

## Gas Transmission – Maintenance and Construction QUALIFICATION EVALUATION FORMS

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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 Air Purging Subtask #: 07-01.00

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.

Table with 2 columns: Evaluation criteria (1-7) and Qualified status. Includes sub-sections like Safety Requirements, Access, Preparation, Installation, Purging, Testing, and Remove Purging Equipment.

EVALUATION METHODS (Check all that apply)

- Observation On-The-Job Performance
Observation by Simulation
Written Base Test
Oral 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: Air Purging Subtask#: 07-01.00

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 Air Purging Test.

**Performance**

3. – 7.	<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"> <li>• Preparation</li> <li>• Installation</li> <li>• Purging</li> <li>• Testing</li> <li>• Remove Purging Equipment</li> </ul> <p><b>Note:</b> Skill must be demonstrated through simulation or actual field performance. Individual must verbalize each action step (bulleted items in Steps 3-7).</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

<b>PURGING</b> <b>Task 07-01</b> <b>Air Purging</b>	<b>Initial Qualification<sup>(1)</sup></b>	<b>Initial Qualification<sup>(2)</sup></b>	<b>Subsequent Qualification<sup>(3)</sup></b>
<b><u>I. Recommended Training Or Equivalent</u></b> On-The-Job Training	Must follow the Company/Union Program	Required	Optional
<b><u>II. Text and Reference Review</u></b>		Required: Text and References listed in Training Block FTO that pertain to Vol. 1, TB 2-6	Required: Review of Standard S4131, GS&S A-38, A-38.1, and all applicable Job Aids listed in FTO.
<b><u>III. On-The-Job Training</u></b> Job Performance Measure JPM		Required: JPM Vol. 1, TB 2-6.1	Required: JPM Vol. 1, TB 2-6.1
<b><u>IV. Academic Requirements</u></b>		No further requirement (Testing completed with training)	Subsequent OQ Test
<b><u>V. Documentation</u></b>	Original OQ form kept in WC; Original JPM's kept in District's training file.		

<sup>(1)</sup> Employee new to PG&E (also pertains to an existing GSMTS Journeyman advancing to the next classification in the training program).

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

<sup>(3)</sup> PG&E Journeyman currently Operator Qualified in the task.

<b>Objective</b>	<b>Trainee Name:</b> [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>	
<b>OJT Instructions</b>	<b>OJT Hours Guideline:</b> 80 hours
<p><b>Reviewer’s Role</b> – A qualified reviewer (journeyman 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><b>Trainee’s Role</b> – 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><b>OJT Process Steps</b></p> <ol style="list-style-type: none"> <li>1. GMS reviews FTO requirements with SME.</li> <li>2. GMS determines Sub tasks &amp; OJT hours.</li> <li>3. GMS schedules with WMS.</li> <li>4. SME and Trainee complete OJT hours.</li> <li>5. Completed –signed FTO is returned to GMS.</li> <li>6. GMS verifies completed FTO.</li> <li>7. GMS schedules JPM.</li> </ol>
<p><b>Text and References:</b></p> <ul style="list-style-type: none"> <li>• Code of Safe Practices</li> <li>• Gas Standards &amp; Specifications (GS&amp;S):             <ul style="list-style-type: none"> <li>– A-38 Procedures for Purging Gas Facilities</li> <li>– A-38.1 Installation and Operation of Air Movers</li> <li>– A-60 Gas Main Welding Sleeves</li> <li>– A-63 Gas Main Repair Can</li> <li>– A-64 Gas Line Patches and Half Soles</li> <li>– B-53.2 High Pressure Clamp</li> </ul> </li> <li>• Job Aids:             <ul style="list-style-type: none"> <li>– Vol 2 TB 2-11a Installation of Air Movers</li> <li>– Vol 2 TB 2-11b Air Mover Drawing 182877</li> <li>– Vol 2 TB 2-11c Preparation of Lamb Air Mover</li> </ul> </li> <li>• Maps and Drawings</li> <li>• Recommended Practice RP4710 Production Fluid/Pipeline Liquid -- Leak Response and Contaminated Soil Handling Procedure</li> <li>• UO Standards:             <ul style="list-style-type: none"> <li>– S4131 Hot and Cold Work Methods for Natural Gas Pipeline Shutdown and Tie-in</li> <li>– S4134 Steel Pipeline Repair</li> <li>– S4420 Gas Transmission Clearance Procedure which includes CGT Clearance Procedures Manual, Air Mover Manual</li> </ul> </li> <li>• Work Area Protection Guide</li> </ul>	
<p><b>Trainee Materials:</b></p> <ul style="list-style-type: none"> <li>• Air mover (w/ground strap)</li> <li>• Air compressor with gauges and hoses</li> <li>• Probe rod or grounding rod</li> <li>• Various hand tools, duct seal</li> <li>• Combustible Gas Indicator (CGI)</li> <li>• Lifting device (to remove certain blow-off stack caps)</li> <li>• Air gauges (to measure Mainline pressure for welding safety)</li> </ul>	
<p><b>Safety Requirements:</b></p> <ul style="list-style-type: none"> <li>• In performance of these tasks, be able to identify and resolve any abnormal operating conditions.</li> <li>• Wear the appropriate clothing and use all personal safety equipment (PPE).</li> <li>• Provide work protection.</li> <li>• Code of Safe Practices Section 13.</li> </ul>	

**Major Sub-Tasks:**

Vol 1 TB 2.6.1	Gas Purging	Vol 1 TB 2.6.4	Air Purging and Inert Purging
Vol 1 TB 2.6.2	Air Compressor Operation	Vol 1 TB 2.6.5	Liquid Removal
Vol 1 TB 2.6.3	Install Air Mover	Vol 1 TB 2.6.6	Pipeline Shutdowns and Tie-ins

**Sub Task Vol 1 TB 2-6.1 Gas Purging**

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

**Objective:** The trainee will be able to correctly explain:

- the purpose of pipeline purging.
- the various precautions required.

**Demonstrate and/or explain:**

- GS&S A-38 by thoroughly reviewing it.
- the reason for pipeline purging.
- the basic process of isolating a pipeline section for purging (e.g., single main line valve {MLV} isolation because they are so far apart).
- the differences in purging procedures for cold work vs. hot work.
- the necessary safety precautions involved in pipeline purging (continuous atmospheric monitoring in case a main line valve leaks by, flammable gases, proper grounding of air mover to ground probe, etc.).
- how to be careful not to introduce any possible ignition sources into the area during the purging process.
- what happens to a Combustible Gas Indicator (CGI) on its low range scale if used in a heavy natural gas atmosphere.
- how to perform gas purging (adhere to the required steps associated with preparation, installation, and testing).
- how to maintain appropriate records.

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

**Supports OQ tasks: 07-01, 07-02, 07-03, 07-04**

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 2-6.1 Gas Pipeline Purging**

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 Initials  Date
Explain the purpose of Gas Pipeline Purging and the various precautions that must be followed.	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:

- the purpose of pipeline purging.
- the contents of GS&S A-38.
- the basic process of isolating a pipeline section for purging (e.g., single main line valve {MLV} isolation because they are so far apart).
- the differences in purging procedures for cold work vs. hot work.
- the safety precautions required in pipeline purging (continuous atmospheric monitoring in case a main line valve leaks by, flammable gases, proper grounding of air mover to ground probe, etc.).
- how to be careful not to introduce any possible ignition sources into the area during the purging process.
- what happens to a Combustible Gas Indicator (CGI) on its low range scale if used in a heavy natural gas atmosphere.
- how to perform gas purging (adhere to the required steps associated with preparation, installation, and testing).
- how to maintain appropriate records.

Link to UO Standard S4131 Hot and Cold Work Methods For Natural Gas Pipeline Shutdown and Tie-In:

<http://www.wedm3/cgi-bin/doccontent.dll?LibraryName=dmspg01^dmsedm01&SystemType=2&LogonId=ce0e8ffe79e3d6a81d41a708c69904b5&DocId=003673762&Page=1>

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=4e179c0c6adc7c27c6d81de71f79fa04&DocId=982450058&Page=1>

Link to Gas Standard and Specification A-38.1 Installation and Operation of Air Movers:

<http://www.wedm3/cgi-bin/doccontent.dll?LibraryName=dmspg01^dmsedm01&SystemType=2&LogonId=d770a5659cd9ce7750afdd222301ae8c&DocId=982450059&Page=1>

Job Aids:

Air Mover -- Drawing 182877

Air Mover -- Preparation

Air Movers -- Installation

Link to Job Aids: [http://www.wint02/gsm/training/job\\_aids.htm](http://www.wint02/gsm/training/job_aids.htm)