TECHNICAL COMPETENCY TEST SYLLABUS FOR OFFICERS IN LPG SBU

I. Technical Audit Officers:

1. IS Codes 3196 part 1 & part 3, for Cylinders
2. IS Code for DPR 9798,
3. IS Code for SC valve 8737
4. IS Code for Cylinder reconditioning 13258
5. Code of practice for DPT cylinders
6. SQC norms for CVR and consumables
7. Audit process for DPT facility at plant.
8. Basic Plant Operations, CVR procurement process.

II. Project Officers:

1. LAM Chapter V & Chapter VI
2. Purchase Manual, Chapter IV, Section A, Section C & D.
3. GTC
5. IS 456
6. OISD 144
7. OISD 150
8. Petroleum Rules - SMPV and Gas Cylinder rules. (Relevant to LPG Plants)
9. Mound Tender - Technical Specifications attached to PO.
12. IS 3043 - IS code for Earthing.
13. OISD 113 - Area Classification for Electrical.
14. OISD 214 LPG Cross-country pipeline.
15. Project Scheduling - Principles of PERT & CPM.
III. **LNG & CNG:**
1. LNG: Properties, Use, Transport, Benefits etc.
2. Policy on the Development of Natural Gas Pipeline & City Gas Distribution Network
3. Natural Gas Utilisation Policy
4. Operation & Development of CGD Network
5. Natural Gas Pricing Policy
6. LNG Storage, Pipelines
7. Demand & Supply scenario in India and World
8. Gas Supply and Gas Transport Agreements, CNG/CGD agreements
9. Gas Cylinder Rules 2004
11. **THE PETROLEUM AND NATURAL GAS REGULATORY BOARD ACT, 2006 NO. 19 OF 2006** and PNGRB Regulations and Notifications pertaining to Lay, Build, Operate or Expand City or Local Natural Gas Distribution Networks. Technical Standards and specifications including Safety Standards for City or Local Gas Distribution Networks
12. Oil Industry Safety Directorate Standards:
   - **OISD-STD-226**: Natural Gas Pipelines and City Gas Distribution Networks
   - **OISD-STD-220**: Distribution of Piped Natural Gas
   - **OISD-STD-179**: Safety Requirements On Compression, Storage, Handling & Refuelling Of Natural Gas For Use In Automotive Sector
13. Purchase procedure and LAM.

IV. **Operations Officers:**

**Plant officers** - LPG operations manual, OISD - 144,169,118,105, LPG Maintenance manual, petroleum laws, statutory laws, filling equipment, CVR – QC, repair of cylinders, LTS, LPG safety manual

**Import facilities** - LPG operations manual, OISD - 144,169,118,105, LPG Maintenance manual, petroleum laws, statutory laws, ship and pipeline operations, Lab, LPG safety manual, LPG Imports & Shipping manual
**Loading locations/ bases /TOP** – petroleum laws, transport agreement, TDG, ILP, safety in Tank trucks and Tank wagons

**Engg& Purchase officers** – same as project officers.

Common to above operation officers, LPG accounting manual, LAM, Purchase manual, Industry quality control Manual, ERP related to the job

V. **Sales/CSC/Mktg. Officers:**

1. LPG Sales Manual
2. LP Gas Manual
3. Distributor Selection Guidelines
   a. Regular Distributors
   b. Non-Domestic Distributors
   c. RGGLVY
4. Distributorship Operations
   a. Distributor Evaluation
   b. Refill Audit
   c. Stock Reconciliation and Verification
   d. Marketing Discipline Guidelines
   e. Weekly Report
   f. HP Gas Package
   g. Backlog and its Monitoring
   h. Customer Complaint Management
5. JDE functionalities related to Sales
6. Multiple Cylinder Installation/Bulk Installation-OISD 6044 Part I and II and HPCL Code for LOT Installation
7. LPG (Regulation Supply and Distribution) Control Order 2000 and Amendment 2002
8. Pricing and Credit/Discount/Profitability Management
9. RasoiGhar and other Initiatives
VI. **Brand Manager/Officer**

a) LPG Sales Manual  
b) HPGAS Standardization Manual  
c) LAM in relation to ARB and Branding  
d) ARB portal functionality  
e) JDE functionality related to ARB  
f) Empanelment procedure for Advertising agency  
g) ARB policy guidelines – LAM and specific policy approvals