



Petroleum Mechanic Helper Certification - Practical Exam Sign-off

Introduction:

This Practical Skills/Experience Sign-Off document is your passport to PMH Certification. It has been developed by the Ontario Petroleum Contractors Association and is a mandatory document when applying for PMH certification in lieu of performing the practical skill assessment with a certified OPCA instructor.

Instructions:

1. The Supervisor (TSSA license holder) shall test the student on the procedures to perform minor maintenance on a fuel dispenser using the worksheet on page 2.
2. The evaluation must be conducted one on one between the supervisor and student only.
3. Students must perform all essential procedures on the worksheet without the assistance of their supervisor.

Note: Prior to the assessment, students can view the Pump Maintenance instructional video in the PMH course at www.OPCAlearning.org. Students must log in with their credentials provided to them by OPCA.

Student declaration: I attest that I have completed the practical skills assessment under the supervision of my supervisor as noted below and on page 2.

| | |
|-----------|---------|
| _____ | _____ |
| Name | Company |
| _____ | _____ |
| Signature | Date |

Sign-Off Authority:

Both the Supervisor (TSSA license holder) and a signing officer (owner) of the student's company must sign and date this document. By signing this document, you are attesting to the completion of the practical assessment as instructed by OPCA.

Supervisor:

| | | |
|-----------------|-----------|-------|
| _____ | _____ | _____ |
| Supervisor Name | Signature | Date |

Supervisor TSSA license No. _____

Company signing officer:

| | | |
|--------------|-----------|-------|
| _____ | _____ | _____ |
| Name & Title | Signature | Date |

Submission: Scan and submit completed document (Page 1 & 2) to info@opcaonline.org

Examination

Practical Component Checklist - Routine Dispenser Maintenance

Student name: _____ Date: _____

| Must perform any one of procedures 1 to 3 | PROCEDURE | Yes | No |
|---|--|-----|----|
| | 1.) Affix signs on the dispenser | | |
| | 2.) Erect barricades | | |
| | 3.) Park service vehicle to block access | | |
| <i>Essential Procedure</i> | 4.) Eliminate potential spark sources | | |
| | 5.) Remove cabinets cover | | |
| | 6.) Inspect hoses and connections for wear and internal parts for leaks | | |
| <i>Essential Procedure</i> | 7.) Trip shear valve (emergency valve) | | |
| <i>Essential Procedure</i> | 8.) Turn dispenser on to ensure it will not dispense product | | |
| <i>Essential Procedure</i> | 9.) Disconnect power source at furthest point (STP or turbine breaker) | | |
| | 10.) Lock out and tag out power source | | |
| | 11.) Lock all nozzles not in use | | |
| <i>Essential Procedure</i> | 12.) Perform continuity test | | |
| | 13.) Inspect nozzles and spouts | | |
| | 14.) Inspect filters | | |
| | 15.) Inspect hoses | | |
| | 16.) Replace hose | | |
| <i>Essential Procedure</i> | * Discharge potential electrostatic build up | | |
| <i>Essential Procedure</i> | * Open nozzle trigger and drain fuel from nozzle | | |
| | * Disconnect retract cable | | |
| <i>Essential Procedure</i> | * Position absorbant material, remove nozzle and drain fuel | | |
| <i>Essential Procedure</i> | * Loosen hose at dispenser end to allow air in for draining | | |
| | * Lay hose in a straight line with absorbant material at loose end | | |
| | * Unthread hose at dispenser end | | |
| | * Roll hose up and discard | | |
| | * Inspect replacement hose, including continuity test | | |
| <i>Essential Procedure</i> | * Apply metallic thread sealant, thread hose in to dispenser and tighten | | |
| <i>Essential Procedure</i> | * Apply metallic thread sealant, thread nozzle onto hose, tighten | | |
| <i>Essential Procedure</i> | * Reconnect retract cable | | |
| | 17.) Replace filter | | |
| <i>Essential Procedure</i> | * Discharge potential electrostatic build up | | |
| <i>Essential Procedure</i> | * Place absorbant material and catch pan under dispenser | | |
| <i>Essential Procedure</i> | * Rotate filter, allow fluid to drain, unthread filter, remove filter and drain | | |
| <i>Essential Procedure</i> | * Check filter for gasket; remove from filter seat if necessary | | |
| | * Discard filter | | |
| <i>Essential Procedure</i> | * Inspect replacement filter | | |
| <i>Essential Procedure</i> | * Apply grease to filter gasket; thread; tighten as per manufacturers directions | | |
| | * Wipe filter clean, inspect housing for integrity | | |
| <i>Essential Procedure</i> | 18.) Perform final continuity test | | |
| <i>Essential Procedure</i> | 19.) Remove lock out / tag out Turn breaker on | | |
| | 20.) Return shear valve to the "open" position | | |
| <i>Essential Procedure</i> | 21.) Run product through the dispenser | | |
| <i>Essential Procedure</i> | 22.) Check for leaks | | |
| <i>Essential Procedure</i> | 23.) Replace cover | | |
| | 24.) Remove signs, barricades, vehicle | | |

Trainer/Supervisor Name: _____

Trainers/Supervisor Signature: _____

Important note to trainer; All procedures identified as "essential" must be performed correctly. Students who correctly perform all essential procedures earn a passing grade; those students who incorrectly perform one or more essential procedures receive a failing grade. Those procedures not identified as "essential" should be performed by the student but do not result in a failing grade if performed incorrectly.