

AMERICAN BACKFLOW PREVENTION ASSOCIATION

Backflow Prevention Assembly Tester Proctor Qualifications

1.0 PROCTOR APPLICANTS

- 1.1 Applicant shall submit proctor application to their ABPA Regional Director for initial review. Regional Director shall review application for accuracy. The Regional Director shall forward Proctor application with comments on the applicant to the Administrator.
- 1.2 To be considered for proctor status, applicant shall comply with the following:
 - 1.2.1 Shall possess a current American Backflow Prevention Association Backflow Prevention Assembly Tester Certification, *and*
 - 1.2.2 Should have successfully completed a minimum of one ABPA tester recertification, *and*
 - 1.2.3 Shall successfully complete a proctor training program.
 - 1.2.4 Administrator shall review proctor application and Regional Directors comments

2.0 MAINTAINING PROCTOR STATUS

- 2.1 To maintain proctor status, applicant shall comply with the following:
 - 2.1.1 Shall possess current ABPA Tester Certification, *and*
 - 2.1.2 Should have acted as an ABPA proctor a minimum of two (2) times per year, *and*
 - 2.1.3 Shall successfully complete proctor training program every two (2) years.

3.0 PROCTOR TRAINING PROGRAM

- 3.1 Training program shall consist of a detailed review of the following:
 - 3.1.1 Backflow Prevention Assembly Tester Rules - All aspects of the Rules shall be reviewed.
 - 3.1.2 Performance Examination Test Form.
 - a. Review format of form
 - b. Review areas which applicant completes
 - c. Review areas which proctor completes

3.1.3 Performance examination test site.

- a. Provisions at the performance examination site shall be made to provide at least one test station per Proctor. A test station shall consist of a means for testing at least one Reduced Pressure Principle Backflow Prevention Assembly (RP), one Double Check Valve Assembly (DC), and one Pressure Vacuum Breaker (PVB).
- b. Each assembly in a test station shall provide the means for simulating all of the following malfunctions:

RP: 1st and 2nd check valves, differential pressure relief valve, #2 shut-off valve.
DC: 1st and 2nd check valves, #1 & #2 shut-off valves.
PVB: Check valve, #1 and #2 shut-off valves and air inlet valve.
- c. Adequate space between individual test stations shall be provided to reduce possible interference and to ensure confidentiality of examination results.

3.1.4 Performance examination

- a. During the performance examination, only one proctor per applicant shall be present at each test station.
- b. Proctor shall explain the parameters of the performance examination to the applicant. No questions from the applicant shall be allowed which would impact the outcome of the performance examination. Proctor shall refrain from any direct or indirect assistance with the performance examination.
- c. It is recommended that a proctor only complete two of the three performance tests for a single applicant. This shall be decided by the Examination Monitor at the examination site.
- d. No strict time limit is placed on the applicant to complete the performance examination, but a general guideline would limit the time required to complete the performance examination to one (1) hour. This at the discretion of the proctor. More time may be allowed providing that the applicant is making active progress.
- e. Proctor shall simulate one of the following respective conditions in each of the assemblies under test:

RP:

Leaking 1st check valve,
Leaking 2nd check valve,
Malfunctioning differential pressure relief valve,
Leaking #2 shut-off valve (direction of flow and backpressure).
Proper operating assembly

DC:

Leaking 1st check valve
Leaking 2nd check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Proper operating assembly

PVB:

Leaking check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Malfunctioning air inlet valve
Proper operating assembly

3.1.5 Pass/fail criteria

- a. Applicant shall signify their completion of the performance examination by submitting the Performance Examination Test Form to the Proctor.
- b. Proctor shall verify the test data as accurate, and representing the condition of the assembly being tested.
- c. At the completion of the performance examination, the proctor shall verify that all aspects of the performance examination have been successfully completed. Proctor shall then inform the applicant that they have passed or failed. If applicant fails, the proctor shall explain the cause for failure.

3.2 PROCTOR EXAMINATION

3.2.1 At the completion of Section 4.1 the proctor trainee shall be examined as follows:

- a. Proctor Trainee shall observe a mock performance examination. During this mock examination, the person performing the field test procedures shall make deliberate errors in the field test procedure and recording of data. The proctor trainee shall identify all errors.

4.0 EXAMINATION MONITOR

- 4.1 The Examination Monitor shall be in charge of the examination. The Examination Monitor shall meet the requirements of the Association's Backflow Prevention Assembly Tester Proctor Qualifications. At the option of the Administrator and the Examination Monitor, the written examination may be administered by a person who does not meet the Association's Backflow Prevention Assembly Tester Proctor Qualifications.
- 4.2 Examination Monitor shall be appointed by the Administrator.
- 4.3 Examination Monitor responsibilities.
 - 4.3.1 Examination Monitor shall be responsible for reviewing test site location prior to the start of the examination to confirm compliance with Section 3.1.3
 - 4.3.2 Examination Monitor shall assure the written administration guidelines are complied with.
 - 4.3.3 Examination monitor shall be responsible for handling all on-site appeals.
 - 4.3.4 Examination monitor shall oversee the performance examination to assure all administration guidelines are complied with.
 - 4.3.5 Examination Monitor shall cooperate with the Administrator in the selection of proctors.
 - 4.3.6 Examination Monitor may act as a proctor.
 - 4.3.7 Shall review performance of Proctors as per Sections 3.1.4 and 3.1.5 of these qualifications, and report to Administrator.