



PIPELINE SAFETY OPERATOR QUALIFICATION INSPECTION CHECKLIST

South Dakota Public Utilities Commission

I. GENERAL INFORMATION			
Operator Evaluated			
Operator ID			
Unit Description			
Contact Person / Title <small>(person interviewed)</small>		Email	
Responsible Party/Title		Email	
Mailing Address			
Inspection Date		Last Inspection Date	
Location of Inspection			
Inspector Name			

		S	N/I	U	N/A
§192.801(b)	Does the OQ plan includes covered tasks identified by the four-part test?				
	Review the identified covered task list. Is it all inclusive?				
	How was the covered task list developed?				
	Has the operator used MEA or B31.Q for the task list and has the list been customized appropriately?				
	Does the plan identify how the task list should be revised when necessary for changes to operations or regulations?				
	How do you identify which tasks apply to each individual?				
§192.803	AOCs				
	Does the OQ Plan define abnormal operating conditions (AOCs)?				
	Does each covered task have AOCs associated with it?				
	Does the plan have generic AOCs that could be found anywhere near the pipeline?				
	Does the plan require individuals performing covered tasks to be able to identify and react to AOCs?				
	Are individuals evaluated on recognizing and reacting to task specific and generic AOCs?				
	Review evaluation documentation for inclusion of generic and task specific AOCs.				
	Evaluations				
	What are the methods used for evaluating an individual's ability to perform a covered task? (Written, Oral, Observation/Performance)				
	Review the evaluation method of each of the covered task to determine if the method is appropriate.				
	If oral evaluations are used, are they limited to situations where other methods are not appropriate?				

		S	N/I	U	N/A
	How is qualified defined? (Perform covered task and recognize and react to AOCs.) (Knowledge, skill and ability.)				
	Is training provided to ensure that an individual has the knowledge and ability to perform a covered task?				
	Who conducts the evaluation of individuals? How is consistency of the process ensured?				
	Are all observation/performance evaluations done one on one?				
	Has the operator incorporated the "operator specific" information into the performance evaluations?				
	What is the criteria for passing an evaluation?				
	What steps are taken if an employee does not pass an OQ evaluation?				
	Is there a time frame restriction on when an employee can reattempt qualification? Or how many times an employee can attempt a qualification? Is there a remediation plan used for retraining employees?				
	Is the method of reevaluation the same as the initial evaluation? Is it appropriate?				
	Are individuals' qualifications removed if the person has had something happen that impairs their physical ability?				
	Has the operator's OQ program included provisions for mutual assistance agreements? How will individuals be evaluated and qualified prior to task performance?				
	In the event of a merger, how will the OQ program be managed?				
§192.805	Span of Control				
	Has the operator identified a span of control for all covered tasks?				
	Is the span of control appropriate for the task?				
	How is the span of control defined? Is the qualified person able to intervene and respond to uncorrected performance?				
	Is the span of control identified as zero for fusion and welding? Any others that have span of control of zero?				
	Communication of Change				
	According to the plan, how are changes (changes to the process, tools, standards, and other elements) to the OQ plan communicated to the employees?				
	Review examples of communication of change to affected individuals, including contractors.				
	If changes affect covered tasks are employees retrained and reevaluated? Do you have documentation of the training given and who was in attendance?				
	How are high/medium/low and significant/insignificant/critical changes defined?				
	Do employees have the opportunity to provide input on changes?				
	Is there documentation of the changes that have occurred to the OQ program?				
	Have significant changes been submitted to the state pipeline safety group?				
	Records of Qualification/Requalification				
	Review records of qualification to ensure they are complete.				
	Are appropriate requalification time frames identified?				
	What method was used to determine the requalification time frame?				
	Is requalification done in the appropriate time frame?				
	Removal of Qualification				

		S	N/I	U	N/A
	When can an individual's qualifications be revoked?				
	Following an incident/accident is the individual's actions reviewed to determine if the procedure was followed? Was the individual disqualified?				
	Is the qualification removed from an individual who has been observed completing a task incorrectly? Who can report those situations?				
	Contractors				
	Does the operator review and accept a contractor's OQ program or do they OQ each individual themselves?				
	How does the operator ensure that contractor OQ plan is acceptable?				
	Are contractors trained on company specific tasks to ensure they can perform the procedure correctly?				
	How does an operator ensure that the operator specific details are covered in an OQ evaluation?				
	Are contractors performing work for the operator checked to ensure they are only performing tasks which they are qualified to perform?				
	Are contractor qualifications made available to all local supervisors and inspectors?				
§192.807	Recordkeeping				
	Do the qualification records include the following?				
	Identification of the qualified individuals				
	Identification of the covered tasks the individual is qualified to perform				
	Dates of current qualifications				
	Qualification methods				
	Are records kept for five years?				
	Are qualification records made available to be checked at any time?				
	Does the operator also have records available for all contractors that are used?				
§192.809	Work performance history can not be used as a sole evaluation method.				