

Supervisor's Skill Assessment Kit

Directions: In order to complete the certification process, students must perform identified hands-on skill activities. Most often the student's training supervisor at the company location is responsible for evaluating the student's skill performance and completing and returning the paperwork for certification. The following instructions will aid you in this process.

Contained in the student book are a verification of completion form and a listing of the actual skills to be performed. Figure 1 shows an example of a verification form and Figure 2 shows an example of the first two pages of a skill activity.

<p>THIS PAGE <u>MUST</u> BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:</p> <p style="text-align: center;">Industrial Training Services, Inc. 92 Chestnut Street Murray, Kentucky 42071</p> <p>Date _____ Group Number _____</p>	
<p>VERIFICATION OF COMPLETION OF SKILL ASSESSMENT</p> <p><i>Book Five-Transfer Systems</i></p> <p>To the student: I have performed the tasks listed in the Skill Assessment for Book Five - <i>Transfer Systems</i> beginning on page 7, according to company standards.</p> <p>Student Name _____ (Please Print)</p> <p>Student (Signature) _____ Social Security # _____</p> <p>Company _____</p> <p>To the Skill Evaluator: I verify the student has demonstrated the correct performance of the tasks listed in the Skill Assessment for Book Five - <i>Transfer Systems</i> beginning on page 7.</p> <p>_____ (Please Print)</p> <p>_____ Skill Evaluator (Signature)</p>	

Figure 1. Example of Verification Form

The Verification of Completion of Skill Activity is to be completed after the student performs all the listed activities. As illustrated in Figure 1, the student and the skill evaluator must complete the form. After completion of the form, mail it to the address shown on the form.

As illustrated in Figure 2, the first page of the skill activities is titled “**Company Documentation of Training.**” This page also lists equipment and supplies that will be needed to complete the skill activities.

Page two, illustrated in Figure 2, gives directions to the skill evaluator and lists the first of several tasks that the student must complete satisfactorily according to company standards.

After completion of the skill activities, these pages are to be retained in the employee’s file at the company location.

<p style="text-align: center;">COMPANY DOCUMENTATION OF TRAINING</p> <p style="text-align: center;">SKILL ASSESSMENT</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;"> <p style="font-size: small;">This information should remain in the employee file at the company location. Do not return to Industrial Training Services, Inc.</p> </div> <p style="text-align: center;"><i>Book Five</i> <i>Transfer Systems</i></p> <p>Group Number _____</p> <p>Student Name _____ Date _____</p> <p>Social Security No. _____ Company _____</p> <p>Evaluator (Please Print) _____</p> <p>I _____, hereby attest the student has demonstrated the correct performance of the tasks listed below.</p> <p style="font-size: x-small; text-align: center;">Skill Evaluator (Signature)</p> <p>Equipment/Materials needed for the following task(s):</p> <ul style="list-style-type: none"> • supplier catalog • pump • compressor • bulkhead • transfer piping system <p style="text-align: right; font-size: x-small;">10/95 NPGA Skills Book Five Page 7</p>	<p>Directions: Indicate the student's satisfactory performance by placing a "✓" on the line before the task statement. After satisfactory completion of all skills, complete the form titled "Verification of Completion of Skill Assessment" and return to the address listed on the form.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 20%; text-align: center; font-size: x-small;">LEVEL OF PERFORMANCE</td> <td style="width: 80%; text-align: center; font-size: x-small;">SKILL ASSESSMENT</td> </tr> </table> <p>SAT</p> <p>_____ 1. The student located the data plate on a pump and used the information it contained to find the pump or its equivalent in the manufacturer's catalog and recorded the following information: (5.1.1)</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. rated capacity <input type="checkbox"/> b. maximum differential pressure <input type="checkbox"/> c. speed of the pump <input type="checkbox"/> d. drive system <ul style="list-style-type: none"> • motor size and mounting • mounting pad • inlet and outlet piping <p>_____ 2. At a pump delivery system, the student identified the following: (5.1.3)</p> <ul style="list-style-type: none"> a. Strainer Major Parts: _____ How it prevents damage to the system: _____ b. Flexible connector Major Parts: _____ How it prevents damage to the system: _____ c. Relief valve, Major Parts: _____ How it prevents damage to the system: _____ d. Internal relief valve. Major Parts: _____ Function: _____ <p style="text-align: right; font-size: x-small;">Page 8 NPGA Skills Book Five 10/95</p>	LEVEL OF PERFORMANCE	SKILL ASSESSMENT
LEVEL OF PERFORMANCE	SKILL ASSESSMENT		

Figure 2. Two Pages of Skill Activity

The following is a suggested step-by-step process that skill evaluators may find useful:

Step One: Request the specified forms from the student.

Step Two: Review the forms, noting the equipment and materials that will be needed to complete the various activities.

Step Three: Plan a time and place when you can evaluate the student's performance.

Step Four: Sign and have the student sign the verification form.

Step Five: Mail the verification form to the address indicated and file the "Company Documentation of Training" forms in the employee's file.

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

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

Date

Group Number

VERIFICATION OF COMPLETION OF SKILL ASSESSMENT

Book Five-Transfer Systems

To the student:

I have performed the tasks listed in the Skill Assessment for Book Five - *Transfer Systems* beginning on page 7, according to company standards.

Student Name _____
(Please Print)

Student (Signature) Social Security #

Company

To the Skill Evaluator:

I verify the student has demonstrated the correct performance of the tasks listed in the Skill Assessment for Book Five - *Transfer Systems* beginning on page 7.

(Please Print)

Skill Evaluator (Signature)

COMPANY DOCUMENTATION OF TRAINING
SKILL ASSESSMENT

This information should remain in the employee file at the company location.
Do not return to Industrial Training Services, Inc.

Book Five
Transfer Systems

Group Number _____

Student Name _____ Date _____

Social Security No. _____ Company _____

Evaluator (Please Print) _____

I _____, hereby attest the student has demonstrated
Skill Evaluator (Signature)

the correct performance of the tasks listed below.

Equipment/Materials needed for the following task(s):

- supplier catalog
- pump
- compressor
- bulkhead
- transfer piping system

Directions: Indicate the student's satisfactory performance by placing a "✓" on the line before the task statement. After satisfactory completion of all skills, complete the form titled "Verification of Completion of Skill Assessment" and return to the address listed on the form.

LEVEL OF PERFORMANCE	SKILL ASSESSMENT
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SAT

_____ 1. **The student located the data plate on a pump and used the information it contained to find the pump or its equivalent in the manufacturer's catalog and recorded the following information: (5.1.1)**

- a. rated capacity
- b. maximum differential pressure
- c. speed of the pump
- d. drive system
 - motor size and mounting
 - mounting pad
 - inlet and outlet piping

_____ 2. **At a pump delivery system, the student identified the following: (5.1.3)**

- a. Strainer
Major Parts: _____
How it prevents damage to the system: _____
- b. Flexible connector
Major Parts: _____
How it prevents damage to the system: _____
- c. Relief valve,
Major Parts: _____
How it prevents damage to the system: _____
- d. Internal relief valve,
Major Parts: _____
Function: _____

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- e. Manual bypass circuit,
Major Parts: _____
Function: _____
- f. Automatic bypass circuit in a pump
Major Parts: _____
Function: _____

_____ 3. **The student used manufacturer's literature for a pump and explained how to size and select an automatic bypass valve for installation in the pump system. (5.1.3)**

_____ 4. **The student located a metered delivery system (bulk truck or plant meter) and identified and explained the function of each of the following: (5.1.4)**

- a. meter inlet and outlet piping,
- b. measuring chamber,
- c. gear train and adjuster,
- e. temperature compensator.
- f. vapor eliminator or condensing tank,
- g. strainer (if visible),
- h. sensing line,
- i. differential valve.

_____ 5. **The student obtained a copy of the regulations governing metered deliveries of propane in the area and pointed out requirements for: (5.1.4)**

- a. periodic testing and recalibration of meters,
- b. vapor elimination,
- c. operation and construction of the register,
- d. the student obtained a catalog from a meter manufacturer or propane distributor and explained the steps to follow to properly size and select a meter for installation on a bulk truck at the plant.

_____ 6. **The student pointed out where a set of pressure gauges on a metered delivery system at the plant should be installed. (5.1.5)**

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_____ 7. The student used a troubleshooting chart for metered delivery systems to find the possible causes for lower than normal pressure at the pump. (5.1.5)

_____ 8. At the site of a transfer system using a compressor, the student located and explained the function of the following: (5.2.1)

- a. inlet strainer
- b. a liquid trap assembly
- c. safety relief valve

_____ 9. The student located 3 different types of manual shut-off valves in a transfer piping system and recorded the following: (5.3.1)

Type: _____
 Size of inlet/outlet: _____
 Type of inlet/out connection: _____
 Flow resistance: _____
 Type of maintenance _____

_____ 10. The student located a back check valve and an excess flow valve in the transfer line and determined the following: (5.3.1)

- a. inlet/outlet size of each valve _____
- b. flow capacity in GPM _____
- c. closing flow rate (excess flow valve) _____
- d. flow resistance of each valve _____
- e. maintenance _____

_____ 11. The student properly sized an excess flow valve to replace the one in the line at the plant. (5.3.1)

_____ 12. The student located a flow monitor in the transfer network at the plant site and described the following: (5.3.1)

- a. type of monitor _____
- b. size _____
- c. maintenance required _____

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- _____ 13. The student located the excess flow valves and internal valves in the transfer piping network and described the type and function of each. (5.3.2.)
- _____ 14. Using a propane hose assembly, the student pointed out the hose fittings, hose end valve, hose end valve adapter(s) and described the following: (5.3.4)
- a. types of inspections and maintenance
 - b. parts that may be repaired if damaged and those that must be replaced
- _____ 15. Using a manufacturers' or distributors' catalog, the student explained the steps to follow to properly size and select the components of a replacement hose assembly. (5.3.4)
- _____ 16. The student located a hose reel on a bulk truck and pointed out each of the following: (5.3.4)
- a. drum and back frame
 - b. rewind mechanism and hose guide
 - c. swivel connection
 - d. hub assembly and outlet riser
- _____ 17. The student explained the types of inspection and maintenance required for each of the components of the hose reel assembly. (5.3.4)
- _____ 18. The student located and described the construction and safety features of a bulkhead. (5.3.3)
- _____ 19. The student located and described the safety features and remote operating system of an emergency shut-off valve. (5.3.3)
- _____ 20. The student either disassembled an emergency shut-off valve or used a cut-away drawing and described the function of each of the internal parts. (5.3.3)

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- _____ 21. The student checked an emergency shut-off valve charging system and conducted a test to verify proper valve operation. (5.3.3)
- _____ 22. The student described the company's maintenance plan and explained the type of shut down and/or purging required to perform the maintenance. (5.4.1)
- _____ 23. The student conducted a complete tour of a transfer system and noted any safety hazards and potential maintenance problems. (5.4.1)
- _____ 24. The student performed a monthly preventive maintenance procedure according to the company's maintenance plan. (5.4.1)
- _____ 25. The student assisted in scheduling a routine plant shut down for maintenance, including maintenance to be performed, personnel to be involved, and accumulation of required materials. (5.4.1)