

Gas Transmission – Maintenance and Construction QUALIFICATION EVALUATION FORMS

This document contains all the required forms and tools to properly qualify an employee in the given OQ task. The following instructions will guide you in how to complete this process.

This document contains the following documents:

Pages 1 and 2: Official DOT input forms. This document is to be completed by an approved OQ Evaluator for the given task. Field supervisors are not to sign and submit this document unless they are an approved evaluator.

Page 3 : This table contains the required training requirements for either initial or subsequent OQ Evaluation. It specifies the required formal training, OJT (via FTO's) and performance testing (JPM's) that must be completed prior to OQ Evaluation.

Pages 4 – end: These contain the actual Field Training Outlines necessary to complete any required OJT and Job Performance Measurements (JPM's) associated with this task.
These must be completed prior to OQ Evaluation.

To complete the **OQ Process** follow these steps:

1. Go to the T drive and find the desired OQ folder for the given OQ task
T:\TRAINING\OPERATOR QUALIFICATION\ New Initial and Subsequent Forms
2. Determine if the employee requires initial or subsequent evaluation.
3. See page 3 of the document which specifies the required training.
4. Schedule the employee to complete any required formal training.
5. Working with your district MP, schedule the employee to complete any required OJT or testing (see pages 4 to the end)
6. If formal training, Field Training Outlines and JPM's are complete, contact [REDACTED] to schedule an evaluation. The primary role of the Evaluator is to assess knowledge, skills and abilities. They are not there to provide training.
7. Upon completion of OQ Evaluation, page 1 of this document is sent to [REDACTED] for processing. Do not send in this form directly to HR Learning Services.
8. The original DOT Form (page 1) is forwarded to HRLS by [REDACTED]. This notification is then input into Training Server and will appear on the DOT Operator Qualification Report for the employee's district. Maintenance Planning is also notified so that PLM (report 70) can be updated with current information.

The employee can now be properly scheduled to perform OQ associated work.



Initial/Subsequent Evaluator Instructions

Subtask Name: Soap Test / Stand-up Test Subtask#: 04-01.00

Evaluator must provide the following reference material(s):

- Abnormal Operating Condition (AOC) Job Aid
- Gas Standard

Note:

Using reference material(s) listed above, individuals must answer all questions correctly. If individual cannot provide the correct answer(s) or demonstrate performance after two additional attempts, the Evaluator should refer to the Operator Qualification Basic Plan Manual, Section 1.3.3.3 for further instructions.

Knowledge

Criteria #	Requirement
1.	Review Annual Operator Qualification Job Aid and Abnormal Operating Conditions (AOC) with individual(s).
2.	Provide individual with Soap Test / Stand-up Test.

Performance

3. – 6.	<p>Individual must perform checks as required on the Qualification Evaluation for each of these following method(s):</p> <ul style="list-style-type: none"> • Inspection • Equipment • Test Requirement • Test Records Required <p>Note: Skill must be demonstrated through simulation or actual field performance. Individual must verbalize each action step (bulleted items in Steps 3-6).</p>
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4/3/08 version

OM&C/FSD - Mail completed **original** Qualification Evaluation form(s) to [REDACTED]

ED M&C GT - Mail completed **original** Qualification Evaluation form(s) to [REDACTED]

OM&C/FSD/CGT - Send copy to LGOQPC (Local Gas Operator Qualification Plan Coordinator)

GSMTS Operator Qualification Training Requirements

LEAKS	Initial Qualification⁽¹⁾	Initial Qualification⁽²⁾	Subsequent Qualification⁽³⁾
Task 04-01 Leak Test			
<u>I. Recommended Training or Equivalent</u> On-The-Job Training	Must follow the Company/Union Program 	Required	Optional
<u>II. Text and Reference Review</u>		Required: Text and References listed in Training Binder FTO that pertain to Vol. 2, TB 2-17.4	Required: Review of GS&S A-38, A-34, and all applicable Job Aids listed in FTO.
<u>III. On-The-Job Training</u> Job Performance Measure JPM		Required: JPM Vol. 2, TB 2-17.4	Required: JPM Vol. 2, TB 2-17.4
<u>IV. Academic Requirements</u>		No further requirement (Testing completed with training)	Subsequent OQ Test
<u>V. Documentation</u>	Original OQ forms kept in San Ramon; Original JPM's kept in District's training file.		

⁽¹⁾ Employee new to PG&E (also pertains to an existing ED M&C GT Journeyman advancing to the next classification in the training program).

⁽²⁾ PG&E Journeyman with task in base classification but is not Operator Qualified to do the task.

⁽³⁾ PG&E Journeyman currently Operator Qualified in the task.

Supports OQ tasks: 10-01, 10-02, 10-04, 04-01

Objective	Trainee Name: [Click here and enter name]				
<p>The trainee will be able to correctly perform the tasks associated with Pipeline Purging. Performance shall also be consistent with all applicable company procedures and policies.</p>					
OJT Instructions	OJT Hours Guideline: 80 hours				
<p>Reviewer’s Role – A qualified reviewer (journey person or equivalent) will <u>guide</u> the trainee in completing the objectives for each sub task in this outline. Work with the trainee by discussing, explaining, or performing as necessary the concepts associated with each sub task.</p> <p>Trainee’s Role – Under direction of a qualified reviewer, the trainee will <u>perform</u> the sub tasks described below to prepare for completing a Job Performance Measure.</p>	<p>OJT Process Steps</p> <ol style="list-style-type: none"> 1. GMS reviews FTO requirements with SME. 2. GMS determines Sub tasks & OJT hours. 3. GMS schedules with WMS. 4. SME and Trainee complete OJT hours. 5. Completed –signed FTO is returned to GMS. 6. GMS verifies completed FTO. 7. GMS schedules JPM. 				
<p>Text and References:</p> <ul style="list-style-type: none"> • Code of Safe Practices • GS&S A-60, A-63, A-64, and D-40 • GS&S B-53.2 “High Pressure Clamp” • Manufacturer’s Manual • Maps and Drawings • UO Standards: <ul style="list-style-type: none"> – S4131, “Hot and Cold Work Methods for Natural Gas Pipeline Shutdown and Tie-in” – S4134, “Steel Pipeline Repair” • Work Area Protection Guide 					
<p>Trainee Materials:</p>					
<p>Safety Requirements:</p> <ul style="list-style-type: none"> • In performance of these tasks, be able to identify and resolve any abnormal operating conditions. • Wear the appropriate clothing and use all personal safety equipment (PPE). • Provide work protection. • Code of Safe Practices Section 13. 					
<p>Major Sub-Tasks:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vol 2 TB 2.17.1 Pipeline Repair – Welding</td> <td style="width: 50%;">Vol 2 TB 2.17.3 Pipeline Repair – Mechanical</td> </tr> <tr> <td>Vol 2 TB 2.17.2 Weld Inspection</td> <td>Vol 2 TB 2.17.4 Soap Test</td> </tr> </table>		Vol 2 TB 2.17.1 Pipeline Repair – Welding	Vol 2 TB 2.17.3 Pipeline Repair – Mechanical	Vol 2 TB 2.17.2 Weld Inspection	Vol 2 TB 2.17.4 Soap Test
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Supports OQ tasks: 10-01, 10-02, 10-04, 04-01

Sub Task Vol 1 TB 2-17.4 Soap Test

Note: This sub-task supports both the Transmission Mechanic job duties.

Objective: The trainee will be able to correctly perform a soap test.

Demonstrate and/or explain:

- leak detection soap.
- appropriate test pressures.
- duration of the test.
- how to perform a soap test of repair work on the pipeline and connections.
- how to properly document the test results on the appropriate forms.

Hours Recommended	OJT Hours Received*	Trainee	Reviewer	Date
8 Hours	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	[Initials]	[Initials]	[Date]

Supports OQ tasks: 10-01, 10-02, 10-04, 04-01

Operator Qualification – Job Performance Measure					
Trainee Name		Corp ID	SSN	Location	
Last	First	4 digits	Last 4 digits	Headquarters or District Name	

Directions: This form documents the Job Performance Measures of the named trainee. Upon completion, the results will be put into the Operator Qualification database. The Evaluator will:

- observe the tasks as they are performed or described and rate the results.
- stop a task if the participant’s actions will endanger life or equipment.

Safety Requirements:

- In performance of these tasks, be able to identify and resolve any abnormal operating conditions.
- Wear the appropriate clothing and use all personal safety equipment (PPE).
- Provide work protection.
- Code of Safe Practices Section 13.

Sub Task Vol 2 TB 2-17.4 –Soap Test

Task Element	Evaluation Method P = Perform S = Simulate D = Describe	Results S = Satisfactory U = Unsatisfactory NA = Not Applicable	Evaluator Initials Date
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Note: This sub-task supports the Transmission Mechanic job duties.

Perform a Soap Test.	Method <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> D	Results <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> NA	Initials Date
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Standard: The trainee can correctly:

- identify appropriate leak detection soap.
- explain appropriate test pressures.
- explain duration of the test.
- perform a soap test of repair work on the pipeline and connections.
- document the test results on the appropriate forms.

Link to Gas Standard and Specification A-34, Piping Design and Test Requirements:

http://tildocs/techlib/manuals/gasstandards/a_34_pipedesign.asp

Link to Gas Standard and Specification A-38, Procedures for Purging Gas Facilities:

<http://www.wedm3/cgi-bin/doccontent.dll?LibraryName=dmspg01^dmsedm01&SystemType=2&LogonId=d552307363a3268b6f2096acaa50494d&DocId=982450058&Page=1>