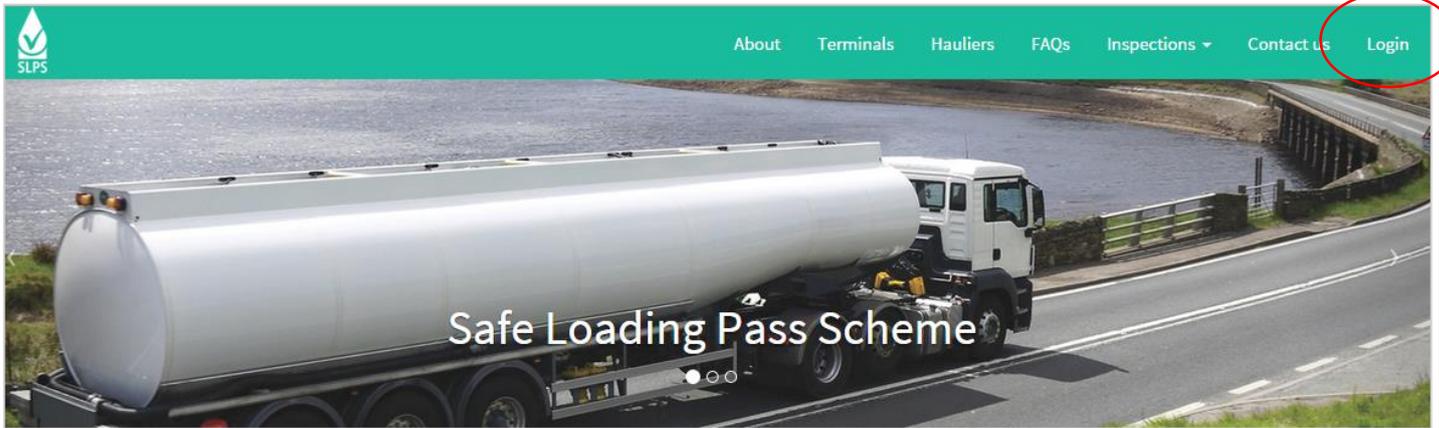


Logging On

When the user first visits the site, they will be presented with the public facing web page:



Welcome

Recognised by members of the UK Petroleum Industries Association (UKPIA) and the Tank Storage Association (TSA), the Safe Loading Pass Scheme (SLPS) aims to identify vehicles and trailers that have been deemed to meet specified safety standards for admittance to fuel loading terminals.

The scheme is owned by UKPIA with support from TSA. The two associations together with member representatives direct the scheme and set the standards for vehicle and trailer inspections, inspection technician training as well as inspection locations by way of a Management Group. The Freight Transport Association manages the scheme on their behalf and is an advisory member of the Management Group, as are the Energy Institute, the Downstream Oil Distribution Forum and a User Group representative.

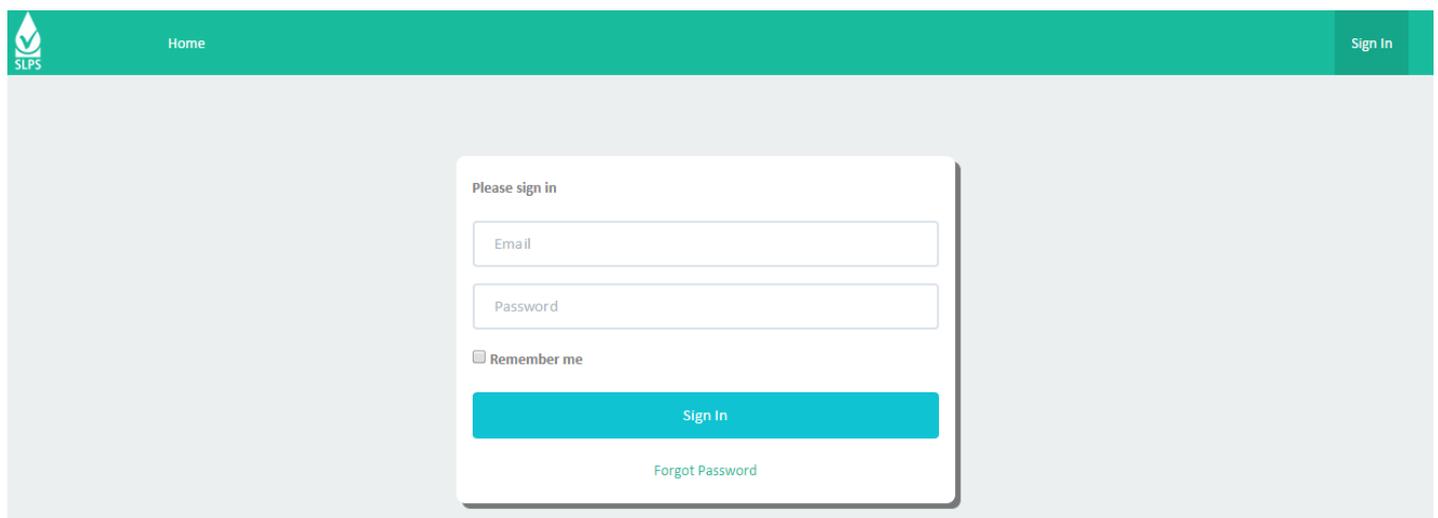
Useful links

[Freight Transport Association \(FTA\)](#)
[TSA](#)
[UKPIA](#)
[EI DMC/RTP](#)
[PDP](#)

There is a great deal of useful information to be accessed via the public facing website, including an Inspection Body Locator.

In order to access the database, however, the user must login to the site.

From the top left of the public facing web page, the user must click **Login**.

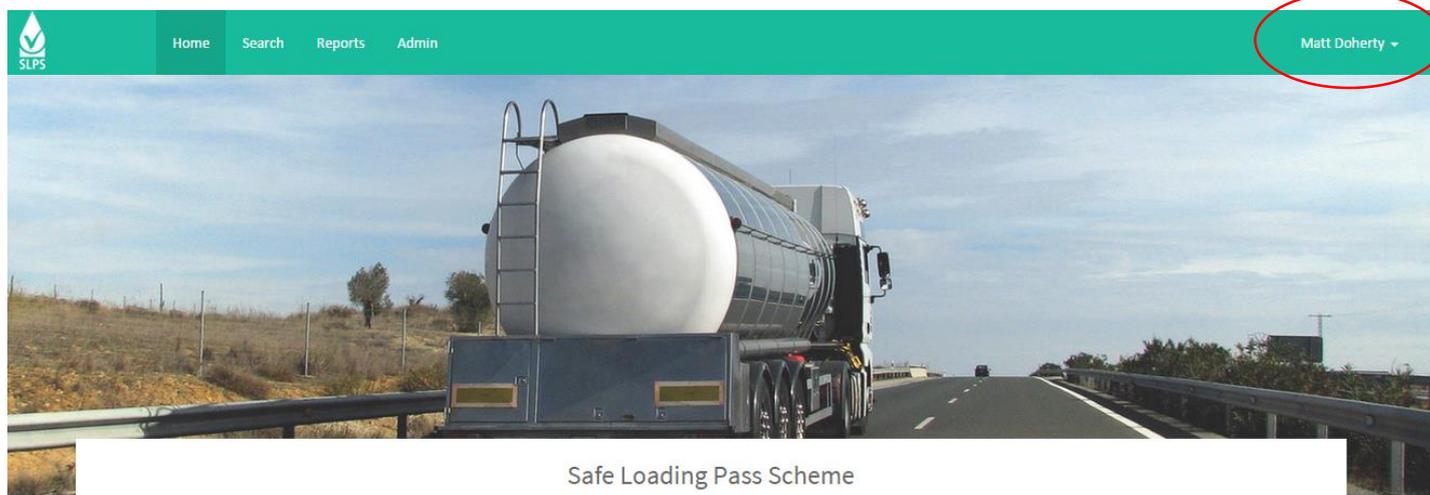


The user must then enter their login details (email address and password) and then click '**Sign In**'.

Note: If this is a secure computer, then for convenience the user may wish to tick the '**Remember me**' tick box. This will mean the user will not have to enter their login detail each time they visit the site.

Successful Login

If the user's logon attempt was successful they will be presented with the database welcome page:



Importantly, the user should ensure that their name is displayed in the top right hand corner.

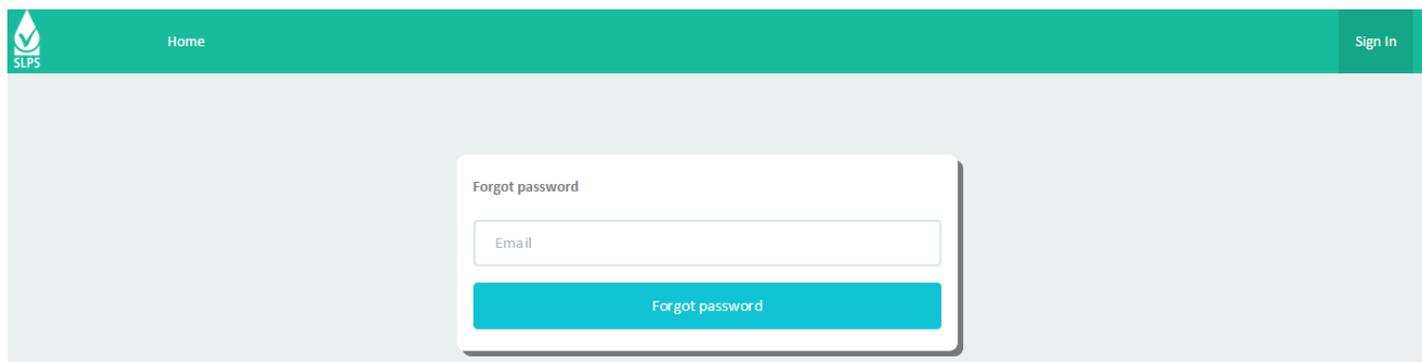
Note: The options on the menu bar will be different depending on your user type.

Getting a Logon for the Safe Loading Pass Scheme

User of the scheme, regardless of what type, should be directed to contact the Scheme Administrator; the contact details of whom can be found on the public facing website.

Forgotten Password

If the user has a registered email address with the scheme, but is unable to remember the password they have set, then they can click on the '**Forgotten Password**' link at the bottom of the login box.



This will redirect the user to a new dialogue box where they will be prompted to enter their email address. If the email address is registered with the scheme, the database will email the user a replacement password.

Note: IT can take up to 30 minutes for the system to issue a new password to a user