

TRAINING & CERTIFICATION PROCESS

Liquid Fuels Handling Code

In accordance with Ontario Regulation 216/01 of the Technical Standards and Safety Act, a person performing work on petroleum systems must be licensed.

Petroleum Mechanic Certification consists of several components:

- ✓ **Theoretical training**
- ✓ **Practical Experience**
- ✓ **Applying for Certification**

Related Documents:

- *TSSA Policies and Procedures for Petroleum Mechanics*
- *TSSA Practical Skills Sign-Off Document for Petroleum Mechanics*

Available for download on the following websites:
Technical Standards & Safety Authority www.tssa.org
OPCA www.opcaonline.org

OPCA PETROLEUM MECHANIC CERTIFICATION PROGRAM

The OPCA home study program provides the necessary theoretical training in preparation for the required TSSA Petroleum Mechanic course examinations.

Included in your home study course:

- Manual
- Video (PMH & PM2)
- Practical Skills Sign-Off Document
- Review with a skilled instructor
- Exam

Upon successful completion, participants are provided with a certificate of completion, transcript and TSSA Application for Certification.

LIQUID FUELS HANDLING CODE

All participants are required to purchase the Liquid Fuels Handling Code Book as part of their study material. Code books can be purchased through the TSSA.

ORDER FORM AVAILABLE AT
WWW.OPCAONLINE.ORG



**ONTARIO
PETROLEUM
CONTRACTORS
ASSOCIATION**

Petroleum Mechanic Certification Program



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OPCA ONTARIO PETROLEUM
CONTRACTORS ASSOCIATION

Protecting the Integrity of our Trade

PETROLEUM MECHANIC LICENSE CATEGORIES

The Petroleum Mechanic Certification Course has been designed by the Ontario Petroleum Contractors' Association as preparation for the TSSA (Technical Standards & Safety Authority) Examination that is required for Petroleum Mechanic Certification.

Available OPCA Petroleum Mechanic Certification Training:

- PMH - Petroleum Mechanic Helper
- PM1 - Service & Maintenance
- PM2 - Underground Installation & Removal
- PM3 - Aboveground Installation & Removal
- SO - Site Operator

Training Course Instructors (Contact the OPCA for more information)

Below is an overview of the Petroleum Mechanic licenses available. Detailed descriptions are available in the TSSA Policies and Procedures for Petroleum Mechanics.

PMH - PETROLEUM MECHANIC HELPER: PREREQUISITE SAFETY & ENTRY LEVEL ORIENTATION

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

The PMH license is a prerequisite for individuals new to the industry and/or who do not have the required experience. Once the trainee completes the PMH certification course, they may proceed to PM1, PM2, and/or PM3 training depending on the work they will be performing.

For example: An individual who wants to install and remove underground storage tanks is required to obtain their PMH and PM2 license.

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.

- ✓ Install and remove suction pumps and related systems
- ✓ Repair and maintain suction pumps and related systems.
- ✓ Repair and maintain submersible pumps, dispensers and related systems.

PM2 - UNDERGROUND INSTALLATION

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

- ✓ Install underground tanks
- ✓ Remove underground tanks
- ✓ Install petroleum transfer systems
- ✓ Repair and maintain systems for detecting leaks and monitoring tanks
- ✓ Install and remove submersible pumps

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.

- ✓ Install aboveground tanks
- ✓ Remove aboveground tanks
- ✓ Repair and maintain systems for detecting leaks and monitoring tanks
- ✓ Install, remove, repair and maintain bulk handling equipment

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 asses, contain and clean up spills and leaks.



Convenience of Home Study

OPCA training courses are based on a home-study format.

- COURSE LENGTH
- PMH - 35 HOURS
- PM1 - 40 HOURS
- PM2 - 40 HOURS
- PM3 - 40 HOURS



All times are based on a suggested time of completion. Actual times may vary depending on the individual. Times do not include review, exam or practical experience requirement.

REVIEW & EXAM SESSION

Course participants attend a one-day review and examination session. Individuals are provided a half-day course review by a certified OPCA instructor. All review sessions are followed by the course exam. Sessions are held at the OPCA training facility in Mississauga.

PRACTICAL EXPERIENCE REQUIREMENT

PMH, SITE OPERATOR

Participants complete a practical evaluation based on the maintenance of a fuel pump or dispenser. Practical evaluations are held during the regularly scheduled review & exam session.

PM1, PM2, PM3

Participants enrolled in PM1, PM2 and PM3 training are required to successfully demonstrate a variety of skills under the direct supervision of a **licensed petroleum mechanic**.

PRACTICAL SKILLS SIGN-OFF DOCUMENT

The Practical Skills Sign-Off Document serves as a permanent record of work performed.

It is the responsibility of the participant to arrange to work with a licensed petroleum mechanic. OPCA members are often willing to assist a trainee in completing their practical experience requirement by allowing them to work on site in lieu of wages.

Companies who need to train employees but do not have licensed petroleum mechanics may also hire an OPCA member contractor as a supervisor on their own site on a sub-contract basis.