



Canadian Petroleum
Contractors Association

**Petroleum Mechanic
Training & Certification**

Policies & Procedures

PMH

PM1

PM2

PM3

SO

Table of Contents

Introduction.....	2
Description of Certificate Categories.....	3
CPCA National Registry for Petroleum Mechanics.....	4
Training and Certification Process Flow Chart.....	5
Requirements Table.....	6
Trade Experience Requirement.....	7
Required Reference Material.....	7
Forms.....	7
Training Provider Requirements.....	8
Instructors.....	8
Challenge Process.....	8
Training and Certification Standards.....	9

Introduction

The Policies and Procedures herein have been developed by the Canadian Petroleum Contractors Association (CPCA) to outline the requirements with respect to training and certification for CPCA certified petroleum mechanics.

The Policies and Procedures are subject to additions and revisions without notice.

CPCA Petroleum Mechanic training is available in the following provinces that have adopted the CPCA Petroleum Mechanic Training Program:

- Alberta
- Manitoba
- Saskatchewan

ACKNOWLEDGMENTS

The CPCA acknowledges the following organizations for their assistance in the development of the CPCA National Training Program for Petroleum Mechanics:

Alberta Petroleum Storage System Contractors Association
Association des Entrepreneurs Pétroliers Du Québec Inc.
Manitoba Conservation Authority
Manitoba Petroleum System Installers Association
Ontario Petroleum Contractors Association
Petroleum Tank Management Association of Alberta
Saskatchewan Apprenticeship and Trade
Saskatchewan Retail Petroleum Construction Association

Contact Information:

Canadian Petroleum Contractors Association

Tel: 1-866-360-6722

E-mail: info@cpcaonline.com

Web site: www.c pcaonline.com

Description of License Categories

PMH—Petroleum Mechanic Helper (Prerequisite, see below)

A person who holds a PMH license may without supervision, maintain pumps, including replacing nozzles, spouts, hoses, break-aways, filters and belts and may access, contain and clean up spills and leaks.

The holder of a PMH license may assist the holder of a PM1, PM2, or PM3 license to perform any of the functions he or she may perform if directly supervised by the holder of that license.

The PMH license is a prerequisite for individuals new to the industry and/or who do not have the required experience.

PM1—Service and Maintenance

A person who holds a PM1 license may, without supervision, service and maintain petroleum equipment and systems, and accessories essential to their operation and, in doing so, may,

- A) Install and remove suction pumps and related systems in accordance with manufacturer specifications regulations;
- B) Repair and maintain suction pumps and related systems, including troubleshooting, testing, repairing and replacing mechanical, hydraulic, electrical and electronic components;
- C) Repair and maintain submersible pumps, dispensers and related systems, including troubleshooting, testing, repairing and replacing mechanical, hydraulic, electrical and electronic safety devices.

Trade experience requirement:

A person may perform the above functions in order to complete their experience requirement under the direct supervision of a PM1 license holder.

PM2—Underground Installation

A person who holds a PM2 license may, without supervision, install, remove, alter, repair, test, service and maintain any type of underground installation and the equipment and accessories essential to its operation and, in doing so, may,

- A) Install underground tanks, including the preparation and restoration of the site, the installation of temporary vents and fill pipes and pressure testing;
- B) Remove underground tanks, including the preparation and restoration of the site, draining and disconnecting the tank system and purging tanks;
- C) Install petroleum transfer systems, including the preparation of lines and equipment, component assembly, spill containment and vapour recovery;
- D) Repair and maintain systems for detecting leaks and monitoring tanks; and
- E) Install and remove submersible pumps, dispensers and related systems.

Trade experience requirement:

A person may perform the above functions in order to complete their experience requirement under the direct supervision of a PM2 license holder.

Description of License Categories

PM3—Aboveground Installation

A person who holds a PM3 license may, without supervision, install, remove, alter, repair, test, service and maintain any type of aboveground installation and the equipment and accessories essential to its operation and, in so doing, may,

- A) Install aboveground tanks, including preparation and restoration of the site, component assembly, spill containment, electrical hook-up and pressure testing;
- B) Remove aboveground tanks, including the preparation and restoration of the site, draining and disconnecting the tank system and purging tanks;
- C) Repair and maintain systems for detecting leaks and monitoring tanks; and
- D) Install, remove, repair and maintain bulk handling equipment, including troubleshooting and testing mechanical, hydraulic, electric and electronic systems and safeties.

Trade experience requirement:

A person may perform the above functions in order to complete their experience requirement under the direct supervision of a PM3 license holder.

SO—Site Operator

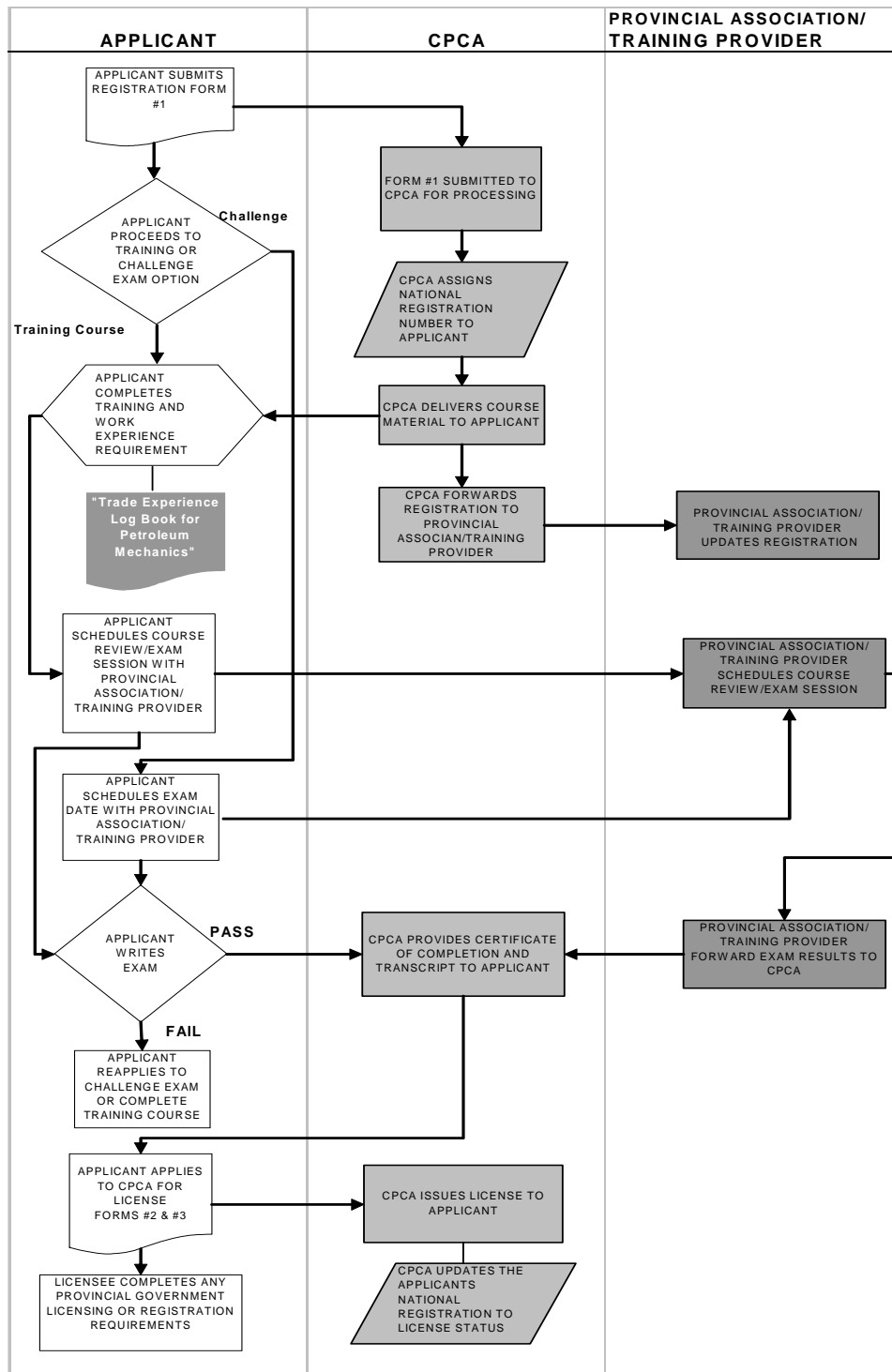
A person who holds an SO certificate may, without supervision, manage a fuel facility, including record keeping, reconciliation and inventory control; maintain pumps, including replacing nozzles, spouts, hoses, breakaways, filters and belts; and assess, contain and clean up spills and leaks. The holder of an SO certificate shall not work for a contractor as a petroleum mechanic unless he or she holds the appropriate certificate for the work.

CPCA National Registry

Individuals registered in the training program will be automatically placed on the CPCA's National Registry for Petroleum Mechanics. Access to the registry will be available on the CPCA web site. The registry will contain updated information pertaining to a CPCA registered petroleum mechanic, enabling potential employers and provincial licensing bodies to verify the individual's license status.

CPCA Training and Certification Flowchart

The flowchart below outlines the processes involved in order for an individual to obtain a petroleum mechanic license including the responsibilities of the applicant and the authorities having jurisdiction with regard to the CPCA Petroleum Mechanic Training and Certification Program.



Requirements Table

The purpose of the requirements table is to outline the required activities that are to be performed in order to receive certification.

All work performed by an individual in training must be supervised by a license holder corresponding with the work being performed.

TRAINING MODULE/UNIT	PMH	PM1	PM2	PM3	SO
M0: Standards and Regulations	YES	YES	YES	YES	YES
M1: Fuel Pump or Dispenser Minor Maintenance and Repair	YES	YES	YES	YES	YES
M2: Protect Self and Others	YES	YES	YES	YES	YES
M3: Work In & Maintain a Safe Environment	YES	YES	YES	YES	YES
M4: Use Hand & Power Tools	YES	YES	YES	YES	YES
M5: Work on Ladders & Scaffolds	YES	YES	YES	YES	YES
M6: Clean Up Spills & Leaks	YES	YES	YES	YES	YES
M7: Planning Jobs	N/A	YES	YES	YES	N/A
M8: Installation – Underground Tanks	N/A	N/A	YES	N/A	N/A
M9: Removal – Underground Tanks	N/A	N/A	YES	N/A	N/A
M10: Installation – Petroleum Transfer Systems	N/A	N/A	YES	N/A	N/A
M11: Installation – Aboveground Tanks	N/A	N/A	N/A	YES	N/A
M12: Removal – Aboveground Tanks	N/A	N/A	N/A	YES	N/A
M13: Installation & Removal – Suction Pumps & Systems	N/A	YES	YES	YES	N/A
M14: Repair & Maintenance – Suction Pumps & Systems	N/A	YES	N/A	N/A	N/A
M15: Installation & Removal – Submersible Pumps, Dispensers & Related Systems	N/A	YES	YES	YES	N/A
M16: Repair & Maintenance – Submersible Pumps, Dispensers & Related Systems	N/A	YES	N/A	N/A	N/A
M17: Repair & Maintenance – Leak Detection & Tank Monitoring Systems	N/A	YES	YES	YES	N/A
M18: Installation & Removal – Bulk Handling Equipment	N/A	YES	N/A	YES	N/A
M19: Repair & Maintenance – Bulk Handling Equipment	N/A	YES	N/A	YES	N/A

Trade Experience Requirement

The table below illustrates the required hours needed in order to receive certification.

TRADE	EXPERIENCE
PM1—SERVICE AND MAINTENANCE	1000 HOURS
PM2—UNDERGROUND INSTALLATION	2000 HOURS
PM3—ABOVEGROUND INSTALLATION	500 HOURS

Trade Experience Log Book for Petroleum Mechanics

Individuals are required to complete the log book as a permanent record of work performed under the direct supervision of a **licensed petroleum mechanic** pertaining to work being performed. Detailed information about the supervisor must also be supplied (employer, license number, contact information).

Example:

MODULE	SUPERVISOR NAME	DATE WORK PERFORMED	NUMBER OF HOURS
M8: Installation—Underground Tanks			

Forms

The following forms are available from the CPCA and allow individuals to register for courses, apply for licenses, and outline their required experience. Incomplete forms will result in processing delays.

Form 1—Petroleum Mechanic Training Program Registration Form

Form 2—Petroleum Mechanic License Application Form

Form 3—Verification of Trade Experience

Forms are available for download on the CPCA web site.

Reference Material

The following regulations are required reference material not included in the course and must be purchased separately:

National Fire Code of Canada

Available through the National Research Council of Canada - (613) 993-2463 or <http://irc.nrc-cnrc.gc.ca>

CCME - Environmental Code of Practice for Aboveground and Underground Storage Tank Systems

Available through CCME's - (204) 948-2090 or their online Bookstore at www.ccme.ca

Training Provider Requirements

Classification

Training Providers shall be an approved post secondary institution including community colleges, private career colleges, trade schools, government agencies, and CPCA provincial member associations. Approval of third party or independent training providers to be determined by the CPCA.

Delivery

Training providers will be required to deliver the curriculum based on the CPCA training material.

Training providers shall provide adequate training facilities, including classrooms of sufficient size, proper equipment for practical testing as well as the necessary visual aids.

Training providers will be provided with the necessary guidelines as outlined by the CPCA for course delivery, including recommended timetables and equipment.

Examinations

Training providers shall deliver examinations as outlined by the CPCA. The question data bank will be supplied to training providers. It is the responsibility of the training provider to conduct and mark examinations. The training provider shall submit results to the CPCA.

Security protocols shall be observed by the training provider to ensure the confidentiality of examinations.

Instructors

Classification

CPCA Instructors shall be individuals who have worked within the parameters of the petroleum mechanic industry and/or have worked as an instructor/trainer in a related field providing they meet the criteria set forth by the CPCA.

Standards

Instructors shall meet CPCA certification standards including the required trade experience and must demonstrate the ability to deliver both theoretical and practical components. Instructors shall be certified in the category they wish to instruct by obtaining the necessary CPCA petroleum mechanic license(s).

Challenge Process

The Challenge process allows individuals who have the required practical experience (as outlined on Page 7) to apply for a petroleum mechanic license without participating in theoretical training. Individuals are required however to write the appropriate examination for the license they are applying for.

Applicants to be approved by the CPCA based on sufficient practical experience, to be determined by the CPCA.

Required forms:

Form 1 - Petroleum Mechanic Training Registration Form (Challenge process section completed only).

Form 3 - Verification of Trade Experience

Training and Certification Standards

Curriculum

Petroleum Mechanic Course

The CPCA petroleum mechanic training program is based on a home study format. Individuals are required to register and purchase all training materials allowing sufficient time to complete the program prior to attending a review/examination session. Recommended hours of study/completion time of home study programs (does not include practical experience requirement):

PMH - 35 hours

PM1 - 40 hours

PM2 - 40 hours

PM3 - 40 hours

*please note all times are approximate and are to be used solely as a guideline, individuals may require more time to complete the program.

Site Operator Course

The Site Operator is a full one-day classroom program. Individuals are required to register in the program allowing sufficient time to review the training material prior to attending the course. Individuals are required to complete both the theoretical and practical examination on the day of the course.

Corporate Training (Classroom Instruction)

Corporate training is available for companies with a minimum of ten or more participants. All charges associated with the delivery of the training (facilities, trainer fees, materials) are the responsibility of the client. Contact the CPCA for more information. Program length varies depending on course and differ from the home study program.

Training course

Once the individual completes the training material and experience requirement, a one-day course review/exam session is given by an accredited training provider. The individual may contact their local training provider for review/exam session dates. Individuals must be registered in order to attend any scheduled course review/exam sessions. While individuals may be registered in more than one course at a time, course review/exam sessions are given one course at a time.

Examinations

Individuals are to produce proper identification at the time of the examination. Individuals are tested on their knowledge of the material and proper procedures. Examination questions are multiple choice based. There are no true/false questions. The minimum passing grade is 75%. Training manuals or any personal reference material are not permitted during the exam. National Fire Code and CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems books are permitted and recommended.

Certificates/Licenses

Upon successful completion, the individual will receive a certificate of training completion and transcript. The individual can then apply for the license for the category they successfully completed.

Providing the individual has met the all training and certification criteria, a wallet card license will be issued.

Renewals

Licenses are subject to renewal every two years in order for the CPCA to keep current records of the individual's license status. The license renewal fee is \$50.00 payable to CPCA.