

# OPERATOR QUALIFICATION PROGRAM

Name: \_\_\_\_\_

## 1. OPERATOR QUALIFICATION PLAN

### 1.1 GENERAL

In accordance with CFR 192, all maintenance and, contractor personnel shall be qualified to perform covered tasks on our gas system, After October 28, 2002, work performance history may not be used as a sole evaluation method. After December 16, 2004, observation of on-the-job performance may not be used as the sole method of evaluation.

Our purpose of the Operators Qualifications program is to insure that our maintenance and contractor personnel, assigned pipeline tasks, can perform these tasks safely and correctly. Safety of personnel and the public is of the utmost priority. The program is also designed to insure the safety and integrity of the pipeline.

### 1.2 IDENTIFICATION OF COVERED TASKS

The covered tasks have been identified by applying the following four-part test to each task performed on our pipeline facility.

- Is the task performed on a pipeline facility?
- Is it an operations or maintenance task?
- Is it performed as a requirement of CFR 192?
- Does it affect the operation or integrity of the pipeline?

The following is our current list of covered tasks:

- Odorant Tests
- Gas Leak Survey
- Valve Inspections
- Pipe to soil reading
- Rectifier Inspections
- Monitoring Atmospheric Corrosion
- Testing of Regulators
- New Construction and Repairs
- Line locating for the purpose of excavation

### 1.3 QUALIFICATION OF EMPLOYEES

**After October 28, 2002**, all personnel performing covered tasks will receive their initial qualification through our job classification training courses or training provided by a contractor that is recognized by the New Mexico Public Regulation Commission Office of Pipeline Safety Bureau (PSB). The qualification criteria used in the classroom must be a written test and/or hands-on simulations.

Qualification criteria are as follows: Personnel must successfully pass all written tests with a minimum score of 80 percent, and all questions shall be reviewed with qualifying personnel at the completion of the test. When performing hands-on simulations the person must demonstrate the knowledge and ability to perform the covered task.

**Re-qualification of employees** will be accomplished through one or more of the methods listed below and using the same pass/fail criteria as mentioned above.

- Written Examination
- Oral Examination
- Observation during on the job training
- Observation during simulation

#### **1.4 ABNORMAL OPERATING CONDITIONS**

As a part of the training and qualification process, personnel performing covered tasks are instructed on the normal operating criteria for each task to enable them to recognize and react when an abnormal operating condition (AOC) is encountered.

The following is a list of AOC's that may occur on our pipeline.

- Unplanned escape of gas from a pipeline
- Fire or explosion
- Unexplained / Unplanned pressure deviation
- Pipeline damage
- Activation of a safety device
- Unexplained / Unplanned status change (unit start up or down, valve open or close without being directed to do so, etc.)

#### **1.5 RESPONSE TO ABNORMAL OPERATING CONDITIONS**

The appropriate actions to take may include:

- 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.

#### **1.6 NON-QUALIFIED PERSONNEL**

Personnel that have not yet been qualified or existing personnel that are in the process of qualification, but have not yet completed all of the qualifications required for their job classification may perform covered tasks under direct supervision of a qualified individual.

## **1.7 EVALUATION OF QUALIFICATIONS**

If there is reason to believe that performance of a covered task contributed to a reportable incident as defined in the Emergency Plan, the individual's performance of the task shall be evaluated as part of the incident review.

If at any time, other than the routine qualification process, there is reason to believe that an individual is no longer qualified to perform a covered task the employee shall not perform the covered task until a re-evaluation has been conducted.

Re-evaluation may be accomplished through methods prescribed in paragraph 1.3, QUALIFICATION OF EMPLOYEES.

## **1.8 CHANGES TO POLICIES/PROCEDURES**

We will evaluate changes in our policies/procedures, or the use of new equipment to determine the impact on covered tasks. At a minimum the evaluation **will** determine:

- If a current covered task is affected.
- If a new covered task is created.
- What changes are necessary to the qualification part or if a new part needs to be created.
- The method for communicating the change and the re-qualification of appropriate personnel.

## **1.9 RE-QUALIFICATION INTERVALS**

A re-evaluation frequency cannot exceed **36 months** for each covered task.

NOTE: If a change in policy or procedure requires that personnel be re-qualified on a covered task, the task may not be performed until the individuals are re-qualified.

Methods for communicating policy or procedure changes to employees may include, but are not limited to:

- A review of any revisions to our manuals
- Group or individual training and testing
- Formal training and testing

## **1.10 POST ACCIDENT RE-QUALIFICATION (FOR CAUSE RE-TESTING)**

Employees will be re-evaluated if there is reason to believe that the individual's performance of a covered task contributed to an *incident* as defined in the emergency plan for reporting incidents to the PSB. After any incident the following actions will be taken:

- Review training records
- Review training program

## **1.11 RECORDKEEPING**

Qualification records may be hard copy or electronic and must include:

- Identification of the qualified individual
- Identification of the covered tasks the individual is qualified to perform
- Date(s) of current qualification
- Qualification method(s)

Records of prior qualification(s) and records of individuals no longer performing covered tasks must be retained for a period of 5 years.

#### **1.12 CONTRACTORS**

We may accept qualifications obtained under the programs of other Operators or Contractors, when the following conditions have been met:

- The program complies with all provisions of CFR 49 Part 192.
- The standards used for qualification are acceptable to us or refer to 1.6 NON-QUALIFIED PERSONNEL.

Before accepting the qualifications of individuals qualified under a contractor's program, we must review and approve the Contractor's or Operators program and qualification criteria.

We may accept qualifications of individuals received from other agencies or organizations recognized by the NMPRC.

**INDIVIDUAL QUALIFICATION RECORD**

NAME OF INDIVIDUAL AND EVALUATOR	TASK PERFORMED	DATE OF QUALIFICATION	METHOD(S) OF QUALIFICATIONS	
			Written Examination	
Individual (Print)			Oral Examination	
Evaluator (Print)			Observation During on the Job Training	
Evaluator (Signature)			Observation During Simulation	
			Written Examination	
Individual (Print)			Oral Examination	
Evaluator (Print)			Observation During on the Job Training	
Evaluator (Signature)			Observation During Simulation	
			Written Examination	
Individual (Print)			Oral Examination	
Evaluator (Print)			Observation During on the Job Training	
Evaluator (Signature)			Observation During Simulation	
			Written Examination	
Individual (Print)			Oral Examination	
Evaluator (Print)			Observation During on the Job Training	
Evaluator (Signature)			Observation During Simulation	
			Written Examination	
Individual (Print)			Oral Examination	
Evaluator (Print)			Observation During on the Job Training	
Evaluator (Signature)			Observation During Simulation	