

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.



QUALIFICATION EVALUATION

Initial
 Subsequent

EMPLOYEE FULL NAME (PRINT)		Last four of SS#

Job Title _____ Area _____ Work Location _____

Subtask Name Standby Pipeline Subtask #: 05-02.00

SUBTASK OBJECTIVE: Using one or more of the below "Evaluation Methods", demonstrated the knowledge, skill and ability to perform this task following these qualification criteria.

	Qualified
1. Safety Requirements:	<input type="checkbox"/>
• Ability to identify and resolve abnormal operating condition(s)	
2. Access, understand and apply the following Company Standard(s):	<input type="checkbox"/>
• Gas Standards - UO Standard S4412, UO Guideline G14412, Stand-By Policy	
3. Map Reading:	<input type="checkbox"/>
• Explain and interpret gas map symbols	
• Identify transmission mains	
• Identify distribution feeder mains	
4. Stand-By Responsibilities:	<input type="checkbox"/>
• Identify safety hazards around transmission pipeline	
• Identify transmission line	
• Hand dig around policy	
• Call T&R department and gas load control to inform them of construction activity around transmission lines	
• Review gas plat map and confirm activity	
• Ensure that you have an operating radio or cell phone	
• Tailboard with excavator regarding transmission and DFM main	
• Ensure power equipment is not used within 5 feet of the transmission line	
• Identify gas facility	
• Identify safety hazard around transmission	
• Agricultural Responsible are the same	
• Stand-By person must know and understand emergency dig-in requirements	

EVALUATION METHODS (Check all that apply)

Observation On-The-Job Performance Observation by Simulation Oral Test
Observation by On-The-Job Training Written Base Test OTHER - Field Performance Audit

Comments / Actions:

EVALUATOR'S NAME AND CORP ID EVALUATOR'S SIGNATURE DATE

6/23/05 version

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

CGT - Mail completed **original** Qualification Evaluation form(s) to _____

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



Initial/Subsequent Evaluator Instructions

Subtask Name: Standby Pipeline Subtask#: 05-02.00

Evaluator must provide the following reference material(s):

- Abnormal Operating Condition (AOC) Job Aid
- Gas Standard
- Locating Grounding Grid and Control Wires Job Aid
- Eight Steps to a Safe Excavation Job Aid

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 Standby Pipeline Test.

Performance

3. – 4.	<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"> • Map Reading • Stand-By Responsibilities <p>Note: Skill must be demonstrated through simulation or actual field performance. Individual must verbalize each action step (bulleted items in Steps 3-4).</p>
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6/23/05 version

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

CGT - 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

<u>LOCATE FACILITIES</u>	<u>Initial Qualification</u> ⁽¹⁾	<u>Initial Qualification</u> ⁽²⁾	<u>Subsequent Qualification</u> ⁽³⁾
<u>Task 05-02</u> <u>Standby</u>			
<u>I. Recommended Training Or Equivalent</u> 1. PG&E Excavation and Standby Video 2. 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. 1, TB 2.5.5	Required: Review of Gas Information Bulletin 151
<u>III. On-The-Job Training</u> Job Performance Measure JPM		Required: JPM Vo. 1, TB 2.5.5	Required: JPM Vol. 1, TB 2.5.5
<u>IV. Academic Requirements</u> 		No further requirement (Testing completed with training)	Subsequent OQ Test
<u>V. Documentation</u>	Original OQ form kept in WC; Original JPM's kept in District's training file.		

⁽¹⁾ Employee new to PG&E (also pertains to an existing GSMTS 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: 05-01, 05-02, 08-01, 08-03

Objective	Trainee Name: [Click here and enter name]
<p>As outlined in the Company Standards, the trainee will be able to correctly and safely:</p> <ul style="list-style-type: none"> determine USA locate position using GIS. perform mark and locate procedures, pipeline patrolling, and standby duties. process USA reports. 	
OJT Instructions	OJT Hours Guideline: 46 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 – The trainee, under direction of a qualified reviewer, will <u>review all text and reference material prior to performing the training sub tasks</u> described below in preparation to completing a Job Performance Measure.</p>	<p>OJT Process Steps</p> <ol style="list-style-type: none"> GMS reviews FTO requirements with SME. GMS determines Sub tasks & OJT hours. GMS schedules with WMS. SME and Trainee complete OJT hours. Completed –signed FTO is returned to GMS. GMS verifies completed FTO. GMS schedules JPM.
<p>Text and References: <i>Trainee must review all material and attend required classes before performing listed tasks.</i></p> <ul style="list-style-type: none"> Code of Safe Practices Book DGSAVE Manual GS&S - L Section for Pipeline Markers Job Aids: <ul style="list-style-type: none"> TB2-9a Patrolling Pipelines and Mains TB2-9b Pipe Locating Conductive and Inductive Methods TB2-9c 9890XT Pipeline Locator Operating Maps and Diagram book PG&E approved Schools and/or Onsite Training (See recommended Centralized School list) Protection of Underground Infrastructure Manual (PUI) -- contains the following: <ul style="list-style-type: none"> UO Standards S4412, G14412 Bulletin 151 GS&S M-60 thru M-62 TPC Training System Guide #306 Piping Systems UO Standards: <ul style="list-style-type: none"> S4111 Patrolling Pipelines and Mains S4122 Pipeline Markers USA ticket processing software 	
<p>Trainee Materials:</p> <ul style="list-style-type: none"> Inductive Pipe Locator & Mechanical Probe Personal Protective Equipment Conductive Pipe Locator Various stakes (fiberglass or wood) Aerial or Pipeline Patrol Report Marking paint (for roads) 	
<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. 	

Supports OQ tasks: 05-01, 05-02, 08-01, 08-03

Major Sub-Tasks:

Vol 2 TB 2-8.1	Locating Transmission Pipelines	Vol 2 TB 2-8.4	USA Requests
Vol 2 TB 2-8.2	Locating Transmission Pipelines Using a Mechanical Probe	Vol 2 TB 2-8.5	Standby Pipeline
Vol 2 TB 2-8.3	Third Party Mark and Locate	Vol 2 TB 2-8.6	Patrolling Pipelines and Maintaining Line Markers

Sub Task Vol 1 TB 2.5.5 Standby Pipeline

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

Objective: The trainee will be able to correctly perform standby roles and responsibilities.

Explain:

- standby responsibilities (USA tag, cell phone, tailboard, locator, etc. -- Gas Information Bulletin 151).
- the requirements for proper excavation (hand digging, shoring, sloping, benching, location of spoil pile, etc.).
- the various types of excavation equipment and what is OK and is not OK to be used around a PG&E pipeline (backhoe vs. excavator, etc.).
- pipeline operating pressure rating.
- separation requirements.
- the importance of understanding the pipeline markings painted by the locating person (including excavation not to extend beyond the USA markings).
- actions required when notified of an emergency dig-in.

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

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 1 TB 2.5.5 Standby Pipeline

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

Task Element	Evaluation Method P = Perform S = Simulate D = Describe	Results S = Satisfactory U = Unsatisfactory NA = Not Applicable	Evaluator Signoff
Properly perform the standby role and responsibilities.	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

Standard: The trainee can correctly explain:

- standby responsibilities: USA tag, cell phone, tailboard, locator, etc. (Gas Information Bulletin 151).
- requirements for proper excavation (hand digging, shoring, sloping, benching, location of spoil pile, etc.).
- the various types of excavation equipment and what is OK and is not OK to be used around the PG&E pipeline (e.g. backhoe vs. excavator).
- pipeline operating pressure rating.
- separation requirements.
- the importance of understanding the pipeline markings painted by the locating person (including excavation not to extend beyond the USA markings).
- actions required when notified of an emergency dig-in.

Link to Gas Information Bulletin 151, Preventing Mechanical Damage to
Gas Transmission Pipelines:

[http://www.wedm3/cgi-
bin/doccontent.dll?LibraryName=dmspge01^dmsedm01&SystemType=2&LogonId=40c
86e283e3efe851bfad7c0aa7f6be4&DocId=003695525&Page=1](http://www.wedm3/cgi-bin/doccontent.dll?LibraryName=dmspge01^dmsedm01&SystemType=2&LogonId=40c86e283e3efe851bfad7c0aa7f6be4&DocId=003695525&Page=1)