

Driver CPC Periodic Training - Course Layout / Summary

Name of Centre						
Name of Course						
Petroleum Product: PDP Passport Full Syllabus Module						
Session No.	Timings (Minutes)	Content	Delivery Method	Resources (e.g. Power Point DVD Titles Vehicle Details)	Location	Driver CPC Syllabus Reference No.
	Prior to course	Licence checks, Course Administration	Documentary	Documents	Classroom	n/a
1	15	Course welcome, introduction and overview, fair processing notice, plan for the course	Explanation	Power Point	Classroom	n/a
2	15	Safe Loading Pass; different types of Safe Loading Pass, checks required by the driver, when SLP is and is not required	Explanation	Power Point, Documents	Classroom	2.2
3	15	Documentation required in Petroleum Delivery over and above that in ADR Tanks Module, process for checking required documentation	Explanation, documentation	Power Point, Documents	Classroom	2.2
4	15	The PDP Scheme, including awareness of sub-sector issues, annual training and assessment , carrying the PDP	Explanation,	PDP website	Classroom	2.2., 3.7
5	15	Characteristics of Petroleum Products; how differing fuel characteristics affect loading, risks associated with changing product including contamination	Explanation	Power Point, Documents	Classroom	1.4
Comfort Break						
6	30	Practices and procedures in loading a petroleum road tanker, including establishing tanker contents prior to loading, correct sequence of loading and load completion procedure, final vehicle safety and security check.	Explanation, DVD, Demonstration	Power Point, Documents	Classroom	1.4
7	15	Site Plan; including how to identify a Site Plan and the information it contains, dynamic risk assessment, DSEAR and its relevance to the tanker driver	Explanation, documentation	Power Point, Documents	Classroom	2.2
8	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
9	10	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

10	10	Driver fatigue; the hazards associated with fatigue and the importance of rest breaks.	Explanation	Power Point	Classroom	3.4
11	10	Alcohol and substance abuse; the legal restrictions, company policies and enforcement, how prescribed and un-prescribed medication could affect fitness to drive	Explanation	Power Point	Classroom	3.4
12	25	Communication with customers and the public; responsibilities of the person receiving a delivery, appropriate methods of communication, communication with the public during deliveries.	Explanation, DVD	Power Point, DVD	Classroom	3.6
13	20	End of course evaluation	Discussion, questions and answers with the delegates	Power Point, hand-outs	Classroom	
Total Length	210 minutes					