

MOTIVA

Acceptable OQ verification guideline

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1 PURPOSE

The purpose of this Specification is to provide detailed criteria for compliance with Motiva's DOT Standard & Operator Qualification Program.

2 SCOPE

This guideline applies to all employees of Motiva (salaried and hourly), Motiva subsidiary company(s), a Motiva employee seconded to a joint venture(s), as well as all contractors, third parties, and secondees to Motiva.

3 STEPS TO VERIFY VENDOR METHODS THROUGH ISN

Below are the steps required to verify the vendor methods in ISNetwork:

1. Select Employee Information & Training
2. Select Operator Qualifications (OQ)
3. Select View/Assign Requirements
4. Select Hiring Client Task List
5. Search for Motiva Enterprise and Select Search
6. Select View
7. Filter by Data Provider and View Acceptable Methods by Task

4 ALTERNATIVE METHOD TO VERIFY ACCEPTABLE OQ METHOD

Below are the steps to manually validate acceptable qualification methods:

1. Navigate to the Motiva Contractor OQ page.
2. Select Motiva Covered Task list.
3. Compare each qualification method listed on the task list.
4. Verify contractor qualifications match.

5 EXCEPTIONS

If this Specification or part(s) of this Specification conflict with or are less stringent than applicable Federal and State laws or regulations, the laws and regulations shall apply to the extent that there is a conflict or more stringent requirements.

Any deviation to this Practice shall be in accordance with the controlling document management standard.

How to verify acceptable OQ vendors for contractors

6 GOVERNANCE

The **[Insert title of Responsible Person]** is responsible for yearly review, maintenance, and revision of this document.

7 RELATED DOCUMENTATION



Motiva OQ Task List