

Dominion Energy Operator Qualification (OOQ) Plan

01/01/2022

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REVIEW HISTORY

Date	Remarks
09/01/2020	Initial approval of OQ Plan
10/26/2020	Final approval and annual review of steering committee
10/29/2021	Annual review and approval by steering committee

DOMINION ENERGY BUSINESS UNIT ACCEPTANCE

Date	Dominion Energy Business Unit
01/01/2022	Dominion Energy North Carolina and Dominion Energy South Carolina
01/01/2022	Dominion Energy Utah/Wyoming/Idaho
01/01/2022	Dominion Energy Ohio and Dominion Energy West Virginia

REVISION HISTORY

Rev. ¹	Date	Author	Significant
0a	06/30/2021	Steven Murphy	No
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¹ Numeric revisions are considered substantial. Alpha revisions are considered non-substantial that includes grammatical, punctuation and formatting; revisions to documents that do NOT change the substance or meaning of the procedure and how it is performed.

1 – PURPOSE AND OBJECTIVES

This standard establishes the requirements for developing and implementing an effective Pipeline Personnel Qualification Program utilizing a combination of regulatory compliance, accepted industry practices, and consensus-based decisions. This standard defines the program for ensuring the qualification of personnel that perform covered tasks regulated by U.S. Department of Transportation (DOT) pipeline safety rules (49 CFR Part 192, Subpart N).

The purpose of this standard is to establish requirements for the qualification and management of qualifications for pipeline personnel. The objective of this standard is to minimize the impact on safety and integrity of the pipeline.

This document has been prepared in conformance with DOT requirements set forth in 49 CFR § 192.805 and with ASME B31Q. To ensure compliance with these regulations, Dominion Energy companies have adopted this Operator Qualification Compliance Plan. This standard specifies the requirements for identifying covered tasks that impact the safety or integrity of pipelines, for qualifying individuals to perform those tasks, and for managing the qualifications of pipeline personnel.

This Operator Qualification Compliance Plan provides a consistent format to establish qualifications to perform covered tasks on a Dominion Energy Gas pipeline facility. All other Dominion Energy business units that use this Operator Qualification Compliance Plan are therefore accepted as equally compliant.

Individuals who perform covered tasks and those individuals responsible for ensuring a qualified workforce shall meet the applicable requirements of this standard. Individuals qualified under the provisions of the original written plans will be allowed to remain qualified under such provisions up to and until the expiration date of the originally established re-evaluation interval for each applicable covered task. Requalification will be completed and documented in the Industrial Training Services (ITS) OnBoard system.

2 – DEFINITIONS

1. **Ability:** the mental and physical capacity to perform a task.
2. **Abnormal operating condition (AOC):** a condition that may indicate a malfunction of a component or deviation from normal operations that may:
 - (a) Indicate a condition exceeding design limit.
 - (b) Result in a hazard to persons, property, or the environment.
3. **Affected individual:** an individual who performs a covered task or who has qualification program implementation responsibility.
4. **Covered task:** a task that can affect the safety or integrity of the pipeline.
5. **DI analysis:** an analysis that explores the difficulty (D) and importance (I) of each task.
6. **DIF analysis:** an analysis that explores the difficulty (D), importance (I), and frequency of performance (F) of each task.
7. **Direct and observe:** the process by which a qualified individual oversees the work activities of a nonqualified individual and can take immediate corrective action when necessary.
8. **Distinctive physical ability:** clearly defined perceptual or physical functioning required to perform a task (e.g., color vision, visual acuity, hearing, smell).
9. **Entity:** any individual or organization utilizing any portion of this standard to develop or implement a qualification program or portion thereof, including pipeline operators, contractors, subcontractors, service providers, etc.
10. **Evaluation:** a process established to determine an individual's ability to perform a covered task. The term can be used to refer to the process, instrument, or both. The process may entail one or more evaluation methods (e.g., oral, written, performance) or one or more distinct evaluation instruments.
11. **Evaluation criteria:** the specific knowledge and skill an individual must possess and demonstrate to be qualified to perform a covered task.
12. **Evaluation instrument:** the materials that are used to conduct an evaluation, including but not limited to written, oral interview, and performance evaluation materials.
13. **Evaluator:** an individual selected or credentialed to conduct performance or oral interview evaluations to determine if the individual is qualified.
14. **Knowledge:** a body of information applied directly to the performance of a task.
15. **Mutual aid:** pipeline operator personnel assistance (aid) provided to another pipeline operator in the performance of covered tasks.
16. **On-the-job training:** instruction at or near the work setting.
17. **Performance:** demonstration of the knowledge, skills, and abilities (KSAs) required to complete a task.
18. **Performance monitoring:** a means of confirming that an individual performs covered tasks in accordance with applicable standards or procedures.
19. **Personnel:** individuals who perform covered tasks.
20. **Personnel qualification:** the results of the process under which individuals become qualified in accordance with this standard.
21. **Pipeline:** all parts of physical facilities through which gas, hazardous liquids, or carbon dioxide moves in transportation, including pipe, valves, fittings, flanges (including bolts and gaskets), regulators, pressure vessels, pulsation dampeners, relief valves, and other appurtenances attached to pipe, compressor units, metering stations, regulator stations, pumping units, breakout tanks, and fabricated assemblies.
22. **Proctor:** one selected to administer a written examination.
23. **Qualified:** an individual that has been evaluated and can:

- (a) Perform assigned covered tasks.
 - (b) Recognize and react to abnormal operating conditions.
- 24. **Revocation:** cancellation of an individual's qualification to perform an identified covered task.
- 25. **Safety or integrity:** the state of a pipeline being operationally sound (as affected by maintenance, construction, and operation activities) or having the ability to withstand the stresses imposed during operations.
- 26. **Skill:** the ability to perform mental and physical activities acquired or developed through training or experience.
- 27. **Span-of-control:** the maximum number of nonqualified individuals that a qualified individual can direct and observe performing a covered task listed in the task list as a ratio of qualified to nonqualified individuals.
- 28. **Subject matter expert (SME):** an individual who possesses knowledge and experience in the process or discipline they represent.
- 29. **Subsequent qualification:** a process to evaluate, for continued qualification, an individual who is currently qualified to perform a covered task.
- 30. **Suspension:** temporary prevention of a qualified individual from performing identified covered task.
- 31. **Task:** a defined unit of work having an identifiable beginning and end and specific actions that are observable and measurable.
- 32. **Training:** instructing individuals using materials designed to convey the skills and knowledge necessary to perform a task.
- 33. **Training program:** the written description, processes, procedures, training materials, and training tests that establish and document training.

3 – REFERENCES

There are various reference documents that pertain to the qualification program outlined in this plan. These documents include, but are not necessarily limited to:

- U.S. Department of Transportation pipeline safety rules, 49 CFR Parts 191 & 192
- Various Industrial Training Services (ITS) qualifications
- ASME B31Q Pipeline Personnel Qualification ASME Code for Pressure Piping

4 – QUALIFICATION PROGRAM

Required provisions of a written qualification program are described below. Each section includes a reference to the underlying DOT regulation and the ASME B31Q section defining it.

Pursuant to 49 CFR § 192.805(a), covered tasks performed by employees in each of the Dominion Energy Companies have been identified and listed in the appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH/WYOMING/IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

Prior to September 2020, each operating company maintained its own, effective Operator Qualification (OQ) Plan. OQ Plan history is maintained by each individual operator until when combined plan was created. Each business unit maintained written OQ Plans and programs that were implemented beginning on April 27, 2001.

Dominion Energy distribution natural gas companies adopted and transitioned to the Industrial Training Services (ITS) OnBoard system for the management of its operator qualification programs during 2019 – 2020. ITS uses an Enhanced OQ Compliance series task list which they developed based upon ASME B31Q. Each Dominion Energy company used subject matter experts (SMEs) to review the task list to determine which tasks were applicable to the work being performed. Each company then added custom tasks as deemed necessary (see section 5 Determining Covered Tasks).

5 – DETERMINING COVERED TASKS

Dominion Energy employees and contractors performing tasks that affect the safety or integrity of the pipeline must be qualified. These tasks have been identified and are defined as covered tasks.

Dominion Energy companies determine its company specific covered task list through a combination of:

- SME covered task identification.
- Review of B31Q.
- Review of ITS Enhanced OQ Compliance series.
- Industry experts.

5.1 Covered Task Definition

A covered task applies to a singular procedure or action with clearly defined requirements. Qualification for a task does not qualify an individual for a range of procedures or tasks. An individual must meet all requirements for the respective task to be considered qualified.

5.2 SME Covered Task Identification Process

5.2.1 *Selecting SMEs*

Subject matter experts (SMEs) are selected for covered task identification based on their knowledge and experience in operating, maintaining, constructing, or rebuilding pipelines that impact the safety or integrity of the pipeline.

Factors considered while selecting SMEs include:

- Documented successful completion of training programs in the process or discipline they represent.
- Possession of applicable and appropriate credentials or certifications expected of an expert in the process or discipline they represent.
- Years of practical experience.

5.2.2 *Identifying Covered Tasks*

Subject matter experts (SMEs) identify a list of tasks to be screened as being covered tasks, using any of the following methods as a starting point:

- SME interviews to identify tasks that affect the safety or integrity of the pipeline.
- Analysis of work activities performed as a requirement of applicable codes, standards, policies, or procedures.
- Any other process that identifies possible tasks within the scope of this plan.

After the list of tasks is drafted, the following screening questions are used to determine if they should be included in the covered task list:

- Is the task performed on a pipeline facility?
- Does performance of the task affect the safety or integrity of a pipeline?
- Is the task performed for the construction, operation, or maintenance of the pipeline?
- Is the task performed as a requirement of 49 CFR Part 192?

If all these questions are answered in the affirmative, the task is identified as a covered task. If the SMEs do not believe it should become a covered task, the task and the rationale for not including it in the covered task list should be documented.

5.3 Using the Task List in ASME B31Q Nonmandatory Appendix A: Integrated Task List

Subject matter experts (SMEs) for each Dominion Energy company reviewed ASME B31Q Nonmandatory Appendix A: Integrated Task List and determined which tasks are applicable to their pipelines. They may remove tasks applicable to their pipelines if they determine that the tasks should not become covered tasks.

Unique tasks, or those that stem from the development of new technology and that affect the safety or integrity of their pipelines, may be added if they are developed in accordance with this plan.

5.4 Determining Supplemental Intervals and Span-of-Control

Covered tasks for each specific Dominion Energy company are identified in the appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

Covered tasks may be combined or subdivided to fit an individual's corresponding evaluation or work assignment. The Dominion Energy Training Department and subject matter experts (SMEs) reviewed current policies, AMSE B31Q, and the Industrial Training Services (ITS) OnBoard system to resolve conflict in supplemental qualification intervals and span-of-control ratios.

It was determined that provisions recommended by ITS in the Enhanced OQ Compliance series are more rigorous. Dominion Energy has agreed to adopt these recommended policies.

5.5 Reviewing the Covered Task List

The company specific OQ committee reviews and approves the covered task list. The committee periodically (annually at minimum) reviews the covered task list to assure it remains consistent with the work currently being performed by the Dominion Energy company. Proposed additions, revisions, or deletions of covered tasks are submitted to the committee as part of an on-going feedback process.

5.6 Portability of the Covered Task List

The covered task list is aligned and maintained for use by all Dominion Energy Natural Gas companies; however, each state may not use every task.

Covered tasks are not developed for specific groups or organizations. All tasks are applied in the same manner to employees and contractors. Tasks are not designed to manufacturer specifications or change in preferred vendor. Exceptions can be made only if approved by the OQ committee.

6 – ABNORMAL OPERATING CONDITIONS

Dominion Energy utilizes general abnormal operating conditions (AOCs) as defined in ASME B31Q, and task specific AOCs as identified by the operator. Qualified Individuals performing a covered task shall maintain a current qualification in the general AOC and shall be able to recognize and properly react to AOCs that they might encounter during the performance of the task.

AOCs are included in training and testing materials to verify that individuals can recognize and react appropriately. Each statement for the AOC and reaction is reviewed, revised, and approved by subject matter experts (SMEs) familiar with that task.

7 – TRAINING

This section establishes minimum training requirements for the knowledge and skills required to perform covered tasks.

Training is provided, to impart the knowledge and skills required for individuals to perform covered tasks safely and effectively. All training will also include the knowledge and skills necessary to recognize and react to general and task specific abnormal operating conditions (AOCs) that may be encountered while performing the covered tasks.

7.1 Responsibility

7.1.1 Operator

Dominion Energy employs the training provided by OQ vendor Industrial Training Services (ITS). Each business unit may require additional training (e.g., on-the-job training) as appropriate to meet business needs.

7.1.2 Qualification Program

Technical training is responsible for:

- Determining the need for training.
- Identifying training materials or sources.
- Assuring and documenting successful completion of necessary training.

Dominion Energy utilizes the Industrial Training Services (ITS) OnBoard system to deliver training and document successful completion. Additional training will be documented within each Dominion Energy business unit Training Department.

7.2 Identification of the Need for Training an Individual

7.2.1 Determining Training Needs

To ensure consistency of training, Dominion Energy has determined that all employees and contractors will complete Industrial Training Services (ITS) Enhanced OQ Compliance series training.

Note: The ITS OnBoard system is configured with limits and requirements ensuring training is performed and completed to achieve qualification.

7.2.2 Situations for Considering Training

The need to train an individual should be considered for, but not limited to, situations where the individual:

- Requires qualification for a covered task not previously performed.
- Requires qualification for a covered task outside their knowledge and skills.
- Has had a qualification suspended, revoked, or expired.
- Fails an evaluation for qualification.
- Requires new or different knowledge or skills to perform a covered task.
- Will utilize new equipment, tools, or procedures to perform a covered task.

7.3 Training Materials and Implementation

7.3.1 Training Materials

Training material is implemented through the Industrial Training Services (ITS) OnBoard system. Any additional training will be developed and deployed to meet individual Dominion Energy business unit needs.

7.3.2 Training Implementation

Training should be conducted in a setting conducive to learning the subject knowledge or skills. Instructor-led or on-the-job training should be conducted by individuals selected based on the following considerations:

- Demonstrated knowledge of the subject matter (e.g., the individual may be a subject matter expert or meet the education, experience, and training requirements to be qualified for the covered task; qualification for the covered task is not required).
- Possession of the knowledge, skill, and ability to provide the training using the selected training materials or process.

Training of individuals can occur in different settings utilizing several methods including but not limited to:

- Instructor led training in the classroom.
- Instructor led online training.
- On-the-job training with experienced peers, trainers or supervisors.
- Hands on training with training props.
- Online training.
- Self-study.
- Task simulation.
- Manufacturer’s training.
- Computer based training (CBT).
- Training conducted by a third party, industry, or outside associations.

7.3.3 Training Tests

The tests administered in the Industrial Training Services (ITS) OnBoard system are in conjunction with training as part of the evaluation process and are developed, maintained and implemented in accordance with section 8 Evaluation.

7.3.4 Conversion

During the Industrial Training Services (ITS) OnBoard system conversion, Dominion Energy employee and contractor qualifications that were substantially equivalent to ITS tasks maintained qualification until expiration. Upon requalification, Dominion Energy employees and contractors become qualified through the ITS OnBoard system.

7.4 Training Documentation

7.4.1 Documenting Training Needs

Dominion Energy has determined that the Industrial Training Services (ITS) OnBoard system training modules are required to achieve qualification.

7.4.2 Documenting Training

Training records are documented in the Industrial Training Services (ITS) OnBoard system. Any additional supplemental training provided is documented and retained within each Dominion Energy business unit Training department.

8 – EVALUATION

Pursuant to 49 CFR § 192.805(b), the following procedures shall be used to ensure, through evaluation, that personnel performing covered tasks are qualified.

This section establishes the requirements to evaluate individuals for the knowledge, skills, and abilities required to perform a covered task.

8.1 Evaluation Process

8.1.1 Policies and Procedures

Dominion Energy has contracted with Industrial Training Services (ITS) to administer training and written tests for covered tasks for employees and contractors. Written tests are computerized, randomized, proctored, and automatically scored by the system. Trained and authorized evaluators conduct performance evaluations.

Each employee and contractor have unique ITS OnBoard system credentials. Additionally, prior to taking a written exam, the proctor must verify the identity of the individual taking the exam. Prior to conducting a performance evaluation, the evaluator must verify the identity of the individual performing the work.

The ITS OnBoard system is designed to reduce the possibility of cheating by use of trained proctors, requiring proctors to enter credentials to access the test and the use of qualified evaluators.

If during the performance evaluation the evaluator observes unsafe or unsatisfactory actions being demonstrated, the evaluation will be ended, and the individual will have failed the performance evaluation and will not be allowed to attempt the performance evaluation again until they have been retrained.

8.1.2 Initial Qualification and Methods of Evaluation

Initial qualification is the first time a person is evaluated and determined qualified pursuant to this plan to perform the covered task prior to performing such task, unless directed and observed by a qualified individual, regardless of whether they have previously been qualified under another operator's program.

Initial qualification means to be recognized as an individual who is permitted to perform a covered task in accordance with ASME B31Q. Individuals must be evaluated and determined qualified prior to performing a covered task unless directed and observed by a qualified individual under the allowable span-of-control.

The approved method of evaluation for a covered task is specified in ASME B31Q under that covered task's section. Approved methods include:

- Written evaluations.
- Oral evaluations.
- Performance evaluations.

Pursuant to 49 CFR § 192.809, work performance history may not be used as the sole method of evaluation. Observation of on-the-job performance may not be used as the sole method of evaluation.

8.1.3 Re-Evaluation Methods and Intervals

Re-evaluation is a means to renew or confirm the individual's existing covered task qualification. The approved method of re-evaluation for a covered task is specified in ASME B31Q under that covered task's section. Dominion Energy has determined that it will follow the more conservative re-evaluation methods and intervals described in the Industrial Training Services (ITS) re-evaluation workflow. The re-evaluation methods are described in each business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

Re-evaluation intervals for each covered task are established through consideration of the:

- Frequency of the covered task performance.
- Complexity of the covered task.
- Consequences associated with improper covered task performance.

The re-evaluation interval for a covered task describes the maximum length of time an individual's qualification will remain valid. To remain qualified, individuals must be re-evaluated before the re-evaluation interval expires. Re-evaluation intervals may be one of the following:

- Welding: Twice each calendar year not to exceed 7 ½ months
- Joining of Plastic Pipe: Once each calendar year not to exceed 15 months
- One year
- Three years

In the event a qualification lapses, the individual may not perform the covered task until re-qualified or permitted to do so under the direction and observation of a qualified individual, as allowed by span of control.

8.1.4 Remediation

If an individual fails a written, oral, or performance evaluation, a remediation process must be followed. Each Dominion Energy company's remediation process can be found in the business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

8.1.5 Evaluator Selection

Evaluators are to be used for performance evaluations. Evaluators must complete the Industrial Training Services (ITS) evaluator training process. Evaluators are selected based on management recommendation based on their knowledge, skills, and experience. Evaluators are not required to be qualified for the covered tasks they are approved to evaluate.

Evaluators must:

- Complete training on how to conduct performance evaluations.
- Have knowledge, skills, and experience in the task(s) they evaluate.
- Be able to administer the evaluation in accordance with the requirements of the evaluation.
- Make it possible for the individual to accurately demonstrate their knowledge, skills, and abilities during the evaluation.

During on-the-job performance evaluations:

- An individual that is qualified for the covered task must be present during the on-the-job performance evaluation.

8.1.6 Proctor Selection

Proctors are to be used during written and oral evaluations and are selected based on their personal integrity. Proctors complete the Industrial Training Services (ITS) online proctor training module or complete the ITS evaluator training.

Proctors selected for written and oral evaluations are:

- Not required to possess task specific knowledge or skills.
- Not required to be qualified in the covered task being evaluated.

8.2 Evaluation Materials and Criteria

Dominion Energy is utilizing Industrial Training Services (ITS) evaluation materials and criteria. Dominion Energy may purchase or develop additional material and criteria if needed.

8.2.1 Content Validity

Evaluations are developed by Industrial Training Services (ITS) subject matter experts (SMEs). If evaluation content is significantly modified, it will be validated by Dominion Energy SMEs for their approval.

8.2.2 Evaluation Criteria

For each covered task, the evaluation criteria are documented in the Industrial Training Services (ITS) OnBoard system. Evaluation criteria represent the knowledge, skills, and distinctive physical abilities an individual must possess and demonstrate to be considered qualified to perform the covered task.

Evaluation criteria may be developed by the Training Department or obtained from vendors, manufacturers, or applicable references and standards.

Factors that may be considered when developing evaluation criteria include but are not limited to:

- Pipeline and personnel safety.
- Abnormal operating conditions that may be caused by, or encountered during, the covered task performance that adversely affects the safety or integrity of the pipeline.
- Distinctive physical abilities required to perform the covered task.
- Technical knowledge required to perform the covered task, including:
 - Applicable policies or procedures.
 - Necessary sequence of performance.
 - Base technical knowledge to perform the covered task.
 - Knowledge to account for variance required in covered task performance due to equipment differences.
 - Knowledge to account for variance required in covered task performance due to conditions or context differences.
- Technical skills required to perform the covered task, including:
 - Demonstration of basic skills.
 - Demonstration to account for substantial variance required in covered task performance due to equipment differences.

- Demonstration to account for variance required in covered task performance due to conditions or context differences.

8.2.3 Evaluation Method Selection

Evaluation methods are selected for each covered task to reflect the purpose of the evaluation. Evaluation for knowledge is commonly done using an oral or written evaluation. Skill and physical ability are commonly measured through performance evaluation.

8.3 Method Specific Evaluation Requirements

Method specific evaluation requirements are maintained and established in the Industrial Training Services (ITS) OnBoard system. Additional method specific evaluation requirements may be maintained and established for each Dominion Energy business unit.

8.3.1 Written Evaluation Requirements

When written evaluations are used, they must be developed and maintained using a process that:

- Includes administration instructions.
- Allows the evaluation to be delivered and scored electronically.
- Prevents the disclosure of the evaluation or scoring key.
- Includes questions to probe an individual's knowledge and comprehension of all task criteria unless the criteria are covered in another part of the evaluation process.
- Limits the use of true/false items to those situations that present two likely - but only one correct - choice.
- Establishes which, if any, items may be completed with access to reference materials.
- Minimizes the use of individual items that must be answered correctly to pass the evaluation.
 - Instead, contains enough questions to verify specific knowledge to compensate for the fact that the evaluation is imperfect, and some items may be misinterpreted.
- Sets a pass/fail score of 80%.
- Ensures that when an individual is accommodated by having a written evaluation read to them, the reading is performed by a proctor in accordance with administration directions and without coaching the individual.
 - Note that even though the evaluation is being read for the individual, it is still considered a written evaluation.

8.3.2 Performance Evaluation Requirements

When performance evaluations are used, to include observation during performance on the job, on-the-job training, or simulation, they must be developed and maintained utilizing a process that:

- Includes administration instructions.
- Ensure the performance evaluation is performed by an evaluator.
- Specifies observable behavior or performance components to be checked by the evaluator.
- Establishes which behavior or performance components may be performed with access to reference materials.
- Specifies questions that should be asked to probe an individual's knowledge and comprehension, unless covered in another part of the evaluation process.
- Ensures the evaluation occurs within an appropriate setting such as on-the-job, field simulation, or laboratory simulation.

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- An appropriate setting is one that replicates the work setting enough to reflect performance on the job.
- Requires the evaluator to determine that the individual performed satisfactorily on each item.
- Requires 100% compliance to count as passing.

9 – QUALIFICATIONS

This section applies to individuals performing any covered task, and establishes the minimum requirements for:

- Company and individual responsibilities.
- Process for initial and subsequent qualification.
- Suspension, reinstatement, or revocation of a qualification.
- Performing a covered task while responding to an emergency.
- Span-of-control ratios for qualified individuals observing nonqualified individuals.
- Intervals for subsequent qualifications.
- Retaining qualification records.

9.1 Qualification Requirements

9.1.1 Responsibilities

Company and individual responsibilities for covered task qualifications are assigned as follows:

- Department leadership determines which qualifications an individual requires based on their job function and potential task assignments.
- The employee obtains the qualification and performs operation and maintenance activities.
- The site supervisor or inspector should verify the identity and qualification of an individual working on the site.
- The supervisor ensures that a qualified individual is assigned to a covered task, or that there is a qualified individual present to properly oversee unqualified individuals in accordance with the established span-of-control ratio.
- The Training Department coordinates evaluations for Dominion Energy employees and ensures that appropriate follow-up actions are taken.

9.1.2 Other Codes or Standards

Dominion Energy may require additional third-party qualifications or certifications. Any required qualifications or certifications are outside of the Operator Qualification process. All required OQ tasks will be managed within the Industrial Training Services (ITS) OnBoard system.

9.1.3 Qualification Alternatives for *Manufacturer or Service Provider Personnel*

Dominion Energy may require additional manufacturer training or certification. These requirements are managed outside of the Operator Qualification program requirements.

9.2 Qualification Process

9.2.1 Initial Evaluation for Qualification

Evaluations for initial qualification must include a performance evaluation unless a covered task has been determined to only require an individual's knowledge to correctly perform the task. Initial evaluation methods are listed in the business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

9.2.2 Subsequent Evaluation for Qualification

The subsequent qualification must be completed within the specified qualification interval. When the subsequent qualification requires only an evaluation of the required knowledge, a written examination will be documented in the Industrial Training Services (ITS) OnBoard system.

When the subsequent qualification requires evaluation for both knowledge and skills, and abilities the individual is considered requalified upon completion of all the required evaluations.

Subsequent evaluation methods are listed in the business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH/WYOMING/IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

9.3 Investigation, Suspension, Reinstatement, and Revocation of Qualification

9.3.1 Evaluation for Cause

Concerns regarding an individual's ability to perform a covered task may be reported to management by any person. These individuals include Dominion Energy, temporary, and contractor employees.

Dominion Energy will review the concern to determine if there is just cause to believe they are no longer qualified to perform the covered task.

Possible reasons to verify an individual's qualifications may include, but are not limited to:

- Lengthy absence.
- Loss of motor skills, vision, impairment, etc.
- Unsatisfactory performance of a covered task.
- Documented task pertinent complaints.
- Prolonged period of non-performance of the covered task.

In the event the concern is found to be valid, an investigation will be initiated. The investigation will be used to determine whether an individual:

- Is qualified and the concern was unfounded.
- Should be disqualified, suspended, or revoked and must receive training prior to requalification.
- Should not be requalified to perform the covered task.

The individual should not be assigned to that covered task until the investigation is complete and a determination is made to suspend or revoke the qualification, or to allow the individual to remain qualified. The individual's qualification for the covered task will be suspended and the individual will be considered nonqualified while the incident investigation is being conducted.

9.3.2 Suspension

Suspension of a qualification should be considered when, but not limited to:

- An individual is unable to recognize abnormal operating conditions.
- An individual is observed skipping or combining steps in a covered task procedure.
- There is reason to believe an individual's performance may have affected pipeline safety or integrity adversely or cannot be ruled out as a contributing factor.
- There are documented covered task complaints against an individual.

- There is reason to believe a change in an individual's physical or mental ability has resulted in failure to complete a covered task.
- An individual fails to complete all requirements that have become necessary due to a covered task change.
- An individual fails to complete, or allows to expire, or training required for qualification in a covered task.
- Subsequent qualification is not completed by the due date.
- Discovery that an individual might have been improperly evaluated.
- There is reasonable suspicion that an individual is no longer qualified to perform a covered task.
- An individual has taken a leave of absence greater than one year.
- Reassignment of job duties has prevented an individual from performing a covered task for more than one year.

9.3.3 Reinstatement

A suspended qualification may be reinstated when one of the following has been completed:

- It has been determined and documented that the individual is qualified.
- The individual has completed actions that resolve the concern that caused the suspension (e.g., training, coaching, evaluation, completion of change communication).
- The qualification has been reestablished in accordance with the requirements for initial qualification.

9.3.4 Revocation

If an investigation determines that an individual is no longer capable of performing a covered task, the individual's qualification will be revoked In the Industrial Training Services (ITS) OnBoard system.

Revocation of a qualification should be considered when:

- A suspended qualification has not been resolved in accordance with requirements.
- It has been determined that an individual is no longer capable of performing the covered task.

9.3.5 Notification

If an individual's covered task qualification is suspended, reinstated, or revoked, the individual and those who are responsible for assigning the performance of the covered task to the individual must be notified. The notification must be documented and communicated to the individual and their supervisor.

9.4 Qualification Requirements for Emergency Response

The priority is to dispatch qualified individuals to respond to an emergency condition. Individuals whose normal job responsibilities include emergency response must be qualified for the covered tasks needed while responding to, stabilizing, or terminating an emergency condition.

Nonqualified individuals that are close to the scene may be called upon to respond to an emergency condition in order to immediately protect life, property, and the environment. When practical, reasonable guidance and direction should be provided to nonqualified individuals on the appropriate actions for stabilizing the emergency condition.

Tasks performed after the emergency condition has been stabilized or terminated must be completed by qualified individuals, or by nonqualified individuals under the direction and observation of an individual that is qualified. Observation by the qualified individual must be consistent with the identified span-of-control requirements.

Professional emergency responders (e.g., firefighters) do not need to be qualified to perform a covered task. However, professional emergency responders must be qualified if they are performing the covered task under contract or on behalf of Dominion Energy. Individuals who perform emergency response covered tasks through a mutual aid arrangement must perform these tasks consistent with the qualification requirements for emergency responders as described above.

9.5 Performance of Covered Tasks by Nonqualified Individuals

Dominion Energy permits nonqualified individuals to perform a covered task under certain circumstances, including while participating in on-the-job training (OJT) or while working as part of a crew. A nonqualified individual performing a covered task must be directed and observed by an individual who is qualified.

The qualified individual is accountable for the work and must be physically present and able to take immediate action to prevent or mitigate an unsafe behavior or an abnormal operating condition. It is not enough for the qualified individual to be in the general vicinity. The qualified individual must observe that each step of the covered task is performed correctly and be ready to intervene to prevent or mitigate an incident.

Immediate corrective action must be initiated if any of the following occurs during performance of a covered task:

- An abnormal operating condition is present.
- The performance could cause an abnormal operating condition.
- The nonqualified individual is observed skipping steps.
- The nonqualified individual is observed combining steps that could cause a negative result.

9.5.1 Span-of-Control Ratios for Direction and Observation

A span-of-control ratio indicates the number of nonqualified individuals who can perform a covered task under the direction and observation of a qualified individual. Dominion Energy's span-of-control ratios are listed in the business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

9.5.2 Establishing Span-of-Control Ratios

Dominion Energy's span-of-control ratios are equal to or more conservative than those stated in ASME B31Q. Unless deemed necessary by Dominion Energy, or through a regulatory requirement, Dominion Energy will adhere to these requirements. For tasks that are not included in ASME B31Q, the span-of-control ratio is established by subject matter experts (SMEs).

As a minimum, SMEs will establish the span-of-control ratio considering such factors as:

- Difficulty and importance of the tasks associated with the qualification.

- Difficulty associated with directing and observing the task performance.
- Task and jobsite factors that affect the ability of the qualified individual to direct or observe.

An assessment is not required if the ASME B31Q span-of-control ratio is adopted or is more restrictive; however, an assessment is required to establish a rational basis to increase the ASME B31Q span-of-control ratio.

9.5.3 Span-of-Control Responsibilities

It is the responsibility of both the supervisor and qualified individual to verify that the span-of-control ratio is not exceeded, and that the qualified individual is able to observe the actions of the unqualified employees.

Where a qualified individual is directing and observing nonqualified individuals, Dominion Energy will ensure that:

- No language barrier exists that hinders or prevents the qualified individual from communicating with nonqualified individuals.
- The qualified individual remains where they can always direct and observe the performance of the covered task and intervene.

9.5.4 Reduction of Span-of-Control Ratios

A single qualified individual may (on occasion) direct and observe more than one nonqualified individual performing multiple covered tasks with different span-of-control ratios. If the performance of these covered tasks is occurring at the same time, the qualified individual must adhere to the most restrictive span-of-control ratio.

Other factors that may require a span-of-control ratio reduction should be considered by the qualified individual, including:

- Inhibiting noise.
- Visual obstructions.
- Inclement weather.
- Jobsite conditions that make it more difficult for an individual to observe others.

9.5.5 Covered Tasks Prohibited from using Span-of-Control ratios

Certain covered tasks are not permitted to employ the use of span-of-control ratios allowing nonqualified individuals to perform the covered task under observation. Individuals performing these covered tasks must be qualified according to all established requirements. Covered tasks prohibited from employing span-of-control are indicated with a 1:0 ratio in the business unit's appropriate company specific appendix:

- APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX C – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

9.6 Subsequent Qualification Interval

9.6.1 Adoption of ASME B31Q Subsequent Qualification Intervals

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Dominion Energy is utilizing Industrial Training Services (ITS) requalification intervals that are equal to or more restrictive than ASME B31Q. Requalification intervals are listed in the business unit's appropriate company specific appendix:

- APPENDIX C – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC).
- APPENDIX D – DOMINION ENERGY UTAH, WYOMING, IDAHO (DEUWI).
- APPENDIX E – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (DEWV).

9.6.2 Development and Implementation

The qualification program must include processes or procedures to establish the subsequent qualification interval for each qualification. The processes and procedures must include assessment to identify subsequent qualification intervals unless the subsequent qualification intervals in ASME B31Q are adopted or are more frequent. Subsequent qualification intervals can be lengthened when data can be provided that show a longer interval is prudent.

The subsequent qualification intervals for any custom tasks are established by ASME B31Q guidelines or subject matter expert (SME) consensus.

9.6.3 Subject Matter Expert Consensus

As a minimum, SMEs will set the subsequent qualification interval considering such factors as:

- Difficulty and importance of the tasks associated with the qualification.
- Potential for loss of knowledge, skill, or distinctive physical abilities over time.
- Manufacturer or vendor recommendations.
- Other technical issues that may impact the safety or integrity of the pipeline.

When a subsequent qualification interval is established through the consensus of a group of SMEs, the SMEs must represent the characteristics of the population of individuals who perform the task (i.e., division, region, company, industry).

9.7 Qualification Record Retention

Dominion Energy must maintain records that demonstrate compliance with Department of Transportation (DOT) requirements, and include:

- The identification of the qualified individual.
- All covered tasks the individual is qualified to perform.
- Start and end dates through which the qualification is valid.
- The method used to qualify the individual.

Recordkeeping for Dominion Energy employees is done using the operator qualification program management company Industrial Training Services (ITS). Contractors are also required to house their employee's qualification records in the ITS OnBoard system.

Qualification records must be maintained while an individual is responsible for performing a covered task. Records of prior qualification (i.e., after an employee is subjected to subsequent qualification) and records of individuals no longer performing a covered task must be retained for a period of at least five years.

10 – PORTABILITY

The portable evaluation requirements of this section shall be implemented, as specified in Sections 10.1.1 through 10.1.4.

10.1 Section 8, Evaluation

Industrial Training Services (ITS) has established processes to ensure that individuals are evaluated in accordance with Dominion Energy requirements and the requirements of ASME B31Q Section 8:

- ITS has established evaluation criteria for ASME B31Q Nonmandatory Appendix A: Integrated Task List and additional tasks known as the ITS Enhanced OQ Compliance series.
- ITS Enhanced OQ Compliance series Incorporates task specific abnormal operating conditions (AOCs) for tasks identified in ASME B31Q Nonmandatory Appendix A: Integrated Task List and additional tasks included with the ITS Enhanced OQ Compliance series.
- ITS uses the evaluation methods identified in ASME B31Q for initial qualification and for requalification on the same task. For the additional tasks included with the ITS Enhanced OQ Compliance series, ITS utilizes the same evaluation methods (i.e. written exam and performance evaluation).

Dominion Energy has determined the only portable evaluations accepted are those granted through ITS for the ITS Enhanced OQ Compliance series or a custom task created by ITS for Dominion Energy. Dominion Energy has reviewed ITS processes and protocols utilized to protect the integrity of the written evaluations and found it satisfactory. Similarly, the ITS processes used to record performance evaluation, review performance evaluation execution and timing adequately protects the integrity of the performance evaluation process and online documentation.

10.2 Section 9, Qualifications

Qualification requirements for selected covered tasks may be specified in an American National Standard (ANSI standard), e.g., API 653, API 1104. If an entity chooses to qualify individuals under an American National Standard:

- The initial and subsequent qualification (certification) requirements of that standard shall govern.
- Requirements, other than initial and subsequent qualification (certification) requirements, of this standard that are not included in that code or standard, such as recognition of and reaction to AOCs, shall also be met.

Dominion Energy only allows individuals qualified through Industrial Training Services (ITS) to perform covered functions. The individual's qualification must have been consistent with the ITS Enhanced OQ Compliance series and ASME B31Q without significant variations in order to be accepted.

Specific Dominion Energy companies will supplement an individual's portable qualification with additional knowledge, standard practices, or skills needed to meet specific covered task requirements that are not addressed in the portable qualification.

10.3 Section 12, Communicating the Qualification Program and Managing Program Changes

The provider, Industrial Training Services (ITS), implements the processes for communication of changes consistent with the requirements of Section 12, including:

- Communicating changes in provider processes to those responsible for their implementation.
- Communicating changes affecting an individual's evaluations to the individual and others as required.
- Submitting changes to the provider's processes for review by the acceptors or an organization authorized by the acceptors.

10.4 Documentation Requirements

The provider, Industrial Training Services (ITS), develops and implements processes for:

- Records and reports for individual's evaluation records. Dominion Energy's specific requirements are in Section 13.
- Once an Evaluation is complete the records are available in the ITS OnBoard system.

11 – PROGRAM EFFECTIVENESS

11.1 Review Intervals

The Operator Qualification Steering Committee is responsible for continually monitoring the performance of the plan and implementing improvements to enhance its effectiveness when needed. The plan should be reviewed and updated at least once each calendar year, not to exceed 15 months.

The Operator Qualification Steering Committee shall measure overall plan effectiveness and identify areas for improvement. This plan effectiveness process must be conducted at an interval of at least once every three years, not to exceed 39 months. An implementation effectiveness review will be conducted by Dominion Energy's Technical Excellence and Innovation Center to ensure the plan meets minimum code requirements.

11.2 Effectiveness Review

An Operator Qualification Compliance Plan effectiveness review verifies that the plan is being implemented as documented. Elements of the effectiveness review include development, implementation, data analysis, and support services. The effectiveness review determines whether the functions of an operation comply with the plan.

The effectiveness review is typically performed to:

- Review any questions or suggestions brought to the operator qualification committee.
- Review record keeping and documentation processes to confirm compliance.
- Review supplemental quality assurance and program compliance audit findings to identify plan improvement areas.
- Recommend plan or other procedural modifications to be made because of the review process.

11.3 Plan Measures

11.3.1 Appraising Deficiencies in Qualification Management

We will utilize ASME B31Q Nonmandatory Appendix I when reviewing deficiencies in qualification management. It will be documented whether:

- Covered tasks are completed by qualified individuals, or by nonqualified individuals being directed and observed by a qualified individual within the span-of-control ratio.
- Covered tasks are performed using the appropriate procedures.
- Evaluations are performed by appropriate methods and evaluators.
- Suspended and revoked qualifications are managed as stated in the plan.
- Reviews are conducted of events or actions that adversely affected the safety or integrity of the pipeline, and appropriate follow-up actions are taken.
- Changes to the qualification process are communicated and implemented according to the plan.
- Qualification records are current and complete.

11.3.2 Appraising Deficiencies in the Plan

We will utilize ASME B31Q Nonmandatory Appendix I when reviewing deficiencies in the Operator Qualification Compliance Plan. It will be documented whether:

- The responsibilities of individuals under the plan are clearly and formally defined.
- All individuals involved are properly informed and aware of the plan, and all their activities are as stated.
- Evaluations are performed by appropriate methods and evaluators.
- Changes to the qualification process are communicated and implemented according to the plan.
- Qualification records are current and complete.
- Records are maintained pursuant to the requirements of this standard and plan.

11.4 Plan Updates

Changes that address any deficiencies found because of the Operator Qualification Compliance Plan effectiveness reviews will be incorporated into the OQ Plan.

The update process will comply with the management of change process utilized for the OQ Plan and changes will be recorded in management of change documentation. Dominion Energy understands that after December 16, 2004 it must notify the Administrator (OPS) or State designee of any significant change to the OQ Plan. To adhere to this requirement, any time a significant change is made to the OQ Plan, Dominion Energy will submit the revised OQ Plan, with changes noted, for review.

Significant is defined as a change including, but not necessarily limited to:

- An increase in an evaluation interval.
- The number of covered tasks.
- The evaluation method or criteria of a covered task.
- An increase in a span-of-control ratio.

12 – COMMUNICATING THE QUALIFICATION PROGRAM AND MANAGING PROGRAM CHANGES

Dominion Energy will communicate program requirements to individuals who either perform covered tasks or have responsibilities associated with administering and implementing this program.

Dominion Energy has established means to communicate changes that affect performance of covered tasks to individuals performing those tasks.

Appropriate methods of communication include, but are not limited to:

- Hard copy written notification.
- Electronic notification.
- Department and organizational meetings.
- Other methods as deemed appropriate.

12.1 Communicating the Qualification Program

12.1.1 Program Requirements

Communication of qualification program requirements includes the following:

- Identification of the types of information that need to be communicated.
- Determination of which affected parties should receive such communication.
- Identification of how this information is communicated.
- Description of how assurance is provided that needed communications have occurred.

12.1.2 Qualified Individuals

Communication to qualified individuals or individuals who will be qualified shall include the following:

- Their responsibilities in the implementation of the qualification program.
- A list of covered tasks including their associated qualification and re-qualification intervals and AOCs.
- A method for determining their qualification status and the qualification status of individuals they may direct and observe.
- The requirement to perform only covered tasks for which they have been qualified, unless directed and observed by a qualified individual.
- Procedures for directing and observing nonqualified individuals, including span-of-control requirements, and safety related conditions.
- Action to take if an individual loses one or more qualification.

12.1.3 Program Responsibilities

Communication to individuals with program responsibilities include, but are not limited to the following:

- Their role in the implementation of the qualification program.
- Qualification program requirements
- A list of covered tasks and AOCs.
- Qualification program procedures or processes they are responsible to implement.

12.1.4 Contractor Notification

Contractors will be notified by the operator of changes to the program using any of the appropriate methods used for internal notifications.

12.2 Managing Program Changes

The qualification program shall include processes or procedures for managing and communicating changes that impact qualified individuals and individuals with program implementation responsibility. The processes and procedures should be flexible enough to accommodate changes having different levels of impact. Changes affecting the qualification program may be integrated into existing processes for managing changes to documents.

12.2.1 Management of Change Process

The management of change process is intended to ensure that qualified individuals and individuals with program implementation responsibility are provided appropriate and up-to-date information on changes affecting covered tasks and the qualification program.

The management of change process ensures that, as the qualification program or a covered task changes, qualified individuals performing covered tasks remain qualified to perform those tasks. The management of change also ensures that individuals with program implementation responsibility have the information necessary to discharge those responsibilities.

The management of change process is a formal procedure used to manage the qualification program changes. The management of change process ensures that changes are recognized, formally reviewed, impacts considered, communicated to affected parties, documented, justified, and approved before being implemented.

For example, equipment changes may require a corresponding technical or procedural change. Personnel operating or maintaining such equipment need to understand and be able to follow these changed procedures.

To propose a change that may impact an existing or new covered task, follow the steps below:

1. Contact the business unit's operator qualification specialist or training department.
2. The business unit contact enters the proposed change into the OQ Management of Change log in Appendix B.
3. The OQ Review Committee reviews and completes the response section of the OQ Management of Change log.

The qualification program management of change communication processes and procedure shall include the following:

- Description of the change.
- Assessment of the impact of the change on the qualification program and qualifications.
- Determination of the responsibility for communicating the change and any required actions.
- Methods to verify communication.

12.2.2 Conditions for Change

Several conditions, whether temporary or permanent, may influence and require changes to the qualification program. The management of change process shall require identification of such changes.

Dominion Energy will initiate a review to determine if changes are needed to the Operator Qualification Compliance Plan.

There are numerous ways in which internal or external changes may impact the way a covered task is performed. The following list contains some of the changes that may affect individual qualifications of the qualification program.

Operator qualification changes that need to be communicated to applicable individuals include, but are not necessarily limited to, the following:

- Modification or adoption of a new procedure or policy.
- Updates to applicable regulations, codes, and referenced standards.
- Changes in equipment, materials, or suppliers.
- Changes in AOCs.
- Implementation of new processes or technology.
- New operational or safety related information from equipment or product manufacturers.
- Modifications to task evaluation methods or criteria.
- Modification to the covered task list.
- Changes resulting from findings regarding investigation of events or actions that impact the safety or integrity of the pipeline.
- Changes from program effectiveness results.
- Changes from merger, acquisition, divestiture.
- Changes resulting from employee and contractor feedback.

12.2.4 Rating the Impact of Changes

Managing changes affecting covered tasks shall include a process for rating the impact of each change. Depending on the impact of the change on knowledge and skills required to perform covered tasks, qualified individuals may also require training or evaluation on the change.

An example of an acceptable method to accomplish this would be to rate the impact of the change as one of the following:

Low Impact: requires no documented change communication. Low impact changes may include modifications that result in no material effect on the qualification program or covered tasks, such as grammatical changes to the qualification program or color deviations for paint.

Medium Impact: requires documented notification to affected individuals before they implement the change. Medium-impact changes may include revisions to administrative procedures, evaluation methods, company procedures, or other items that affect the implementation of the qualification program but do not require training or evaluation of qualified individuals.

High Impact: requires documented communication of change to affected individuals before they implement the change. High-impact changes are those that affect the knowledge or skill required to perform a covered task or the knowledge to implement qualification program requirements. As a minimum, affected individuals shall be trained on high-impact changes.

13 – DOCUMENTATION REQUIREMENTS

This section establishes the documentation requirements to create, manage, and maintain records associated with the qualification program. Existing documentation currently kept may fulfill the requirements of this section.

13.1 OQ Compliance Plan Documentation

Dominion Energy documents and retains records for:

- The initial communication of the qualification program and its requirements.
- The process for identifying covered tasks and rationale for not including tasks.
- The covered task list.
- A list of abnormal operating conditions (AOCs).
- Requirements for training.
- Record of training.
- Qualifications previously obtained.
- Evaluator credentials.
- Program changes.
- Program effectiveness appraisals.

13.2 Documenting Covered Tasks

Covered tasks are documented to include:

- The list of covered tasks.
- The evaluation criteria for each covered task.
- The appropriate evaluation methods for each covered task.
- The subsequent qualification interval for each covered task.
- The span-of-control for each covered task.

13.3 Documenting Program Effectiveness Review

All program effectiveness appraisals are documented to include:

- The name of the company.
- The date of the appraisal.
- The location.
- A list of the program elements reviewed during the appraisal.
- Copies of annual review documentation.
- The names of the individuals performing the appraisal.
- Results, recommendations, and the changes that were implemented.

13.4 Documenting Changes to the Qualification Program

All changes to the qualification program are documented to include:

- Description of the change.
- Justification for the change.
- Impacts associated with the change.

- Training and evaluation requirements associated with the change.
- Category of the change.
- Communication to affected individuals.

13.5 Documenting an Individual's Qualification

For each qualification earned to an individual, the following must be on file and recorded as supporting documentation:

- The name of the individual with a unique identifier.
- The covered task for which the individual was qualified.
- The individual has been successfully evaluated on the ability to recognize and react to AOCs.
- The method used to evaluate the individual (if different than prescribed in the program).
- The date of the qualification.
- Successful completion of the test.
- The name of the evaluator with a unique identifier.

13.6 Maintenance of Documents

Dominion Energy ensures that documents are legible, accurate, and completed appropriately. The documents are traceable to the items and activities to which they apply. These documents may be originals, copies, or electronic. Electronic documents include scanned images, spreadsheets, or databases.

All records that demonstrate compliance (including those for contractors and other entities performing covered tasks) are maintained by the Training Department. Qualification records maintained in the Industrial Training Services (ITS) OnBoard system are routinely backed-up to ensure continued availability.

13.7 Record Retention

Records for company employee and contractor qualifications are maintained while the individual is qualified to perform the covered task and for an additional period of five years after the qualification date expires.

Remaining qualification program documents are retained while they are effective and for five years from the date the documents' revisions become obsolete.

13.8 Record Access and Storage

The accessibility and storage of records is an essential part of the overall Operator Qualification Compliance Plan. Dominion Energy has developed its records management system to address appropriate document control.

13.8.1 Record Access

Access to qualification records is necessary to facilitate Operator Qualification Compliance Plan administration and oversight. Most often records are needed to support the assignment of covered tasks to qualified individuals and to verify an individual's qualification status.

Records may be accessed, confirmed, or otherwise retrieved by any of the following methods:

- Directly accessing records in the records management system using a valid username and password to obtain access.
- Contacting any local area office or the Training Department to request confirmation of an individual's qualification status or copies of qualification transcripts.

Employee and contractor qualification records are available electronically through the ITS OnBoard system while working on any Dominion Energy job site.

In the event records are not available when requested, the contractor will be required to cease work until such records are made available.

13.8.2 Record Storage

Dominion Energy utilizes the Industrial Training Services (ITS) OnBoard system as a database and records management tool for:

- Maintenance of qualification records for qualified individuals.
- Maintenance of training records for all employees.
- Qualification status tracking for qualified individuals.
- Creating qualification and training transcripts.
- Notifying individuals of soon-to-expire qualifications.

14 – OTHER ENTITIES PERFORMING COVERED TASKS

This Operator Qualification Compliance Plan applies to all Dominion Energy natural gas entities. Any successfully evaluated Dominion Energy personnel is qualified to perform work for any of these entities.

Berkshire Hathaway Energy, Eastern Gas Transmission and Storage (formerly DETI), is also using the ITS Enhanced OQ Compliance series with ITS OnBoard. Therefore, all successfully evaluated Berkshire Hathaway Energy, Eastern Gas Transmission and Storage (formerly DETI) personnel are considered qualified by Dominion Energy.

15 – MUTUAL AID AGREEMENTS

Prior to allowing employees from other natural gas distribution utilities to perform covered tasks on Dominion Energy’s behalf, Dominion Energy will review the mutual aid operator’s Operator Qualification Compliance Plan and covered task list to verify that it contains the required elements. Upon review and approval of the operator’s plan, successfully evaluated individuals of the operator will be considered qualified by Dominion Energy.

16 – MERGERS AND ACQUISITIONS

To ensure consistency, Dominion Energy reviews the qualifications of any employee gained through merger with, or acquisition of, another operator. Operator Qualification Compliance Plans, covered task lists and evaluation criteria, and individual employee qualifications are compared and cross-referenced to the surviving plan and covered task list.

Should Dominion Energy acquire a company through a merger or acquisition, the Operator Qualification Compliance Plan of the company being acquired is reviewed for any deficiencies. If the acquired company's program meets or exceeds that of Dominion Energy's Operator Qualification program, those individuals qualified under the acquired company's program will continue to perform covered tasks under the acquired company's program until the acquired company is transitioned to the Dominion Energy Operator Qualification Compliance plan. If the acquired company's program was found to be deficient, those employees possessing qualification through the acquired company's program will be qualified under the Dominion Energy Operator Qualification program. Any areas of deficiency will be documented and retained by the Training Department. Employees of the acquired company will not be allowed to perform covered tasks where the qualification process is found to be deficient with direct observation until qualified for the task being performed through the Dominion Energy Operator Qualification program.

Dominion Energy OQ Plan

APPENDIX A – DOMINION ENERGY OPERATOR QUALIFICATION MANAGEMENT OF CHANGE LOG

Date	Description of Change	Steering Committee Review Date	Impact of Change ²	MOC Communication Date	Type of Communication ³
1	06/30/21 Updated section 11.4 to clarify process for submitting OQ Plan updates.	06/23/21	Low	N/A	N/A
2	06/30/21 Updated references to each Dominion Energy business unit's covered task list and incorporated an appendix for each Dominion Energy business unit's covered task list.	06/23/21	Low	N/A	N/A
3	06/30/21 Updated section 5 to include the use of industry experts to assist with development of covered tasks.	06/23/21	Low	N/A	N/A
4	06/30/21 Combined section 7.1.3 Contractors into section 7.2.1 Determining Training Needs. Employees and Contractors use the same process through ITS OnBoard.	06/23/21	Low	N/A	N/A
5	06/30/21 Updated section 8.3.2 to clearly define the 100% compliance standard for a passing grade with a performance evaluation.	06/23/21	Low	N/A	N/A
6	06/30/21 Updated section 9.3 to include reasons to verify an individual's qualifications.	06/23/21	Low	N/A	N/A
7	06/30/21 Removed the list of courses available through the ITS Enhanced OQ Compliance series.	06/23/21	Low	N/A	N/A
8	06/30/21 Adjusted and clarified the data columns for the Revision History and the Management of Change log.	06/23/21	Low	N/A	N/A
9	01/01/22 Updated section 4 to include statement of OQ plan history for each operating company for audit history.	10/29/21	Low	N/A	N/A
10	01/01/22 Updated section 8.1.3 Re-Evaluation Methods and Intervals interval list for welding and plastic joining per Part 192. Grace period statement moved to company specific appendix, as applicable.	10/29/21	Low	N/A	N/A
11	01/01/22 Edit to section 8.1.5 Evaluator Selection for clarification.	10/29/21	Low	N/A	N/A
12	01/01/22 Updated section 9.3.5 Notification to reflect current process.	10/29/21	Low	N/A	N/A
13	01/01/22 Section 11.4 company specific state requirements moved to appendix, as applicable.	10/29/21	Low	N/A	N/A
14	01/01/22 Updated Section 16 for mergers and acquisitions.	10/29/21	Low	N/A	N/A
15					
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² **Impact of change:** Low, Medium, High (see section 12.2.4)

³ **Type of communication** may include email, training memo, tailgate, etc.

APPENDIX B – DOMINION ENERGY NORTH CAROLINA (DENC) AND SOUTH CAROLINA (DESC)

B.1 State Specific Plan Language

Use of Non-Qualified Individuals

Dominion Energy's Operations Managers and Supervisors are responsible for assuring the proper assignment of covered tasks. In doing so, they must confirm that a qualified individual(s) has been assigned the responsibility for such work. There may be instances when it is advantageous or necessary for non-qualified individuals to be utilized for covered task performance. These instances include, but are not limited to:

- On-the-job training for new employees
- Temporary employees assisting full-time qualified employees
- Contractor utilization of employees

Non-qualified individuals may perform covered tasks provided they do so under the direction and observation of a qualified individual. The qualified individual maintains accountability for such work.

Direct and Observe

The qualified individual assigned responsibility for the work or their qualified individual designee must be physically present to direct and observe the non-qualified individual during performance of the task and be prepared to take immediate corrective action to prevent or mitigate an AOC. There should be no obstructions or distance between the non-qualified individual and the qualified individual that would impede the qualified person's ability to directly observe and take immediate corrective action. The act of directing requires that the qualified individual be able to effectively communicate verbally with the non-qualified individual(s).

Restrictions

Certain covered tasks are restricted to performance by qualified individuals only. These tasks include those directly related to:

- Welding
- Non-destructive examinations/testing
- Tapping pipelines by means other than the use of a built-in cutter
- Joining plastic pipelines

Field Performance Inspections – DENC ONLY

Periodic field performance inspections will be performed and documented by the Craft Training Department, inspectors, supervision, or others as determined appropriate to further assess the effectiveness of the OQ Program. Specifically, such inspections will be utilized as a means to:

- Monitor the work performance of qualified individuals between reevaluation intervals
- Verify that observed covered tasks are performed in accordance with applicable operations and maintenance and/or construction procedures
- Verify the individuals performing the observed covered tasks are currently qualified to perform the covered tasks.

- Verify the individuals performing covered tasks are cognizant of the AOCs that are applicable to the tasks observed.

Every effort should be made to have a diverse range of inspections to include: employee/contractor, crew, task, location, time of day, etc. Each inspection shall be documented. Completed Field Performance Inspection Forms, Appendix B.5, and OQ Simulation Forms shall be routed via scanned email to the appropriate Administrative Assistant who will log completion dates on the master schedule and forward to Training Clerk/Administrator each month.

- Kisha Hayes: kisha.hayes@dominionenergy.com, or
- Cynthia Alvarado: cynthia.alvarado@dominionenergy.com.

Failures

Initial or renewal qualification follows the same process if there is a failure. If an individual fails a written or performance evaluation for the first time, they will be able to attempt the evaluation again the next day. If an individual fails a written or performance evaluation for a second time a manual reassignment is required. At this point the employee, employee's supervisor, and Training Department should discuss proper remediation and next steps.

Renewal evaluations are performed prior to the expiration of an individual's current qualification to proactively initiate the start of a new re-evaluation interval. Thus, an individual's qualification remains intact and in good standing. In the event an individual fails to successfully pass an evaluation they are suspended from the point of failure.

Contractors

Contractor personnel seeking qualification will be evaluated using the same methods and materials used to qualify DENC/DESC employees via the ITS system. Contractors requesting to qualify their personnel under a third party or in-house must obtain program specific approval from the Technical Training Department.

Contractors, subcontractors, and other entities performing work on behalf of DE are responsible for assuring that their employees receive training as necessary to comply with the OQ Program. Any disqualifications due to a failure or incident shall be done at a DE training center by an approved DE Instructor. There will be a per task charge for all re-testing or repeating of a simulation due to the failure of the individual being tested.





























































































Contractor employees shall be properly trained before attempting OQ evaluation for qualification of a task. It is the individual's, as well as the respective contract company's responsibility, to assure this training is complete and effective. Prior to permitting an individual to participate in an evaluation to attain their initial "qualified" status for any given covered task, Contractors are responsible for providing appropriate training. DE will periodically audit the training programs MOC process for providing companies. Approved contractor proctors and evaluators will periodically be audited by DE to ensure program effectiveness, security, and adherence.

- Contractor Evaluator OQ Audit Report
- Contractor Training Audit Questions

B.2 DENC Covered Task List for Employees and Contractors

B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
DSEG.E01.0801 Welding (Grade A)					7 mo.	P&W	P&W	1:0
DSEG.E01.0801 Welding (Grade B)					7 mo.	P&W	P&W	1:0
DSEG.E01.0801 Welding (Specified Project)					7 mo.	P&W	P&W	1:0
DEUWI.F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual					15 mo.	P&W	P&W	1:0
DEUWI.F01.4.0781 Joining of Plastic Pipe: Electrofusion					15 mo.	P&W	P&W	1:0
DEUWI.F02.2.0681 Joining of Plastic Pipe: Stab Fittings					15 mo.	P&W	P&W	1:0
DEUWI.F02.3.0711 Joining of Pipe: Compression Couplings					15 mo.	P&W	P&W	1:0
E02.0811 Visual Inspection of Welding and Welds					3	P&W	P&W	1:1
E03.0601 NDT: Radiographic Testing					1	P&W	P&W	1:0
E03.0611 NDT: Liquid Penetrant Testing					1	P&W	P&W	1:0
E03.0621 NDT: Magnetic Particle Testing					1	P&W	P&W	1:0
E03.0631 NDT: Ultrasonic Testing					1	P&W	P&W	1:0
F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual					1	P&W	P&W	1:0
F01.1.0761 Joining of Plastic Pipe – Butt Heat Fusion: Hydraulic					1	P&W	P&W	1:0
F01.3.0771 Joining of Plastic Pipe: Sidewall Heat Fusion					1	P&W	P&W	1:0
F01.4.0781 Joining of Plastic Pipe: Electrofusion					1	P&W	P&W	1:0
F02.2.0681 Joining of Plastic Pipe: Stab Fittings					1	P&W	P&W	1:0
F02.3.0711 Joining of Pipe: Compression Couplings					1	P&W	P&W	1:0
F07.0731 Joining of Pipe: Flange Assembly					3	P&W	P&W	1:4
G01.0981 Backfilling					3	P&W	P&W	1:3
G01.1321 Damage Prevention During Excavation Activities by or on Behalf of the Operator					3	P&W	P&W	1:1
G01.1331 Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by Operator					3	P&W	P&W	1:1
G02.0641 Visually Inspect Pipe and Components Prior to Installation					3	P&W	P&W	1:2

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B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
G02.0861 Installation of Steel Pipe in a Ditch					3	P&W	P&W	1:5
G02.0901 Installation of Plastic Pipe in a Ditch					3	P&W	P&W	1:2
G02.0941 Install Tracer Wire					3	P&W	P&W	1:5
G02.0971 Installation and Maintenance of Casing Spacers, Vents, and Seals					3	P&W	P&W	1:3
G03.0961 Above-Ground Supports and Anchors: Inspections, Preventive, and Corrective Maintenance					3	P&W	P&W	1:4
H01.0721 Joining of Pipe: Threaded Joints					3	P&W	P&W	1:2
H01.1161 Installation of Customer Meters and Regulators: Residential and Small Commercial					3	P&W	P&W	1:1
H01.1171 Installing Customer Meters: Large Commercial and Industrial					3	P&W	P&W	1:1
H03.1201 Temporary Isolation of Service Lines and Service Discontinuation					3	P&W	P&W	1:1
H04.5251 Install Service Line Valves Upstream of Customer Meter					3	P&W	P&W	1:1
H05.1191 Maintenance of Service Valves Upstream of Customer Meter					3	P&W	P&W	1:1
H08.5791 Restore Service					3	P&W	P&W	1:1
I01.0001 Measure Structure to Electrolyte Potential					3	P&W	P&W	1:1
I03.0021 Measure Soil Resistivity					3	P&W	P&W	1:1
I04.0151 Visual Inspection of Buried Pipe and Components When Exposed					3	P&W	P&W	1:1
I04.0171 Measure External Corrosion					3	P&W	P&W	1:1
I05.0101 Inspect Rectifier and Obtain Readings					3	P&W	P&W	1:1
I05.0111 Maintain Rectifiers					3	P&W	P&W	1:1
I06.0061 Inspect or Test Cathodic Protection Bonds					3	P&W	P&W	1:1
I07.0041 Installation and Maintenance of Mechanical Electrical Connections					3	P&W	P&W	1:1
I07.0051 Installation of Exothermic Electrical Connections					3	P&W	P&W	1:1
I08.0071 Inspect or Test Cathodic Protection Electrical Isolation Devices					3	P&W	P&W	1:1
I09.0161 Visual Inspection for Internal Corrosion					3	P&W	P&W	1:1
I10.0141 Visual Inspection for Atmospheric Corrosion					3	P&W	P&W	1:1

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B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
I12.0181 Measure Internal Corrosion					3	P&W	P&W	1:1
I12.0191 Measure Atmospheric Corrosion					3	P&W	P&W	1:1
I13.0991 Coating Application and Repair: Brushed or Rolled					3	P&W	P&W	1:5
I13.1001 Coating Application and Repair: Sprayed					3	P&W	P&W	1:5
I13.1011 Coating Application and Repair: Wrapped					3	P&W	P&W	1:5
I13.5541 Pipe Surface Preparation for Coating Application					3	P&W	P&W	1:5
I13.6081 Coating Repair and Application: Paint, Enamel, or Wax Tape					3	P&W	P&W	1:5
I15.0091 Troubleshoot Active Cathodic Protection Systems					3	P&W	P&W	1:1
I16.5721 Inspect Pipeline Coating Using Holiday Detection					3	P&W	P&W	1:1
L01.1081 Tapping a Pipeline (Tap Diameter 2 in. and Less)					3	P&W	P&W	1:0
L01.1091 Tapping a Pipeline (Tap Diameter Greater Than 2 in.)					3	P&W	P&W	1:0
L01.a.1101 Tapping a Pipeline with a Built-In Cutter					3	P&W	P&W	1:0
L01.b.1131 Stopper (Stopple) Pipe					3	P&W	P&W	1:2
L02.1651 Purge – Flammable or Inert Gas					3	P&W	P&W	1:1
L03.1221 Odorization: Odorizer Inspection, Testing, and Preventive and Corrective Maintenance					3	P&W	P&W	1:5
L03.a.1211 Odorization: Periodic Sampling					3	P&W	P&W	1:1
L04.1371 Operate Gas Pipeline: System Control Center Operations					3	P&W	P&W	1:0
L04.1381 Operate Gas Pipeline: Local Facility Remote-Control Operations					3	P&W	P&W	1:0
L06.0351 Pneumatic Actuator/Operator Inspection and Testing, Preventive, and Corrective Maintenance					3	P&W	P&W	1:2
L07.0231 Inspect, Test, and Maintain Programmable Logic Controllers					3	P&W	P&W	1:1
L08.5801 Interpret Pressure Recording Charts and Electrical Devices					3	P&W	P&W	1:1
M01.1241 Outside Gas Leak Investigation					3	P&W	P&W	1:1
M01.1261 Walking Gas Leakage Survey					3	P&W	P&W	1:1
M01.1281 Mobile Gas Leakage Survey: Optical Methane					3	P&W	P&W	1:1






























































































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B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
M01.1311 Inspect Pipeline Surface Conditions: Patrol Right of Way or Easement					3	P&W	P&W	1:1
M02.1291 Locate Underground Pipelines					3	P&W	P&W	1:1
M02.1301 Install and Maintain Pipeline Markers					3	P&W	P&W	1:4
M02.5101 Temporarily Mark Underground Pipeline Facilities					3	P&W	P&W	1:1
M03.0561 Pressure Test: Nonliquid Medium – MAOP Less Than 100 psi					3	P&W	P&W	1:2
M03.0571 Pressure Test: Nonliquid Medium – MAOP Greater Than or Equal to 100 psi					3	P&W	P&W	1:2
M03.0581 Pressure Test: Liquid Medium					3	P&W	P&W	1:2
M03.0591 Leak Test at Operating Pressure					3	P&W	P&W	1:1
M04.0381 Spring-Loaded, Pressure-Regulating Device – Inspection and Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0391 Pilot-Operated, Pressure-Regulating Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0401 Controller-Type, Pressure-Regulating Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0411 Spring-Loaded, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0421 Pilot-Operated, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0431 Pneumatic-Loaded, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M05.0301 Manually Opening and Closing Valves					3	P&W	P&W	1:3
M05.0331 Valve – Visual Inspection and Partial Operation					3	P&W	P&W	1:2
M05.0341 Valve – Preventive Maintenance					3	P&W	P&W	1:2
M05.b.0321 Valve Corrective Maintenance					3	P&W	P&W	1:2
M06.0551 Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance					3	P&W	P&W	1:1
M07.5741 Prevent Accidental Ignition					3	W	W	1:1
M08.0201 Visual Inspection of Installed Pipe and Components for Mechanical Damage					3	P&W	P&W	1:1
M08.1041 Install Mechanical Clamps or Sleeves: Bolted					3	P&W	P&W	1:2






























































































B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
M08.1061 Install Composite Sleeves					3	P&W	P&W	1:2
M08.1141 Squeeze Off Plastic Pipe					3	P&W	P&W	1:2
M11.5751 Recognize and React to Generic Abnormal Operating Conditions					3	W	W	1:0
M13.1231 Inside Gas Leak Investigation					3	P&W	P&W	1:1
M15.0441 Compressor Startup and Shutdown – Manual					3	P&W	P&W	1:1
M15.0461 Compressor Preventive Maintenance					3	P&W	P&W	1:2
M17.1151 Squeeze Off Steel Pipe					3	P&W	P&W	1:2
M19.1181 Installing and Maintaining Customer Pressure Regulating, Pressure- Limiting, and Relief Devices: Large Commercial and Industrial					3	P&W	P&W	1:1
NGS 3.5 Performing as a First Responder to an Emergency Involving Natural Gas					3	W	W	1:1

B.3 DESC Covered Task List for Employees and Contractors













B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
DSEG.19.1 Operate Portable Odorization Equipment					3	P&W	P&W	1:1
DSEG.28.2 Set Meter: New Residential / Inches Only					3	P&W	P&W	1:1
DSEG.M10.5081 Abandon Service (Kravitch Tool)					3	P&W	P&W	1:1
DSEG.M10.5081 Abandon Service (McCaskill Tool)					3	P&W	P&W	1:1
DSEG.E01.0801 Welding (Grade A)					7 mo.	P&W	P&W	1:0
DSEG.E01.0801 Welding (Grade B)					7 mo.	P&W	P&W	1:0
DSEG.E01.0801 Welding (Specified Project)					7 mo.	P&W	P&W	1:0
DEUWI.F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual					15 mo.	P&W	P&W	1:0
DEUWI.F01.3.0771 Joining of Plastic Pipe: Sidewall Heat Fusion					15 mo.	P&W	P&W	1:0
DEUWI.F01.4.0781 Joining of Plastic Pipe: Electrofusion					15 mo.	P&W	P&W	1:0
DEUWI.F02.2.0681 Joining of Plastic Pipe: Stab Fittings					15 mo.	P&W	P&W	1:0
DEUWI.F02.1.0691 Joining of Pipe: Nonbottom-Out Compression Couplings					15 mo.	P&W	P&W	1:0
DEUWI.F02.1.0701 Joining of Pipe: Bottom-Out Compression Couplings					15 mo.	P&W	P&W	1:0
DEUWI.F08.5821 Joining of Plastic Pipe: Bolt-On Tapping Tee					15 mo.	P&W	P&W	1:0
E02.0811 Visual Inspection of Welding and Welds					3	P&W	P&W	1:1
E03.0601 NDT: Radiographic Testing					1	P&W	P&W	1:0
E03.0611 NDT: Liquid Penetrant Testing					1	P&W	P&W	1:0
E03.0621 NDT: Magnetic Particle Testing					1	P&W	P&W	1:0
E03.0631 NDT: Ultrasonic Testing					1	P&W	P&W	1:0
F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual					1	P&W	P&W	1:0
F01.1.0761 Joining of Plastic Pipe – Butt Heat Fusion: Hydraulic					1	P&W	P&W	1:0
F01.3.0771 Joining of Plastic Pipe: Sidewall Heat Fusion					1	P&W	P&W	1:0
F01.4.0781 Joining of Plastic Pipe: Electrofusion					1	P&W	P&W	1:0

B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
F02.1.0691 Joining of Pipe: Nonbottom-Out Compression Couplings					1	P&W	P&W	1:0
F02.1.0701 Joining of Pipe: Bottom-Out Compression Couplings					1	P&W	P&W	1:0
F02.2.0681 Joining of Plastic Pipe: Stab Fittings					1	P&W	P&W	1:0
F02.3.0711 Joining of Pipe: Compression Couplings					1	P&W	P&W	1:0
F07.0731 Joining of Pipe: Flange Assembly					3	P&W	P&W	1:4
F08.5821 Joining of Plastic Pipe: Bolt-On Tapping Tee					1	P&W	P&W	1:0
G01.0981 Backfilling					3	P&W	P&W	1:3
G02.0941 Install Tracer Wire					3	P&W	P&W	1:5
H01.0721 Joining of Pipe: Threaded Joints					3	P&W	P&W	1:2
H01.1161 Installation of Customer Meters and Regulators: Residential and Small Commercial					3	P&W	P&W	1:1
H03.1201 Temporary Isolation of Service Lines and Service Discontinuation					3	P&W	P&W	1:1
H04.5251 Install Service Line Valves Upstream of Customer Meter					3	P&W	P&W	1:1
H07.5781 Check for Irregularities in the Condition of Meter Installations					3	P&W	P&W	1:1
H08.5791 Restore Service					3	P&W	P&W	1:1
I01.0001 Measure Structure to Electrolyte Potential					3	P&W	P&W	1:1
I04.0151 Visual Inspection of Buried Pipe and Components When Exposed					3	P&W	P&W	1:1
I05.0101 Inspect Rectifier and Obtain Readings					3	P&W	P&W	1:1
I05.0111 Maintain Rectifiers					3	P&W	P&W	1:1
I06.0061 Inspect or Test Cathodic Protection Bonds					3	P&W	P&W	1:1
I07.0041 Installation and Maintenance of Mechanical Electrical Connections					3	P&W	P&W	1:1
I07.0051 Installation of Exothermic Electrical Connections					3	P&W	P&W	1:1
I08.0071 Inspect or Test Cathodic Protection Electrical Isolation Devices					3	P&W	P&W	1:1
I08.0081 Install Cathodic Protection Electrical Isolation Devices					3	P&W	P&W	1:1
I09.0161 Visual Inspection for Internal Corrosion					3	P&W	P&W	1:1
I10.0141 Visual Inspection for Atmospheric Corrosion					3	P&W	P&W	1:1

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B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
I11.0031 Inspect and Monitor Galvanic Ground Beds/Anodes					3	P&W	P&W	1:1
I11.5071 Install Sacrificial Anodes					3	P&W	P&W	1:2
I13.0991 Coating Application and Repair: Brushed or Rolled					3	P&W	P&W	1:5
I13.1001 Coating Application and Repair: Sprayed					3	P&W	P&W	1:5
I13.1011 Coating Application and Repair: Wrapped					3	P&W	P&W	1:5
I13.5541 Pipe Surface Preparation for Coating Application					3	P&W	P&W	1:5
I13.6081 Coating Repair and Application: Paint, Enamel, or Wax Tape					3	P&W	P&W	1:5
L01.1081 Tapping a Pipeline (Tap Diameter 2 in. and Less)					3	P&W	P&W	1:0
L01.1091 Tapping a Pipeline (Tap Diameter Greater Than 2 in.)					3	P&W	P&W	1:0
L01.a.1101 Tapping a Pipeline with a Built-In Cutter					3	P&W	P&W	1:0
L01.b.1131 Stopper (Stoppie) Pipe					3	P&W	P&W	1:2
L02.1651 Purge – Flammable or Inert Gas					3	P&W	P&W	1:1
L03.1221 Odorization: Odorizer Inspection, Testing, and Preventive and Corrective Maintenance					3	P&W	P&W	1:5
L03.a.1211 Odorization: Periodic Sampling					3	P&W	P&W	1:1
L04.1371 Operate Gas Pipeline: System Control Center Operations					3	P&W	P&W	1:0
L04.1381 Operate Gas Pipeline: Local Facility Remote-Control Operations					3	P&W	P&W	1:0
L05.5681 Tapping a Plastic Pipeline (Tap Diameter 2 in. and Less)					3	P&W	P&W	1:0
L05.5691 Tapping a Plastic Pipeline (Tap Diameter Greater Than 2 in.)					3	P&W	P&W	1:0
M01.1241 Outside Gas Leak Investigation					3	P&W	P&W	1:1
M01.1261 Walking Gas Leakage Survey					3	P&W	P&W	1:1
M01.1311 Inspect Pipeline Surface Conditions: Patrol Right of Way or Easement					3	P&W	P&W	1:1
M02.1291 Locate Underground Pipelines					3	P&W	P&W	1:1
M02.1301 Install and Maintain Pipeline Markers					3	P&W	P&W	1:4
M03.0561 Pressure Test: Nonliquid Medium – MAOP Less Than 100 psi					3	P&W	P&W	1:2

B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
M03.0571 Pressure Test: Nonliquid Medium – MAOP Greater Than or Equal to 100 psi					3	P&W	P&W	1:2
M03.0581 Pressure Test: Liquid Medium					3	P&W	P&W	1:2
M03.0591 Leak Test at Operating Pressure					3	P&W	P&W	1:1
M04.0381 Spring-Loaded, Pressure-Regulating Device – Inspection and Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0391 Pilot-Operated, Pressure-Regulating Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0401 Controller-Type, Pressure-Regulating Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0411 Spring-Loaded, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0421 Pilot-Operated, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M04.0431 Pneumatic-Loaded, Pressure-Limiting, and Relief Device – Inspection, Testing, Preventive and Corrective Maintenance					3	P&W	P&W	1:1
M05.0301 Manually Opening and Closing Valves					3	P&W	P&W	1:3
M05.0331 Valve – Visual Inspection and Partial Operation					3	P&W	P&W	1:2
M05.0341 Valve – Preventive Maintenance					3	P&W	P&W	1:2
M05.b.0321 Valve Corrective Maintenance					3	P&W	P&W	1:2
M07.5741 Prevent Accidental Ignition					3	W	W	1:1
M08.1041 Install Mechanical Clamps or Sleeves: Bolted					3	P&W	P&W	1:2
M08.1141 Squeeze Off Plastic Pipe					3	P&W	P&W	1:2
M10.5081 Abandon/Deactivate Mains					3	P&W	P&W	1:2
M10.5091 Abandon/Deactivate Service Lines					3	P&W	P&W	1:2
M11.5751 Recognize and React to Generic Abnormal Operating Conditions					3	W	W	1:0
M13.1231 Inside Gas Leak Investigation					3	P&W	P&W	1:1
M14.1351 Vault Inspection and Maintenance					3	P&W	P&W	1:1
M17.1151 Squeeze Off Steel Pipe					3	P&W	P&W	1:2

B31Q Covered Task Name	4 Part Test				Interval (years)	Initial Method of Evaluation	Subsequent Method of Evaluation	Span of Control
	1	2	3	4				
M25.5811 Classifying Leaks					3	P&W	P&W	1:2
M31.5831 Aerial Patrolling					3	P&W	P&W	1:3
O01.1411 Indirect Inspection Techniques					3	P&W	P&W	1:1

B.4 Custom Task Analysis Records

SCANA - Task Analysis Record

Task Number:	DSEG 19.1	Task Category:	Measurement
Task Name:	Operate Portable Odortization Equipment		
Description:	This task includes the preparation, setup and connection of portable odortization equipment to a gas system. This task also includes safely injecting the required or specified amount odorant and the proper shut down and disconnection of the equipment while preventing the unnecessary release of odorant into the atmosphere.		

Course Number: _____ **PSNC Procedure/SOR* X-Reference(s):** B31Q1281.

* SOR = Service Operating Routine

Task Applicability - Four Part Test			
	Yes	No	
1. Is the task performed on a pipeline facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Is the task an operations or maintenance task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is the task performed as a requirement of 49 CFR 192?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Part 192 Cross Reference(s):			
4. Does the task affect the operation or integrity of the pipeline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Covered Task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Content Analysis

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

*** Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites (Check All That Apply)	Description of Requirements	
Training	<input checked="" type="checkbox"/>	Basic Gas & Safety training, Mfg Instructions
Covered Task Qualifications	<input checked="" type="checkbox"/>	
Work Experience	<input checked="" type="checkbox"/>	
Third Party Training	<input type="checkbox"/>	

Requalification Interval^ (Check One)	6 Months	1 Year	2 Years	Other	Specify:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Years
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Years
			<input type="checkbox"/>	<input type="checkbox"/>	5 Years

^ Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments: SOC 1:2

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe, Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary
Inadequate Odorization or reports of gas odor	Smell or lack of smell	Respond following O&M-007 J

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Weather	Tarp/cover work area, use personal protective equipment, tailboard safety meeting to discuss changing conditions, reschedule if necessary.

SCANA - Task Analysis Record

Task Number:	DSEG 28.2	Task Category: Service
Task Name:	Maintain Residential Customer Meter Sets (Size 275 CFH and Smaller) at 7" wc	
Description:	<p>This task includes locating, hanging and setting the meter, and regulator and verification that the pressure regulator is functioning within specific parameters. It also includes locating vent and installation of vent piping. Setting the relief pressure for external relief devices is not included. Proving the integrity of customer piping and lighting customer utilization equipment is not included. The removal and replacement of a meter is a job made up of at least this task and Temporary Isolation of Service lines and Service discontinuance.</p>	

Course Number:	PSNC Procedure/SOR [*] X-Reference(s): B31Q1161		
	[*] SOR = Service Operating Routine		
Task Applicability - Four Part Test			
1. Is the task performed on a pipeline facility?		Yes	No
2. Is the task an operations or maintenance task?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the task performed as a requirement of 49 CFR 192?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 192 Cross Reference(s):			
4. Does the task affect the operation or integrity of the pipeline?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Covered Task?		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Content Analysis			

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification <small>(Check All That Apply)</small>	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Licenser/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

^{**} These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

^{***} Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites <small>(Check All That Apply)</small>	Description of Requirements
Training	<input checked="" type="checkbox"/>
Covered Task Qualifications	<input checked="" type="checkbox"/>
Work Experience	<input checked="" type="checkbox"/>
Third Party Training	<input type="checkbox"/>

Requalification Interval ^A <small>(Check One)</small>	6 Months	<input type="checkbox"/>	3 Years	<input checked="" type="checkbox"/>
	1 Year	<input type="checkbox"/>	4 Years	<input type="checkbox"/>
	2 Years	<input type="checkbox"/>	5 Years	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Specify:	

^A Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments:	SOC 1:1

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe, Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Unexplained / unplanned pressure deviation (increase, decrease, high, low, absent)	Gauge pressure change, SCADA system pressure change alarms	Recheck pressures, review operations being performed, Follow proper alarm procedures in SCADA emergency manuals
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary
Activation of a safety device (pressure relief, emergency shut down, high pressure shut downs, high temperature shutdowns, etc.)	System shut down, relief blowing, SCADA system pressure change alarms	Evaluate system, recheck with gauges and make adjustments/repairs as needed, Follow proper alarm procedures in SCADA emergency manuals.

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation

SCANA - Task Analysis Record

Task Number: DSEG M10.5 **Task Category:** Const

Task Name: Abandon Gas Service utilizing the Kravitch Tool

Description: This task includes disconnecting the service line from the gas source utilizing the Kravitch Tool and following the procedures in DE O&M Manual Chapter 12F Section 3.4

Course Number: _____ **PSNC Procedure/SOR* X-Reference(s):** 192.727, O&M 027

* SOR = Service Operating Routine

Task Applicability - Four Part Test			
1. Is the task performed on a pipeline facility?		Yes	No
2. Is the task an operations or maintenance task?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is the task performed as a requirement of 49 CFR 192?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 192 Cross Reference(s):	<u>727</u>		<input type="checkbox"/>
4. Does the task affect the operation or integrity of the pipeline?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Covered Task?		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Content Analysis	

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

*** Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites (Check All That Apply)	Description of Requirements			
Training	<input checked="" type="checkbox"/>	Basic Gas & Safety training		
Covered Task Qualifications	<input checked="" type="checkbox"/>			
Work Experience	<input checked="" type="checkbox"/>			
Third Party Training	<input type="checkbox"/>			
Requalification Interval ^A (Check One)	6 Months	<input type="checkbox"/>	3 Years	<input checked="" type="checkbox"/>
	1 Year	<input type="checkbox"/>	4 Years	<input type="checkbox"/>
	2 Years	<input type="checkbox"/>	5 Years	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Specify:	

^A Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments:

SOC 1-1, Old OQ task #1

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe, Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Bystanders to close or in work area	Communicate with civil authorities to control curious bystanders, reporters, etc. Set up bigger work zone perimeter.
Flying debris	Wear personal protective equipment, STOP observation
Rust, old coke residue inside old manufactured gas mains	Avoid these sections if possible, use personal protective equipment, capture product and dispose of properly.
Distant release	Catch, capture and dispose of properly. Notify gas control and use Clorox/charcoal to neutralize odors

SCANA - Task Analysis Record

Task Number:	DSEG M10.2	Task Category: Const
Task Name:	Abandon Gas Service utilizing the McCaskill Tool	
Description:	This task includes disconnecting the service line from the gas source utilizing the McCaskill Tool and following the procedures in DE OSM Manual Chapter 12F Section 3.4	

Course Number:	PSNC Procedure/SOR* X-Reference(s):	192.727, O&M 027
* SOR = Service Operating Routine		
Task Applicability - Four Part Test		
1. Is the task performed on a pipeline facility?	Yes	No
2. Is the task an operations or maintenance task?	✓	✓
3. Is the task performed as a requirement of 49 CFR 192?	✓	✓
Part 192 Cross Reference(s):	727	✓
4. Does the task affect the operation or integrity of the pipeline?	✓	✓
Covered Task?		

Task Content Analysis	

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
	Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation ^{1*}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation ^{2*}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation ^{3**}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initial Qualification Prerequisites (Check All That Apply)		Description of Requirements	
Training	<input checked="" type="checkbox"/>	Basic Gas & Safety training	
Covered Task Qualifications	<input checked="" type="checkbox"/>		
Work Experience	<input checked="" type="checkbox"/>		
Third Party Training	<input type="checkbox"/>		
Requalification Interval ^A (Check One)	6 Months	<input type="checkbox"/>	3 Years <input checked="" type="checkbox"/>
	1 Year	<input type="checkbox"/>	4 Years <input type="checkbox"/>
	2 Years	<input type="checkbox"/>	5 Years <input type="checkbox"/>
	Other	<input type="checkbox"/>	Specify:

Comments:

SOC 1-1, Old OQ task #1

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe, Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Bystanders to close or in work area	Communicate with civil authorities to control curious bystanders, reporters, etc. Set up bigger work zone perimeter
Flying debris	Wear personal protective equipment, STOP observation
Rust, old coke residue inside old manufactured gas mains	Avoid these sections if possible, use personal protective equipment, capture product and dispose of properly.
Distant release	Catch, capture and dispose of properly. Notify gas control and use Chlorox/charcoal to neutralize odors

SCANA - Task Analysis Record

Task Number: DSEG E01.0801 Task Category: Const

Task Name: Welding Steel Pipelines - Class A

Description: This task includes the assembly and joining of steel pipe by welding, and repair of welds, in accordance with DE welding procedures

Course Number: B31Q0801
 PSNC Procedure/SOR* X-Reference(s): 192.231.235.241.243

* SOR = Service Operating Routine

Task Applicability - Four Part Test			
	Yes	No	
1. Is the task performed on a pipeline facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Is the task an operations or maintenance task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is the task performed as a requirement of 49 CFR 192? Part 192 Cross Reference(s): <u>231.235.241.243.245.000</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Does the task affect the operation or integrity of the pipeline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covered Task?

Task Content Analysis	

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

*** Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites (Check All That Apply)		Description of Requirements
Training	<input checked="" type="checkbox"/>	Basic gas knowledge, Basic safety training, Welding procedures AOC0000
Covered Task Qualifications	<input checked="" type="checkbox"/>	
Work Experience	<input checked="" type="checkbox"/>	
Third Party Training	<input type="checkbox"/>	

Requalification Interval ^A (Check One)	6 Months	<input checked="" type="checkbox"/>	3 Years	<input type="checkbox"/>
	1 Year	<input type="checkbox"/>	4 Years	<input type="checkbox"/>
	2 Years	<input type="checkbox"/>	5 Years	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Specify:	

^A Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments: Welders must maintain welder certification to remain OQ qualified.
SOC-N/A

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe. Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound.	Stop operations and make safe
Unexplained / unplanned pressure deviation (increase, decrease, high, low, absent)	Gauge pressure change, SCADA system pressure change alarms	Recheck pressures, review operations being performed. Follow proper alarm procedures in SCADA emergency manuals
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Fatigue	Use of personal protective equipment, take frequent breaks, use more manpower, have adequate food and water.
Bystanders to close or in work area	Communicate with civil authorities to control curious bystanders, reporters, etc. Set up bigger work zone perimeter
Traffic	Use work zone safety practices, set up larger buffer zones, reroute, use civil authorities to control
Work Area (size)	Ergonomics, enlarge work area.
Weather	Tarp/cover work area, use personal protective equipment, tailboard safety meeting to discuss changing conditions, reschedule if necessary.

SCANA - Task Analysis Record

Task Number:	DISEG E01.0801	Task Category:	Const
Task Name:	Welding Steel Pipelines - Class B		
Description:	This task includes the assembly and joining of steel pipe by welding, and repair of welds, in accordance with welding procedures		

Course Number: _____ PSNC Procedure/SOR* X-Reference(s): B31Q0801, 192,231,235,241,243.

* SOR = Service Operating Routine

Task Applicability - Four Part Test			
	Yes	No	
1. Is the task performed on a pipeline facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Is the task an operations or maintenance task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is the task performed as a requirement of 49 CFR 192? Part 192 Cross Reference(s): 231,235,241,243,245,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Does the task affect the operation or integrity of the pipeline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Covered Task?		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Content Analysis

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

*** Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites (Check All That Apply)	Description of Requirements	
Training	<input checked="" type="checkbox"/>	Basic gas knowledge, Basic safety training, Welding procedures.
Covered Task Qualifications	<input checked="" type="checkbox"/>	AOC0000
Work Experience	<input checked="" type="checkbox"/>	
Third Party Training	<input type="checkbox"/>	

Requalification Interval^ (Check One)	6 Months	<input type="checkbox"/>	3 Years	<input checked="" type="checkbox"/>
	1 Year	<input type="checkbox"/>	4 Years	<input type="checkbox"/>
	2 Years	<input type="checkbox"/>	5 Years	<input type="checkbox"/>
	Other	<input type="checkbox"/>	Specify:	

^ Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments: Welders must maintain welder certification to remain OQ qualified.

SOC-N/A

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe. Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Unexplained / unplanned pressure deviation (increase, decrease, high, low, absent)	Gauge pressure change, SCADA system pressure change alarms	Recheck pressures, review operations being performed. Follow proper alarm procedures in SCADA emergency manuals
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Fatigue	Use of personal protective equipment take frequent breaks, use more manpower, have adequate food and water
Bystanders to close or in work area	Communicate with civil authorities to control curious bystanders, reporters, etc. Set up bigger work zone perimeter
Traffic	Use work zone safety practices, set up larger buffer zones, reroute, use civil authorities to control
Work Area (size)	Ergonomics, enlarge work area.
Weather	Tarp/cover work area, use personal protective equipment, tailboard safety meeting to discuss changing conditions, reschedule if necessary.

SCANA - Task Analysis Record

Task Number: DSEG E01.0 Task Category: Const

Task Name: Welding Steel Pipelines - Class SP

Description: This task includes the assembly and joining of steel pipe by welding, and repair of welds, in accordance with DE welding procedures

Course Number: B31Q0801
PSNC Procedure/SOR* X-Reference(s): 192.231.235.241.243.

Task Applicability - Four Part Test			
	Yes	No	
1. Is the task performed on a pipeline facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Is the task an operations or maintenance task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is the task performed as a requirement of 49 CFR 192?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Part 192 Cross Reference(s): <u>231.235.241.243.245.000</u>			
4. Does the task affect the operation or integrity of the pipeline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Covered Task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Task Content Analysis

Acceptable Evaluation Method(s)	Initial Qualification	Subsequent Qualification (Check All That Apply)	Post Incident Evaluation	Reasonable Cause Evaluation
Written/Oral Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hands-on Simulation**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On the Job Observation**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License/Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Evaluation***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** These methods cannot be used as the sole method of qualification. They must be used in combination with a written/oral exam.

*** Specify approved third party(s) and the associated evaluation method(s) in the Comments section below

Initial Qualification Prerequisites (Check All That Apply)	Description of Requirements
Training	<input checked="" type="checkbox"/>
Covered Task Qualifications	<input checked="" type="checkbox"/> Basic gas knowledge, Basic safety training, Welding procedures
Work Experience	<input checked="" type="checkbox"/> AOC0000
Third Party Training	<input type="checkbox"/>

Requalification Interval ^A (Check One)	6 Months	3 Years	Specify:
1 Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

^A Please refer to the applicable Requalification Interval Data Sheet for more detailed information.

Comments: Welders must maintain welder certification to remain OQ qualified.

SOC-N/A

Potential Abnormal Operating Conditions		
Potential AOC	How to Recognize	How to React
Unplanned escape of gas from a pipelines	Hearing, smelling, use of gas detection equipment, SCADA system pressure change alarms	Stop operations and make safe, Follow proper alarm procedures in SCADA emergency manuals
Fire or Explosion	Sight and sound,	Stop operations and make safe
Unexplained / unplanned pressure deviation (increase, decrease, high, low, absent)	Gauge pressure change, SCADA system pressure change alarms	Recheck pressures, review operations being performed, Follow proper alarm procedures in SCADA emergency manuals
Pipeline damage (line hit, lightning strikes, tornado, flood, earthquake, etc.)	Physical appearance	Evaluate facilities and make repairs/replacement as necessary

Potential Safety Hazards	
Potential Safety Hazard	Recommended Safe Action or Procedure
Personal Injury	Wear personal protective equipment, STOP observation
Fatigue	Use of personal protective equipment, take frequent breaks, use more manpower, have adequate food and water
Bystanders to close or in work area	Communicate with civil authorities to control curious bystanders, reporters, etc. Set up bigger work zone perimeter
Traffic	Use work zone safety practices, set up larger buffer zones, reroute, use civil authorities to control
Work Area (size)	Ergonomics, enlarge work area.
Weather	Tarp/cover work area, use personal protective equipment, tailboard safety meeting to discuss changing conditions, reschedule if necessary.

B.5 OQ Field Performance Inspection Form

OQ FIELD PERFORMANCE INSPECTION

GAS OPERATIONS

Name of individual being inspected: _____

Date: _____

Inspection Completed By: _____

Circle One:

DENC employee

DENC contractor

Field Performance

YES

NO

AT RISK*

PPE correct for task(s) being performed..... ☐

☐

☐

Identify OQ task(s) being performed: _____

Identify Span of Control for OQ task(s) listed: _____

Identify individual(s) performing OQ task(s) listed: _____

Is individual(s) OQ qualified to perform OQ task listed..... ☐

☐

If yes, list method used to verify OQ status to include date qualified: _____

If no, is the non-qualified individual(s) being directly observed by a person OQ qualified for the OQ task listed..... ☐

☐

Name of OQ qualified individual who is directly observing non-qualified individual(s): _____

List method used to verify OQ status to include date qualified: _____

Is Span of Control Consistent with OQ Task listed..... ☐

☐

☐

Is individual(s) performing OQ task listed cognizant of the AOC's that are applicable to the task(s) being performed..... ☐

☐

☐

Revised 12/03/2019

DENC

QQ FIELD PERFORMANCE INSPECTION

GAS OPERATIONS

YES NO AT RISK*

Reviewed the adequacy and effectiveness of Operations and maintenance procedures..... ☐ ☐ ☐

List O&M procedure(s) that addresses QQ task(s) being performed: _____

Is current QQ task being performed in accordance with applicable operations and maintenance procedures..... ☐ ☐ ☐

If no, list reasons: _____

Auditor discussed observation results with employee(s) Yes ☐ No ☐

Additional Comments/Actions Taken/Recommendations:

**Any items rated "At Risk" should be addressed while on-site and explained in the written comments section.*

**Note: Each task observed should also have an QQ Simulation Form filled out during the observation by the evaluator.*

** Completed Field Performance Inspection Forms and QQ Simulation Forms shall be routed via scanned email to the appropriate Administrative Assistant each month.*

Kisha Hayes: kisha.hayes@dominionenergy.com

Or - Cynthia Alvarado: cynthia.alvarado@dominionenergy.com

Revised 12/03/2019

DENC

B.6 Contractor Evaluator OQ Audit Report



CONTRACTOR EVALUATOR OQ AUDIT REPORT

GAS OPERATIONS

Contract Company: _____ Date: _____
Contract Approved Evaluator Name(s): _____
Dominion Energy Auditor: _____

Security	YES	NO	AT RISK*
Tests Secured.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests Answers Secured.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Testing		
Adequate Testing Privacy (written and Hands-on)	<input type="checkbox"/>	<input type="checkbox"/>
Observed written exam.....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, was exam being proctored.....	<input type="checkbox"/>	<input type="checkbox"/>
Observed hands-on evaluation.....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, was evaluation equivalent to DENC.....	<input type="checkbox"/>	<input type="checkbox"/>
Did the employee identify AOC's consistent with the task being evaluated?.....	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

Completed OQ Documents (Randomly Selected)		
Current and Legible.....	<input type="checkbox"/>	<input type="checkbox"/>
Test Graded by Approved Evaluator.....	<input type="checkbox"/>	<input type="checkbox"/>
Check Box Completed by Approved Evaluator	<input type="checkbox"/>	<input type="checkbox"/>
PEF Completed by Approved Evaluator.....	<input type="checkbox"/>	<input type="checkbox"/>
Test, Check Box Forms, consistent with PEF.....	<input type="checkbox"/>	<input type="checkbox"/>
Completed OQ Documents Secured.....	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

Training/Certification Records			
Training Materials Reviewed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Training used	<input type="checkbox"/> CBT	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hands-on
Training Rosters Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flagger Certification Records.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Certification Records.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CONTRACTOR EVALUATOR OQ AUDIT REPORT

GAS OPERATIONS

OQ/Procedure communication YES ☐ NO ☐ N/A ☐
OQ plan reviewed (if using approved in-house plan)

Identify wait periods between OQ failures _____

Identify method to communicate procedure updates with employees _____

Auditor discussed observation results with employee(s) Yes ☐ No ☐

Additional Comments/Actions Taken/Recommendations:

**Any items rated "At Risk" should be addressed while on-site and explained in the written comments section.*

B.7 Contractor Training Audit Questions



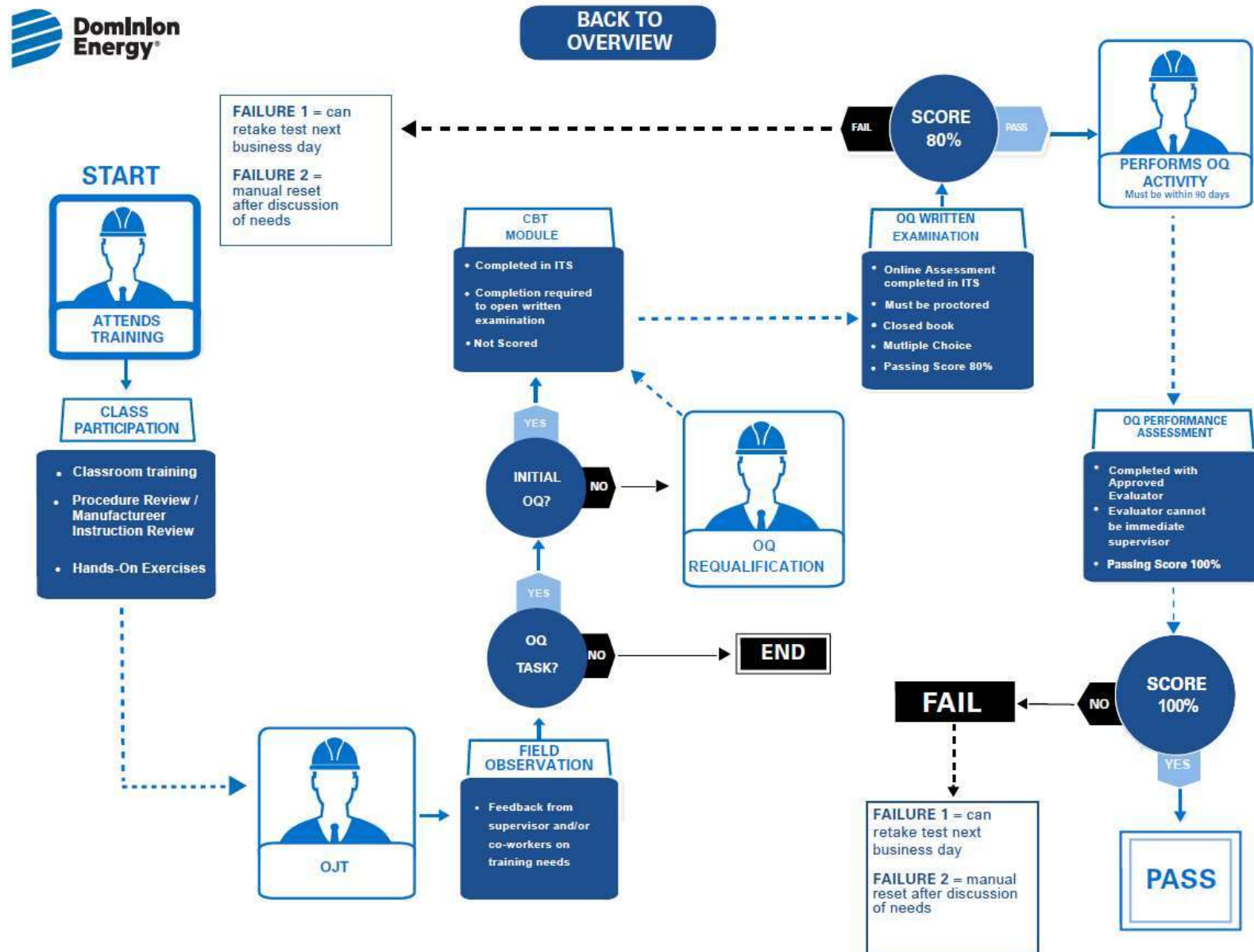
CONTRACTOR TRAINING AUDIT QUESTIONS

GAS OPERATIONS

1. Who provides training for new employees? _____
2. What training is provided? CBT / classroom / hands-on field _____
3. What materials are used in classroom training? _____
4. Is training documented? _____
5. What qualifications do trainers have? _____
6. Where are CBT / written / oral exams administered? _____
7. Is privacy adequate? _____
8. Are exams proctored? _____
9. Who proctors exams? _____
10. Do you keep copies of the completed tests? _____
11. Where are completed test kept? _____
12. What is the method of communicating procedure changes to employees?

13. Can you provide copies of documentation? _____
14. Is there documented verification that each qualified individual has received the communication? _____
15. Provide copy of sign in sheet for training / OQ updates

B.8 Training OQ Process Map



B.9 DENC and DESC Management of Change Log

Date	Description of Change	Impact of Change ⁴	MOC Communication Date	Type of Communication ⁵
1	09/01/21 Updated Welding tasks to reflect 7 month interval.	Low	N/A	N/A
2	09/01/21 Separated single task list into company specific lists.	Low	N/A	N/A
3	01/01/22 Section B.2 updated with addition of the following tasks: <ul style="list-style-type: none"> - DEUWI.F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual - DEUWI.F01.4.0781 Joining of Plastic Pipe: Electrofusion - DEUWI.F02.2.0681 Joining of Plastic Pipe: Stab Fittings - DEUWI.F02.3.0711 Joining of Pipe: Compression Couplings - E02.0811 Visual Inspection of Welding and Welds - I13.6081 Coating Repair and Application: Paint, Enamel, or Wax Tape - I16.5721 Inspect Pipeline Coating Using Holiday Detection 	High	1/3/2022	E-mail and Training
4	01/01/22 Section B.2 removal of the following tasks not being utilized at DENC: <ul style="list-style-type: none"> - F02.1.0691 Joining of Pipe: Nonbottom-Out Compression Couplings - F02.1.0701 Joining of Pipe: Bottom-Out Compression Couplings 	Low	N/A	N/A
5	01/01/22 Section B.3 updated with addition of the following tasks: <ul style="list-style-type: none"> - DEUWI.F01.1.0751 Joining of Plastic Pipe – Butt Heat Fusion: Manual - DEUWI.F01.3.0771 Joining of Plastic Pipe: Sidewall Heat Fusion - DEUWI.F01.4.0781 Joining of Plastic Pipe: Electrofusion - DEUWI.F02.2.0681 Joining of Plastic Pipe: Stab Fittings - DEUWI.F02.1.0691 Joining of Pipe: Nonbottom-Out Compression Couplings - DEUWI.F02.1.0701 Joining of Pipe: Bottom-Out Compression Couplings - DEUWI.F08.5821 Joining of Plastic Pipe: Bolt-On Tapping Tee - E02.0811 Visual Inspection of Welding and Welds - I13.6081 Coating Repair and Application: Paint, Enamel, or Wax Tape 	High	1/3/2022	E-mail & Training
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

⁴ **Impact of change:** Low, Medium, High (see section 12.2.4)

⁵ **Type of communication** may include email, training memo, tailgate, etc.

APPENDIX C – DOMINION ENERGY UTAH/WYOMING/IDAHO (DEUWI)

Due to different State regulations and different Dominion Energy business unit operations, only the appropriate company specific covered task list will be attached to the OQ Plan.

APPENDIX D – DOMINION ENERGY OHIO (DEO) AND WEST VIRGINIA (WV)

Due to different State regulations and different Dominion Energy business unit operations, only the appropriate company specific covered task list will be attached to the OQ Plan.