

# Petroleum Mechanic Certification Program Policies and Procedures



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## 1. Background

These policies and procedures have been developed and adopted by the Technical Standards and Safety Authority (TSSA), operating under the authority of the Director, under the Technical Standards and Safety Act.

The intent is to provide a set of reference points and guidelines for the training delivery organizations, examiners and the petroleum industry in general.

The policies and procedures contained herein are subject to revision and enhancement as and when required.

The policies and procedures shall be followed by all training delivery organizations wishing to have their programs recognized by the Technical Standards and Safety Authority. Training providers shall not alter any of the policies and procedures set out in this document without the knowledge and prior written approval of the Training and Certification Services Program, TSSA.

The original policies and procedures took effect July 1997, under the Technical Standards and Safety Act, Ontario Regulation 216/01 & Ontario Regulation 217/01.

## 2. Certificate Requirements

In order to obtain a certificate from the Technical Standards and Safety Authority as a Petroleum Mechanic or Site Operator, the requirements outlined in this section must be met.

- a. Applicants must attend a training program delivered by a TSSA Accredited Training Provider.
- b. Applicants must successfully pass the TSSA certification examination(s) for the applicable class of certificate with a minimum score of 75%.
- c. Applicants must submit a completed Application for an Ontario Certificate of Qualification.
- d. Applicants for PM1, PM2, PM3 and PM4 must submit completed Practical Skills/Experience Sign-Off Documentation for certificate(s).
  - i. This requirement is not applicable for Site Operators (SO) and Petroleum Mechanic Helper (PMH) certificates.
- e. The PMH (Petroleum Mechanic Helper) certificate is a pre-requisite requirement to all PM mechanic categories.
- f. A PMH is not a prerequisite for a Site Operator (SO) endorsement. A Site Operator endorsement is not a prerequisite for a PMH.

Note:

- a. Challenge examinations are an option, provided the candidate obtains prior written permission from TSSA Training and Certification Services (by submitting detailed work experience letters/sign-off documentation), and successfully completes a theoretical examination and a practical skills assessment as applicable.



### 3. Training Standards

The Petroleum Mechanic Curriculum as developed by the Technical Standards and Safety Authority, in conjunction with Petroleum TCAB, has been adopted as the **minimum standard** for the training and certification of the said occupation in the Province of Ontario. The Training Curriculum is found in **Table 1: Petroleum Mechanic/Site Operator Training Curriculum**.

- a. All training providers and training organizations are to use only the standard curriculum approved by the Technical Standards and Safety Authority;
- b. The approved standardized curriculum forms the basis for the development of all lesson plans and testing standards and criteria;
- c. All providers of training for the Petroleum Mechanic and Site Operator certificates must have their programs approved by the Technical Standards and Safety Authority;
- d. Applications for a Petroleum Mechanic or Site Operator certificate received from training providers not accredited with the Technical Standards and Safety Authority will be denied.

**Table 1: Petroleum Mechanic/Site Operator Training Curriculum**

Petroleum Mechanic/Site Operator Training Curriculum						
Training Modules	PM.1	PM.2	PM.3	PM.4	PMH	Site Operator (SO)
<b>M1:</b> TSS Act, Regulations and Liquid Fuel Handling Code (LFHC)	Covered as part of PMH	Additional to PMH training B139 Fuel oil code training required	Additional to PMH training B139 Fuel oil code training required	Covered as part of PMH	Yes	Yes
<b>M2:</b> Liquid Fuel Industry Safety (MSDS, etc.)	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Yes	Yes
<b>M3:</b> Pump Maintenance	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Yes	Yes
<b>M4:</b> Work In and Maintain Safe Environment	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Yes	Yes
<b>M5:</b> Reconciliation & Site Operating requirements	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Yes	Yes
<b>M6:</b> Clean Up Spills & Leaks	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Covered as part of PMH	Yes	Yes
<b>M7:</b> Planning the Job	Yes	Yes	Yes	Yes	n/a	n/a
<b>M8:</b> Installation – Underground Tanks	n/a	Yes	n/a	n/a	n/a	n/a
<b>M9:</b> Removal – Underground Tanks	n/a	Yes	n/a	n/a	n/a	n/a
<b>M10:</b> Installation – Petroleum Transfer Systems	n/a	Yes	Yes	n/a	n/a	n/a



<b>M11:</b> Installation – Aboveground Tanks	n/a	n/a	Yes	Yes	n/a	n/a
<b>M12:</b> Removal – Aboveground Tanks	n/a	n/a	Yes	Yes	n/a	n/a
<b>M13:</b> Installation, Removal of Pumps & Dispensers	Yes	Yes	Yes	Yes	n/a	n/a
<b>M14:</b> Repair & Maintenance of Pumps & Dispensers	Yes*	Yes*	Yes*	Yes *	n/a	n/a
<b>M15:</b> Installation, Removal & Maintenance of Submersible Pumps	Yes	Yes	Yes	n/a	n/a	n/a
<b>M16:</b> Install, Repair, Maintenance of Leak Detection and Tank Monitoring Systems	Yes	Yes	Yes	Yes	n/a	n/a
<b>M17:</b> Installation, Removal, Repair and Maintenance of Bulk Handling Equipment	Yes	n/a	Yes	n/a	n/a	n/a

\* It is acceptable to perform the repair and maintenance of pumps and dispensers, so long as the tasks performed fall within the scope of the individual certificate, as defined in Ontario Regulation 216/01.

## 4. Certification – Rights, Privileges and Obligations

1. Once certified, Petroleum Mechanics and Site Operators receive and are entitled to the following:
  - a. An application for renewal before the date of expiration on the certificate, which expires on the second anniversary of the holder’s date of birth after the certificate has been issued.
  - b. The right to use of the phrase “TSSA Certified” in any advertising and promotion materials, but only where such use is specifically associated with the scope of the certificate. This does not include the right to reproduce or use the TSSA logo in any fashion.
  - c. Access to the Code Adoption Document, Director’s Orders, Interpretation Bulletins, Advisory Bulletins, Practical Skills/Experience Sign-Off Documents, Curriculum Documents (including future revisions and/or enhancements), etc., which will be available online at [www.tssa.org](http://www.tssa.org).
  - d. Access to media releases, TSSA sponsored information sessions and the *Exchange Safety Blog*.
2. Petroleum Mechanics and Site Operators are obligated to:
  - a. Only perform duties under the scope of their certificate.
  - b. Notify the TSSA within 30 days after any change in his or her address.
    - i. TSSA is not responsible for misdirected notices or renewals resulting from the certificate holders failure to update his or her address.
  - c. Comply with the TSS Act and its Regulations.



## 5. Practical Skills/Experience Documentation

The document entitled “Practical Skills/Experience Sign-Off Documentation” is a mandatory requirement when applying for a certificate as a Petroleum Mechanic. All applicable sections of the document are to be completed by the applicant and other required signing authority.

a. Sign-Off Authorities:

- i. The signing authority shall be one of the following:  
1) A Supervising certificate holder having the same certificate as indicated on the following table:

Applicant Category	Supervising Certificate holder must have a valid certificate for Practical Skills/Experience Documentation
PM1	Petroleum Mechanic 1 (PM1)
PM2	Petroleum Mechanic 2 (PM2)
PM3	Petroleum Mechanic 3 (PM3)
PM4	Petroleum Mechanic 3 (PM3) or Petroleum Mechanic 4 (PM4)

- 2) A Company or employer authority: Company owner, President, Chief Executive Officer or Manager.

b. Required Field Experience:

- i. The practical sign-off document requires the applicant to attain minimum hours of field experience as indicated on the table below:

Applicant Category	Required Field Experience Hours
PM1	1000
PM2	2000
PM3	500
PM4	100*

\*Note: hours for PM4 certification may be credited towards PM3 certification.

c. Application Validity Time Frames:

- i. The applicant shall submit his/her proof of field experience documentation within the following application validity time frames, in order to be considered for certification.
- ii. Documentation that is submitted after the application validity time frame expires will not be accepted.
- iii. The application validity time frame begins on the date of course completion. Therefore, for example, a PM2 applicant shall have 2 years from the date of course completion to submit the required proof of practical/field experience.

Applicant Category	Application Validity Time Frame
PM1	2 years*
PM2	2 years*
PM3	2 years*
PM4	1 year
PMH/SO	1 year

\*The applicant may apply for an extension prior to the expiry of the application validity time frame.



## 6. Examination

The examination will be made up of questions that will be drawn from the Liquid Fuels Training Curriculum, the Technical Standards and Safety Act, applicable regulations and the Liquid Fuels Handling Code. Questions will be drawn from the TSSA database based on the specific certificate class. All questions are of the multiple-choice type.

- a. Passing Grade:
  - i. In order to meet the certification requirements, an examinee must successfully pass the examination set out by the Technical Standards and Safety Authority. The minimum acceptable grade for meeting this requirement is 75%.
- b. Examination Day:
  - i. Applicants will be required to produce identification bearing their full name and photograph. Failure to produce the required identification may result in the applicant being denied access to the examination.
  - ii. Personal reference material of any kind is not permitted. Only the applicable Code books, the Technical Standards and Safety Act and applicable regulations and Advisories will be permitted.
- c. Notification:
  - i. TSSA Certification and Examination Services will notify examination candidates of a successful or unsuccessful examination result via email.
- d. Examination Re-writes:
  - i. An applicant who did not meet the 75% requirement may re-write the examination no sooner than 30 days after the previous sitting. The applicant will be allowed two examination re-writes, if required.
  - ii. If the applicant fails the examination or series of examinations on three successive attempts, the applicant shall successfully complete a program approved by the Director. He or she is not entitled to take the examination or series of examinations for the class of certificate until 30 days have passed and a new application for the certificate class is submitted to TSSA.

## 7. Training Credits

To facilitate mobility across the province, promote continuity in training standards and uphold the validity of a standardized curriculum, students will be able to “transport” credits for successfully completed training modules from one accredited training organization to another.

## 8. Accreditation of Training Providers/Organizations

Training Providers/Organizations, including on-line programs, interested in delivering the program will be required to meet specific standards and conditions in order to have their training programs approved.

The standards or criteria developed to determine the acceptance of a training provider for the subject occupations are as follows:



- a. Instructors
  - i. The training provider will employ qualified instructors. Instructors delivering modules of training that have a technical content shall be certified in their occupation or trade and be able to demonstrate theoretical and practical knowledge of the subject matter(s). Instructors shall be certified as Petroleum Mechanics in the category they wish to instruct. All Petroleum Mechanic course instructors shall be approved by TSSA prior to beginning course instruction.
- b. Classrooms
  - i. The classrooms are to be of sufficient size to accommodate the number of persons receiving the instruction and be situated so as to eliminate as much distraction to the student as is practical.
  - ii. Audio/visual equipment, flip charts, other training materials and props such as parts, models and tools that assist in the training are to be available as required for the specific training modules.

## 9. Renewals

Certificate renewal policies are as follows and are so reflected in the regulations:

- a. A certificate holder (any class) that fails to renew their certificate by the expiry date specified on the certificate, will have their certificate placed in suspension for a period of twelve months or until the requirements have been met.
- b. Suspended certificates will be cancelled after the twelve months have lapsed.
- c. Certificate holders who have not renewed their certificate or who have failed to meet the information requirements for a period longer than twelve months, and are requesting a re-instatement, will be considered new applicants and will be subject to the same certification requirements of a new applicant, as outlined in Section 9 of this policy.

## 10. Reinstatement Process

The reinstatement process applies to individuals whose certificates have been cancelled. A cancellation of a certificate occurs when an individual fails to renew their certificate after it has been expired for twelve months.

Individuals with cancelled certificates who have remained actively working in the fuels industry, in contravention of the regulations, who wish to apply for reinstatement, must provide detailed documentation proving continuous work experience. This documentation should include letters from previous and current employer(s), equipment/appliance specifications, descriptions of the nature of the work (i.e. installation, service, maintenance, engineering, etc.), copies of certificates from completed training programs and, if self employed, a client reference list that includes names and addresses. This information must be included with the application for reinstatement and submitted to TSSA for processing.

**Effective October 1, 2017 all applicants for reinstatement shall complete the mandatory Liquid Fuels Upgrade training program, as outlined in Director's Requirement FS 230-17 (dated October 1, 2017), and provide proof of completion as part of their reinstatement application.**





Based on the review of this information a Training and Certification Advisor may:

- a. deny the request for reinstatement. In such a case the individual would be required to begin the process of certification from the lowest level of certification. In this case with the permission of the Director, a reinstatement applicant may challenge the next higher level of certificate immediately, upon completion of the requirements;
- b. approve the reinstatement request with:
  - i. application fees only
  - ii. application fee and theoretical exam
  - iii. application fee and practical assessment
  - iv. application fee, theoretical exam, and practical assessment (in this case the theoretical exam would have to be successfully completed prior to the scheduling of a practical assessment with a Training and Certification Advisor).

Also refer to [Reinstatement Certificate Assessment](#) policy available at [www.tssa.org](http://www.tssa.org).

## 11. Labour Mobility

Under the Canadian Free Trade Agreement (CFTA) workers who are already certified in another province or territory in Canada may be entitled to be certified in the same occupation in Ontario. Please refer to the Labour Mobility Policy which can be found on the TSSA website for further information:

[Labour Mobility Process](#)

## 12. Out of Country Applicants

1. Out of Country applicants who have completed recognized training programs in their home jurisdiction are to be referred to Training and Certification Services, where:
  - a. the training programs in the home jurisdiction will be evaluated. The applicant will be required to submit a request in writing, enclose official transcripts and proof of successful completion and/or certificates from their home jurisdiction and include a Confirmation of Qualification from the certifying body in their home jurisdiction;
  - b. experience requirements will be evaluated. The applicant will be required to submit letters from past and/or present employers detailing the length and type of experience and skills that have been accumulated.
2. Based on the results of the evaluation of the material and documents submitted, Out of Country applicants may:
  - a. be required to complete and submit a confirmation of work experience/skills passport; and/or;
  - b. be required to successfully complete a theoretical exam, and/or practical assessment for the type of certificate being applied for, or;
  - c. be deemed to hold the equivalent training and to have met the experience requirements for the applicable type of certificate. In this case Training and Certification Services will issue the equivalent Ontario endorsement.



### 13. Scope of Certification

All technicians are required to work within the scope of the certificate/endorsement type they hold. For the specific wording and details relating to the scope of the various certificates of qualification and Records of Training please refer to the *Certification of Petroleum Mechanics, Regulation 216/01* under the *Technical Standards and Safety Act, 2000*.

### 14. Fee Schedule

<b>CERTIFICATION AND OTHER FEES <sup>1</sup></b>	
Certification	
Ontario certificate of qualification <sup>2</sup> (biennial)	\$109.00
Other	
Practical Skills Assessment (approximately 3 hours) Note: this is a service generally provided for the individual who is requesting to be re-instated and wishes to challenge the qualifying examination and the practical evaluation. The practical skills assessment is conducted with the Training and Certification Advisor.	\$164.98/hour
Out of Province Assessment	\$373.98
Reinstatement Certificate Assessment	\$373.98
Examination & Re-Writes	\$188.00
Challenge Examination & Re-Writes	\$209.00
Invigilation <sup>3</sup>	\$541.00
<b>Licensing, Registration and Certification notes:</b>	
<p>1 Licensing, registration, certification and examination fees are non-refundable. Registration fees are billed annually. Examination fees are payable for all examinations and re-writes taken by the applicant, regardless of whether the outcome is a pass or a failure. An exam re-writes counts as a separate examination and will be billed accordingly.</p> <p>2 Certificate holders certified as multi-certificate holders under O. Reg. 216/01 are subject to one renewal fee for all endorsements. Certificate renewals are valid for two years and non-refundable.</p> <p>3 Invigilation fees will be billed on a per invigilator per exam basis. As a result, multiple invigilation fees may be applied for one sitting if two or more examinations are administered simultaneously or two or more invigilators are required to properly administer the examination (i.e. a large number of students and/or multiple rooms are involved). Should a customer request on-site invigilation, the TSSA will determine how many invigilators are required based on the specifics of the customer request. On-site invigilation fees are charged specifically for the service of on-site invigilation, and do not replace or subsidize the regular examination fees that are charged on a per-student basis. A ratio of 25 students to 1 invigilator is required (25:1), in an instance where there are 60 or more candidates, it is mandatory a TSSA invigilator be scheduled.</p>	