



Petroleum Driver Passport

Petroleum Driver Passport (PDP) Scheme

Amendments due to Covid-19

The Downstream Oil Distribution Forum (DODF) have reviewed the PDP Scheme in the light of the Covid-19 pandemic, taking into account Government guidance and the need to reduce risk and respond to the challenges we face.

Our current priorities in making these amendments to PDP are to ensure, we:

- follow Government guidance
- allow Drivers, Employers, Training Providers and Terminals to operate within Government guidance and take all necessary precautions
- keep the economy moving by ensuring **drivers can continue to work safely, load at Terminals, and deliver product**

Therefore, following consultation with SQA and DfT, we have agreed to implement the following amendments to the PDP Scheme and its administration from 24th March 2020:

PDP AMENDMENTS

EXTENSION TO PDP CARD EXPIRY

All driver PDP cards, which expire between 1st March 2020 and 1st November 2020, remain valid until 30th November 2020. These cards will be renewed for five years if a driver has passed their written and practical assessments before 1st December 2020.

Renewed PDP card expiry date - once training and assessment recommences:

- If a driver completes and passes their 25W and 25P before their original expiry date, their new PDP card shall begin from their original expiry date. For example, expiry date in September, training and assessment completed in August, renewed PDP card's date of expiry will begin from September.
- If a driver completes and passes their 25W and 25P after their original expiry date, then their new PDP card shall begin from their new date of completion. For example, expiry date in September, training and assessment completed in November, renewed PDP card's date of expiry will begin from November.

ANNUAL REFRESHER TRAINING

DODF are aware that Training Providers may not be able to undertake any classroom training or practical assessment for the foreseeable future. Therefore, we are assuming no or extremely limited numbers of annual refreshers will take place until full training and assessment recommences.

To provide flexibility in 2020, we are relaxing the rule that annual refresher practical assessment (21P) must be taken no more than four months prior to a driver's annual anniversary date. This is to allow drivers to complete their annual classroom and practical assessment at any point in this calendar year,



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up to 31st December 2020. As we cannot change the rule within the PDP system database without incurring major cost and time, we are facilitating this via the pricing structure.

If a driver can complete their annual practical assessment within four months prior to their annual anniversary date, they can register for 21P as normal.

If a driver is past their anniversary date for their annual practical assessment, they can register for revalidation, 22P, **AT THE SAME PRICE AS 21P**.

Annual classroom training (21T) is unchanged and must take place within the same calendar year as the annual practical assessment, in order to maintain the validity of the PDP card.

PDP HELPDESK

The PDP helpdesk telephone line has now closed indefinitely and all stakeholders are asked to contact SQA via the PDP email address – pdpasport@sqa.org.uk

INFORMATION FOR TERMINALS

The DODF would like Terminals to continue with PDP card validity checks, taking account of the following changes to the Scheme:

- Any PDP cards expiring in the period 1st March to 1st November 2020 remain valid until 30th November. These drivers have until 1st December 2020 to complete their PDP assessments and should be treated as having a valid PDP card and still be allowed to load.
- Drivers have to complete their annual refresher within the calendar year as normal, i.e. by 31st December 2020. **For 2020 only**, the rule that annual refresher practical assessment must be taken no more than four months prior to a driver's annual anniversary date has been suspended.

When PDP card production ceases due the full closure of SQA Offices, SQA will offer enforcement officers (Terminals) wishing to check a candidate's entitlement, the facility to contact the SQA Administration Team **via email only** to check the PDP System directly – pdpasport@sqa.org.uk. *Please note that SQA has now moved to homeworking and will not be changing staff working hours and any email checks will be dealt with in business hours, Monday to Friday.*

If a Terminal has direct access to the PDP System, please use this method to check candidate entitlement.

The DODF appreciate your support and understanding as we take these steps to protect drivers, Training Providers, Terminals and SQA staff and ensure the smooth running of the petroleum distribution industry. If you have any queries please contact: PDP Helpdesk - pdpasport@sqa.org.uk or DODF Facilitator – jenny.clucas@coagentskills.com

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