



Filling Propane Cylinders and Auto Propane Tanks at Retail Filling Centres (CF03)



Course Summary

This course has been designed to train your employees how to safely fill refillable propane cylinders and auto propane tanks at retail container filling centres. After completing the five lessons within this course, your employees will have an understanding of:

- What they need to know about the properties and characteristics of propane, the key components of the propane filling centre equipment they will be using, the safety requirements of propane filling centres, and the personal protective equipment to be used;
- What they need to know about the regulatory requirements for propane filling centres including Transportation of Dangerous Goods regulations, WHMIS and Measurement Canada requirements;
- The primary components of propane cylinders, the valves on propane cylinders, how to use the information stamped on propane cylinders, and how to calculate how much propane can be put into the cylinder;
- How to safely fill a propane cylinder by weight, using the “weigh-in/weigh-out” method prescribed by Measurement Canada.
- How to identify and safely fill cylinders which may be filled by volume; and
- How to properly fill auto propane tanks.

Related Training Programs

This course has been designed for employees who work at retail container filling sites that fill both cylinders and auto propane tanks. If your site offers cylinder filling only, then we recommend our course ***Filling Propane Cylinders at Retail Filling Centres (CF01)***. If you manage an auto propane refill centre, we recommend our course ***Filling Auto Propane Tanks for Propane Vehicle Operators (CF02)***.

The Learning Process

Our instructors are subject matter experts who will guide your employees through the learning process. The Fuels Learning Centre recognizes your need to get new employees trained as quickly as possible. Full classroom instruction may not be readily available at the time you need, so we provide the ability for your employee to start the learning process on their own by providing access to the Study Guide. Whether they gain initial knowledge through self-study or by attending full classroom instruction, the real knowledge transfer occurs during the skills demonstration provided by a Fuels Learning Centre Instructor. Following the skills demonstration, your employee will have the opportunity to practice the skills they have learned. To ensure they fully understand the curriculum, your employee must successfully complete both a written exam and a hands-on skills evaluation.



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Record of Training Certificate

Upon successful completion of both the written exam and the skills evaluation, your student will be issued a Record of Training (ROT) Certificate by the Instructor. Our ROT certificates are recognized by regulatory authorities across Canada and each certificate is customized to meet regulatory requirements of the province where your employee works. Our Instructors may complete the skills evaluation using a mobile device connected to our on-line learning management system, immediately triggering the release of the ROT certificate. ROT certificates issued by the Fuels Learning Centre are valid for 36 months following the successful completion of the skills evaluation.

TDG Training Requirements

If your staff will be filling cylinders which are larger than 40 pounds, they must possess a valid TDG Training Certificate issued by you, the employer. Our curriculum covers all the necessary content to satisfy TDG training requirements. To support you, our companion Supervisor's Guide provides all the information you will require to issue the TDG Training Certificate following the completion of our training. No additional TDG training for your staff will be required.

Accessing our Training Curriculum

The Fuels Learning Centre offers its training through professional Instructors who have experience delivering curriculum related to filling propane cylinders and auto propane tanks. If you have experienced internal trainers, we will work with you to provide access to our curriculum. Our process to authorize Instructors begins with our Instructor Application. There are no fees to become authorized to deliver Fuels Learning Centre training programs, however, our Instructors are bound to a comprehensive Code of Conduct. If you rely on a third-party instructors, ask them to contact us to gain authorization to deliver our training. We can also work with you to find an Instructor in your area.