Evaluation Script for Record of Evaluation

OQ Qualified ❒ Yes ❒ No	❒ Initial	❒ Subsequent
PARTICIPANT FULL NAME (PRINT)	LAN ID	PERNR # /STENCIL #

Job Title: _____ PCC#: _____ Employee Headquarters/ Contractor Co. name: _____

SPAN OF CONTROL: 1:1 **QUALIFICATION INTERVAL:** 3 years

TASK GUIDANCE: This task includes locating underground pipelines utilizing maps, records, and locating equipment. It also includes placing temporary markers or markings. Task is associated with USA (production locates).

GOVERNING COMPANY GUIDANCE DOCUMENTS ASSOCIATED WITH THIS OQ:
M-60.4, TD-5811P-601, TD-5811P-602, TD-5811P-603, TD-5811P-604, TD-5811P-606, TD-5811P-102, TD-5811P-103, TD-5811P-104, TD-5811P-105, TD-5811P-201, TD-5811P-205, TD-5811P-201-F01, TD-5811P-105-JA02, TD-5811P-105-JA03, TD-5811P-105-JA04, TD-5811P-301-JA01, TD-5811P-301-JA02, Gas Map Symbols

EVALUATOR OBSERVATION: Using the below approved "Evaluation Method(s)", confirm the knowledge, and skill of participants to perform this task per the qualification criteria listed.

NOTE: Observation by on the job performance **CANNOT** be used as a sole form of evaluation.

Observed Performance Evaluation

During this part of the evaluation, demonstrate the knowledge, skill, and ability required to perform this task per the qualification criteria listed.

	PERFORMANCE Script Questions	PASS	FAIL
1.	**Abnormal Operating Conditions (AOC) Requirements: TD-5811P-103, TD-5811P-105-JA03**	❑	
	EVALUATOR INSTRUCTIONS (EI): Provide participant with all additional tools, material and equipment required to perform a locate and mark. **Direct** participant to use caution when connecting instrument to facility. **Inform** participant that they are to describe the actions they take during the evaluation. **Observe** the participant for the entirety of the evaluation to ensure they perform ALL tasks according to procedures. • **Recognize abnormal operating condition(s)** ➢ **ASK:** "Please identify an AOC (Abnormal Operating Condition) that may be encountered while performing a locate and mark task." ✓ **ANSWER:** Any applicable AOC from the governing guidance documentation below is acceptable. **TD-5811P-103 "Identifying the Proper Location", Sec 1** **TD-5811P-105 "Responding to a Ticket, Sec 7** **TD-5811P-105-JA03 "Corrective Work Form"**		❑

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	• **React to abnormal operating condition(s)** ➢ **ASK:** "What is the appropriate, safe response to handling the discovery of this AOC?" ✓ **ANSWER:** Based on the answer the participant provided to the previous question, any response to that AOC from the governing guidance documentation below is acceptable. **TD-5811P-103 "Identifying the Proper Location", Sec 1** **TD-5811P-105 "Responding to a Ticket, Sec 7** **TD-5811P-105-JA03 "Corrective Work Form"**		❑
2.	**Map Reading: Gas Map Symbols**	❑	
	EI: Observe the participant as they speak to and/or simulate each task step, and ask questions as needed below. Provide participant with a map of the area to be located and marked. Use Gas Symbol Sheets 1-19 and TD-5811P105 and TD-5811P-105-JA02 as needed for reference. • **Explain and interpret gas map symbols** ➢ **SAY:** Please identify by name each type of gas symbol present on the map. ➢ **ASK:** Where is your present location on the map? ✓ **ANSWER:** I'm right here (whatever the current location is). ➢ **ASK:** What information is provided for the facility being located/marked? ✓ **ANSWER:** Type, size, and location. • **OBSERVE: Take corrective actions regarding any mapping errors** ➢ **ASK**: What actions would you take if you discovered a mapping error? ✓ **ANSWER:** Contact mapping to confirm the discrepancy and submit a mapping correction if necessary. **TD-5811P-105 "Responding to a Ticket, Sec 6** **TD-5811P-105-JA02, "Submitting a Map Correction"**		❑ ❑
3.	**Equipment Check: TD-5811P-205, TD-5811P-201-F01, TD-5811P-604**	❑	
	EI: Observe the participant as they speak to and/or simulate each task step, and ask questions as needed below. Use TD-5811P-205 and TD-5811P-201-F01 as needed for reference. • **OBSERVE: Inspect Instrument** **Direct** participant to ensure that all equipment is present and in proper working order to perform a locate & mark. **Observe** participant per TD-5811P-205, including daily checkout of instrument, ensuring all parts/accessories are available, battery strength is sufficient, and units communicate with one another and function properly. ➢ **ASK:** Other than calibration verification, how often do you complete a checkout of your instrument? ✓ **ANSWER:** Daily. **TD-5811P-604, Sec 4, "Performing Instrument Daily Checkout"**		❑

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	• **OBSERVE: Verify battery strength** **Direct** participant to begin the task. **Observe** per TD-5811P-205. • **OBSERVE: Execute Check Out tasks using conductive, inductive with coupler, and inductive methods** **Direct** participant to begin the tasks. **Observe** per TD-5811P-205. ➢ **ASK:** What is the baseline signal strength/dB number derived from? ✓ **ANSWER:** 1st time the instrument is put into service, after instrument is repaired and the initial calibration verification at a new calibration facility. **TD-5811P-205, Sec 2** • **OBSERVE: Execute troubleshooting tasks** **Direct** participant to begin the tasks. **Observe** per TD-5811P-205. • **OBSERVE: Execute calibration verification** **Direct** participant to begin the task. **Observe** per TD-5811P-205. ➢ **ASK:** Under what circumstances does this instrument need to have its calibration verified? ✓ **ANSWER:** When instrument is put into service, once every month not to exceed 45 days, after a dig-in if it's suspected the instrument has contributed to the event and after the instrument comes back from repair. **TD-5811P-205, Sec 1** • **OBSERVE: Complete Calibration Verification Form** **Direct** participant to begin the task. **Observe** per TD-5811P-201-F01. ➢ **ASK:** What is the correct form for verifying the calibration? ✓ **ANSWER:** TD-5811P-201-F01. **TD-5811P-201-F01**		❑
4.	**Conductive Locate: Instrument specific procedure, TD-5811P-102, TD-5811P-103, TD-5811P-104, TD-5811P-201, TD-5811P-105-JA04, TD-5811P-301-JA01, TD-5811P-301-JA02, Gas Map Symbols**	❑	
	EI: Observe the participant as they speak to and/or simulate each task step, and ask questions as needed below. Use TD-5811P-102, TD-5811P-103, TD-5811P-104, TD-5811P-201, TD-5811P-105-JA04, TD-5811P-301-JA01, TD-5811P-301-JA02, Gas Map Symbols for reference. 1. **Direct** participant to reference the map provided. 2. **Provide** participant with a delineation area to be located. 3. **Direct** participant to execute a locate and mark of the area indicated on the map (marking to be simulated). 4. **Direct** participant to identify all directional changes, facility size and material type changes. 5. **Observe** participant to ensure that all simulated markings are proper and accurate per the provided map.		❑

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6. **Confirm** all facilities are located and marked using proper methods.

   - **SAY:** Please begin a simulated locate and mark.

- **OBSERVE: Visually inspect excavation area**

  Direct participant to begin the task. **Observe** per TD-5811P-102.

  - **ASK:** Upon arriving at the excavation site, what do you look for during your visual inspection?
  - ✓ **ANSWER:** Safety concerns, delineations, existing surface markings and indications of underground facilities.
    TD-5811P-102 "Determining Scope of Locate", Sec 5

- **OBSERVE: Demonstrate use of maps and documents to support locate** ❑

  Direct participant to begin the task. **Observe** participant using maps, including what facilities need to be located, and the identification of mains, services and changes in pipe size, material type and pressure.

- **OBSERVE: Conduct a non-contact voltage test** ❑

  - **ASK:** When possible, at what angle should you place the ground stake in relation to the facility being located?
  - ✓ **ANSWER:** 90 degree angle
    TD-5811P-201 "Conductive Locate", Sec 4

- **OBSERVE: Set up transmitter for conductive locate** ❑

- **OBSERVE: Demonstrate knowledge of proper grounding** ❑

- **OBSERVE: Execute conductive locate procedure**

- **OBSERVE: Interpret the signal readings on the receiver** ❑

  - **ASK:** What would you do if your signal becomes weak, distorted or lost during the locate?
  - ✓ **ANSWER:** Any one of these options are acceptable, Lower frequency, Higher transmitter output, Inductive locate, Pipehorn instrument, Mapping, Excavation to expose facility, PG&E Corrosion Mechanic assistance, in-line locating tape or acoustic locator.
    TD-5811P-103-JA01 "Troubleshooting Difficult to Locate", pp 2 & 4

- **OBSERVE: Identify directional changes** ❑

- **OBSERVE: Mark facilities per procedure** ❑

  EI: Review map(s) to ensure that all facilities were identified and marked properly.

- **OBSERVE: Determine when field meet is required** ❑

  - **ASK:** What actions would you take if the excavator plans to excavate

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	8' from the edge of a PG&E critical facility? ✓ **ANSWER:** Require a field meet. **TD-5811P-105-JA04 "Identifying the Need for Site Visit, Field Meets and Standby", Sec 3** • **OBSERVE: Determine when standby is required** ➢ **ASK:** What actions would you take if the excavator plans to excavate 4' from the edge of a PG&E critical facility? ✓ **ANSWER:** Require a standby. **TD-5811P-105-JA04 "Identifying the Need for Site Visit, Field Meets and Standby", Sec 4** • **OBSERVE: Respond to an unsafe situation** ➢ **ASK:** What actions would you take if the excavator is working in an unsafe manner? ✓ **ANSWER:** Immediately stop excavation, identify highest personnel on job site, move conversation to a safe distance from hazardous area, calmly explain potential hazard, ask excavator to take necessary actions and issue a record of warning. **TD-5811P-301-JA01"Handling Excavators Working Unsafely", Sec 3** **TD-5811P-301-JA02 "Issuing a Record of Warning", Sec 3**		❑ ❑

APPROVED PERFORMANCE EVALUTION METHODS (Check box)

Observation by Simulation and Oral evaluation ❑
Observation On-The-Job Performance and Oral evaluation ❑

❒ **PG&E evaluator** ❒ **Contract evaluator**

Signature Requirements

1. After completion of an evaluation, the evaluator and participant sign the Qualification Evaluation form.
2. If there is a failure (subsequent evaluation only), suspension or OQ removal, the evaluator is to obtain the following additional signatures prior to submittal of Qualification Evaluation form:
   - Participants' supervisor and responsible OQ coordinator.

❒ **PG&E evaluator** ❒ **Contract evaluator**

/		/ /
EVALUATOR NAME AND LAN ID	EVALUATOR SIGNATURE	DATE
/		/ /
PARTICIPANT NAME AND LAN ID	PARTICIPANT SIGNATURE	DATE
/		/ /
SUPERVISOR NAME AND LAN ID	SUPERVISOR SIGNATURE	DATE
/		/ /
COORDINATOR NAME AND LAN ID	COORDINATOR SIGNATURE	DATE