



Five Minute Meeting:

Topics:

- Change in Gas OQ intervals and qualification criteria for Hot tapping and plugging
- Change in Gas OQ intervals for all gas employees possessing OQ tasks

Date: 02/12/2021

Audience: All gas employees possessing OQ tasks, their Supervisors, Management and Leadership, Quality Management, GC, QC & NDE

Why it matters to you?

This 5mm informs and provides clarification regarding the changes to re-qualification intervals for Gas OQ's. This change will update the OQ expiration date for the OQs listed in FAQ section. To avoid work stoppage and/or any compliance issues, employees are advised to review the OQ Expiration date based on the table below and work with OQ Analysts to schedule OQ testing on time. **In addition, this revised communication is being sent out to provide clarity and updated valuable information regarding "all" tapping and plugging OQs. This 5MM supersedes any and all former 5MM pertaining to Gas Qualification Intervals including Tapping and Plugging 5MM dated 11/20/2020 & 01/04/2021.**

What you need to know?

These changes went into effect January 1st, 2021.

The Gas Qualification team recently completed a review of our operator qualification task list. Each task was evaluated based on compliance, history, and DIF Analysis.

Based on the evaluation,

- Hot tapping and plugging have been identified as critical tasks. PG&E has modified the re-qualification requirements for these tasks. In addition to the existing three (3) year performance exam, **an annual written exam will now be required regardless of the current qualification expiration date.** See the table in FAQ section.
- Effective January 1st, 2021, several identified lower consequence OQ tasks are changing from their current three (3) year re-qualification interval, to a five (5) year interval **not to exceed the current quarter of the expiration date.** See the table in FAQ section.
- Effective January 1st, 2021, OQ qualifications remaining at the three (3) year interval expiration date will be enhanced to **not exceed the current quarter of the expiration date.** See the table in FAQ section.
- Any OQs listed below, that are due in 2021 and beyond, will have an updated OQ Expiration Date.
- The new expiration date will be visible in My Learning and on E-Wallet card.
- Ongoing customer outreach will continue as we move towards the effective date.
- Plastic and Welding Qualifications are not in scope for this change.
- Refer to [Guide To Qualifications](#) Document for a complete OQ List.

Key discussion points

What has changed with the hot tapping and plugging OQ's?

- **OQ-0601**- Annual written test is now required. (The existing performance assessment will continue to follow the 3-year subsequent schedule). Additionally, OQ-0601 has absorbed former OQ-0616 and OQ-0617 sub-tasks.
- **OQ-0602**- Annual written test is now required. (The existing performance assessment will continue to follow the 3-year subsequent schedule). Additionally, OQ-0602 has absorbed former OQ-0622 sub-task.
- **OQ-0603**- Annual written test is now required. (The existing performance assessment will continue to follow the 3-year subsequent schedule). Additionally, OQ-0603 subtask has absorbed former OQ-0606 for fitting sizes 2" and smaller.
- **OQ-0604**- Annual written test is now required. (The existing performance assessment will continue to follow the 3-year subsequent schedule). Additionally, OQ-0604 has absorbed former OQ-0606 subtasks for fittings 3" to 8".
- **OQ-0605, OQ-0607, OQ-0609, OQ-0612, OQ-0613** - Annual written test is now required. (The existing performance assessment will continue to follow the 3-year subsequent schedule).
- **OQ-0606- Being deactivated**. If previously profiled, the profile will be updated to OQ-0603 and /or OQ-0604 (depending on scope of work and size of fittings).
- **OQ-0616, OQ-0617- Being deactivated**. If previously profiled, the profile will be updated to OQ-0601.
- **OQ-0622- Being deactivated**. If previously profiled, the profile will be updated to OQ-0602.

For Hot Tapping and Plugging OQ's, an individual is no longer qualified to perform this task in the field after a failed first (1st) attempt of the annual written test. If the written test is successfully completed within 3 attempts of the testing session, they will be qualified to perform the task without being required to attempt the performance assessment (unless it is the year of the required three (3) year performance assessment). If an individual is unsuccessful within three (3) attempts of the written test:

- a) They must wait the mandatory 30 days to retest and,
- b) They must successfully pass both the written and performance tests for the subject OQ(s).

FAQs:

- **Question:** Will this impact my hot tapping and plugging OQs' current qualification?
- ✓ **Answer:** Hot tapping and plugging qualifications now have an annual written test (regardless of the expiration date). The performance assessment will continue to maintain their current 3 year interval not to exceed the current quarter of the expiration date; unless, there are three (3) failed attempts during annual written requirement at which case, after 30 days and the written has been successfully passed, the performance assessment must also be taken and passed to be qualified.
- **Question:** Is OQ-0601 a prerequisite to OQ-0602 & OQ-0603?
- ✓ **Answer:** Yes. You must possess OQ-0601 before attempting either OQ-0602 or OQ-0603.
- **Question:** If an individual possesses OQ-0601, 0602 and OQ-0603 and OQ-0601 (a prerequisite of OQs-0602 and 0603) is failed three (3) times, what happens to their OQ-0602 and OQ-0603 qualifications?
- ✓ **Answer:** OQ-0602 and OQ-0603 will be "on hold", and the individual will only be able to perform the tasks using Span-of-Control (SOC) of 1:1, under the direct observation of a qualified person until they successfully complete the OQ-0601 written test and performance evaluation. At that time, they will be able to proceed with the applicable assessments of OQ-0602 and OQ-0603 (the written test at a minimum; they will not be required to perform the performance evaluation unless the established 3 year cycle was due that year).
- **Question:** Why am I taking this test when my E-Wallet OQ card shows I'm qualified with an expiration date of next year or later?
- ✓ **Answer:** At this time, the expiration date on your E-Wallet OQ card does not reflect the annual written requirement (at a minimum, on your subsequent year a written and performance assessments are required). Once the annual written exam is recorded in ITS, the new and revised expiration date will appear.

- **Question:** If an individual possesses OQ-0616, will they be able to operate a service tee using Mueller H-17040 stopping machine & H-17045 completion machine (3/4" to 1-1/4") after their OQ-0616 expires/lapses or they do not pass the OQ-0601 assessment?
- ✓ **Answer:** No, an individual must possess OQ-0601 to perform this task once their OQ-0616 has expired or immediately following an unsuccessful OQ-0601 assessment (written or performance).
- **Question:** If an individual possesses OQ-0617, will they be able to operate a steel service tapping tee with coupon retaining punch (1/2" & 3/4") after their OQ-0617 expires/lapses or they do not pass the OQ-0601 assessment?
- ✓ **Answer:** No, an individual must possess OQ-0601 to perform this task once their OQ-0617 has expired or immediately following an unsuccessful OQ-0601 assessment (written or performance).
- **Question:** If an individual possesses OQ-0622, will they be able to operate an extension stopper fitting (M2 type) - tapping & plugging equipment (2" to 4") after their OQ-0622 expires/lapses or they do not pass the OQ-0602 assessment?
- ✓ **Answer:** No, an individual must possess OQ-0602 to perform this task once their OQ-0622 has expired or immediately following an unsuccessful OQ-0602 assessment (written or performance).
- **Question:** If an individual possesses OQ-0606, will they be able to perform lateral tapping and plugging operations on split fittings after it expires/lapses or they do not pass the OQ-0603 and/or OQ-0604 assessment?
- ✓ **Answer:** No, an individual must possess OQ-0603 and or OQ-0604 (depending on scope of work and size of fittings) to perform this task once their OQ-0606 has expired or immediately following an unsuccessful OQ-0603 and/or OQ-0604 assessment (written or performance).
- **Question:** Why are these subtasks **OQ-0606, OQ-0616, OQ-0617, OQ-0622 being deactivated?**
- ✓ **Answer:** The four (4) **deactivated OQs** are based on specific tools and training. Individually, they do not meet the OQ "Four Test Requirements" criteria to be determined a covered task.
- **Question:** Does the 3-year performance portion of the OQ get impacted if the annual written is failed once or twice but passed by the third attempt?
- ✓ **Answer:** The 3-year performance requirement is only taken on subsequent years **or if annual written is failed 3 times.**
- **Question:** How will these changes affect my work?
- ✓ **Answer:** You need a valid OQ record in My Learning and Onboard (ITS) to perform a task. Please ensure that you get tested on time to maintain qualifications for your OQ tasks.
- **Question:** Where can I see the changes to OQ expiration dates?
- ✓ **Answer:** You can check ["About Me">Learning>My Training Reports>Qualification Compliance Report](#) within SAP and E-Wallet cards.
- **Question:** Will I be notified when I am due for my qualification?
- ✓ **Answer:** Periodic e-mail alerts from My Learning will be triggered – 90, 60, 30 and 7 days before the qualification is due in the system.
- **Question:** When is my OQ due, if I am profiled for the OQ but never held it?
- ✓ **Answer:** Employees are required to obtain the new OQ within 1 year after the OQ profile is assigned to the employee.
- **Question:** Will this impact my current qualification?
- ✓ **Answer:** Any gas OQ currently held by an employee and due after 2020, will be adjusted depending on the new interval defined for the OQ (see the tables below).

Which Hot tapping and Plugging OQ's will now require an annual written exam starting January 2021 in addition to the three (3) year performance exam?

OQ Code	OQ Title	OQ Code	OQ Title	OQ Code	OQ Title
OQ-0601	06.01 OperServT SaveAvalve Tap PI 3/4-2	OQ-0604	06.04 Split Ctrl Tap and Plug 3-8in	OQ-0609	06.09 Low Press. Drill and Thread
OQ-0602	06-02 OperLinStop M2 Tap Plg equip 3/4-4	OQ-0605	06.05 Split Ctrl Tap and Plug 10-16in	OQ-0612	06.12 TP- Oprs Tap - Plug Equip 1-2
OQ-0603	06-03 OperLinStop Split Tap Plug 3/4-2	OQ-0607	06.07 TDW Shortstop II-6-12in	OQ-0613	06.13 PE Tapping Tee 1/2-2in

OQ-0606 will be incorporated into OQ-0603 and/or OQ-0604 (depending on scope of work and size of fittings) task through written test questions. Individuals in possession of OQ-0606 will remain qualified for the task until their OQ-0603 and/or OQ-0604 assessment is made in 2021 based on the "End of Quarter Expiration Date" table below.

OQ-0616 and OQ-0617 will be incorporated into OQ-0601 task through written test questions. Individuals in possession of OQ-0616 and OQ-0617 will remain qualified for the tasks until their OQ-0601 assessment is made in 2021 based on the "End of Quarter Expiration Date" table below.

OQ-0622 will be incorporated into the OQ-0602 task through written test questions. Individuals in possession of OQ-0622 will remain qualified for the task until their OQ-0602 assessment is made in 2021 based on the "End of Quarter Expiration Date" table below.

What lower consequence OQs will change from the current three (3) year interval to a five (5) year interval?

OQ Code	OQ Title	OQ Code	OQ Title	OQ Code	OQ Title
OQ-0101	Bell Joints and Spigot Seals	OQ-0502	05.02 Standby Pipeline	OQ-1601	Test/Maintain Relief Devices
OQ-0102	Protect Cast Iron Pipeline	OQ-0503	Loc. Facilities Without Wire	OQ-1702	GSO Valve Operation Remote
OQ-0103	Operations and Maintenance	OQ-0611	Low Pressure Foaming Operations	OQ-1703	GSO Manual Valve Operation
OQ-0201	Mechanical Repairs-Steel	OQ-0623	Operate Riser Valve Changer 3/4-2	OQ-1705	Valve Operation for Station Operators
OQ-0209	F.S. Mechanical Repair	OQ-0705	Purging Air with Gas : FS	OQ-1901	I and M Odorant Equipment
OQ-0212	Install Pipe in Bore	OQ-0801	Ground Patrol	OQ-1902	Conduct Sampling of Odorant
OQ-0214	Tracer Wire	OQ-0803	Maintain Line Markers	OQ-2216	Joining of Pipe: Tubing
OQ-0215	Install of Pipe, Backfill, Compacting	OQ-1201	S, O and S/D Turbine Local	OQ-2217	Steel Pipe Joining: Flanged Joints
OQ-0303	Rectifier Reads	OQ-1202	GSO- S/O/Start Comp Motor	OQ-2218	Steel Pipe Joining: Threaded Joints
OQ-0304	Atmospheric Corrosion	OQ-1203	S, O and S/D Recip Local	OQ-2502	Res/SmCom Meter: Install & Maint Advance
OQ-0305	Pipe Inspection	OQ-1301	I, T, and Maint. Gas DetAlarms	OQ-2503	Res/SmCom Meter: Discontinue and Seal
OQ-0306	Pipe-to-Soil Reads	OQ-1302	Remote System Monitoring	OQ-2504	Large Meter (PD): Installation
OQ-0308	Galvanic Anode Maint.	OQ-1401	Control Valve Systems	OQ-2505	Large Meter: Maintenance
OQ-0309	Internal Corrosion Monitor	OQ-1501	Elec Monitor Sys Conditions	OQ-2506	Large Meter: Discontinue and Seal
OQ-0314	Attaching Elec Connections: Exothermic	OQ-1504	I and M Elec Control and Data Sys	OQ-2507	Residential Meter:Discontinue and
OQ-0315	Attaching Elec Connections: Pin Brazing	OQ-1505	GDCC Monitor System Conditions	OQ-2508	Construction Meter Work 1000CFH or less
OQ-0403	Leak Test at Operating Pressure				

With the new expiration rules, when does the my OQ expire?

OQs expire at the end of the quarter of the expiration date.

Date of Qualification	End of Quarter Expiration Date		
	1 Year Interval	3 Year Interval	5 Year Interval
January 2020	3/31/2021	3/31/2023	3/31/2025
February 2020			
March 2020			
April 2020	6/30/2021	6/30/2023	6/30/2025
May 2020			
June 2020			
July 2020	9/30/2021	9/30/2023	9/30/2025
August 2020			
September 2020			
October 2020	12/31/2021	12/31/2023	12/31/2025
November 2020			
December 2020			

What OQs are remaining at the three (3) year expiration date not to exceed the current quarter?

OQ Code	OQ Title	OQ Code	OQ Title	OQ Code	OQ Title
OQ-0202	OQ 02-02 Weld Repairs	OQ-0501	05.01 Mark And Locate Facilities	OQ-0908	09.08 F.S. Leak Grading
OQ-0203	OQ 02-03 Pipe Squeezing - Steel	OQ-0504	05.04 Non-Prod. Mark And Locate	OQ-0911	OQ 09-11 Conduct Mobile Picarro Leak Survey
OQ-0204	OQ 02.04 Pipe Squeezing - Plastic	OQ-0507	OQ 05.07 Damage Prevention	OQ-0912	09.12 Conduct Mobile Leak Survey
OQ-0206	OQ 02-06 Abandon/Deactivate	OQ-0608	OQ 06-08 Low/Semi High Press Bagging	OQ-1001	OQ 10-01 Trans. Line Repair By Weld
OQ-0208	OQ 02.08 Trident Leak Repair System	OQ-0610	Oprivalvechng Servnrthrepla3/4-2	OQ-1002	10.02 Weld Inspection
OQ-0210	OQ 02-10 Pipe Squeezing Steel 2" Thru 8"	OQ-0614	OQ 06-14 Pe Hot Tap/Branch 2"4"	OQ-1003	OQ 10-03 In Service Welding (Inactive)
OQ-0307	OQ 03-07 Cathodic Protection Maint	OQ-0618	OQ 06-18 Lowpres Grskybag/X-Panderplg 3/4-2	OQ-1004	OQ 10-04 Tp Line Repairs - Mechanical
OQ-0310	OQ 03-10 Rectifier Maintenance	OQ-0619	OQ 06-19 Operservt Weldinplace Stl Pin 3/4	OQ-1005	OQ 10.05 Pipe Bending (Large Diameter)
OQ-0311	T And I For Adq. Insolation	OQ-0632	OQ 06.32 Opr Shop Fab Tees Stopng Equip 3/4	OQ-1101	OQ 11-01 I&T Comp. Rem Shutdown Dev
OQ-0317	OQ 03.17 Coating App And Repair: Wrapped	OQ-0701	OQ 07-01 Air Purging	OQ-1204	OQ 12-04 Compressor Preventative Inspection
OQ-0318	OQ 03-18 Coating App And Repair: Hand Epoxy	OQ-0702	OQ 07-02 Gas Purging	OQ-1205	OQ 12-05 Compressor Maintenance (Mechanic)
OQ-0319	OQ 03.19 Coating App And Repair: Spray Epoxy	OQ-0703	OQ 07-03 Inert Purging	OQ-1206	OQ 12-06 Compressor Maintenance (Technician)
OQ-0320	OQ 03.20 Paint App. & Maint Above Ground: B	OQ-0704	OQ 07-04 Air Mover Operations	OQ-1402	OQ 14-02 M&O Regs & Monitors (Spring)
OQ-0321	OQ 03-21 Coatings Inspection	OQ-0804	Aerial Patrol	OQ-1701	OQ 17-01 I&M Emergency Valves
OQ-0322	OQ 03-22 Abrasive Blasting	OQ-0901	OQ 09-01 Conduct Survey	OQ-1801	OQ 18-01 Inspect Vault
OQ-0402	OQ 04-02 Strength Test	OQ-0902	OQ 09-02 Leak Investigation	OQ-2001	OQ 20-01 Closepe Dist Mainvalve(Emerg Resp)
OQ-0404	OQ 04-04 Press Test Below 100psi (Leaktest)	OQ-0903	09.03 F.S. Leak Investigation	OQ-2302	OQ 23-02 Nde, Mag Particle
OQ-2101	OQ 21-01 Polyethylene Pipeline Connection I	OQ-2301	OQ 23-01 Nde, Dye Penetrant	OQ-2401	OQ 24-01 Repair By Grinding
OQ-2303	OQ 23-03 Nde, Ultrasound	OQ-2304	OQ 23-04 Nde, Radiography		

Who do I contact with questions?

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