint Approval Unit for Periodic Training (JAUPT), now part of the DVSA, this training may be carried out as a Driver Certification of Professional Competence (DCPC) compliant course and therefore contribute to the DCPC requirement for 35 hours of training in each five year cycle. DCPC approval should be sought from DVSA separately.

## Part 4: Approved Code of Practice (ACoP) L133 Training for Retail Trained Drivers ONLY

Part 4 of the Syllabus provides guidance about the requirement to provide ACOP L133 training for retail trained drivers (this requirement will **only apply** to Training Providers who deliver to this sub-sector of drivers).

For retail trained drivers who already hold a valid PDP card this training must be delivered as part of their annual classroom training (i.e. 21T/22T). For new retail trained drivers, with no previous PDP card, training must be given as part of their first 25W training.

At present, this training will not be assessed as part of 25W written assessment or 25P/21P/22P practical assessment.

## The key elements of the PDP in relation to training

Full details of the operation of the PDP can be found in the PDP Scheme Manual of Practice. This section summarises the main provisions of the PDP as they relate to training and this Syllabus.

- 1 **Drivers** gain the **full PDP** through classroom based training as detailed in Part 1 overleaf, a 45 minute multiple-choice assessment set by Qualifications Scotland and a practical assessment. We specify that two hours minimum be allocated to the classroom training if **all the delegates** are renewing their valid 25W, otherwise the minimum time is three hours to cover the full syllabus. For some drivers, this will take place alongside their ADR renewal training and assessment and will be accompanied by a PDP Practical Assessment (Part 2 overleaf). The PDP is renewed on a five year cycle; drivers will need to pass their written and practical assessments to renew their passport. The classroom training content must be relevant to the subsector that drivers under training operate in, and should deliver the requirements of the Syllabus as specified in Part 1. For retail trained drivers gaining their first PDP card/certificate their first 25W training must include training on ACOP L133 (as detailed in Part 4) - this will not be assessed in the multiple-choice assessment.
- 2 A petroleum fuel tanker driver must undertake annual classroom training as detailed in Part 3 overleaf and an annual practical assessment, with the focus on the requirements of the sector(s) they currently work in. For retail trained drivers this classroom training must include training on ACOP L133 (as detailed in Part 4). The driver is not assessed on the classroom training, but completion of this classroom training must be recorded on the PDP database for audit purposes. We recommend that up to half a day be allocated to this annual classroom training with a minimum of one hour PDP content; the mandatory L133 training for retail trained drivers can be included in the minimum of one hours PDP content. The practical assessment is conducted as per Part 2 overleaf.

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- 3 Every 12 months a petroleum fuel tanker driver must also successfully complete a PDP Practical Assessment, which must be recorded on the PDP database. The Practical Assessment must assess the driver against all of the elements of the Practical Assessment High Level Sign Off Sheet available on the document library of the PDP database. In preparation for assessment, Part 2 of the Syllabus must be covered with the candidate gaining a level of competence that would allow them to pass the Practical Assessment minimum requirements provided on the Practical Assessment High Level Sign Off Sheet.

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## Part 1 - PDP Training Syllabus

**The PDP syllabus is set out below. This should form the basis of classroom training for PDP written assessments.**

The Syllabus is derived from the **Petroleum Fuel Tanker Driver: Industry Training Standard**. Each area of the Syllabus is referenced to the appropriate Underpinning Knowledge and Understanding (**UKU**) section/s of the Learning Outcomes (**LO**) set out in the Training Standard. Note that the Syllabus requires drivers to understand the purpose and operation of the PDP Scheme and how it applies to them.

Syllabus Area	Industry Training Standard, LO and UKU reference	Knowledge required
1.1 Know the importance and purpose of the vehicle's Safe Loading Pass.	LO1 UKU b	1.1.1 What is the Safe Loading Pass? 1.1.2 Recognition of the different types of Safe Loading Pass. 1.1.3 The checks required by the driver 1.1.4 When is the Safe Loading Pass required/not required?
1.2 Know the documentation requirements of the delivery, including Petroleum Delivery Form, where applicable.	LO5.1 UKU d/j LO5.2 UKU f LO5.3 UKU f LO5.5 UKU i LO5.5 UKU h  LO4 UKU e	1.2.1 The documentation requirements of the delivery. 1.2.2 The process for checking required documentation relevant to each delivery type.
1.3 Know the characteristics and risks of different products used in petroleum deliveries.	LO1 UKU k  LO1 UKU k	1.3.1 The characteristics of different products not covered by ADR Class 3 Module. 1.3.2 How the differing fuel characteristics affects how the driver loads, including specific gravity. 1.3.3 The various risks of changing products, including contamination.
1.4 Know how to load the road tanker, bottom and/or top loading as applicable, and the load completion procedure.	LO2 UKU d e  LO2 UKU d   LO2 UKU d	1.4.1 How to establish the contents of the tank prior to loading. 1.4.2 The loading requirements, 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. 1.4.3 The load completion procedure, which will include: Closing foot valves and/or manlids. Removing loading arms. Fitting all drip caps. Removing vapour recovery.

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			Removing electrical earthing point. Lowering guard bar. Final vehicle safety and security check.
1.5	Know how to conduct a dynamic risk assessment, and check for Site Plan/DSEAR or other site specific risk assessments, as applicable.	LO5 UKU c LO5 UKU c  LO5 UKU c  LO5 UKU c	1.5.1 How to identify and obtain a Site Plan, where applicable. 1.5.2 The relevance of the information provided by a Site Plan, where applicable. 1.5.3 How to carry out a dynamic risk assessment where a Site Plan is not available/relevant. 1.5.4 What DSEAR is and its relevance to the driver.
1.6	Know how to create a safe working area, applicable to the type of delivery .	LO4 UKU d LO5 UKU g  LO4 UKU a	1.6.1 Requirements of a safe working area. 1.6.2 The driver's responsibilities to create a safe working area. 1.6.3 The actions to take if a safe working area cannot be created or is compromised.
1.7	Know the importance of mental and physical preparation.	LO1 UKU d	1.7.1 Driver's self-assessment of conditions likely to affect their fitness to work. 1.7.2 Driver's awareness of medical conditions that must be declared under the DVLA Guide to the Current Medical Standards of Fitness to Drive. 1.7.3 The legal requirements of the current working time regulations/Road Transport Directives.
1.8	Know how to communicate effectively with site personnel and members of the public.	LO4 UKU e  LO5.1 UKU e LO5.1 UKU f  LO1 UKU p  LO4 UKU d	1.8.1 How to identify the person responsible for receiving an accompanied delivery, where applicable. 1.8.2 The responsibilities of the person receiving the delivery, where applicable. 1.8.3 Appropriate methods of verbal/written communication. 1.8.4 How and when to communicate with members of the end user/public when delivering petroleum products.
1.9	Understand the hazards associated with driver fatigue, how to identify the early signs and the importance of taking rest breaks.	LO3 UKU f LO3 UKU f	1.9.1 Be aware of the early signs of fatigue. 1.9.2 Actions to mitigate fatigue.
1.10	Know the alcohol, substance abuse and medication policies, prescribed and un-prescribed.	LO1 UKU e	1.10.1 The legal requirements, relating to drug and alcohol usage, under the Road Traffic Act.

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		<p>1.10.2 Understand how prescribed/un-prescribed medication could affect fitness to drive.</p> <p>1.10.3 Understanding that companies may have additional requirements in relation to drug and alcohol usage.</p> <p>1.10.4 Understanding of how companies and authorities may enforce these requirements.</p>
1.11 Understand the requirements of the PDP Scheme	PDP Scheme Manual of Practice, <a href="http://www.pdpassport.com">www.pdpassport.com</a>	<p>1.11.1 Awareness of the 5 sub-sectors – Retail, Commercial, Home Heat, Aviation and Marine – and their specific issues.</p> <p>1.11.2 Re-validation/annual training requirements, including practical assessment.</p> <p>1.11.3 Requirement for PDP</p> <p>1.11.4 Enforcement</p>
1.12 Know how to off load petroleum products	<p>LO4 UKU b</p> <p>LO4 UKU c</p> <p>LO4 UKU f</p> <p>LO4 UKU g</p>	<p>1.12.1 Knowledge of how to safely position a road tanker at a relevant delivery point.</p> <p>1.12.2 Awareness of emergency procedures relevant for the type of delivery.</p> <p>1.12.3 Awareness of the different sub-sectors within the Industry and their relevant procedures for delivering petroleum products.</p> <p>1.12.4 Knowledge of the appropriate PPE for the delivery of petroleum products.</p>

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## Part 2 - PDP Practical Assessment

The PDP Practical Assessment must cover the four learning outcomes which comprise the Practical Assessment High Level Sign Off Sheet, which can be found in the document library of the PDP database. This sheet must be retained by the training provider with a printout of the driver tachograph and assessor tachograph, (where applicable) as evidence that a candidate has successfully completed their annual Practical Assessment.

The Practical Assessment must assess a driver's ability to meet the standards of performance of each of the Learning Outcomes 1–4 covering loading, driving and off-loading as listed below.

- 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 tanks
- 4 Be able to offload petroleum products

The practical assessment must be undertaken within one of the industry sub sectors specified in Learning Outcome 5 (with carriage of a petroleum product as listed in Section 1.1 of the MoP) to meet this standard of performance.

- 5 Be able to deliver petroleum products by road tanker — industry sub-sector requirements relevant to the driver.

The practical assessment will require at least 1¾ - 2 hours, depending on the sub-sector, in order to adequately test a driver's competence and to allow time for the various stages of the assessment (e.g. pre and post loading checks, load, drive, tip and return to terminal/depot) including a minimum period of on the road driving time. For the retail, commercial, aviation and marine sectors the minimum period of driving time is 45 minutes and must include one unloading procedure; for the home heat sector the minimum period of driving time is 30 minutes and must include two unloading procedures.

### Coverage

For the purpose of PDP, a driver **must** be passed as competent in all five learning outcomes of the Practical Assessment. Each learning outcome contains a series of high level specific skill assessment points in which the driver must demonstrate competence to the satisfaction of the assessor conducting the Practical Assessment.

Materials submitted to Qualifications Scotland for approval by training providers must cover the five learning outcomes and the specific skill assessment points **detailed within the syllabus**. For operational reasons, the materials presented by individual training providers may not adopt the exact typology of the five learning outcomes; however, the detailed content should include the assessment points contained in this syllabus.

### Please note:

**LO2: the order in which the assessment points under LO2 should be undertaken may vary depending on Terminal operating procedures and standards, and the tanker design and construction.**

**LO4: the order in which the assessment points under LO4 should be undertaken may vary depending on site design, company procedures, and the tanker design and construction.**

### Practical Assessment Scoring

To maintain their PDP, a driver must be assessed and signed-off using the Practical Assessment High Level Sign Off Sheet as competent against all five learning outcomes **on**

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**an annual basis.** This judgement being based on demonstrated competence against each specific skill assessment point. This Syllabus should be followed for forecourt unloading. Variations with respect to Learning Outcome 2 and Learning Outcome 4 will be accepted for other sub-sectors provided they are in accordance with driver best practice and are based on a checklist that has been pre-approved by Qualifications Scotland.

Petroleum Fuel Tanker Driver: Industry Training Standard — Learning Outcome References  
Each assessment point of the Practical Assessment is referenced to the appropriate Learning Outcome (**LO**) and Underpinning Knowledge and Understanding (**UKU**) or Performance (**P**) requirement set out in the Petroleum Fuel Tanker Driver: Industry Training Standard.

<b>Part 2 — PDP Practical Assessment</b>		
<b>LO1</b>	<b>Be able to prepare to deliver petroleum products by road tanker</b>	
	<b>Specific Skill Assessment Points</b>	Industry Training Standard Reference to Learning Outcomes ( <b>LO</b> ) and Underpinning Knowledge and Understanding ( <b>UKU</b> ) or Performance ( <b>P</b> )
<b>1a Knowledge relating to fitness to drive tested via Q&amp;A</b>		
<b>1</b>	Highway Code requirements in relation to health conditions affecting fitness to drive	LO1 P a
<b>2</b>	Alcohol, substance abuse and medication policies/company requirements	LO1 UKU e
<b>1b Cab</b>		
<b>1</b>	Cab Glass, Mirrors — clean	LO1 P b, c, d
<b>2</b>	Cab Interior Lights — operation	LO1 P b, c, d
<b>3</b>	Warning devices and indicators — operation. Including ABS and EBS where fitted	LO1 P b, c, d
<b>4</b>	In Cab 'No Smoking' sign - displayed	LO1 P b, c, d
<b>5</b>	Fire extinguisher — present and secured	LO1 P b, c, d
<b>6</b>	Windscreen Wipers and washers — operation	LO1 P b, c, d
<b>7</b>	Driving Seat controls — operation	LO1 P b, c, d
<b>8</b>	Door locking — operation	LO1 P b, c, d
<b>9</b>	Speedometer — operation	LO1 P b, c, d
<b>10</b>	Speed Limiter — operations	LO1 P b, c, d
<b>11</b>	Tachograph — correct time and calibration	LO1 P b, c, d
<b>12</b>	Where applicable: Digital Tachograph — print-out roll in place and spare/s carried. Where applicable	LO1 P b, c, d
<b>13</b>	Equipment required to be carried on the vehicle by CDG/ADR	LO1 P b, c, d
<b>14</b>	PPE required to be carried on the vehicle	LO1 P b, c, d
<b>1c Tractor Unit/Rigid Tankers</b>		
<b>1</b>	Oil/Water/Fuel levels - correct	LO1 P b, c, d
<b>2</b>	Oil/Water/Fuels leakages	LO1 P b, c, d
<b>3</b>	'O' Licence and Safe Loading Pass — displayed and valid as applicable	LO1 P b, c, d
<b>4</b>	Driving and Marker Lights — operation and condition	LO1 P b, c, d
<b>5</b>	Marker Plates — displayed, legible and valid	LO1 P b, c, d
<b>6</b>	Number Plates — displayed, legible and valid	LO1 P b, c, d
<b>7</b>	Brake Function	LO1 P b, c, d
<b>8</b>	Tyres — Inflation/Damage/Tread depth	LO1 P b, c, d

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9	Wheels — condition and security	LO1 P b, c, d
10	Exhaust — condition and security	LO1 P b, c, d
11	Vehicle Body/Wings/Side Guards — condition and security	LO1 P b, c, d
12	Ancillary equipment — operation	LO1 P b, c, d
13	Where applicable: Fifth Wheel locking device/lead in ramps — condition and operation	LO1 P b, c, d
14	Where applicable: Detachable Air Brake and Electrical quick release connectors ('Suzies') — condition and security	LO1 P b, c, d
15	Electrics Isolator Switch — operation	LO1 P b, c, d
16	Steps and Catwalk — clean and secure	LO1 P b, c, d
<b>1d Additional for Trailer Tanks</b>		
1	Detachable Air Brake and Electrical quick release connectors ('Suzies') — condition and security	LO1 P b, c, d
2	Landing Legs and Handle — condition and operation	LO1 P b, c, d
3	Lights — Stop, Tail and Fog, reversing lights — operation and condition	LO1 P b, c, d
4	Reversing bleeper — operation	LO1 P b, c, d
5	Safe Loading Pass Disc displayed and valid	LO1 P b, c, d
6	Tyres — Inflation/Damage/Tread depth	LO1 P b, c, d
7	Wheels – condition and security	LO1 P b, c, d
8	Fire extinguisher — fully charged, in date, sealed	LO1 P b, c, d
9	Brakes — Pressure, leaks, operation	LO1 P b, c, d
10	Parking Brake — operation	LO1 P b, c, d
11	ABS Warning Light — operation	LO1 P b, c, d
12	Vehicle Body/Wings/Side Guards — condition and security	LO1 P b, c, d
13	Number Plates — displayed and valid	LO1 P b, c, d
14	Marker Plates — displayed and valid	LO1 P b, c, d
15	Hazard Warning Panels — condition and legibility	LO1 P b, c, d

<b>LO2</b>	<b>Be able to load petroleum products into road tankers</b>	
	<b>Specific Skill Assessment Points</b>	Industry Training Standard Reference to Learning Outcomes ( <b>LO</b> ) and Underpinning Knowledge and Understanding ( <b>UKU</b> ) or Performance ( <b>P</b> )
<b>2a Pre-Loading (Bottom Loading)</b>		
1	Compliance with Terminal Traffic Management system, Speed Limit and operating procedures. Switch off ancillary electrical equipment (e.g.; radio, phone, etc).	LO2 P a, b, c, d
2	Position vehicle under rack, aligned for loading (no reversing)	LO2 P a, b, c, d
3	Adjust Air Suspension where applicable and apply Park Brake	LO2 P a, b, c, d
4	Switch Off Master Switch to isolate power	LO2 P a, b, c, d
5	Appropriate PPE, Hard Hat, Visor/Goggles, Gloves in accordance with company requirements	LO2 P a, b, c, d
6	Dismount cab using 3 point stance, close cab door	LO2 P a, b, c, d

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<b>2b Loading (Bottom Loading)</b>		
<b>1</b>	Establish Loading Plan using Loading Document	LO2 P f
<b>2</b>	Take into account any product left on board	LO2 P f
<b>3</b>	Open Master Control Valve	LO2 P f
<b>4</b>	Release Interlocked Guard Bar	LO2 P f
<b>5</b>	Where applicable: Connect Earth Permissive Lead first then Vapour Recovery Hose	LO2 P f
<b>6</b>	Open necessary Foot-Valves and confirm open by checking indicators	LO2 P f
<b>7</b>	Check all Visual Indicators to ensure compartments are empty	LO2 P f
<b>8</b>	If product present, follow Terminal Procedures	LO2 P f
<b>9</b>	Check compartment will accept the desired quantity	LO2 P f
<b>10</b>	Remove all necessary Drip Caps (Leave fitted if POB/Compartment to remain empty)	LO2 P f
<b>11</b>	Connect correct Loading Arm and ensure locked correctly in position	LO2 P f
<b>12</b>	Confirm with Loading Plan that connection is correct	LO2 P f
<b>13</b>	Pre-set corresponding meter to exact volume according to Loading Instructions	LO2 P f
<b>14</b>	Double Check Loading Arm Grade and quantity before pressing "Start" button	LO2 P f
<b>15</b>	When product flowing set Product Grade Indicator (PGI) for relevant compartment if not done immediately upon connection of loading arm.	LO2 P f
<b>16</b>	Keep constant visual watch throughout loading process checking for any leaks	LO2 P f
<b>17</b>	Only use the amount of Loading Arms permitted by the Terminal/Vehicle	LO2 P f
<b>18</b>	Close Foot-Valve before removing Loading Arm	LO2 P g
<b>19</b>	Ensure Visual Indicator shows Foot Valve closed	LO2 P g
<b>20</b>	Remove the Loading Arm	LO2 P g
<b>21</b>	Replace Drip Caps immediately	LO2 P g
<b>22</b>	Load remainder of compartments as per Loading Procedures and Documents (e.g. Ripple Loading).	LO2 P g
<b>23</b>	On completion of loading ensure all Loading Arms are stowed correctly	LO2 P g
<b>24</b>	Where applicable: Disconnect and stow Vapour Recovery Arm	LO2 P g
<b>25</b>	Disconnect and stow Earth Permissive Lead	LO2 P g
<b>26</b>	Secure Interlocked Guard Bar	LO2 P g
<b>27</b>	Close Master Control Valve	LO2 P g
<b>28</b>	Check Interlocked Guard Bar is in the locked position	LO2 P g
<b>29</b>	Check Loading Document matches PGI's	LO2 P g
<b>30</b>	Carry out 360 degree walk round check of vehicle (all connections are removed, tyres, stowage etc.)	LO2 P g
<b>31</b>	Enter Cab using 3 point stance	LO2 P g
<b>32</b>	Switch on Master Switch	LO2 P g
<b>33</b>	Ensure sufficient Air Pressure is obtained before moving off, Reset Air Suspension.	LO2 P g
<b>34</b>	Check Bill of Lading (or Loading Document) against Delivery Note confirming Grades and Quantities	LO2 P g
<b>35</b>	Compliance with Instructions in Writing	LO2 P g

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<b>36</b>	Before departing the site, advise the Control Room if there were any problems with the load or loading equipment, any spills, defects or dangerous occurrences, any injuries or near misses.	LO2 P g
<b>2c Pre-Loading (Top Loading)</b>		
<b>1</b>	Compliance with Terminal Traffic Management system, Speed Limit and operating procedures. Switch off ancillary electrical equipment (e.g.; radio, phone, etc).	LO2 P a, b, c, d
<b>2</b>	Position vehicle under rack, aligned for loading (no reversing)	LO2 P a, b, c, d
<b>3</b>	Adjust Air Suspension where applicable and apply Park Brake	LO2 P a, b, c, d
<b>4</b>	Switch Off Master Switch to isolate power	LO2 P a, b, c, d
<b>5</b>	Appropriate PPE, Hard Hat, Visor/Goggles, Gloves in accordance with company requirements	LO2 P a, b, c, d
<b>6</b>	Dismount cab using 3 point stance, close cab door	LO2 P a, b, c, d
<b>2d Loading (Top Loading)</b>		
<b>1</b>	Establish Loading Plan using Loading Document	LO2 P f
<b>2</b>	Take into account any product left on board	LO2 P f
<b>3</b>	Ensure API outlet caps are fitted and valves closed correctly before loading	LO2 P f
<b>4</b>	Open Master Control Valve and relevant diptube control button for relevant compartment	LO2 P f
<b>5</b>	Walk up gantry steps correctly using three points of contact to gantry platform	LO2 P f
<b>6</b>	If applicable, lower relevant safety cage and gantry steps to access tanker top	LO2 P f
<b>7</b>	Correctly earth vehicle using Scully or relevant earthing device	LO2 P f
<b>8</b>	Press down on compartment diptube to release any build up of pressure	LO2 P f
<b>9</b>	Once pressure has reduced, carefully remove compartment dip cap where applicable	LO2 P f
<b>10</b>	Dip each compartment where applicable using the correct dipstick to confirm any product LOB prior to loading	LO2 P f
<b>11</b>	Confirm LOB details against loading document	LO2 P f
<b>12</b>	Unlock first stage of compartment lid with correct key	LO2 P f
<b>13</b>	Open compartment lid by releasing second stage safety lock	LO2 P f
<b>14</b>	Place loading arm into compartment ensuring arm is against the side of the manlid and touching the bottom of the compartment to be loaded	LO2 P f
<b>15</b>	Place loading ticket into meter and preset to quantity required where applicable	LO2 P f
<b>16</b>	Start loading pump using the relevant start button / lever	LO2 P f
<b>17</b>	Open loading arm control valve to allow product flow	LO2 P f
<b>18</b>	Monitor product flow into compartment	LO2 P f
<b>19</b>	Ensure product level does not reach safe loading height of the compartment	LO2 P f
<b>20</b>	Once loading has completed, ensure loading pump power is turned off if this is not an automatic process	LO2 P f

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21	Close loading arm control lever	LO2 P g
22	Lift loading arm from compartment ensuring loading arm remains in contact with the manlid throughout to negate static build up	LO2 P g
23	Allow product to drain from the arm into compartment before completely removing the loading arm	LO2 P g
24	Safely the loading arm in accordance with terminal procedures	LO2 P g
25	Close compartment manlid ensuring both first and second stages are locked correctly	LO2 P g
26	Remove dipstick from the compartment and stow correctly where applicable	LO2 P g
27	Replace diptube cap for the compartment where applicable	LO2 P g
28	Check all diptubes and manlids are correctly locked to prevent product egress	LO2 P g
29	Repeat process for each compartment as required	LO2 P g
30	Remove earthing lead and stow accordingly	LO2 P g
31	Step back onto loading gantry	LO2 P g
32	Raise platform steps and safety cage and secure	LO2 P g
33	Descend platform steps using safe system of work	LO2 P g
34	Close relevant master control valve	LO2 P g
35	Check all documentation matches product loaded	LO2 P g
36	Set compartment indicators to relevant loaded product	LO2 P g
37	Check for any leaks	LO2 P g
38	Carry out 360 degree walk round check of vehicle (all connections are removed, tyres, stowage etc.)	LO2 P g
39	Enter Cab using 3 point stance	LO2 P g
40	Switch on Master Switch	LO2 P g
41	Ensure sufficient Air Pressure is obtained before moving off, Reset Air Suspension.	LO2 P g
42	Check Loading document (or Bill of lading) against Delivery Note confirming Grades and Quantities	LO2 P g
43	Compliance with Instructions in Writing	LO2 P g
44	Before departing the site, advise the Control Room if there were any problems with the load or loading equipment, any spills, defects or dangerous occurrences, any injuries or near misses where applicable	LO2 P g

<b>LO3</b>	<b>Be able to drive petroleum product road tankers</b>	
	<b>Specific Skill Assessment Points</b>	Industry Training Standard Reference to Learning Outcomes ( <b>LO</b> ) and Underpinning Knowledge and Understanding ( <b>UKU</b> ) or Performance ( <b>P</b> )
<b>3</b>	<b>Driving</b>	
<b>1</b>	Use of controls:	LO3 P b
	◆ Parking Brake	LO3 P b
	◆ Clutch where applicable	LO3 P b
	◆ Accelerator	LO3 P b

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	◆ Footbrake	LO3 P b
	◆ Steering	LO3 P b
	◆ Gearbox manual or	LO3 P b
	◆ Gearbox auto/semi auto	LO3 P b
<b>2</b>	Use of Mirrors:	LO3 P b
	◆ During driving	LO3 P b
	◆ During manoeuvring	LO3 P b
<b>3</b>	Reversing	LO3 P b
	◆ Vehicle Control	LO3 P b
	◆ Observation	LO3 P b
<b>4</b>	Where applicable: Couple/Uncouple Tanker	LO3 P b
	◆ Vehicle Control	LO3 P b
	◆ Safety	LO3 P b
<b>5</b>	Appropriate use of Signals	LO3 P b
<b>6</b>	Clearance	LO3 P b
<b>7</b>	Dealing with Obstructions	LO3 P b
<b>8</b>	Judgement	LO3 P b
	◆ Overtaking	LO3 P b
	◆ Meeting other vehicles	LO3 P b
	◆ Crossing traffic	LO3 P b
	◆ Distance to other vehicles	LO3 P b
	◆ Vehicle dimensions (length, width, height)	LO3 P b
<b>9</b>	Response to Signs, Signals and other road users	LO3 P b
	◆ Road Signs	LO3 P b
	◆ Road Marking	LO3 P b
	◆ Traffic Controls	LO3 P b
	◆ Other Road users	LO3 P b
	◆ Hazards	LO3 P b
<b>10</b>	Control of Speed	LO3 P b
	◆ Acceleration	LO3 P b
	◆ Deceleration	LO3 P b
<b>11</b>	Following Distance	LO3 P b
<b>12</b>	Progress	LO3 P b
	◆ Appropriate Speed	LO3 P b
	◆ Undue Hesitation	LO3 P b
<b>13</b>	Junctions	LO3 P b
	◆ Approach Speed	LO3 P b
	◆ Observation	LO3 P b
	◆ Turning Right	LO3 P b
	◆ Position at Corners	LO3 P b
<b>14</b>	Position	LO3 P b
	◆ Normal Driving	LO3 P b
	◆ Lane Discipline	LO3 P b
<b>15</b>	Pedestrian Crossing	LO3 P b
	◆ Zebra	LO3 P b
	◆ Light Controlled	LO3 P b
<b>16</b>	Awareness and Planning	LO3 P b
<b>17</b>	Ancillary Controls	LO3 P b
<b>18</b>	Monitoring of load during driving	LO3 P c
<b>19</b>	Compliance with employing organisation operating procedures during driving	LO3 P a

# The PDP Syllabus

LO4		Be able to offload petroleum products
		Industry Training Standard Reference to Learning Outcomes (LO) and Underpinning Knowledge and Understanding (UKU) or Performance (P)
<b>Specific Skill Assessment Points</b>		
<b>4a Arrival at unloading site</b>		
1	Manoeuvre onto delivery point safely (using banks person, if required). Ensure full air pressure.	LO4 P a
2	Tanker parked on point with Handbrake on and power isolated, in accordance with company procedures.	LO4 P a
3	Exit cab correctly, using three points of contact, with correct PPE in accordance with company procedures.	LO3 P a
4	Check area for hazards (ignition sources, activities etc.) and consider the site specific risk assessment.	LO4 P a
5	Where applicable: Cone off safe working area.	LO4 P d
6	Ensures that cab doors are locked when away from vehicle in accordance with company procedures.	LO3 P a
<b>4b Preparation for unloading</b>		
1	Driver introduces him/herself to the customer where applicable.	LO4 P c
2	Verify delivery location is correct and suitable, and report defects, where identified, in accordance with company procedure.	LO4 P d
3	Receive delivery document from site operator and verify grades, quantities and ullage.	LO4 P d
4	Ensure safety/spill equipment is available as per specified requirements/ACOP.	LO4 P d
5	Check that quantities on delivery form are consistent with those on the delivery note carried on the road tanker.	LO4 P d
6	Complete and sign the drivers section of the delivery form.	LO4 P d
7	Where applicable: Confirm suitable communication equipment available at site (Unassisted delivery).	LO4 P c
8	Confirm suitable overfill prevention is fitted and working, where applicable.	LO4 P d
9	Check & comply with any special instructions at the site (as in site risk assessment or journey management plan).	LO4 P c
<b>4c Unloading</b>		
1	Ensure cab door is locked on offside of vehicle.	LO4 P f
2	Ensure additional PPE (e.g. gloves, eye protection) is worn and used correctly for unloading of fuels in accordance with company procedures.	LO4 P f
3	Remove delivery/vapour recovery hoses from hose rack/tray.	LO4 P f
4	Remove manhole covers when required.	LO4 P f

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5	Agreed personnel unlock padlocks on receiving tanks and vapour recovery now or later in accordance with company procedures.	
6	Carry out all manual handling tasks as per manual handling training.	LO4 P f
7	Where applicable: Connect Earth Permissive Lead	LO4 P f
8	Open Guard Bar Control Valve (Yellow Button). [Note: older tankers may differ.]	LO4 P f
9	Raise Interlocked Guard Bar and secure, if applicable.	LO4 P f
10	Connect vapour recovery hose where applicable <b>(tanker end first).</b>	LO4 P f
11	Open Master Control valve (Green Button) to open tanker vents allowing vapour to flow from the site vapour point to the tanker. [Note: older tankers may differ.]	LO4 P f
12	Check delivery document prior to connecting delivery hose. Diesel first if practicable.	LO4 P f
13	Open the filler cap of the relevant receiving tank	LO4 P f
14	Connect delivery hose to receiving tank fill point <b>(customer end first).</b>	LO4 P f
15	Re-check the connection is correct, verify and sign (if applicable) on delivery document before opening valves.	LO4 P f
16	Open the relevant tanker compartment foot valve.	LO4 P f
17	Confirm that the visual indicator (visiwink) shows the tanker compartment foot valve is open.	LO4 P f
18	Again, confirm the connection is correct, then open the API (faucet) valve.	LO4 P f
19	Check for leaks (liquid and vapour) and product flowing.	LO4 P f
20	Monitor delivery and stop delivering if hazard arises.	LO4 P f
21	Once compartment is empty verify through available visual means (sight glass with ball down).	LO4 P f
22	Leave hose connected and drain through with valve open.	LO4 P f
23	Change Product Grade Indicator (PGI) to empty.	LO4 P f
24	Close API (faucet) valve and disconnect hose from the tanker first.	LO4 P f
25	Repeat, if applicable, for other tanker compartments.	LO4 P f
26	Roll the hose to fully drain it, as per safe manual handling instructions.	LO4 P f
27	Replace the receiving tank filler cap at the earliest possible opportunity and lock it.	LO4 P f
28	Carry out post-delivery check on tanker, after completion of delivery.	LO4 P f
29	Close all foot valves and confirm via visiwinks. Driver should then open all foot valves and confirm via visiwinks and the ball fitted in the sight glass on the side of the API (faucet) valve should be down. Then close all foot valves.	
30	Close Master Control Valve (Green Button) and remove the vapour recovery hose from the customer	LO4 P f

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	end first, replace and lock the site vapour recovery cap. [Note: older tankers may differ.]	
<b>31</b>	Lower guard bar and close the Guardbar Control Button (Yellow Button) to lock guard bar in place, if applicable.	LO4 P f
<b>32</b>	Replace any equipment used and secure correctly in accordance with company procedures.	
<b>33</b>	Confirm with a suitable measuring device that the correct quantity is received (post delivery ullage check).	LO4 P f
<b>34</b>	Verify filler caps, vapour recovery cap and manhole covers are replaced correctly and secure.	LO4 P f
<b>35</b>	Complete any site defect report if required.	LO4 P f
<b>36</b>	Complete and exchange documentation and obtain signature, if required.	LO4 P f
<b>37</b>	Carry out 360 degree walk around security and vehicle check.	LO4 P f
<b>38</b>	Enter cab correctly using three points of contact.	LO4 P f
<b>39</b>	Exit site safely (use banksperson, if required).	LO4 P f

# The PDP Syllabus

## Part 3: Annual Classroom Training

A petroleum fuel tanker driver must undertake **annual classroom training** based on the PDP Syllabus and focussed on the requirements of their current workload. This training is not assessed, but completion of this training must be recorded on the PDP database for audit purposes. We recommend that up to half a day be allocated to this annual classroom training with a minimum of one hour PDP content.

Subject to prior registration with Joint Approval Unit for Periodic Training (JAUPT), now part of the DVSA, this training may be carried out as a Driver Certification of Professional Competence (DCPC) compliant course and therefore contribute to the DCPC requirement for 35 hours of training in each five year cycle. DCPC approval is required to be sought from DVSA separately.

### Driver PDP Annual Classroom Refresher Training Topics

A list of topics to select from to complement part of CPC training Day is given in the table below - PDP training requires a minimum of one hour.

<b>Session No.</b>	<b>Content</b>	<b>Method of Delivery</b>	<b>Required Material/Support</b>
1	Licence and PDP checks		
2	Introduction to the course and the PDP — the purpose, benefit, cycle and enforcement.		
3	PDP developments, changes and updates.		
4	Legislation and guidance update — review of any recent changes to legislation, regulation, and work practice affecting the work and responsibilities of the PDP holder, including developments in ADR, CPC, and Safe Loading Pass schemes.		
5	Fitness to work — fatigue and tiredness, food and drink, alcohol, drugs, medical and health issues, family and personal issues, working time regulations, drivers hours.		
6	Drivers hours and tachograph, driving breaks and driving times, daily and weekly rest periods, emergencies, working time regs, enforcement and penalties, digital tachograph recording.		
7	How to check a vehicle, reason for vehicle check, what should be checked, drivers responsibility, fines and enforcement.		
8	Health and safety at terminals, depots and delivery sites, regulations and guidelines, assessing the risk, controlling the risk, action to take if there is an accident.		
9	Documentation checks when delivering — petroleum delivery certificate, tank ullage form, tank approval certificate, including reference to 'Approved Code of Practice and Guidance L133', and other Company specific standards. Checking Ullage on completion to ensure delivery completion.		
10	How does a contamination occur and what action must be taken. Spills and what action should be taken.		
11	Personal protective equipment requirements.		
12	What are the principles of an emergency response to a road traffic accident involving a fuel tanker and responsibilities of the driver.		
13	How to report any site defects and hazards at Petrol Forecourts, Commercial and Industrial sites, and Domestic deliveries.		
14	What is the responsibility of the person accepting a delivery and the delivery point.		
15	How does a driver assisted delivery differ from an unassisted delivery — what are the regulations.		

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Session No.	Content	Method of Delivery	Required Material/Support
16	What is the procedure should an overfill prevention device actuate or an overfill occur at a delivery location.		
	What is the procedure of checking the contents and grade and for confirming ullage by the customer before discharging the delivery.		
17	What is a safe loading pass, how is it obtained and when is it used.		
18	Manual handling and working at height — causes of injury, stats pertaining to number of injuries.		
19	Conflict management, managing anger and aggression, responses and difficult conversations.		
20	Dynamic Risk assessments.		
21	<p>Home Heat/Domestic Delivery — list of topics given below:</p> <ul style="list-style-type: none"> <li>◆ Tank Assessment Checklist/Tank Condition</li> <li>◆ Driver Responsibility <ul style="list-style-type: none"> <li>— Driver is the professional/competent person on site</li> <li>— Once the driver decides to fill or top up the tank, the Company accepts full responsibility for the delivery</li> </ul> </li> <li>◆ Meter settings/Tank Ullage</li> <li>◆ Pre-Delivery Checks</li> <li>◆ Prohibited Practices (varies depending on Company policy)</li> <li>◆ Access and Egress</li> <li>◆ Cold Weather Initiative <ul style="list-style-type: none"> <li>— Customer Care</li> <li>— Engagement with customers</li> <li>— Delivery Information</li> </ul> </li> </ul> <p>Link for information: <a href="http://www.coldweatherpriority.co.uk">www.coldweatherpriority.co.uk</a></p>		
22	<p>New fuels training/toolbox talks. Examples of new fuels includes HVO (Hydrotreated Vegetable Oil), some IHO (Industrial Heating Oils) and SAF (Sustainable Aviation Fuel). Training could cover:</p> <ul style="list-style-type: none"> <li>◆ impact of these new fuels on the environment</li> <li>◆ differences in properties (e.g. flash point),</li> </ul>		

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Session No.	Content	Method of Delivery	Required Material/Support
	<ul style="list-style-type: none"><li>◆ any health hazards,</li><li>◆ what are the risks and which are highest</li><li>◆ correct storage, PPE and ventilation requirements</li><li>◆ correct instructions in writing and MSDS</li></ul>		
23	Additives – correct use, handling and addition		

# The PDP Syllabus

## Part 4: Approved Code of Practice (ACoP) L133 Training for Retail Trained Drivers ONLY

***This additional requirement for further training ONLY applies to PDP Scheme Training Providers who train retail trained drivers.***

ACOP L133 training is mandatory for all retail trained drivers, i.e. driver who have been trained to deliver to retail site, forecourt, and may do so exclusively or in conjunction with deliveries to other sub-sectors. The training must be included in their Annual Refresher Classroom training (21T/22T). This mandatory L133 training for retail trained drivers can be included in the minimum of one hours PDP content.

'Retail trained driver only groups' and 'mixed groups' that include retail trained driver(s) must receive this L133 training as part of their 21T/22T annual classroom training.

New drivers (i.e. with no previous valid PDP card) who are being retail trained must receive L133 training as part of their first 25W classroom training.

There is currently no assessment process in the Scheme for L133 knowledge; the assessment of ACoP L133 training and knowledge is NOT included in the PDP written assessment.

However, the additional training for retail trained drivers must be sufficient to ensure the driver knows the requirements under the ACoP L133 and would be able to demonstrate a clear understanding if assessed.

The training must include knowledge and understanding of:

- What is an Approved Code of Practice, its purpose, and how to read/interpret them
- Main aims of ACOP L133 & who it is for
- Definitions of the terms/terminology used [throughout the training the Training Provider must relate/translate the ACOP terminology used to the 'everyday language' used by drivers (e.g. 'compartments' versus 'pots')]
- Risk assessments - who is responsible, what to do if any party makes or identifies differences/issues, who notifies whom of defects
- The responsibilities of the road tanker operator
- The responsibilities of the site operator
- Ullage
- Storage tank fittings & associated equipment, site factors
- Emergency provision
- Overfills and spillages - types, what to do
- The responsibilities of the tanker driver
- Pre-delivery, delivery and post delivery requirements
- What are the requirements for assisted and unassisted deliveries and the responsibilities of the different parties?
- Communications & information provision between parties (incl with respect to risk assessment, ullage, defects, issues....)
- What to do in special situations