

OPERATOR QUALIFICATION PROGRAM

Facility Name: _____

SCOPE

This plan was developed to ensure that all personnel (responsible facility representative, other facility employees, and all contractor personnel) have the required knowledge, ability, and skills to conduct all operations and maintenance activities in a safe and correct manner, and to react to and correct, any abnormal operating conditions (AOC) that may be encountered when operations and maintenance activities are conducted.

The overall objective of this plan is to ensure that all activities that are conducted on the piping system are in such a way that will protect the safety of both personnel who are conducting the activities and protect the general public. In addition, when operations and maintenance activities are conducted in a safe and correct manner, it will also ensure the safety, integrity, and reliability of the piping system.

NOTE: In order for this plan to be considered valid, and for all persons to be properly evaluated under this plan, the responsible facility representative or designee, shall attend the Master Meter Seminar given by the Arizona Corporation Commission's Office of Pipeline Safety at intervals not to exceed 3 years.

COVERED TASKS

A covered task is defined as any operations and maintenance activity performed on the piping system in which the person (facility employee or contractor personnel) that conducts such task must be evaluated and qualified in accordance with this plan. In order for an activity to be considered a covered task, it must conform to each of the following questions listed below:

- Is the activity performed on the piping facility?
- Is the activity required as part of this system's operations and maintenance plan?
- Is the activity conducted to comply with any requirement of Code of Federal Regulations (CFR), Title 49, Part 192?
- Does the activity affect the safe operation and/or integrity of the piping facility?

Based on the questions listed above, the covered tasks shall include, but are not limited to, the following activities:

Leak survey	Regulator station annual maintenance and testing
Exterior/interior leak investigation	Relief valve testing
Odorant sniff testing	Pipeline locating and marking
Valve maintenance	Service regulator testing
Cathodic protection annual survey	Purging
Rectifier inspection and testing	External and internal corrosion visual inspection
Atmospheric corrosion survey	*Hot tapping
Patrolling of mains (both aboveground and underground)	

*For persons who conduct hot tapping activities, these persons shall be re-evaluated at intervals not to exceed 12 months.

QUALIFICATION OF PERSONNEL

All personnel who perform covered tasks shall be initially qualified through either job classification training or receive training provided by a contractor using a program in compliance with all requirements of CFR, Title 49, Part 192, Subpart N and recognized by the Arizona Corporation Commission's Office of Pipeline Safety.

The evaluation of personnel during the initial qualification training shall be conducted using a written test and/or hands-on simulation training.

The criteria for initial qualification is that all personnel shall successfully pass all written testing for each covered task that the persons are attempting to qualify to. All test questions shall be reviewed with the qualifying persons following completion of the written testing. If hands-on simulation training is used, the personnel attempting to qualify shall demonstrate the necessary knowledge, ability, and skills to perform the covered task in a safe manner.

When personnel are re-evaluated, the re-evaluation shall be conducted using one of the methods listed below:

- Written exam.
- Oral exam during on-the-job training.
- Observation during on-the-job training.
- Observation during simulation.

NOTE: Observation during performance of the task shall not be used as the only method of evaluation but must be combined with either a written exam, oral exam, or hands-on simulation testing. The re-evaluation shall document that the person has successfully passed the written/oral exam and/or the simulation.

ABNORMAL OPERATING CONDITIONS

Both the initial qualification training (including test questions) and all re-evaluation training shall include information about normal operating criteria for each covered task that will allow personnel (both facility employees and/or contractors) to recognize and react to any abnormal operating conditions that may be encountered while performing the task.

Abnormal operating conditions that may be reasonably expected to be encountered on the pipeline system shall include, but are not limited to, the following:

- Any unplanned escape of gas from the pipeline system, or any leak that is discovered on the system.
- Any fire or explosion that is not intentionally set by facility personnel.
- Any unplanned pressure reduction or unplanned pressure increase in the piping system.
- Any discovery of pipeline damage, regardless of cause, that requires prompt repairs.
- Any unusual readings within the piping system's cathodic protection system, if the underground piping is steel.
- Any indication of atmospheric corrosion if the piping is aboveground steel.
- Any activation of a safety device.
- Any discovery of a system valve that is inoperative.
- Any unplanned or unexpected change in the status of the piping system (examples: any valve opening or closure without being directed to do so, or unable to locate an underground facility).

RESPONSE TO ABNORMAL OPERATING CONDITIONS

The appropriate actions to take may include but are not limited to, the following:

- Making the necessary adjustments to bring the equipment or settings back to normal operating conditions.
- Replacing the component(s).
- Immediately notifying the appropriate management of the abnormal operating condition and initiating emergency response procedures.
- Completing the appropriate paperwork to initiate the necessary corrective action.
- Notifying appropriate emergency response personnel.

NON-QUALIFIED PERSONNEL

Personnel who have not been qualified under this plan, or personnel who are in the qualification process but have not yet completed their training, may perform a covered task only while under the direct supervision of a qualified person. The qualified person must be in close enough proximity to immediately recognize and correct any abnormal operating conditions that may be encountered by the non-qualified person. There shall be only one non-qualified person to work under the control of the qualified person.

EVALUATION OF QUALIFICATIONS

If the performance of a covered activity cannot be ruled out as the probable cause of an incident (as defined in the emergency plan), then the person(s) who performed the activity shall be evaluated as part of the post-incident (incident) investigation. If the investigation determines that the task performance was not adequate, then the qualifications of the involved person(s) shall be suspended until the affected person is re-evaluated and re-qualified. A written record shall be made and kept of the results of the post-incident evaluation and re-qualification (if required).

If at any other time, there is reason to believe that the person(s) is unable to safely conduct a covered activity, then the affected person(s) shall not be allowed to conduct any covered activity until the involved person(s) is re-evaluated and qualifications are renewed. This includes both facility employees and/or contractor personnel.

If re-qualification of facility employees and/or contractor personnel is required at any time, the re-evaluation of the affected person(s) shall be conducted in accordance with the information listed in the QUALIFICATION OF PERSONNEL section within this plan.

PROCEDURE AND / OR EQUIPMENT CHANGES

Anytime that there is a change in a written procedure that specifies how a covered activity is conducted, then each person(s) who performs the activity (both employees and/or contractor personnel) shall be re-evaluated and re-qualified. The revised procedure must be reviewed with each affected person(s) during the re-qualification training, and the test questions shall be revised to reflect the changes.

Anytime there is a change in equipment used to conduct covered activities, then each person(s) who conducts the affected activity, shall be trained in the use of the new equipment and then re-qualified for the activity. Any instructions from the new equipment manufacturer shall be incorporated into the re-evaluation testing.

All changes shall be communicated to each affected person(s) (both employees and contractors) by formal training and review.

RE-QUALIFICATION INTERVALS

All persons (employees and/or contractors) shall be re-evaluated and re-qualified, for all covered activities listed on page 1 of this plan, at intervals not to exceed 36 months.

For persons who conduct hot tapping activities, these persons shall be re-evaluated at intervals not to exceed 12 months.

For person(s) who conduct plastic pipe fusions, the affected person(s) shall be re-tested and re-qualified on the fusion procedures at least once each calendar year with intervals between testing not to exceed 15 months. The testing shall be conducted in accordance with CFR, Title 49, Part 192.285.

For persons who conduct steel pipe welding, the affected person(s) shall be tested and re-qualified in accordance with CFR, Title 49, Part 192.229 and Arizona Administrative Code R14-5-207 (J).

QUALIFICATION OF CONTRACTORS

Qualification programs used by contractors or personnel who are qualified by other programs may be acceptable if the program meets the following:

- Standards for qualification are considered to be acceptable.
- The program complies with all provisions as required by Title 49, CFR Part 192, Subpart N.

All persons shall receive training on facility-specific procedures before any outside person(s) is allowed to perform covered activities on the piping system that is covered by this plan. A written record shall be made and kept of each person that receives facility specific procedure training.

All contractor personnel shall provide records that demonstrate the following:

- The person(s) has successfully passed written and/or oral exams.
- Hands-on simulation training and/or on-the-job training was demonstrated to be acceptable.

If contractor personnel are qualified using the contractor's qualification program, the program shall be reviewed to determine if the contractor's program meets the requirements listed above, and the program must be considered acceptable. Once it has been determined that the outside qualification is adequate, then the qualifications of person(s) can be accepted. A written record shall be made and kept of each outside qualification program that was evaluated and accepted.

QUALIFICATION RECORDKEEPING

Written records (either paper or electronic) shall be made and kept that must include the following information:

- Identification of each person that is qualified.
- Identification of the covered task(s) that each person is qualified to perform.
- The method(s) used to qualify each person for each individual covered task.
- The date that the qualification of each person was completed.

Records shall be kept for as long as each person is performing covered activities.

All records of prior qualification(s) and records of persons who are no longer performing covered activities shall be kept for a minimum of 5 years.

INDIVIDUAL QUALIFICATION RECORD

NAME OF INDIVIDUAL AND EVALUATOR	TASK PERFORMED	DATE OF QUALIFICATION	METHOD(S) OF QUALIFICATIONS	
_____ Individual (Print) _____ Evaluator (Print) _____ Evaluator (Signature)			Written Examination	<input type="checkbox"/>
			Oral Examination	<input type="checkbox"/>
			Observation During On The Job Training	<input type="checkbox"/>
			Observation During Simulation	<input type="checkbox"/>
			Qualified Using Outside OQ Plan	<input type="checkbox"/>
_____ Individual (Print) _____ Evaluator (Print) _____ Evaluator (Signature)			Written Examination	<input type="checkbox"/>
			Oral Examination	<input type="checkbox"/>
			Observation During On The Job Training	<input type="checkbox"/>
			Observation During Simulation	<input type="checkbox"/>
			Qualified Using Outside OQ Plan	<input type="checkbox"/>
_____ Individual (Print) _____ Evaluator (Print) _____ Evaluator (Signature)			Written Examination	<input type="checkbox"/>
			Oral Examination	<input type="checkbox"/>
			Observation During On The Job Training	<input type="checkbox"/>
			Observation During Simulation	<input type="checkbox"/>
			Qualified Using Outside OQ Plan	<input type="checkbox"/>
_____ Individual (Print) _____ Evaluator (Print) _____ Evaluator (Signature)			Written Examination	<input type="checkbox"/>
			Oral Examination	<input type="checkbox"/>
			Observation During On The Job Training	<input type="checkbox"/>
			Observation During Simulation	<input type="checkbox"/>
			Qualified Using Outside OQ Plan	<input type="checkbox"/>