3.0 Performance-Based Skill Assessment Evaluation Packet

This Skills Evaluation Packet contains 4 Skills Assessment Packets for:

3.1 Maintaining ASME Tanks

3.2 Maintaining DOT Cylinders

3.3 Operating Dispensing Equipment to Fill Containers

3.4 Maintaining Bulk Plant Equipment

Each CETP Performance Evaluation / Employer Record for 3.1-3.4 must be received by the test processing facility within 12 months of the date of the certification candidate's written examination for the candidate to be certified in basic Plant Operations.

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 ALL APPLICABLE AREAS OF CETP "PLANT OPERATIONS" 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. Each Section IV for 3.1 through 3.4 is photocopied for the company's personnel training record files. **The original of each Section IV, 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 Checklists," beginning on page 5.
- Complete **both** pages of **each** Section IV, 3.1-3.4 "Employer Record," which **must be signed and dated by both the Skills Evaluator and employee**.
- Remove each Section IV (both pages of each) from the packet and photocopy. Retain photocopies for your files. **For employee certification all 5 forms must be received within 12 months of the Certifying Examination date**. Mail originals 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 photocopies of each Section IV (3.1 through 3.4) 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 3.0, "Plant Operations."

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 "Plant 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—3.1

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 3.1.2
Determining ASME Tank Fitness for Continued Service

The employee is qualified to perform Task 3.1.2a at the following level:

Satisfactory ☐

Determining ASME Tank Fitness for Continued Service. 3.1.2a

Performance Guide: The person being evaluated for certification visually inspected a minimum of 6 ASME tanks to determine their fitness for continued propane service, completing the following for each tank:

1. Verified proper working pressure for propane and data plate information;
2. Checked all welds and fittings for leaks;
3. Verified the proper working order of valves and fittings;
4. Examined the shell, heads, feet (if so equipped), and dome for defects or damage; and
5. Evaluated the tank's protective coating.
6. Properly identified any needed corrections or maintenance, documenting each tank's condition on designated company forms or tags.

Tasks 3.1.3 & 3.1.7
Applying Safe Handling Practices for Flammable and Combustible Liquids/ Injecting Methanol Into ASME Tanks

The employee is qualified to perform Tasks 3.1.3a and 3.1.7a at the following level:

Satisfactory ☐

Applying Safe Handling Practices for Flammable & Combustible Liquids. 3.1.3a

Injecting Methanol Into ASME Tanks. 3.1.7a

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:
    a. check the container for leakage,
    b. label it.
6. Demonstrated how to inject methanol into a propane container under:
    a. Negative pressure (new containers)
    b. Container pressure (pressurized propane containers).

Task 3.1.4
Testing ASME Tanks for Ammonia Contamination

The employee is qualified to perform Task 3.1.4a at the following level:

Satisfactory

☐

Testing ASME Tanks for Ammonia Contamination. 3.1.4a

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

1. Wearing suitable personal protective equipment (PPE), examined brass fittings for discoloration and deterioration associated with exposure to ammonia.
2. Wetted a strip of red litmus paper with distilled water, being careful not to contaminate the litmus paper or water by touching them with hands, or any object that transfer oils, grease, dirt, salts, acids, or alkali materials.
3. Wearing proper PPE, and using a clean tool such as tweezers to secure and handle the litmus paper, placed the wetted litmus paper in front of the tank's service valve.
4. Briefly opened the service valve, venting propane vapor onto the litmus paper.
5. Correctly determined:
    a. If there was a change in color of the litmus paper, and
    b. The meaning of the change or lack of change in color.

Task 3.1.5
Evacuating an ASME Tank

The employee is qualified to perform Task 3.1.5a at the following level:

Satisfactory

☐

Evaluator: Check the box indicating the method used.

☐ Portable compressor
☐ Plant compressor
☐ CTMV Pump

Evacuating an ASME Tank Using a Portable or Plant Compressor, or a CTMV Pump. 3.1.5a

Performance Guide: The person being evaluated for certification:

1. If a CTMV pump was used, positioned the bobtail on an all weather surface which could adequately support the vehicle at a location 10 feet or more removed from the transfer point, set the parking brake and chock blocks.
2. Shut down the vehicle engine.
3. Noted the percentage of liquid in the ASME tank and verified sufficient cargo tank capacity to receive the recovered liquid without overfilling.
4. If a portable compressor was used, located the portable compressor between the bobtail and the ASME tank.
5. If a plant compressor was used, located the ASME tank near the compressor bulkhead and the receiving container.
6. Following manufacturer's instructions, and wearing suitable personal protective equipment, loosed the sealing cap on the ASME tank's actuated liquid withdrawal excess-flow valve, without removing it**.** Allowed sufficient time to assure that the valve checked, and pressurized liquid and vapor vented through the valve's vent before removing the cap, or determining that the cap should not be removed.
7. If the liquid withdrawal valve properly checked and the cap was removed, installed a fully opened transfer valve equipped with a specially machined adapter in the liquid withdrawal valve, following manufacturer instructions—then closed the transfer valve after the liquid withdrawal valve checked.
8. If the ASME tank was not equipped with an actuated liquid withdrawal excess-flow valve, but filled to liquid, installed a suitable transfer valve designed to open the filler valve and back check.

Checklist continues on the next page.

9. Connected a liquid propane transfer hose between the transfer valve and the liquid fill valve of the cargo tank, if the CTMV pump method was used, opened the hose-end valves and the cargo tank valve and the ASME tank-installed transfer valve and checked for leakage; or connected the liquid transfer hose between the ASME tank-installed transfer valve and the receiving tank and checked for leakage, if the compressor method was used.
10. If a compressor was used, connected high-pressure propane hose assembly to the vapor-equalizing valve of the ASME tank and to the discharge connection to the compressor. Connected another high-pressure hose assembly to the vapor-equalizing connection of the receiving tank and the suction connection of the compressor. Opened the receiving tank vapor valve and the hose-end valves, verified only propane vapor was in the hose, and checked for leakage after connections were made tight. Started the compressor, alert for any abnormal operating condition.
11. If a CTMV pump was used, connected high-pressure propane hose assembly to the vapor-equalizing valve of the ASME tank and to the vapor-equalizing connection of the cargo tank. Opened the cargo tank vapor valve and the hose-end valves, and checked for leakage after connections were made tight. Started the vehicle engine and engaged the PTO to operate the pump at low idle speed, alert for any abnormal operating condition.
12. Monitored the transfer of liquid until the liquid level in the ASME tank reached 5% or less, then shut down the compressor (or PTO and CTMV engine) and closed all valves.
13. Disconnected the hoses—then vented trapped gas by controlled release in a safe location away from people, structures, ignition sources, etc. Capped the hose ends.
14. Fully opened the transfer valve to check the ASME tank's actuated liquid withdrawal excess-flow valve, according to manufacturer instructions.
15. After the liquid withdrawal valve checked, removed the transfer valve and adapter from the liquid withdrawal valve—then installed the sealing gasket and cap.
16. If the ASME tank was evacuated through the filler valve, closed the transfer valve, vented any trapped liquid—then removed the transfer valve and replaced the filler valve cap.
17. If the liquid withdrawal valve or filler valve would not check and seal, tightened the transfer valve and plugged it for removal after the remaining vapor was flared in a later operation.

Task 3.1.8
Conducting ASME Tank Vapor Flaring Operations

The employee is qualified to perform Task 3.1.8a at the following level:

Satisfactory ☐

Conducting ASME Tank Vapor Flaring Operations. 3.1.8a

Performance Guide: The person being evaluated for certification:

1. Notified local fire department as to the nature and expected duration of the flaring operation.
2. Determined that the flaring burner was properly located away from vehicular traffic, any LP-gas transfer area, flammables or combustibles, or source of ignition.
3. Properly located the ASME tank in a suitable outdoors location at least 25 feet from the vapor flaring equipment.
4. Connected the tank service valve to the flaring equipment, opened the service valve, then the flaring equipment valve(s) and ignited the flaring burner.
5. Monitored the flaring operation, and shutdown the flaring burner when the vapor pressure in the tank could not fully supply the burner demand.
6. Properly vented any trapped vapor, then disconnected the flaring connection at the closed service valve.
7. Properly capped or plugged the flaring equipment connections.

Task 3.1.9
Replacing Valves and Fittings in ASME Tanks

The employee is qualified to perform Task 3.1.9a at the following level:

Satisfactory ☐

Replacing Valves and Fittings in ASME Tanks. 3.1.9a

Performance Guide: In a well ventilated location outdoors, and wearing suitable personal protective equipment (PPE) the person being evaluated for certification:

Replaced at least one valve or fitting in an ASME tank, completing the following steps:

1. Determined the valve(s) or fitting(s) requiring replacement.
2. Obtained and prepared the replacement valve or fitting, applying thread-sealing compound or tape to the threads after the leading 1½ to 2 threads of the valve or fitting (if a pipe-thread fitting).
3. If the valve replaced was a relief valve, determined that the relief capacity was adequate by comparing the tank's area in square feet to the required relief valve capacity table in NFPA 58. If the valve or fitting incorporated a fixed maximum liquid level gauge, measured the dip tube and compared the length to the required length marked on the tank's data plate.
4. After determining that vapor pressure in the tank was reduced to atmospheric pressure or slightly above, and using appropriate tools, loosened the valve(s) or fitting(s) to be removed to a point where it was hand-tight.
5. Removed the old valve or fitting by hand—then immediately hand-tightened the prepared replacement into the cylinder opening.
6. Tightened the valve or fitting using appropriate tools, stopping at the proper position without over-tightening the valve or fitting.
7. Pressurized the tank with propane vapor and checked for leaks using a suitable leak detection solution or device.

Task 3.1.10
Installing Corrosion Protection on an UG ASME Tank.

The employee is qualified to perform Task 3.1.10a at the following level:

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that the company does not install nor service underground tanks.

Installing Corrosion Protection on an UG ASME Tank. 3.1.10a

Performance Guide: The person being evaluated for certification:

1. Examined an underground ASME tank to check for the presence of an electrode and lead wire attachment provided by the tank manufacturer.
2. If no electrode was present, determined the proper location for attaching a cadweld or conductive adhesive electrode.
3. Wearing suitable PPE, if a conductive adhesive electrode was selected, prepared the attachment surface on the tank shell and attached the electrode and lead wire according to the electrode manufacturer's instructions.
4. If a cadweld electrode was selected, properly prepared the attachment surface on a tank manufacturer supplied steel structure welded onto the tank by the manufacturer, but not on a surface on the tank heads or shell.
5. Made the cadweld of the electrode and lead wire according to manufacturer instructions.
6. With either attachment method, properly cleaned and coated the electrode attachment area and lead wire connection with corrosion protective coating.
7. Secured the electrode lead wire to the tank riser or other structure so as to minimize the possibility of damage during tank loading, transportation and unloading.
8. Examined the tank's protective coating for areas of non-adhesion, chips, scrapes, or other damage and completed Task 3.1.11b as appropriate.

Task 3.1.11
Applying Protective Coatings to ASME Tanks.

The employee is qualified to perform Task 3.1.11a &/or b at the following level:

Satisfactory ☐

Applying Protective Coatings to ASME Tanks. 3.1.11a &/ or b

Performance Guide: After inspecting the tank and determining it was fit for installation and without leakage, the person being evaluated for certification:

3.1.11a—Examined the light reflective protective coating of an aboveground ASME tank and determined that the protective coating must be refurbished and completed the following:

1. Identified the coating system recommended by the tank manufacturer, required by company procedures, or recommended by an industrial coating manufacturer.
2. Wearing suitable PPE as designated in the coating manufacturer's MSDS, or company procedures, prepared the tank surface, removing "dead paint", scale, rust and loose particles.
3. Wearing suitable PPE as designated in the coating manufacturer's MSDS, or company procedures, and following coating manufacturer instructions, applied the protective coating, beginning with the primer if applicable.

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that the company does not install nor service underground tanks.

3.1.11b—Examined the protective coating of an underground ASME tank and determined that the protective coating must be refurbished and completed the following:

1. Identified the coating system recommended by the tank manufacturer, required by company procedures, or recommended by an industrial coating manufacturer.
2. Wearing suitable PPE as designated in the coating manufacturer's MSDS, or company procedures, prepared the tank surface, removing "dead paint", scale, rust and loose particles.
3. Wearing suitable PPE as designated in the coating manufacturer's MSDS, or company procedures, and following coating manufacturer instructions, applied the protective coating, beginning with the primer if applicable.

Task 3.1.12
Preparing ASME Tanks for Transportation.

The employee is qualified to perform Task 3.1.12a at the following level:

Satisfactory ☐

Preparing an ASME Tank for Transportation. 3.1.12a

Performance Guide: After inspecting the loading equipment and slings, the person being evaluated for certification:

1. Loaded and secured an ASME tank on an ASME tank delivery vehicle, secured the tank with suitable straps and ratchet binders or chains and chain binders, and ensured that tank valves were protected.
2. Correctly determined if the delivery vehicle required placarding by determining if the cargo including the combined weight of the ASME tank and LP-gas was equal to or in excess of 1,001 pounds; and
3. If required, applied placarding to the ASME tank delivery vehicle according to U.S. DOT regulations (front, back and both sides of the vehicle.
4. Applied temporary "4 x 4 Flammable Gas" labels or LP-gas placards to each side of the tank. If the tank had a 1,000-gallon water capacity or larger, applied temporary "4 x 4 Flammable Gas" labels or LP-gas placards to each tank end as well.
5. Determined that the shipping paper for a shipment of LP-gas in an ASME tank was completed correctly and in the required location on the vehicle.

IV. CETP Performance Evaluation / Employer Record (3.1)

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:	***Paper test Candidates:***
CASTLE Worldwide	**Industrial Training Services, Inc.**
900 Perimeter Park Drive, Suite G	**310 C.C. Lowry Drive**
Morrisville, NC 27560	**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	
☐		**Determining ASME Tank Fitness for Continued Service. 3.1.2a**
☐		**Applying Safe Handling Practices for Flammable & Combustible Liquids. 3.1.3a**
☐		**Injecting Methanol Into ASME Tanks. 3.1.7a**
☐		**Testing ASME Tanks for Ammonia Contamination. 3.1.4a**
☐		**Evacuating an ASME Tank Using a Portable or Plant Compressor, or a CTMV Pump. 3.1.5a**
☐		**Conducting ASME Tank Vapor Flaring Operations. 3.1.8a**
☐		**Replacing Valves and Fittings in ASME Tanks. 3.1.9a**
☐	☐	**Installing Corrosion Protection on an UG ASME Tank. 3.1.10a**
☐		**Applying Protective Coatings to Aboveground ASME Tanks. 3.1.11a**
☐	☐	**Applying Protective Coatings to Underground ASME Tanks. 3.1.11b**
☐		**Preparing an ASME Tank for Transportation. 3.1.12a**

After completion of Section IV, "Employer Record," remove pages 11 and 12 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

III. Employee Performance Checklist—3.2

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 3.2.1
Examining DOT Cylinders to Determine Fitness for Continued Service

The employee is qualified to perform Task 3.2.1a at the following level:

Satisfactory

☐

Examining DOT Cylinders to Determine Fitness for Continued Service. 3.2.1a

Performance Guide: During the unloading of a cylinder delivery vehicle returning cylinders to the bulk plant, the person being evaluated for certification:

1. Checked the condition of each cylinder to determine fitness for continued propane service, including the following items:
   - The marked manufacture or last requalification date, and determined the date indicated that the cylinder could be continued in service according to the type of test or requalification marked;
   - Verified that the cylinder valve(s) were properly protected by a cap, collar, or neck ring as appropriate;
   - Verified that there were no apparent leaks at the relief valve, or any other valve or fitting;
   - Verified that there was no visual indication of exposure to fire or excessive heat, including bulging, deformation, damaged coating, or discoloration of any part.
2. Visually inspected each cylinder to determine fitness for continued propane service by examining each of the following:
   - Service valve handwheel;
   - Service valve stem for evidence of leakage;
   - Condition of foot rings and welds;
   - Any abnormal condition reported by the customer;
   - Evidence of ammonia contamination.

   On motor fuel cylinders:
   - Relief valve condition and the condition of pipe-away adapter, weather caps, and relief valve manufacture date—correctly determining if the relief valve required replacement based on manufacture date;
   - Condition of the quick-closing coupling;
   - Condition of filler valves and weather cap;
   - Condition of the maximum fixed liquid level gauge;
   - Condition of float gauge dial faces, and operation of the float gauge.
3. Determined that each cylinder was properly labeled for:
   - Transportation in commerce (DOT shipping label)
   - Consumer safety information

Checklist continues on the next page.

4. Verified that all required DOT cylinder markings were readable and proper for propane service.
5. Separated the cylinders based on the determination of fitness for continued service, appropriately marking, tagging, or otherwise indicating cylinders that were rejected or condemned.
6. Moved the cylinders to the appropriate work areas in the plant, making proper use of cylinder dollies and handling equipment.
7. Ensured that cylinders were positioned so that the discharge from relief valves did not impinge on other nearby cylinders.

Task 3.2.2a
Evacuating Liquid LP-Gas from a DOT Cylinder.

The employee is qualified to perform Task 3.2.2a at the following level:

Satisfactory ☐

Evacuating Liquid LP-Gas from a DOT Cylinder. 3.2.2a

Performance Guide: The person being evaluated for certification,
Evacuated a vapor service cylinder completing the following:

1. Wore prescribed gloves and eye protection throughout the operation.
2. With the service valve closed and protected, properly secured the DOT cylinder in an inverted position higher than the LP-gas receiving container at an location free of ignition sources within a radius of at least 25 feet.
3. Used approved high-pressure LP-gas hose to connect the service valve of the inverted cylinder to the service valve of the receiving LP-gas container after determining that the receiving container had adequate capacity to receive the liquid from the inverted DOT cylinder without reaching a level in excess of the maximum permitted filling level.
4. Opened the service valve on the inverted DOT cylinder, pressurized the LP-gas hose and checked for leaks.
5. When the LP-gas hose and connections were determined to be leak-free, opened the service valve on the receiving LP-gas container.
6. Allowed sufficient time for the liquid to drain from the inverted DOT cylinder by gravity feed.
7. Closed the service valves on both containers.
8. Vented the LP-gas trapped in the LP-gas transfer hose, or if additional transfer operations were to be immediately done using the transfer hose, closed the hose end valves and vented the gas trapped between the hose end connected to the receiving container.
9. Vented a small quantity of LP-gas on the inverted cylinder to determine that the only vapor remained in the cylinder.
10. Uprighted the DOT cylinder and installed a service valve cap if the service valve was not protected by a cylinder neck ring.

Task 3.2.2b
Conducting Vapor Flaring Operations

The employee is qualified to perform Task 3.2.2b at the following level:

Satisfactory ☐

Conducting Vapor Flaring Operations.3.2.2b

Performance Guide: The person being evaluated for certification:

1. Notified local fire department as to the nature and expected duration of the flaring operation.

Checklist continues on the next page.

2. Determined that the flaring burner was at least 25 feet from the DOT cylinder, any LP-gas transfer area, flammables or source of ignition.
3. Connected the service valve of the DOT cylinder to a suitable pressure regulator for the flaring burner.
4. Inspected the LP-gas hose assembly for
   - Damage to hose cover exposing reinforcement
   - Bulging under pressure, soft spots if not under pressure; loose outer cover
   - Damaged, slipping or excessively worn coupling assemblies
5. Opened the cylinder service valve, determined that there were no leaks on the cylinder, valves, connections or hoses.
6. Ignited the flaring burner according to manufacturer's instructions.
7. Remained in attendance throughout the flaring operation, monitoring the conditions of the flaring apparatus.
8. If the flaring operation was interrupted for any reason, shut down the flaring burner and closed all valves, and secured the cylinder and flare burner so that they could not be damaged by vehicles or other bulk plant operations.
9. Safely shut down the flaring operation when the vapor pressure of the cylinder could not support proper and continued combustion.
10. Determined that remaining vapor pressure was reduced to atmospheric or slightly above atmospheric pressure by venting a small quantity of vapor through the service valve.

Task 3.2.3
Purging DOT Cylinders of Air

The employee is qualified to perform Task 3.2.3a at the following level:

Satisfactory ☐

Purging DOT Cylinders of Air. 3.2.3a

Performance Guide: The person being evaluated for certification purged a DOT cylinder of air using: (**Evaluator:** mark the box before the equipment used.)

☐ a purging pump (if a new cylinder or one that has not contained a flammable)
☐ an electrically grounded purging stack

and completed the following operations:

1. <u>If the cylinder was a new cylinder</u>—
   - Installed a negative/positive pressure gauge in the service valve or used some other means to determine that the cylinder was vacuum purged of air by the manufacturer, and that negative pressure was present in the cylinder.
   - If negative pressure was found, moved the cylinder to the purging stack or other location and pressurized the cylinder with propane vapor.
   - If positive or atmospheric pressure was found, used a purging pump or purging stack to purge the cylinder of air (as described in 2 below), then pressurized the cylinder with propane vapor.
   - Applied a DOT shipping label and any other required consumer information label in preparation for liquid filling.
2. <u>If the cylinder was a used cylinder that had been open to the air</u>—
   - Inspected the purging stack to ensure it was electrically grounded.
   - Using pressure-regulated propane vapor, pressurized the cylinder to 15 psig then vented the gas/air mixture, reducing the cylinder pressure to near atmospheric pressure, repeating the purging cycle 4 times.
   - On the final purging cycle, pressurized the cylinder with propane vapor.
   - Applied a DOT shipping label and any other required consumer information label in preparation for liquid filling.

Task 3.2.4
Replacing Valves & Fittings in DOT Cylinders

The employee is qualified to perform Task 3.2.4a at the following level:

Satisfactory ☐

Replacing Valves & Fittings in DOT Cylinders. 3.2.4a

Performance Guide: The person being evaluated for certification:

1. Selected the correct new or unused valve or fitting to replace a defective or outdated valve or fitting in a DOT Cylinder.
2. If the valve or fitting incorporated a dip tube, measured the dip tub length with a ruler to verify it was the correct length in inches compared to the D.T. length stamped on the cylinder.
3. Applied pipe thread sealing compound to the threads after the leading 1½ to 2 threads of the valve or fitting (if a pipe thread valve or fitting), removing any excess compound.
4. Placed the prepared valve or fitting on a clean rag or other clean surface immediately accessible to the cylinder vise.
5. Obtained the valve tool, socket and ratchet handle or other tool appropriate for the valve or fitting to be removed.
6. Checked the vapor pressure in the DOT cylinder in a well-ventilated area outside of buildings or other structures and away from ignition sources to assure that the pressure was at atmospheric pressure or only slightly above.
7. Secured the cylinder in a cylinder vise or other restraining device.
8. Loosened the valve or fitting to the point where it could be removed by hand.
9. Secured the prepared replacement valve or fitting in one hand while removing the old valve or fitting with the other hand.
10. Immediately and without delay, hand-tightened the new valve or fitting in the cylinder coupling.
11. Applied the appropriate valve tool, socket and ratchet handle or other appropriate tool and completed the installation without over-tightening.
12. Pressurized the cylinder with propane vapor.
13. Applied an approved leak detector solution around all valves and fittings.
14. Determined that the cylinder connections were leak-free, or made repairs until the connections were made leak-free.

Task 3.2.5
Requalifying DOT Cylinders By the CGA External Visual Inspection Method

The employee is qualified to perform Task 3.2.5a at the following level:

Satisfactory ☐

Requalifying DOT Cylinders By the CGA External Visual Inspection Method. 3.2.5a

Performance Guide: At the bulk plant wearing suitable PPE and with the applicable CGA pamphlets available for reference, the person being evaluated for certification:

1. Obtained a DOT cylinder and verified that it contained only propane vapor by inverting the cylinder and momentarily venting a small quantity of propane from the cylinder service valve.

Checklist continues on the next page.

2. Inspected the cylinder for corrosion including:
   - Isolated pits
   - General corrosion
   - Line corrosion

   If corrosion was found, determined the depth of corrosion and correctly determined if the corrosion met the acceptable criteria for continued service or the rejection criteria for continued service.
3. Inspected the cylinder for dents, and if dents were present:
   - Determined the depth of the dent(s)
   - Determined the diameter of the dent(s)
   - Determined the distance to the nearest weld.

   If dents were found, correctly determined if the dent(s) met the acceptable criteria for continued service or the rejection criteria for continued service.
4. Inspected the cylinder for bulges by measuring:
   - around the cylinder in at least 4 places along the cylinder body (with at least 2 measurements in each section of the cylinder body), and
   - from the cylinder service valve coupling to the center of the girth seam weld.

   If a bulge was found, correctly determined that a bulge is a mandatory rejection criterion for continued service.
5. Determined if the service valve (or any other valve or fitting) was damaged, discolored, leaking, or not suitable for the cylinder being inspected.
6. Determined if the cylinder foot ring and valve protection were undamaged and adequate to protect the cylinder bottom and valves.
7. Determined if there was any indication that the cylinder had been exposed to fire or excessive heat.
8. Determined if the protective coating of the cylinder (if required) was adequate for continued service.
9. Weighed the cylinder and compared its actual weight with the tare weight stamped on the cylinder.
10. Determined if the actual weight was at least 95% of the stamped tare weight.
11. Correctly documented the inspection in a DOT cylinder inspection report form.
12. If the cylinder met acceptable inspection criteria, properly stamped or otherwise permanently marked the month, year and letter “E” on the cylinder, without denting or otherwise damaging the cylinder body.

Task 3.2.6
Preparing DOT Cylinders for Scrap

The employee is qualified to perform Task 3.2.6a at the following level:

Satisfactory ☐

Preparing DOT Cylinders for Scrap. 3.2.6a

Performance Guide: Wearing suitable PPE, the person being evaluated for task qualification:

1. Complying with company procedures, verified that the cylinder had been evacuated of liquid propane and that the vapor pressure was reduced to near atmospheric pressure—then applied company designated procedures for injecting an inert gas or filling the cylinder with water.
2. After ensuring that the cylinder was free of combustible gas/air mixtures, rendered the cylinder incapable of containing hazardous materials according to company procedures.
3. Removed any salvageable brass or other fittings and disposed of them according to company policies and procedures.

IV. CETP Performance Evaluation / Employer Record (3.2)

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

- ☐ **Examining DOT Cylinders to Determine Fitness for Continued Service. 3.2.1a**
- ☐ **Evacuating Liquid LP-Gas from a DOT Cylinder. 3.2.2a**
- ☐ **Conducting Vapor Flaring Operations. 3.2.2b**
- ☐ **Purging DOT Cylinders of Air. 3.2.3a**
- ☐ **Replacing Valves & Fittings in DOT Cylinders. 3.2.4a**
- ☐ **Requalifying DOT Cylinders By the CGA External Visual Inspection Method. 3.2.5a**
- ☐ **Preparing DOT Cylinders for Scrap. 3.2.6a**

After completion of Section IV, "Employer Record," remove pages 19 and 20 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

III. Employee Performance Checklist—3.3

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 3.3.1
Identifying the Features of and Operating Procedures for Dispensing Equipment

The employee is qualified to perform Task 3.3.1a at the following level:

Satisfactory

☐

Check Document Used: ☐ Company Dispenser Checklist
☐ Dispenser Checklist in this Skills Packet

Identifying the Features of and Operating Procedures for Dispensing Equipment. 3.3.1a

Performance Guide: The person being evaluated for certification:

1. Unlocked and opened fence gates and dispenser cabinet (as equipped).
2. Verified hose end valves were closed.
3. Opened the dispenser piping valves without slugging the tank excess flow valve.
4. If the excess flow valve slugged, closed the downstream valve, allowed pressure to equalize above and below the excess flow and slowly opened the downstream valve without slugging the excess flow.
5. Verified there were no combustible materials within 10 feet of dispenser.
6. Inspected fire extinguisher (minimum 18 lb. dry chemical B:C) and verified that it was in proper working order.
7. Verified that there were no ignition sources within 25 feet.
8. Verified that non-explosion-proof wiring was at least 15 feet from transfer area.
9. Verified that the supply tank had a legible data plate, was properly marked per applicable regulations, and was protected from vehicles.
10. Inspected piping, valves and fittings; verified there were no leaks or damage, and that valves were 350 psi working pressure.
11. Inspected hoses; verified they were approved for LP-gas and are rated 350 psi working pressure and 1750 psi burst pressure; verified that hoses and connections are not damaged.
12. Verified that hose end valves were quick acting (closing) types.
13. Inspected all filling connectors and adapters and verified that threads were in good condition.
14. Verified that platform scales and meter (if so equipped) had current weights and measures certification seals as applicable.
15. Without anything on the scales platform, set the index to zero and verified that the beam centered with the counterweight holder attached without any counterweights added.
16. Placed a known calibration weight on the platform and verified that the index set to the calibration weight resulted in the beam centering.
17. Completed either a company designated dispenser checklist or the one shown on the next page.

Instructions to Employee: Inspect each item and place a ✓ in the appropriate box under "OK" or "Correction Required."

DISPENSER CHECKLIST NFPA 58, 20041 edition references are shown in brackets.	OK	Correction Required
GENERAL CONDITIONS		
Combustible materials including vegetation and litter must be removed from within 10 feet of the container. [6.4.5.2]	☐	☐
Fire extinguisher readily available—minimum 18 lb. dry chemical B:C or A:B:C rated, inspected and in good working order. [6.23.4.3]	☐	☐
IGNITION SOURCES/FLAMMABLES		
No ignition sources within 25 feet of point of transfer. [7.2.3.2]	☐	☐
Flammables and other fuel containers at least 20 feet from point of transfer and storage tank. [Table 6.5.3]	☐	☐
Transfer area 15 feet from non-explosion-proof electrical wiring and fixtures. [6.20.2 & Table 6.20.2.2G]	☐	☐
SUPPLY CONTAINER		
Data plate legible; stainless steel continuously welded to the tank if manufactured after 9/1984	☐	☐
Protected from vehicular traffic. [6.22.3.9]	☐	☐
Labeled and marked as required by codes, OSHA standards, and/or authority having jurisdiction and company standard operating procedures.	☐	☐
Tank Color – white, aluminum or light reflective color.	☐	☐
Properly supported on a firm masonry foundation. [6.6.3.1 or 6.6.4.1]	☐	☐
PUMP/ELECTRICAL		
Pump protected by strainer and automatic by-pass. [6.15.2]	☐	☐
Properly marked switch nearby, and marked remote electric shutdown or breaker located 20 – 100 feet away. [6.22.3.1 & 6.22.3.4]	☐	☐
VALVES AND PIPING		
Valves and piping are leak-free. [6.12.1]	☐	☐
Proper materials used (Schedule 80 pipe (250/350 psig) fittings). [5.8.1.4, 5.8.3.1 & Table 5.8.4.1]	☐	☐
Piping properly supported and protected. [6.7.2.14, 6.8.3.10 & 6.8.3.11]	☐	☐
Valves rated 250/350 psig minimum working pressure and in good working order. [Table 5.8.4.1]	☐	☐
Flexible connectors, if used, maximum 36". Connectors are relatively straight; not twisted and not used to make piping turns or bends. Connectors have no broken reinforcements. [6.8.7.2] Hydrostatic Relief Valve installed in closed section of liquid piping (Minimum 400 psig) [6.11]	☐	☐
HOSES, HOSE END VALVES AND FILLING ADAPTERS		
Hoses in good condition. Motor/mobile fuel hose 18 feet maximum length with anchored emergency breakaway device provided. 6.22.4.1, 6.22.4.2]	☐	☐
Hoses properly marked and rated; LP-gas or PROPANE; 350 PSI WORKING PRESSURE; and manufacturer's name or trademark. [6.22.4.1 & 5.8.6.4]	☐	☐
Hose end valves are quick acting type and in good condition. [6.22.3.10]	☐	☐
Filling connectors and adapters ACME and POL threads in good condition.	☐	☐
PLATFORM SCALES AND SUPPLIES		
Platform scales will zero with platform empty and no added counterweight on the counterweight holder. Beam registers correct weight when known test weight placed on platform.	☐	☐
Scale counterweights (at least 100 lbs.) are in the proper location.	☐	☐
A supply of POL plugs, DOT cylinder shipping labels, consumer warning labels and OSHA warning labels are on hand.	☐	☐
Propane gloves, eye protection, hand tools and all valve cylinder adapters are on hand.	☐	☐

Employee's Initials _____ Skill Evaluator's Initials _____

Task 3.3.2
Inspecting DOT Cylinders Prior to Filling

The employee is qualified to perform Task 3.3.2a at the following level:

Satisfactory ☐

Inspecting DOT Cylinders Prior to Filling. 3.3.2a

Performance Guide: At the bulk plant dispenser or a cylinder filling room, the person being evaluated for certification:

1. Inspected a minimum of 6 DOT cylinders to determine if they were in a safe condition for refilling.
2. Verified that none of the following cylinder conditions were present:
   (a) Crack or leak
   (b) Bulging
   (a) Defective valve
   (b) Defective or leaking pressure relief device
   (c) Evidence of physical abuse, fire or heat damage, or detrimental rusting or corrosion
   (d) Damage to the cylinder valve, valve protection, and cylinder foot rings
3. If any of the conditions listed above were present, correctly determined and designated if the cylinder met the criteria for "rejection" or "condemnation."
4. Verified that all markings required by DOT and NFPA 58 were readable, and that the cylinders DOT specifications were proper for propane service.
5. Correctly determined if an overfill prevention device (OPD) was required for any cylinder, and if so, that the OPD was properly installed.
6. Properly documented or tagged any deficiency & moved the cylinders to the appropriate work areas of the bulk plant ensuring that relief valve discharges would not impinge on nearby cylinders.

Task 3.3.3
Operating Dispensing Equipment to Fill DOT Cylinders

The employee is qualified to perform Task 3.3.3a at the following level:

Satisfactory ☐

Operating Manually Operated Dispensing Equipment to Fill DOT Cylinders. 3.3.3a

Performance Guide: At a dispenser or cylinder dock and wearing suitable PPE, the person 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.

The employee is qualified to perform Task 3.3.3b 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.

Operating Automatically Operated Dispensing Equipment to Fill DOT Cylinders. 3.3.3b

Performance Guide: At a cylinder dock or in a cylinder filling room meeting the requirements of Chapter 10 of NFPA 58, 2004 edition, and wearing suitable personal protective equipment (PPE), the person being evaluated for certification:

1. Verified that the dispensing equipment was in good working order and met NFPA 58 requirements.
2. Placed the 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).
3. Connected the hose to cylinder fill valve.
4. Checked for proper status of the hydraulic, electric, or pneumatic shutdown actuator.
5. Opened the hose-end valve.
6. Opened the valve on cylinder.
7. Started the pump (if required).
8. Closed the hose-end valve after the scale beam or indicator tipped and the shutdown actuator stopped the flow of liquid propane..
9. Shut off the pump (if required).
10. Closed the cylinder valve.
11. Disconnected the hose.
12. Checked the weight of filled cylinder after filling connector was disconnected. If overfilled, bleed off excess propane in a safe location.
13. Checked the cylinder service valve and relief valve for leaks.
14. Installed a POL plug on cylinders 45 lbs. or less propane capacity not equipped with a quick closing connection or adapter.
15. 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.

Task 3.3.4
Operating Dispensing Equipment to Fill DOT Cylinders Volumetrically

The employee is qualified to perform Task 3.3.4a at the following level:

Satisfactory
☐

Operating Dispensing Equipment to Fill DOT Cylinders Volumetrically. 3.3.4a

Performance Guide: The employee being evaluated for certification:

1. Wearing suitable PPE, positioned a stationary DOT cylinder (200 pounds water capacity or more) at the dispensing transfer area.
2. Inspected the outside of the cylinder, its valves and fittings and determined that it was fit for continued propane service, and within its current requalification period.
3. Checked the liquid level gauge, and vented vapor from the fixed maximum liquid level gauge to verify that the cylinder had adequate capacity for filling without over-filling.
4. Connected the dispenser liquid transfer hose to the cylinder filler valve, verifying the connection was leak-free.
5. Cleared the dispenser meter, inserted a delivery ticket (if appropriate) and zeroed the meter.
6. Opened the hose-end valve, and started the dispenser pump.
7. Opened the fixed maximum liquid level gauge, and monitored it for maximum filling level.
8. Closed the hose-end valve and shutdown the pump when a steady stream of liquid (white mist) appeared at the outage of the fixed maximum liquid level gauge, then shut down the pump.
9. Loosened the transfer hose adapter to vent the liquid trapped between the hose-end valve and cylinder filler valve then disconnected and removed the transfer hose, properly stowing it.
10. Prepared the cylinder for transport to a customer location or storage within the bulk plant.

Task 3.3.5
Preparing DOT Cylinders for Transportation.

The employee is qualified to perform Task 3.3.5a at the following level:

Satisfactory

☐

Preparing DOT Cylinders for Transportation. 3.3.5a

Performance Guide: The person being evaluated for certification:

1. Properly using cylinder handling dollies and equipment, loaded filled DOT cylinders onto the cylinder delivery vehicle.
2. Properly secured the cylinders in racks and/or by using cargo restrains, ensuring that
   - Cylinders were secured against relative motion within the vehicle, that all valves were properly protected, and that the cargo would be secured in the event of accident or collision;
   - Each cylinder relief valve communicated with the cylinder's vapor space.
3. Verified that each cylinder was within its current requalification period, without leaks, marked with a DOT (CGA 7 or equivalent) shipping label, and fit for transportation.
4. Verified that the correct number of cylinders was marked on the shipping paper, and that the shipping paper was properly dated.
5. Verified that chock blocks, fire extinguisher, cylinder dollies, and lifting equipments were properly stowed or secured for travel.
6. Verified that readable LP-Gas placards were visible from the front, back and both sides of the vehicle.

Task 3.3.6
Operating Dispensing Equipment to Fill Vehicle-Mounted ASME Tanks

The employee is qualified to perform Task 3.3.6a at the following level:

Satisfactory

☐

Operating Dispensing Equipment to Fill Vehicle-Mounted ASME Tanks. 3.3.6a

Performance Guide: The employee being evaluated for certification filled an ASME tank mounted on a recreational vehicle, catering truck or company vehicle, completing the following:

1. Controlled or eliminated ignition sources within 25 feet of the transfer area by verifying:
   - The vehicle engine was shutdown;
   - Any standing pilot burners were extinguished
2. Ensured that all persons exited the vehicle and moved to a designated area away from the transfer area.
3. Checked the condition of the ASME tank, examining its
   - Data plate
   - Valves and fittings
   - Overall condition
   - Vehicle mounts
4. Checked the liquid level gauge, and vented vapor from the fixed maximum liquid level gauge to verify that the ASME tank had adequate capacity for filling without over-filling.
5. Connected the dispenser liquid transfer hose to the tank filler valve, verifying the connection was leak-free.

Checklist continues on the next page.

6. Cleared the dispenser meter, inserted a delivery ticket (if appropriate) and zeroed the meter.
7. Opened the hose-end valve, and started the dispenser pump.
8. Opened the fixed maximum liquid level gauge, and monitored it for maximum filling level.
9. Closed the hose-end valve and shutdown the pump when a steady stream of liquid (white mist) appeared at the outage of the fixed maximum liquid level gauge, then shutdown the pump.
10. Loosened the transfer hose adapter to vent the liquid trapped between the hose-end valve and cylinder filler valve then disconnected and removed the transfer hose, properly stowing it.
11. Replaced the filler valve cap, and completed the documentation of the filling operation.

IV. CETP Performance Evaluation / Employer Record (3.3)

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	
☐		**Identifying the Features of and Operating Procedures for Dispensing Equipment. 3.3.1a**
☐		**Inspecting DOT Cylinders Prior to Filling. 3.3.2a**
☐		**Operating Manually Operated Dispensing Equipment to Fill DOT Cylinders. 3.3.3a**
☐	☐	**Operating Automatically Operated Dispensing Equipment to Fill DOT Cylinders. 3.3.3b**
☐		**Operating Dispensing Equipment to Fill DOT Cylinders Volumetrically. 3.3.4a**
☐		**Preparing DOT Cylinders for Transportation. 3.3.5a**
☐		**Operating Dispensing Equipment to Fill Vehicle-Mounted ASME Tanks. 3.3.6a**

After completion of Section IV, "Employer Record," remove pages 27 and 28 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

III. Employee Performance Checklist—3.4

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 3.4.1
Identifying Features and Maintenance Procedures for Bulk Storage Containers

The employee is qualified to perform Task 3.4.1a at the following level:

Satisfactory ☐

Identifying Features and Maintenance Procedures for Bulk Storage Containers. 3.4.1a

Performance Guide: The person being evaluated for certification:

1. Examined the bulk storage tank(s) data plate(s), calling out:
   - The working pressure
   - Water gallon capacity
   - Outside diameter
2. Correctly identified the bulk storage tank relief valves as:
   - Internal types
   - External types
   - External types installed in a multi-port assembly
3. Determined that the relief valves were protected by vent stacks, weather caps, and weep hole deflectors
4. Determined the location and condition of the following:
   - Thermometer
   - Fixed maximum liquid level gauge
   - Liquid level gauge
   - Pressure gauge
   - Vapor openings & valves
   - Liquid opening(s) & valves
5. Determined the location and condition of the vapor piping and inline valves.
6. Determined the location and condition of the liquid piping and inline valves, including verifying the proper set to discharge ratings of hydrostatic relief valves.
7. Determined the location and condition of transfer equipment and their controls, including all:
   - Pumps
   - Compressors
   - Bulkheads
   - Emergency shutdown valves
   - Electrical Switches
   - Pneumatic valve controls
   - Emergency shutdown controls and remote shutdown stations
8. Determined the location and condition of cylinder and motor fuel dispensing equipment.
9. Identified the location of written and/ or posted bulk plant operating and maintenance procedures.

Task 3.4.3
Identifying Bulk Plant Emergency Shutdown Equipment and Periodic Examination Procedures

The employee is qualified to perform Task 3.4.3a at the following level:

Satisfactory ☐

Identifying Bulk Plant Emergency Shutdown Equipment and Periodic Examination Procedures. 3.4.3a

Performance Guide: The person being evaluated for certification:

1. Identified the method and any associated equipment for notification of plant personnel of a fire or other emergency.
2. Determined the location and condition of bulk plant emergency equipment and the following:
   - Emergency shutdown valves (ESVs)
   - Electrical Switches
   - Pneumatic valve controls
   - Emergency shutdown controls and remote shutdown stations
   - Fire extinguishers
   - Building and bulk plant exits
3. Identified the location of the bulk plant written emergency action plans for evacuation and fire prevention.
4. Identified the equipment and methods used to shutdown propane flow:
   - To and from the bulk storage tank(s)
   - To and from all pumps and compressors
   - To and from all loading and unloading bulkheads
   - To and from dispensing equipment
5. Identified the location of the bulk plant main electrical disconnect.
6. Identified the location of written or posted bulk plant operating and maintenance (O & M) procedures.
7. Referring to the O & M procedures, determined the inspection and testing procedures for verifying proper operation of:
   - ESVs
   - Remotely controlled internal valves
   - Excess flow valves
   - Back check valves

Task 3.4.4
Examining and Maintaining Bulk Plant Hoses

The employee is qualified to perform Task 3.4.4a at the following level:

Satisfactory ☐

Examining and Maintaining Bulk Plant Hoses. 3.4.4a

Performance Guide: The person being evaluated for certification checked all bulk plant transfer hoses as follows:

1. Laid out the full length of the transfer 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;
   - Bulging under pressure, or loose outer covering;
   - Damaged, slipping, or excessively worn hose couplings;
   - Loose or missing bolts or fastenings on bolted hose coupling assemblies;

   If the company's inspection procedures call for de-pressurizing the hose:
   - Soft spots when not under pressure.
2. Identified the company procedures for repairing and testing repaired transfer hoses.

Task 3.4.5
Maintaining Pumps, Strainers & By-Pass Systems

The employee is qualified to perform Task 3.4.5a at the following level:

Satisfactory ☐

Maintaining Pumps, Strainers & By-Pass Systems. 3.4.5a

Performance Guide: The person being evaluated for certification, wearing suitable PPE and referring to company bulk plant O & M procedures and applying lockout and tagout procedures:

1. Demonstrated maintenance procedures for a propane liquid pump including:
   - Checking the condition and for proper tension of drive belts;
   - Lubricating pump bearings (if due for lubrication) or demonstrating how to lubricate the bearings if the pump was not due for lubrication;
   - Verifying that drive belt guards were in place and secured
2. Closed line valves upstream and downstream of the pump strainer.
3. Properly vented trapped propane, and reduced the pressure inside the strainer body, then removed the plug and strainer screen.
4. Properly cleaned and replaced the strainer screen, resealed the plug, re-pressurized the strainer, and checked for leakage.
5. Explained the operation of the pump external bypass valve and piping circuit, indications for required adjustment, and the methods used for making any required adjustment to the bypass valve.

Task 3.4.6
Maintaining Compressors

The employee is qualified to perform Task 3.4.6 at the following level:

Satisfactory	Not Applicable*
☐	☐

*Not applicable means that the bulk plant is not equipped with a vapor compressor.

Maintaining Compressors. 3.4.6a

Performance Guide: Wearing suitable PPE and complying with company O & M procedures, the employee being evaluated for certification:

1. Checked the liquid trap for the presence of liquid.
2. If liquid was found, checked to verify inline valves were closed, then properly vented the liquid until only vapor was present.
3. Checked the compressor crankcase for proper oil level.
4. If the compressor was equipped with an oil filter due for replacement, properly drained and collected the used oil, removed the filter and refilled the crankcase to the proper level with the manufacturer's recommended oil type. Properly stored the used oil and filter for re-cycling or other company-prescribed disposal.
5. Checked for proper condition of the vapor pressure gauges.
6. Checked for excessive valve wear by checking for LP-gas leakage into the crankcase.
7. Checked the condition and for proper tension of drive belts.
8. Verified that the belt and pulley guard was in place and properly secured.
9. Verified that the relief valve was not directed at personnel and was protected with a weather cap.

Task 3.4.7
Examining Bulk Plant Electrical Systems

The employee is qualified to perform Task 3.4.7a at the following level:

Satisfactory ☐

Examining Bulk Plant Electrical Systems. 3.4.7a

Performance Guide: The employee being evaluated for certification:

1. Checked all electrical fixtures in the classified areas of the bulk plant and verified they were properly marked for hazardous locations, Class I, Group D.

Checklist continues on the next page.

2. Verified that electrical seal-offs were located in the electrical conduit between the classified wiring and other facility wiring, and that the seal-offs were filled around the wiring with suitable flame resistant vapor barrier putty.
3. Verified that all fixtures including motor starters and switches were closed, with all bolts in place and tightened on flanged fixtures, and the sealing caps fully seated and tightened on threaded fixtures.
5. Verified that there was no open wiring or electrical source of ignition within 15 feet of product transfer areas.
6. Verified that all electrical motors and lighting fixtures within the classified areas were explosion-proof types.

Task 3.4.8
Examining and Maintaining Platform Scales and Liquid Meters

The employee is qualified to perform Task 3.4.8a at the following level:

Satisfactory ☐

Examining and Maintaining Platform Scales and Liquid Meters 3.4.8a

Performance Guide: The person being evaluated for certification:

1. Examined each set of platform scales in the bulk plant:
   - Checking for current weights and measures certification decals;
   - Verifying that the platform and scales were level and plumb;
   - Verifying that the scales properly "zeroed" with nothing on the platform, and that the balance beam centered (or tipped on automatic shutoff equipped scales) when set to weigh a known weight that was placed on the platform.
2. Examined each liquid meter in the bulk plant:
   - Checking for current weights and measures certification decals;
   - Verifying that register heads were secured and weights and measures seals were intact;
   - Verifying that no leaks were present in the connecting piping or meter sections.
   - Verifying the meter register would properly reset and "zero-out".

Task 3.4.9
Identifying Bulk Plant Security Measures

The employee is qualified to perform Task 3.4.9a at the following level:

Satisfactory ☐

Identifying Bulk Plant Security Measures. 3.4.9a

Performance Guide: The person being evaluated for certification:

1. Identified the location of the written hazardous materials transportation security plan that applied to the bulk plant.
2. Explained each of the following:
   - Measures to apply if an unauthorized person enters restricted areas of the bulk plant;
   - How and to whom reports of suspicious persons are to be made;
   - Security measures that apply to hazardous materials and hazardous materials containers stored in the bulk plant.
   - Security measures that apply to vehicles used to transport hazardous materials.
   - Security measures that apply when the bulk plant is left unattended.
   - Any other security measures given in the company's written plan not listed above.

IV. CETP Performance Evaluation / Employer Record (3.4)

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	
☐		**Identifying Features and Maintenance Procedures for Bulk Storage Containers. 3.4.1a**
☐		**Identifying Bulk Plant Emergency Shutdown Equipment and Periodic Examination Procedures. 3.4.3a**
☐		**Examining and Maintaining Bulk Plant Hoses. 3.4.4a**
☐		**Maintaining Pumps, Strainers & By-Pass Systems. 3.4.5a**
☐	☐	**Maintaining Compressors. 3.4.6a**
☐		**Examining Bulk Plant Electrical Systems. 3.4.7a**
☐		**Examining and Maintaining Platform Scales and Liquid Meters 3.4.8a**
☐		**Identifying Bulk Plant Security Measures. 3.4.9**

After completion of Section IV, "Employer Record," remove pages 33 and 34 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