



# Five Minute Meeting:

**Topic:** Deactivation of OQ-0908 “F.S. Leak Grading”

**Date:** 04/04/2022

**Audience:** Field Services Leadership, F.S Supervisors and F.S. Employees

## The key thing you need to know

OQ-0908 “F.S. Leak Grading” is being deactivated. The task of Field Services (F.S.) employees grading subsurface gas leaks will now be included in OQ-0903, which is now renamed OQ-0903 “F.S. Leak Inv/Leak Grading (Using Company Approved Instruments, i.e., Sensit)”

## Why it matters to you

It is every gas employee’s responsibility to know which OQ tasks they are qualified to perform and to be informed of any changes affecting their qualifications. In the past, F.S. employees were required to possess (2) OQ tasks to investigate and grade subsurface gas leaks. As of the date of this 5MM, only (1) OQ will be required: OQ-0903 “F.S. Leak Inv/Leak Grading (Using Company Approved Instruments, i.e., Sensit)”.

## Key discussion points

- **There is no anticipated effect on workgroups or the work they perform as ALL Employees responsible for F.S. Leak Investigation currently possess OQ-0908 Leak Grading.**
- Employees in possession of OQ-0903 and 0908 will remain qualified to investigate and grade leaks through the qualification period of tasks **not to exceed the current quarter of the expiration date.**
- Combining OQ-0903 and OQ-0908 will streamline the OQ testing process and reduce the number of OQ tasks F.S. employees are required to possess.
- OQ-0903 “F.S. Leak Inv/Leak Grading (Using Company Approved Instruments, i.e., Sensit)”. will be the task F.S. employees will possess to perform leak investigations and leak grading (aboveground and belowground).

## Questions to ask for understanding

➤ **Question:** What does it mean if I am unqualified for a covered task or OQ?

✓ **Answer:** Per TD-4008S

Unqualified: An individual who has never been qualified to perform a covered task or tasks, OR an individual who has been previously qualified and able to perform a covered task or tasks but for whom the qualification has lapsed or been removed.

➤ **Question:** Why is OQ-0908 being deactivated?

✓ **Answer:** To streamline the process, we have consolidated OQ-0908 (F.S. Leak Grading) into OQ-0903 (F.S. Leak investigation). At this time, all F.S. employees have been trained and qualified to perform OQ-0903 and OQ-0908.

➤ **Question:** When will this transfer occur?

✓ **Answer:** At the time of testing. If testing for an initial qualification, OQ-0903 will be provided. If subsequent testing is scheduled for either OQ-0903 or OQ-0908 (which ever will lapse/expire first), OQ-0903 “F.S. Leak Inv/Leak Grading (Using Company Approved Instruments, i.e., Sensit) will be the only test provided.

- ✓ **Question:** What happens if I fail the new OQ-0903 test either written or performance?
- ✓ **Answer:** Like all OQ's, after a failed attempt, the OQ will be removed, and you will no longer be qualified. The OQ must be successfully passed to regain the OQ. In addition, if the test is failed (3) times, the employee must wait 30 calendar days to retest.
  
- **Question:** How will a F.S. employee in possession of OQ-0903 know they are qualified to grade subsurface leaks?
- ✓ **Answer:** By the date of successful qualification. All OQ-0903 testing after 04/04/2022 will include grading belowground gas leaks.
  
- **Question:** After successfully completing the OQ-0903 OQ test, what will happen to the OQ-0908 qualification?
- ✓ **Answer:** When you pass or fail the new OQ-0903, the ITS System will automatically remove the deactivated OQ-0908.
  
- **Question:** What is the Span of Control (SOC) for OQ-0903?
- ✓ **Answer:** 1:1
  
- **Question:** How long is the OQ-0903 validity period?
- ✓ **Answer:** 3 years

### Who do I contact with questions?

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