Alabama Natural Gas Association
Gas Worker
Training & Assessment Program

PLAN D ASSESSMENT

Trainee Name: _____ Date of Assessment: _____

Evaluator Conducting Assessment: _____ Location:_____

Evaluator: *Conduct the assessment for one trainee at a time. Do not give the trainee the answers or lead him/her in any way. The assessment should be conducted in a quiet and un-rushed environment if possible. Do not conduct the assessment prior to the end of the 60-day period, but as close as possible to the 60-day period (not more than 5 days later). Correct the trainee during the evaluation process and demonstrate the correct method (if applicable). Record performance on this evaluation sheet.*

Build a First Cut	Trainee Passed	Trainee Failed
Ask the trainee the following questions about building a first cut:		
1) *Explain to me what a First Cut is and when you would use a First Cut.*		
Score: A service that has multiple regulators to regulate the pressure down from a higher pressure to a lower pressure, acceptable (safe) for use for the customer.		
Score: Gives an appropriate example		
2) *What parts would you use when building a First Cut?*		
Score: NoBlo, nipples, ¾ epoxy pipe, relief, regulators, union, valve(s), test outlets, gauges		
3) *First Cut is also commonly referred to by another name. What is this?*		
Score: Farm Tap, HPR Sets		

Split Service	Trainee Passed	Trainee Failed

Ask the trainee the following questions about a split service:

1) *Explain what a Split Service is.*

   Score: A single gas service line off the main that feeds to more than one house (e.g., provide service to two or three customers).

2) *Why is it important to recognize that a customer is part of a Split Service if you are responding to a service call at a customer's home?*

   Score: It's important when working on a customer's service to recognize if the customer is part of a split service. If so, ensure that gas is not cut off to the customer not receiving services *or* that the customer is notified if service interruption is unavoidable.

3) *When would you install a split service?*

   Score: Not installed very often. Can be installed when it is the most convenient and accessible route (i.e., there are barriers to installing a regular non-split service).

Set a Regulator	Trainee Passed	Trainee Failed

Identify an appropriate location for the trainee to perform this task and instruct them to: *Set this regulator for a residential meter. The line pressure is 20lbs. Verify the set pressure of the regulator – 2lbs or 7 inches*

Score: Verifies the direction of flow

Score: Adjusts the regulator to desired pressure

Score: Conducts a soap test to identify leaks

Use of a Locator	Trainee Passed	Trainee Failed
Take the trainee to a site with a service line, give him/her a locator, and instruct:		
1) *Use the locator to pinpoint the service* **Score:** Correctly uses the locator to identify the service line		
2) *Describe the types of locating methods and give an example of when you would use each.* **Score:** Conductive Locating - Identifying direct current (connected directly to it). Gives an appropriate example.		
Score: Inductive Locating - Identifying metal in the ground. Gives an appropriate example.		
3) *Which method is more precise?* **Score**: Conductive Locating		

Leak Grades	Trainee Passed	Trainee Failed

I'm going to give you several different situations. Tell me what grade leak would be assigned in each situation, and what action the company would take as a result.

1) *There is a 75% leak on the service line to the local elementary school. The leak is migrating toward the building. What grade would the leak be? What action, if any would the company take?*

Score: Provides the correct grade based on your company's grade system

Score: Provides the correct actions based on your company's response to that grade leak

2) *There is a 2% leak at a single run HPR station (at the neighborhood entrance) feeding a neighborhood. What grade would the leak be? What action, if any would the company take?*

Score: Provides the correct grade based on your company's grade system

Score: Provides the correct actions based on your company's response to that grade leak

3) *There is a 30% reading at an abandoned service line in a vacant lot. What grade would the leak be? What action, if any would the company take?*

Score: Provides the correct grade based on your company's grade system

Score: Provides the correct actions based on your company's response to that grade leak

4) *There is a 15% reading on a gas main in the middle of the road. What grade would the leak be? What action, if any would the company take?*

Score: Provides the correct grade based on your company's grade system

Leak Grades	Trainee Passed	Trainee Failed
Score: Provides the correct actions based on your company's response to that grade leak		
5) *There is a 1% reading on a meter set outside a small restaurant on a county road. What grade would the leak be? What action, if any would the company take?*		
Score: Provides the correct grade based on your company's grade system		
Score: Provides the correct actions based on your company's response to that grade leak		
6) *Tell me the different leak grades for our company and what each means. Give me a good example of a leak that would fit in each grade.*		
Score: Leak Grades and description		
Score: Examples are appropriate		

Set a Meter	Trainee Passed	Trainee Failed

Ask the trainee the following questions about setting meters:

1) *You are setting a meter for a house for 300,000 btus. What size meter would you use with a 4 ounce inlet pressure?*

   Score: 250

2) *What if it was 1.5 million btus? What size meter would you use at 2 lbs?*

   Score: 630

3) *Set this meter at this house. The btu load is _____.*

   Score: Correctly sets the meter

Shut-in Test or Clocking a Meter	Trainee Passed	Trainee Failed

Ask the trainee the following questions about conducting a shut-in test or clocking a meter:

1) *When and why do you clock a meter?*

Score: When a customer suspects a leak, when you are increasing usage, new meter turn-on, customer request service be restored, after an outage

Score: Conducted to ensure there are no leaks downstream of the meter

2) *Describe how you perform a shut-in test*

Score:
Verify there are no appliances open and on or that have unlit burning pilots

- If so, turn off all burners.

If you can't turn them off or cannot get inside, valve off at the meter.

Watch the amount of gas used at the meter. It shouldn't move at all if nothing is lit. Conduct the test for the amount of time deemed appropriate by your company. Watch the half foot dial. It will be the one to move the most.

3) *Tell me what the possible results of the shut-in test are and what you would do based on those results*

Score:

No movement – you are good.

If the meter dial moves it indicates gas is being used. Thus, there is a leak or something is still on. Identify the source and initiate appropriate action (e.g., repair the leak, call for service crew to repair inside leak) per company guidelines.