

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 Air Mover Operations Subtask #: 07-04.00

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 Standard - A-38	
3. Preparation:		<input type="checkbox"/>
	• Proper size air mover	
	• 25 feet air hose	
	• Air compressor rated at 350 or 600 cfm	
	• Air hose connectors, safety chain	
	• Clean all liquids	
4. Installation:		<input type="checkbox"/>
	• Install air mover at blow off	
	• Use thread sealant	
	• Install grounding cables	
	• Attach air streamers over center of air mover	
	• Connect compressor supply pressure (not to exceed 70psi)	
5. Operation of Air Mover:		<input type="checkbox"/>
	• Throttling valve to air mover slowly	
	• Attach streamers to access hole	
	• If the streamers indicate an imbalance of air movement, increase or decrease the air pressure	
	• Use the combustible gas indicator	
6. Final Tie In:		<input type="checkbox"/>
	• Before the final tie in, the Supervisor in charge will direct the air pressure for the final weld	
	• The low flow rate shall be continued and maintained until the work is completed	
	• The air movers shall stay in place until all welds are inspected and accepted	

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 _____ Room B101 @ 3301 Crow Canyon Rd, San Ramon, CA.

CGT - Mail completed **original** Qualification Evaluation form(s) to _____ @ 375 N. Wiget Lane, Walnut Creek, CA.

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



Initial/Subsequent Evaluator Instructions

Subtask Name: Air Mover Operations Subtask#: 07-04.00

Evaluator must provide the following reference material(s):

- Abnormal Operating Condition (AOC) Job Aid
- Gas Standard
- Installation of Air Mover Job Aid
- Operation of Air Mover 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 Air Mover Operations 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"> • Preparation • Installation • Operation of Air Mover • Final Tie In <p style="text-align: right;">Note:</p> <p>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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6/23/05 version

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CGT - Mail completed **original** Qualification Evaluation form(s) to [redacted] @ 375 N. Wiget Lane, Walnut Creek, CA.

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GSMTS Operator Qualification Training Requirements

PURGING Task 07-04 Air Movers	Initial Qualification⁽¹⁾	Initial Qualification⁽²⁾	Subsequent Qualification⁽³⁾
<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. 1 TB 2-6	Required: Review of UO Standard S4131, GS&S A-38, A-38.1, and all applicable Job Aids listed in FTO.
<u>III. On-The-Job Training</u> Job Performance Measure JPM		Required: JPM Vol 1, TB 2-6.3 and TB 2-6.6	Required: JPM Vol 1, TB 2-6.3
<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: 07-01, 07-02, 07-03, 07-04

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 (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>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 • Gas Standards & Specifications (GS&S): <ul style="list-style-type: none"> – A-38 Procedures for Purging Gas Facilities – A-38.1 Installation and Operation of Air Movers – A-60 Gas Main Welding Sleeves – A-63 Gas Main Repair Can – A-64 Gas Line Patches and Half Soles – B-53.2 High Pressure Clamp • Job Aids: <ul style="list-style-type: none"> – Vol 2 TB 2-11a Installation of Air Movers – Vol 2 TB 2-11b Air Mover Drawing 182877 – Vol 2 TB 2-11c Preparation of Lamb Air Mover 		<ul style="list-style-type: none"> • Maps and Drawings • Recommended Practice RP4710 Production Fluid/Pipeline Liquid -- Leak Response and Contaminated Soil Handling Procedure • 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 – S4420 Gas Transmission Clearance Procedure which includes CGT Clearance Procedures Manual, Air Mover Manual • Work Area Protection Guide
<p>Trainee Materials:</p> <ul style="list-style-type: none"> • Air mover (w/ground strap) • Air compressor with gauges and hoses • Probe rod or grounding rod • Various hand tools, duct seal 		<ul style="list-style-type: none"> • Combustible Gas Indicator (CGI) • Lifting device (to remove certain blow-off stack caps) • Air gauges (to measure Mainline pressure for welding safety)
<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: 07-01, 07-02, 07-03, 07-04

Major Sub-Tasks:

- | | |
|---|---|
| Vol 2 TB 2-8.1 Gas Purging | Vol 2 TB 2-8.4 Air Purging and Inert Purging |
| Vol 2 TB 2-8.2 Air Compressor Operation | Vol 2 TB 2-8.5 Liquid Removal |
| Vol 2 TB 2-8.3 Install Air Mover | Vol 2 TB 2-8.6 Pipeline Shutdowns and Tie-ins |

Sub-Task Vol 1 TB 2-6.3 Install Air Mover

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

Objective: The trainee will be able to correctly:

- install an air mover on a pipeline facility for performing cold work.
- perform an effective purge.

Demonstrate and/or explain:

- the contents of GS&S A-38.1 and air mover job aids.
- the proper connection of an air mover to pipeline facility (flange or valve) using duct seal as needed for an airtight seal.
- proper grounding of the mover.
- how to monitor for the proper operation of the air mover to purge the pipeline (attach air flow ribbons).
- how to use a CGI to sample for natural gas (including the proper sampling location).
- the acceptable levels on the CGI to ensure safety.
- how to hook up pressure gauges to monitor mainline pressure.
- proper communications with others involved in the purging process.
- how to size, install, and operate an air mover.
- how to remove all associated purging equipment when job is completed.
- how to maintain appropriate records.

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: 07-01, 07-02, 07-03, 07-04

Sub-Task Vol 1 TB 2-6.6 Pipeline Shutdown and Tie-in Procedures

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

Objective: The trainee will be able to correctly and safely perform shutdown and tie-in procedures.

Demonstrate and/or explain:

- the contents of Standard S4131.
- how to write a clearance to remove a section of pipeline from service (UO Standard 4420).
- the difference between “cold” and “hot” work methods as defined in Standard S4131.
- where the pipeline equipment is stored in the trainee’s district.
- the purpose of strong back clamps, hydraulic jacks, grounding straps, blind flanges, foreman’s plugs, sump pumps, floodlights, and canvas fire blankets.
- how to isolate the mainline valves first and grease them if necessary.
- how to safely remove a flange from a blow-off stack:
 - open the small safety valve to release the pressure in the blow-off line.
 - after all the pressure has been released, remove the flange.
- how to be careful not to introduce any possible ignition sources into the area during this process.
- why not to stand in the direct line of fire (in case the flange blows off forcefully).
- the purpose of using an air mover.
- how to assist with the installation of an air mover.
- how to monitor and operate an air mover during a tie-in procedure (“cold method”).
- how to assist the welder when cutting into a pipeline main.
- how to monitor fire in the hole and apply canvas to prevent air from being sucked into the main (“hot method”).
- how to properly fill out a Form “A” (Form F4110) Leak survey, Repair, Inspection, Etc. Report.

Hours Recommended	OJT Hours Received*	Trainee	Reviewer	Date																																								
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Operator Qualification – Job Performance Measure			
Last	Trainee Name First	Corp ID 4 digits	SSN Last 4 digits
			Location 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 2-6.3 Install Air Mover

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
Install an air mover on a pipeline facility and perform an effective purge.	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 contents of GS&S A-38.1 and air mover job aids
- demonstrate and explain the proper connection of an air mover to a pipeline facility (flange or valve) using duct seal as needed for an air tight seal.
- demonstrate and explain the proper grounding of the mover.
- monitor the air mover for proper operation to purge the pipeline (attach air flow ribbons).
- demonstrate and explain the use of a CGI to monitor for natural gas (including the proper sampling location).
- state the acceptable levels on the CGI to ensure safety.
- demonstrate and explain the hookup of pressure gages to monitor mainline pressure.
- demonstrate and explain proper communications with others involved in the purging process.
- size, install, and operate an air mover.
- remove all associated purging equipment when job has been completed.
- maintain appropriate records.

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

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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.

Sub-Task Vol 2 TB 2-6.6 Pipe Shutdowns and Tie-ins

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
Correctly and safely perform shutdown and tie-in procedures.	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 contents of Standard S4131.
- write a clearance to remove a section of pipeline from service (UO Standard 4420).
- explain the difference between "cold" and "hot" work methods as defined in Standard S4131.
- locate where the pipeline equipment is stored in his/her district.
- identify and explain the purpose of strong back clamps, hydraulic jacks, grounding straps, blind flanges, foreman's plugs, sump pumps, floodlights, and canvas fire blankets.
- isolate the mainline valves first and grease them if necessary.
- explain how to safely remove the flange from a blow-off stack:
 - open the small safety valve to release the pressure in the blow-off line.
 - after all the pressure has been released, remove the flange.
- explain how to be careful not to introduce any possible ignition sources into the area during this process.
- explain why not to stand in the direct line of fire (in case the flange blows off forcefully).
- explain the purpose of using an air mover.
- assist with the installation of an air mover.
- monitor and operate an air mover during a tie-in procedure ("cold method").
- assist the welder when cutting into a pipeline main.
- monitor fire in the hole and apply canvas to prevent air from being sucked into the main ("hot method").
- complete a Form "A" (Form F4110) Leak survey, Repair, Inspection, etc. Report.

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=dmspge01^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=dmspge01^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=dmspge01^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