Operating a Transport to Deliver Propane

2.3 Performance-Based Skill Assessment Evaluation Packet

Task 2.3.3 Loading a Transport Cargo Tank Using a Plant Pump, or
2.3.4 Loading a Transport Cargo Tank Using a Plant Compressor, or
2.3.5 Loading a Transport Cargo Tank Using the CTMV Pump

Task 2.3.7 Applying Driving Techniques for Safe Operation of a Transport

Task 2.3.2 Identifying Components of Terminal & Bulk Plant Loading/Unloading Systems

Task 2.3.10 Unloading a Transport Cargo Tank Using a Plant Compressor

Task 2.3.11 Reducing Cargo Tank Vapor Pressure Using a Plant Compressor

Task 2.3.13 Unloading a Transport Cargo Tank Using the CTMV Pump

Task 2.3.14 Performing a Post-Trip Inspection of a Transport

Task 2.3.15 Performing Monthly Inspections of Delivery Hose Assembly(s) and the Emergency Discharge System

_____ _____
Employee's Name (Please Print) Date of Skills Evaluation

_____
Skills Evaluator Name (Please Print)

NOTICE: THE SKILLS EVALUATOR MUST BE THE EMPLOYEE'S SUPERVISOR OR SOME OTHER QUALIFIED PERSON WHO HAS COMPLETED CETP "OPERATING A TRANSPORT TO DELIVER PROPANE" OR IS FAMILIAR WITH THE SUBJECT MATTER. CETP CERTIFICATION REQUIRES THAT THE EMPLOYEE SEEKING CERTIFICATION CANNOT ACT AS HIS/HER OWN EVALUATOR.

Table of Contents

I. General Instructions

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 15 and page 16) is photocopied for the company's personnel training record files. **The original of Section IV, pages 15 and 16, 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 15.
- Remove Section IV (pages 15 and 16) 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 15 and 16) should be retained in the Company's employee training files.

II. Task Information

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 and a Mastery Score on the Certification Area Examination.

Prerequisites: Successful completion of CETP Certification Area 2.3, "Operating a Transport to Deliver Propane."

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 "Operating a Transport to Deliver Propane" 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

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.

Task 2.3.3, 2.3.4, or 2.3.5
Loading the Transport Cargo Tank

The employee is qualified to perform at <u>least one</u> of Tasks 2.3.3a, or 2.3.4a, or 2.3.5a at the following level:

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that this person's job description does not require the person to perform this task or that the required equipment was not available.

Loading a Transport Using a Plant Pump. 2.3.3a

Performance Guide: At a gas plant, refinery, loading terminal, the person being evaluated for certification:

1. Properly located the vehicle at the loading bulkhead.
2. Secured the vehicle against movement by setting the parking brake and placing chock blocks in front and behind a wheel according to company and loading facility procedures, and shut down the engine. Attached an electrical grounding cable, if required by loading rack procedures.
3. If appropriate, entered the driver and transport information into the loading control processor.
4. Wearing proper personal protective equipment, determined the proper setting for the cargo tank liquid level gauge for proper filling level based on the liquid temperature and specific gravity of the product.
5. Inspected the condition of the loading rack piping and valves and determined the proper valve positions for loading the cargo tank.
6. Verified proper condition and locations of the ESVs and remote emergency shutdown controls.
7. Inspected the condition of the loading rack transfer hoses.
8. After determining that the liquid and vapor cargo tank inlet valves were closed, removed the caps from the cargo tank loading connections, and inspected the condition of ACME threads and the o-ring or gasket.
9. Inspected the transfer hose connections, made the liquid and vapor connections hand-tight, then appropriately used a spanner wrench to complete the hose connections.
10. Slightly opened the hose-end valves and checked for leakage.

Checklist continues on next page. **Skills Evaluator, see note on page 8.**

11. Completed preparation for transfer by:
    - Placing the cargo tank emergency discharge system in the loading status if applicable;
    - Opening the cargo tank valves, loading rack ESVs, hose-end valves, and appropriate bulk tank and piping valves.
    - Operating the pump switch to start the loading of the cargo tank.
12. Verified gas odorization according to company policies and procedures.
13. Remained in attendance throughout the transfer operation in a position to shutdown the pump, and activate emergency controls if required.
14. When liquid propane was detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the transfer pump, and closed the ESVs, the hose-end valves, cargo tank valves, bulk tank valves and piping valves.
15. Properly vented the gas trapped in the hose connections between the hose-end valves and the cargo tank valves.
16. Replaced the dust covers on the cargo tank inlets and the transfer hoses, and properly stowed the transfer hoses.
17. Performed a walk-around inspection of the vehicle, and prepared it for movement.
18. Completed the Bill of Lading and Shipping Papers for the load as well as any necessary company procedures or paper work.
19. If applicable, secured any access gates opened for the loading operation or valve locks and controls security measures.

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that this person's job description does not require the person to perform this task or that the required equipment was not available.

Loading a Transport Using a Plant Compressor 2.3.4a

Performance Guide: At a gas plant, refinery, loading terminal, or bulk plant the person being evaluated for certification

1. Properly located the vehicle at the loading bulkhead.
2. Secured the vehicle against movement by setting the parking brake and placing chock blocks in front and behind a wheel according to company and loading facility procedures, and shut down the engine. Attached an electrical grounding cable, if required by loading rack procedures.
3. If appropriate, entered the driver and transport information into the loading control processor.
4. Wearing proper personal protective equipment, determined the proper setting for the cargo tank liquid level gauge for proper filling level based on the liquid temperature and specific gravity of the product.
5. Inspected the condition of the loading rack piping and valves and determined the proper valve positions for loading the cargo tank.
6. Verified proper condition and locations of the ESVs and remote emergency shutdown controls.
7. Inspected the condition of the loading rack and transfer hoses.
8. After determining that the liquid and vapor cargo tank inlet valves were closed, removed the caps from the cargo tank loading connections, and inspected the condition of ACME threads and the o-ring or gasket.
9. Inspected the transfer hose connections, made the liquid and vapor connections hand-tight, then appropriately used a spanner wrench to complete the hose connections.
10. Slightly opened the hose-end valves and checked for leakage.
11. Completed preparation for transfer by.
    - Placing the cargo tank emergency discharge system in the loading status if applicable;
    - Opened the cargo tank filling valve, bulkhead ESVs, hose-end valves, and appropriated bulk tank and piping valves.
    - Inspected the compressor verifying the proper crankcase oil level, and that only vapor was present in the liquid trap.
    - Verified the proper position of the 4-way valve, and piping valves for cargo tank loading.
    - Operated the compressor switch to start the loading of the cargo tank.
12. Remained in attendance throughout the transfer operation in a position to shutdown the compressor, and activate emergency controls if required.
13. When liquid propane was detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the compressor, and closed the ESVs, the hose-end valves, cargo tank valves, loading rack valves and bulk tank valves and piping valves if applicable.

Checklist continues on next page.

14. Properly vented the gas trapped in the hose connections between the hose-end valves and the cargo tank valves.
15. Replaced the dust covers on the cargo tank inlets and the transfer hoses, and properly stowed the transfer hoses.
16. Performed a walk-around inspection of the vehicle, and prepared it for movement.
17. Completed the Bill of Lading and Shipping Papers for the load as well as any necessary company procedures or paper work.
18. Secured any plant access gates opened for the loading operation or valve locks and controls security measures.

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that this person's job description does not require the person to perform this task or that the required equipment was not available.

Loading a Transport Using a CTMV Pump Through an Auxiliary Inlet 2.3.5a

Performance Guide: The person being evaluated for certification:

1. Properly located the vehicle at the loading bulkhead.
2. Secured the vehicle against movement by setting the parking brake and placing chock blocks in front and behind a wheel according to company procedures, and shut down the engine.
3. Depending on the pump drive type:
   - ☐ Connected the jack shaft between the tractor PTO shaft and the pump drive shaft, or
   - ☐ Inspected the hydraulic oil cooler and reservoir, and the hydraulic hoses and connections.
4. Wearing proper personal protective equipment, determined the proper setting for the cargo tank liquid level gauge for proper filling level based on the liquid temperature and specific gravity of the product.
5. Inspected the condition of the bulk plant piping and valves and determined the proper valve positions for loading the cargo tank.
6. Verified proper condition and locations of the ESVs and remote emergency shutdown controls.
7. Inspected the condition of transfer hoses.
8. After determining that the liquid and vapor cargo tank inlet valves were closed, removed the caps from the cargo tank loading connections, and inspected the condition of ACME threads and the o-ring or gasket.
9. Connected the bulkhead liquid transfer hose assembly to the cargo tank auxiliary inlet connection.
10. Connected the bulkhead vapor transfer hose assembly to the cargo tank vapor equalizing connection.
11. Connected the delivery hose assembly to the pump outlet connection and the cargo tank spray fill connection.
12. Inspected the transfer hose connections, made the liquid and vapor connections hand-tight, then appropriately used a spanner wrench to complete the hose connections.
13. Slightly opened the hose-end valves and checked for leakage.
14. Completed preparation for transfer by.
    - Placing the cargo tank emergency discharge system in the (un)loading status if applicable;
    - Opened the cargo tank filling valve, bulkhead ESVs, hose-end valves, and appropriate bulk tank and piping valves.
    - Started the vehicle engine at idle speed and engaged the power take-off (PTO) to start pumping.
    - Verified gas odorization according to company policies and procedures
15. Remained in attendance throughout the transfer operation in a position to shutdown the PTO, and activate emergency controls if required.
16. When liquid propane was detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the PTO and vehicle engine, and closed the ESVs, the hose-end valves, cargo tank valves, bulk tank valves and piping valves

Checklist continues on next page.

17. Properly vented the gas trapped in the hose connections between the hose-end valves and the cargo tank valves.
18. Replaced the dust covers on the cargo tank inlets and the transfer hoses, and properly stowed the transfer hoses and delivery hose assembly.
19. Disconnected and stowed the jack shaft, if applicable.
20. Performed a walk-around inspection of the vehicle, and prepared it for movement.
21. Secured any access gates opened for the loading operation or valve locks and controls security measures.

Note to Skills Evaluator: During the process of loading the cargo tank, ask the person being evaluated to detail what actions are required in the event of:

1. A transfer hose break or major leak.
2. A malfunction of the transfer pump or compressor.
3. An interruption of the loading operation that requires the person being evaluated to leave the transfer area.
4. A fire or other emergency in or near the transfer area
5. Entrance of unauthorized persons into the transfer area
6. Malfunction of the odorant injector, or if odorant was not detectable to the loader.

Task 2.3.7
Applying Driving Techniques for Safe Operation of a Transport.

The employee is qualified to perform Task 2.3.7a at the following level:

Satisfactory ☐

Applying Driving Techniques for Safe Operation of a Transport. 2.3.7a

Performance Guide: En route to a bulk plant, the person being evaluated for certification:

1. Made continuous reference to rearview mirrors and scanned the roadway to determine traffic and road surface conditions.
2. Properly controlled the speed of the vehicle, making smooth turns and changes of direction, using direction signals, and proper preparation for direction changes.
3. Adjusted driving techniques as appropriate for weather and traffic conditions.
4. Demonstrated or explained techniques for controlling skids or recovering from a tire blowout or pavement drop off.
5. Explained how to avoid vehicle roll over in the event of a blowout or pavement drop off.
6. Maneuvered the vehicle onto customer property to avoid damage to property and having to re-enter the roadway by backing into traffic.

Task 2.3. 2
Identifying Components of Terminal & Bulk Plant Loading/Unloading Systems

The employee is qualified to perform Task 2.3.2a at the following level:

Satisfactory ☐

Identifying Components of Bulk Plant Loading/Unloading Systems 2.3.2a

Performance Guide: At a bulk plant, the person being evaluated for certification:

1. Located the data plate on each bulk storage tank and called out each tank's:
   - Working Pressure
   - Water Gallon Capacity
   - Outside Diameter
2. Identified the liquid and vapor piping circuits from each bulk storage tank to and from the:
   - Unloading bulkhead
   - Unloading compressor, if applicable
   - Loading pump and bulkhead
3. Explained how to avoid overfilling bulk storage tanks inter-connected at their bottom openings when unloading:
   - Using a compressor;
   - Using the cargo tank or plant unloading pump;
   - Where bulk tanks of different diameters are inter-connected, but installed so that their maximum liquid fill levels are not at the same height.
4. Verified that container valves and fittings were in good operating condition and leak-free.
5. Inspected the bulk plant transfer hoses used in unloading operations to determine that they were free of hose rejection criteria defects.
6. Located and explained how to use the bulk plant emergency shutdown controls.

Task 2.3.10
Unloading a Transport in Non-Metered Delivery Service Using a Compressor

The employee is qualified to perform Task 2.3.10a at the following level:

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that this person's job description does not require the person to perform this task or that the required equipment was not available.

Unloading a Transport in Non-Metered Delivery Service Using a Compressor. 2.3.10a

Performance Guide: At a bulk plant the person being evaluated for certification

1. Properly located the vehicle at the unloading bulkhead.
2. Secured the vehicle against movement by setting the parking brake and placing chock blocks in front and behind a wheel according to company and bulk plant procedures, and shut down the engine.
3. Wearing proper personal protective equipment, determined the proper setting for the bulk storage tank(s) liquid level gauge for proper filling level based on the liquid temperature and specific gravity of the product.
4. Verified proper condition and locations of the unloading bulkhead ESVs and remote emergency shutdown controls.
5. Inspected the condition of the transfer hoses.
6. After determining that the liquid and vapor cargo tank valves were closed, removed the caps from the cargo tank unloading connections, and inspected the condition of ACME threads and the o-ring or gasket.
7. Inspected the transfer hose connections, made the liquid and vapor connections hand-tight, then appropriately used a spanner wrench to complete the hose connections.
8. Slightly opened the hose-end valves and checked for leakage.

Checklist continues on next page.

9. Completed preparation for transfer by:
   - Placing the cargo tank emergency discharge system in the unloading status if applicable;
   - Opening the cargo tank liquid discharge valve, bulkhead ESVs, hose-end valves, and appropriate bulk tank and piping valves.
   - Inspecting the compressor verifying the proper crankcase oil level, and that only vapor was present in the liquid trap.
   - Verifying the proper position of the 4-way valve, and piping valves for cargo tank unloading.
   - Operating the compressor switch to start the loading of the cargo tank.
10. Remained in attendance throughout the transfer operation in a position to shutdown the compressor, and activate emergency controls if required, and monitoring bulk tank liquid level gauges through the transfer.
11. When the liquid in the cargo tank was unloaded to the extent possible or when liquid propane was detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge of any bulk storage tank, shutdown the compressor.

[If the unloading operation includes reducing vapor pressure in the cargo tank and recovering condensed liquid, go to the next task—then resume this checklist after the completion of cargo tank vapor recovery.]

12. Closed the ESVs, the hose-end valves, cargo tank valves, bulk tank or loading rack valves and piping valves.
13. Properly vented the gas trapped in the hose connections between the hose-end valves and the cargo tank valves.
14. Replaced the dust covers on the cargo tank inlets and the transfer hoses, and properly stowed the transfer hoses and delivery hose assembly.
15. Performed a walk-around inspection of the vehicle, and prepared it for movement.
16. Completed documentation of the unloading operation and provided copies of unloading documents, Bill of Lading, and Shipping Papers and Odorization Report if a separate document, as appropriate to the bulk plant manager or operator, following company procedures.
17. Secured any bulk plant access gates or valve locks and controls security measures opened for the unloading operation.

Task 2.3.11
Reducing Cargo Tank Vapor Pressure Using a Plant Compressor

The employee is qualified to perform Task 2.3.11a at the following level:

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that this person's job description does not require the person to perform this task or that the required equipment was not available.

Reducing Cargo Tank Vapor Pressure Using a Plant Compressor. 2.3.11a

Performance Guide: The person being evaluated for certification:

1. Positioned the compressor 4-way valve for cargo tank vapor recovery.
2. Placed the piping valves in their proper open or closed positions for directing vapor from the discharge side of the compressor via the proper piping circuit to the bulk storage tank(s), and directing vapor from the cargo tank vapor space to the compressor suction side.
3. Verified that the cargo tank liquid discharge transfer hose valves were closed.
4. Re-started the compressor, allowing it to move vapor from the cargo tank until the cargo tank vapor pressure or time limit designated by the transport operating company was reached.
5. At the proper time, turned off the compressor and closed all piping valves, ESVs and cargo tank valves.
6. Continued with other unloading operation steps (See 2.3.10a).

Task 2.3.13
Unloading a Transport in Non-Metered Delivery Service Using the CTMV Pump

The employee is qualified to perform Task 2.3.13a at the following level:

Satisfactory

☐

Unloading a Transport in Non-Metered Delivery Service Using the CTMV Pump. 2.3.13a

Performance Guide: At a bulk plant, the person being evaluated for certification:

1. Properly located the vehicle at the unloading bulkhead.
2. Secured the vehicle against movement by setting the parking brake and placing chock blocks in front and behind a wheel according to company and loading facility procedures, and shut down the engine. Attached an electrical grounding cable, if required by bulk plant unloading procedures.
3. Depending on the pump drive type:
   - ☐ Connected the jack shaft between the tractor PTO shaft and the pump drive shaft, or
   - ☐ Inspected the hydraulic oil cooler and reservoir, and the hydraulic hoses and connections.
4. Wearing proper personal protective equipment, determined the proper setting for the bulk storage tank(s) liquid level gauge for proper filling level based on the liquid temperature and specific gravity of the product.
5. Inspected the condition of the bulkhead, bulk plant piping, and valves and determined the proper valve positions for unloading the transport.
6. Verified proper condition and locations of the ESVs and remote emergency shutdown controls.
7. Inspected the condition of the transfer hoses.
8. After determining that the liquid and vapor cargo tank unloading valves were closed, removed the caps from the cargo tank unloading connections, and inspected the condition of ACME threads and the o-ring or gasket.
9. Inspected the transfer hose connections, made the liquid and vapor connections hand-tight, then appropriately used a spanner wrench to complete the hose connections.
10. Slightly opened the cargo tank manual valves and checked for leakage.
11. Completed preparation for transfer by:
    - Placing the cargo tank emergency discharge system in the unloading status if applicable;
    - Fully opening the cargo tank valves, ESVs, hose-end valves if applicable, and appropriate bulk tank and piping valves.
    - Started the vehicle engine at idle speed and engaged the power take-off (PTO) to start pumping.
    - Verified gas odorization according to company policies and procedures
12. Remained in attendance throughout the transfer operation in a position to shutdown the pump, and activate emergency controls if required.
13. When liquid propane in the cargo tank was completely emptied, or liquid propane was detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the vehicle engine, PTO and transfer pump—then closed the ESVs, the hose-end valves, cargo tank valves, bulk tank valves and piping valves.
14. Properly vented the gas trapped in the hose connections between the hose-end valves and the cargo tank valves.
15. Replaced the dust covers on the cargo tank inlets and the transfer hoses, and properly stowed the transfer hoses.
16. Completed documentation of the unloading operation and provided copies of unloading documents, Bill of Lading, and Shipping Papers or Odorization Report, as appropriate to the bulk plant manager or operator, following company procedures.
17. Performed a walk-around inspection of the vehicle, and prepared it for movement.
18. If applicable, secured any access gates or valve locks and controls security measures opened for the loading operation.

Task 2.3.14
Performing a Post-Trip Inspection of a Transport

The employee is qualified to perform Task 2.3.14a at the following level:

Satisfactory ☐

Performing a Post-Trip Inspection of a Transport. 2.3.14a

Performance Guide: Using the company-designated form such as a Driver Vehicle Inspection Report (DVIR) form, the person being evaluated for certification:

1. Inspected at minimum the following parts and accessories:
   - Engine
   - Service brakes
   - Parking (hand) brake
   - Steering mechanism
   - Tractor and trailer coupling devices
   - Windshield wiper or wipers
   - Horn
   - Lighting devices and reflectors
   - Tires, wheels and rims
   - Rear-vision mirrors
   - Emergency equipment, including fire extinguisher, reflective triangles, spare electrical fuses or breakers
   - Any additional company-specified items
2. Determined if any defect or deficiency discovered would affect safe operation of the motor vehicle. If none were found the driver so indicated.
3. Recorded the results of the inspection on the prescribed company DVIR form, filled in the motor carrier's name (if not pre-printed), the location, the vehicle identification information, odometer reading, date of the report, the driver's name, and any other required information. Signed the form at the designated place for the driver's signature.
4. Followed the company's procedures for correcting the defect(s), scheduling repairs, and documenting correction(s) if any safety-critical defect was found.

Task 2.3.15
Performing Monthly Inspections & Tests of the Emergency Discharge System & Delivery Hose Assembly(s)

The employee is qualified to perform Task 2.3.15a at the following level:

Satisfactory ☐

Performing Monthly Inspections of the Transport Delivery Hose Assembly(s). 2.3.15a

Performance Guide: Using company prescribed monthly inspection report forms, the person being evaluated for certification:

1. Recorded the identification number of the delivery hose assembly.
2. Laid out the full length of the delivery hose assembly, then inspected for the presence of any of the following rejection criteria:
   - Damage to the hose cover that exposes the reinforcement;
   - Wire braid reinforcement that has been kinked or flattened so as to permanently deform the wire braid;
   - Damaged, slipping, or excessively worn hose couplings;
   - Loose or missing bolts or fastenings on bolted hose coupling assemblies;
   - Soft spots when not under pressure, or loose outer covering.
3. Recorded the results of the inspection on the report form, completing all required parts of the form.
4. Retrieved and delivery hose assembly and secured it on the vehicle, tagging it if it met rejection criteria.
5. If the delivery hose assembly required repairs and testing, or replacement, immediately reported that fact to the supervisor or manager.

The employee is qualified to perform Task 2.3.15b at the following level:

Satisfactory ☐

Performing Monthly Test of the Emergency Discharge System. 2.3.15b

Performance Guide: Using company prescribed monthly inspection report forms, the person being evaluated for certification:

1. Checked those components of the discharge system that are readily observed during the normal course of unloading to assure that they are of sound quality, without obvious defects detectable through visual observation and listening, and that connections are secure, and specifically inspected for the presence of any of the following rejection criteria:
   (a) Any external leak identifiable without the use of instruments.
   (b) Bolts that are loose, missing, or severely corroded.
   (c) Manual stop valves that will not actuate.
   (d) Rubber hose flexible connectors with any condition listed in the hose rejection criteria.
   (e) Stainless steel flexible connectors with damaged reinforcement braid.
   (f) Internal self-closing stop valves that fail to close or that permit leakage through the valve detectable without the use of instruments.
   (g) Pipes or joints that are severely corroded.
2. Recorded any deficiency found on the report form.
3. Inspected the internal self-closing stop valve for leakage in the closed position by:
   - Verifying the discharge piping valves were closed, then loosening the cap on the pump discharge connection to vent any trapped pressurized liquid or vapor;
   - Wearing suitable personal protection equipment and located to the side of the cap, removing the cap after any trapped propane was vented;
   - Verified the internal self-closing stop valve was in the closed position, then slightly opening the manual discharge valve to vent propane to a safe location away from ignition sources;
   - When the vented gas pressure approached atmospheric pressure, fully opening the manual valve;
   - With the internal self-closing stop valve closed and the manual discharge valve open, looking at the discharge opening and listening for evidence of leakage through the internal self-closing stop valve;
   - Determining that no leakage was seen or heard, indicating proper closure of the internal self-closing stop valve; or
   - Determining that leakage was seen or heard, indicating the internal self-closing stop valve did not properly close;
   - Closed the manual pump discharge valve and re-sealed the connection cap.
4. Inspected, operated and tested each emergency shutdown control.
5. Recorded the results of the inspections on the company designated monthly inspection form and properly completed all required items of the form.
6. Informed the appropriate supervisor if repairs were needed prior to the next use of the cargo tank.

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	
☐	☐	**Loading a Transport Cargo Tank Using a Plant Pump. 2.3.3a**
☐	☐	**Loading a Transport Cargo Tank Using a Plant Compressor. 2.3.4a**
☐	☐	**Loading a Transport Cargo Tank Using the CTMV Pump. 2.3.5a**
☐		**Applying Driving Techniques for Safe Operation of a Transport. 2.3.7a**
☐		**Identifying Components of Terminal & Bulk Plant Loading/Unloading Systems. 2.3.2a**
☐	☐	**Unloading a Transport Using a Plant Compressor. 2.3.10a**
☐	☐	**Reducing Cargo Tank Vapor Pressure Using a Plant Compressor. 2.3.11a**
☐		**Unloading a Transport Using the CTMV Pump. 2.3.13a**
☐		**Performing a Post-Trip Inspection of a Transport. 2.3.14a**
☐		**Performing a Monthly Inspection of the Delivery Hose Assembly. 2.3.15a**
☐		**Performing a Monthly Inspection of the Emergency Discharge System. 2.3.15b**

After completion of Section IV, "Employer Record," remove pages 15 and 16 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