



2.4 Cylinder Delivery Operations Performance-Based Skills Assessment 2019



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NOTICE: The Skills Evaluator must be the Candidate's supervisor or another qualified person who has completed CETP 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.

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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.

2.4 Certification Requirements

- Passing exam score on 2.4 “Cylinder Delivery Operations” exam
- Completed and signed 2.4 “Cylinder Delivery Operations” 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

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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.

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

Task 1: Perform 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 and Periodic Vehicle Inspections, and Verify 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(s) 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 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.

Satisfactory

Section Two: Identify Procedures for the Safe Handling of Hazardous Materials and Verify the Presence of Propane Odorant

Task 1: Identify Safe Handling Practices for 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 to use 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 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

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

Not Applicable*

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

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

Not Applicable*

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

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 apply the wheel stops.
- Identify and prevent potential ignition sources.
- Set out warning devices, such as triangles, and keep unauthorized people away from the vehicle.

Steps to 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.

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Task 3 continued

2. Demonstrate or 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 so:
 - 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 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 requirements for parking a propane vehicle while:
 - Indoors at a non-public building
 - Unattended outdoors
2. Identify the necessary requirements prior to:
 - 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
3. Explain the definition of a “qualified representative of a motor carrier”
4. Explain the correct definition of “properly attending the vehicle”
5. Explain company policies and procedures related to transportation security.

Satisfactory

Section Five: 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.*

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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.

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Task 5 continued

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 (2.4) 2019

Completing your initial CETP Certification:

Step 1: Successfully pass the exam.

Step 2: Complete and return the CETP Performance Evaluation / Candidate Record to the testing center below within 12 months of passing the exam.

Step 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 – 2.4 Cylinder Delivery Operations Skills Assessment (2019)

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Final Checklist for: 2.4 Cylinder Delivery Operations 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 Inspections, and Verify Product Identification and Documentation Requirements
<input type="checkbox"/>		Perform Post-Trip Inspections
<input type="checkbox"/>		Pre-Inspect the Vehicle for Safe Operation
<input type="checkbox"/>		Verify Annual and Periodic Vehicle Inspections, and Verify 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 Safe Handling Practices for 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"/>	<input type="checkbox"/>	Identify Procedures for Interruption of Service and Out of Gas Calls
<input type="checkbox"/>	<input type="checkbox"/>	Perform a Leak Check
<input type="checkbox"/>	<input type="checkbox"/>	Restore Service to an Appliance
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: 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

NPGA – 2.4 Cylinder Delivery Operations Skills Assessment (2019)

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