



# 1.0 Performance-Based Skill Assessment Evaluation Packet

- Task 1** Identifying Propane Industry Standards, Safety Codes and Regulations
- Task 2** Identifying the Physical Properties of Propane
- Task 3** Identifying Considerations for Customer Gas Odor and Leak Reports
- Task 4** Recognizing and Reacting to Interruptions of Customer Gas Service
- Task 5** Identifying Factors Related to the Presence of Carbon Monoxide at Customer Locations
- Task 6** Identifying Equipment Used in Receiving Propane at Bulk Plants
- Task 7** Identifying Fire Prevention Rules and Procedures
- Task 8** Identifying DOT/ICC Cylinder Types, Applications, and Features
- Task 9** Filling a DOT/ICC Cylinder by Weight
- Task 10** Identifying Propane Piping, Tubing, and Fittings

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Employee's Name (Please Print)

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Date of Skills Evaluation

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Skills Evaluator Name (Please Print)

**NOTICE: THE SKILLS EVALUATOR MUST BE THE EMPLOYEE'S SUPERVISOR OR SOME OTHER QUALIFIED PERSON WHO HAS COMPLETED CETP "BASIC PRINCIPLES AND PRACTICES" OR IS FAMILIAR WITH THE SUBJECT MATTER. CETP CERTIFICATION REQUIRES THAT THE EMPLOYEE SEEKING CERTIFICATION CANNOT ACT AS HIS/HER OWN EVALUATOR.**

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Users of this material should consult the law of their individual jurisdictions for codes, standards and legal requirements applicable to them. This material is not intended to be an exhaustive treatment of the subject, and should not be interpreted as precluding other procedures that would enhance safe LP-gas operations. This training material merely suggests methods the user may find useful in implementing applicable codes, standards, and legal requirements. This publication is not intended nor should it be construed to (1) set forth procedures which are the general custom or practice in the propane industry; (2) to establish the legal standards of care owed by propane distributors to their customers; or (3) to prevent the reader from using different methods to implement applicable codes, standards or legal requirements. This material was designed to be used as a resource only to assist expert and experienced supervisors and managers in training personnel in their organizations and does not replace federal, state, local, or company safety rules. The user of this material is solely responsible for the method of implementation. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for reliance on the contents of this training material.

Issuance of this material is not intended to nor should it be construed as an undertaking to perform services on behalf of any party either for their protection or for the protection of third parties.

# I. General Instructions

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## Instructions for Use

This **Performance Based Skill Assessment Evaluation Packet** is designed to:

- provide structured on-the-job training for the LP-gas employee under the direction of an experienced and qualified skills evaluator, and
- standardize conditions under which the employee demonstrates his/her performance of tasks that meet the requirements of the NPGA Certified Employee Training Program.

Each task is divided into one or more operations on which the employee's performance is evaluated. Each operation is designated by the following symbol: . Also, under each operation is a performance guide that establishes the standard used by the skills evaluator.

When an operation within a task is successfully performed by the employee according to the criteria listed in the performance guide, a check (✓) is placed in the .

After completing the checklist for those operations required in the employee's job duties, the skills evaluator and employee must sign their respective affidavits. Section IV (page 14 and page 15) is photocopied for the company's personnel training record files. **The original of Section IV, pages 14 and 15, must be forwarded to the appropriate test processing facility to complete certification.**

**On-line Test Candidates:**  
CASTLE Worldwide  
900 Perimeter Park Drive, Suite G  
Morrisville, NC 27560

**Paper test Candidates:**  
Industrial Training Services, Inc.  
310 C.C. Lowry Drive  
Murray, KY 42071

## Instructions to the Employee

The Performance Based Skill Assessment Evaluation Packet is designed as a training guide to assist you and your evaluator in performing the tasks listed on the front cover. Practice the tasks as many times as needed to become confident and proficient with the documents or equipment. Your skills evaluator will check and observe your performance using the checklist included in each hands-on task assignment.

The employee must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and the skills evaluator must instruct the employee on the proper safety procedures that apply before allowing the employee to continue.

The packet is designed to establish the basic conditions under which the employee demonstrated his/her level of knowledge and proficiency.

## Instructions to the Skills Evaluator

Review Section II, "Task Information."

Conduct the training as follows:

- Give a copy of the Performance Based Skill Assessment Evaluation Packet to the employee.
- Review all of the instructions with the employee and answer any questions or concerns about how it will be used.
- Demonstrate and/or talk the employee through each of the steps required to do the task.
- Allow the employee time to ask questions and/or study the steps.
- Observe the employee performing the required steps; correct him/her as needed.
- Allow the employee to practice until he/she is confident.
- Evaluate the employee at his/her request.
- Complete Section III, "Employee Performance Checklist," beginning on page 5.
- Complete **both** pages of Section IV, "Employer Record," which **must be signed and dated by both the Skills Evaluator and employee** on page 14.
- Remove Section IV (pages 14 and 15) from the packet and photocopy. Retain photocopy for your files. **For employee certification this form must be received within 12 months of the Certifying Examination date.** Mail original to:

**On-line Test Candidates:**

CASTLE Worldwide  
900 Perimeter Park Drive, Suite G  
Morrisville, NC 27560

**Paper test Candidates:**

Industrial Training Services, Inc.  
310 C.C. Lowry Drive  
Murray, KY 42071

- This Evaluation Packet and the photocopy of Section IV (pages 14 and 15) should be retained in the Company's employee training files.

## II. Task Information

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**Certification Standard:** The employee's certification is based on satisfactory completion of the operations listed under each task in the Performance Based Skill Assessment Evaluation Packet.

**Prerequisites:** Successful completion of CETP Certification Area 1.0, "Basic Principles and Practices."

**References:** Applicable LP-Gas Codes and company policies.

**Evaluation:** The skills evaluator must be the employee's supervisor or some other qualified person who has completed CETP "Basic Principles and Practices" or is familiar with the subject matter. CETP certification requires that the employee seeking certification cannot act as his/her own evaluator.

### III. Employee Performance Checklist

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Print or type all entries except signatures and initials.

Employee Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date \_\_\_\_\_

Skill Evaluator (Please Print) \_\_\_\_\_

I, \_\_\_\_\_, hereby attest the employee named on  
(Skill Evaluator's Signature)

top line of this section has demonstrated the correct performance of the tasks listed below and on following pages.

<p style="text-align: center;"><b>Task 1</b> <b>Identifying Propane Industry Standards, Safety Codes and Regulations.</b></p>
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The employee is qualified to perform Task 1 at the following level:

**Satisfactory**



**Identified NFPA Codes and regulations that apply to propane operations. CETP Module 1.1.1**

*Performance Guide:* Using copies of NFPA 54, NFPA 58 and the Code of Federal Regulations and other regulatory codes available at the workplace, the employee being evaluated for certification:

1. Located and read aloud the Scope of NFPA 58 as found in Chapter 1 of the *LP-Gas Code*.
2. Located and read aloud the Scope of NFPA 54 as found in Chapter 1 of the *National Fuel-Gas Code*.
3. Located any applicable state or local codes and determined if NFPA 54 and 58 are adopted, modified or reference by state and/or local codes.
4. Located any portion of the *Code of Federal Regulations* and found a section that applies to propane or LP-gas operations.

## Task 2

### Identifying the Physical Properties of Propane

The employee is qualified to perform Task 2 at the following level:

#### Satisfactory



Document Used:  Actual Propane Shipment Bill of Lading  
 Facsimile Bill of Lading Included with Checklist

#### **Verify Proper Product Specifications and Odorization of Propane Shipments. CETP Modules 1.3.2, 1.4.1**

*Performance Guide:* The person being evaluated for certification:

1. Obtained a propane shipment bill of lading and any attached shipping documents for a shipment received at a company bulk plant. (If an actual bill of lading was not available, the employee used the facsimile bill of lading included in this Employee Certification packet.)
2. On the bill of lading, placed a ✓ next to the product name;
3. Circled the quantity of ethyl mercaptan added to the propane;
4. Underlined the number of net gallons shipped;
5. Underlined the specific gravity of the product;
6. Circled the vapor pressure of the product at 100°F;
7. Determined that the specific gravity shown on the bill of lading was within a range of 0.006 ± (plus or minus) of the approximate specific gravity given for Commercial Propane in Table B.1.2(a), found in Annex B to NFPA 58, 2008 edition;
8. Determined that the amount of ethyl mercaptan added for the net gallons shipped was equal to or greater than the amounts shown in the chart below;
9. Listed the actions required by company procedures if product specifications or odorization is not properly documented.

PROPANE GALLONS	lb ETHYL MERCAPTAN	cc ETHYL MERCAPTAN	PROPANE GALLONS	lb ETHYL MERCAPTAN	cc ETHYL MERCAPTAN
8,000	0.800	432.0	9,500	0.950	513.0
8,100	0.810	438.0	9,600	0.960	519.0
8,200	0.820	443.0	9,700	0.970	524.0
8,300	0.830	448.0	9,800	0.980	529.0
8,400	0.840	453.0	9,900	0.990	535.0
8,500	0.850	459.0	10,000	1.000	540.0
8,600	0.860	465.0	10,100	1.010	545.0
8,700	0.870	470.0	10,200	1.020	551.0
8,800	0.880	475.0	10,300	1.030	556.0
8,900	0.890	481.0	10,400	1.040	561.0
9,000	0.900	486.0	10,500	1.050	567.0
9,100	0.910	491.0	10,600	1.060	572.0
9,200	0.920	497.0	10,700	1.070	578.0
9,300	0.930	502.0	10,800	1.080	583.0
9,400	0.940	508.0	10,900	1.090	588.0

1.0 lb ethyl mercaptan per 10,000 gallons LP-Gas = 0.01 lb EM per 100 gallons  
540 cc ethyl mercaptan per 10,000 gallons LP-Gas = 5.40 cc EM per 100 gallons

If an actual bill of lading is not available at the employee's work place the following facsimile bill of lading may be used for Task 2

**TRUCK BILL OF LADING OR RECEIPT FOR DELIVERY BY BOGUS PETROLEUM CO**

<p>IF THIS DOCUMENT EVIDENCES A DELIVERY INTO SHIPPER'S TRUCK OR INTO CONSIGNEE'S TRUCK IT IS NOT A BILL OF LADING, BUT CONSIGNEE'S RECEIPT FOR THE DELIVERY.</p> <p>This shipment is governed if via contract carrier by the applicable contract, or if by conner carrier, by the National Motor Freight Classification uniform bill of lading in effect on shipment date, if applicable, or by such other bill of lading form or conditions as may be prescribed by governmental authority.</p>	<p>Subject to Section T of Conditions of applicable Bill of Lading. If this shipment is to be delivered to the consignee without recourse to the consignor, the consignor shall apply the following statement.</p> <p>The carrier shown shall make delivery of this shipment and collect payment of freight and shipping charges that apply.</p>
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COLLECT ON DELIVERY ▶ \$	D.O.T. HAZARDOUS MATERIALS PLACARDS FURNISHED BY:	
REMIT TO: <b>BOGUS PETROLEUM CO.</b>	<input type="checkbox"/> SHIPPER	<input checked="" type="checkbox"/> CARRIER
ADDRESS:	COD CHARGES TO BE PAID BY:	FREIGHT TERMS
CITY STATE ZIP	<input type="checkbox"/> SHIPPER	<input type="checkbox"/> PREPAID
	<input checked="" type="checkbox"/> CONSIGNEE	<input checked="" type="checkbox"/> COLLECT

<p>IF SHIPMENT IS PREPAID, MAIL FREIGHT BILL IN DUPLICATE WITH NO..4 COPY OF BILL OF LADING TO: BOGUS PETROLEUM P.O. BOX MXIV HOUSTON, TX 77210</p>	<p><b>FOR PRODUCT EMERGENCY</b> <b>Spill, Leak, Fire, Exposure or Accident</b> <b>CALL CHEMTREC, DAY OR NIGHT</b> <b>800-424-9300</b></p>
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TRUCK NO. 11	TRAILER NO. 1993P	SEAL NO.
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<p>GASOLINE SOLD OR SHIPPED HERE UNDER MEETS APPLICABLE FEDERAL AND STATE RVP REQUIREMENTS.</p> <p>REPORT ANY UNUSUAL OR UNSATISFACTORY UNLOADING CONDITIONS ON REVERSE</p>	<p>This is to certify that the herein named materials are properly classified, described, marked and labeled, and are in proper condition for transportation, including the applicable regulations of the Department of Transportation.</p> <p>PRODUCT RECEIVED IN GOOD ORDER</p> <p>SIGNATURE</p>
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<p>DATE 02/13/1999 LOAD START 06:45 LOAD END 07:10</p> <p>PLANT LOCATION HIGHWAY 962 MT. BELVIEU, TX 76762</p> <p>FREIGHT TERMS : 030</p> <p>DRIVER: ROBERT WILLIS CARRIER: 0345 HANDSOME HAULERS, INC.</p>	<p>DOCUMENT NUMBER 2058 CONSIGNEE WIC. NO. 424714920357 X-AMPLE PROPANE GAS CO. FOB RIVERVIEW PLANT--TRUCK OLD HOME TX 78701</p>
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	START	END
TANK #1	56%	80%
TANK #2	70%	47%

DATE UNLOADED 2-13-1999
PLANT OLD HOME STORAGE #2
SIGNED <i>F. Husky</i>
ODOR SNIFF TESTED BY <i>FL</i>

LIQUEFIED PETROLEUM GAS, 2.1, UN 1075 "NONCOR"

PRODUCT 92000 BOGUS BRAND PROPANE HD-5 LBS ETHYL MERCAPTAN ADDED 1.89

TRUCK TARE	GROSS	NET	CERT. ANALYS	TEMP	GRAV. @ 60	NET GAL	LBS/GAL
40290	79890	39600 LBS			0.507	9391	4.2174

VAP PRES @ 100 F 204 PSIA

WEIGHTS SHOWN HERE WERE OBTAINED ON APPROVED SCALES WITHIN SPECS REQUIRED.

DRIVER ACKNOWLEDGES IN SIGNING THIS BILL OF LADING, HE IS IN POSSESSION OF CURRENT EMERGENCY RESPONSE GUIDEBOOK, E. T. M. INFORMATION AND PROPER OSHA LABELS WERE AVAILABLE, AND HE OBTAINED AND AFFIXED PROPER PLACARDS.

PURCHASE ORDER NO.	Carrier certifies that the container supplied by Carrier for this shipment is a proper container for the transportation of the Products as above described.
SHIPPER	CARRIER:
Per <u>K. T. LANG</u>	Per <u>Bob Willis</u>

**Satisfactory**

**Obtained chemical properties, health and safety, and personal protection information from a propane Material Safety Data Sheet. CETP Module 1.3.3, Resources**

*Performance Guide:* The employee being evaluated for certification:

1. Obtained a propane MSDS from the work place Hazard Communication Program records.
2. Located the Chemical Abstract Service (CAS) number for propane.
3. Located the section of the MSDS that lists the hazards associated with propane, including each of the NFPA 704 hazard values from 0 to 4 for propane's health, flammability and reactivity hazards.
4. Read aloud the section of the MSDS detailing health effects of:
  - Inhalation
  - Eye Contact
  - Skin Contact
  - Other health effects
5. Located and read aloud the section of the MSDS detailing First Aid Measures for exposure to propane.
6. Located and read aloud the section related to Fire-Fighting Measures that apply to propane.
7. Located and read aloud the sections related to Accidental Release and Handling and Storage of propane.
8. Located and read aloud the section related to Exposure Controls and/or Personal Protection. The employee identified recommended personal protective equipment (PPE) for use in propane operations.
9. Located and identified to the evaluator the MSDS section which lists propane's physical and chemical properties.
10. The employee read aloud any other section titles in the MSDS, such as Transportation Information or Regulatory Information and stated to the evaluator how the information is used on the job.

**Satisfactory**

**Not  
Applicable\***

**Performed a "sniff test" to verify the presence of propane odorant. CETP Module 1.4.1**

*Performance Guide:* The employee being evaluated for certification:

1. Wore protective gloves, safety glasses or other PPE as required by company safety procedures.
2. Vented a small quantity of propane liquid through a #54 drill size opening at the plant dispenser unit, fill dock or transfer bulkhead.
3. Quickly closed the vent valve or outage fitting.
4. Sniffed the vaporized propane to determine if odorant was readily perceived.
5. Documented the sniff test on appropriate company forms

\*Not applicable means that this person's job description does not require the person to perform an odorant sniff test in the course of his/her duties.

**Task 3**  
**Identifying Considerations for Customer Gas Odor and Leak Reports**

The employee is qualified to perform Task 3 at the following level:

**Satisfactory**



**Recognized a gas leak call when a customer called in to report an odor complaint, and followed company policies and procedures. CETP Module 1.4.2**

Evaluator note: Customer calls used in this skill performance evaluation may be actual calls or simulated customer calls.

*Performance Guide:* The employee being evaluated for certification:

1. Informed the customer or caller of company procedures for handling odor/gas leak calls and communicated any company customer warnings or cautionary statements to the caller, and specifically directed the customer to evacuate the building and to keep unqualified persons out of the structure.
2. Correctly identified the service call as an odor/gas leak call on designated company dispatch records.
3. Dispatched designated service/delivery personnel and clearly communicated that the service call is a priority service call/reported gas leak.
4. Properly completed any company documentation required to record the disposition of the odor/leak call, and results of the odor/leak investigation, system leak checks and any gas system repairs made.

**Task 4**  
**Recognizing and Reacting to Interruptions of Customer Gas Service**

The employee is qualified to perform Task 4 at the following level:

**Satisfactory**



**Recognized an “out-of-gas” call when a customer called in to order a propane delivery, and followed company policies and procedures. CETP Module 1.4.2**

Evaluator note: Customer calls used in this skill performance evaluation may be actual calls or simulated customer calls.

*Performance Guide:* The employee being evaluated for certification:

1. Informed the customer or caller of company procedures for handling “out-of-gas” calls and communicated any company customer warnings or cautionary statements to the caller.
2. Correctly identified the delivery as an “out-of-gas” call on designated company dispatch records.
3. Dispatched designated service/delivery personnel and clearly communicated that the service call is an out-of-gas service call.
4. Properly completed any company documentation required to record the disposition of the out-of-gas call, and/or efforts to minimize out-of-gas occurrences in the future.

Continues on the next page.

**Satisfactory**



**Recognized a call requiring restoration of service after interruption of gas service when a customer called in to request propane delivery at a new or existing customer location, using a different customer account name, and following company policies and procedures. CETP Module 1.4.2**

*Performance Guide:* The employee being evaluated for certification:

1. Informed the customer or caller of company procedures for handling interruption or new service calls and communicated any company GAS Check® or other system inspection services that apply.
2. Correctly identified the service call as a new service or interruption of service call on designated company dispatch records.
3. Dispatched qualified delivery/service personnel and clearly communicated that the service call is a new service call or interruption of service call.
4. Properly completed any documentation required to record the disposition of the GAS Check® or other system inspection services and any repairs or system information records needed according to company policies and procedures.

<p style="text-align: center;"><b>Task 5</b> <b>Identifying Factors Related to the Presence of Carbon Monoxide at Customer Locations</b></p>
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**The employee is qualified to perform Task 5 at the following level:**

**Satisfactory**



**Recognized a possible aldehydes/carbon monoxide call when a customer called in to report an odor complaint or to inquire about possible health effects of exposure to propane or to report appliance malfunctions, and followed company policies and procedures. CETP Module 1.5.3**

Evaluator note: Customer calls used in this skill performance evaluation may be actual calls or simulated customer calls.

*Performance Guide:* The employee being evaluated for certification:

1. Informed the customer or caller of company procedures for handling odor report calls and communicated any company customer warnings or cautionary statements to the caller.
2. Correctly identified the service call as an odor/possible CO call on designated company dispatch records.
3. Dispatched qualified odor/CO response personnel and clearly communicated that the service call is a priority service call/odor or possible carbon monoxide report, along with all other customer reported conditions.
4. Properly completed any company documentation required to record the disposition of the odor/possible CO service call, and results of the odor/CO investigation, system leak checks and any gas system venting/ventilation system inspections and checks, appliance defects found and repaired, if any. If the CO investigation was done by others, such as a fire department or Heating, Ventilation, Air Conditioning (HVAC) contractor, documented the investigation by recording who conducted the investigation, the time, date and results of the investigation.

**Task 6**  
**Identifying Equipment Used in Receiving Propane at Bulk Plants**

The employee is qualified to perform Task 6 at the following level:

**Satisfactory**



**Determined the location of emergency shut-off valves and the procedures that apply to emergencies in the bulk plant. CETP Module 1.6.1, 1.6.2, 1.7.1**

*Performance Guide:* The employee being evaluated for certification:

1. Obtained a copy of the company emergency response plan for the bulk plant.
2. Identified the notification procedures given in the plan as they apply to:
  - Notifying emergency response agencies;
  - Notifying company personnel and management.
3. Identified site evacuation procedures and designated off-site gathering places for company personnel.
4. Identified the location of key plant emergency control features, including:
  - Remote emergency shutdown stations and ESV controls;
  - Bulkhead ESV locations;
  - Railcar Riser ESV locations (if applicable);
  - Bulk storage tank and piping primary shutoff valves;
  - Dispenser unit and/or filling dock storage tank and piping primary shutoff valves.
  - Main electrical disconnect.
5. Identified exit routes from buildings and work areas in the bulk plant, and the location of fire extinguishers and other safety equipment located along the exit routes.
6. Identified the best exit route to follow from the employee's primary workstation, accounting for wind direction.
7. Stated ignition source control measures that apply in emergencies.

**Task 7**  
**Identifying Fire Prevention Rules and Procedures**

The employee is qualified to perform Task 7 at the following level:

**Satisfactory**



**Located and determined proper inspection of fire extinguishers. CETP Module 1.6.3**

*Performance Guide:* On a DOT cylinder, the employee being evaluated for certification:

1. Located fire extinguisher stations in the shop/warehouse area and determined if extinguisher inspections were current.
2. Read aloud the extinguisher manufacturer's instruction for use.

## Task 8

### Identifying ICC/DOT Cylinder Types, Applications, and Features

The employee is qualified to perform Task 8 at the following level:

#### Satisfactory



#### **Verified required stampings on DOT cylinders. CETP Module 1.8.2**

*Performance Guide:* On a DOT cylinder, the employee being evaluated for certification:

1. Located the marking that indicates the empty weight of the cylinder.
2. Verified that the cylinder is stamped with one of the following DOT or ICC specifications  
4B-240                      4BA-240                      4BW-240  
4E-240                      26-240.
3. Verified that the cylinder is properly marked with tare weight, water capacity, serial number, manufacturer or trade name, dip tube length, and registered tester's symbol.
4. Located the original cylinder test date stamping and any subsequent re-qualification dates to verify that the day the cylinder is inspected is within 12 years of the cylinder's original test date, or within 5 years of the latest month and date followed by the letter E stamped on the cylinder, or within 7 years of the latest month and year followed by the letter S.
5. Located the cylinder service valve. The employee pointed out the relief valve, and the direction that any gas relieved under pressure would be vented from the cylinder.

## Task 9

### Filling a DOT Cylinder by Weight

The employee is qualified to perform Task 9 at the following level:

#### Satisfactory



#### **Filled a DOT cylinder by weight. CETP Module 1.8.2**

*Performance Guide:* At a dispenser or bulk plant and wearing company-required personal protective equipment, the employee being evaluated for certification:

1. Verified that the dispensing equipment was in good working order and met NFPA 58 requirements.
2. Opened the liquid outlet valve on storage tank and valves in the by-pass return line.
3. Verified by visual inspection of the outside of the cylinder that the cylinder was fit for propane service and filling.
4. Placed scales index at the proper setting, equal to the tare weight of the cylinder plus the weight of propane (cylinder water capacity times 0.42) plus the weight of the transfer hose, hose-end valve and adapter(s).
5. Connected the hose to cylinder fill valve.
6. Opened the hose-end valve.
7. Opened the valve on the cylinder.
8. Started the pump.
9. Closed the hose-end valve as soon as scale beam or indicator tipped.
10. Shut off the pump.
11. Closed the cylinder valve.
12. Disconnected the hose.
13. Checked the weight of filled cylinder after the filling connector was disconnected. If overfilled, bleed off excess propane in a safe location.
14. Checked the cylinder service valve and relief valve for leaks.
15. Installed a POL plug on cylinders 45 lbs. or less propane capacity not equipped with a quick closing connection or adapter.
16. Applied a DOT shipping label if one was not already in place and/or cylinder warning label if the manufacturer's label is not legible, or any other consumer or commercial customer warning label required by company procedures.

<b>Task 10</b> <b>Identifying Propane Piping, Tubing, and Fittings</b>
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The employee is qualified to perform Task 10 at the following level:

<u>Satisfactory</u>	<u>Not Applicable</u>
<input type="checkbox"/>	<input type="checkbox"/>

**Identify valves, fittings, tubing and piping approved for LP-gas service. CETP Module 1.8.4**

*Performance Guide:* In the shop or warehouse, the employee being evaluated for certification:

3. Obtained a container service valve, or other service fitting and determined which of the following manufacturing standards applied to the valve or fitting:



**UL**

**ASTM**



4. Obtained a section of polyethylene pipe or tubing or a section of corrugated stainless steel tubing and determined which of the following manufacturing standards applied to the pipe or tubing:



**UL**

**ASTM**



5. Determined from shipping cartons or coil covers whether copper tubing stored in the shop or warehouse is Type L or Type K or Type R.
6. Obtained steel pipe nipples from the shop or warehouse inventories and determined whether the pipe nipples were schedule 40 or schedule 80.
7. Correctly identified whether threaded schedule 40 piping can be used to contain propane in a liquid state and/or at unregulated tank pressure.

\*Not applicable means that this person's workplace does not have any of the materials needed for this performance evaluation, and the person's job description does not include any duty such as installation or inventory control (ordering, receiving, storing or classifying for inventory purposes) that requires the employee to verify that installation materials or container fittings are approved for propane service.

## IV. CETP Performance Evaluation / Employer Record

THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:

**On-line Test Candidates:**

CASTLE Worldwide  
900 Perimeter Park Drive, Suite G  
Morrisville, NC 27560

**Paper test Candidates:**

Industrial Training Services, Inc.  
310 C.C. Lowry Drive  
Murray, KY 42071

**Employee Information:** (print or type) Test Group Number (if known): \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code \_\_\_\_\_

### ***Affidavit***

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Skills Evaluator Information:** (print or type)

Name \_\_\_\_\_

Organization/Employer \_\_\_\_\_

Telephone Number \_\_\_\_\_

### ***Affidavit***

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee is qualified to perform the listed operations at the following level:

**Without  
Direct  
Supervision**      **Not  
Applicable**

<input type="checkbox"/>		<b>Identified NFPA Codes and regulations that apply to propane operations.</b> CETP Module 1.1.1
<input type="checkbox"/>		<b>Verify proper product specifications and odorization of propane shipments.</b> CETP Module 1.3.2, 1.4.1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Obtained chemical properties, health and safety, and personal protection information from a propane Material Safety Data Sheet.</b> CETP Module 1.3.3, Resources
<input type="checkbox"/>		<b>Performed a “sniff test” to verify the presence of propane odorant.</b> CETP Module 1.4.1
<input type="checkbox"/>		<b>Recognized a gas leak call when a customer called in to report an odor complaint, and followed company policies and procedures.</b> CETP Module 1.4.2
<input type="checkbox"/>		<b>Recognized an “out-of-gas” call when a customer called in to order a propane delivery, and followed company policies and procedures.</b> CETP Module 1.4.2
<input type="checkbox"/>		<b>Recognized a call requiring restoration of service after interruption when a customer called in to request propane delivery at a new or existing customer location, using a different customer account name, and following company policies and procedures.</b> CETP Module 1.4.2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Recognized a possible aldehydes/carbon monoxide call when a customer called in to report an odor complaint or to inquire about possible health effects of exposure to propane or to report appliance malfunctions, and followed company policies and procedures.</b> CETP Module 1.5.3
<input type="checkbox"/>		<b>Determined the location of emergency equipment and the procedures that apply to emergencies in the bulk plant.</b> CETP Modules 1.6.1, 1.6.2, 1.7.1
<input type="checkbox"/>		<b>Located and determined proper inspection of fire extinguishers.</b> CETP Module 1.6.3
<input type="checkbox"/>		<b>Verified required stampings on DOT cylinders.</b> CETP Module 1.8.2
<input type="checkbox"/>		<b>Filled a DOT Cylinder by Weight</b> CETP Module 1.8.2
<input type="checkbox"/>		<b>Identify valves, fittings, tubing and piping approved for LP-gas service.</b> CETP Module 1.8.4

After completion of Section IV, “Employer Record,” remove pages 14 and 15 from the packet and photocopy. Retain photocopy for your files. Mail original to:

On-line Test Candidates:  
 CASTLE Worldwide  
 900 Perimeter Park Drive, Suite G  
 Morrisville, NC 27560

Paper test Candidates:  
 Industrial Training Services, Inc.  
 310 C.C. Lowry Drive  
 Murray, KY 42071”