

INSTALLATION & MAINTENANCE OF PROPANE APPLIANCES IN RECREATIONAL VEHICLES

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PLEASE PRINT OR TYPE:

Student's Name: (As it appears on Student's RRC Card)

Social Security Number:

Company Name:

City or Town:

Skill Evaluator's Name:

I. GENERAL INSTRUCTIONS

Instructions for Use

The Operator Qualifications Checklist must be completed within 30 calendar days of attending the class. All of the qualification tasks must be completed.

This Operator Qualification packet is designed to:

- provide structured on-the-job training for the LP-gas student under the direction of an experienced and qualified skills evaluator, and
- standardize conditions under which the student demonstrates his/her performance of tasks that meet the requirements of the Railroad Commission of Texas' Propane Training Program.

Each task is divided into one or more operations on which the student's performance is evaluated. Each operation is designated by the following symbol: ☐. Also, under each operation is a performance guide that establishes the standard used by the skills evaluator.

When an operation within a task is successfully performed by the student according to the criteria listed in the performance guide, a check (✓) is placed in the ☐.

After completing the checklist for those operations required in the student's job duties, the skills evaluator and student must sign their respective affidavits. Section IV (page 13 and page 14) is photocopied for the company's personnel training record files.

Instructions to the Student

This Qualifying Field Activities training packet is designed as a training guide to assist you and your evaluator in performing the tasks listed on the front cover. Practice the tasks as many times as needed to become confident and proficient with the equipment. Your skills evaluator will check and observe your performance using the checklist included in each hands-on task assignment.

The student must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and an overall score of unsatisfactory must be checked.

The packet is designed to establish the basic conditions under which the student demonstrated his/her level of proficiency.

Instructions to the Skills Evaluator

Review Section II, “Task Information,” to ensure that the prerequisites and standards reflect the most recent revisions to reference procedure(s) and any equipment modifications.

Conduct the training as follows:

- Give a copy of the Student Qualifying Advanced Field Activities Packet to the student.
- Review all of the instructions with the student and answer any questions or concerns about how it will be used.
- Demonstrate and/or talk the student through each of the steps required to do the task.
- Allow the student time to ask questions and/or study the steps.
- Observe the student performing the required steps; correct him/her as needed.
- Allow the student to practice until he/she is confident.
- Evaluate the student at his/her request.
- Complete Section III, “Operator Qualification Checklist,” beginning on page 4.
- Complete Section IV, “Employer Record,” which must be signed and dated by both the Skills Evaluator and student.
- Photocopy Section IV (pages 13 and 14) from the packet and retain photocopy for your files.
- If the company has only one company representative, that company representative can self-certify.

II. TASK INFORMATION

EQ Task 3.8: Installation & Maintenance of Propane Appliances in Recreational Vehicles

Task Standard: The propane dispenser must be installed, maintained and operated in compliance with Railroad Commission LP-Gas Safety Rules and applicable federal regulations and NFPA 1192

Prerequisites: Successful completion of Course 3.8, “Installation & Maintenance of Propane Appliances in Recreational Vehicles.”

References: Applicable LP-Gas Codes and company policies.

Method: All tasks—as set out in the Task Performance Guidelines.

Evaluation: Satisfactory completion of all tasks according to Performance Guidelines.

CHECK METHOD OF EVALUATION USED:	OBSERVED DURING:
<input type="checkbox"/> Written and Oral	<input type="checkbox"/> Performance on the job
<input type="checkbox"/> Performance of Prescribed Task	<input type="checkbox"/> On-The-Job Training

III. OPERATOR QUALIFICATION CHECKLIST

Print or type all entries except signatures and initials.

Student Name _____

Social Security No. _____ Date _____

Skill Evaluator (Please Print) _____

I, _____, hereby attest the student named on the top line of this section has demonstrated
(Skill Evaluator's Signature)
the correct performance of the tasks listed below and on following pages.

EQ TASK 3.8.1.5

Examine a DOT cylinder, pointing out the marking indicating the cylinder is within 12 years of the manufacturer's original test date or a subsequent requalification period, and cylinder safety features.

The student is qualified to perform EQ Task 3.8.1.5 at the following level:

Qualified*



Examining a DOT cylinder, pointing out the marking indicating the cylinder is within 12 years of the manufacturer's original test date or a subsequent requalification period, and cylinder safety features

Performance Guide The student completed the following steps:

1. Inspect the original cylinder test date stamping and any subsequent re-qualification dates to verify that the day the cylinder is inspected is within 12 years of the cylinder's original test date, or within 5 years of the latest month and date followed by the letter E.
2. Point out and explain the operation of the following cylinder features:
 - ☐ The overfilling prevention device
 - ☐ The relief valve and its start to discharge pressure
 - ☐ The fixed maximum liquid level gauge
 - ☐ Neck and foot rings
 - ☐ DOT specification markings
 - ☐ Other cylinder markings

Skill Evaluator's Initials

Student's Initials

* "Qualified" means that the student successfully performed the task and has the ability to do this task without direct supervision.

EQ TASK 3.8.1.6

Examine an ASME tank, pointing out the fixed maximum liquid level gauge, the relief valve, the service valve, and verify it has the required design service pressure for RV propane service.

The student is qualified to perform EQ Task 3.8.1.6 at the following level:

Qualified

Examining an ASME tank, pointing out the fixed maximum liquid level gauge, the relief valve, the service valve, and verify it has the required design service pressure for RV propane service

Performance Guide On an RV ASME propane tank, the student completed the following:

1. Point out the data plate
2. Verify the design working (service) pressure is proper for RV service
3. Point out and explain the operation of the following tank features:
 - ☐ Service valve
 - ☐ Stop fill valve
 - ☐ Fixed maximum liquid level gauge
 - ☐ Relief valve
 - ☐ Liquid level gauge
 - ☐ Valve guard (unless installed in a compartment protected inside the vehicle frame rails)
4. Point out and explain the tank compartment ventilation openings, and the 2-stage pressure regulator

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.2.6

Given a piping assembly drawing, cut and flare copper tubing, cut and thread a pipe nipple, and assemble a steel pipe and copper tubing assembly.

The student is qualified to perform EQ Task 3.8.2.6 at the following level:

Qualified

Given a piping assembly drawing (Figure 1 on the next page), cutting and flaring copper tubing, threading a pipe nipple, and assembling a steel pipe and copper tubing assembly

Performance Guide In the company shop, the student completed the following steps:

1. Obtain all the threaded steel piping nipples & fittings
2. Obtain the necessary brass pipe-to-flare and flare fittings illustrated in Figure 1.
3. Obtain copper tubing and cut and straighten two minimum length 6-inch sections. Insert the tubing ends in the brass flare nuts and flare the ends. Inspect the flare for proper size and shape.
4. Inspect the threaded ends for proper number of threads and correct thread condition.
5. Apply suitable pipe thread sealing compound to the male pipe threads of each piece. Do not apply sealing compound to the male flare threads that connect flare nuts or flare caps.
6. Assemble all components hand tight.
7. Make the final assembly tight using a pipe vise and wrenches.
8. Connect the water column manometer to the pressure test fitting.

Skill Evaluator's Initials

Student's Initials

Directions for Assembly:

The other pipe nipples and fittings may be threaded nipples and fittings from shop inventory.

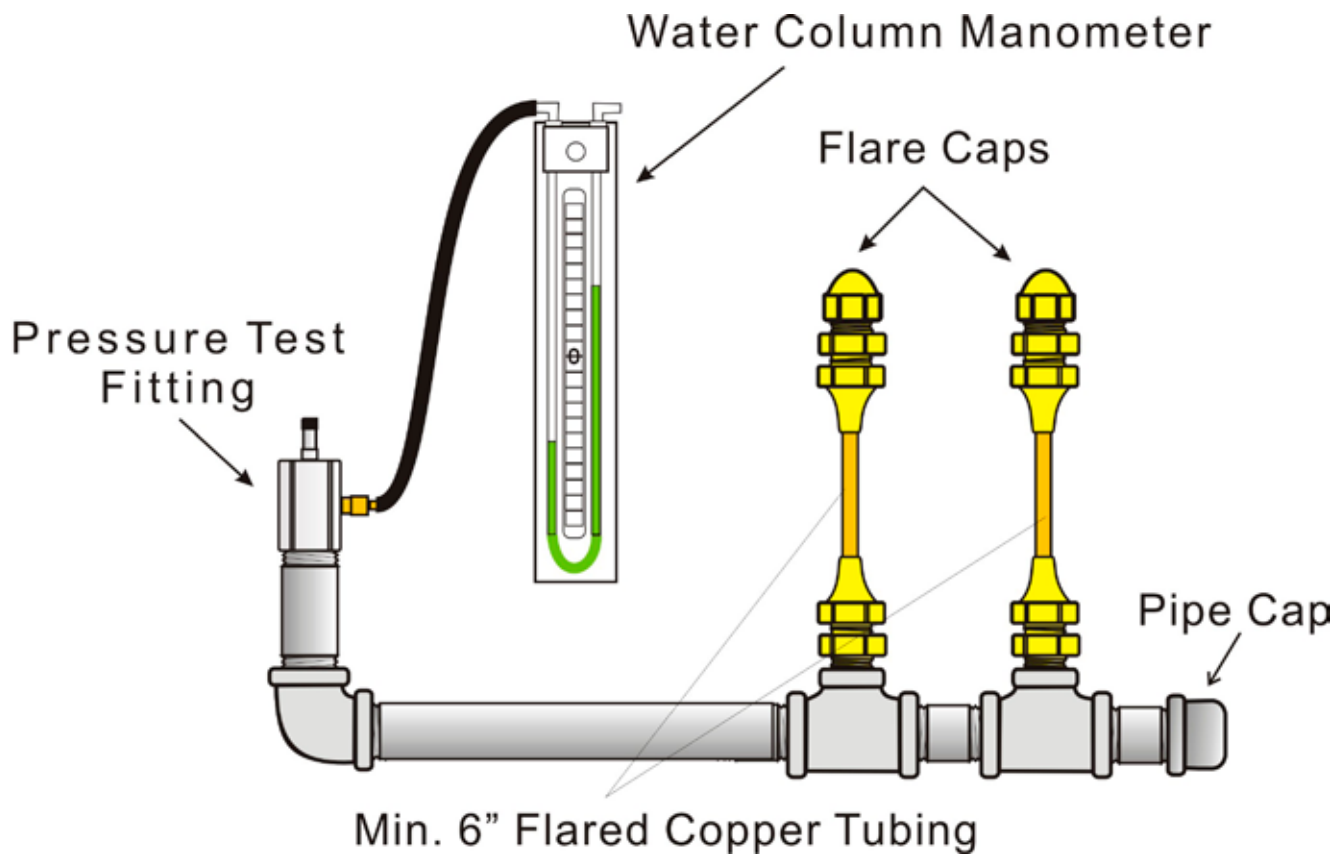


Figure 1. Student Shop Assembled Piping Leakage Pressure Test

EQ TASK 3.8.2.7

Using the assembled pipe and tubing, perform a leakage test as required by NFPA 1192 for a modified RV piping system.

The student is qualified to perform EQ Task 3.8.2.7 at the following level:

Qualified



Skill Evaluator's Initials

Student's Initials

Using the assembled pipe and tubing, perform a leakage test as required by NFPA 1192 for a modified RV piping system

Performance Guide In the company shop, the student completed the following steps:

1. "Zero" the manometer scale where the two water columns are at an equal level.
2. Pressurize the piping assembly with regulated pressure air to 11 inches water column pressure.
3. Apply leak detection solution to each piping connection and to the connection to the water column manometer and watch for bubbles.
4. Reduce the measured pressure to 8 inches water column, plus or minus ½ inch water column.
5. Observe the measured pressure for the period required by NFPA 1192 to assure the pressure does not decrease, indicating a leak is present.
6. If the pressure falls, look for bubbles, and tighten the piping connection(s) at that location.
7. Re-pressurize and repeat the test until the system is proven to be gas tight
8. Record the test pressure, start time, and end time of the leakage test.

EQ TASK 3.8.3.6

Point out the components of an electronic (flame rectification) burner ignition system on an RV propane appliance and explain how the system operates.

The student is qualified to perform EQ Task 3.8.3.6 at the following level:

Qualified

Pointing out the components of an electronic (flame rectification) burner ignition system on an RV propane appliance and explaining how the system operates

Performance Guide: At an RV propane appliance equipped with an electronic ignition system, the employee completed the following steps:

1. Remove the vent cover to expose the appliance burner and control valve.
2. Point out and explain the function of each of the following components:
 - ☐ Ignition module (or circuit board) and status [diagnostic light emitting diode (LED)]
 - ☐ Spark transformer and lead wire
 - ☐ Spark igniter and target electrode
 - ☐ Burner control valve
3. Explain what flame rectification is and how it operates to assure safe operation of the appliance burner.

Skill Evaluator's Initials

Employee's Initials

EQ TASK 3.8.3.7

Inspect the propane cooking appliance installed in an RV and verify that the distance to combustible materials and metal cabinets complies with the minimum clearances given in NFPA 1192.

The student is qualified to perform EQ Task 3.8.3.7 at the following level:

Qualified

Inspecting the propane cooking appliance installed in an RV and verifying that the distance to combustible materials and metal cabinets complies with the minimum clearances given in NFPA 1192

Performance Guide: In an RV the student completed the following steps:

1. Measure the distances to combustible materials or metal cabinets and verified they met the minimum required clearances given in NFPA 1192.
2. Open the manufacturer designated ventilation opening(s).
3. Verify that the cooking appliance is properly secured and connected to the propane piping system.
4. Test fire each burner, checking for proper blue flame with a slight yellow tip.
5. If needed, adjust the primary air shutter to produce a stable blue flame.
6. Document the inspection on the company-designated form.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.3.8

Inspect an RV refrigerator and verify that it is properly installed and operating.

The student is qualified to perform EQ Task 3.8.3.8 at the following level:

Qualified



Inspecting an RV refrigerator to verify that it is properly installed and operating

Performance Guide: In an RV the student completed the following steps:

1. Remove the vent cover to expose the appliance burner and control valve.
2. Verify the appliance is securely installed in a level and plumb condition.
3. Inspect the burner venting to assure connections are secure and properly routed. Check for accumulation of soot at the vent outlet, indicating improper burner and/or vent conditions.
4. Install a water column manometer in the pressure test tap provided by the manufacturer and verify the propane vapor input pressure is as specified on the appliance rating plate or decal.
5. If the input pressure is higher or lower than the manufacturer's specified input ratings, adjust the second-stage of the system pressure regulator to the proper pressure.
6. Test fire the burner and verify that the flame is proper.
7. Shut down the appliance, remove the manometer, replace the test tap plug, and use leak detection solution to check for leakage.
8. Replace the vent cover.
9. Document the inspection on the company-designated form.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.3.9

Inspect an RV water heater and verify that it is properly installed and operating.

The student is qualified to perform EQ Task 3.8.3.9 at the following level:

Qualified



Inspecting an RV water heater to verify that it is properly installed and operating

Performance Guide: In an RV the student completed the following steps:

1. Remove the vent cover to expose the appliance burner and control valve.
2. Verify the appliance is securely installed in a level and plumb condition.
3. Inspect the burner venting to assure connections are secure and properly routed. Check for accumulation of soot at the vent outlet, indicating improper burner and/or vent conditions.
4. Install a water column manometer in the pressure test tap provided by the manufacturer and verify the propane vapor input pressure is as specified on the appliance rating plate or decal.
5. If the input pressure is higher or lower than the manufacturer's specified input ratings, adjust the second-stage of the system pressure regulator to the proper pressure.
6. Test fire the burner and verify that the flame is proper.
7. Shut down the appliance, remove the manometer, replace the test tap plug, and use leak detection solution to check for leakage.
8. Verify the pressure/temperature (P/T) valve is properly installed, is not leaking water, and is piped away if specified by the manufacturer.
9. Replace the vent cover.
10. Document the inspection on the company-designated form.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.3.10

Inspect an RV warm air furnace and verify that it is properly installed and operating.

The student is qualified to perform EQ Task 3.8.3.10 at the following level:

Qualified**Inspecting an RV warm air furnace to verify that it is properly installed and operating**

Performance Guide: In an RV the student completed the following steps:

1. Remove the vent cover to expose the appliance burner and control valve.
2. Verify the appliance is securely installed in a level and plumb condition.
3. Inspect the burner venting to assure connections are secure and properly routed. Check for accumulation of soot at the vent outlet, indicating improper burner and/or vent conditions.
4. Install a water column manometer in the pressure test tap provided by the manufacturer and verify the propane vapor input pressure is as specified on the appliance rating plate or decal.
5. If the input pressure is higher or lower than the manufacturer's specified input ratings, adjust the second-stage of the system pressure regulator to the proper pressure.
6. Test fire the burner and verify that the flame is proper.
7. Shut down the appliance, remove the manometer, replace the test tap plug, and use leak detection solution to check for leakage.
8. Verify the warm air ducts are in place, in good condition, and secured to the furnace plenum.
9. Replace the vent cover.
10. Document the inspection on the company-designated form.

 Skill Evaluator's Initials

 Student's Initials
EQ TASK 3.8.4.6

Verify proper operation of a newly installed appliance, and make burner adjustments as appropriate.

The student is qualified to perform EQ Task 3.8.4.6 at the following level:

Qualified**Verifying proper operation of a newly installed appliance, and making burner adjustments as appropriate**

Performance Guide: In an RV the student completed the following steps:

1. Refer to the manufacture's installation instructions and verify the following items.
 - ☐ The appliance is securely installed in a level and plumb condition.
 - ☐ The burner venting connections are secure and properly routed.
 - ☐ Clearances to combustibles and metal cabinets are as specified.
2. If the propane piping system was repaired or modified, perform a system leakage test as specified in NFPA 1192.
3. Verify that any appliance attachments such as warm air ducts on a furnace, the P/T valve & water line connections on a water heater, or others as applicable are in place, in good condition, and secured.
4. Install a water column manometer in the pressure test tap provided by the manufacturer and verify the propane vapor input pressure is as specified on the appliance rating plate or decal.
5. If the input pressure is higher or lower than the manufacturer's specified input ratings, adjust the second-stage of the system pressure regulator to the proper pressure.
6. Test fire the burner and verify that the flame is proper.
7. Verify that the products of combustion vent properly and as specified by the manufacturer.
8. Shut down the appliance, remove the manometer, replace the test tap plug, and use leak detection solution to check for leakage.
9. Install the vent cover as applicable.
10. Document the inspection on the company-designated form.

 Skill Evaluator's Initials

 Student's Initials

EQ TASK 3.8.4.7

Perform a pressure regulator flow pressure test.

The student is qualified to perform EQ Task 3.8.4.7 at the following level:

Qualified



Performing a pressure regulator flow pressure test

Performance Guide: In and around an RV the student completed the following steps:

1. Close the propane container service valves(s) and install a water column manometer in the pressure test tap provided by the manufacturer at the propane appliance furthest from the system pressure regulator.
2. Reduce the system pressure to atmospheric pressure by venting propane vapor outside of the RV. "Zero" the manometer scale where the two water columns are at an equal level.
3. Open the propane container service valve(s) and place one propane appliance into operation [the burner(s) is/are firing].
4. Read and record the pressure indicated on the manometer and be sure the pressure is within the pressure input ratings specified for the appliance. If it is not, adjust the output of the second-stage regulator as needed.
5. Place all propane appliances into operation (all burners are firing).
6. Read and record the pressure indicated on the manometer, verifying that the pressure is within the minimum and maximum input pressure specified for the appliance where the manometer is installed.
7. If the indicated pressure drops below required input, check for an obstruction in the piping (crimped copper line, etc.) If no obstruction is found, explain corrective action(s) required to the skills evaluator.
8. If the indicated pressure is within appliance manufacturer specifications, shut down all appliances, leaving the manometer connected for the regulator lock-up test.
9. Document the test on the company-designated form.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.4.8

Perform a pressure regulator lock-up test.

The student is qualified to perform EQ Task 3.8.4.8 at the following level:

Qualified



Performing a pressure regulator lock-up test

Performance Guide: In and around an RV the student completed the following steps:

1. Record the manometer pressure indicated when the appliances are operating.
2. With propane container valve(s) opened, verify that all appliances are off (no gas is flowing to appliance burners)
3. Observe the manometer for a minimum of 1 minute.
4. Verify that the pressure reading rises slightly above flow pressure (when appliances are firing), then stops at a stable higher pressure.
5. If the pressure stabilizes and does not creep upward, record the manometer lock-up pressure.
6. Explain to the skill evaluator the required action if the lock-up pressure exceeds flow pressure by more than 30%, or if the pressure does not stabilize (continues to increase or creep up).
7. If the indicated lock-up pressure is proper, or correction action is taken and the subsequent flow pressure and lock-up tests are satisfactory, remove the manometer, replace the test tap plug, and use leak detection solution to check for leakage.
8. Document the test(s) on the company-designated form.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.5.4

Complete a service work order or other company-designated form to document RV service work.

The student is qualified to perform EQ Task 3.8.5.4 at the following level:

Qualified**Completing a service work order or other company-designated form to document RV service work**

Performance Guide: In and around an RV, or in the company shop, the student completed the following steps:

1. On company designated forms, document propane system service work performed on an RV to include:
 - ☐ RV manufacturer, model and VIN or other ID number
 - ☐ Owner information
 - ☐ Appliance manufacturer, model and serial number
 - ☐ Description of work done, including a listing of any part(s) replaced
 - ☐ Date of the service work, and any other company specified information
 - ☐ Documentation of any inspections or tests performed
2. Document any information communicated to the customer, especially if an appliance was determined to be unsafe for continued service, and the customer declined to have it repaired or replaced.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.5.5

Using company prescribed consumer safety information and product warning materials, demonstrate or explain primary consumer safety messages and product warnings.

The student is qualified to perform EQ Task 3.8.5.5 at the following level:

Qualified**Using company prescribed consumer safety information and product warning materials, demonstrating or explaining primary consumer safety messages and product warnings**

Performance Guide: With an RV customer and the skills evaluator present, the student completed the following steps:

1. Provide company-designated safety information materials and manuals to the customer.
2. Point out the importance of the product warnings and safety information for proper and safe use of the RV propane system and appliances.

Skill Evaluator's Initials

Student's Initials

EQ TASK 3.8.5.6

Document delivery of company-designated safety messages, product warnings, and the company's consumer information to the customer, and have the customer acknowledge receipt with his or her signature and the date.

The student is qualified to perform EQ Task 3.8.5.6 at the following level:

Qualified



Documenting delivery of company-designated safety messages, product warnings, and the company's consumer information to the customer, and having the customer acknowledge receipt with his or her signature and the date

Performance Guide With an RV customer present throughout, the student completed the following:

1. Show the customer how to turn off the gas at the container service valve(s) in the event of a gas leak or other safety-critical situation.
2. Vent a small amount of propane from the propane container's fixed maximum liquid level gauge and have the customer say if he or she can detect the smell of propane odorant and ask the customer to describe the smell.
3. Point out the container's relief valve and instruct the customer to be sure that no one is allowed to place any body part directly over or in line with the relief valve discharge, and to call the company if the relief valve vents propane vapor.
4. Explain to the customer that propane vapor is heavier than air and may collect near the floor and in low areas in the event of a leak.
5. Explain to the customer that propane leak detectors and carbon monoxide detectors with alarms are:
 - a. Designed to warn consumers of hazardous conditions;
 - b. That they should be maintained in good condition.
 - c. Must not be ignored if their alarms sound, rather, the alarm indicates that everyone should evacuate the RV, and the propane container service valve(s) should be closed without delay.
6. Instruct the customer to call the company for service if unusual odors are smelled, an appliance malfunctions, or other safety-critical situations are detected.
7. Obtain the customer's signature and date to document receipt of safety information and product warnings.

Skill Evaluator's Initials

Student's Initials

IV. RAILROAD COMMISSION / EMPLOYER RECORD

STUDENT INFORMATION (please print or type)

Name:

Social Security Number:

Employer's RRC LP-Gas License No.:

Employer:

Address:

City, State:

Zip Code:

AFFIDAVIT

I affirm that I am the person who has performed those items initialed on this checklist and that I have done these tasks without assistance from the skills evaluator or any third party.

Student's Signature _____ Date _____

SKILLS EVALUATOR INFORMATION (please print or type)

Name:

Organization/Employer:

Telephone Number:

AFFIDAVIT

I affirm that I:

- *am the person who has administered this checklist,*
- *have completed Course 3.8. Installation & Maintenance of Propane Appliances in Recreational Vehicles of the Railroad Commission Propane Training Program or have a Category M Management-Level Certification, and*
- *have conducted this assessment with integrity.*

I also affirm that the above named student is the person assessed and that the above named person performed the initialed tasks at the indicated level without assistance from me or any third party.

Skill Evaluator's Signature _____ Date _____

Student Name: _____

The student is qualified to perform the listed operations to the following level:

<u>Qualified</u>	<u>Not Qualified</u>	
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.1.5 Examine a DOT cylinder, pointing out the marking indicating the cylinder is within 12 years of the manufacturer's a current test or a subsequent requalification period.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.1.6 Examine an ASME tank, pointing out the fixed maximum liquid level gauge, the relief valve, the service valve, and verify it has the required design service pressure for RV propane service.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.2.6 Given a piping assembly drawing, cut and flare copper tubing, thread a pipe nipple, and assemble a steel pipe and copper tubing assembly.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.2.7 Using the assembled pipe and tubing, perform a leakage test as required by NFPA 1192 for a modified RV piping system.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.3.6 Point out the components of an electronic (flame rectification) burner ignition system on an RV propane appliance and explain how the system operates.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.3.7 Inspect the propane cooking appliance installed in an RV and verify that the distance to combustible materials and metal cabinets complies with the minimum clearances given in NFPA 1192.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.3.8 Inspect an RV refrigerator and verify that it is properly installed and operating.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.3.9 Inspect an RV water heater and verify that it is properly installed and operating.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.3.10 Inspect an RV warm air furnace and verify that it is properly installed and operating.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.4.6 Verify proper operation of a newly installed appliance, and make burner adjustments as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.4.7 Perform a pressure regulator flow pressure test.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.4.8 Perform a pressure regulator lock-up test.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.5.4 Complete a service work order or other company-designated form to document RV service work.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.5.5 Using company prescribed consumer safety information and product warning materials, demonstrate or explain primary consumer safety messages and product warnings.
<input type="checkbox"/>	<input type="checkbox"/>	EQ Task 3.8.5.6 Document delivery of company-designated safety messages, product warnings, and the company's consumer information to the customer, and have the customer acknowledge receipt with his or her signature and the date.

Evaluator's comments on any task that the student was determined as unqualified: (Attach addition page with student identified, if needed.)

Signature _____ Date _____

After completion of Section IV, "Employer Record," remove pages 13 and 14 from the packet and photocopy. Retain photocopy for your files.

RAILROAD COMMISSION OF TEXAS

Alternative Energy Division

CLASS EVALUATION

The Railroad Commission welcomes your comments and suggestions about our training and continuing education program. Please take a moment to evaluate the class you just completed. NOTE: Information marked "Optional" is requested in case we need to contact you to better understand your comments and suggestions.

Class date _____ Class number and title _____

Class location _____

Instructor: ☐ Gallo ☐ Hofmann ☐ Vyyjala ☐ Watts ☐ Other _____

Your name (optional) _____

Company affiliation (optional) _____

Telephone number or e-mail address (optional) _____

Job title or position (optional) _____

1. Did the class start and end on time? ☐ Yes ☐ No

Comments _____

2. Was the course material (module booklets, handouts, etc.) informative and useful?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments _____

3. Were the visual aids (slides, graphs, videos, etc.) understandable and informative?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments _____

4. Was the instructor well prepared, professional in presentation, and easy to understand?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments _____

5. Were the classroom facilities adequate and conducive to learning?

☐ Very Good ☐ Good ☐ OK ☐ Poor

Comments _____

6. What topic or topics covered in the class were most beneficial to you? _____

7. What topics that were not covered should be added to this class? _____

8. Overall rating: ☐ Very Good ☐ Good ☐ OK ☐ Poor

General Comments _____

(Please use the back of this page if additional space is needed.)

THANK YOU for completing this evaluation!

Please mail to Railroad Commission of Texas, AFRED Training Section, P.O. Box 12967, Austin, Texas 78711-2967; or fax to (512) 475-2532. You may also evaluate this class online at the Railroad Commission's web site, www.propane.tx.gov.