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# Five Minute Meeting



## Date:

March 24, 2020

## Topic:

Contract OQ Evaluator  
Re-Assessment and  
approval process

## Audience:

Contract Evaluators  
administering OQ  
testing for PG&E

## Questions?

Contact:

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## Why it matters to you

Due to the Covid-19 virus pandemic, all future Contract OQ Evaluator re-assessments and new assessments are suspended until further notice. For any Contract OQ Evaluators that have not scheduled their re-assessments please send in your request to our scheduler Victoria O'Dell ([VXO6@pge.com](mailto:VXO6@pge.com)) and Cc: Kevin Salazar ([KDS6@pge.com](mailto:KDS6@pge.com)) to be placed on a wait list. The Gas Qualifications Team will notify the Contract OQ Evaluators on the waitlist as soon as we have approval from the company to restart the re-assessments.

## Key discussion points:

At this time the previous 4/1/2020 deadline for the Contract OQ Evaluators to complete their re-assessments has been extended to 7/1/2020. If you have any scheduled employee OQ written or performance-based exams to perform before 7/1/2020 you may still perform the exams that you are currently approved for in the ITS system.

- The assessments may take more than one day to complete depending the amount of OQ's requested to be approved.
- An overview of PG&E's company procedures related to administering written, oral, & performance OQ exams will be provided.
- Contract OQ Evaluators will be evaluated on their knowledge of the tasks they request to evaluate as well as their understanding of PG&E's procedures and process. Evaluators should already be proficient in the tasks they request.
- The PG&E Evaluator will determine if the Contract Evaluator was successful or unsuccessful. If unsuccessful, a waiting period of 30 days will be implemented before the evaluator can schedule the re-assessment for the specific task.

- PG&E will submit an approval to ITS identifying the specific tasks the Evaluator is approved to administer. The new approval will supersede previous approvals in ITS.
- It may be required to visit one or more PG&E Evaluator Teams depending on the amount of OQ's requested. This may require additional dates to be scheduled.
- Currently approved Contract Evaluators will have until 7/1/2020 to attend the re-assessment or risk losing their credentials. The Gas Qualifications Team will meet weekly to monitor the status of the Covid-19 pandemic in case the 7/1/2020 date needs to be extended.
- The Gas Qualifications Team is requiring any Contract Evaluators that personally hold OQ's to perform covered tasks and administer PG&E OQ exams to make a choice on whether they want to perform a covered task or administer OQ exams, they will not be approved for both. After 7/1/2020 all approved evaluators who also carry OQ's will have their OQ's deactivated for those that conflict with their approved Evaluator tasks).

**For additional information** If you have questions or concerns regarding this change and how it may affect you or your team, please reach out to the Gas Qualifications Department for clarification.

Contact- Kevin Salazar, Gas Program Manager ([KDS6@pge.com](mailto:KDS6@pge.com))