

DOT Gas Operator Qualification Program



Annual Review (Course Code GAS-0134)

What is Operator Qualification?

The Code of Federal Regulations (CFR) rule requires pipeline operators to develop and maintain a written qualification program for individuals performing covered tasks on pipeline facilities.

Why Operator Qualification?

To ensure a qualified workforce and to reduce the probability and consequence of incidents caused by human error. The Company is also responsible for all individuals working on its pipeline systems. This includes hiring hall and contract personnel.

Plan Requirements

The Company responsibility is to follow a written qualification program. This program includes provisions to:

- Identify covered tasks.
- Ensure that individuals performing covered tasks are qualified.
- Ensure that unqualified individuals are directed by a qualified individual while performing covered task(s).
- A process to determine if an individual's performance contributed to an incident defined in Part 191.
- Evaluate an individual if the Company has reason to believe that the individual is no longer qualified to perform a covered task.
- Communicate changes that affect covered tasks to individuals performing those tasks.
- Identify those covered tasks and the intervals at which evaluation of the individual's qualification is required.
- The Company shall maintain records that demonstrate compliance with this program.

Contractors & Hiring Hall

All contractors and subcontractors who perform covered task(s) work must be qualified to perform such work. Furthermore, they must be able to recognize and react appropriately to abnormal operating conditions that may indicate a dangerous situation or a condition exceeding design limits.

It is the local supervisor and Local Gas Operator Qualification Plan Coordinator's (LGOQPC) responsibility to notify the Operator Qualification Coordinator (OQC) to review the contractor OQ program before starting work.

Contractors & Hiring Hall (Continued)

Their qualifications will expire upon completion of the project or as determined in writing by Pacific Gas & Electric Company.

What is a Covered Task?

A covered task is an activity, identified by the Company, that is:

- Performed on a pipeline; and
- An operations or maintenance task; and
- Performed as a requirement of this CFR 49 Part 192; and
- Affects the operation or integrity of the pipeline.

A covered task must meet all four criteria to be considered a covered task.

Local Responsibility

- Each Supervisor is responsible to ensure employees are qualified to perform covered tasks on pipeline facilities in their organizations.
- Supervisors may contact PG&E Academy for qualifying, only when training is provided.
- Each area will appoint a Local Gas Operator Qualification Plan Coordinator (LGOQPC) to maintain the plan in their local operating department.
- All gas employees are responsible for knowing and understanding the gas operator qualification plan.
- All gas employees are responsible for performing, without supervision, *only* those covered tasks for which they have been qualified under this plan.
- It is the employee's responsibility to know which tasks, they are and are *not* qualified to perform.
- All gas employees (including hiring hall) are responsible for communicating to local supervision any significant changes which affects their qualification to perform covered tasks they are assigned to perform.
- All Department Directors/Managers/Superintendents/Supervisors share the responsibility to ensure that the skill evaluations have been completed for the employees with gas covered task responsibilities in their areas, and that the evaluations are properly documented for developing any skill deficiencies found during the gas operator qualification evaluation(s).

DOT Gas Operator Qualification Program



Annual Review (Course Code GAS-0134)

Annual Review & Responsibility

The Local Gas Operator Qualification Plan Coordinator (LGOQPC) will at a minimum administer the GAS-0134 Review annually with all employees within their respective area. The review (GAS-0134) shall be documented on an original signed roster and mailed to:

■ [REDACTED] Rm B101, 3301 Crow Canyon Rd. San Ramon, CA.

The annual review may occur in conjunction with tailboards, gas emergency training or any other forms of group communication.

Initial Qualification

Initial qualification is the qualification of individuals who did not perform a particular covered task on a regular basis prior to August 27, 1999.

A written test and a performance based qualification evaluation is used for the Initial Qualification. Operator Qualification Coordinator(s) (OQC) will provide the appropriate test document for qualification under this requirement.

Initial qualification is supported by the appropriate knowledge and skill through:

- Formal training by PG&E Academy
- Structured on-the-job training (OJT)
- OJT mentoring by a qualified person
- Written Test

Subsequent Qualification

The subsequent evaluation of an individual's qualification to perform one or more covered tasks (after a transitional or initial qualification to perform the same covered tasks) is done at intervals established by the company. The subsequent qualification process may utilize different evaluation criteria than were used for transitional or initial qualification.

The schedule will be designed to stagger or cycle the evaluations to avoid an unreasonable number of re-qualifications in any one year.

The Company will use a written test and performance based evaluations when conducting subsequent qualifications.

Abnormal Operating Conditions

Abnormal operating condition means a condition identified by PG&E that may indicate a malfunction of a component or deviation from normal operations that may:

- indicate a condition exceeding design limits; or
- result in a hazard(s) to persons, property, or the environment.

Below are examples of abnormal operating conditions that employees must recognize and react to, but are not limited to those listed below.

Pressure Related Conditions

- Uncontrolled or unauthorized leakage of natural gas.
- Pipeline pressure deviations exceeding design limits.
- Conditions requiring shutdown or pressure reduction in a pipeline.

Material / Equipment Failure Conditions

- Material failure or defect.
- Malfunctioning component or component failure.
- Loss of protection on the pipeline.

Facility Damage Conditions

- Pipeline system damage.
- Unintended movement or abnormal loading on the pipeline.

Facility Instrumentation or Control Systems Conditions

- Emergency alarms.
- Activation of a pipeline safety device.
- Unexplained gas facility status change.