

DOT Operator Qualification Rule

OQ Contractor Requirements (Supplement to Basic Plan 1.9)

General Terms Condition Language	<p>In compliance with the Department of Transportation Operation Qualification Guidelines listed in 49 CFR 192 and 195 and Pacific Gas & Electric Company Gas Operation Qualification Plan, contractors and subcontractors who perform covered task work must be qualified to perform such work. Furthermore, contractors and subcontractors must be able to recognize and react appropriately to abnormal operating conditions that may indicate a dangerous situation or a condition exceeding design limits.</p> <p>Pacific Gas & Electric Company has identified covered tasks/subtasks that are performed on its pipeline facilities.</p>
Specific Condition Language	<p>Pacific Gas & Electric Company will at its option, require contractors and subcontractors to provide copies of the below listed documents to verify qualifications under both the DOT Operator Qualification Rule and PG&E's DOT Operator Qualification Plan.</p> <ul style="list-style-type: none">▪ Contractor's and/or subcontractor's Qualification Plan▪ A certification of compliance with DOT Operator Qualification Guidelines (dated and signed)▪ Certifications of performance based testing <p>Pacific Gas & Electric Company may also require all or any of the following:</p> <ul style="list-style-type: none">▪ Require contractor and subcontractor personnel to qualify Company's Plan▪ Require only lead personnel be qualified, or▪ The entire crew be qualified, and▪ Copy of qualification documents (Written and/or Performance Based)
Record Keeping	<p>Contractors and subcontractors must maintain records while the individual is performing covered tasks and for a minimum period of 5 years after the individual is no longer performing covered tasks as defined in Record Keeping in Section 1.8 of Pacific Gas & Electric Company's Operator Qualification - Basic Plan. The Company shall have the right to review such records and receive copies upon request for up to 5 years after job completion.</p>

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Minimum Qualification Documentation	<p>The record that supports an individual's qualification must at a minimum include:</p> <ul style="list-style-type: none">• The identity of the individual (name, last 4 of social security number, or preferably employee number)• Identification of each task/subtasks for which he/she is qualified• Date of qualification• Qualification frequency (as determined by Pacific Gas and Electric Company)• Last qualification date• Qualification method (Oral, Written, and/or Performance Based)
Qualification Period	<p>All contractor and subcontractor qualifications will expire upon completion of the project or as determined in writing by Pacific Gas and Electric Company.</p>
Enforcement Date	<p>All contractors and subcontractors must be in compliance with the DOT Operator Rule effective October 28, 2002.</p>
Covered Tasks	<p>Pacific Gas & Electric Company will include in each job bid package, a list of identified covered tasks and subtasks.</p>
Contractor Verification Basic Plan 1.9.2	<p>Each functional department and/or HR Learning Services will be responsible for contractor and subcontractor verification when contractors and subcontractors are used to perform covered tasks. The covered task verification process will be done in partnership with local supervision. Local supervision will maintain supervision over field inspectors.</p>
Local Field Inspections 1.9.3	<p>Local field inspectors will be responsible for field compliance with the Operator Qualification Rule. Field inspectors will be responsible for maintaining the individual qualification on the job site while the job is in progress.</p>
Record Retention	<p>Contractor Administrator to include Operator Qualification document with completed job package.</p>
Contract Administrator	<p>The contract administrator will be responsible for inserting Operator Qualification requirements into all gas maintenance, operating and construction contracts whereby covered tasks are to be performed.</p>
