

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 Maintain Line Markers Subtask #: 08-03.00

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 – S 4111 / S 4122	
3. Purpose:	<input type="checkbox"/>
• Establish and maintain all line markers	
• Recognize the approved line marker for the location	
• Understand how the line marker should be installed	
• Understands proper line marker placement requirements	
• Significant angle points marked as needed	
4. Methods of Installation:	<input type="checkbox"/>
• Installs the line marker safely, in an upright position and in a location as described by S 4122	
• Used the right marker for the location of the facility to be marked	
• Apply a heavy tar coat to all metal not embedded in concrete	
5. Type Of Markers:	<input type="checkbox"/>
• Pipe line marker post	
• Offset pipe line sign	
• Steel Marker post for underground gas facilities	
6. Line Markers (Languages):	<input type="checkbox"/>
• English	
• Spanish	
• Any other language as needed	
7. Reports:	<input type="checkbox"/>
• Diagrams of installation	
• Document distances of marker	

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: Maintain Line Markers Subtask#: 08-03.00

Evaluator must provide the following reference material(s):

- Abnormal Operating Condition (AOC) Job Aid
- Gas Standard
- Patrolling Pipelines and Mains 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. – 7.	Provide individual with Maintain Line Markers Test.

6/23/05 version
OM&C/FSD - Mail completed **original** Qualification Evaluation form(s) to [redacted] Room B101 @ 3301 Crow Canyon Rd, San Ramon, CA.
CGT - Mail completed **original** Qualification Evaluation form(s) to [redacted] @ 375 N. Wiget Lane, Walnut Creek, CA.
OM&C/FSD/CGT - Send copy to LGOQPC (Local Gas Operator Qualification Plan Coordinator)

GSMTS Operator Qualification Training Requirements

PATROLLING Task 08-03 Line Markers	Initial Qualification⁽¹⁾	Initial Qualification⁽²⁾	Subsequent Qualification⁽³⁾
I. Recommended Training Or Equivalent On-The-Job Training	Must follow the Company/Union Program 	Required	Optional
II. Text and Reference Review		Required: Text and References listed in Training Binder FTO that pertain to Vol. 1, TB 2.5.6	Required: Review of UO Standard S4111 and S4122. JPM Job Aid
III. On-The-Job Training Job Performance Measure JPM		Required: JPM Vol. 1, TB 2.5.6	Required: JPM Vol. 1, TB 2.5.6
IV. Academic Requirements		No further requirement (Testing completed with training)	Subsequent OQ Test
V. Documentation	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>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 as outlined in the company Standards. 	
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 – Under direction of a qualified reviewer, the trainee will <u>review all text and reference material before performing the training Sub-Tasks</u> described below to prepare for 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 Schools list) Protection of Underground Infrastructure Manual (PUI) (contains the following Utility Operations and Gas Standards & Specifications [GS&S]: S4412, G14412, Bulletin 151, and 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 2.5.6 Patrolling Pipelines And Maintaining Line Markers

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

Objective: The trainee will be able to correctly perform patrolling techniques associated with transmission lines and maintaining line markers.

Demonstrate and/or explain:

- the District's frequency of Aerial and/or Ground patrols.
- how to Interpret gas maps to find underground facilities
- the differences between Class 1, 2, and 3 areas.
- how to recognize conditions that may impact pipeline integrity (UO Standard S 4111).
- when it might be necessary to stay at a site if the integrity of the facility is in question
- how to perform a patrol of a pipeline and then properly document patrol and pipe conditions.
- how to document patrol conditions on an Aerial or Ground Patrol Report
- how to perform a post check of a job.
- how to identify various types of line markers and where it is recommended to install them (Carsonite marker [L-10] is installed in landscaped areas; Paddle type [L-11.1] is installed in open fields, etc.).
- proper methods of installation of line markers (correct approved stickers for the marker, correct placement over buried pipe and above ground pipe, etc.). (UO Standard S 4122)
- how pipeline markers should be properly maintained.

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]

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 2.5.6 Patrolling Pipelines And Maintaining Line Markers

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
Perform patrolling techniques associated with transmission lines, maintaining line markers, and recognizing pipeline class locations.	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 how to find underground facilities by correctly interpreting gas maps.
- explain conditions that may impact pipeline integrity as identified in the "points to observe" section of Standard S4111.
- explain how to properly document patrol conditions on the Air and or Ground Patrol Reports.
- identify various types of line markers and explain where to use them (GS&S L Section and UO Standard S4122).
- explain how pipeline markers should be properly maintained.

Link to UO Standard S4111 Patrolling Pipelines and Mains:

http://www.techlib/default.asp?body=manuals/uo_standards/s4111.htm

Link to UO Standard S4122 Gas Pipeline Markers:

<http://www.wedm3/cgi-bin/doccontent.dll?LibraryName=dmspge01^dmsedm01&SystemType=2&LogonId=f1bfd2719e4f9922d4c6d3a182f76d5a&DocId=972740006&Page=1>

Job Aids:

Patrolling Pipelines and Mains

Pipe Locating: Conductive and Inductive Methods

Pipeline Locator 9890 XT Operation

Link to Job Aids: http://www.wint02/gsm/training/job_aids.htm