

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



FOR
UTILITIES SYSTEMS
(3E4X1)

MODULE 24
VALVES

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VALVES

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REVIEW ANSWER KEYKEY 1

CORRECTIONS/IMPROVEMENT LETTER APPENDIX A

Career Field Education and Training Plan (CFETP) references from 1 Jul 02 version.

OPR: HQ AFCESA/CEOF
(SMSgt James B. Lucas)
Supersedes AFQTP 3E4X1-23, 1 Oct 1999

Certified by: HQ AFCESA/CEOF
(CMSgt Myrl F. Kibbe)
Pages: 32/Distribution F

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

AIR FORCE QUALIFICATION TRAINING PACKAGES FOR UTILITIES SYSTEMS (3E4X1)

INTRODUCTION

Before starting this AFQTP, refer to and read the "[AFQTP TRAINER/TRAINEE GUIDE](#)."

AFQTPs are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training. ***It is important for the trainer and trainee to understand*** that an AFQTP ***does not*** replace hands-on training, nor will completion of an AFQTP meet the requirement for core task certification. AFQTPs will be used in conjunction with applicable technical references and hands-on training.

AFQTPs and Certification and Testing (CerTest) must be used as minimum upgrade requirements for Diamond tasks.

MANDATORY minimum upgrade requirements:

Core task:

AFQTP completion
Hands-on certification

Diamond task:

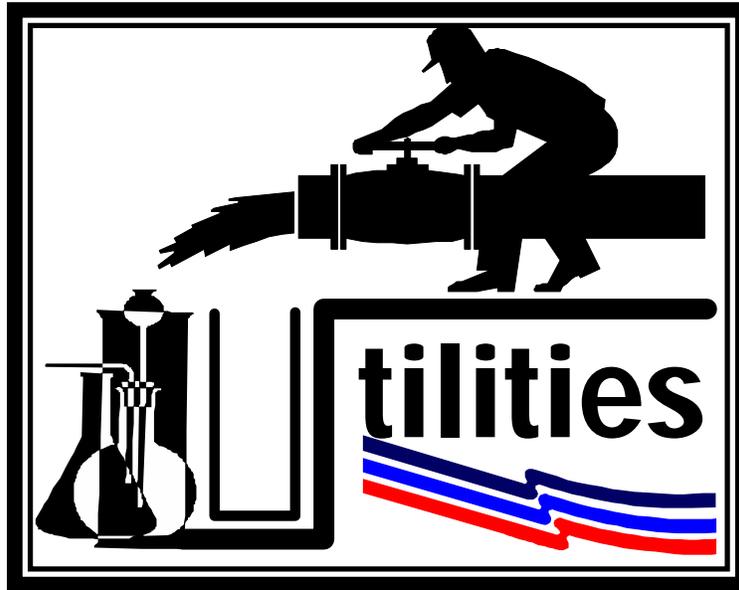
AFQTP completion
CerTest completion (80% minimum to pass)

NOTE: *Trainees will receive hands-on certification training for Diamond Tasks when equipment becomes available either at home station or at a TDY location.*

Put this package to use. Subject matter experts under the direction and guidance of HQ AFCESA/CEOF revised this AFQTP. If you have any recommendations for improving this document, please contact the Career Field Manager at the address below.

HQ AFCESA/CEOF
139 Barnes Dr. Suite 1
Tyndall AFB, FL 32403-5319
DSN: 523-6380, Comm: (850) 283-6380
Fax: DSN 523-6488
E-mail: ceof.helpdesk@tyndall.af.mil

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VALVES

REPLACE VALVES

MODULE 24

AFQTP UNIT 6

CHECK (24.6.3.)

REPLACE CHECK VALVES
Task Training Guide

STS Reference Number/Title:	24.6.3., Replace check valves.
Training References:	<ol style="list-style-type: none"> 1. Air Force Joint Manual (AFJMAN) 32-1070, Plumbing. 2. Unified Facilities Criteria (UFC) 3-420-01FA, Design: Plumbing 3. Uniform Plumbing Code. 4. Career Development Course (CDC) 3E451, <i>Utilities Systems</i>.
Prerequisites:	<ol style="list-style-type: none"> 1. Possess as a minimum a 3E431 AFSC. 2. Review the following references: <ol style="list-style-type: none"> 2.1. CDC 3E451. 2.2. Uniform Plumbing Code. 2.3. AFJMAN 32-1070, Plumbing.
Equipment/Tools Required:	<ol style="list-style-type: none"> 1. Standard plumber's toolbox. 2. Check valve.
Learning Objective:	Trainee will learn to replace a check valve, basic operation, and uses.
Samples of Behavior:	Trainee will be able to replace, explain the basic uses, and operations of a check valve.
Notes:	
<ol style="list-style-type: none"> 1. Steps will be followed in sequence as needed. 2. Any safety violation is an automatic failure. 	

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REPLACE CHECK VALVES

1. Background: Check valves allow the flow of liquids in one direction only when the flow is moving in the proper direction, the valve remains in the open position. When the flow stops or reverses the valve closes from the backflow pressure against it. There is five types of check valves for the use of directional flow: the swing check, horizontal-lift check (See Figure 1), vertical-lift check, ball check and foot valve. Check valves should be installed with isolation valves on the upstream and downstream sides of the device. When working with valves two inches or less it is more economical to replace the valve.

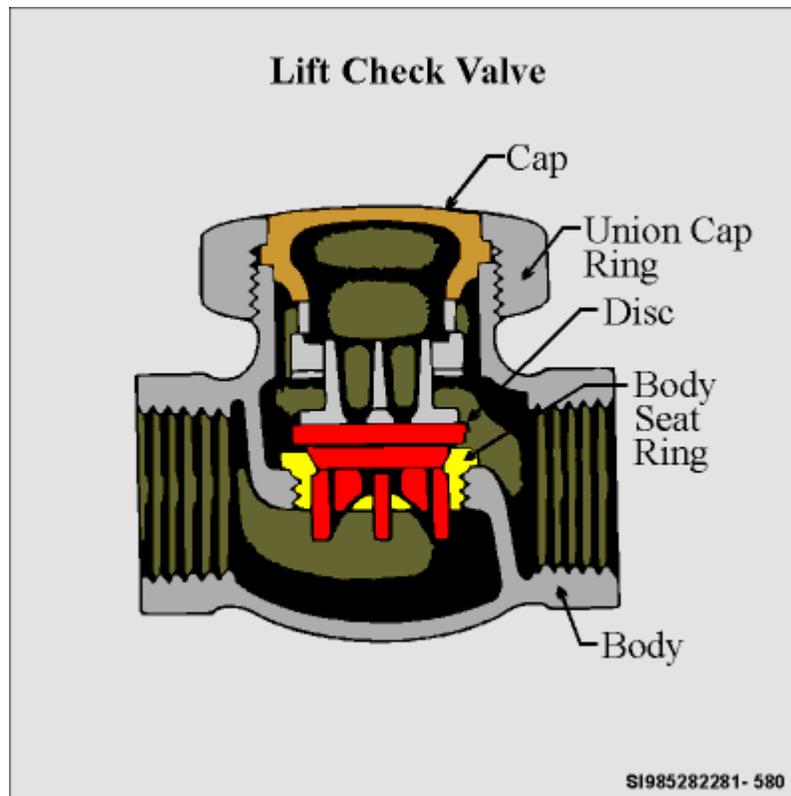


Figure 1. Lift Check

NOTE:

It may not be cost effective to repair some sizes. Replacement often saves time and money.

2. Replacing Check Valves.

7.1. To perform this task, follow these steps:

Step 1. Determine the method of replacement you will need to use to replace the valve.

- 1.1. Is there an in-line union that you can disconnect, or will you have to use a pipe cutter?
- 1.2. What material is valve installed on?

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Step 2: Isolate valve from system.

Step 3: Remove valve by means you determined (i.e. cut it out, or disconnect the union).

NOTE:

When replacing valves three inches or larger flanged connections may be used instead of threaded connections. Disassembling of flanged joints is a little more time consuming but the process is basically the same.

Step 4: Replace valve. Consider installing a union if one was not already there (this will make it easier to replace the valve if it ever fails again).

SAFETY:

WHEN INSTALLING CHECK VALVES WITH FLANGED CONNECTIONS ENSURE YOU HAVE A GASKET INSTALLED TO SEAL THE CONNECTION.

Step 5: Put valve back into service by turning the water system on. Check valve operation.

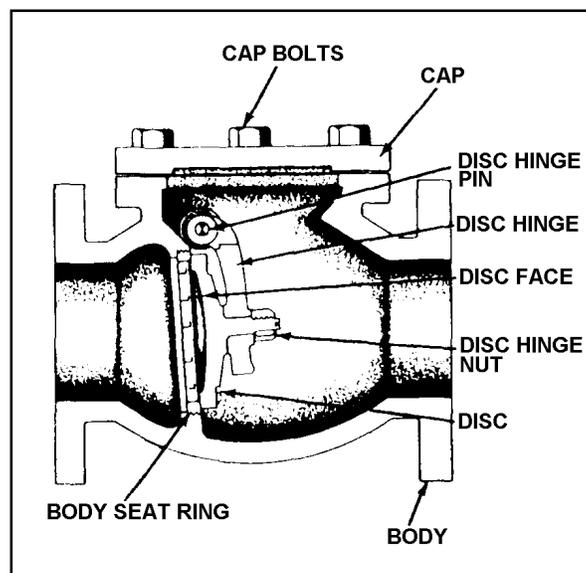
Step 6: Perform operational test on check valve inspecting for leaks.

Step 7: Perform proper troubleshooting procedures if necessary.

Step 8: Clean work area.

Step 9: Clean required equipment.

Step 10: Store required equipment and supplies.



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Figure 2. Swing Check Valve

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**REVIEW QUESTIONS
FOR
REPLACE CHECK VALVES**

QUESTION	ANSWER
1. What is the purpose of a check valve?	a. Stop the flow of water. b. Start the flow of water. c. Direct the flow of water. d. Allows flow of liquids in one direction only.
2. Three inch or larger valves may use what type connections instead of threaded connections?	a. Flanged. b. Solvent weld. c. Sweat solder. d. None of the above.
3. When installing flanged connections, what is installed to seal the connection?	a. Teflon tape. b. Gasket. c. Pipe dope. d. All of the above.
4. What could be installed in the line to aid in future check valve removal?	a. Air chamber. b. Coupling. c. Union. d. Tee.

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REPLACE CHECK VALVES

PERFORMANCE CHECKLIST

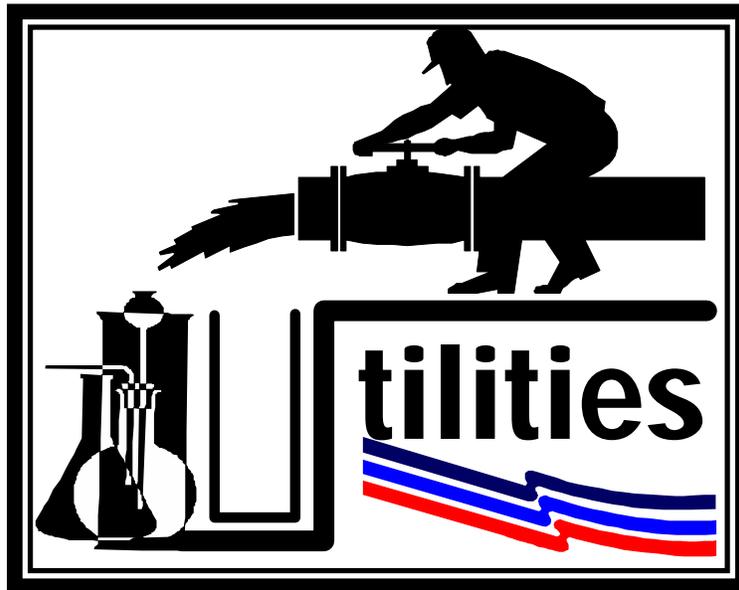
INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE....?	YES	NO
1. Identify all the equipment needed for the job		
2. Take proper safety precautions		
3. Take the proper steps in replacing a check valve: 3.1. Isolate the check valve 3.2. Remove the valve from the piping system it serves 3.3. Apply Teflon tape to pipe for threaded connection 3.4. Install new valve 3.5. Test for leaks 3.6. Clean up the area		
4. Complete all the questions in AFQTP: 4.1. Score 80% or higher 4.2. Trainer review and explained all missed questions		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.



VALVES

REPLACE VALVES

MODULE 24

AFQTP UNIT 6

GATE (24.6.5.)

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

REPLACE GATE VALVES
Task Training Guide

STS Reference Number/Title:	24.6.5., Replace gate valves.
Training References:	<ol style="list-style-type: none"> 1. Career Development Course (CDC) 3E451, Utilities System. 2. Air Force Joint Manual (AFJMAN) 32-1070, Plumbing. 3. Unified Facilities Criteria (UFC) 3-420-01FA, Design: Plumbing 4. Uniform Plumbing Code.
Prerequisites:	<ol style="list-style-type: none"> 1. Possess as a minimum a 3E431 AFSC. 2. Review the following references: <ol style="list-style-type: none"> 2.1. Uniformed Plumbing Code. 2.2. CDC 3E451. 2.3. AFJMAN 32-1070.
Equipment/Tools Required:	<ol style="list-style-type: none"> 1. Basic plumber's toolbox. 2. Gate valve.
Learning Objective:	Trainee will learn to replace gate valves.
Samples of Behavior:	Trainee will be able to replace gate valves to include checking proper operation.
Notes:	
<ol style="list-style-type: none"> 1. Steps will be followed in sequence as needed. 2. Any safety violation is an automatic failure. 	

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

REPLACE GATE VALVES

1. Background: Gate valves are used primarily for start/stop service. They are not designed to regulate or throttle flow therefore they should be in one of two positions fully open or fully closed. There are two kinds of gate valves, rising stem (See Figure 1, Rising Stem) and non-rising stem. Rising stem gate valves are commonly found in valve pits or pump rooms, and are operated by turning a wheel valve handle to open and close it. A threaded stem will rise (open) and retract (close) with operation of the valve wheel. Non-rising stem gate valves are usually found underground. Placing a valve key over a two inch-square operating nut operates it. Access to the operating nut is gained through a valve box. Gate valves should be operated at least biannually to prevent them from seizing or becoming stiff when opening or closing. A stuffing box holds graphite packing that seals the bonnet and prevents leaks around the stem. A packing nut is used to apply pressure to the packing gland.

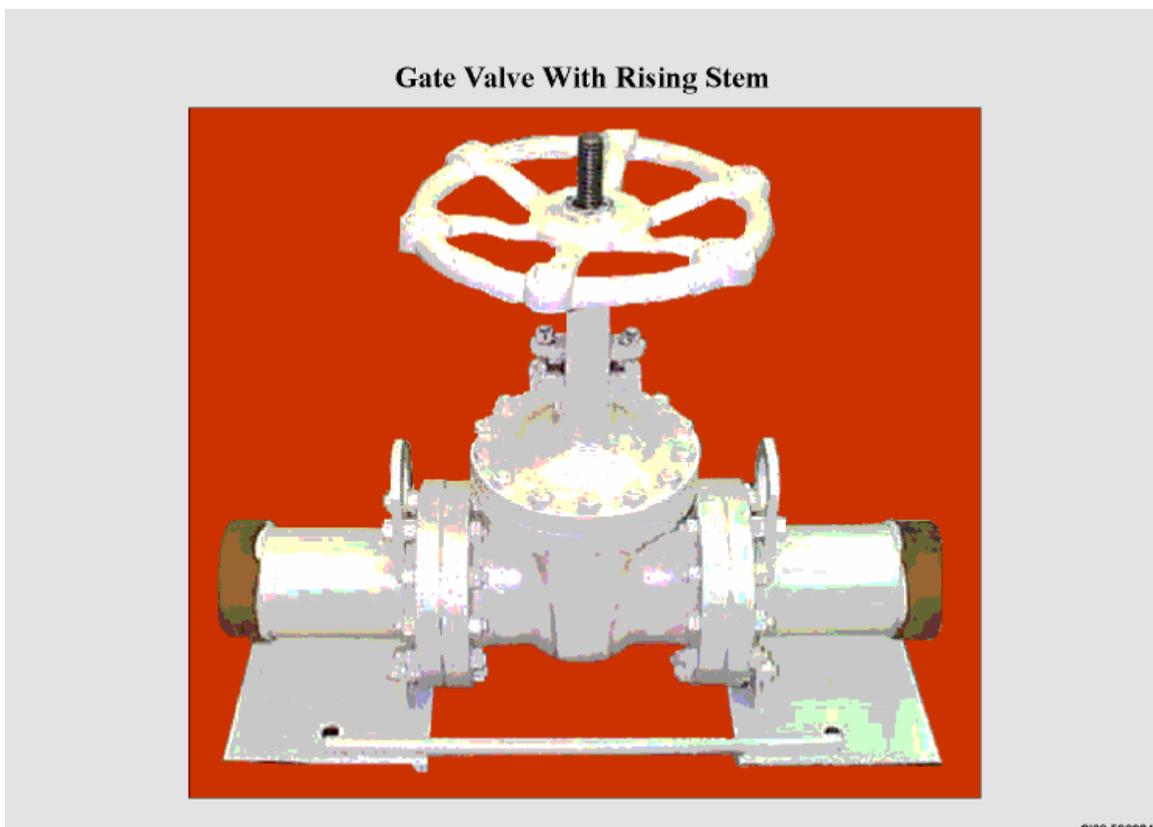


Figure 1. Rising Stem

SAFETY:

ALWAYS TIGHTEN THE NUTS DOWN EVENLY (CRISS-CROSS) ON A BOLTED GLAND. UNEVEN TIGHTENING MAY BLIND THE STERN. DO NOT OVER TIGHTEN OR FORCE ANY PARTS TOGETHER.

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

2. Replacing Gate Valves.

1.1. *To perform this task, follow these steps:*

Step 1: Determine the method of replacement you will need to use to replace the valve.

- 1.1. Is there an in-line union that you can disconnect, or will you have to use a pipe cutter?
- 1.2. What material is valve installed on?

Step 2: Isolate valve from system.

Step 3: Remove valve by means you determined (i.e. cut it out, or disconnect the union).

NOTE:

When replacing valves three inches or larger flanged connections may be used instead of threaded connections. Disassembling of flanged joints is a little more time consuming but the process is basically the same.

Step 4: Replace valve.

- 4.1. Consider installing a union if one was not already there (this will make it easier to replace the valve if it ever fails again).

NOTE:

When installing check valves with flanged connections ensure you have a gasket installed to seal the connection.

Step 5: Put valve back into service by turning the water system on.

- 5.1. Check valve operation.

Step 6: Clean work area.

Step 7: Clean required equipment.

Step 8: Store required equipment.

**REVIEW QUESTIONS
FOR
REPLACE GATE VALVES**

QUESTION	ANSWER
1. What are gate valves primarily used for?	a. Throttling. b. Start/stop service. c. Pressure relief. d. All of the above.
2. What two kinds of gate valves do we use on many Air Force installations?	a. Visible and non-visible discs. b. Holding and non-holding. c. Rising and non-rising stems. d. Throttling and non-throttling.
3. Where are rising stems commonly found?	a. Only pump houses. b. Valve boxes and street mains. c. Valve pits and pump houses. d. There are no such valves.
4. Why must you raise the disc before tightening the bonnet to the valve body?	a. Ensure proper seating of the bonnet. b. It will not work any other way. c. To lock the disc against the seat. d. To prevent vibrations in the valve housing.

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REPLACE GATE VALVES

PERFORMANCE CHECKLIST

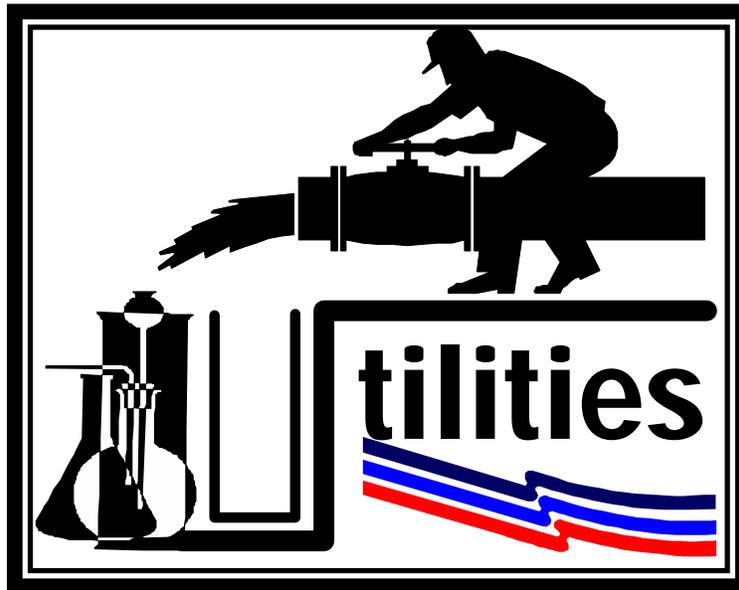
INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE....?	YES	NO
1. Identify all the equipment needed for the job		
2. Take proper safety precautions		
3. Take the proper steps in replacing a gate valve: 3.1. Determine the method of replacement 3.2. Isolate valve from system 3.3. Remove valve 3.4. Replace valve 3.5. Put valve back into service		
4. Complete all the questions in AFQTP: 4.1. Score 80% or higher 4.2. Trainer review and explained all missed questions		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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VALVES

REPAIR VALVES

MODULE 24

AFQTP UNIT 7

CHECK (24.7.3.)

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REPAIR CHECK VALVES
Task Training Guide

STS Reference Number/Title:	24.7.3., Repair check valves.
Training References:	<ol style="list-style-type: none"> 1. Air Force Joint Manual (AFJMAN) 32-1070, Plumbing. 2. Unified Facilities Criteria (UFC) 3-420-01FA, Design: Plumbing 3. Uniform Plumbing Code. 4. Career Development Course (CDC) 3E451, <i>Utilities System</i>.
Prerequisites:	<ol style="list-style-type: none"> 1. Possess as a minimum a 3E431 AFSC. 2. Review the following references: <ol style="list-style-type: none"> 2.1. CDC 3E451. 2.2. Uniform Plumbing Code. 2.3. AFJMAN 32-1070, Plumbing.
Equipment/Tools Required:	<ol style="list-style-type: none"> 1. Standard plumber's toolbox. 2. Check valve.
Learning Objective:	Trainee will learn to repair a check valve.
Samples of Behavior:	Trainee will be able to repair.
Notes:	
<ol style="list-style-type: none"> 1. Steps will be followed in sequence as needed. 2. Any safety violation is an automatic failure. 	

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REPAIR CHECK VALVES

1. Background: Anything mechanical or manmade will eventually wear out and need repairs. Repairs and replacement on these valves are relatively similar. You will have to remove a bonnet, inspect, clean, and/or replace the worn parts if needed.

2. Repairing A Swing Check Valve. (See Figure 1.)

2.1. To perform this task, follow these steps:

Step 1: Isolate valve from rest of the system.

Step 2: Remove the cap using a smooth jaw wrench.

2.1. Using a pipe wrench may damage the valve.

2.2. Some check valves may require the removal of cap nuts to remove the cap.

Step 3: Remove the disc.

Step 4: Inspect and clean all parts replace if needed.

Step 5: Inspect the seat.

Step 6: Remove and replace the seat.

SAFETY:

IF THE SEAT CANNOT BE REPLACED, YOU MAY HAVE TO REFACE THE SEAT USING A RESEATING TOOL OR EMORY CLOTH.

Step 7: Assemble check valve in reverse order.

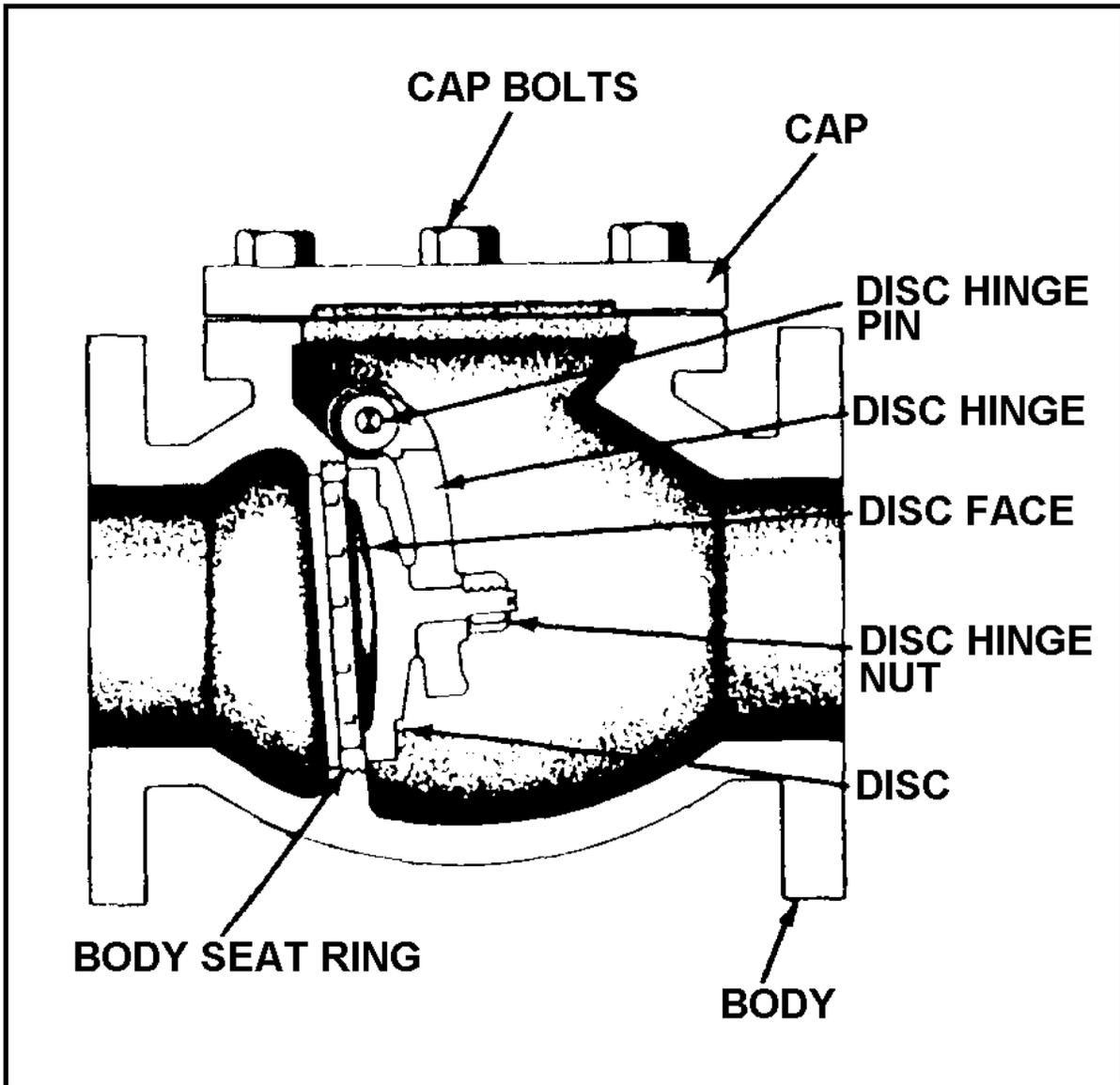
Step 8: Put valve back in operation.

Step 9: Clean work area.

Step 10: Clean required equipment.

Step 11: Store required equipment.

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Figure 1. Swing Check Valve

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**REVIEW QUESTIONS
FOR
REPAIR CHECK VALVES**

QUESTION	ANSWER
1. What is the purpose of a check valve?	a. Stop the flow of water. b. Start the flow of water. c. Direct the flow of water. d. Allows flow of liquids in one direction only.
2. What tool do you use to remove the cap?	a. Smooth-jaw wrench. b. Soft-jaw wrench. c. Slip-joint pliers. d. None of the above.
3. Why should you never use a pipe wrench when removing the cap?	a. It will damage the wrench. b. You may damage the valve. c. It may over-tighten the valve. d. All of the above.
4. If the seat is worn and cannot be removed what should you do?	a. Reface it using Emory cloth. b. Re-seat it using a screwdriver. c. Re-seat is using a cold chisel. d. Re-seat is using a ball peen hammer.

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REPAIR CHECK VALVES

PERFORMANCE CHECKLIST

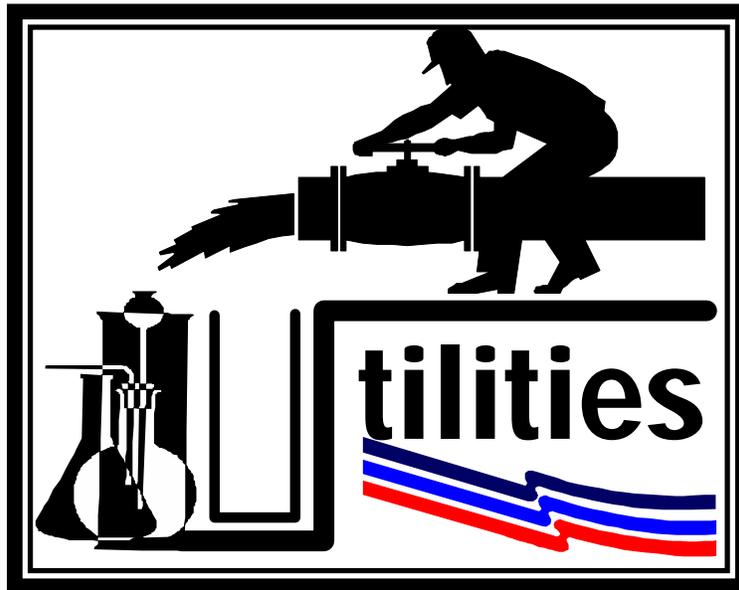
INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE....?	YES	NO
1. Identify all the equipment needed for the job		
2. Take proper safety precautions		
3. Take the proper steps to repair a check valve: 3.1. Isolate valve from rest of the system 3.2. Remove the cap 3.3. Remove the disc 3.4. Inspect and clean all parts replace if needed 3.5. Inspect the seat 3.6. Remove and replace the seat 3.7. Test for leaks 3.8. Put valve back in operation		
4. Complete all the questions in AFQTP: 4.1. Score 80% or higher 4.2. Trainer review and explained all missed questions		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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VALVES

REPAIR VALVES

MODULE 24

AFQTP UNIT 7

GATE (24.7.5.)

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REPAIR GATE VALVES
Task Training Guide

STS Reference Number/Title:	24.7.5., Repair gate valves.
Training References:	<ol style="list-style-type: none"> 1. Career Development Course (CDC) 3E451, <i>Utilities Systems</i>. 2. Air Force Joint Manual (AFJMAN) 32-1070, Plumbing. 3. Unified Facilities Criteria (UFC) 3-420-01FA, Design: Plumbing 4. Uniform Plumbing Code.
Prerequisites:	<ol style="list-style-type: none"> 1. Possess as a minimum a 3E431 AFSC. 2. Review the following references: <ol style="list-style-type: none"> 2.1. Uniformed Plumbing Code. 2.2. CDC 3E451. 2.3. AFJMAN 32-1070, <i>Plumbing</i>.
Equipment/Tools Required:	<ol style="list-style-type: none"> 1. Basic plumber's toolbox. 2. Gate valve.
Learning Objective:	Trainee will learn to repair gate valves.
Samples of Behavior:	Trainee will be able to repair gate valves to include checking proper operation.
Notes:	
<ol style="list-style-type: none"> 1. Steps will be followed in sequence as needed. 2. Any safety violation is an automatic failure. 	

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REPAIR GATE VALVES

1. Background: As with a check valve, a gate valve is mechanical and will need maintenance when parts become worn. Most leaks around the stem or stuffing box can be taken care of by tightening the packing nut. If that doesn't work, removal and replacement of the packing may be your next option.

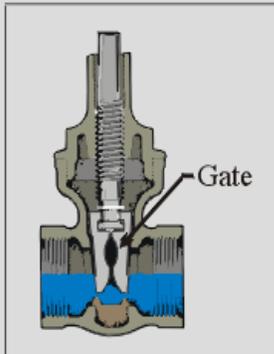
SAFETY:

ALWAYS TIGHTEN THE NUTS DOWN EVENLY (CRISS-CROSS) ON A BOLTED GLAND. UNEVEN TIGHTENING MAY BLIND THE STEM. DO NOT OVER TIGHTEN OR FORCE ANY PARTS TOGETHER.

HINT:

Valve stems may be out of alignment or broken, or the threads may be stripped. The disc and seats may be worn to the point that they cannot be resurfaced. You may also give thought to the time and cost required making repairs. If this is the case, you will have to replace the entire valve.

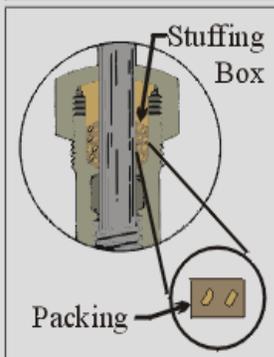
Inspection of Gate Valves Consist of Valve Seat and Valve Stem



- Foreign matter prevents proper seating on gate valves

— To remedy:

1. Leave valve closed for a few minutes
2. Raise or open gate an inch or so
3. Water flowing across seat should clear accumulation
4. If you cannot get a tight closure, open nearest downstream fire hydrant to increase the velocity across the seat



- Modern gate valves use O-rings as a seal
- You are likely to encounter valves with graphite packing in the stuffing box
 - Packing seals the bonnet against leaks around the stem

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Figure 1. Components of a gate Valve

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

2. Repairing Gate Valves. If repairs to gate valves can be made, the following instructions will assist the trainee. This is only a guideline, the procedures you use may vary.

2.1. To perform this task, follow these steps:

Step 1: Isolate valve from system.

NOTE:

If water is leaking around the stem at the packing nut tighten the packing nut. If that does not remedy the problem it may be necessary to remove and replace the packing. (See Figure 2.)

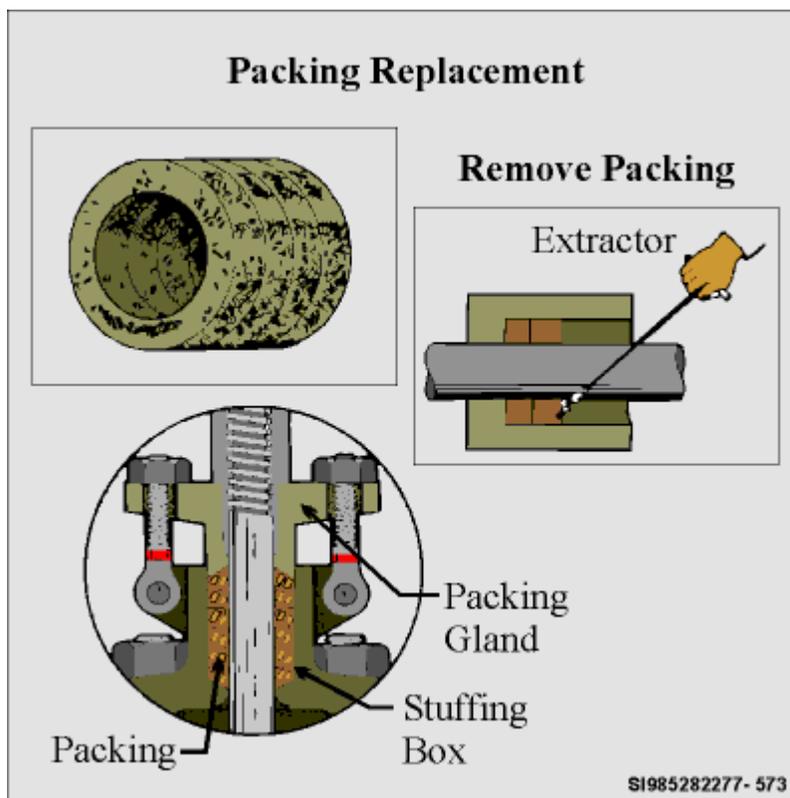


Figure 2. Packing Replacement

Step 2: Remove bonnet using a smooth-jawed wrench to prevent damage to the valve.

Step 3: Clean and examine the disc, valve body, and seat.

Step 4: Remove all corrosion, discard all old gaskets, and if required, resurface the discs and seats.

Step 5: Apply Prussian blue to the surface of the disc and drop the disc into the body to check for nicks or scratches in the disc or seat.

Step 6: Repair nicks or scratches in the disc or seat with Emory cloth.

Step 7: Once you have obtained a good seal between the disc and seat the valve is ready to be reassembled.

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Step 8: Insert the stem into the bonnet.

Step 9: Assemble other parts, attach the disc to the stem, and place the entire assembly into the valve body.

HINT:

Raise the disc to prevent contact with the seat, so the bonnet can be seated properly on the body before tightening the joint.

Step 10: Test the valve to make sure the repairs have been made properly.

Step 11: Put valve back into service.

Step 12: Clean work area.

Step 13: Clean required equipment.

Step 14: Store required equipment.

**REVIEW QUESTIONS
FOR
REPAIR GATE VALVES**

QUESTION	ANSWER
1. Where are rising stems commonly found?	a. Only pump houses. b. Valve boxes and street mains. c. Valve pits and pump houses. d. There are no such valves.
2. How often should you perform preventive maintenance?	a. Annually. b. Semi-annually. c. Quarterly. d. Monthly.
3. What do you apply to the surface of the disc when checking for contact with the seat?	a. Regal Red. b. Russian Red. c. Prussian Purple. d. Prussian Blue.
4. Why must you raise the disc before tightening the bonnet to the valve body?	a. Ensure proper seating of the bonnet. b. It will not work any other way. c. To lock the disc against the seat. d. To prevent vibrations in the valve housing.

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REPAIR GATE VALVES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE....?	YES	NO
1. Identify all the equipment needed for the job		
2. Take proper safety precautions		
3. Take the proper steps to repair a gate valve: 3.1. Isolate valve from system 3.2. Remove bonnet 3.3. Clean and examine the disc, valve body, and seat 3.4. Remove all corrosion 3.5. Apply Prussian Blue to the surface of the disc 3.6. Repair nicks or scratches 3.7. Insert the stem into the bonnet 3.8. Assemble other parts, attach the disc to the stem, and place the entire assembly into the valve body 3.9. Test the valve to make sure the repairs have been made properly 3.10. Put valve back into service		
4. Complete all the questions in AFQTP: 4.1. Score 80% or higher 4.2. Trainer review and explained all missed questions		

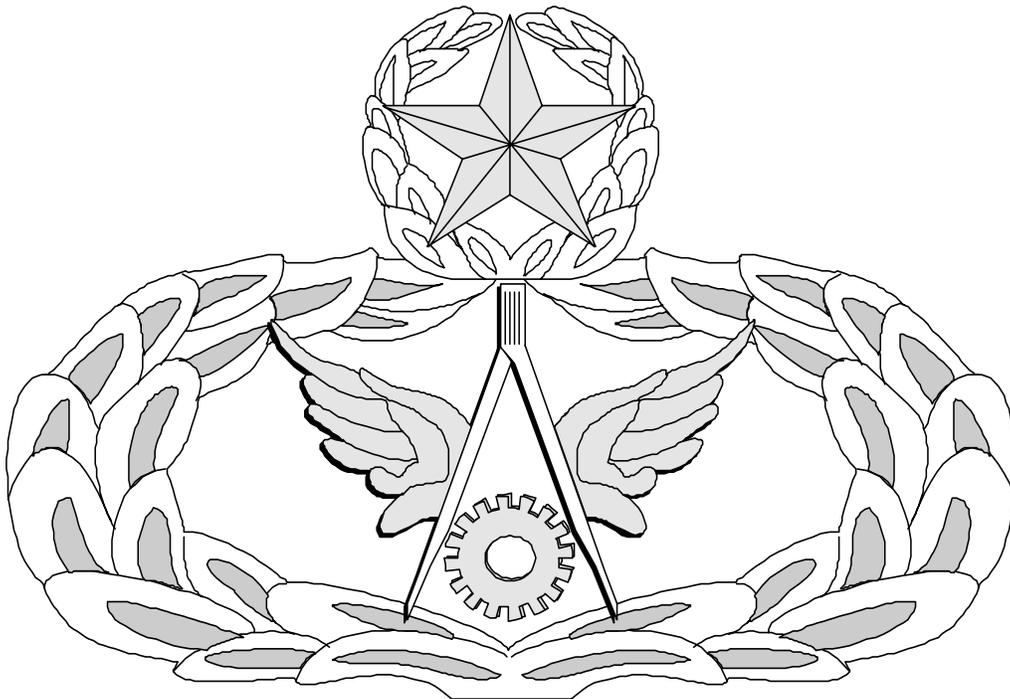
FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



FOR
UTILITIES SYSTEMS
(3E4X1)

MODULE 24

VALVES

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Key-1

**REPLACE CHECK VALVES
(3E4X1-24.6.3.)**

QUESTION	ANSWER
1. What is the purpose of a check valve?	d. Allows flow of liquids in one direction only.
2. Three inch or larger valves may use what type connections instead of threaded connections?	a. Flanged.
3. When installing flanged connections, what is installed to seal the connection?	b. Gasket.
4. What could be installed in the line to aid in future check valve removal?	c. Union.

**REPLACE GATE VALVES
(3E4X1-24.6.5.)**

QUESTION	ANSWER
1. What are gate valves primarily used for?	b. Start/stop service.
2. What two kinds of gate valves do we use on many Air Force installations?	c. Rising and non-rising stems.
3. Where are rising stems commonly found?	c. Valve pits and pump houses.
4. Why must you raise the disc before tightening the bonnet to the valve body?	a. To ensure proper seating of the bonnet.

**REPAIR CHECK VALVES
(3E4X1-24.7.3.)**

QUESTION	ANSWER
1. What is the purpose of a check valve?	e. Allows flow of liquids in one direction only.
2. What tool do you use to remove the cap?	b. Smooth-jaw wrench.
3. Why should you never use a pipe wrench when removing the cap?	c. You may damage the valve.
4. If the seat is worn and cannot be removed what should you do?	a. Reface it using emery cloth.

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**REPAIR GATE VALVES
(3E4X1-24.7.5.)**

QUESTION	ANSWER
1. Where are rising stems commonly found?	d. Valve pits and pump houses.
2. How often should you perform preventive maintenance?	b. Semi-annually.
3. What do you apply to the surface of the disc when checking for contact with the seat?	d. Prussian blue.
4. Why must you raise the disc before tightening the bonnet to the valve body?	a. To ensure proper seating of the bonnet.

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MEMORANDUM FOR HQ AFCESA/CEOF
139 Barnes Drive Suite 1
Tyndall AFB, FL 32403-5319

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify module.

Module # and title _____

2. Identify improvement/correction section(s):

<input type="checkbox"/> STS Task Reference	<input type="checkbox"/> Performance Checklist
<input type="checkbox"/> Training Reference	<input type="checkbox"/> Feedback
<input type="checkbox"/> Evaluation Instructions	<input type="checkbox"/> Format
<input type="checkbox"/> Performance Resources	<input type="checkbox"/> Other
<input type="checkbox"/> Steps in Task Performance	

3. Recommended changes--use a continuation sheet if necessary.

4. You may choose to call in your recommendations to DSN 523-6392 or FAX DSN/Commercial 523-6488 or (850) 283-6488 or email ceof.helpdesk@tyndall.af.mil.
5. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position