

Initial/Subsequent/Delete Qualification Process

<p>Covered task Review <i>Learn about the tasks</i></p>	<p>1. Review the Utility OQ Task list from the OQ Website (http://uo/EO/GTD/GE/GDP/LES/MajProj/operatorqualification.htm) or obtain from your Area's Operator Qualification Coordinator (OQC). Become familiar with the tasks covered by the Utility OQ Task list.</p> <p style="text-align: center;">Note</p> <p>If Qualification takes place at the Livermore LC or San Ramon Valley CC see step #8.</p>
<p>Worker Identification Phase <i>Determine which of your workers must be initially or subsequently qualified</i></p>	<p>2. Review:</p> <ul style="list-style-type: none"> ▪ Work assignments and identify those activities performed by your workers that are covered tasks, and ▪ The Gas Emergency Overtime List (212) to determine individuals who respond to gas emergencies and may be required to perform covered tasks. <p>3. Make a list of those persons who must be initially/subsequently qualified because they will perform covered tasks. Remember that lead persons and those who work unsupervised must be qualified and have their qualifications documented using an approved method.</p>
<p>Worker Initial/Subsequent/Delete Qualification Process <i>Conducting and documenting the initial/subsequent qualification or deletion</i></p>	<p>4. For each worker to be initially/subsequently qualified, contact your Area's OQ Coordinator to obtain the following OQ documents below:</p> <ul style="list-style-type: none"> ◆ DOT Gas OQ Task / Change Form ◆ Qualification Evaluation Sheet/Evaluator Instructions (page 2) ◆ OQ task Question Sheet(s) (see note in step 5) ◆ OQ task Answer Sheet(s) (see note in step 5) <p>You shall keep each worker's DOT Gas OQ Task / Change Form until all of that person's Initial/Subsequent qualifications are completed. These forms can be obtained from the OQ web site: http://uo/EO/GTD/GE/GDP/LES/MajProj/operatorqualification.htm</p> <p>5. Using the DOT Gas OQ Task / Change Form for each employee to be initially/subsequently qualified or deleting task(s), do the following:</p> <ul style="list-style-type: none"> ◆ Fill in the personal identification information ◆ Indicate add or delete in the "ADD/DEL" column for each subtask that must be initially/subsequently qualified or deleted. ◆ Put IQ, SQ or a number for deletion in the "Legend" column for each task that must be initially/subsequently qualified or deleted. <p style="padding-left: 40px;">Anytime an employee's qualification for a task is being deleted, one of the below explanations must be given:</p> <p style="padding-left: 40px;">Such as:</p> <ol style="list-style-type: none"> 1. Employee failed subsequent qualification 2. Employee's performance contributed to incident 3. Employee's performance unsatisfactory 4. Operational needs 5. Department exempt under OQ rule <p style="text-align: right;"><i>Continued on next page</i></p>

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<p>Worker Initial/Subsequent/Delete Qualification Process <i>Conducting and documenting the initial/subsequent qualification or deletion - continued</i></p>	<ul style="list-style-type: none"> ◆ For each task that needs to be added, obtain Qualification and Evaluator Instruction sheet(s) for the appropriate task. Follow instructions to perform the evaluation of the employee. <p style="text-align: center;">Note</p> <p>OQ task questions and answer sheet(s) SHALL be returned to the OQC and no copies may be retained locally.</p> <p>6. Submit documentation as directed below:</p> <ul style="list-style-type: none"> a) When all tasks on the DOT Gas OQ Task / Change Form have been completed, keep a copy and send original to your OQC, then your OQC will mail or deliver the original DOT Gas OQ Task / Change Form and Qualification Evaluation sheet(s) to [REDACTED] B101, San Ramon Valley Conference Center, 3301 Crow Canyon Road, San Ramon, CA 94583.
<p>If There Are Problems <i>What to do if a worker is evaluated but not initially/subsequently qualified?</i></p>	<p>7. If skill or knowledge section of initial/subsequent qualification was <u>uns</u>satisfactory:</p> <ul style="list-style-type: none"> • Call PG&E Academy for assistance, 8/252-7485 or (925) 866-7485. • Operator Qualification help in the following subjects: <ul style="list-style-type: none"> • Gas T&D – 8/252-7485 or (925) 866-7485 • Measurement & Control – 8/252-7405 or (925) 866-7405 • Welding/Plastic Applications – 8/252-7315 or (925) 866-7315 <p style="text-align: center;">WARNING</p> <p style="text-align: center;">Do not assign an unqualified employee any covered task unless that person is supervised by a qualified person.</p>
<p>If PG&E Academy conducts Qualification(s) at either Livermore LC or San Ramon Valley CC</p>	<p>8. If Evaluator wishes to have PG&E Academy qualify an employee on any tasks:</p> <ul style="list-style-type: none"> • Fill in the personal identification information on the DOT Gas OQ Task / Change Form. • Indicate “Add” in the ADD/DEL column for each task to be qualified. • OQC signs bottom of form (Do Not sign evaluator signature). • Mail form to PG&E Academy evaluator at SRVCC. <p>Upon completion of qualification(s), PG&E Academy Evaluator will give original DOT Gas OQ Task / Change Form & Qualification Sheet(s) to [REDACTED] for processing. [REDACTED] will send copy of DOT Gas OQ Task / Change Form & Qualification sheet(s) to OQC.</p>