



MN-PV-CIS-130

High Volume Pump Competency Manual

**MN-PV-CIS-130 – High Volume Pump Competency Manual
Rev 1**

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Training Expectation Letter

It is required that this document is completed prior to the Employee starting training on a High Volume Pump. This document will serve as formal record that all parties have reviewed and understand the expectations for training on the High Volume Pump.

Trainee Name:

Date of Discussion:

Expectations of Supervisor/Leader

- Ensuring trainee has scheduled time for training.
- Ensure trainee has reviewed and understand the technical documentation
- Verify field competency sign offs once completed
- Provide support for the assessor, mentor, trainer and trainee whenever possible.
- Ensure training documentation is sent to CEDA Training Department

Expectations of Trainer, Mentor, assessor

- Must be qualified in the position for which he/she is training.
- Educate and support trainee with technical review package.
- Review trainee's technical knowledge and verify acceptable understanding
- Educate and support trainee with field tasks identified in the competency check sheet
- Verify trainee has the ability to perform tasks identified in the competency check sheet
- Communicate to Supervisor that the technical review and field competency is complete

Expectations of Trainee

- Complete all prerequisites outlined within the training program.
- Understand the training process outlined in this document.
- Understanding systems and spending time in the field.
- Ensure all lessons and tasks are signed off by the appropriate personnel as indicated on the training documents.
- Inform Supervisor/Leader on progress of training through face to face meetings.
- Will utilize all the materials provided to ensure a comprehensive training program is followed.
- Provide feedback on the training process and any updates that are required to the training material.
- Inform Supervisor/Leader of any training barriers that may exist during the training process.

Training Expectation Acceptance Agreement

I, _____ understand the expectations of me as a trainee as outlined in this document

(Operator Name)

Operator\Trainee

Name

Signature

Date (MM\DD\YY)

Supervisor/Leader

Name

Signature

Date (MM\DD\YY)

Acknowledgement

This manual has been developed using information and knowledge obtained from manufacturer's documentation and input from experienced Operators. Additionally, this manual has been validated by numerous Subject Matter Experts at CEDA. We welcome any comments or suggestions pertaining to this manual and its contents.

Many thanks to those who have demonstrated a clear dedication to CEDA and our values by participating in the creation of this program.

Jeremy Hanrahan (Fort McMurray)

Tate Regular (Fort McMurray)

Dave Crowley (Fort McMurray)

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Objective

Welcome to High Volume Pump Training

This program is designed to provide you with the training necessary to carry out your job in a manner that safeguards yourself, those around you and our environment. Upon Completion of this Module you will be able to:

- Describe purpose of Pump operation.
- Describe/ locate major equipment and components.
- Describe/ locate operator controls.
- Identify principles of operation.
- Perform proper Rig in and Rig out Procedures
- Understanding of operating limits and Safety Considerations
- Operate CEDA High Volume Pump

Employee(s) will demonstrate knowledge & skill in the proper application of equipment through practical application.

Instructions

All material must be completed in the order presented to ensure that prerequisites are met.

Employees will demonstrate knowledge and skill in the proper application of equipment through practical demonstration and application.

NOTE: All forms and procedures included are those required by CEDA. Work must be performed in accordance with these standards. On Client work sites, there may be additional standards and modified work procedures that will also have to be met.

Description: This is a knowledge and practical skill that requires written material to be reviewed along with the completion of an on-the-job demonstration prior to the test being written.

Whenever possible, the on-the-job demonstration should be completed at a job site or the shop under controlled conditions.

Arrange a time with your Mentor/Supervisor/Trainer to complete the On-the-Job Demonstration, where you will observe the proper operation of the Pump unit and its components.

Assessment of Competency: Successful completion of this competency requires:

- A score of 100% on the written examination.
- A successful demonstration by trainee requiring a sign-off from Trainer.



Prerequisites

- CEDA Orientation
- HP Water Blasting Practice
- HP Theory Training
- Specific work location Orientation

Below is a list of the learning resources that are included and others you must obtain the most recent version from your Supervisor.

- Pump Daily Pre-Job Checklist
- CEDA Pre-Trip Inspection (Vehicle Inspection Report)
- Site specific documentation
- Job Hazard Analysis for the work
- CEDA FLHA
- Other CEDA procedures and practices that pertain to the job being completed

NOTE: All forms and procedures included are those required by CEDA. Work must be performed in accordance with these standards and can be found in CEDA Health, Safety and Environment Management System (HSEMS) or be requested from your Leader. On Client work sites, there may be additional standards and modified work procedures that will also have to be met.

General Overview

Federal & Provincial Legislation

All work must be completed in accordance with applicable Municipal, Provincial, & Federal Acts & Regulations, including but not limited to:

Transportation of Dangerous Goods (TDG)

- Vehicle must be DOT Approved and be equipped with appropriate safety devices
- DOT approved vehicles will have sticker on side of unit
- Operator must place appropriate placards on side of vehicle
- Operator must prepare bill of lading prior to transporting materials

The Workplaces Hazardous Materials Information System (WHMIS)

- All CEDA field employees working with or around equipment will have WHMIS and TDG training prior to starting work.

Occupational Health & Safety (OH&S)

Seat Belts

Anytime a vehicle (CEDA owned or personal) is being operated during business hours for business use, or on CEDA property, the occupants must be wearing seatbelts.



Personal Protective Equipment (PPE)

To operate the High Volume Pump, employees must have and utilize the following personal protective equipment (PPE):

- CSA Certified Hard Hat
- CSA Certified Safety Boots (Boot Grips when required)
- Fire Retardant Coveralls
- Hearing Protection (plugs or muffs)
- Approved Gloves for the Site/Task
- Safety Glasses with Side Shields.
- Rain Gear as Required

For hot materials, the following additional personal protective equipment may also be required:

- Rubber gloves

- 
- Steel-toed rubber boots
 - Face shield

Workplace Organization

CEDA's goal is to reduce waste (time, energy and materials) by maintaining an orderly and clean workplace, including our trucks and equipment. We ask that you take pride in the equipment you operate; treat it as if it were your own. A clean and organized vehicle/workspace is a safer vehicle/workspace. There are many ways to eliminate waste:

Allocation & Utilization of Resources: Have the right people and equipment in the right place, at the right time. Use equipment and resources on tasks and activities that are required and add value to our business.

Improve Productivity: Eliminate redundant or unnecessary steps/tasks without negative impact to the safety or quality of our products and services.

Use of Materials: Ensure equipment is stocked with required supplies (filter bags, duct tape etc.) before leaving for jobsite – replace the materials you have used during the shift to ensure that the next crew is adequately stocked. Use the correct materials in the quantities required to do the job safely & correctly.

Preventative Maintenance: Tools and equipment should be assessed as per the performance maintenance schedule to ensure safe operation. Regular maintenance will reduce costly breakdowns in the field.

There are steps we can take to improve our current state and move towards a more productive, organized and safe work environment. Improving workplace organization will reduce costs, improve morale and create a safer work environment. The following steps outline how best to achieve an organized workplace:

Sort, organize and eliminate unnecessary items from the workplace to eliminate clutter. Keep only essential items.

- Tools and equipment that are not utilized for day-to-day operations should be repurposed within the organization or discarded.
- Garbage or loose items should be removed or properly stored.

Prioritize tools, parts and materials based on usage and keep them in easily-accessible places.

- A place for everything and everything in its place.

Create storage areas that are easy to access and clearly laid out:

- Tools and equipment should be stored clean and ready for use.
- Storage areas and stored items should be properly identified using signage, labels or a visual outline.

Set clear standards for workplace organization:



- Hold yourself and others accountable for keeping the work areas clean and safe. Make workplace organization a standard work rule in your area.
- Clean general work areas and equipment after each shift.
- Put clean tools away in the proper place.
- Note any spills, leaks or other messes – clean and report if equipment requires maintenance
- Inspect the area(s) regularly and immediately record and correct any infractions. Handle deviations from work rules in a timely manner.
- Review processes and procedures regularly and adjust as required.



Equipment Overview

Many clients have to need to perform cleaning operations on various vessels and tanks. Manual cleaning would be time consuming and require large crews to complete. The use of high pressure water blasting reduces maintenance costs and down time.

High volume pumps are used to supply high pressure water for industrial cleaning purposes. CEDA is contracted to clean tanks, vessels and piping at various worksites. These pumps can be used to supply water at the appropriate pressures required for descaling and decoking. When the high pressure water supplied by these pumps is combined with chemical cleaning agents and specialized cleaning tools, it provides the client with a cost effective and time saving solution that meets their needs.

CEDA uses high volume pumps provided by several different vendors and each unit may make use of controls that are slightly different than those found on other units. CEDA exercises every caution to ensure that controls are consistent on each unit. However each operator must be aware of all controls (including safety controls) and the operating limits of the particular pump in operation. The subsequent training materials contained in this learning module describe the general operating overview and is not intended to replace the manufacturers' Operator Manual for any given high volume pump. Every effort has been made to ensure that key elements of High Volume operations have been included. The following section identifies and describes the general components found on the wet vacuum unit. Please refer to the appropriate Manufacturer's Operator Manual for more detail, as necessary.

High Volume Pump Major Components

The following section identifies and describes the general components found on high volume pumps. Please refer to the appropriate operator's manual for more detail, as necessary.

Although each unit may vary slightly, a typical high volume pump is composed of the following main components:

1. Engine
2. Transmission
3. Fluid End
4. Filter
5. Control Panel

Engine

Also referred to as the power end, the engine of the high volume pump is a diesel powered, liquid cooled, internal combustion engine. Like diesel engines found in other pieces of equipment, daily checks of the fluid levels must be done to ensure adequate lubrication, cooling and to allow proper operation.



Depending on the size of pump, engines range in output from 300 to 600 horsepower. They normally operate within a 1500 to 1800 rpm range. Some of these units are 12 volt and others are 24 volt, check your unit before boosting skid.



Transmission

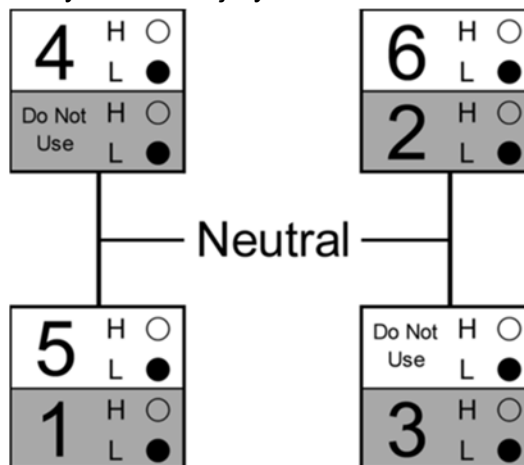
The transmission connects the engine to the fluid end of the pump. 2 types of transmission are commonly found on high volume pumps. These are PTO and 6-speed. Each type will be covered in detail in the Operation section of this manual. On some pumps, the transmission is engaged and disengaged through the use of a clutch.



Never exceed 1800 rpm on the engine or 320 rpm on the pump.

NOTE: The shift pattern has 1st gear on the lower left.

Below is the pattern for the transmission. Gears 1-6 are used. Using gears 7 & 8 will cause damage to the pump and may result in injury.





Fluid End

The fluid end of the pump generates the high pressure water required to perform water blasting operations. Depending on the size of the engine and components used in the fluid end, output pressures can be as high as 20,000 psi. These pressures are generated through a crankshaft connected to a series of chambers which force water through a small orifice.



Filter

The filter removes fine particles and debris from the water supply before it moves through the fluid end. As material is collected in the filter it will gradually reduce the flow of water. Filters must be changed regularly to ensure proper operation. Operating the pump without a filter in place will result in equipment failure and fluid end damage.



Control Panel

The control panel provides the operator with various pieces of information that will allow them to operate the pump properly. There are several types of control panels which will display various types of information and may even have alarms. Some may simply be a set of gauges.



The basic information that the operator will get from the control panel are as follows:

- RPM's of the engine
- Oil pressure of the engine
- Coolant temperature of the engine

You should familiarize yourself with the control panel of each pump prior to operating.

Principles of Operation

The efficiency of a high volume pump can be determined by the amount of pressure generated. This are measured in Pounds per Square Inch (PSI). Generally, maintaining the lowest pressure that will effectively clean the surface is the most efficient.

The second method used to determine efficiency is flowrate. This is measured in Gallons per Minute (GPM). If the volume of water being supplied to the fluid end is not sufficient, the pump will not operate efficiently.

In order to provide adequate volumes of water, 2 or more pumps may be rigged up to one cleaning tool. The maximum pressure of the pump should never be exceeded. Rigging in extra pump will maintain constant pressure by providing more water at the desired pressure.

Intake

The water supply will be connected to the pump before the filter. Water supplied to the pump

must be clean and from a reliable source. Water that contains dirt, sediment or contaminants may cause the filters to fail, resulting in damage to the fluid end. The operator must ensure that the water supply does not run out, as running the pump dry will result in equipment damage.

Output

Prior to installing any high pressure jets or nozzles, the system must be flushed of all air and debris. The high pressure water generated by the pump creates a hazard that can result in serious injury or even death. All connections must be secure and only properly rated hoses and fitting may be used. Whipchecks must be installed at each connection. Extreme caution must be used to ensure that the area is clear of personnel and equipment that may be damaged when the pump is at operating pressure.

Cleaning tools

There are a variety of cleaning tools that can be attached to high volume pumps. This includes, but it not limited to the Rotofans, Chunky tool, and 3D Cleaning tool. All cleaning tools must be inspected prior to use, then flushed to remove air and debris from the tool and connecting lines.

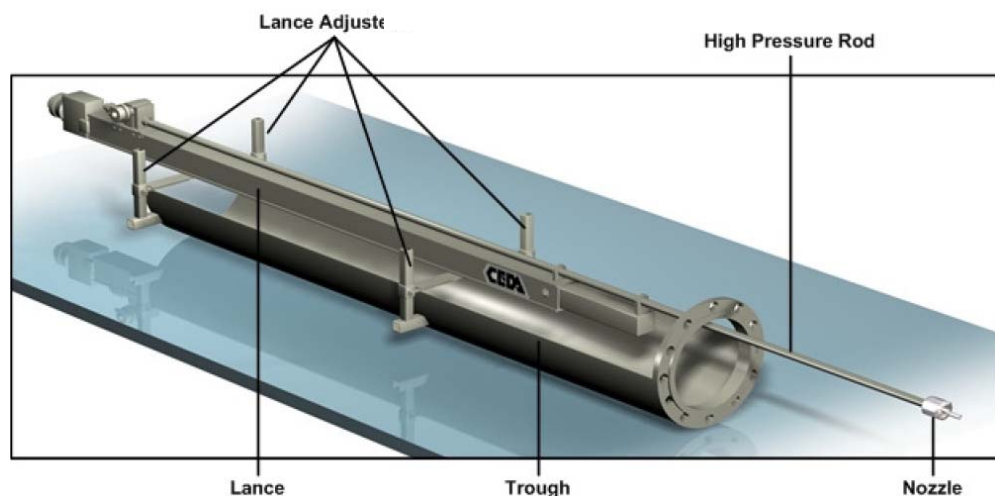
NOTE: Whenever rigging in a job, you must ensure that all connections have whipchecks. If there are any vertical sections in the rigging, you must ensure that it is tied off at every level.



3D Cleaning Tool



Rotofan





Operating Limits

Physical Limits	Consequences of Deviation
300HP Pump Maximum Engine speed -1800rpm Maximum Fluid End speed- 500rpm Max Pressure- 10,000psi Max Flowrate- 70gpm 600HP Pump Maximum Engine Speed-1800rpm Maximum Fluid End speed (Gear-6H)-320rpm Maximum Pressure- 20,000psi Maximum Flowrate- 42gpm	...Equipment damage/wear ...Personal Injury Blow-out of seals <i>Note: For both size of pumps, maximum fluid end speeds, pressures, and flowrates will vary depending on current pump configuration</i> <i>Changing size of plungers, displacement, and rpm's of engine or fluid end will affect pump capabilities..</i>

Procedural Guidelines

Procedural Guideline: Operate High Volume Pump

ACTION	NOTES
START UP	
1. OBTAIN work permit	
2. COMPLETE daily pre-job checklist, Tool Box Talk	
3. FLAG/TAG work area...	<i>.. with DANGER DO NOT ENTER flagging, posts signs and pylons.</i>
4. RIG IN hoses..	<i>.. inspect hoses</i> <i>.. install whipchecks at each connection on high pressure lines</i> <i>.. tie off vertical rigging at every level</i> <i>...with CHECK VALVE if required</i>
5. FILL water tank..	<i>.. if required</i>
6. OPEN water supply to pump	
7. ENSURE needle valve is open..	<i>.. note the NLB is always closed as the water cannot be bypassed.</i>



8. START UP engine	
9. ENGAGE pump	
10. FLUSH the system and DISENGAGE the pump	
11. ATTACH appropriate tool	
12. IDLE UP to effective operating RPM..	<i>.. this will set the pressure for the NLB.</i>
13. SQUEEZE trigger on dump gun/ foot pedal..	<i>.. if applicable</i>
14. SET required pressure	
15. CHECK for leaks	
16. PROCEED with washing	
17. SHUTDOWN: release trigger/foot pedal..	<i>..let engine cool down before shutting off.</i>
18. CLEAN worksite	
19. SIGN-OFF work permit and leave site	
Note: If equipment is defective, shutdown and repair or replace equipment as required. Do not attempt repairs while High Pressure Unit is operating.	
Note: If at any time job becomes unsafe, shutdown all equipment and notify your supervisor immediately.	

Procedural Guideline: Winterize Pump

ACTION	NOTES
1. SHUT OFF water.	
2. DRAIN filter pot	
3. REMOVE filter	
4. DRAIN feed hoses	
5. FILL filter pot with windshield washer concentrate or Glycol	
6. Engage pump at low idle with all hoses connected..	<i>..this step is discretionary</i>
7. RUN antifreeze through the line and DISENGAGE pump...	<i>..lines that may be frozen can be thawed by starting the pump prior to leaving the shop.</i>



Safety Considerations

Minimizing Hazards During Operation

Failure to read and observe all safety considerations statements could result in severe injury or death to personnel and damage to property.

- Operate a machine that is not completely or fully assembled could result in injury or property damage. Do not operate this machine until it is completely assembled. Inspect hoses, fittings for leaks or fatigue before each use.
- Pumps in operation output more than 95 db, Double hearing protection is always required when pumps are running
- Water under high pressure can cause severe injury.
- Injury to the operator or bystanders could occur if the machine is operated without safe guards in place on the unit. When operating the machine, all safety devices must be in place including whip checks
- Machines have moving parts that can cause injury. Keep hands, feet and loose clothing away from the unit. Maintain a safe working distance.
- Red tape exclusion zone must be set up around the work area to keep others in the area away from the equipment.
- Always wear correct PPE when operating the unit.
- Shut the machine OFF and confirm zero energy before servicing or completing maintenance. Failure to do so could result in injury.
- All hoses used for high pressure must be certified for the intended pressure, tested annually and inspected each time prior to use to ensure no damage and free/clear of obstruction. Any other components being used need to be properly rated and compatible for the cleaning pressure
- Work areas must be properly flagged off with tagging to prevent others from entering the work space
- If using multiple pumps systems, use colored tape to identify hose, manifolds and related pumps.
- Plan rigging and pump placement to reduce hazards caused by hoses. Hoses should be running together when possible and laid in a way that avoids kinks and unnecessary loops.
- Hoses should be visible and constantly inspected for leaks



Maintenance

Troubleshooting

SYMPTOM	POSSIBLE PROBLEM	ACTION REQUIRED
<i>Low capacity and Pump pounds or Vibrates</i>	All pumping chambers not primed	Prime all chambers
	Suction pressure too low	Increase suction pressure
	Low water level in tank	Increase water level
	Broken or weak valve spring	Replace spring
	Valve stuck open	Clean and deburr valve
<i>Low capacity (only)</i>	Speed too low	Increase to rated speed
	Pump valves leaking	Relap or replace
	Bypass valve leaking	Repair or replace valve
<i>Pump pounds or knocks (only)</i>	Suction pressure too low	Increase suction pressure
	Low water level in tank	Increase water level
	Broken or weak valve spring	Replace spring
	Plunger nut loose	Tighten nut
	Low oil in power end	Fill to proper level I
	Gear tooth cracked or broken	Replace gear -
	Excessive clearance in connecting rod bearing	Replace bearing
	Worn crosshead pin or bearing	Replace worn parts
	Excessive end play in main bearings	Reduce end play
<i>Short Packing Life</i>	Inadequate packing lubrication	Improve lubrication
	Worn packing bushings	Replace bushings
	Worn plunger	Replace plunger
	Worn cartridge bore	Replace cartridge
	Packing installed incorrectly	Install correctly
	Water not properly filtered	Provide proper filtration
<i>Hot power end (over 180°F) (82°C) and/or Short life of power end parts</i>	Contaminated oil	Fill with clean oil Eliminate contaminant
	Incorrect oil	Fill with correct oil
	Oil level too high	Lower oil level
	Oil level too low	Raise oil level



SYMPTOM	POSSIBLE PROBLEM	ACTION REQUIRED
	Bearings too tight	Increase clearance or end play
	Discharge valve stuck open	Clean and deburr valve
	Inadequate air circulation	Increase air circulation
	Pump exposed to heat source	Shield pump from heat
<i>Sudden loss of pressure / water shooting out of fluid end of pump</i>	Opened safety relief valve	Wait until closes on its own Fill out incident report
<i>Water continuously dripping from outlet of safety relief valve</i>	Worn valve/valve spring	Replace safety relief valve Fill out incident report



Multiple Choice Questions (Technical Quiz)

Complete the following test, and have it graded by your assessor. If any questions are answered incorrectly, your assessor will explain what the correct answer is, and why it is correct. Once you understand the correct answer, both the assessor and student's initials are required to indicate that mentoring or coaching has taken place.

Question	Assessor's Initials	Student's Initials
1. High Volume Pumps used by CEDA: (select all that apply) a. have consistent controls on each unit and the same operating limits. b. supply high-pressure water for industrial cleaning services. c. clean and purify water. d. can generate pressures up to 20,000psi.		
2. Which of the following is not a major component of a high volume pump: a. engine b. fluid end c. bundle blaster d. filter		
3. The normal operating range of the engine for a High Volume Pump is 150-180rpm a. True b. False		
4. The fluid end of a high volume pump: (select all that apply) a. contains a crankshaft. b. has a series of chambers that force water through a small orifice. c. is connected to the engine using the transmission. d. can be safely operated at 3000rpm.		
5. Operating the pump without a filter in place is ok as long as the water looks clean. a. True b. False		
6. What gears can NOT be used when operating a pump with a transmission: a. 1 and 2 b. 3 and 4. c. 5 and 6 d. 7 and 8		
7. Prior to installing any high pressure jets or nozzles the system must: a. be disconnected from the water supply. b. be running at a minimum of 1000rpm. c. be flushed of all air and debris. d. be moved inside so the operator doesn't get cold.		
8. Whipchecks are required: a. if management is around. b. whenever the supervisor says you need them. c. on connections that other crews might see. d. on all connections.		
9. Vertical rigging must be tied off at every level. a. True b. False		
10. What are some of the tools that can be attached to a high volume pump? (select all that apply) a. Chunky tool b. Rotofans c. The gun from your pressure washer at home d. 3D Cleaning tool.		



Practical Assessment – High Volume Pump Operations

This form is to be filled out by the assessor as they observe the student successfully demonstrate these items in order to be deemed competent.

Assessment Check List

#	Description - locate the following Components	Date Completed
1	Engine	
2	Radiator/Coolant Reservoir	
3	Operator Gauges	
4	Throttle	
5	Master Switch	
6	RODA/DEACO Switch/Valve	
7	Oil Filter	
8	Oil Dipstick	
9	Air Filter	
10	Batteries	
11	PTO	
12	PTO Lever	
13	Protective Shield	
14	Belts	
15	Fluid End	
16	Pressure Head	
17	Rupture Disc	
18	Pressure Gauge	
19	Pressure Relief Valve	
16	Needle Valve	
17	Packing Rods	
18	Pony Rods	
19	Plungers	
16	High Pressure Coupler with Whipchecks	



17	Filter Pot	
18	Hydraulic Fluid Tank	
19	Fuel Tank	
19	Fire Extinguisher	
19	Grease Fittings (All Components)	

#	Description – Demonstrate the following tasks	Date Completed
1	Obtain work permit	
2	Complete daily pre-job checklist, Tool Box Talk	
3	Flag/tag work area...	
4	Rig in hoses..	
5	Fill water tank..	
6	Open water supply to pump	
7	Ensure needle valve is open..	
8	Start up motor	
9	Engage pump	
10	Flush the system and disengage the pump	
11	Attach appropriate tool	
12	Idle up to effective operating RPM..	
13	Squeeze trigger on dump gun/ foot pedal..	
14	Set required pressure	
15	Check for leaks	
16	Proceed with washing	
17	Shutdown	
18	Clean worksite	
19	Sign-off work permit and leave site	

#	Description – Explain Troubleshooting the following	Assessor's Initial
1	Describe in detail how to troubleshoot loss of flow : - what are the potential consequences of inaction or incorrect action - what are the possible root causes - what are the possible resolutions	



2	Describe in detail how to troubleshoot cavitation : - what are the potential consequences of inaction or incorrect action - what are the possible root causes - what are the possible resolutions	
3	Describe in detail how to troubleshoot leaks : - what are the potential consequences of inaction or incorrect action - what are the possible root causes - what are the possible resolutions	
4	Describe in detail how to troubleshoot over-pressure : - what are the potential consequences of inaction or incorrect action - what are the possible root causes - what are the possible resolutions	
5	Demonstrate over the span of 3 months, the ability to troubleshoot issues as they arise in the field. (Note: The employee may be deemed competent in this skill by his/ her Divisional Manager.) - no injury, equipment damage, or lost time due to inaction or incorrect action while troubleshooting	

Assessment Sign Off

All boxes must be completed before signing an employee competent.

- ☐ Expectation Letter Signed
- ☐ Minimum 100 hours of on the job training completed
- ☐ On the Job Practical Assessment Completed by an approved Assessor
- ☐ Has reviewed and understands the operator manuals for the TLX
- ☐ Reviewed and understands Procedures and Safety Documentation
- ☐ Technical review and Knowledge Exam complete
- ☐ Training documentation sent to CEDA Training Department

Assessor

I, _____ have taken the below named employee through this Assessment, and he/she has successfully demonstrated competence in the areas identified.

Signature Date

Student

I, _____ have completed this competency, including the on-job demonstration, practical assessment and multiple-choice questions. I understand the information presented and agree to follow all of the rules and procedures set out by CEDA.

Signature Date



Revision Log

Revision Date	Section Affected	Changes Made
October 21, 2021	All	Updated Template, multiple changes throughout.



Training Change Request Form

Date: _____

Location: _____

Name: _____

Contact information: _____

Email/Phone number

Description

Please use the back of this sheet to make additional comments.

Section Name: _____

Page Number: _____

Description of Problem/ Suggested Resolution:
