



Propane Delivery Operations



2.1 Performance-Based Skills Assessment Evaluation Packet

- Task 2.1-1 Performing CMV Pre-Trip Inspections & Inspecting the Cargo Tank Motor Vehicle for Marks and Labels**
- Task 2.1-2 Documenting Required Propane Delivery Vehicle Maintenance Operations & Inspections**
- Task 2.1-3 Performing a CMV Post –Trip Inspection**
- Task 2.1-4 Applying Safe Handling Practices for Flammable & Combustible Liquids**
- Task 2.1-5 Verifying the Presence of Propane Odorant**
- Task 2.1-6 Identifying & Handling Interruption of Gas Service**
- Task 2.1-7 Identifying Procedures for Handling CMV Accidents, Breakdowns, & Emergencies**

NOTICE: THE SKILLS EVALUATOR MUST BE THE EMPLOYEE’S SUPERVISOR OR SOME OTHER QUALIFIED PERSON WHO HAS COMPLETED CETP “PROPANE DELIVERY OPERATIONS” OR IS FAMILIAR WITH THE SUBJECT MATTER. CETP CERTIFICATION REQUIRES THAT THE EMPLOYEE SEEKING CERTIFICATION CANNOT ACT AS HIS/HER OWN EVALUATOR.

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.

Table of Contents

I. General Instructions	2
Instructions for Use	2
Instructions to the Employee	3
Instructions to the Skills Evaluator	3
II. Task Information	4
III. Employee Performance Checklist	4-12
IV. Employer Record	13-14

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 13 and page 14) is photocopied for the company's personnel training record files. **The original of Section IV, pages 13 and 14, 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 evaluation 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 4.
- Complete **both** pages of Section IV, "Employer Record," which **must be signed and dated by both the Skills Evaluator and employee** on page 13.
- Remove Section IV (pages 13 and 14) 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:

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900 Perimeter Park Drive, Suite G
Morrisville, NC 27560**

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

- This Evaluation Packet and the photocopy of Section IV (pages 13 and 14) 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 2.1, "Propane Delivery Operations" AND an NPGA CETP Certification in 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 "Propane Delivery Operations" 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.

[Tasks begin on next page.]

Task 2.1-1: Performing CMV Pre-Trip Inspections & Inspecting the Cargo Tank Motor Vehicle for Marks and Labels

The Employee is qualified to perform Task 2.1-1-A at the following level:

Satisfactory

Performing a CMV Pre-Trip Inspection (PDO Module 3)

Performance Guide: Using any company-designated form(s) and referring to the last Driver Vehicle Inspection Report (DVIR) for the vehicle, the person being evaluated for certification:

1. Reviewed the last DVIR for the bobtail, and determined either:
 - There were no deficiencies or required corrections listed on the DVIR; or
 - Any listed defect or required correction was made, and the person's signature who made the correction(s) appeared on the DVIR; or
 - The employee making the pre-trip inspection made or caused the correction(s) to be made and secured the signature of the person who made the correction(s).
2. Inspected at minimum the following parts and accessories:

<input type="checkbox"/> Engine	<input type="checkbox"/> Windshield wiper or wipers
<input type="checkbox"/> Service brakes	<input type="checkbox"/> Horn
<input type="checkbox"/> Parking (hand) brake	<input type="checkbox"/> Lighting devices and reflectors
<input type="checkbox"/> Steering mechanism	<input type="checkbox"/> Tires, wheels and rims
<input type="checkbox"/> Rear-vision mirrors	
3. Determined if any defect or deficiency discovered would affect safe operation of the motor vehicle. If none were found the driver so indicated.
4. Followed the company's procedures for correcting the defect(s) and documenting correction(s) if any safety-critical defect was found.
5. Examined and determined that the following documents were in the proper location and in order:
 - Shipping Papers
 - Product Emergency Response Information
 - Written Cargo Tank Unloading Procedures and Emergency Shutdown Instructions
 - U.S. DOT Certification of Hazardous Materials Registration
 - Any other required documents such as insurance certificates, MCS 90, etc. as required by company policy or state regulations.

The Employee is qualified to perform task 2.1-1B:

Satisfactory

Not

Applicable*

Inspecting the cargo tank motor vehicle for required markings and proper operation. (PDO Module 3)

Performance Guide: Using any company-designated form and referring to the last Driver Vehicle Inspection Report (DVIR) for the vehicle, the person being valuated for certification:

1. If part of company-specific pre-trip requirements or employee routine:
 - Completed an inspection of the cargo tank emergency discharge system readily visible to the operator during unloading operations; and
 - Completed the daily test of the remote shutdown device from a point 150 feet away from the cargo tank.
2. Verified that the annual cargo tank inspection markings V and K were current.
3. Verified that the 5-year cargo tank test P (and inspection I, if applicable) markings were current.
4. Verified that required placards were clearly visible from the front, back and both sides of the vehicle, and were properly separated from other markings, labels or printing.
5. Verified that the product proper shipping name was properly displayed on the cargo tank.
6. Verified that the cargo tank data plate was legible and marked with required ASME and DOT information and specifications

*Not applicable means that this person's job description does not require the person to perform this task nor operate a cargo tank motor vehicle.

Employee Name: _____ Evaluator: _____ Date: _____

**Task 2.1-2: Documenting Required Propane Delivery Vehicle
Maintenance Operations & Inspections**

The Employee is qualified to perform Task 2.1-2 at the following level:

Satisfactory



**Documenting Required Propane Delivery Vehicle
Maintenance Operations & Inspections (PDO Module 3)**

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

1. Verified that the delivery vehicle's DOT required annual inspection was current (within the current 12-months period) and that the vehicle was properly marked and/or carried documentation of the CMV annual inspection.
2. Performed a periodic inspection of the delivery vehicle (including the trailer, if a combination CMV) as prescribed by applicable company vehicle maintenance procedures.
3. Properly completed any company-required document(s) related to the periodic vehicle inspection.
4. Verified that the documentation of vehicle lubrication and any recent repairs were current.

Task 2.1-3: Performing a CMV Post –Trip Inspection

The Employee is qualified to perform Task 2.1-3 at the following level:

Satisfactory



Performing a Post-Trip Inspection of a CMV (PDO Module 3)

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
 - Windshield wiper or wipers
 - Towing vehicle and trailer coupling devices (if applicable)
 - Emergency equipment, including fire extinguisher, reflective triangles, spare electrical fuses or breakers
 - Any additional company-specified items
 - Horn
 - Lighting devices and reflectors
 - Tires, wheels and rims
 - Rear-vision mirrors
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 2.1-5: Applying Safe Handling Practices for
Flammable & Combustible Liquids**

The Employee is qualified to perform Task 2.1-4 at the following level:

Satisfactory



**Identifying and Applying Safe Handling Practices for
Flammable & Combustible Liquids (PDO Module 4)**

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

1. Explained how to identify the proper personal protective equipment (PPE) for handling methanol, solvents, and other toxic, combustible or flammable liquids.
2. Identified the proper container to use for handling small quantities of a flammable liquid such as methanol.
3. Wearing proper PPE, checked a drum or other large methanol storage container for proper electrical grounding.
4. Wearing proper PPE, electrically bonded the large methanol storage container and the small container and transferred methanol into the small container, leaving adequate expansion room.
5. Demonstrated how to:
 - check the container for leakage,
 - label it,
 - secure it for transportation to a customer site.

Employee Name: _____ Evaluator: _____ Date: _____

Task 2.1-5: Verifying the Presence of Propane Odorant

The Employee is qualified to perform Task 2.1-5 at the following level:

Satisfactory **Not
Applicable***

**Verifying the Presence of Propane Odorant.
(PDO Module 4)**

Performance Guide: Using any company-designated form and wearing suitable personal protective equipment, the person being evaluated for certification at a bulk plant or loading terminal:

1. Complying with company-specific LP-gas odorant verification requirements during loading of a propane delivery vehicle
 - Completed an odorant sniff test; and
 - Completed documentation of the sniff test; or
2. Verified and documented the LP-gas odorant injection operation according to company procedures during the loading of a transport.

*Not applicable means that this person's job description does not require the person to perform this task.

Task 2.1-6: Identifying & Handling Interruption of Gas Service

The Employee is qualified to perform Task 2.1-6A at the following level:

Satisfactory



Identifying and Handling Interruption of Gas Service & Out of Gas Calls. (PDO Module 4)

Performance Guide: At a residential customer location, the persons being evaluated for certification:

1. Examined the installation propane storage container(s) and correctly determined if the container(s) were pressurized and contained liquid propane as described in company operating procedures.
2. Explained and demonstrated how to implement the company procedures for handling an out of gas situation if the customer or a customer representative was present, and the gas appliances were accessible.
3. Explained and demonstrated how to implement the company procedures for handling an out of gas situation if the customer or a customer representative was not present, and the gas appliances were not accessible, including:
 - The company procedures and methods for notifying the customer that the container was found to be out of gas while no one was at home;
 - The company procedures and methods for ensuring that LP-gas vapor could not enter the home if company procedures allow for the filling of the container in the absence of the customer.

(Continues on next page.)

Task 2.1-6: Identifying & Handling Interruption of Gas Service (Continued)

The Employee is qualified to perform Task 2.1-6B at the following level:

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

*Not applicable means that this person's job description does not require the person to perform this task.

Leak Checking Distribution Piping Systems. (PDO Module 4)

Performance Guide: At a residential customer installation, the person being evaluated for certification:

1. Verified that the service valve(s) of the propane storage container(s) was shutoff.
2. Connected a suitable pressure measuring device at the proper point in the piping system:
 - If a high pressure gauge block was used, between the service valve and inlet to the first-stage regulator;
 - If a water column manometer or low pressure test gauge was used, at the outlet test tap on the second-stage regulator; or
 - At a suitable test tap on an appliance shutoff or similar location (for ½-pound systems, upstream of an appliance regulator).
3. Verified that all piping system outlets were either capped or plugged, or connected to an appliance shutoff and ultimately to a gas appliance.
4. Verified that all gas appliances equipped with 100% safety controls were set to the "on" control position with the standing pilots extinguished, and their shutoffs in the open position.
5. Verified that the shutoffs for all gas appliances **not** equipped with 100% safety controls were in the closed position.
6. Briefly opened—then closed the propane container service valve to pressurize the system.
7. In a ventilated area, away from ignition sources, vented sufficient vapor to reduce the measured pressure of the:
 - High pressure gauge block if used, at least 10 psig less than measured container pressure;
 - Water column manometer or low pressure test gauge if used, to 9 inches water column plus or minus ½ inch water column.
8. Recorded the starting time and test pressure.
9. Observed the measured pressure for a minimum of 3 minutes, then recorded the ending time and test pressure.
10. If no measured pressure increase or decrease was seen, removed the measuring device, sealed the test connection, pressurize the system and checked for leaks at the test connection using an approved leak detection device or solution.
11. If a measured pressure increase or decrease was seen,
 - Repeated the leak check procedure after checking the container service valve for proper closed position if the measured pressure increased; or
 - Located one or more leaks and sealed them—then repeated the leak check procedure until the measured pressure no longer decreased; or
12. Made the system safe until repairs could be made, following company procedures for shutting off the gas supply, tagging the system, documenting customer notice and information, and any other required steps.

**Task 2.1-7: Identifying Procedures for Handling CMV Accidents,
Breakdowns, & Emergencies**

The Employee is qualified to perform Task 2.1-7 at the following level:

Satisfactory

**Identifying Procedures for Handling CMV Accidents,
Breakdowns, & Emergencies (PDO Module 5)**

Performance Guide: En route to a customer location, the person being evaluated for certification:

1. Simulated a vehicle breakdown, or other incident that required the application of breakdown or emergency procedures by:
 - Activating the vehicle direction signals and emergency signals;
 - Moving the vehicle off of the roadway;
 - Setting the parking brake, shutting down the engine, and placing chock blocks;
 - Without entering on-coming traffic or traffic lanes, properly placing emergency triangles appropriate for the type of roadway and terrain.
2. Inspected the condition of the vehicle for the presence of damage to the chassis or cargo tank, piping, and valves or fittings.
3. Explained and simulated company procedures for contacting the bulk plant, designated safety officials, and documenting the accident, breakdown, or emergency.
4. Properly stowed the emergency triangles and chock blocks, and safely resumed the trip.

IV. CETP Performance Evaluation / Employer Record

THIS SECTION 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"/>		Performing CMV Pre-Trip Inspections
<input type="checkbox"/>	<input type="checkbox"/>	Inspecting the Cargo Tank Motor Vehicle for Marks and Proper Operation
<input type="checkbox"/>		Documenting Required Propane Delivery Vehicle Maintenance Operations & Inspections
<input type="checkbox"/>		Performing a CMV Post –Trip Inspection
<input type="checkbox"/>		Applying Safe Handling Practices for Flammable & Combustible Liquids
<input type="checkbox"/>	<input type="checkbox"/>	Verifying the Presence of Propane Odorant
<input type="checkbox"/>		Identifying and Handling Interruption of Gas Service & Out of Gas Calls.
<input type="checkbox"/>	<input type="checkbox"/>	Leak Checking Distribution Piping Systems
<input type="checkbox"/>		Identifying Procedures for Handling CMV Accidents, Breakdowns, & Emergencies

After completion of Section IV, "Employer Record," remove pages 13 and 14 from the packet and photocopy. Retain photocopy for your files. Mail original to:

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