



2.2 / 2.4 Delivery Operations Combination Performance-Based Skills Assessment 2019



Section One	Perform and Verify Vehicle Inspections, and Verify Product Identification and Documentation Requirements
Task 1	Perform a Post-Trip Inspection
Task 2	Pre-Inspect the Vehicle for Safe Operation
Task 3	Verify Annual/Periodic Vehicle Inspections, Product Identification, and Documentation Requirements
Section Two	Identify Procedures for the Safe Handling of Hazardous Materials and Verify the Presence of Propane Odorant
Task 1	Identify Procedures for the Safe Handling of Hazardous Materials
Task 2	Verify the Presence of Propane Odorant
Section Three	Identify Procedures for Interruption of Service and Out of Gas Calls, Perform a Leak Check, and Restore Service to an Appliance
Task 1	Identify Procedures for Interruption of Service and Out of Gas Calls
Task 2	Perform a Leak Check
Task 3	Restore Service to an Appliance
Section Four	Maintain Control of Vehicles, Handle Accidents and Emergencies, and Identify Vehicle Security Requirements
Task 1	Identify Measures for Maintaining Control of a Vehicle
Task 2	Identify Safe Delivery Routing Practices and Procedures
Task 3	Identify Methods for Handling Accidents and Emergencies
Task 4	Identify Vehicle Parking, Servicing, and Security Requirements
Section Five	Identify Bobtail Equipment and Systems, Load a Bobtail, and Perform Bobtail Inspections
Task 1	Identify Bobtail Equipment and Systems
Task 2	Load a Bobtail
Task 3	Perform Walk Around and Pre-Transfer Inspections on a Bobtail
Task 4	Perform Monthly Inspections and a Meter Creep Test on a Bobtail
Section Six	Fill a Storage Container at a Customer Location
Task 1	Inspect Customer Containers and Installations Prior to Filling
Task 2	Fill Propane Storage Containers at Customer Locations
Section Seven	Inject Methanol and Evacuate Containers
Task 1	Inject Methanol into a Container
Task 2	Evacuate an ASME Tank Using a Portable Compressor <i>or</i> a Bobtail Pump
Section Eight	Prepare, Fill, and Load Cylinders
Task 1	Prepare Cylinders for Filling
Task 2	Purge Cylinders of Air
Task 3	Replace Cylinder Valves
Task 4	Fill Cylinders by Weight or Volume
Task 5	Fill Vehicle-Mounted ASME Tanks
Task 6	Load and Deliver Cylinders

NOTICE: The Skills Evaluator must be the Candidate's supervisor or another qualified person who has completed CETP 2.2 *Bobtail Delivery Operations* and 2.4 *Cylinder Delivery Operations* or is familiar with the subject matter.

CETP Certification requires that the employee seeking certification cannot act as his/her own evaluator.

All rights reserved.

No part of this text may be reproduced or utilized in any form without permission in writing.

National Propane Gas Association 2019

Instructions for Use:

The Performance Based Skill Assessment Evaluation is designed to standardize conditions under which the candidate demonstrates performance of tasks to meet the requirements for NPGA CETP Certification.

The Skills Assessment should be supplemented with company policies and procedures related to each task being evaluated as needed.

1. The candidate has 12 months from the date of successfully passing the CETP Certification exam to train and successfully complete the tasks within the evaluation.
2. The affidavits and a final checklist are provided on the last two pages of the skills packet.
 - Affidavits must be signed by both the candidate and the skill evaluator
 - The final checklist must be fully completed within 12 months of passing the exam (Candidates may use this time to practice skills as often as necessary)
 - Make a copy for the training records when the skills assessment is completed for future audits
 - Send the affidavit page and final checklist (last two pages) to the testing center within 12 months of passing the exam
3. All requirements and prerequisites must be met before certification will be granted.

2.2 / 2.4 Delivery Combination Certification Requirements

- Passing exam score on *2.2/2.4 Delivery Operations Combination exam*
- Completed and signed *2.2/2.4 Delivery Operations Combination Skills Assessment Affidavit and Final Checklist* returned to the testing center *within 12 months of passing the exam*
- Completion of *1.0 Basic Principles and Practices of Propane* certification *within 12 months of passing the exam*

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 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.

NPGA 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

Return to: **INDUSTRIAL TRAINING SERVICES, INC.**

Page 2 • 120 Max Hurt Dr. • Murray, KY 42071 • TELEPHONE: 270/753-2150
v123015

Instructions for Candidate:

Practice the operations as many times as needed to become confident and proficient with the documents or equipment necessary to complete each task. Your evaluator will check and observe your performance, using the steps to complete each hands-on operation and/or company procedures.

The candidate 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 candidate on the proper safety procedures that apply before allowing the candidate to continue.

After completing the skills evaluation, the candidate must fill out the Employee Information section and sign the Affidavit.

Required information includes the candidate's last four digits of the SSN to assist the testing center in locating the correct records.

Instructions to the Skills Evaluator:

The candidate 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 candidate on the proper safety procedures that apply before allowing the candidate to continue.

- Review the tasks within the Skills Evaluation with the candidate.
- Review all of the instructions, answering any questions and explaining how the skills assessment will be used.
- Demonstrate and/or talk the candidate through each of the steps required to perform each task.
- Allow the candidate time to ask questions and/or study the steps.
- Observe the candidate performing the required steps, providing corrections as needed
- Allow the candidate to practice until he/she is confident. *Remember:* the candidate has 12 months from the date of passing the exam to complete and return the skills assessment
- Evaluate the candidate when ready
- After completing the final checklist, complete the Skills Evaluator information and sign the affidavit.
- Ensure that the Affidavit and final Checklist are copied for the Employee Training Records and then sent to the testing center.

Each task is divided into one or more operations upon which the candidate's performance is evaluated. All tasks must be completed unless the "Not Applicable" option is both available for the task and applicable to the candidate or the marketer's present situation.

Satisfactory - When all the operations within a task are successfully performed by the candidate according to the criteria provided, the evaluator will check off the box marked "Satisfactory."

* **Not Applicable** - Certain tasks have the "Not Applicable" option available. The Skills Evaluator must ensure the circumstances described under the option are applicable to either the candidate or marketer's present situation.

NPGE 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

NPGA 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

Return to: **INDUSTRIAL TRAINING SERVICES, INC.**

Page 4 • 120 Max Hurt Dr. • Murray, KY 42071 • TELEPHONE: 270/753-2150
v123015

Section One: Perform and Verify Vehicle Inspections, and Verify Product Identification and Documentation Requirements

Task 1: Perform a Post-Trip Inspection

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Perform a Post Trip inspection:
 - Identify and examine the condition of the vehicle parts and accessories for inspection as per DOT requirements
 - Prepare a DVIR for each vehicle operated at the end of the work day, as applicable, listing any defect or deficiency found that would affect the safe operation or result in a breakdown of the vehicle, as per DOT requirements.
 - Explain company policies and procedures for documenting corrections of any safety-critical defect or deficiency found.

Satisfactory

Task 2: Pre-Inspect the Vehicle for Safe Operation

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. At the beginning of the work day, perform a Pre-trip Inspection, and review/sign the last posted DVIR for the vehicle according to DOT requirements, *as applicable*.
2. Perform a walk-around of the vehicle to determine that it is in safe operating condition according to DOT requirements and company policies and procedures.

Satisfactory

Task 3: Verify Annual/Periodic Vehicle Inspections, Product Identification, and Documentation Requirements

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Verify the following DOT requirements for inspection for the delivery vehicle:
 - Annual inspection is current (within the current 12 month period) and the vehicle is properly marked and/or the driver carries appropriate documentation for proof of the vehicle annual inspection.
 - Periodic or scheduled maintenance is current and documented as prescribed by applicable company vehicle maintenance procedures.
2. Verify the following:
 - Vehicle hazardous material placarding methods are correct and properly displayed on the vehicle.
 - Product shipping name is correct, properly displayed on the vehicle, and in compliance with DOT requirements.
 - Product shipping papers are within immediate reach of the driver and available to authorities in the event of accident or an inspection.
 - Emergency response information is in compliance with DOT, state and local requirements, and company policies, and is readily available to the driver for emergency responders, enforcement authorities, and company personnel in case of emergency.
 - Hazmat Certificate of Registration (or document bearing the US Hazmat Registration number) is current and readily available to the driver for requesting authorities.
3. Identify the following information on or near the cargo tank data plate(s):

<input type="checkbox"/> Tank manufacturer name	<input type="checkbox"/> Serial Number
<input type="checkbox"/> DOT Specification number	<input type="checkbox"/> Vessel Material Specification number
<input type="checkbox"/> Max. Lading density in pounds per gallon	<input type="checkbox"/> Water Capacity in pounds and gallons
<input type="checkbox"/> Original Test Date	<input type="checkbox"/> Design working pressure of the tank
<input type="checkbox"/> QT or NQT markings	<input type="checkbox"/> Last Inspection/Retest Date

Satisfactory

Section Two: Identify Procedures for Handling Hazardous Materials and Verify Propane Odorant

Task 1: Identify Procedures for the Safe Handling of Hazardous Materials

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Explain how to identify the appropriate Personal Protective Equipment (PPE) for handling methanol, solvents, and other combustible or flammable liquids.
2. Identify the proper container requirements for handling small quantities of a flammable liquid such as methanol.
3. While wearing appropriate PPE and following company policies and procedures:
 - Identify proper indoor and outdoor storage requirements for flammable and/or combustible liquids.
 - Check a drum or other large methanol storage container for proper electrical grounding.
 - Correctly identify the labeling of the health, fire, and chemical reactivity hazards of liquids stored in drums or bulk tanks.
4. While wearing appropriate PPE and following company policies and procedures, demonstrate the necessary steps to transfer flammable liquids to include, at a minimum, grounding, bonding and the labeling of containers.
5. Demonstrate how to:
 - Check a flammable liquid container for leakage.
 - Correctly label methanol and other flammable liquid containers.
 - Secure methanol and other flammable liquids as materials of trade for transportation according to DOT requirements.

Satisfactory

Task 2: Verify the Presence of Propane Odorant

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) and use a company-designated form for the skills assessment task evaluation at a bulk plant or company facility:

1. Wear appropriate PPE as required by company safety procedures.
2. Perform and document a "Sniff Test" according to company policies and procedures.
3. Explain the proper response/procedure if it is suspected that propane is **not** properly odorized.

Satisfactory

Section Three: Identify Interruption of Service and Out of Gas Calls, Perform a Leak Check, and Restore Service to an Appliance

Task 1: Identify Procedures for Interruption of Service and Out of Gas Calls

Evaluator: *The steps below can be simulated or observed while on call at an actual residential location.*

Preparation Guide: At a residential location (or in a simulated setting), wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Explain what an interruption of service is.
2. Identify the potential hazards that may cause an interruption of service.
3. Demonstrate how to implement company policies and procedures for handling an out of gas situation if the customer or customer representative is present, and the gas appliances are accessible.
4. Demonstrate how to implement company policies and procedures for handling an out of gas situation if the customer or customer representative is not present, and the gas appliances are not accessible.

Satisfactory

Task 2: Perform a Leak Check

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Verify that the service valve(s) of the propane storage container(s) is shutoff.
2. Connect a company approved pressure measuring device at the proper point in the piping system.
3. Verify that all piping system outlets are either capped or plugged, or connected to an appliance shutoff and ultimately to a gas appliance.
4. Verify that all gas appliances equipped with 100% safety controls are set to the "on" control position with the standing pilots extinguished, and their shutoffs in the open position.
5. Verify that the shutoffs for all gas appliances *not* equipped with 100% safety controls are in the closed position.
6. Briefly open, and then close the propane container service valve to pressurize the system.
7. In a ventilated area, away from ignition sources, vent sufficient vapor to reduce the measured pressure of the:

(Evaluator to check the box for the method used)

- Test Block Gauge, if used, by 10 psig lower than the container pressure.
 - High pressure gauge, if used, at least 5 psig less than the starting pressure;
 - Water column manometer or low pressure test gauge, if used, to 9 inches water column plus or minus ½" water column.
8. Record the starting time and test pressure.
 9. Observe the measured pressure for a minimum of 3 minutes and then record the ending time and test pressure.
 10. If no measured pressure increase or decrease is seen, remove the measuring device, seal the test connection, pressurize the system and check for leaks at the test connection, using an approved leak detection device or solution.
 11. If a measured pressure increase or decrease is seen:
 - Repeat the leak check procedure after checking the container service valve for proper closed position if the measured pressure increases; or
 - Locate one or more leaks and seal them, then repeat the leak check procedure until the measured pressure no longer decreases.
 12. Make the system safe until repairs can be made, following company procedures for shutting off the gas supply, tagging the system, documenting the customer notice and information, and any other required steps.

Satisfactory

Task 3: Restore Service to an Appliance

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Review and follow the appliance manufacturer instructions.
2. Remove the burner access door(s), as necessary.
3. Perform a sniff test at floor level. If you smell gas, do not proceed. Shut off the gas and call your supervisor for guidance.
4. Ensure the burner control is in the "OFF" position for the time specified by the manufacturer instructions.
5. Turn off the electrical power supply to the appliance to prevent the main burner from operating until the power is turned back on.
6. Turn the control knob to PILOT.
7. Depress the control knob in the pilot lighting position while applying a continuous source of ignition to the pilot burner.
8. After the pilot lights, continue to hold the control knob down in the pilot position for 30-60 seconds to allow the thermocouple to be heated by the burner.
9. Slowly release the control knob until it rises to the top of the pilot position. If the control knob does not rise by itself, do not force it. Call your supervisor or consult your company policy for further direction.
10. If the pilot stays lit, turn the control knob to the ON position. Replace burner access panels and turn the power supply on, observing the main burner for one minute to ensure the pilot remains lit.
11. Explain the next step if you are unable to get the pilot to light after attempting to do so according the manufacturer instructions.
12. Demonstrate how to restore service to the following, as applicable:
 - Appliance without a pilot safety device
 - Appliance equipped with an electronic control ignition system

Satisfactory

Not Applicable*

**Not Applicable means that the person's job description does not require him/her to perform this task.*

Section Four: Maintain Control of Vehicles, Handle Accidents and Emergencies, and Identify Vehicle Security Requirements

Task 1: Identify Measures for Maintaining Control of a Vehicle

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Identify conditions and/or potential hazards that could compromise the ability to maintain control of the delivery vehicle.
2. Identify the location of the safety controls/features on the different delivery vehicles available at the plant.
3. Explain proper and safe driving techniques for a bobtail delivery vehicle according to company policies and procedures.
4. Explain safe driver techniques for:
 - High center of gravity
 - Recovering from a tire blowout
 - Load and suspension shifts
 - Recovering from pavement drop off
 - Blind spots
 - Skids
5. Explain how to avoid a vehicle roll over in the event of a load /suspension shift, blowout or pavement drop off.
6. Explain company policies and procedures for avoiding a vehicle rollover based on the terrain in your driving area, as applicable.
7. Describe strategies to help prevent on-the-road collisions.

Satisfactory

Task 2: Identify Safe Delivery Routing Practices and Procedures

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Identify the features of safe delivery routes and ways to protect property while driving a delivery vehicle.
2. Explain safe driving requirements and practices related to propane delivery vehicles for:
 - Tunnels
 - Posted Hazardous Material Routes
 - Drawbridges
 - Railroad Crossings
3. Explain company policies and procedures related to safe delivery vehicle driving practices for:
 - Driving over bridges or culvert crossings on customer property
 - Protecting landscaping and structures on customer property

Satisfactory

Task 3: Identify Methods for Handling Accidents and Emergencies

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Demonstrate or explain the necessary steps for handling **a delivery accident with no propane leak**, following DOT requirements and company policies and procedures:

Initial Precautionary steps with the vehicle, if safe to do so:

- Move vehicle off the road if safe to do so, set the parking brake, shut down the engine, and turn on the emergency flashers.
- Exit the vehicle and place the wheel stops.
- For a Bobtail:** Check the condition of the cargo tank and valves
- Identify and prevent potential ignition sources.
- Set out warning devices, such as triangles, and keep unauthorized people away from the vehicle.

Continued

Task 3 continued

Ensure Safe Conditions, if safe to do so:

- Check for fuel spills to see if gasoline or other flammable liquid presents a hazard.
 - Check other vehicles involved for hazardous materials placards to determine if other hazardous materials are involved.
 - Move a safe distance away from the vehicle(s) and direct other people to move away from the vehicle(s).
 - Determine if anyone is injured and assist if qualified to do so; however, do not move an injured person(s) except as necessary to get them out of danger.
 - Call the police and/or ambulance, remain at the scene, cooperate with emergency response personnel, and provide required documents
2. Explain the necessary steps for handling **a delivery accident with a propane leak**, following DOT requirements and company policies and procedures:
- Never pass through a vapor cloud produced by an uncontrolled release of propane.
 - Always move up-wind of a leak or vapor cloud, and only activate emergency shutdown devices away from the leak.
 - Do not enter the cab of the vehicle to shut down the engine if you suspect gas is in the area.
 - Avoid creating additional ignition sources such as opening the vehicle cab door, or using a cell phone.
3. Demonstrate or explain the necessary steps for handling **a cylinder delivery accident**, following DOT requirements and company policies and procedures:
- Safely park the vehicle, set the parking brake, shut down the engine and activate emergency warning devices.
 - Take the documents with you and prevent potential sources of ignition.
 - Determine if anyone is injured and assist if qualified to do so.
 - Get the fire extinguisher as a preventative measure for non-propane fires.
 - Call 911 to notify emergency response personnel, and then call your supervisor and report the incident.
 - Check for fuel spills and other hazardous materials that may be present.
 - Move and direct other people away from the area.
4. Demonstrate or explain the necessary steps for handling **a cylinder delivery with a leaking container**, following DOT requirements and company policies and procedures if safe to do:
- Safely park the vehicle, set the parking brake, shut down the engine and activate emergency warning devices.
 - Take the documents with you and prevent potential sources of ignition.
 - Get the fire extinguisher as a preventative measure for non-propane fires.
 - Check the condition of the cylinders and their valves.
 - Call 911 to notify emergency response personnel, and then call your supervisor and report the incident.
5. Correctly identify or demonstrate the following emergency equipment and/or requirements for the propane delivery vehicle:
- Fire extinguisher requirements
 - Non-propane related, fire related, and fire control procedures
 - Use of hazard warning signals and devices
 - Notification requirements in the event of accident involving release of propane
 - Company policies and procedures for reporting and/or documenting an accident or incident

Satisfactory

Task 4: Identify Vehicle Parking, Servicing, and Security Requirements

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Identify the necessary requirements for both a bobtail and a cylinder delivery vehicle while:
- Parking the vehicle indoors at a non-public building
 - Parking the vehicle outdoors and unattended
 - Servicing the delivery cargo tank or piping system
 - Servicing the delivery vehicle at a public/non-public garage, while either in attendance or not in attendance
2. Explain the definition of a “qualified representative of a motor carrier”
3. Explain the correct definition of “properly attending the vehicle”
4. Explain company policies and procedures related to transportation security.

Satisfactory

Section Five: Identify Bobtail Equipment and Systems, Load a Bobtail, and Perform Bobtail Inspections

Task 1: Identify Bobtail Equipment and Systems

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Identify bobtail equipment and systems on the vehicles available at the plant, explaining any different features found.
2. Identify the following cargo tank gauges, correctly explaining their function and how they work together to ensure safe product transfers:
 - Fixed Maximum Liquid Level Gauge
 - Float Gauge
 - Rotary Gauge
 - Temperature Gauge
 - Pressure Gauge
1. Correctly identify and explain the purpose of the following:
 - Pressure relief valves
 - Hydrostatic relief valves
 - Liquid Fill connection
 - Back check valve
 - Vapor equalizing connection
 - Liquid internal valve
 - Vapor internal valve
 - Manual internal valve
 - Pressure differential internal valves
 - Excess flow valves
1. Correctly identify the pumps and associated systems on the bobtail, and explain the following:
 - How the PTO assembly functions
 - How the Hydraulic system functions, if applicable
 - Engine pumping speeds: how the speed is controlled and what happens if the pumping speed is too low or too high
1. Correctly identify the pump bypass system, whether it is an automatic or manual system, and explain how it works.
2. Identify the following, describing their purpose and how they function:
 - Liquid meters
 - Liquid delivery hoses
 - Emergency discharge control equipment: Manually operated and Off-Truck Remotely Activated Systems

Satisfactory

Task 2: Load a Bobtail

Evaluator: Please indicate which method used to load a bobtail for the indicated steps throughout the task:

Plant Pump and/or **Plant Compressor** or **CTMV Pump through an Auxiliary Inlet**

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) and follow company policies and procedures for the skills assessment task evaluation:

1. Properly position the vehicle at the loading bulkhead.
2. Secure the vehicle against movement according to company procedures and shut down the engine.
3. Check the liquid level gauges on the bulk plant storage tank to ensure sufficient quantity for loading.
4. Check and document the liquid level gauges on the cargo tank prior to the loading operation.
5. Ensure valves are closed and check hoses according to company policies and procedures.
6. Connect the transfer hoses.
7. Make the liquid and vapor connections hand-tight, then appropriately complete the hose connections.
8. Check the connections for leakage.
9. Complete preparation for transfer.
10. Verify gas odorization according to company policies and procedures.

Continued

Task 2 continued

11. **Plant Pump:** Remain in attendance throughout the transfer process in a position to shut-down the pump and activate the emergency controls if required.
- Plant Compressor:** Remain in attendance throughout the transfer process in a position to shut-down the compressor, and activate the emergency controls if required.
- CTMV Pump through an Auxiliary Inlet:** Remain in attendance throughout the transfer process in a position to shut-down the PTO, and activate the emergency controls if required.
12. **Plant Pump:** When liquid propane is detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the transfer pump, and close the ESVs, the hose-end valves, cargo tank valves, bulk tanks valves, and piping valves.
- Plant Compressor:** When liquid propane is detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the compressor, and close the ESVs, the hose-end valves, cargo tank valves, bulk tanks valves, and piping valves.
- CTMV Pump through an Auxiliary Inlet:** When liquid propane is detected at the fixed maximum liquid level gauge or at the set point for the liquid level gauge, shutdown the PTO and vehicle engine, and close the ESVs, the hose-end valves, cargo tank valves, bulk tanks valves, and piping valves.
13. Properly vent the gas trapped in the hose connections.
14. Properly stow the transfer hoses.
15. Perform a walk-around inspection of the vehicle.
16. Secure any bulk plant access gates opened for the loading operation and/or any valve locks and security measure controls for the bulk plant.

Satisfactory

Task 3: Perform Walk Around and Pre-Transfer Inspections on a Bobtail

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. After loading the bobtail, perform a walk around inspection to verify the bobtail is in safe operating condition.
2. Ensure the PTO is disengaged and the liquid and vapor internal valves are closed.
3. Perform a Pre-Transfer inspection following DOT requirements.
4. Explain the rejection criteria for the following:
 - Cargo tank discharge system
 - Delivery hose and delivery hose assembly
 - Emergency discharge control equipment

Satisfactory

Task 4: Perform Monthly Inspections and Meter Creep Test on a Bobtail

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Explain the DOT requirements for each of the following inspections:
 - Monthly bobtail inspection
 - Annual external visual inspection (V) and leakage test (K)
 - Five-Year cargo tank hydrostatic inspection
2. Perform the following monthly inspections and document the results:
 - Delivery hose and assembly
 - Emergency discharge system
3. Perform a meter creep test, documenting the results.

Satisfactory

Section Six: Fill a Storage Container at a Customer Location

Task 1: Inspect Customer Containers and Installations Prior to Filling

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Correctly identify the various types and sizes of ASME tanks.
2. Identify the following information from the data plate of an aboveground ASME tank:
 - Year of manufacture
 - Water capacity of the container in pounds or gallons
 - Manufacturer's serial number
 - Maximum allowable working pressure (MAWP) in psig
 - Name and address of container manufacturer or trade name of container
 - Outside surface area in square feet
 - Shell thickness and head thickness
 - OL, OD, and HD
 - ASME code symbol
3. Inspect the foundation of the aboveground container to ensure the following:
 - Container is properly supported and level
 - Masonry foundation is not significantly cracked or compromised
 - Foundation is firm and made of non-combustible material that prevents contact of the container body with soil or standing water
 - No erosion is present to undermine the tank foundation
4. Verify that NFPA 58, and any applicable state or local codes, minimum distance location requirements for aboveground and underground containers are met for the following:
 - External Source of Ignition
 - Vent/Air Intake
 - Building opening below level of discharge:
 - Property Line
 - Important Building
5. Verify the container information for ASME Tanks and DOT Stationary and Portable Cylinders:
 - Serial number on tank/cylinder matches with serial number on delivery ticket, as applicable
 - Design pressure on ASME tank is acceptable for LP-gas
 - Requalification date and RIN on DOT Cylinders, as applicable
6. Inspect the overall fitness of the propane container, to include damage from:
 - Fire
 - Extensive corrosion
 - Leg/foot ring defects
 - Deep dents or cuts
 - Leaks
 - Cylinder protective collar defects
 - Gouges, bulges or digs
 - General Distortion
7. Inspect the condition of the filler, pressure relief, and service valves to include:
 - Protective/rain caps are present and in place
 - No debris blocking the valve
 - Gasket is in place on the filler valve
 - No evidence of leaking
 - No signs of corrosion
 - Handwheel if functioning on the service wheel
 - Weep hole is open on the pressure relief valve, and cleared of dirt, ice, paint, or other foreign particles
8. Explain the distance requirements at a transfer site for the following conditions:
 - Internal combustion engines not used to drive the transfer pump or compressor
 - Sources of ignition, such as smoking, open flames or portable electrical tools
 - Metal cutting, grinding, welding, brazing, or soldering
9. Explain company policies for securing a safe path at a residential customer site.
10. Identify hazards associated with commercial, industrial and agricultural transfer sites.

Satisfactory

Task 2: Fill Propane Storage Containers at Customer Locations

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) and follow company policies and procedures for the skills assessment task evaluation:

1. Correctly filled the customer container according to company policies and procedures, to include:
 - Position the bobtail on an appropriate surface and set the parking brake and wheel stops.
 - Perform the site inspection and check the liquid level in the container.
 - Set the meter, open the valves, and engage the PTO.
 - Prepare the hoses and filler valve.
 - Connect the hoses and check for leaks.
 - Fill the customer's container.
 - Disconnect the hoses.
 - Prepare the bobtail for the next delivery.

Satisfactory

Section Seven: Inject Methanol and Evacuate Containers

Task 1: Inject Methanol into a Container

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) and follow company policies and procedures for the skills assessment task evaluation:

1. Review the hazards of methanol and the appropriate PPE for injecting methanol into a propane container.
2. Identify the appropriate materials and equipment for injecting methanol into the following:
 - Container under *Negative* pressure
 - Container under *Positive* pressure
3. Following company policies and procedures, demonstrate and document the process of injecting methanol into a propane container under the following conditions:
 - Container under *Negative* pressure
 - Container under *Positive* pressure

Satisfactory **Not Applicable***

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

Task 2: Evacuate an ASME Tank Using a Portable Compressor or a Bobtail Pump

Evaluator: Please indicate which method was used to evacuate an ASME for the steps indicated throughout the task:

Portable Compressor OR **Bobtail Pump**

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) and follow company policies and procedures for the skills assessment task evaluation:

1. Position the bobtail on an appropriate surface, and set the parking brake and wheel stops.
2. **Portable Compressor:** Shut down the vehicle engine and correctly locate the portable compressor between the bobtail and the ASME tank.
 Bobtail Pump: Shut down the vehicle engine.
3. Note the percentage of liquid in the ASME tank and verify sufficient cargo tank capacity to receive the recovered liquid without overfilling.
4. Following manufacturer's instructions, loosen the sealing cap on the ASME tank's actuated liquid withdrawal excess-flow valve - *without removing it*. Allow sufficient time to ensure that the valve checks and pressurized liquid and vapor vents through the valve's vent before removing the cap, or determining that the cap should not be removed.
5. Install appropriate transfer valve if required.
6. Check transfer valves and hose for leaks.
7. Make proper connections for transfer, based on whether portable compressor or cargo tank pump is used.

Continued

NPGA 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

Task 2 continued

8. **Portable Compressor:** Start the compressor, alert for any abnormal operating condition.
- Bobtail Pump:** Start the vehicle engine and engage the PTO to operate the pump at low idle speed, alert for any abnormal operating condition.
9. **Portable Compressor:** Monitor the transfer of liquid, then shut down the compressor and close all valves.
- Bobtail Pump:** Monitor the transfer of liquid, then shut down the pump, PTO and engine, and close all valves.
10. Disconnect the hoses after venting trapped gas by a safe controlled release. Cap the hose ends and secure them for travel.
11. Fully open the transfer valve to check the ASME tank's actuated liquid withdrawal excess-flow valve, according to manufacturer instructions.
12. Properly prepare liquid withdrawal valve and remove transfer valve according to company procedures.

Satisfactory **Not Applicable***

**Not Applicable means that the person's job description does not require him/her to perform this task*

Section Eight: Prepare, Fill, and Load Cylinders

Task 1: Prepare Cylinders for Filling

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Correctly identify the types of DOT cylinders, and associated valves and gauges.
2. Correctly identify the following:
 - Requalification Identification Number (RIN)
 - Month and year of last requalification date
 - Letter indicating Requalification method used
 - Cylinder conditions meeting the definitions for "Rejected" and "Condemned"
3. Inspect the overall fitness of the cylinders to include the following:
 - Cracks or leaks
 - Serious denting or gouging
 - Defective or leaking pressure valve
 - Damage to the cylinder valve, valve protection, or cylinder foot rings
 - Evidence of physical abuse, fire or heat damage, or detrimental rusting or corrosion
 - Bulging
 - Defective valves
4. Visually inspect the cylinder valves, to include the following:
 - Service valve handwheels and stems
 - Pipeaway adapters
 - Float gauge dial faces and operation of float gauges
 - Cylinder valve protective collars or valve caps and threads
 - Quick-closing couplings on motor fuel cylinder service valves, if applicable
 - Filler valves and weather caps
 - Fixed maximum liquid level gauge
 - Foot rings and welds
5. Identify the following permanent markings:
 - Tare Weight
 - Dip Tube Information
 - Specification Design Code
 - Water Capacity
 - Serial Number
 - Manufacturer Name and Test Date
6. Verify that all required cylinder labels are present, readily visible during transportation, and not obstructing any other required cylinder markings.

Satisfactory

Task 2: Purge Cylinders of Air

Evaluator: Please indicate which method was used to purge the DOT cylinder of air for steps indicated throughout the task:

Using Propane Vapor **OR** Using a Vacuum Pump

Preparation Guide: Work in an approved area where there is no ignition source and wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Explain the importance of purging air from a cylinder.
2. Purge the cylinder using Propane Vapor or a Vacuum Pump:

If the cylinder was purged of air using Propane Vapor:

- Connect the vapor hose to the cylinder.
- Pressurize the cylinder with propane vapor to 15 psig.
- Bleed off the pressure in the cylinder.
- Repeat the purging process. To ensure that approximately 97% of the air has been purged from the cylinder, bleed off the pressure in the cylinder at least four more times.

If the cylinder was purged of air using a Vacuum Pump:

- Vent any positive pressure through a fixed maximum liquid level gauge before connecting the pump inlet hose, retightening the gauge after the pressure has vented.
- Connect the pump inlet hose to the cylinder valve and tighten securely by hand.
- Open the cylinder valve and turn the pump on, allowing the pump to pull 2 PSIA.
- Close the cylinder valve and turn the pump off. Disconnect the pump inlet hose from the cylinder valve.

Satisfactory **Not Applicable***

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

Task 3: Replace Cylinder Valves

Evaluator: Ensure the candidate uses the steps indicated below to replace valves and fittings in both a DOT Vapor Service Cylinder and a Motor Fuel Cylinder (if available).

Preparation Guide: Work in a well-ventilated location outdoors or in a cylinder filling room, meeting the requirements of Chapter 10 of NFPA, and wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Discuss the proper processes to inspect cylinders for problems such as:
 - Aging and/or leaking valves
 - Missing or damaged valve accessories
 - Improper container maintenance
 - Exposure to anhydrous ammonia
2. Correctly identify the valves and/or fittings that can be replaced or serviced on a cylinder.
3. Following company policies and procedures and manufacturer guidelines, prepare to replace a cylinder valve, to include:
 - Following all safety precautions and wearing appropriate PPE
 - Evacuating propane liquid from cylinder and reducing pressure to near atmospheric pressure
 - Securing cylinder in a cylinder vise or other suitable restraining device
4. Following company policies and procedures and manufacturer guidelines, replace or service the following:
 - Pressure relief valve Service valve Filler Valve

Satisfactory **Not Applicable***

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

Task 4: Fill Cylinders by Weight or Volume

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

Filled a cylinder by Weight Filled a Cylinder by Volume Filled by both Weight and Volume (optional)

1. Verify that the dispensing equipment is in good working order and meets NFPA 58 requirements.
2. Open the liquid outlet valve on storage tank and valves in the by-pass return line.
3. Verify by visual inspection of the outside of the cylinder that the cylinder is fit for propane service and filling.
4. Place scales index at the proper setting.
5. Make all required connections and fill the cylinder.
6. **If filled by Weight:** Check the weight of filled cylinder after the filling connector is disconnected.
If filled by Volume: Immediately close the hose end valve when white mist appears from the fixed maximum liquid level gauge.
If overfilled, bleed off excess propane in an approved safe location.
7. Check the cylinder service valve and relief valve for leaks.
8. Install a POL plug or protective cap if so equipped.
9. Apply DOT shipping label if one is not already in place and/or cylinder warning label if the manufacturer's label is not legible, or any other consumer or commercial warning label required by company procedures.
10. Explain how to shut down and secure the filling station in an emergency situation.

Satisfactory **Not Applicable***

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

Task 5: Fill Vehicle-Mounted ASME Tanks

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Explain the necessary safety precautions to adhere to prior to filling vehicle-mounted ASME Tanks, to include:
 - Ensure no one is inside the vehicle.
 - Ensure the vehicle ignition is turned off.
 - Inspect the tank to ensure it has all the correct markings, is in good condition, and is safe for filling.
 - Restrict customer access to the immediate area around the liquid propane transfer operation.
 - Ensure there are no ignition sources or combustible materials within 25 ft of the filling connection or metal working operations within 35 ft.
 - If filling a motor fuel tank on an RV, ensure all appliance pilot lights and electronic ignition systems are turned off.
2. Correctly fill a vehicle-mounted ASME tank:
 - Set the propane meter to zero.
 - Connect the motor fuel hose to the tank fill valve.
 - Open the vent valve on the fixed maximum level gauge, checking for flow. Once vapor appears, continue the filling process.
 - Start the pump and slowly open the valve on the end of the hose.
 - Close the hose end valve when a steady white mist or fog is first emitted from the fixed maximum liquid level gauge.
 - Close the fixed maximum liquid level gauge and shut off the pump.
 - Slowly loosen the filler adapter to vent liquid propane trapped between the filler adapter and the motor fuel tank filter valve, waiting until propane stops venting before completely disconnecting the adapter.
 - Check the valve for leaks and replace the dust cap.
 - Ensure the PROPANE decal is correctly placed as follows:
 - Vehicles with **motor** fuel tanks: lower right rear of the vehicle, near the bumper
 - Vehicles with **mobile** fuel tanks: near the access panel door or fender skirt

Satisfactory **Not Applicable***

*Not Applicable means that the person's job description does not require the person to perform this task, **OR** the company does not fill Vehicle- Mounted ASME Tanks.

Task 6: Load and Deliver Cylinders

Preparation Guide: Wear appropriate Personal Protective Equipment (PPE) for the skills assessment task evaluation:

1. Correctly identify DOT cylinder loading and securing devices, and properly demonstrate how to load and secure filled DOT cylinders onto the delivery vehicle.
2. Demonstrate proper methods for delivering cylinders to residential customers, to include:
 - Position the delivery vehicle.
 - Inspect the cylinder installation.
 - Determine if an interruption of gas service has occurred.
 - Move cylinders to the installation site.
 - Determine the type of installation and cylinder exchange, if applicable: **Manual** or **Automatic**
 - Return empty cylinders to the delivery vehicle.
3. Inspect an indoor and outdoor location for commercial cylinder delivery.
4. Demonstrate proper methods for delivering cylinders to commercial customers, to include:
 - Position and secure the delivery vehicle; chock the wheels.
 - Inspect the storage area.
 - Remove empty cylinders from the storage area, properly inspect for damage or missing parts, and verify DOT shipping labels are readable and proper prior to loading and securing on delivery vehicle.
 - Unload full cylinders from the delivery vehicle.
 - Position filled cylinders in storage racks with the relief valve at the top of cylinder communicating with the vapor space, while ensuring the fixed maximum liquid level gauge and service valve are shut.
 - Complete documentation as per company policies and procedures.

Satisfactory

CETP Certification Performance Evaluation / Candidate Record (2.2 / 2.4) 2019

Completing your NPGA CETP Certification:

- 1: Successfully pass the exam.
- 2: Complete and return the *CETP Performance Evaluation / Employee Record* to the testing center below within 12 months of passing the exam.
- 3: Complete any necessary prerequisites within 12 months of passing the exam.

Make a copy for your training records and then send to:

Industrial Training Services, Inc.

120 Max Hurt Drive ● Murray, KY 42071 ● PH: 270-753-2150 ext. 2 ● EMAIL: skills@its-training.com

The information requested below will be used to assist in locating your records in the CETP database. Please make sure to complete all requested information; we thank you in advance for your assistance.

Candidate Information: (print or type) Test Group Number (if known): _____

Name: _____ Last four digits of SSN (only): _____

Employer: _____ Email: _____

Address: _____ Daytime Phone#: _____

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 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.

Candidate Signature _____ **Date** _____

Skills Evaluator Information: (print or type)

Name: _____

Organization/Employer: _____

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this Performance-Based Skills Assessment Evaluation with integrity. I also affirm that the above named Candidate 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** _____

Registered Skills Evaluator Number * _____

NPGA 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

Return to: **INDUSTRIAL TRAINING SERVICES, INC.**

Page 18 ● 120 Max Hurt Dr. ● Murray, KY 42071 ● TELEPHONE: 270/753-2150
v123015

NPGA 2.2 / 2.4 Delivery Operations Combination Skills Assessment (2019)

Return to: **INDUSTRIAL TRAINING SERVICES, INC.**

120 Max Hurt Dr. • Murray, KY 42071 • TELEPHONE: 270/753-2150 • **Page 19**
v123015

Final Checklist for: 2.2 / 2.4 Delivery Operations Combination (2019)

Name: _____ Last four digits of SSN (only): _____

The candidate has been evaluated on the following tasks at the following level:
 The N/A option is available only as listed in the Not Applicable column/available box(s) below. All other tasks must be completed.

Satisfactory	Not Applicable	Section One: Perform and Verify Vehicle Inspections, and Verify Product Identification and Documentation Requirements
<input type="checkbox"/>		Perform a Post-Trip Inspection
<input type="checkbox"/>		Pre-Inspect the Vehicle for Safe Operation
<input type="checkbox"/>		Verify Annual/Period Vehicle Inspections, Product Identification, and Documentation Requirements
Section Two: Identify Procedures for the Safe Handling of Hazardous Materials and Verify the Presence of Propane Odorant		
<input type="checkbox"/>		Identify Procedures for the Safe Handling of Hazardous Materials
<input type="checkbox"/>		Verify the Presence of Propane Odorant
Section Three: Identify Procedures for Interruption of Service and Out of Gas Calls, Perform a Leak Check, and Restore Service to an Appliance		
<input type="checkbox"/>		Identify Procedures for Interruption of Service and Out of Gas Calls
<input type="checkbox"/>		Perform a Leak Check
<input type="checkbox"/>	<input type="checkbox"/>	Restore Service to Appliances
Section Four: Maintain Control of Vehicles, Handle Accidents and Emergencies, and Identify Vehicle Security Requirements		
<input type="checkbox"/>		Identify Measures for Maintaining Control of a Vehicle
<input type="checkbox"/>		Identify Safe Delivery Routing Practices and Procedures
<input type="checkbox"/>		Identify Methods for Handling Accidents and Emergencies
<input type="checkbox"/>		Identify Vehicle Parking, Servicing, and Security Requirements
Section Five: Identify Bobtail Equipment and Systems, Load a Bobtail, and Perform Bobtail Inspections		
<input type="checkbox"/>		Identify Bobtail Equipment and Systems
<input type="checkbox"/>		Load a Bobtail
<input type="checkbox"/>		Perform Walk Around and Pre-Transfer Inspections on a Bobtail
<input type="checkbox"/>		Perform Monthly Inspections and a Meter Creep Test on a Bobtail

Continued on following page – you must complete and return the entire checklist

Final Checklist for: 2.2 / 2.4 Delivery Operations Combination (2019)

Name: _____ Last four digits of SSN (only): _____

The candidate has been evaluated on the following tasks at the following level:
 The N/A option is available only as listed in the Not Applicable column/available box(s) below. All other tasks must be completed.

Satisfactory	Not Applicable	Section Six: Fill a Storage Container at a Customer Location
<input type="checkbox"/>		Inspect Customer Containers and Installations Prior to Filling
<input type="checkbox"/>		Fill Propane Storage Containers at Customer Locations
Section Seven: Inject Methanol and Evacuate Containers		
<input type="checkbox"/>	<input type="checkbox"/>	Inject Methanol into a Container
<input type="checkbox"/>	<input type="checkbox"/>	Evacuate an ASME Tank Using a Portable Compressor <u>or</u> a Bobtail Pump
Section Eight: Prepare, Fill, and Load Cylinders		
<input type="checkbox"/>		Prepare Cylinders for Filling
<input type="checkbox"/>	<input type="checkbox"/>	Purge Cylinders of Air
<input type="checkbox"/>	<input type="checkbox"/>	Replace Cylinder Valves
<input type="checkbox"/>	<input type="checkbox"/>	Fill Cylinders by Weight or Volume
<input type="checkbox"/>	<input type="checkbox"/>	Fill Vehicle-Mounted ASME Tanks
<input type="checkbox"/>		Load and Deliver Cylinders

Make a copy for your training records and then send to:

Industrial Training Services, Inc.
 120 Max Hurt Drive ● Murray, KY 42071 ● PH: 270-753-2150 ext. 2 ● EMAIL: skills@its-training.com