

CPPI QUALIFICATION FORM

Present completed form at time of testing (closed book exam / driver must have passing mark of 85%)

Driver Information:

Name: _____ / _____
(Print Last, First & Middle Initial) (Signature)

Employer: _____
(Print name of Common Carrier)

Employer Address: _____
(including postal code)

Employer's Representative Name: _____ / _____
(Print first & last) (Signature)

Driver's/Operator's License No.: _____

Previous CPPI Experience Hauling/Handling
 Driver Cert. No.: _____ Bulk Petroleum Products: _____ Yrs.

Driver Certification Requirements:

TDG Certificate Issued: _____ WHMIS Training Completed: _____
yyyy-mm-dd yyyy-mm-dd

Ten Supervised Terminal Loads Completed: _____
yyyy-mm-dd

The Driver has executed Appendices 1 & 2 and the Appendices are on file with the Driver's Employer. (See the "Act" Section below) Yes No

Emergency Response Training: (must be within 3 years before writing CPPI Driver Certificate exam)

Classroom: _____
Completed yyyy-mm-dd Training Organization Location (Municipality/Province)

Practical: _____
Completed yyyy-mm-dd Training Organization Location (Municipality/Province)

Testing Facility Information:

Professional Driver's Manual - Based on product delivered, drivers will be tested as follows:

- | | | |
|--|---|--------------------------|
| Mandatory (all drivers): | Sections 3-8 & 13 | <input type="checkbox"/> |
| Other Requirements: | Sections 9 Light End Fuels | <input type="checkbox"/> |
| <i>Please check section(s) tested.</i> | Sections 9 Heating Oil/Meter Delivery | <input type="checkbox"/> |
| | Sections 9 & 11 Heavy Fuel Oil (Bunker) | <input type="checkbox"/> |
| | Section 11 Asphalt | <input type="checkbox"/> |
| | Sections 9 & 10 Aviation | <input type="checkbox"/> |
| | Sections 9 & 12 Marine | <input type="checkbox"/> |

Testing Facility Name & Location: _____

Testing Facility Examiner's Name: _____ / _____
(Print first & last name) (Signature)

Date CPPI Driver Certificate Examination written: _____
yyyy-mm-dd

New CPPI Driver Cert. Card No.: _____ Certification Card Expiry Date: _____
yyyy-mm-dd

Personal Information Protection and Electronic Documents Act (the "Act")
 On January 1, 2001, the Government of Canada enacted the "Act". It requires that for CPPI to collect personal information about Drivers, the Drivers must consent to the collection. As such this form now includes Appendices 1 & 2 which must be executed by the Driver and retained by the Driver's Employer for a minimum of five years. If both Appendices are not executed the "no" box in the Driver Certification Requirements Area must be checked off and CPPI will not disclose any of the Driver's information from the database.

Appendix 1

Attached to and forming part of the CPPI Qualification Form

Background:

The Government of Canada has enacted *The Personal Information Protection and Electronic Documents Act* (the “Act”), “to support and promote electronic commerce by protecting personal information that is collected, used or disclosed in certain circumstances, by providing for the use of electronic means to communicate or record information or transactions and by amending the Canada Evidence Act, the Statutory Instruments Act and the Statute Revision Act.” (Second Session, Thirty-sixth Parliament, 48-49 Elizabeth II, 1999-2000)

The Canadian Petroleum Products Institute (“CPPI”), maintains a database of information (the “Database”) with regard to drivers employed by Common Carriers^a. The Database allows CPPI to respond to the requests of Common Carriers, third party contractors acting on behalf of Common Carriers, and CPPI member companies for confirmation of the validity of a driver’s CPPI Driver Certification and/or, in the case of Western Division, the number of, and points awarded in connection with employment related driving incidents such as product spills and mixes, vehicle accidents, injuries, and near misses.

The Database contains the following driver information: (i) driver license number, (ii) driver’s first and last name and middle initial, (iii) CPPI Driver’s Certification Card number, (iv) Certification Card’s expiry date, (v) name of employer at time of last CPPI certification, (vi) name and location of where driver was tested, and, in the case of Western Division, (vii) incident dates, type, location, points assessed, total points accrued and comments.

A driver’s information is updated every time a new CPPI Qualification Form is submitted or, in the case of Western Division, an incident is reported. All information is retained in the Database for a minimum period of 5 years and a maximum period of 10 years beyond the last CPPI Certification date, or the date of last reported incident, whichever comes last. In the case of Western Division, while accrued incident points are maintained for the minimum 5 years and a maximum of 10 years or the date of last reported incident, whichever comes last, the number of points that are actually charged against a driver’s record are only those that were accrued during the immediately preceding thirty-six month period. (eg. a driver may have accrued 18 incident points during the past five years but if none were accrued in the past 36 month period the number of points that would be reported in response to a query would be zero.)

All or part of the information in the Database is available upon request at no charge to CPPI member companies, bulk fuel carriers that transport fuels on behalf of CPPI member companies, and third party contractors acting on behalf of Common Carriers (eg. Professional Drivers Bureau {PDB}).

Consent to release information.

I hereby acknowledge and agree that CPPI may, (i) upon the request of Common Carriers, third parties acting on behalf of Common Carriers or CPPI member companies, disclose my name, driver’s license number, CPPI Driver’s Certification Card Number, Certification Card expiry date, name of my employer at the time of submission of my most recent CPPI Qualification Form, the name and location of where I was tested, and, in the case of Western Division, the number of driving incident accrued points and details relating thereto, and (ii) collect and maintain such information in the Database as described above.

(Signature of driver)

(Signature of witness)

(Print name of driver)

(Print name of witness)

(Date [yyyy-mm-dd])

^a Defined as companies that transport refined or unrefined petroleum products in tank trucks, and contract with CPPI member companies to deliver those products to the member companies’ customers.

Appendix 2

Attached to and forming part of the CPPI Qualification Form

The *Personal Information Protection and Electronic Documents Act* (the "Act") requires that the Canadian Petroleum Products Institute ("CPPI") adopt the following procedures to protect all personal information collected in connection with drivers ("Drivers") employed by Common Carriers^b and maintained in a database (the "Database") administered by the CPPI Executive Assistant (the "Assistant"):

- 1) The persons responsible for CPPI's compliance with the Act are: the Western Division Assistant at 1610 - 202 6 Ave. SW, Calgary Alberta T2P 2R9; the Ontario Division Assistant at 901 - 20 Adelaide St. E., Toronto, Ontario M5C 2T6; and Stuart's Training & Certification at 18 Diana Grace Avenue, Dartmouth, Nova Scotia B2W 6A2.
- 2) The Driver's employer is responsible for ensuring execution in hard copy form of the CPPI Qualification Form (the "Form") and Appendices 1 and 2 thereto, by Drivers. The executed Form shall be retained in the employer's file and the information contained therein shall be retained in the Database for a minimum period of 5 years and a maximum period of 10 years beyond the last CPPI Certification date, or the date of last reported incident (Western Division), whichever comes last.
- 3) Appendices 1 and 2 of the Form shall be executed at or before the time at which the Driver's personal information is collected in accordance with the Form.
- 4) The Driver's employer is responsible for notifying CPPI, in either written or electronic format, that an executed Form is on file with the employer. In the absence of such notification, CPPI will not disclose any of the Driver's information from the Database.
- 5) All information collected and maintained in the Database is derived from executed Forms and includes (i) driver license number, (ii) driver's first and last name and middle initial, (iii) CPPI Driver's Certification Card number, (iv) Certification Card's expiry date, (v) name of employer at time of last CPPI certification, (vi) name and location of where driver was tested, and, in case of Western Division, (v) incident dates, type, location, points assessed, total points accrued and comments. All or any of a Driver's name, driver's license number, CPPI Certification Card Number, CPPI Certification Card expiry date, employer at the time of submission of the most recent CPPI Qualification Form, the name and location of where driver was tested, and the number of driving incident accrued points and details relating thereto, will, upon request by any of the parties identified in points 7 and 8 below, be divulged.
- 6) The Database shall be maintained electronically and shall, subject to the exceptions noted below, be accessible only by CPPI staff.
- 7) Each CPPI member company shall, by March 31 of each calendar year, provide CPPI with a list of approved Common Carriers that may submit information for inclusion in the Database and that may request Driver specific information from the Database.
- 8) The Common Carriers identified pursuant to point 7 above shall, by March 31 of each year, provide CPPI with a list of third parties that may request CPPI to provide information from the Database on behalf of the Common Carrier. (eg. Professional Driver's Bureau).
- 9) Information shall only be released to the companies identified pursuant to points 7 and 8 above, CPPI staff and contract employees and the Driver to whom the information relates.
- 10) A request for information from the Database shall be made to the Assistant at the address specified above, via e-mail at cherylkendall@cppi.ca (Western), annasalituro@cppi.ca (Ontario), roystuart@ns.sympatico.ca (Atlantic) or by telephone at (403) 266-7565 (Western), (416) 492-5677 (Ontario), (902) 430-3545 (Atlantic).
- 11) Any person requesting information from the Database must provide the Driver's on-file Driver License number before any information will be released.
- 12) If a minimum period of 5 years, or a maximum period of 10 years, or the date of last reported incident (Western Division) whichever comes last, has elapsed since the last driver's CPPI Certification, all of the Driver's information shall be electronically deleted from the Database.
- 13) Any complaints regarding the Database must be in writing and addressed to the attention of the Assistant at the address specified above. Responses shall be provided in writing within 60 days of receipt of the complaint.

I hereby acknowledge that I have read, understood and agree with Appendix 2.

(Signature of driver)

(Signature of witness)

(Print name of driver)

(Print name of witness)

(Date [yyyy-mm-dd])

^b Defined as companies that transport refined or unrefined petroleum products in tank trucks, and contract with CPPI member companies to deliver those products to the member companies' customers.