



PDP – Petroleum Driver Passport

Training Provider Approval Application Process

Guidance Notes

Scottish Qualifications Authority (SQA) are the agent responsible for the administration of the Petroleum Driver Passport Scheme on behalf of the Department for Transport and the UK Downstream Oil Distribution Forum (DfT/DODF). SQA will be responsible for all aspects of the scheme from Training Provider approval, course notification, training verification and examination processing. To administrate the PDP scheme, SQA have created an online database to streamline the flow of information between the major stakeholders involved in the new Petroleum Driver Passport.

These guidance notes will detail the steps an applicant will be required to follow in order to complete their application for approval.

SQA Training Provider Approval Process

Step 1

A prospective Training Provider should contact the PDP Team at SQA to request information on the approval process.

Step 2

The SQA PDP Team will provide the applicant with the following information;

- Petroleum Driver Passport Manual of Practice
- Approval application form
- Approval checklist

Step 3

If the applicant wishes to proceed with their application for approval they should submit the approval application form to pdpasport@sqa.org.uk. SQA will then raise an invoice in respect of the application fee.

On receipt of the application fee, SQA will issue the following information:

- Login and password for the SQA online database
- Online Examination procedures

The applicant should access the database and update their record with information supporting their application as listed in the Manual of Practice. The Application Checklist on the database record should be ticked as each relevant supporting document is uploaded.

Once the Training Provider has uploaded **ALL** the required approval documentation they should contact the SQA PDP team via e-mail to confirm that they are ready to proceed with the approval process.

Step 4

SQA will instruct a member of the Verification team to conduct an Approval visit to the applicant to assess their premises and review their documentation.

Step 5

The Verification Officer will then make their recommendation on approval to the SQA PDP team. The new approved Training Provider will then be notified by e-mail and follow up letter.

Step 6

SQA will issue an invoice in respect of the Approval fee. (See details on the fee information sheet attached).

At this point the Training Provider will now be able to start notifying SQA of training courses and commence training candidates for the Petroleum Driver Passport.

Should you require assistance through the process please contact;

PDP Team
SQA
Optima Building
58 Robertson Street
Glasgow
G2 8DQ
Tel 0345 270 0123

E-mail: pdppassport@sqa.org.uk