



Petroleum Driver Passport

The PDP Syllabus

Version 7.0

January 2020

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 all delegates 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 allowed 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

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. This is not assessed, but a record of the training must be recorded on the SQA database. Subject to **prior** registration with Joint Approval Unit for Periodic Training (JAUPT), 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 JAUPT separately.

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 SQA and a practical assessment. We specify that two hours minimum be allocated to the classroom training if **all the delegates** have taken 25W previously, otherwise the minimum time is three hours to cover the full syllabus. For many 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.
- 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. The classroom training is not assessed, but completion of this classroom training must be recorded on the SQA 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 practical assessment is conducted as per Part 2 overleaf.
- 3 Every 12 months a petroleum fuel tanker driver must also successfully complete a PDP Practical Assessment which must be recorded on the SQA 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 SQA 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 SyllabusThe 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.	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 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. Removing loading arms. Fitting all drip caps. Removing vapour recovery. Removing electrical earthing point. Lowering guard bar.

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			Final vehicle safety and security check.
1.5	Know how to check for Site Plan/DSEAR or other site specific risk assessments.	LO5 UKU c LO5 UKU c LO5 UKU c LO5 UKU c	1.5.1 How to identify and obtain a Site Plan. 1.5.2 The relevance of the information provided by a Site Plan. 1.5.3 How to carry out a dynamic risk assessment where a Site Plan is not available. 1.5.4 What DSEAR is and its relevance to the driver.
1.6	Know how to create a safe working area.	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. 1.8.2 The responsibilities of the person receiving the delivery. 1.8.3 Appropriate methods of verbal/written communication. 1.8.4 How and when to communicate with members of the 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. 1.10.2 Understand how prescribed/un-prescribed medication could affect fitness to drive. 1.10.3 Understanding that companies may have additional requirements in relation to drug and alcohol usage.

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		1.10.4 Understanding of how companies and authorities may enforce these requirements.
1.11 Understand the requirements of the PDP Scheme	PDP Scheme Manual of Practice, www.pdpassport.com	1.11.1 Awareness of the 5 sub-sectors – Retail, Commercial, Home Heat, Aviation and Marine – and their specific issues. 1.11.2 Re-validation/annual training requirements, including practical assessment. 1.11.3 Requirement for PDP 1.11.4 Enforcement
1.12 Know how to off load petroleum products	LO4 UKU b LO4 UKU c LO4 UKU f LO4 UKU g	1.12.1 Knowledge of how to safely position a road tanker at a relevant delivery point. 1.12.2 Awareness of emergency procedures at the relevant delivery point. 1.12.3 Awareness of the different areas of operation within the Industry and their relevant procedures for delivering petroleum products. 1.12.4 Knowledge of the appropriate PPE for the delivery of petroleum products.

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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 SQA database. This sheet must be retained by the training provider with a print out 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 two hours in order to adequately test a driver's competence and allow time for the various stages of the assessment (eg pre and post loading checks, load, drive, tip and return to terminal/depot) including a minimum of 45 minutes of on the road driving time.

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 SQA 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.

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 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 SQA.

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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.

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

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15	Electrics Isolator Switch — operation	LO1 P b, c, d
16	Steps and Catwalk — clean and secure	LO1 P b, c, d
1d Additional for Trailer Tanks		
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/SideGuards — 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

LO2	Be able to load petroleum products into road tankers	
	Specific Skill Assessment Points	Industry Training Standard Reference to Learning Outcomes (LO) and Underpinning Knowledge and Understanding (UKU) or Performance (P)
2a Pre-Loading		
1	Compliance with Terminal Traffic Management system, Speed Limit	LO2 P a, b, c, d
2	Position vehicle under rack, aligned for loading (no reversing)	LO2 P a, b, c, d
3	Raise Air Suspension and apply Park Brake	LO2 P a, b, c, d
4	Switch Off ancillary electrical equipment (Radio, Phone etc.)	LO2 P a, b, c, d
5	Switch Off Master Switch to isolate power	LO2 P a, b, c, d
6	Appropriate PPE, Hard Hat, Visor/Goggles, Gloves in accordance with company requirements	LO2 P a, b, c, d
7	Dismounts truck using 3 point stance, close truck door	LO2 P a, b, c, d
2b Loading		
1	Establish Loading plan using Loading Document	LO2 P f
2	Take into account any Product left on board	LO2 P f
3	Open Master Control Button	LO2 P f
4	Raise faucet bar	LO2 P f
5	Where applicable: Connect Scully first then Vapour Recovery Hose	LO2 P f
6	Open necessary foot valves and confirm open by checking indicators	LO2 P f

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7	Check all visual indicators to ensure compartments are empty	LO2 P f
8	If product present follow Terminal Procedures	LO2 P f
9	Check compartment will accept the desired quantity	LO2 P f
10	Remove all necessary Drip Caps (Leave fitted if POB/Empty)	LO2 P f
11	Connect Loading Arm and ensure locked correctly in position	LO2 P f
12	Confirm with Delivery Note that connection is correct	LO2 P f
13	Pre-set meter to exact volume according to Loading Instructions	LO2 P f
14	Double Check Loading Arm Grade and quantity before starting	LO2 P f
15	When product flowing set PGI for relevant compartment	LO2 P f
16	Keep constant visual watch throughout loading process checking for any leaks	LO2 P f
17	Only use the amount of Loading Arms permitted by the Terminal/Vehicle	LO2 P f
18	Close Foot Valve before removing Loading Arm	LO2 P g
19	Ensure Visual Indicator shows Foot Valve closed	LO2 P g
20	Remove the Loading Arm	LO2 P g
21	Replace Drip Caps immediately	LO2 P g
22	Load remainder of compartments as per Loading Procedures	LO2 P g
23	On completion of Loading ensure all Loading Arms are stowed correctly	LO2 P g
24	Where applicable: Disconnect and stow Vapour Recovery Arm	LO2 P g
25	Disconnect and stow Scully	LO2 P g
26	Close Faucet Bar	LO2 P g
27	Close Master Control Button	LO2 P g
28	Check Faucet Bar is in the locked position	LO2 P g
29	Check Loading document matched PGI's	LO2 P g
30	Carry out walk round check of vehicle (tyres, stowage etc.)	LO2 P g
31	Switch on Master Switch	LO2 P g
32	Enter Cab using 3 point stance	LO2 P g
33	Ensure sufficient Air Pressure is obtained before moving off, Reset Air Suspension.	LO2 P g
34	Check Bill of Lading against Delivery Note confirming Grades and quantities	LO2 P g
35	Compliance with Instructions in writing	LO2 P g

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LO3	Be able to drive petroleum product road tankers	
	Specific Skill Assessment Points	Industry Training Standard Reference to Learning Outcomes (LO) and Underpinning Knowledge and Understanding (UKU) or Performance (P)
3	Driving	
1	Use of controls:	LO3 P b
	♦ Parking Brake	LO3 P b
	♦ Clutch where applicable	LO3 P b
	♦ Accelerator	LO3 P b
	♦ Footbrake	LO3 P b
	♦ Steering	LO3 P b
	♦ Gearbox manual or	LO3 P b
	♦ Gearbox auto/semi auto	LO3 P b
2	Use of Mirrors:	LO3 P b
	♦ During driving	LO3 P b
	♦ During manoeuvring	LO3 P b
3	Reversing	LO3 P b
	♦ Vehicle Control	LO3 P b
	♦ Observation	LO3 P b
4	Where applicable: Couple/Uncouple Tanker	LO3 P b
	♦ Vehicle Control	LO3 P b
	♦ Safety	LO3 P b
5	Appropriate use of Signals	LO3 P b
6	Clearance	LO3 P b
7	Dealing with Obstructions	LO3 P b
8	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
9	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
10	Control of Speed	LO3 P b
	♦ Acceleration	LO3 P b
	♦ Deceleration	LO3 P b
11	Following Distance	LO3 P b
12	Progress	LO3 P b
	♦ Appropriate Speed	LO3 P b
	♦ Undue Hesitation	LO3 P b
13	Junctions	LO3 P b
	♦ Approach Speed	LO3 P b
	♦ Observation	LO3 P b
	♦ Turning Right	LO3 P b

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	◆ Position at Corners	LO3 P b
14	Position	LO3 P b
	◆ Normal Driving	LO3 P b
	◆ Lane Discipline	LO3 P b
15	Pedestrian Crossing	LO3 P b
	◆ Zebra	LO3 P b
	◆ Light Controlled	LO3 P b
16	Awareness and Planning	LO3 P b
17	Ancillary Controls	LO3 P b
18	Monitoring of load during driving	LO3 P c
19	Compliance with employing organisation operating procedures during driving	LO3 P a

LO4	Be able to offload petroleum products	
	Specific Skill Assessment Points	Industry Training Standard Reference to Learning Outcomes (LO) and Underpinning Knowledge and Understanding (UKU) or Performance (P)
4a Arrival at unloading site		
1	Manoeuvre onto delivery point safely. Ensure full air pressure	LO4 P a
2	Tanker parked on point with Handbrake on and power isolated	LO4 P a
3	Exit cab correctly, using three points of contact	LO3 P a
4	Check area for hazards (ignition sources, activities etc.)	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.	LO3 P a
4b Preparation for unloading		
1	Driver introduces him/herself to the customer where applicable	LO4 P c
2	Verify delivery location is correct	LO4 P d
3	Receive delivery form from site operator and verify grades, quantities and ullage	LO4 P d
4	Ensure safety equipment is available (spill kit/extinguisher etc.)	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 communication equipment available at site (Unassisted delivery)	LO4 P c
8	Check & comply with any special instructions at the site	LO4 P c
9	Wear correct PPE	LO4 P e
4c Unloading		
1	Uses PPE correctly	LO4 P f
2	Ensures cab doors are locked on offside of vehicle	LO4 P f

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3	Remove delivery and vapour recovery hoses from rack	LO4 P f
4	Removes manhole covers when required.	LO4 P f
5	Carry out all manual handling tasks as per MH training	LO4 P f
6	Where applicable: Connect Scully	LO4 P f
7	Open Master Control Button	LO4 P f
8	Raise faucet bar and secures using 'Dog Clip'	LO4 P f
9	Open Foot valves as required by procedures — confirm on Visiwink etc. if fitted	LO4 P f
10	Unless diesel is being off-loaded; connect vapour recovery hose /attachment (tanker end first)	LO4 P f
11	Unless diesel is being off-loaded; connect vapour recovery hose at customer end and opens vapour recovery attachment valve	LO4 P f
12	Check delivery form prior to connecting delivery hose. Diesel 1st if practicable	LO4 P f
13	Open the filler cap of the relevant receiving tank	LO4 P f
14	Connect delivery hose to customer end first, then tanker	LO4 P f
15	Re-check the connection is correct before opening valves	LO4 P f
16	Open the relevant foot valve	LO4 P f
17	Confirm that the visual indicator shows the foot valve is open	LO4 P f
18	Again confirm the connection is correct, then open the API 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	No leaks attended to, with product flowing	LO4 P f
22	Verify compartment is empty with visual indicator	LO4 P f
23	Leave hose connected and drain through with valves open	LO4 P f
24	Change PGI to empty	LO4 P f
25	Close valves and disconnect hose from the tanker first	LO4 P f
26	Roll the hose to drain it, as per safe manual handling instructions	LO4 P f
27	Replace the 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 vapour recovery Adapter Valve and remove the vapour recovery hose from the customer end first	LO4 P f
30	Confirm with a suitable measuring device that the correct quantity is received	LO4 P f
31	Verify filler caps, vapour recovery cap and man hole covers are replaced correctly	LO4 P f
32	Complete any site defect report if required	LO4 P f
33	Replace any equipment used and secure correctly	LO4 P f
34	Complete and exchange documentation and obtain signature if required	LO4 P f

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35	Carry out walk about vehicle inspection	LO4 P f
36	Enter cab correctly using three points of contact	LO4 P f
37	Exit site safely	LO4 P f

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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 with SQA 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), 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 requires to be sought from JAUPT 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.

Session No.	Content	Method of Delivery	Required Material/Support
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.		

The PDP Syllabus

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"> ◆ Tank Assessment Checklist/Tank Condition ◆ Driver Responsibility <ul style="list-style-type: none"> — Driver is the professional/competent person on site — Once the driver decides to fill or top up the tank, the Company accepts full responsibility for the delivery ◆ Meter settings/Tank Ullage ◆ Pre-Delivery Checks ◆ Prohibited Practices (varies depending on Company policy) ◆ Access and Egress ◆ Cold Weather Initiative <ul style="list-style-type: none"> — Customer Care — Engagement with customers — Delivery Information <p>Link for information: www.coldweatherpriority.co.uk</p>		