

# Transitional Qualification Process Work Performance History Review

(ONLY for those who performed tasks prior to 8/27/99)

**Not to be used after October 31, 2002**

<p><b>Covered Task Review</b> <i>Learn about the tasks and subtasks</i></p>	<p>1. Review the utility tasks/subtasks list in your Evaluator's Handbook or obtain from your Local Gas Operator Qualification Plan Coordinator (LGOQPC). Become familiar with the tasks/subtasks covered by the qualification requirements.</p>
<p><b>Worker Identification Phase</b> <i>Determine which of your workers must be qualified</i></p>	<p>2. Review:</p> <ul style="list-style-type: none"> <li>▪ Work assignments and identify those activities performed by your workers that are covered tasks/subtasks, and</li> <li>▪ The Gas Emergency Overtime List (212) to determine individuals who respond to gas emergencies and may perform covered tasks/subtasks.</li> </ul> <p>3. Make a list of those persons who must be qualified because they 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><b>Worker Qualification Process</b> <i>Conducting and documenting the qualification</i></p>	<p>4. Select the preferred qualification process based on the worker's experience: Were they doing the task before August 27, 1999?</p> <ul style="list-style-type: none"> <li>• if <b>YES</b>, select work performance history review (go to step 5 below).</li> <li>• if <b>NO</b>, use alternate method(s) of qualification (see separate instructions).</li> </ul> <p>5. Obtain a DOT gas operation operator qualification summary list from your evaluator's handbook or from your LGOQPC. Make one copy of the list for each person to be qualified. You will keep each worker's original summary until all of that person's qualifications are complete.</p> <p>6. Using one DOT gas operation operator qualification summary list for each employee to be qualified, do the following:</p> <ol style="list-style-type: none"> <li>a) Fill in personal identification information</li> <li>b) Put an "X" in the "RQ" column (meaning qualification is required) for <b>each</b> task that must be qualified. FAX a copy of the summary sheet to Learning Services, c/o [REDACTED] San Ramon Learning Center, 8-252-7687 or (925) 866-7687 and your <b>LGOQPC</b>. A work performance history review (WPHR) form will be needed for each task qualification.</li> <li>c) Obtain appropriate WPHR forms for each task from your LGOQPC</li> </ol> <p>7. Using the specific WPHR form for the task to be qualified, do the following:</p> <ol style="list-style-type: none"> <li>a) Fill in personal identification information</li> <li>b) Compare individual worker's performance to the items listed on the form in the section labeled <b>Demonstrated ability to:</b></li> <li>c) Determine whether qualification levels are met by using methods on the form. You may also use the supplemental section to assist you in qualifying individuals.</li> <li>d) Are all the qualification levels on the WPHR form met? <ul style="list-style-type: none"> <li>• <b>YES</b>, go to step 8.</li> <li>• <b>NO</b>, go to step 9.</li> </ul> </li> </ol>

**Note**  
Remember to **RETAIN** original until "Q" column is complete.

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<p><b>Worker Qualification Process, continued</b></p>	<p>8. YES, qualification levels were met, then:</p> <ol style="list-style-type: none"> <li>a) Complete WPHR form for this task/subtask.</li> <li>b) Immediately after completing form, MAIL completed WHPRs to Learning Services, c/o of [REDACTED] B101, San Ramon Learning Center, 3301 Crow Canyon Road, San Ramon, CA 94583.</li> <li>c) Send copy of WHPRs to your local gas operator qualification plan coordinator (LGOQPC)</li> <li>d) When all tasks on the original summary sheet have been qualified, mail or deliver the original summary sheet to [REDACTED] B101, San Ramon Learning Center, 3301 Crow Canyon Road, San Ramon, CA 94583 and send a copy to your LGOQPC.</li> </ol> <p style="text-align: center;"><b>Note</b></p> <p style="text-align: center;"><b>You may contact Learning Services for formal training records.</b></p>
	<p>9. NO, qualification levels were <b>not met</b> using the WPHR method. Attempt to verify employee's knowledge/skills by using the Supplemental Transitional Evaluation Method:</p> <ul style="list-style-type: none"> <li>• Apprenticeship Training</li> <li>• Non-Apprenticeship Training</li> <li>• Enhancement Training</li> <li>• Field Performance Audit</li> <li>• Gas Emergency Plan Assessments</li> <li>• Gas Emergency Plan Procedure Training</li> <li>• Skill Block Assessments</li> <li>• Task Specific Training</li> </ul> <p>Was the skill qualification/verification satisfactory using alternate method(s)?</p> <ul style="list-style-type: none"> <li>• YES, go to step 10</li> <li>• NO, go to step 11.</li> </ul>
	<p>10. If skill qualification/verification was satisfactory:</p> <ol style="list-style-type: none"> <li>a) Complete WPHR form for this task/subtask.</li> <li>b) Immediately after completing form, MAIL completed WHPRs to Learning Services, c/o of [REDACTED] San Ramon Learning Center, B101, 3301 Crow Canyon Road, San Ramon, CA 94583.</li> <li>c) Send copy of WHPRs to your local gas operator qualification plan coordinator (LGOQPC)</li> <li>d) Immediately after all tasks on the summary sheet have been qualified, mail or deliver the original summary sheet to [REDACTED] B101, San Ramon Learning Center, 3301 Crow Canyon Road, San Ramon, CA 94583.</li> </ol>
<p><b>If There Are Problems</b> <i>What to do if a worker is evaluated but not qualified?</i></p>	<p>11. If skill qualification/verification was <u>unsatisfactory</u>:</p> <ul style="list-style-type: none"> <li>• Call Learning Services for assistance, 8-252-4387 or (925) 866-4387.</li> </ul> <p style="text-align: center;"><b>WARNING</b></p> <ul style="list-style-type: none"> <li>• Do not assign an unqualified employee any covered task unless that person is supervised by a qualified person.</li> </ul>

# Alternate Qualification Process

For Use During Transitional Process (October 26, 2002)

(May be used to support WPHR or as a stand alone)

<p><b>Covered Task Review</b> <i>Learn about the tasks and subtasks</i></p>	<p>1. Review the utility tasks/subtasks list in your Evaluator's Handbook or obtain from your local system gas operator qualification plan coordinator (LGOQPC). Become familiar with the tasks/subtasks covered by the qualification requirements.</p>
<p><b>Worker Identification Phase</b> <i>Determine which of your workers must be qualified</i></p>	<p>2. Review:</p> <ul style="list-style-type: none"> <li>▪ Work assignments and identify those activities performed by your workers that are covered tasks/subtasks, and</li> <li>▪ The Gas Emergency Overtime List (212) to determine individuals who respond to gas emergencies and may be required to perform covered tasks/subtasks.</li> </ul> <p>3. Make a list of those persons who must be 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><b>Worker Qualification Process</b> <i>Conducting and documenting the qualification</i></p> <p style="text-align: center;"><b>Note</b></p> <p>Remember to RETAIN original until "Q" column is complete.</p>	<p>4. For each worker to be formally qualified</p> <ul style="list-style-type: none"> <li>• Obtain a DOT gas operation operator qualification summary list from your evaluator's manual or from your LGOQPC. Make one copy of the list for each person to be qualified. You will keep each worker's original summary until all of that person's qualifications are complete.</li> <li>• Fill in personal information</li> <li>• Put an "X" in the "RQ" column indicating that formal qualification is required. FAX a copy of the summary sheet to Learning Services, c/o [REDACTED] San Ramon Learning Center, 8-252-7687 or (925) 866-7687 and your LGOQPC.</li> </ul> <p>5. For each task/subtask indicated by a "RQ", select the process for qualifying the worker using one or more of the options below:</p> <ul style="list-style-type: none"> <li>• Written Base Test</li> <li>• Oral Test</li> <li>• Job Observation by Supervisor</li> <li>• On-the-Job Training</li> <li>• Simulation</li> <li>• Other – Skill Block Assessment</li> <li>• Other – Field Performance Audit</li> </ul> <p style="text-align: center;"><b>Note</b></p> <p>Obtain appropriate test / check-off sheet from Learning Services or direct LS to conduct the test/verification.</p> <p>Was the qualification/verification satisfactory?</p> <ul style="list-style-type: none"> <li>• YES, go to step 6.</li> <li>• NO, go to step 7.</li> </ul> <p style="text-align: right;"><i>Continued next page</i></p>

# Alternate Qualification Process

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(May be used to support WPHR or as a stand alone)

<p><b>Worker Qualification Process</b> <i>Conducting and documenting the qualification - continued</i></p>	<p>6. Submit documentation as directed below:</p> <ul style="list-style-type: none"><li>a) Complete alternate and/or check-off qualification sheet(s) for this task/subtask.</li><li>b) Immediately after completing form(s), MAIL completed alternate qualification sheets to Learning Services, c/o of [REDACTED] San Ramon Learning Center, B101, 3301 Crow Canyon Rd., San Ramon, CA 94583.</li><li>c) Send copy of alternate qualification sheets to your local gas operator qualification plan coordinator (LGOQPC)</li><li>d) When all tasks on the summary sheet have been qualified, mail or deliver the original summary sheet to [REDACTED] B101, San Ramon Learning Center, 3301 Crow Canyon Road, San Ramon, CA 94583.</li></ul>
<p><b>If There Are Problems</b> <i>What to do if a worker is evaluated but not qualified?</i></p>	<p>7. If skill qualification/verification was <u>uns</u>satisfactory:</p> <ul style="list-style-type: none"><li>• Call Learning Services for assistance, 8-252-4387 or (925) 866-4387.</li></ul> <p style="text-align: center;"><b>WARNING</b></p> <p><b>Do not assign an unqualified employee any covered task unless that person is supervised by a qualified person.</b></p>