

## BASIC SKILLS TRAINING RECORD

\_\_\_\_\_ Gas Salesman      \_\_\_\_\_ Service Technician

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Company/Branch: \_\_\_\_\_

Trainer/Manager: \_\_\_\_\_ LC License Number: \_\_\_\_\_

Trainee: \_\_\_\_\_

Trainer's Initials	Trainee's Initials	PHYSICAL PROPERTIES OF PROPANE
		Boiling point of propane
		Temperature/Pressure relationship of propane
		Maximum permitted liquid volume of a container
		Expansion ratio of propane liquid to vapor
		Specific gravity of propane liquid and vapor
OPERATION OF THE TRUCK		
		Performing a daily truck inspection
		Importance of using Chock Blocks
		Show meter calibration and when it is due
		Required markings, inspection dates, decals/stickers, placards
		Fire Extinguisher recertification dates
		Monthly hose inspection
		Transfer of propane from bulk plant to the truck
		DOT inspection requirements of a bobtail
		Documented "Sniff Test"
DELIVERIES		
		Tank inspection, blocks, service line, data plate, regulator
		Proper distancing of tank and regulators from source of ignition
		Inspected all valves on tank
		How to read gauges and understanding the 80% full capacity
		Understanding of how and when to "Red Tag" a system
		Protection, placement and painting tanks
		Leak Check and company policy

		Pressure Check and company policy
		Cathodic protection and inspection test for existing systems
		Purging containers
		Proper appliance, ball valves, and venting/ventilation
		Sediment Traps
		Lighting of appliances
		Requalification of DOT cylinders
		Importance of keeping bystanders away during fill operation
		"No Smoking" distance requirements
		Filling a propane container
		Safety Precautions
		<b>PROCEDURES FOR TRANSFERRING PROPANE GAS</b>
		Transferring with a compressor
		Transferring with a bobtail truck
		Importance of using Personal Protective Equipment
		<b>BULK PLANT OPERATIONS</b>
		Inspection of hoses and connecting hoses
		Valve operation on bulk plant and truck
		Operation of pump
		Fill to 80% and read the gauge
		Emergency Procedures
		Bulk storage tank ESVs
		Bulk plant Piping system
		"No Smoking" distance requirements
		Pull away prevention
		Primary valves kept closed except when transferring product
		Maintenance procedures
		<b>TANK PLACEMENT AND CONTAINERS</b>
		Distance requirements
		Protection of installed containers
		Purging
		Required stickers/placards
		Installation
		Transporting tanks with more than 5% propane
		Know how and when to place cathodic protection and testing

		<b>REGULATORS</b>
		Function, inspection, distance requirements, protection
		Performance and know when to replace
		<b>OUT OF GAS PROCEDURE</b>
		Walk through
		Leak test
		Importance of documentation
		<b>PIPING</b>
		Materials
		Inspection
		Installing
		Protection
		Pressure testing
		Shutoff valves
		Sediment traps
		Purging
		Special requirements for use of "CSST"
		<b>APPLIANCES</b>
		Central conversion
		Heaters: size selection, location, installation, repair/cleaning
		Stoves: conversions and adjustments
		Water Heaters: installation and venting
		<b>PLACING SYSTEM INTO OPERATION</b>
		Inspection
		Ignition of system
		Venting/ventilation
		Operation
		<b>REQUIREMENTS OF THE LC GAS STATE INSPECTORS</b>
		Installation Reports and proper way to fill them out
		Role of the state inspector

**Note: Place "N/A" if the skill is not required.**

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**By initialing each item, the trainer verifies that he/she has either demonstrated or explained each procedure and the trainee acknowledges that he/she understands the procedures listed above.**

**Comments:**

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**Trainer/Manager Signature**

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**Date**

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**Trainee Signature**

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**Date**