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POLICIES AND PROCEDURES

Petroleum Mechanic

CERTIFICATION PROGRAM

**The Technical Standards and Safety Act, 2000
(O. Reg. 216/01 & O. Reg. 217/01)**

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Policies and Procedures
Petroleum Mechanic Certification Program
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Policies and Procedures: Petroleum Mechanic Certification Program

A. Introduction:

The policies and procedures have been developed and adopted by the Technical Standards and Safety Authority (TSSA) operating under the authority of the Director under the Technical Standards and Safety Act.

The intent is to provide a set of reference points and guidelines for the training delivery organizations, examiners and the petroleum industry in general.

The policies and procedures contained herein are subject to revision and enhancement as and when required.

The policies and procedures must be followed by all training delivery organizations wishing to have their programs recognized by the Technical Standards and Safety Authority. Training providers shall not alter any of the policies and procedures set out in this document without the knowledge and prior written approval of the Training and Certification Services Program, TSSA

B. Certificate Requirements:

In order to obtain a certificate from the Technical Standards and Safety Authority as a Petroleum Mechanic or Site Operator, the requirements outlined in this section must be met.

- a. Applicants must have attended a training program delivered by a TSSA Accredited Training Provider.
- b. Applicants must successfully pass the certification examination(s) for the applicable class of certificate with a minimum of 75%.
- c. Applicants must submit a completed **Application for an Ontario Certificate of Qualification**

- d. Applicants for PM1, PM2, PM3 and PM4 must submit a completed **Practical Skills/Experience Sign-Off Documentation** for certificate(s). **(NOT REQUIRED FOR SITE OPERATOR (SO) or Petroleum Mechanic Helper (PMH)).**
- e. The PMH (Petroleum Mechanic Helper) certificate is a pre-requisite requirement to all PM mechanic categories.
- f. A PMH is not a prerequisite for a Site Operator (SO) endorsement.

Challenge Examinations are an option provided the candidate obtains prior written permission from Training and Certification Services, TSSA by submitting detailed work experience letters/sign-off documentation and successfully completes a theoretical examination and a practical skills assessment as applicable.

C. Training Standards:

The Petroleum Mechanic Curriculum as developed by the Technical Standards and Safety Authority, in conjunction with Petroleum TCAB, has been adopted as the **minimum standard** for the training and certification of the said occupation in the Province of Ontario.

- a. All training providers and training organizations are to use only the standard curriculum approved by the Technical Standards and Safety Authority;
- b. The approved standardized curriculum forms the basis for the development of all lesson plans and testing standards and criteria;
- c. All providers of training for the Petroleum Mechanic and Site Operator occupation must have their programs approved by the Technical Standards and Safety Authority;
- d. Applications for a Petroleum Mechanic and Site Operator certificate received from training providers not accredited with the Technical Standards and Safety Authority will be denied.

Petroleum Mechanic/Site Operator Training Curriculum

Training Modules	PM.1	PM.2	PM.3	PM.4	PMH	Site Operator(SO)
M1: TSS Act, Regulations and Liquid Fuel Handling Code (LFHC)	PMH	PMH B139 Fuel oil code training required	PMH B139 Fuel oil code training required	PMH	Yes	M1: TSS Act, Regulations and Liquid Fuel Handling Code (LFHC) Attendant Responsibilities
M2: Liquid Fuel Industry Safety (MSDS, etc.)	PMH	PMH	PMH	PMH	Yes	M2: Liquid Fuel Industry Safety (MSDS, etc.) Emergency Procedures
M3: Pump Maintenance	PMH	PMH	PMH	PMH	Yes	M3: Pump Maintenance- Pump/Dispenser Inspection
M4: Work In and Maintain Safe Environment	PMH	PMH	PMH	PMH	Yes	M4: Safety- Work In and Maintain Safe Environment
M5: Reconciliation & Site Operating requirements	PMH	PMH	PMH	PMH	Yes	M5: Reconciliation & Site Operating requirements
M6: Clean Up Spills & Leaks	PMH	PMH	PMH	PMH	Yes	M6: Clean up spills and Leaks
M7: Planning the Job	Yes	Yes	Yes	Yes	n/a	
M8: Installation – Underground Tanks	n/a	Yes	n/a	n/a	n/a	
M9: Removal – Underground Tanks	n/a	Yes	n/a	n/a	n/a	
M10: Installation – Petroleum Transfer Systems	n/a	Yes	Yes	n/a	n/a	
M11: Installation – Aboveground Tanks	n/a	n/a	Yes	Yes	n/a	
M12: Removal – Aboveground Tanks	n/a	n/a	Yes	Yes	n/a	
M13: Installation, Removal of Pumps & Dispensers	Yes	Yes	Yes	Yes	n/a	
M14: Repair & Maintenance of Pumps & Dispensers	Yes	n/a	n/a	n/a	n/a	
M15: Installation, Removal & Maintenance of Submersible Pumps	Yes	Yes	Yes	n/a	n/a	
M16: Install, repair, maintenance of Leak Detection and Tank Monitoring Systems	Yes	Yes	Yes	Yes	n/a	
M17: Installation, Removal, Repair and Maintenance of Bulk Handling Equipment	Yes	n/a	Yes	n/a	n/a	

D. Practical Skills/Experience Documentation:

The document entitled “Practical Skills/Experience Sign-Off Documentation” is to be considered as a mandatory requirement when applying for a certificate as a Petroleum Mechanic.

Sign-Off Authorities:

The signing authority shall be one of the following:

- 1) The signing authority shall be a Supervising certificate holder having the same certificate as stated in table:

Applicant Category	Supervising Certificate holder must have a valid certificate for Practical Skills/Experience Documentation:
PM1	Petroleum Mechanic 1 (PM1)
PM2	Petroleum Mechanic 2 (PM2)
PM3	Petroleum Mechanic 3 (PM3) sign-off for PM3 & PM4
PM4	Petroleum Mechanic 3 (PM3) sign-off for PM3 & PM4

- 2) The signing authority shall be a Company or employer authority: Company owner, President, Chief Executive Officer (CEO) or manager.

The company or employer shall have a PM certificate holder on staff: PM1 for PM1, PM2 for PM2 and PM3 for PM3 & PM4 applicant.

The practical sign-off document requires the applicant to attain to minimum hours of field time experience as listed on table below.

Required Field Experience Time:

Category	Field Time
PM1	1000 hours
PM2	2000 hours
PM3	500 hours
PM4	100 hours*

*Note: hours for PM4 certification can be credited towards PM3 certification.

E. Examination/Evaluation:

The examination will be made up of questions that will be drawn from the theoretical material provided, Liquid Fuels Handling Code and taught through the training program. Questions will be drawn from the TSSA database based on the specific certificate class. All questions are of the multiple-choice.

a. Passing Grade:

In order to meet the certification requirements, an examinee must successfully pass the examination set out by the Technical Standards and Safety Authority. The minimum acceptable grade for meeting this requirement is 75%.

b. Examination Day:

Applicants will be required to produce identification bearing their full name and photograph. Failure to produce the required identification may result in the applicant being denied access to the examination.

Personal reference material of any kind is not permitted. Only the applicable Code books will be permitted.

c. Notification:

The Examination Administrator will ensure that notification of the successful completion of the examination will include the Certificate. Notification of an unsuccessful examination is prepared and sent to the examinee no later than thirty (30) days after the date of examination.

d. Examination Re-writes:

An applicant who did not meet the 75% requirement may re-write the examination no sooner than 30 days after the previous sitting. The applicant will be allowed two examinations re-write, if required.

If the applicant fails the examination or series of examinations on three successive attempts, the applicant shall successfully complete a program approved by the director. He or she is not entitled to take the examination or series of examinations for the class of certificate until 30 days have passed and a new application for the certificate class is submitted to TSSA.

F. Training Credits:

To facilitate mobility across the province, promote continuity in training standards and uphold the validity of a standardized curriculum, students will be able to “transport” credits for successfully completed training modules from one accredited training organization to another.

G. Accreditation of Training Providers/Organizations:

Training Providers/Organizations interested in delivering the program will be required to meet specific standards and conditions in order to have their training programs approved including on-line programs.

The standards or criteria developed to determine the acceptance of a training provider for the subject occupations shall be as follows:

a. Instructors

The training provider will employ qualified instructors. Instructors delivering modules of training that have a technical content shall be certified in their occupation or trade and possess a demonstrated theoretical and practical knowledge of the subject matter(s). Instructors shall be certified as a Petroleum Mechanic in the category they wish to instruct. All instructors must submit letters detailing their experience and be approved by TSSA.

b. Classroom

The classrooms are to be of sufficient size to accommodate the number of persons receiving the instruction and be situated so as to eliminate as much distraction to the student as is practical.

Audio/visual equipment, flip charts, and other training materials and props such as parts, models and tools that assist in the training are to be available as required for the specific training modules.

H. Renewals:

Certificate renewal policies are as follows and are so reflected in the regulations:

- a. A certificate holder (any class) that fails to renew their certificate by the time specified on a renewal notice issued by the Technical Standards and Safety Authority will have their certificate placed in suspension for a period of twelve months or until the requirements have been met.

Suspended certificates will be cancelled after the twelve months have lapsed.

- b. Certificate holders who have not renewed their certificate or who have failed to meet the information requirements for a period longer than twelve months, and are requesting a re-instatement, will be considered as **new applicants**, and will be subject to the same certification requirements of a new applicant. The applicant shall:
 - (a) take a written examination and a skills evaluation conducted or approved by the director with respect to the subject matter of the class of certificate applied for; and
 - (b) include in the application a completed declaration of work experience in a format acceptable to the director.

I. Out-of-Province:

Out-of-Province applicants who have completed training programs in their home jurisdiction are to be referred to *Training and Certification Services, TSSA* where:

- a. the training programs in the home jurisdiction will be evaluated. The applicant will be required to submit official transcripts and proof of successful completion and/ or certificates from their home jurisdiction;
- b. experience requirements will be evaluated. The applicant will be required to submit an employment history, including contact information, detailing the length and type of experience and skills that have been accumulated;
- c. the applicant will be required to complete and submit proof of work experience.
- d. The current assessment fee.

Based on the results of the assessment of the material and documents submitted, Out-of-Province applicants will:

- a. be required to successfully challenge the approved Provincial examination for the class of certificate being applied for; and/or,
- b. obtains additional experience in those areas deemed lacking, or as required, in order to qualify for the classification of certificate being sought.