

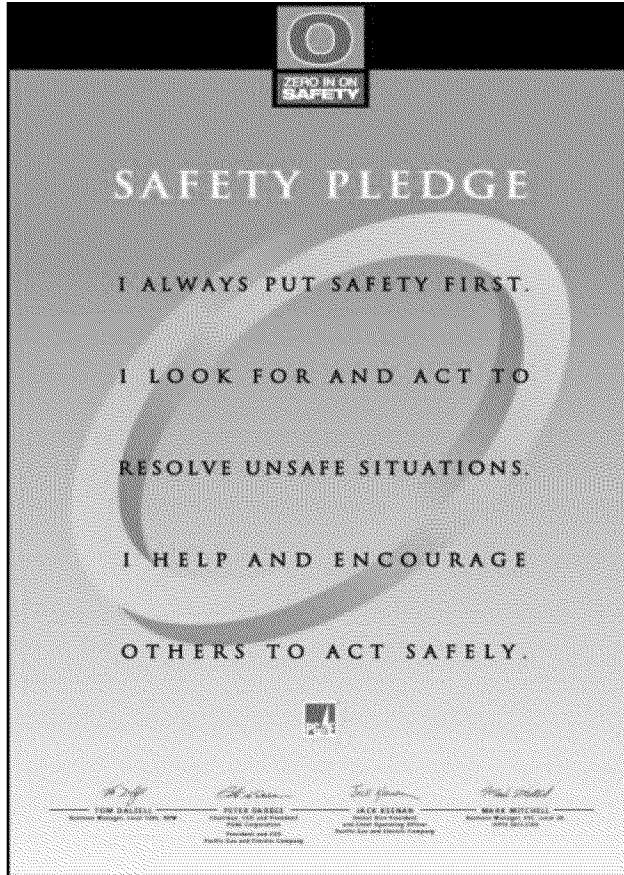
Operator Qualification Annual Review

GAS-0134



Emergency Safety

Be prepared:

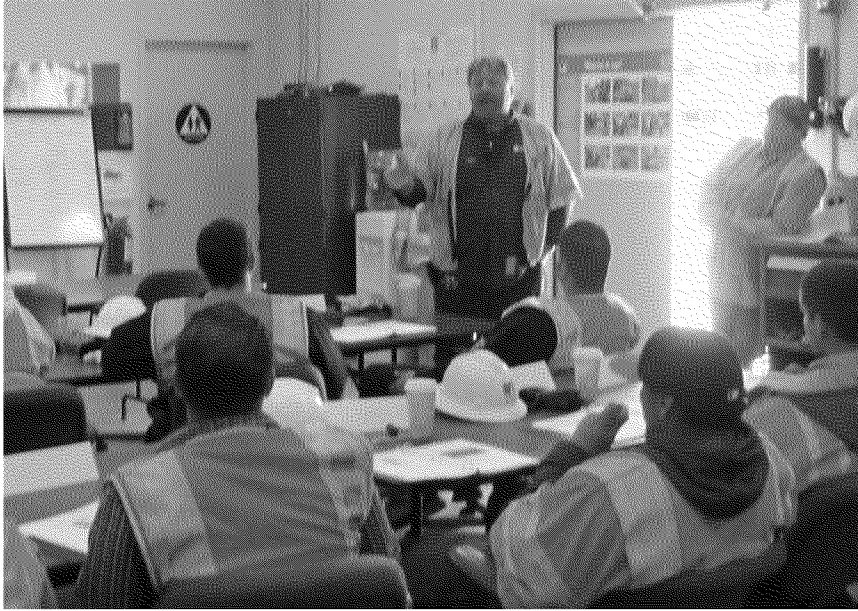


- Our address.
- Identify assembly point.
- Lead evacuation.
- Sweep.
- CPR certified and willing to perform.
- Call 911.
- Meet emergency vehicles.



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Getting Acquainted



Your instructor(s):

- Instructor's name
- Number of years with PG&E
- Email and phone

Participants: Please share your:

- Name
- Length of time with PG&E
- Job/Function

Ground Rules

What is expected?

- **Ensure Safety First.**
- **Act respectfully.**
- **Look and act professionally.**
- **Choose a positive attitude.**
- **Avoid profanity.**
- **No cell phones.**



Course Organization

This one hour course has four sections:

- **About the OQ Annual Review**
- **Evaluation and Qualification Process**
- **Review of your OQ Plan**
- **Q&A**



Course Objectives

When you complete this course, you will be able to:

- **Explain why the Gas Operator Qualification (OQ) Plan was created.**
- **Describe the Gas OQ Plan.**
- **Explain how initial and subsequent evaluations are conducted.**
- **List your qualifications.**



Handouts

You should have received the following handout:

PG&E Employee Qualified As Of Date Transcript

Report Date: 08/27/2015 Transcript Date: 08/27/2015

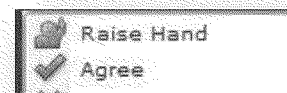
Personnel qualified in all of the Selected Profiles:

Name	User ID	Path	PCC	Profile	Org Unit ID	Org Unit	Supervisor	Expiration Date
Doe, John	A1A2	12345678	11111	QG-0201	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0202	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0204	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0206	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0208	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0207	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0201	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0202	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0401	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0601	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0602	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0603	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0612	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0613	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0614	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0701	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0702	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0703	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016
Doe, John	A1A2	12345678	11111	QG-0704	00000112	Qualifications - Coretrain and T&E	A1A2	10/01/2016

The Employee Gap Analysis indicates the covered tasks for which you are qualified

NOTE: SAP has replaced the training server as our qualification database.

Use the “Agree” option to indicate you are ready to continue.



How We Got Here



PG&E's Code of Safe Practices



Knowledge (P3)

Know and understand the rules re: the work to be performed

Qualifications for duty (P10)

- Mentally and physically fit
- Appropriately trained
- Who is a qualified worker?
- Provision for the unqualified employee



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PG&E's Code of Safe Practices *continued*

Responsibilities (P11)

- A. Performance of duties
- B. The supervisor's responsibilities
- C. The employee's responsibilities

Use of reasonable care
Identifying unsafe operations



About the OQ Annual Review



Regulatory Requirements

From the U.S Department of Transportation (DOT),
Research and Special Programs Administration (RSPA)

Individuals who operate and maintain pipeline facilities must be:

- Qualified.
- Able to recognize abnormal operating conditions.
- Able to react appropriately.

To ensure its compliance with these regulations,
PG&E has adopted the
DOT Gas Operator Qualification Plan.



Abnormal Operating Conditions



A condition identified by the operator that may indicate a malfunction of a component or deviation from normal operations.

Knowledge Check



What are some examples of the following AOCs?

- Pressure related conditions
- Material- or equipment-related failure
- Facility damage
- Facility instrumentation or control systems conditions

Code of Federal Regulations (CFR) Rule

“...maintain a written qualification program for individuals performing covered tasks on pipeline facilities”



Covered tasks meet the following four part test:

1. Is the task performed on a pipeline facility?
2. Is the task an operations or maintenance task?
3. Is the task performed as a requirement of 49 CFR Part 192?
4. Does the task affect the operation or integrity of the pipeline?



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Knowledge Check

What are some examples of covered tasks?



PG&E Gas OQ Plan



...Outlines the company's responsibilities and procedures to ensure that it has a qualified workforce and that its operations comply with relevant Federal Pipeline Safety Regulations.



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The Qualification Department

Started in 2012

Qualifications Manager:

Redacted

OQ Supervisors:

- Redacted
- Redacted
- Redacted

Weld Qualification Supervisor:

Redacted

OQ Analysts/Schedulers:

- Redacted
- Redacted



About the Written Qualification Plan

Provisions include:

- Identify covered tasks.
- Plan for qualified and unqualified individuals.
- Evaluate if individuals have ceased to be qualified.
- Communicate changes affecting covered tasks.
- Determine intervals at which evaluation is required.
- If an incident has occurred, determine if an individual's performance contributed to that incident.
- Maintain documentation of compliance with the program.



Annual Review

About the Annual Review:



- May occur in conjunction with tailboards or any other forms of group communication
- Documented on an original, signed roster
- The Local Gas OQ Plan Coordinator reviews covered tasks with covered/non-covered employees.



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Responsibility

All employees are responsible for:

- Knowing and understanding the plan.
- Knowing which tasks you are qualified to perform.
- Performing only tasks you are qualified to perform.

Each supervisor must ensure employees are qualified.

- Skill evaluations are completed as mandated.
- Evaluations are properly documented.

All department managers/superintendents/supervisors



Evaluation & Qualification Process



Evaluator Criteria

Operator Qualification Rule:



- The evaluator does not have to be qualified to perform the task.
- Must be able to:
 - Ascertain participant's ability to perform a covered task, and
 - Substantiate ability to recognize and react to abnormal operating conditions.



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Qualification Categories

PG&E uses the following categories:

- **Initial qualification—conducted for those not qualified**
- **Subsequent qualification:**
 - **Evaluations conducted at intervals**
 - **Utilizes same criteria as for initial qualification**

All qualifications may be tested using one or both of the following methods:

- **Knowledge-based (written)**
- **Performance-based**



Failure to Qualify



If you fail to qualify, you may obtain knowledge and skills through:

- Formal training.
- Structured on-the-job training (OJT)
- OJT mentoring by a qualified person

Requirements to re-qualify:

- Up to three attempts
- No more than a 30-day interval between attempts



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Non-Qualified Individuals

Non-qualified individuals may perform covered tasks under certain circumstances:

- On the job training
- As part of a work crew

Under any circumstance, the following conditions must be met:

- A qualified individual is assigned to direct and observe non-qualified individual(s).
- A qualified individual is able to take immediate corrective actions when necessary.
- The span of control of non-qualified individuals to a qualified individual is 1:1.



Contractors

All individuals performing covered tasks will be in compliance with the OQ Rule.

- **Contractors to be verified by a third party (Veriforce).**
- **Required in all contracts.**



Employee Gap Analysis

Please take a moment to look over your qualifications that have been identified.

If you have questions about your OQs, contact your local OQ coordinator or supervisor.

PG&E
Employee Qualified As Of Date Transcript

Report Date: 08/27/2013 Transcript Date: 08/27/2013

Personnel qualified in all of the Selected Profiles:

Name	User ID	Permit	PCC	Profile	Org Unit ID	Org Unit	Supervisor	Expiration Date
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Doe, John	A1A2	12345678	11111	OQ-0205	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
Doe, John	A1A2	12345678	11111	OQ-0206	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
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Doe, John	A1A2	12345678	11111	OQ-0601	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
Doe, John	A1A2	12345678	11111	OQ-0802	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
Doe, John	A1A2	12345678	11111	OQ-0803	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
Doe, John	A1A2	12345678	11111	OQ-0812	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
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Doe, John	A1A2	12345678	11111	OQ-0914	00000112	Qualifications - Corrosion and T&E	A1A2	10/01/2015
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Questions?



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Thank You

