



Petroleum Driver Passport

Explaining the Petroleum Driver Passport (PDP)

- Background
- Downstream Oil Distribution Forum (DODF)
- What is the Petroleum Driver Passport (PDP) & how does it work
- Training Centres
- Enforcement
- Fee structure
- Benefits
- Further Information

Industry Background

- Petroleum tanker industry can point to many examples of excellence in driver training
- However there was no common standard to which all drivers were trained, and:
 - 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

Origins of the PDP

- DECC, following the recommendations of the ACAS negotiated process, requested that UK DODF be reconvened, to 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.
- Downstream Oil Distribution Forum: re-established, working with industry and relevant authorities, in July 2012 to manage this work (first met 2004). Membership was drawn widely to cover - Retail, Commercial, Home Heat, Aviation & Marine deliveries.
- DODF is the industry body responsible for the PDP initiative.

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”

- 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'
- DODF want all terminal operators, regardless of size, to mandate the PDP

Driver and Vehicle Assurance



Petroleum Driver Passport

This means there are now industry accredited checks for both the driver and the vehicle:

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

Downstream Oil Distribution Forum (DODF)



- DODF has industry wide representation
 - Haulage Companies
 - Unions (Unite and URTU)
 - Trade Associations
 - Major Employers/Terminal Operators
 - Government and Regulatory Bodies (BEIS, DfT)
- DODF created and owns the PDP
- DODF appointed Scottish Qualifications Authority (SQA) as Scheme Manager for PDP
- DODF and PDP have a UK mandate

What is the Petroleum Driver Passport?



Petroleum Driver Passport

- Training Standard
 - all petroleum tanker driver required knowledge and practical skills, whether already covered in ADR or not
 - sets a minimum standard and operators are free to exceed it should they wish
- PDP syllabus
 - the Training Standard minus those parts already covered in ADR
 - a classroom “PDP module” and a practical load, drive and tip assessment
- 5 yearly written assessment and annual practical assessment
- System of Approval and Enforcement

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

System of Approval and Enforcement

- SQA approve all activity within the scheme (Training Centres, Trainers, Practical 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 are aware of PDP (e.g. DVSA, PELG, HSE, Police, VOSA, EA and others)

How Does the PDP Work: Overview



Petroleum Driver Passport

- Five year cycle in line with driver ADR renewal cycle
 - Classroom training and written assessment
 - Practical load, drive and tip assessment
 - Successful completion of the classroom assessment **AND** the practical assessment results in the issue of the Petroleum Driver Passport by SQA
- Annual Refresher Training
 - Essential to maintain PDP validity
 - Classroom refresher training and successful completion of practical assessment
 - JAUPT compliance, so training hours can count towards driver CPC

PDP is gained through the five year assessed renewal, but must be maintained through annual refresher activity in each interim year

Driver Full 5 Year PDP Renewal



Petroleum Driver Passport

- Full renewal every five years, can be aligned with individual driver ADR renewal date
- Classroom Training:
 - Delivered as the “PDP Module”, which covers knowledge relevant to all classes of petroleum tanker
 - Delivered by approved PDP training centres
 - Drivers take the module and then sit an SQA managed written assessment invigilated by the Training Centre, preferably on-line
 - industry sub sector knowledge is not part of the PDP classroom Module or the written assessment (as 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 Annual Refresher


- PDP is gained through the five year assessed renewal, and its validity **must be 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 must be informed that the refresher has taken place
- Completion of a load, drive and tip practical assessment with an approved PDP Practical Assessor - SQA must be 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 Syllabus contains suggestions for annual refresher content
- Annual refresher training can be undertaken as a JAUPT-approved course thus registering Driver CPC hours

PDP card design

✓ | PD Passport

Petroleum Driver Passport

PETROLEUM DRIVER PASSPORT

Driver PDP Number: 1234567
Driver Name: Fiona Talbot
Signature: 
Date of Issue: 27 May 2013
Date of Expiry: 27 May 2018



Petroleum Driver
Passport



Department
for Transport



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 why cards may become inactive (e.g. illness, driver duties change)

PDP can be re-activated by:

- Sitting a classroom annual refresher
- Taking and passing a 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



Some Drivers may 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

If a Driver is new to a sub sector, a practical load, drive and tip assessment should be carried out in that sub sector

- All training centres, their trainers, course content and practical assessors must be approved through SQA
- Centres are subject to verification checks by SQA
- New training centres can apply to SQA for approval and can select which PDP activities to register for
- Existing centres can register for new additional activities if they wish (e.g. annual refresher, practical assessment)
- Centres pay an initial approval fee followed by annual approval fee

Primary Enforcement: Terminals



Petroleum Driver Passport

- 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

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 PDP Scheme fees charged by SQA as the Scheme Manager.
- Fees are charged by activity
- Fees are recovered from training centres and employers/drivers
- The SQA charged PDP fees are in addition to any cost for taking the PDP module and for the annual refresher and practical activities
- Fees determined and set by DODF in consultation with SQA.
- The fee structure covers PDP scheme management costs
- Driver 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
 - A fee when the practical assessment is logged with SQA
 - Refresher training fee for the annual classroom and the practical, and similarly with re-validation

PDP Fee Structure: Training Centre Fee Levels

Activity	Description	Fee
Training Centre Application and Annual Fee: Full approval	This is the application and annual fee for a centre who will be delivering all elements for the scheme. PDP 5 year classroom and written assessment, 5 year practical assessment, Annual Refresher, and Revalidation,	£500 on application and £500 annual fee
Training Centre Application and Annual Fee: PDP classroom module only	This is the application and annual fee for a training centre delivering the 5 year PDP classroom module and written assessment only.	£150 on application and £200 annual fee
Training Centre Application and Annual Fee: PDP annual refresher training and assessment, and revalidation training and assessment only	This is the application and annual fee for a training centre who will deliver the on-going annual, and revalidation training and assessment only	£200 on application and £250 annual fee
Training Centre Application and Annual Fee: Practical assessor only	This is the application and annual fee for a centre who deliver only the annual and 5 year practical assessment only	£200 on application and £250 annual fee
Training Centre Application and Annual Fee: Annual, revalidation training and practical assessment	This is the application and annual fee for a centre who will deliver the annual and revalidation training, and the five year and annual practical assessment	£400 on application and £500 annual fee

PDP Fee Structure: Candidate Fee Levels



Activity	Description	Fee
Candidate Enrolment Fee: 5 year full written assessment	Fee paid by a candidate to undertake the 5 year classroom training and written assessment. The fee includes the cost of issuing of the passport	£30
Candidate Enrolment Fee: 5 year practical assessment	Fee paid by a candidate to undertake the 5 year practical assessment. The fee includes the cost of issuing of the passport	£19
Annual Refresher Training Enrolment Fee: Classroom	Fee paid to enrol a candidate for the annual classroom refresher training	£19
Annual Refresher Training Enrolment Fee: Practical	Fee paid to enrol a candidate for the annual practical assessment	£19
Revalidation Enrolment Fee: Classroom	Fee paid to enrol a candidate for the revalidation classroom training	£22.50
Revalidation Enrolment Fee: Practical	Fee paid to enrol a candidate for the revalidation practical training	£22.50
Replacement Card Fee	Fee charged for lost or stolen card	£15

In summary: Benefits of PDP

The PDP has benefits for all involved parties:

- **Drivers:** are consistently trained annually 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

Further Information

Further Information can be obtained from:

PDP Scheme website:

<http://www.pdpassport.com>

PDP Training Standard, Syllabus & Scheme Manual of Practice

(which has full detail of PDP) - downloads available on PDP website

Email:

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