



Petroleum Driver Passport Terminal Loading Process



Petroleum Driver Passport

Step 1 Entry and Declaration

- ✓ Authorised & competent (PDP where recognised) driver accesses terminal and stages load.
- ✓ After advising the product owner, the driver declares if they are entering with product left on board.
- ✓ If entering with product left on board, follow any product owner and specific terminal procedures before starting to load.
- ✓ Loading should be stopped immediately and Control Room advised if there are any issues with the load, spills, defects or dangerous occurrences, injuries or near misses.

Step 2 Prepare to Load

- ✓ Pull on to rack when safe to do so, with all lights and ancillary electrical equipment switched off where possible. Master Switch set to “off” position.
- ✓ Open Master Control Valve, lift Interlocked Guard Bar and fit Earth Permissive Lead before fitting Vapour Recovery Hose.
- ✓ Open Foot-Valves and remove Drip Caps only for compartments to be loaded and check Visual Indicators for presence of liquid; if all are clear, set Grade Indicators to “blank” if not already done. If liquid is present, and no product has been declared as LOB in that compartment, contact Control Room staff, do not attempt to load on top if quantities are not verified.
- ✓ If the terminal has a drain down facility, liaise with terminal staff and verify pot is empty before proceeding to load.

Step 3 Load

- ✓ Checking against loading note, connect the 1st arm (only) to the inlet ensuring grade & compartment capacity are correct (arms & meters are often colour coded for an additional check); ensure loading coupling is fully sealed to the inlet of the tanker & locked in position. Once driver is sure all is lined up correctly & has double-checked against paperwork, start the meter and remain in close proximity ready to press “stop” if there is any evidence of a problem or leak. Once flow has ramped up from slow flow start to fast flow, set Grade Indicator to correct grade and move to next step. This is the correct Ripple Load protocol.
- ✓ Connect second arm and follow step above. Do not connect more arms than the trailer is plated for (in order to work within pressure relief set points, which are aligned with terminal equipment relief values). Most terminals will only allow a maximum of 3 or 4 arms to be connected so the lower of the plated or terminal rules must be adhered to. The driver must always remain in visual contact with the couplings and within easy reach of the ESD button.
- ✓ Continue to connect up arms (to the maximum permitted as above) following the Ripple Load protocol as described.

Step 4 Finish Load

- ✓ Once a compartment has finished loading, close the Foot-Valve for the compartment, remove the arm from the tanker inlet, replace the Drip Cap and either re-use loading arm on a subsequent compartment if required or stow in accordance with terminal procedures. Ensure the grade indicator is set to the grade just loaded.
- ✓ Once all compartments are finished and valves closed, Drip Caps attached, Grade Indicators set and arms stowed, remove the Vapour Recovery Hose and stow, ensuring that the Sealing Plate has sprung back into place. Remove and carefully stow the Earth Permissive Lead.
- ✓ Close the Interlocked Guard Bar and the Master Control Valve.

Step 5 Depart

- ✓ Complete a 360 degree walk around the tanker to ensure that all connections are removed and there are no obstructions, leaks or problems with the tanker. Check to confirm Hazchem boards match the product loaded.
- ✓ Energise the Master Switch, enter the cab and prepare to leave the rack.
- ✓ Depart the terminal after collecting the Bill of Lading (BOL).

Please note: The order in which the process is undertaken may vary depending on local terminal operating procedures and adequate risk assessment.

Process developed by DODF, UKPIA, TSA, and UKIFDA, and aligned with PDP Practical Assessment Syllabus

