Time Propane Pressure Drop Test
Sign-Off Sheet

Printed Technician Name	Social Security Number
Address	Telephone Number
City State	Zip Code

Time Pressure Drop Test Conducted at the Range

STEP	Initials	Date
Did the Candidate:		
Prepare document (work order, PDI form, etc.) to record time pressure drop test results?		
Ensure the temperature of both air and piping was approximately the same?		
Ensure a uniform temperature was maintained throughout the test procedure?		
Ensure the propane system is turned off at the service valve?		
Turn off the burner valves on the range and gas valves on other appliances?		
Turn off all open pilot lights?		
Turn propane system on at the service valve?		
Listen to the regulator for sounds of escaping propane that would indicate an open line? Silence indicates the regulator has locked up.		
Remove a range burner and attach a manometer to the range burner spud?		
Turn on the burner valve with the manometer and ensure the propane system is pressurized to 10-14" W.C?		
Turn off propane system at the service valve?		
Slowly open a second range burner and reduce the operating pressure to a nominal 8" W.C. Turn range burner off after achieving a nominal 8" W.C.?		
Monitor the manometer for a minimum of 3 minutes? Locate and repair any leak(s) and retest until a successful test is accomplished? (Go to Leak Test Sign-off Sheet)		
Turn off the range burner with the manometer, disconnect the manometer from the range burner spud, and reconnect the range burner?		
Return propane system to proper operation?		
Document test results on appropriate documentation. Indicate pressure, time, duration of test, date, and sign?		

OR

Time Pressure Drop Test Using a Propane System Test Kit

The following procedures should be used to connect the Propane System Test Kit. These procedures are provided as guidance but are not included in the procedures to be followed in conducting the Time Pressure Drop Test.

With all appliances turned off and the propane supply turned off, disconnect the low-pressure hose or piping from the regulator. Connect the 3/8" female flare of the Test Kit flex hose to the regulator outlet fitting. Attach the low-pressure hose, previously attached to the regulator, to the half-union end of the Test Kit. Attach the manometer hose to the 5/16" hose barb on the Test Kit. Make sure the gas cock on the Test Kit is closed. Slowly turn the propane supply back on at the service valve. Conduct a leak test to ensure all connections are leak free.

STEP	Initials	Date
Did the Candidate:		
Prepare documentation (work order, PDI form, etc) to record the Time Pressure Drop Test results?		
Ensure the temperature of both air and piping was approximately the same?		
Ensure a uniform temperature was maintained throughout the test procedure?		
Ensure the propane system is turned off at the service valve?		
Ensure all appliances are turned off?		
Ensure all open pilot lights are turned off?		
Turn propane system on slowly at the service valve to bring pressure to between 7.5 and 8.5 “W.C.”?		
Turn propane off at the service valve?		
Monitor the manometer for a period of three minutes? Locate and repair leak(s) and retest until a successful test (no pressure drop) is accomplished? (See Leak Test sign-off sheet)		
Bleed the propane pressure from the system using the gas cock on the Test Kit?		
Remove the Test Kit from the system and reattach the low-pressure hose or piping?		
Turn propane system on at the service valve?		
Leak test the low-pressure hose or piping connection?		
Document test results on appropriate documentation indicating observed pressure, time, duration of the test, date and sign?		

System Operating Pressure Test, Leak Test, Regulator Adjustment & Lock Up Tests Sign-Off Sheet

Printed Technician Name		Social Security Number
Address		Telephone Number
City	State	Zip Code

STEP	Initials	Date
System Operating Pressure Test		
The following procedures apply using test apparatus shown in figure 3-10, page 3-10 of the RVIA Propane Systems Textbook.		
Did the candidate		
Prepare document (work order, PDI form, etc.) to record test results?		
Ensure the propane system is turned off at the container service valve?		
Turn off all appliances?		
Disconnect the propane low pressure hose from the regulator (use backup wrench)?		
Connect test apparatus to the regulator?		
Connect the Propane low pressure hose to the test apparatus?		
Install manometer to the apparatus?		
Open service valve on the container?		
Open gas cock on test apparatus (simulates 50 % flow)?		
Measure inches of water column WC on manometer 10.5-11.5 WC?		
Adjust regulator if measured WC is incorrect?		
Document test results?		
Propane Regulator Adjustment		
If Propane pressure is greater than 11.5″ WC		
Did the candidate		
Prepare documentation?		
Remove dust cap?		
Adjust by turning the adjustment screw counter clockwise until proper pressure is achieved?		
Reinstall dust cap?		
Document results?		
If Propane pressure is less than 10.5″ WC		
Did the candidate		
Remove dust cap?		
Adjust by turning the adjustment screw clockwise until proper pressure is achieved?		
Reinstall dust cap?		
Document results?		
Propane Regulator Lockup Test		
Upon completion of the Operating Pressure Test and Regulator Adjustment		
Did the candidate		
Close the cock on apparatus?		
Monitor propane pressure on manometer for 3 minutes?		
If pressure exceeds 14" WC replace regulator?		
Turn off Propane at the service valve at the container?		
Remove test apparatus?		

STEP	Initials	Date
Reconnect low pressure hose to regulator (use backup wrench)?		
Conduct a leak test on any fittings that were disconnected?		
Return system back to proper operation?		
Document results?		
Propane Leak Test		
This test must be preformed any time a propane line is opened or a leak is indicated during a timed pressure test		
Perform either of the following methods.		
Using an electronic leak detector		
Did the candidate		
Prepare documentation?		
Open service valve to pressurize propane system?		
Turn off all appliances?		
Turn on the electronic leak detector?		
Test the electronic leak detector using a butane lighter?		
Operate the electronic leak detector per the manufactures recommendation?		
Repair or tighten connections using backup wrenches?		
Document results?		
Using a non corrosive leak detector solution		
Did the candidate		
Open service valve to pressurize propane system?		
Turn off all appliances?		
Cover each connection with the solution?		
Monitor for bubbles if leak is present?		
Repair or tighten connections using backup wrenches?		
Document results?		

Measuring AC Voltage, Amperage Resistance and Continuity

Sign-Off Sheet

Printed Technician Name		Social Security Number
Address		Telephone Number
City	State	Zip Code

STEP	Initials	Date
Measuring AC Voltage		
Did the candidate		
Set VOM to highest AC voltage scale?		
Ensure meter capacity is greater than expected voltage?		
Measure AC voltage at various locations (i.e. AC Receptacles)?		
Connect black lead to circuit neutral?		
Connect red lead to the live side of the circuit?		
Switch VOM down to best range?		
Read the indicated value?		
Measuring Amperage (Current)		
When using an in-line (series) ammeter or VOM		
Did the candidate		
Ensure meter capacity is greater than expected amperage?		
Set VOM to highest AC amps scale?		
Turn off power to the circuit?		
Disconnect the circuit at the point where the current is to be measured?		
Install the VOM leads in series between the source of current and the device being measured?		
Turn on the power to the device being measured?		
Switch the VOM scale to the lowest safe range?		
Read the indicated current?		
Turn off power to the circuit?		
Return the circuit to its original condition		
Accurately diagnose and repair problems if any exist?		
When using a clamp-on meter		
Did the candidate		
Clamp the jaws of the meter around one of the conductors feeding power to a live electrical circuit or device?		
Read the current draw in amperage?		
Isolate the component from the circuit		
Set the ammeter to the proper amp scale		
Read results on the meter		

STEP	Initials	Date
Checking Continuity		
Did the candidate		
Turn off all VAC power?		
Isolate the component to be checked by disconnecting all the wires?		
Set the VOM to the Ohms scale?		
Place one probe on each terminal of the item to be checked?		
Shorted Circuit (i.e., Two wires touching, or a closed switch). Meter reading will show Zero Ohms (sometimes a meter will read .1 to .3 ohms due to resistance in the meter leads).		
Open Circuit (i.e., Wire cut in half, or a switch that won't make continuity). Meter reading will show infinity (i.e., most digital meters will read OL or OFL).		
Grounded Circuit (i.e., Bare wire touching ground). Meter will read the same way as a short (zero) when the circuit is tested from a conductor to ground>		
Read the indicated value?		
Accurately diagnose and repair problems if any exist?		
Compare the reading to component specifications		

Measuring DC Voltage, Amperage Resistance and Continuity

Sign-Off Sheet

Printed Technician Name		Social Security Number
Address		Telephone Number
City	State	Zip Code

STEP	Initials	Date
Measuring DC Voltage		
Did the candidate		
Set VOM to DC voltage scale?		
Ensure meter capacity is greater than expected voltage?		
Measure DC voltage at various locations (i.e. brake lights, tail lights)?		
Connect black lead to circuit ground?		
Connect red lead to the live side of the circuit?		
Read the indicated value?		
Measuring Amperage (Current)		
If using an in-line (series) ammeter or VOM		
Did the candidate		
Set VOM to DC amps scale?		
Ensure meter capacity is greater than expected amperage?		
Turn off power to the circuit?		
Disconnect the circuit at the point where the current is to be measured?		
Install the VOM leads in series between the source of current and the device being measured?		
Turn on the power to the device being measured?		
Read the indicated value?		
Turn off power to the circuit?		
Return the circuit to its original condition?		
Measuring Resistance (Ohms)		
Did the candidate		
Turn off electrical power?		
Isolate the component from the circuit?		
Set the VOM to the proper Ohms scale?		
Read results on the meter?		

STEP	Initials	Date
Checking Continuity		
Did the candidate		
Turn off all VDC power?		
Isolate the component to be checked by disconnecting all the wires?		
Set the VOM to the Ohms scale?		
Place one probe on each terminal of the item to be checked?		
Shorted Circuit (i.e., Two wires touching, or a closed switch). Meter reading will show Zero Ohms (sometimes a meter will read .1 to .3 ohms due to resistance in the meter leads)		
Open Circuit (i.e., Wire cut in half, or a switch that wont make continuity). Meter reading will show infinity (i.e., most digital meters will read OL or OFL)		
Grounded Circuit (i.e., Bare wire touching ground). Meter will read the same way as a short (zero) when the circuit is tested from a conductor to ground		
Read the indicated value?		
Accurately diagnose and repair problems if any exist?		
Compare the reading to component specifications?		