

**Driver CPC Periodic Training - Course Layout / Summary**

Name of Centre						
Name of Course						
<b>Petroleum Product: PDP Interim Syllabus Module</b>						
<b>Session No.</b>	<b>Timings (Minutes)</b>	<b>Content</b>	<b>Delivery Method</b>	<b>Resources (e.g. Power Point DVD Titles Vehicle Details)</b>	<b>Location</b>	<b>Driver CPC Syllabus Reference No.</b>
	Prior to course	Licence checks, Course Administration	Documentary	Documents	Classroom	n/a
<b>1</b>	15	Course welcome, introduction and overview, fair processing notice, plan for the course.	Explanation	Power Point	Classroom	n/a
<b>2</b>	15	Safe Loading Pass; checks required by the driver.	Explanation	Power Point, Documents	Classroom	2.2
<b>3</b>	20	The PDP Scheme, including awareness of sub-sector issues, annual training and assessment, carrying the PDP.	Explanation,	PDP website	Classroom	2.2., 3.7
<b>4</b>	30	Practices and procedures in loading a petroleum road tanker; establishing tanker contents prior to loading, final vehicle safety and security check.	Explanation, DVD, Demonstration	Power Point, Documents	Classroom	1.4
<b>5</b>	30	Dynamic Risk Assessment; how to carry out a Dynamic Risk Assessment, DSEAR and its relevance to the tanker driver.	Explanation, documentation	Power Point, Documents	Classroom	2.2
<b>Comfort Break</b>						
<b>6</b>	15	Safe Working; creating and maintaining a safe working area; the driver's responsibilities, actions required to create a safe working area, actions to take if safe working area is compromised.	Explanation, DVD	Power Point, Documents	Classroom	3.3
<b>7</b>	15	Preparation to drive and drivers hours; self-assessment of fitness to drive, medical conditions that must be declared to DVLA, Working Time regulations, Road Transport directives.	Explanation, documentation	Power Point, Documents	Classroom	2.1
<b>8</b>	15	Driver fatigue; the hazards associated with fatigue.	Explanation	Power Point	Classroom	3.4
<b>9</b>	15	Alcohol and substance abuse; how prescribed and un-prescribed medication could affect fitness to drive.	Explanation	Power Point	Classroom	3.4
<b>10</b>	20	Communication with customers; responsibilities of the person receiving a delivery, appropriate methods of communication.	Explanation, DVD	Power Point, DVD	Classroom	3.6

<b>11</b>	20	End of course evaluation.	Discussion, questions and answers with the delegates	Power Point, hand-outs	Classroom	
<b>Total Length</b>	210 minutes					