

MOTIVA

Contractor & Other entities operator qualification 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 DEFINITIONS

Abnormal Operating Condition- means a condition identified by the Company that may indicate a malfunction of a component or a deviation from normal operations that may indicate an operating condition that could exceed design limits or result in hazard(s) to persons, property, or the environment. (See Abnormal Operating Conditions Composite List)



A deviation from normal operation does not necessarily mean an abnormal operating condition exists as long as conditions are within the P&CD parameters identified by the Company.

Accident-means a failure in a pipeline system in which there is a release of the hazardous liquid or carbon dioxide transported resulting in any of the following:

- Explosion or fire not intentionally set by the operator
- Release of 5 gallons (19 liters) or more of hazardous liquid or carbon dioxide
- Death of any person
- Personal injury necessitating hospitalization
- Estimated property damage, including cost of clean-up and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000. (See 49 CFR Part 195.50)

Authentication- The act of attesting that information contained within a record is accurate, complete, legible, and appropriate to the work accomplished.

Performance Evaluator- The Performance Evaluator also known the Subject Matter Expert or Technically Competent Individual who has completed the Performance Evaluator Process and is responsible for evaluating a Candidate's knowledge, skills and abilities to perform a specific covered task and ability to recognize and properly react to applicable abnormal operating conditions according to evaluation criteria defined by a specific Operator. A Performance Evaluator is also authorized to conduct on-the-job training (OJT) as provided for in this document. An Authorized Evaluator shall also understand applicable tasks, procedures and training and testing policies. Each Manager is responsible for assuring their Performance Evaluators meet the following criteria and complete an [Attachment 2](#) Accreditation of a Performance Evaluator and kept on record in the Learning Management System or equivalent.

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Candidate – A person whose knowledge, skills, and abilities are to be evaluated in order to determine whether that person is qualified to perform a specific covered task.

Common Covered Task List (CCTL) - A covered task list and supporting evaluation criteria developed by a consortium of subject matter experts (SMEs) from pipeline operators, contractors, organized labor, and nationally known training providers.

Contractor– An external organization whose employee(s) provide services to an Operator(s) for which the OQ rule applies and whose personnel are evaluated to determine qualification status.

Covered Task – An activity identified by the Operator, that:

- Is performed on a pipeline facility;
- Is an operation or maintenance task;
- Is performed as a requirement of part 192 & 195; and
- Affects the operation or integrity of the pipeline.

A task that does not technically meet this four-part test may also be defined by an Operator if the Operator determines that an activity poses significant risk to the integrity of pipeline facilities or if an activity is deemed a “covered task” through some other means or reference, including the Pipeline Integrity Rule or the Pipeline Safety Act.

Data Validation – The process of analyzing original quality records in order to identify specific and/or generic errors in particular data types (i.e.: signatures, completed forms, etc.)

Direct and Observe – The process by which a qualified individual oversees the work activities of a non-qualified individual(s) such that the individual overseeing the work is able to take immediate corrective action if necessary.

Disqualification – Removal of an individual's qualified status relative to a specific covered task due to reasons related to individual's performance of the covered task such as an incident, accident, expired or other reason to believe the individual may no longer be qualified. In the case of disqualification, Candidate may not be re-evaluated until appropriate training requirements have been met and documented

Evaluation Criteria – Knowledge criteria, performance criteria, AOCs, proper response to AOCs, and any other measurable criteria defined by an Operator which shall serve as the means by which one's qualification to perform a task is measured.

Individual- means a person, who on behalf of the Company performs one or more Covered Tasks on a pipeline facility operated by the Company

On-the-Job Training (OJT) – Instruction, in accordance with written and structured training materials, by an instructor (e.g.: SME or qualified individual) at or near the work setting.

Operation- means activities to operate a gas or hazardous liquid pipeline facility within the limits of design parameters as required by Part 195 and an operator's Operation procedures.

Operator- means a person who operates pipeline facilities.

Operator Qualification (OQ) Rule– 49 CFR 192, Subpart N & 49 CFR 195, Subpart G.

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Pipeline Facility- as defined in 195.2, means pipelines, rights-of-way, and any equipment, facility, or building used in the transportation of hazardous liquids or carbon dioxide. (See 49 CFR Part 195.2 for liquid pipelines)

Pipeline or Pipeline System- as defined in 195.2, means all parts of a pipeline facility through which a hazardous liquid or carbon dioxide moves (comes in contact with; touches) in transportation, including, but not limited to, line pipe, valves, and other appurtenances connected to the line pipe, pumping units, fabricated assemblies associated with pumping units, metering and delivery stations and fabricated assemblies therein, and breakout tanks. (See 49 CFR Part 195.2 for liquid pipelines)

Qualification - means a process, established and documented by the operator, to determine an individual's ability to perform a covered task by any of the following:

1. Written examination

Oral examination

2. Observation during;

- Execution on the job,
- On the job training; or
- Simulations; or

3. Other forms of assessment. (See 49 CFR 195.503)

Qualified Individual – A person who has been evaluated and deemed able to: (a) perform assigned covered tasks; and (b) recognize and react to abnormal operating conditions, and (c) maintains current qualification.

Performance Evaluation– A document which contains task description and Operator-specific evaluation criteria used by an Assessor to conduct an evaluation and shall also include the following:

- Candidate name;
- Candidate identification;
- Candidate Employer identification;
- Assessor/Evaluator identification;
- Signature of Candidate; and
- Signature of Assessor/Evaluator

Significant - As applicable to OQ program modifications, significant includes but is not limited to: increasing evaluation intervals, increasing span of control ratios, eliminating covered tasks, mergers and/or acquisition changes, evaluation method changes such as written vs. observation, and wholesale changes made to OQ plan.

Span of Control – The maximum number of non-qualified individuals that a Qualified Individual can direct and observe for the conditions under which the task is being performed.

Subject Matter Expert (SME) – An individual recognized as having a special skill or specialized knowledge of a process in a particular field, or of a piece of equipment.

4 REQUIREMENTS

The Company requires contractors to furnish qualified individuals to perform covered tasks, unless they will be directed and observed by an individual that is qualified for the task being performed. The contractor's employees who are not qualified to perform a given covered task are permitted to perform that covered task only if they work under the direct observation of a qualified individual (SOC).

The contractor must use a process for evaluation to ensure covered task qualification, including recognition of Abnormal Operating Conditions (AOC), and records retention that is acceptable to the company and in accordance with Subpart G of 49 CFR195 and Subpart N of 49 CFR 192. Contractor's qualifications should be provided and approved by the company prior to the commencement of any work

Notification shall immediately be made to the Pipeline Supervisor, or designee, by any Company or Contractor providing oversight of a Qualified Individual, of any incident or accident involving a Qualified Individual that may bring that individual's qualified status into question or if they have any reason to believe that an individual is no longer qualified to perform the covered task. The Company may suspend an individual's qualifications at the verbal direction of an Operator with the understanding that the Operator will follow-up with written confirmation. All other requests must be in writing or email with the name and pertinent contact information of the individual requesting the suspension.

If based on the results of the investigation, the Qualified Individual becomes disqualified, he/she shall successfully complete appropriate training and be subject to the full evaluation process set forth in these procedures if he/she wishes to become qualified at a later date.

If an investigation yields no evidence that the individual should be disqualified, all suspended qualifications will be reinstated. If the contractor does not have any qualifications, the Company must either assure the contractor becomes qualified through means of an approved and acceptable OQ Provider.

The Project Manager/location supervision or designee & contractor will ensure that documentation of the qualification of contract personnel are verified prior to allowing covered work to be performed. At a minimum, following shall be performed:

- Identify the covered task(s) to be performed.
- Identify who will perform the covered task(s);
- Verify the individual is qualified in accordance with this plan;
- Obtain proof of qualification(s); or Verify that a qualified individual will be present to direct and observe the performance of the covered task(s) performed by a non-qualified individual through the appropriate span of control limits and be able to recognize and react to any abnormal operating conditions as they may reasonably occur during the performance of the task(s).

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.

6 GOVERNANCE

The OQ Specialist is responsible for yearly review, maintenance, and revision of this document.

7 RELATED DOCUMENTATION



Motiva OQ Task List