NOTE ON PERFORMANCE TESTING

Performance Profile Sheet(s) are included in a format that can be easily photocopied for each trainee. This examination is designed to measure competency in the tasks taught in each module.

Please note the number of tasks to be tested while teaching each module. Each trainee should be tested on all the tasks listed on the Performance Profile Sheet(s). Before performance testing, the instructor should brief the trainees on:

- Test objectives and criteria
- Safety precautions
- Procedures for each task to be tested

The instructor administering the performance testing should also do the following:

- Ensure that all of the needed equipment is available and operating properly.
- Set up the testing stations.
- Organize and administer the test in a way that allows for optimal performance.
- Complete the Performance Profile Sheet(s) for each trainee by assigning a pass/fail score for each listed task. Also, include the testing date, and start and end times for each task in the rating boxes.
- Monitor adherence to all safety regulations and precautions.
- Provide adequate supervision to prevent injuries.
- Take immediate and effective action to remedy any emergency.

Performance Testing

If Performance Testing is done as part of the NCCER Standardized Craft Training Program, the following conditions must be met:

1. The Craft Instructor must hold valid NCCER instructor certification.
2. The training must be delivered through an Accredited Training Sponsor recognized by NCCER.
3. The specific performance testing must be completed successfully.
4. The results of the testing must be recorded on the Registration of Training Modules Form. This form must be provided to the local Accredited Training Sponsor to be forwarded to the NCCER Registry.

Performance Profile Sheet

Module AOCFG-17 has no Performance Profile Sheet;
performance testing is not required for this module.

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT20_0-17
Module Title: Inspect Main-Line Valves

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect main-line valves (CT20_0-17).				
	Identify potential abnormal operating conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Notify control center and/or affected personnel before work begins.				
	Inspect the valve security and access control.				
	Verify location and accessibility of valve to be inspected, and verify the valve number, valve type, manufacturer, and nameplate data.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT20_0-17**
Module Title: **Inspect Main-Line Valves**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Ensure that emergency signs are posted and legible.				
	Inspect the condition of the valve and the valve position indicator.				
	Perform function test to check operation of the valve as per acceptable procedures, including remote operation, if capable.				
	Operate and leak test the valve using the leak-by and leak-through rates.				
	Re-establish proper valve status and security controls.				
	Notify control center and/or affected personnel after completion of work.				
	Complete appropriate documentation as required by operator's procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT21_1-17
Module Title: Repair Valve Actuator/Operator, Pneumatic

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Repair a pneumatic actuator/operator (CT21_1-17).				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location and accessibility of the actuator/operator to be inspected, and verify the actuator/operator number, nameplate data, type, and manufacturer.				
	Notify control center and/or affected personnel before work begins.				
	Follow associated task-specific procedures (if applicable) and perform maintenance per manufacturer's or industry recommendations.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT21_1-17**
Module Title: **Repair Valve Actuator/Operator, Pneumatic**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Use precautionary steps in removing actuator.				
	Disassemble actuator.				
	Inspect, repair, and/or replace worn or damaged parts as necessary.				
	Disassemble soft clutches and inspect, if applicable.				
	Reassemble actuator and reinstall according to manufacturer or company specifications.				
	Notify control center and/or affected personnel after completion of work.				
	Complete appropriate documentation as required by operator's procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT21_2-17
Module Title: Disassemble and Reassemble Valves

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Disassemble and reassemble a valve (CT21_2-17).				
	Identify potential abnormal operating conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location of valve to be inspected.				
	Verify the accessibility of the valve.				
	Verify the valve number and nameplate data.				
	Verify the valve type and manufacturer.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT21_2-17**
Module Title: **Disassemble and Reassemble Valves**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Follow associated task-specific procedures (if applicable).				
	Follow manufacturer's or industry recommendations.				
	Disassemble valve.				
	Inspect, repair or replace worn or damaged parts as necessary.				
	Reassemble valve per manufacturer's specifications.				
	Apply proper external coatings.				
	Test valve.				
	Complete the appropriate documentation as required by operator’s procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT21_3-17
Module Title: Internal Inspection of Valves and Their Components

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect a valve and its components internally (CT21_3-17).				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify location of valve to be inspected.				
	Verify the accessibility of the valve.				
	Verify the valve number and nameplate data.				
	Verify the valve type and manufacturer.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT21_3-17**
Module Title: **Internal Inspection of Valves and Their Components**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Verify the proper isolation of the valve prior to performing inspection.				
	Follow associated task-specific procedures (if applicable).				
	Follow manufacturer's or industry recommendations.				
	Inspect valve and components.				
	Perform the necessary notifications of results of the inspection and items for repair upon completion.				
	Complete the appropriate documentation as required by operator’s procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT21_4-17
Module Title: Repair Valve Actuator/Operator, Hydraulic

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Repair a hydraulic actuator/operator (CT21_4-17).				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location of the valve actuator/operator to be repaired.				
	Verify the accessibility of the valve actuator/operator.				
	Verify the valve actuator/operator number and nameplate data.				
	Verify the valve actuator/operator type and manufacturer.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT21_4-17**
Module Title: **Repair Valve Actuator/Operator, Hydraulic**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Notify control center and/or affected personnel.				
	Follow associated task-specific procedures (if applicable).				
	Follow manufacturer's or industry recommendations.				
	Use precautionary steps in removing actuator.				
	Disassemble actuator.				
	Inspect, repair, and/or replace worn or damaged parts as necessary.				
	Reassemble actuator.				
	Install actuator.				
	Properly adjust hydraulic actuator.				
	Notify control center and/or affected personnel.				
	Complete the appropriate documentation as required by operator’s procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT21_5-17
Module Title: Repair Valve Actuator/Operator, Electric

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Repair an electric actuator/operator (CT21_5-17).				
	Identify potential abnormal operating conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location of the valve actuator/operator to be inspected.				
	Verify the accessibility of the valve actuator/operator.				
	Verify the valve actuator/operator number and nameplate data.				
	Verify the valve actuator/operator type and manufacturer.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT21_5-17**
Module Title: **Repair Valve Actuator/Operator, Electric**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Notify control center and/or affected personnel.				
	Follow associated task-specific procedures (if applicable).				
	Follow manufacturer's or industry recommendations.				
	Use precautionary steps in removing actuator.				
	Disassemble actuator.				
	Inspect, repair, and/or replace worn or damaged parts as necessary.				
	Disassemble soft clutches and inspect, if applicable.				
	Reassemble actuator.				
	Notify control center and/or affected personnel.				
	Complete the appropriate documentation as required by operator’s procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT22_1-17
Module Title: Inspect Tank Pressure / Vacuum Breakers

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect tank pressure and vacuum breakers (CT22_1-17).				
	Identify potential abnormal operating conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Notify the control center and any other affected personnel that work is beginning.				
	Verify location of valve to be inspected, and verify the valve number, valve type, manufacturer, and nameplate data.				
	Follow all applicable task-specific procedures to ensure safety, efficient performance, standardization, and appropriate documentation.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT22_1-17**
Module Title: **Inspect Tank Pressure / Vacuum Breakers**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Obtain the necessary test equipment.				
	Isolate the tank from the process and relieve pressure, if appropriate.				
	Perform a complete visual inspection.				
	Remove the valve cover and examine the valve, gasket, nozzle, and valve outlet.				
	Disassemble the access port on the vacuum breaker (or combination valve, if applicable). Inspect and test the vacuum breaker pallet weights, seat, spider arm (if present), and diaphragm.				
	Disassemble the access port on the tank pressure relief valve. Inspect and test the tank pressure relief valve pallet weight, seat, and diaphragm.				
	Replace or repair all worn parts so the valves are in top condition.				
	Reassemble the valves and remove lockout/tagout, if applicable.				
	Perform a function test				
	Apply a security seal showing the test date and any other related information required by company procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT22_2-17
Module Title: Inspect, Test, and Calibrate HVL Tank Pressure Relief Valves

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect, test, and calibrate HVL tank pressure relief valves (CT22_2-17).				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify that the test equipment has been calibrated prior to performing any calibrations.				
	Notify the control center and any other affected personnel prior to performing any test, according to operator's procedures.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT22_2-17**
Module Title: **Inspect, Test, and Calibrate HVL Tank Pressure Relief Valves**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Verify the device number and the nameplate data on the tank.				
	Verify the device type and the manufacturer.				
	Visually inspect the device and its associated equipment to determine the following: – Appropriateness for intended service – Physical/mechanical condition – Presence of corrosion – Presence of erosion – Presence of leakage – Inlet and outlet (if applicable) flange connections – Integrity of the device and its associated piping support				
	According to operator's and manufacturer's procedures, make any appropriate notifications regarding necessary repairs, maintenance, or replacements before continuing with the procedure.				
	Isolate the device from the process system and relieve pressure, if appropriate. (If performing dynamic condition testing, the device is not isolated from the system, at least not fully.)				
	Connect the test equipment and inspect all connections for leakage.				
	Apply the test medium pressure and determine the device setpoint or range "as found." Document the results.				
	If the device calibration is required, reapply the test medium to the desired setpoint or range. Adjust it according to the device manufacturer’s specifications to the operator's documented setpoint.				
	Document the final setpoint value "as-left" results.				
	Remove the test equipment, return the device to normal operating condition, and verify the integrity of the system per operator's procedures.				
	Notify the control center and any affected personnel that the device is operational and the system is returning to normal operation.				
	Complete the appropriate documentation as required by operator’s procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT23_1-17
Module Title: Maintain and Repair Relief Valves

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Maintain and repair relief valves (CT23_1-17).				
	Identify potential abnormal operating conditions (AOCs) that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the accessibility of the valve.				
	Verify the valve number and nameplate data.				
	Verify the valve type and manufacturer.				
	Notify control center and/or affected personnel.				
	Follow associated task-specific procedures (if applicable).				

Craft: **Pipeline Mechanical Level 3**
Module: **CT23_1-17**
Module Title: **Maintain and Repair Relief Valves**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Follow manufacturer's or industry recommendations.				
	Disassemble valve using manufacturer's specifications.				
	Visually inspect valve for wear and corrosion.				
	Reassemble the valve per manufacturer's specifications.				
	Test and calibrate valve.				
	Apply security seal to valve as required by procedures.				
	Notify control center and/or affected personnel.				
	Complete the appropriate documentation as required by operator's procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT23_2-17
Module Title: Inspect, Test, and Calibrate Relief Valves

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect, test, and calibrate relief valves (CT23_2-17).				
	Identify potential abnormal operating conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify location and accessibility of relief valve to be inspected, and verify the device number, device type, manufacturer, and nameplate data.				
	Notify control center and/or affected personnel before work begins.				
	Follow associated task-specific procedures (if applicable).				
	Verify the correct device setpoint, determine the correct test medium and method, and obtain the necessary test equipment.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT23_2-17**
Module Title: **Inspect, Test, and Calibrate Relief Valves**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Perform a complete visual inspection and make any necessary repairs or replacements before continuing with the procedure.				
	Connect the appropriate test equipment. Apply the test medium at the correct pressure to verify the device's "as-found" setpoint and/or operating range. Document the results.				
	If required, reapply the test medium for the desired setpoint and/or operating range.				
	Document the "as-left" setpoint and/or operating range, following company procedures. Disconnect all test equipment.				
	Put all safety devices back in service. Remove lockout/tagout, if applicable.				
	Return the system to its normal operating state. Perform a function test to confirm that everything is working properly.				
	Apply security seal to the relief valve as required by procedures (if applicable).				
	Notify control center and/or affected personnel after completion of work.				
	Complete appropriate documentation as required by operator's procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT24_1-17
Module Title: Maintain and Repair Pressure Limiting Devices

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Maintain and repair pressure limiting devices (CT24_1-17).				
	Identify potential conditions that may occur during performance of this CT, and know the appropriate actions to take in response to them.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location of the valve to be maintained or repaired.				
	Verify valve accessibility.				
	Verify the valve type and manufacturer. Obtain the appropriate manufacturer's manual. Also obtain a local electrical print or other schematics, if available.				
	Verify the valve number and the nameplate data.				

Craft: **Pipeline Mechanical Level 3**
Module: **CT24_1-17**
Module Title: **Maintain and Repair Pressure Limiting Devices**

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Notify the control center and any other affected personnel that work is beginning.				
	Notify the control center and any other affected personnel that work is beginning.				
	All applicable task-specific procedures must be followed to ensure safety, efficient performance, standardization, and appropriate documentation. Procedures should also include work permit information and notification requirements (control center and any other appropriate personnel).				
	Coordinate with the control center to isolate, depressurize, and drain the valve and the affected system.				
	Disassemble the valve according to the manufacturer's guidelines.				
	Visually inspect the valve for wear and corrosion. Repair or replace worn parts as applicable.				
	Reassemble the valve according to manufacturer's guidelines.				
	Remove lockout/tagout, if applicable. Also remove lockout/tagout from any equipment associated with isolating the valve.				
	Perform a function test and calibrate the valve (if applicable) according to the manufacturer's guidelines and/or company procedures.				
	Apply a security seal showing the test date and any other related information required by company procedures.				
	Notify the control center and any affected personnel to verify the integrity of the system for return to normal operation.				
	Complete the appropriate documentation as required by operator's procedures.				

Performance Profile Sheet (Page 1 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT24_2-17
Module Title: Inspect, Test, and Calibrate Pressure Limiting Devices

Trainee Name:

Training Program Sponsor:

Instructor:

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed.

Recognition: When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
2	Inspect, test, and calibrate pressure limiting devices (CT24_2-17).				
	Identify potential abnormal operating conditions and the appropriate actions to take.				
	Utilize the appropriate personal protective equipment according to relevant company procedures.				
	Verify the location and accessibility of the valve to be inspected, and verify the valve type, valve number, manufacturer, and nameplate data.				
	Notify the control center and any other affected personnel that work is beginning.				
	Follow all applicable task-specific procedures to ensure safety, efficient performance, standardization, and appropriate documentation.				
	Verify the correct device setpoint before beginning and determine the correct test medium and testing method for the device.				

Performance Profile Sheet (Page 2 of 2) NCCER Training

Craft: Pipeline Mechanical Level 3
Module: CT24_2-17
Module Title: Inspect, Test, and Calibrate Pressure Limiting Devices

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
	Obtain the necessary test equipment.				
	Isolate the device from the process and relieve pressure, if appropriate.				
	Perform a complete visual inspection and make any necessary repairs or replacements before continuing with the procedure.				
	Connect the appropriate test equipment. Apply the test medium at the correct pressure to verify the device's "as-found" setpoint and/or operating range. Document the results.				
	If required, reapply the test medium for the desired setpoint and/or operating range.				
	Document the "as-left" setpoint and/or operating range, following company procedures. Disconnect all test equipment.				
	Put all safety devices back in service. Remove lockout/tagout, if applicable.				
	Return the system to its normal operating state. Perform a function test to confirm that everything is working properly.				
	Apply a security seal showing the test date and any other related information required by company procedures.				
	Notify the control center and any affected personnel to verify the integrity of the system for return to normal operation.				
	Complete appropriate documentation as required by operator's procedures.				