

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 Weld Inspection Subtask #: 10-02.00

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 Standard –D-40	
3. Test Procedures (D-40):	<input type="checkbox"/>
• Visual Inspection	
• Soap Test	

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
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6/23/05 version
 OM&C/FSD - Mail completed **original** Qualification Evaluation form(s) to [redacted] 1
 CGT - Mail completed **original** Qualification Evaluation form(s) to [redacted]
 OM&C/FSD/CGT - Send copy to LGOQPC (Local Gas Operator Qualification Plan Coordinator)



Initial/Subsequent Evaluator Instructions

Subtask Name: Weld Inspection Subtask#: 10-02.00

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 Weld Inspection Test.

Performance

3.	<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"> • Test Procedures (D-40) <p>Note: Skill must be demonstrated through simulation or actual field performance. Individual must verbalize each action step (bulleted items in Step 3).</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>Transmission Line Repairs</u>	<u>Initial Qualification</u> ⁽¹⁾	<u>Initial Qualification</u> ⁽²⁾	<u>Subsequent Qualification</u> ⁽³⁾
Task 10-02 Welding Inspection			
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. 2 TB 2-17.2, 2-17.4	Required: review of Gas Std and Spec D-40.
III. On-The-Job Training Job Performance Measure JPM		Required: JPM Vol. 2 TB 2-17.2, 2-17.4	Required: JPM Vol. 2 TB 2-17.2
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: 10-01, 10-02, 10-04, 04-01

Objective	Trainee Name: [Click here and enter name]
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.	
OJT Instructions	OJT Hours Guideline: 80 hours
<p>Reviewer’s Role – A qualified reviewer (journeyperson 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, B-53.2, and D-40 • Manufacturer’s Manual • Maps and Drawings • UO Standard S4131, "Hot and Cold Work Methods for Natural Gas Pipeline Shutdown and Tie-in" • UO Standard S4134, "Steel Pipeline Repair" • Work Area Protection Guide 	
<p>Trainee Materials:</p> <ul style="list-style-type: none"> • 	
<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). 	

Major Sub-Tasks:	
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

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

Sub-Task Vol 1 TB 2-17.2 Weld Inspection

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

Objective: The trainee will be able to correctly perform visual inspection of welds per GS&S D-40.

Demonstrate, explain, and then have trainee:

- perform visual inspection of welds.
- document results on Form "A" (Form F4110) Leak survey, Repair, Inspection, Etc. Report.

Hours Recommended	OJT Hours Received*	Trainee	Reviewer	Date
8 Hours	□□□□ □□□□	[Initials]	[Initials]	[Date]

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 soap testing of welds.

Demonstrate and/or explain:

- leak detection soap.
- performance of a soap test of repair work on the pipeline and connections.
- test pressures.
- duration of the test.
- proper documentation of test results on the appropriate forms.

Hours Recommended	OJT Hours Received*	Trainee	Reviewer	Date
8 Hours	□□□□ □□□□	[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	

Objective: The trainee can correctly perform:

- visual inspection of a pipeline weld.
- soap testing of a pipeline repair:

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 2-17.2 Weld Inspection

Note: This sub-task supports 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
Perform a visual inspection of welds per GS&S D-40.	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:

- perform visual inspection of welds.
- document the results on Form “A” (Form F4110) Leak survey, Repair, Inspection, Etc. Report.

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

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

Perform a soap test of repair work on a pipeline.	Method	Results	Initials
	<input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> D	<input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> NA	Date

Standard: The trainee can correctly perform and/or explain:

- leak detection soap.
- soap testing of repair work on the pipeline and connections.
- test pressures.
- duration of the test.
- documentation of test results on the appropriate forms.

Link to Gas Standard and Specification D-40 "Weld Inspection":

http://www/TechLib/default.asp?body=manuals/gasstandards/d_40_inspection.asp