Section 5

Evaluation Guide/Checklist

Covered Task LGC 111

Inspection, Application, and/or Repair of External Coating

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
461, 479, 481

49 CFR 195 Reference:
581, 583

Prerequisites:
The elements of this task must be evaluated by a Corrosion Prevention Group Member

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	From pipeline maps, facility drawings, or other location documents, properly identify the segment of pipeline for inspection, application and/or repair of external coating	P S		
2	Properly identify the type of existing coating	P S		
3	Select approved coating repair materials for the performance of this task	P S		
4	Obtain any required permits and make necessary notifications for the performance of this task	P S		
5	Visually inspect the coating, describing the type of defects looked for	P S		
6	Remove damaged or disbonded coating in accordance with EPOLP policies and procedures	P S		
7	Prepare the surface of the pipe for proper application of selected coating	P S		
8	Examine the cleaned surface for any signs of external corrosion or surface defects	P S		
9	Apply new coating in accordance with EPOLP policies and procedures	P S		
10	Properly document the results of this task	P S		
11	Close secured permits and make notifications of completion of the task	P S		
12	Discuss the recognition and response procedures for Abnormal Operating Conditions (AOC's)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGC 112

Inspection of the Application and/or Repair of External Coating

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
461, 479, 481

49 CFR 195 Reference:
581, 583

Prerequisites:
The elements of this task must be evaluated by a Corrosion Prevention Group Member

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:1

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	From pipeline maps, facility drawings, or other location documents, properly identify the segment of pipeline for inspection, application and/or repair of external coating	P S		
4	Properly identify the type of existing coating	P S		
5	Verify that the approved coating repair materials will be utilized	P S		
6	Monitor and record atmospheric conditions in accordance with EPOLP policies and procedures	P S		
7	Insure that the removal of damaged or disbonded coating is done in accordance with EPOLP policies and procedures	P S		
8	Insure that the proper surface preparation methods and associated equipment are in accordance with EPOLP policies and procedures	P S		
9	Inspect and document the prepared surface in accordance with EPOLP policies and procedures.	P S		
10	Inspect and document the coating application in accordance with EPOLP policies and procedures	P S		
11	Inspect and document the final coating application and initiate any necessary repairs in accordance with EPOLP policies and procedures	P S		
12	Document completely the results of the performance of this task	P S		
13	Close any permits obtained for the performance of this task	P S		
14	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier _____ Date _____

(Please Print) Employee's Name _____ Date of Birth _____ EPOLP Employee Number _____

Evaluation Guide/Checklist

Covered Task LGC 113

Inspect Buried Pipe When Exposed

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
459

49 CFR 195 Reference:
569

Prerequisites:
LGC 125, Obtain Structure to Electrolyte Potential Measurement (pipe-to-soil)

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:1

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Identify the extent of buried pipeline that has been exposed	P S		
2	Determine the type of external coating on the buried pipeline	P S		
3	Visually inspect the entire surface of the exposed pipeline and document the condition found	P S		
4	Visually inspect any mechanical joints that may have been exposed in the excavation	P S		
5	Perform or ensure that a pipe-to-soil measurement is performed at the pipe level in the excavation and document the reading	P S		
6	Accurately identify any areas of damage	P S		
7	Make any required notifications to responsible personnel in regards to the inspection	P S		
8	Following repair of the damaged areas, if found, again perform or ensure a pipe-to-soil measurement is performed at the pipe level in the excavation	P S		
9	Document completely the results of this task	P S		
10	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier _____ Date _____

(Please Print) Employee's Name _____ Date of Birth _____ EPOLP Employee Number _____

Employee's Company _____ Location of Qualification _____

Evaluation Guide/Checklist

Covered Task LGMI 397

Conduct Pressure Test

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
Subpart J, 557, 563, 565, 611

49 CFR 195 Reference:
402, 422

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure the exact limits of the test are established and all required documentation is present	P S		
4	Ensure pipeline is completely filled with the test medium and all voids or trapped areas are properly resolved for the test to proceed	P S		
5	Depending on amount of pipeline exposed to ambient conditions, ensure all thermal changes have stabilized prior to pressurization of the test area	P S		
6	Determine the method of pressurization and insure it is adequate to perform the test	P S		
7	Determine what the disposal of the test medium must be and ensure arrangements are made prior to the test to properly dispose of the test medium	P S		
8	Pressurize the line segment to be tested, and raise the pressure to the desired test pressure	P S		
9	Ensure all required test recording equipment is in place and operational, accurately recording the results of the test	P S		
10	Record all data concerning the test during the test	P S		
11	Sustain the test for the required period of time as specified in Enterprise Engineering Standards and Specifications	P S		
12	Release the pressure from the pipeline when test is completed, and properly dispose of the test medium	P S		
13	Evacuate all test medium from the pipeline using the method defined by Enterprise Engineering Standards and Specifications for the product being transported in the pipeline	P S		
14	Remove all equipment installed for the test and return all pipeline equipment to its normal state	P S		
15	Issue necessary notifications to responsible personnel of the completion of the test	P S		

16	Document completely the results of the performance of this task	P S		
17	Close any permits obtained for the performance of this task	P S		
18	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 319

Provide Temporary Markings of Pipeline, Locate Pipeline

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
614, 707

49 CFR 195 Reference:
410

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Contact the party initiating the activity on or adjacent to the pipeline right-of-way	P S		
4	Using an electronic line locator where feasible, locate the pipeline	P S		
5	Using a probe rod, accurately identify the exact location of the pipeline, noting both location and depth of cover	P S		
6	Install temporary markers in such a fashion to identify the pipeline location and depth of cover and not be destroyed in the process of the activity	P S		
7	Once line locate has been completed, again contact the initiating party and inform them that a representative of EPOLP must be present during any excavation and/or backfill of our pipeline facilities	P S		
8	Ensure the initiating parties fully understand the information placed on the temporary markers	P S		
9	Fully document the results of this task, including name and contact information for the initiating parties	P S		
10	Close any permits obtained for the performance of this task	P S		
11	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 327

Pipeline Facility Excavation Inspection

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
614

49 CFR 195 Reference:
442

Prerequisites:
LGM 319, Provide Temporary Markings of Pipeline, Locate Pipeline

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:1

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Accurately identify the location of the buried structure	P S		
4	Install temporary markers identifying the exact location of the buried structure	P S		
5	Permit excavation to begin ensuring no mechanical digging occurs directly over the buried structure	P S		
6	As excavation proceeds, ensure no powered digging occurs within 18" of the buried structure	P S		
7	Ensure any material removed from the excavation within 18" of the buried structure is done by hand	P S		
8	Perform any additional probing required during the excavation to ensure accurate identification of the location of the buried structure	P S		
9	Ensure that the profile of the excavation does not produce any undue stress on the buried structure	P S		
10	Ensure the excavation is dug in accordance with EPOLP Safety Manual requirements and within the guidelines of OSHA'S Regulations and guidelines	P S		
11	Document the results of the performance of this task	P S		
12	Close any permits obtained for the performance of this task	P S		
13	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 329

Install Mechanical Bolt on Clamp

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
553, 555, 557, 703, 711, 713, 717

49 CFR 195 Reference:
422

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure the surface of the pipe the clamp is to be installed on is clean in accordance with manufacturers recommended procedures	P S		
4	Ensure the clamp is properly positioned on the pipe to encompass the damaged area being repaired	P S		
5	Ensure the proper bolts are used to secure the clamp to the pipe	P S		
6	Ensure the gasket material is in proper position before tightening bolts	P S		
7	Tighten the bolts on the clamp in the sequence prescribed by the manufacturer	P S		
8	Ensure the bolts are torqued to the designed value	P S		
9	Cover the installation with proper coating to ensure adequate protection to the pipe and clamp	P S		
10	If the clamp is to be back welded, follow EPOLP Engineering Standards and Practices and LGI 213, Welding on Existing Pipelines	P S		
11	Document the results of the performance of this task	P S		
12	Close any permits obtained for the performance of this task	P S		
13	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 331

Install Full Encirclement Weld Sleeve

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
553, 555, 557, 703, 711, 713, 717

49 CFR 195 Reference:
422

Prerequisites:
Elements of this task that involve welding must be observed by an Inspection Department Member in accordance with LGI 213, Welding on Existing Pipelines

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure the surface of the pipe where the sleeve is to be installed is cleaned in accordance with EPOLP Engineering Standards and Specifications	P S		
4	Ensure the sleeve is installed to fully encompass the area being repaired	P S		
5	Ensure the pipeline pressure and flow rate are in accordance with EPOLP Engineering Standards and Practices	P S		
6	Ensure communications with the Control Center are maintained during the welding process	P S		
7	Complete welding of the sleeve to the pipeline in accordance with EPOLP Engineering Standards and Practices and LGI 213, Welding on Existing Pipelines	P S		
8	Following the welding process, properly prepare the pipe and sleeve surface for coating	P S		
9	Properly coat the surface of the repaired area to ensure corrosion protection of the pipeline	P S		
10	Document the results of the performance of this task	P S		
11	Close any permits obtained for the performance of this task	P S		
12	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 333

Install Composite Repair Sleeve

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
553, 555, 557, 703, 711, 713, 717

49 CFR 195 Reference:
422

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure the pipe surface is prepared in accordance with the wrap manufacturers recommended policy and procedure	P S		
4	Completely document the defective area prior to installing the wrap including depth, length, area, and remaining wall thickness	P S		
5	Perform non-destructive analysis of the defect area to determine full condition of the area	P S		
6	Ensure bare metal condition has been achieved	P S		
7	Test fit the wrap device and mark edges on the surface of the pipe	P S		
8	Remove wrap and ensure the defect is centered under the wrap	P S		
9	Following the manufacturers recommended procedures, install the wrap device on the pipe	P S		
10	Apply proper coating to the repaired area to ensure corrosion protection of the repaired area	P S		
11	Document completely the results of the performance of this task	P S		
12	Close any permits obtained for the performance of this task	P S		
13	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 335

Replace Segment of Pipeline

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
553, 555, 557, 703, 711, 713, 717

49 CFR 195 Reference:
422

Prerequisites:
Elements of this task that involve welding must be observed by an Inspection Department Member in accordance with LGI 213, Welding on Existing Pipelines

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure a pre-tested, replacement piece of pipe of compatible size and grade, in accordance with EPOLP Engineering Standards and Specification, is available for the repair	P S		
4	Ensure the pipeline segment to be cut out is cleared of hydrocarbons in accordance with EPOLP Safety Manual	P S		
5	Ensure the EPOLP Safety Manual requirements for Lock-out/Tag-out are completed prior to opening the pipeline	P S		
6	Accurately identify the defective area to be removed by cutting out a cylinder of pipe	P S		
7	Identify the points to be cut to remove the cylinder of pipe	P S		
8	Ensure the pipe at the point to be cut is acceptable for welding by performing non-destructive tests of the cut points	P S		
9	Following required EPOLP Safety requirements, cut the pipeline at the designated points	P S		
10	Fully inspect the interior surface of the cylinder of pipe removed as well as the pipeline adjacent to the removed cylinder	P S		
11	Close up the ends of the removed cylinder to prevent contamination and prepare it to be shipped to a test lab for analysis if requested by Engineering	P S		
12	Prepare the cut ends of the pipeline for welded connection	P S		
13	Ensure rectifier units either side of the weld are turned off and the pipeline is grounded at the weld site	P S		
14	Install the replacement pipe, fit to EPOLP Engineering Standards, and perform the weld(s) in accordance with LGI 213, Welding on Existing Pipelines	P S		

15	Prepare the repaired pipeline for coating to protect against corrosion	P S		
16	Properly coat the repaired segment in accordance with EPOLP Engineering Standards and Specifications	P S		
17	Document the results of the performance of this task	P S		
18	Close any permits obtained for the performance of this task	P S		
19	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 371

Inspection and Leakage Survey After Blasting

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
614

49 CFR 195 Reference:
442

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	From notification and pipeline documentation, accurately identify the segment of pipeline and related facilities effected by blasting	P S		
4	Determine access requirements to the effected area to complete this inspection and survey. (boat, 4 wheel drive vehicle, air boat, etc)	P S		
5	Visually inspect the area involved and a minimum of 300 feet upstream and downstream from the effected area.	P S		
6	Look for indications of ground disturbance, evidence of leaks, sink hole, etc. indicating a disturbance of the pipeline involved.	P S		
7	If ground disturbance or leak evidence is found, make notification to pipeline supervision immediately.	P S		
8	Following visual inspection, conduct a leakage survey of the effected area using electronic leak detection equipment.	P S		
9	If evidence of leaks are found, make required notifications immediately to pipeline supervision	P S		
10	Complete required documentation and submit required reports following the completion of this inspection and survey.	P S		
11	Close any permits obtained for the performance of this task	P S		
12	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier _____ Date _____

(Please Print) Employee's Name _____ Date of Birth _____ EPOLP Employee Number _____

Employee's Company _____ Location of Qualification _____

Evaluation Guide/Checklist

Covered Task LGM 391

Backfilling a Trench or Excavation Following Maintenance

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
307, 319, 614

49 CFR 195 Reference:
442

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	When maintenance is completed, ensure the trench or excavation is free of debris, scrap, or any other material that could cause damage to the pipeline coating. Also remove standing water prior to backfilling where practical	P S		
4	Prior to beginning the backfilling of the excavation, perform a Pipe-to-Soil measurement on the exposed pipe and record data on the applicable form	P S		
5	Inspect the backfill material, ensure no debris or other material is present that could damage the pipeline coating and ensure the backfill material is acceptable in accordance with Enterprise Engineering Standards and Specifications	P S		
6	Backfill must be deposited in such a manner that no voids exist under the pipeline	P S		
7	Ensure proper compaction of backfill material	P S		
8	Ensure adequate cover is on the pipeline, add cover material if required	P S		
9	Accurately document the performance of this procedure and complete any required reports	P S		
10	Provide required notifications to the responsible personnel of the completion of the procedure	P S		
11	Document completely the results of the performance of this task	P S		
12	Close any permits obtained for the performance of this task	P S		
13	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Evaluation Guide/Checklist

Covered Task LGI 201

Perform Radiographic Testing

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
243

49 CFR 195 Reference:
234

Prerequisites:
The elements of this task must be evaluated by an EPOLP Inspection Department Member

Valid State and/or Federal Radiography ID Card

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
None

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Properly identify point to be radio graphically examined	P S		
4	Setup equipment	P S		
5	Calculate exposure time	P S		
6	Perform exposure	P S		
7	Secure equipment	P S		
8	Process film	P S		
9	Document results of radiography and radiation surveys	P S		
10	Make required notifications of the results of the performance of this task	P S		
11	Close any permits obtained for the performance of this task	P S		
12	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier _____ Date _____

(Please Print) Employee's Name _____ Date of Birth _____ EPOLP Employee Number _____

Employee's Company _____ Location of Qualification _____

Evaluation Guide/Checklist

Covered Task LGI 203

Perform Magnetic Particle Testing

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
243

49 CFR 195 Reference:
234

Prerequisites:
The elements of this task must be evaluated by an EPOLP Inspection Department Member

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Setup test equipment in accordance with manufacturers recommended procedures and ANST standards for Magnetic Particle Testing	P S		
4	Properly prepare the area to be tested	P S		
5	Perform the test (dry particle)	P S		
6	Perform the test (wet particle)	P S		
7	Use both visual and fluorescent methods of testing	P S		
8	Interpret results of test	P S		
9	Document results of test	P S		
10	Make any required notification of test results	P S		
11	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier _____ Date _____

(Please Print) Employee's Name _____ Date of Birth _____ EPOLP Employee Number _____

Employee's Company _____ Location of Qualification _____

Evaluation Guide/Checklist

Covered Task LGI 205

Perform Liquid Penetrant Testing

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
243

49 CFR 195 Reference:
234

Prerequisites:
The elements of this task must be evaluated by an EPOLP Inspection Department Member

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Properly identify the item to be tested	P S		
4	Properly prepare the item to be tested in accordance with EPOLP policy and procedures	P S		
5	Setup test equipment	P S		
6	Perform liquid penetrant test	P S		
7	Interpret results of test	P S		
8	Document the results of the performance of this task	P S		
9	Make any required notifications concerning the results of the performance of this task	P S		
10	Close any permits obtained for the performance of this task	P S		
11	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGI 207

Perform Ultrasonic Testing

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
234

49 CFR 195 Reference:
243

Prerequisites:
If coating removal and repair is to be done by person performing the UT examination, then he/she must be qualified to LGC 111

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	From appropriate pipeline records, obtain the design or installed wall thickness of the subject pipe or component to be measured	P S		
4	Accurately identify the location of the area to measured	P S		
5	Prepare the surface of the area to be measured in accordance with EPOLP policy and procedures and meter manufacturers recommended procedures	P S		
6	Properly prepare the transducer and calibrate the meter in accordance with meter manufacturers recommended procedures	P S		
7	Perform ultrasonic thickness measurement in accordance with EPOLP policy and procedures and meter manufacturers recommended procedures	P S		
8	Document the results of the performance of this task	P S		
9	Make any required notifications resulting from the performance of this task	P S		
10	Close any permits obtained for the performance of this task	P S		
11	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGI 211

Perform Visual Testing

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
241

49 CFR 195 Reference:
228

Prerequisites:
The elements of this task must be evaluated by an EPOLP Inspection Department Member

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Identify the area to be visually inspected	P S		
4	Perform visual examination in accordance with EPOLP Engineering Standards and Specifications and ANSI/ASME B31.4 and/or B31.8 Standards	P S		
5	Interpret results of visual examination	P S		
6	Document the results of the performance of this task	P S		
7	Close any permits obtained for the performance of this task	P S		
8	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGI 213

Welding on Existing Pipeline, Repair of Arc Burns, and Repair of Defective Welds

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
Subpart E

49 CFR 195 Reference:
214, 216, 222, 224, 228, 230, 234

Prerequisites:
The elements of this task must be performed by an EPOLP Inspection Department Member or their Designee

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
No, except for the purpose of evaluation of qualification

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
None

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Ensure area to be welded is properly prepared, and excavation is properly shored, and all coating is properly removed	P S		
4	Ensure area to be welded is properly cleared of hydrocarbons	P S		
5	Ensure if in-service welding is to be performed that proper pressures and flow rates are established and maintained during the welding process	P S		
6	Ensure that component ends to be joined by welding are prepared in accordance with EPOLP Engineering Standards and Specifications	P S		
7	Ensure the welder is qualified in accordance with EPOLP Engineering Standards and 49 CFR 192.225, 227 and 49 CFR 195.214, 222	P S		
8	Ensure any rectifier operating on the affected pipeline is protected and proper bonding is applied	P S		
9	Monitor the weld(s) in accordance with EPOLP Engineering Standards and Specifications	P S		
10	Arc Burn repairs, accurately identify the effected area of the burn	P S		
11	Have the burn area removed in accordance with EPOLP Engineering Standards	P S		
12	Using acceptable testing methods, determine that the effected area has been completely removed	P S		
13	Measure remaining wall thickness to ensure acceptability in accordance with EPOLP Engineering Standards	P S		
14	If testing indicates unacceptable, cut out area by removing a cylinder of pipe and replace in accordance with EPOLP Engineering Standards	P S		
15	Completely document the repaired area in the weld package	P S		
16	Defective welds, Accurately identify the location of the defect and/or defective weld	P S		

17	If applicable , remove defect and repair in accordance with EPOLP Engineering Standards	P S		
18	Ensure the repaired area is inspected in accordance with EPOLP Engineering Standards	P S		
19	Document all aspects of the performance of this task in accordance with EPOLP policy and procedures and EPOLP Engineering Standards and Practices	P S		
20	Close any permits obtained for the performance of this task	P S		
21	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 337

Operate/Maintain Stopple Equipment

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
711

49 CFR 195 Reference:
422

Prerequisites:
Elements of this task that involve welding must be observed by an Inspection Department Member in accordance with LGI 213, Welding on Existing Pipelines

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Accurately locate the location on the pipeline where the stopple fitting is to be installed	P S		
4	Remove all coating from the pipe where the stopple is to be installed	P S		
5	Clean the surface of the pipe where the stopple is to be installed to bare metal	P S		
6	Perform an ultrasonic thickness measurement of the pipe wall where the stopple fitting is to be welded to the pipe to ensure sufficient wall thickness	P S		
7	Install the stopple fitting in accordance with EPOLP Engineering Standards and Specifications	P S		
8	Install the sandwich valve to the stopple fitting following bolting and torquing procedures	P S		
9	Attach tapping machine to the sandwich valve	P S		
10	Following the manufacturer's recommended procedures for the tapping machine, tap the pipeline ensuring the cut out coupon is recovered from the machine	P S		
11	Remove the tapping machine	P S		
12	Install the stopple plugging machine to the sandwich valve and install the plug	P S		
13	When work that required the stopple is complete, equalize pressure on the plug, open the sandwich valve, and remove the stopple plug	P S		
14	Install the completion plug in the stopple fitting ensuring the cut out coupon is attached to the plug	P S		
15	Remove the sandwich valve	P S		
16	Install a blind flange on the stopple fitting following bolt and torque requirements	P S		
17	Ensure the area of the pipeline where the stopple is installed is properly coated for corrosion protection	P S		

18	Document completely the results of the performance of this task	P S		
19	Close any permits obtained for the performance of this task	P S		
20	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 339

Operate/Maintain Hot Tapping Equipment

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
627

49 CFR 195 Reference:
422

Prerequisites:
Elements of this task that involve welding must be observed by an Inspection Department Member in accordance with LGI 213, Welding on Existing Pipelines

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Accurately locate the point on the pipeline the tap is to be made	P S		
4	Remove any coating that may interfere with the installation of the tapping tee	P S		
5	Secure the tapping tee to the pipe as required for the installation, bolted or welded	P S		
6	Attach the tapping valve to the tapping tee using approved bolt and torque methods	P S		
7	Attach tapping machine to the tapping valve	P S		
8	Open the tapping valve and perform the tap	P S		
9	Retract the tapping bit ensuring removal of the tapped coupon	P S		
10	Close the tapping valve, ensure tight shut off of the tapping valve, remove the tapping machine	P S		
11	Attach branch connection as required by the installation	P S		
12	Ensure the tap and adjacent pipeline are properly coated for corrosion protection	P S		
13	Document completely the results of the performance of this task	P S		
14	Close any permits obtained for the performance of this task	P S		
15	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Evaluation Guide/Checklist

Covered Task LGM 367

Joining Pipeline Components Other Than Welding

References: EPOLP Operations and Maintenance Manual and OEM Manual(s)

49 CFR 192 Reference:
273

49 CFR 195 Reference:
126

Prerequisites:
None

Re-qualification Interval:
60 months

Evaluation Method:
Observation & Oral Examination

Supporting Documentation Required:
NONE

Performance by Non-qualified Individual:
Yes

Performance Observation:
P = Perform Element O = Oral Examination
S = Simulate Element

Span of Control:
1:Crew

	Procedure	Performance Observation (circle one)	S = Successful U = Unsuccessful (enter one)	Qualifier's Initials
1	Obtain required documentation for the performance of this task	P S		
2	Obtain required permits for the performance of this task	P S		
3	Identify the type of connection to be performed	P S		
4	Properly prepare the mating surfaces for the connection	P S		
5	Ensure any sealant material is properly applied in accordance with EPOLP policy and procedures	P S		
6	Ensure gasket material is new and of proper size, material, and pressure rating	P S		
7	Ensure bolting material is of proper size, grade, and coating as required by EPOLP Engineering Standards and Practices	P S		
8	Perform the connection ensuring proper torquing and tightening sequence is followed as applicable	P S		
9	Properly test the connection to ensure a leak free installation	P S		
10	Document completely the results of the performance of this task	P S		
11	Close any permits obtained for the performance of this task	P S		
12	Discuss the recognition and response procedures for abnormal operating conditions (AOC)	O		

Qualifier

Date

(Please Print) Employee's Name

Date of Birth EPOLP Employee Number

Employee's Company

Location of Qualification

Section 6

Guidance Document for the Qualification of Liquid Pipeline Personnel

Pipeline Segment

API PUBL 1161
FIRST EDITION, AUGUST 2000

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Petroleum
Institute

Helping You
Get The Job
Done Right.℠

Task ID: 40

Covered Task Name: Perform General Pipeline Repair Activities

Description:

This task encompasses the general maintenance and repair activities that are involved in the safeguarding and prudent operation of a pipeline system.

Typical activities may include but are not limited to:

- Installing pipe repair sleeves (Weld+Ends™, Clocksprings™, full encirclements, etc.)
- Pipe or pipeline component replacement
- Installing stopple fittings or stoppling devices
- Hot tapping
- Venting and/or blow-down of inert gases or entrained air

Four-Part Test for the Covered Task:

Is task performed on the pipeline?
Yes

Is the task an Operations or Maintenance Task?
Yes

Is the task required by Part 195 (or 192)?
Yes – 195.422

Does task affect the operation or integrity of the pipeline?
Yes

Notes:

This task is normally performed or supervised by Pipeline Maintenance Foremen, Pipeliners, Project Engineers, or designated inspectors. Contract pipeline construction companies and contract pipeline maintenance personnel also commonly carry out this task.

Abnormal Operating Conditions and Examples:

Abnormal facility condition
Corrosion or pipe defect in area to be welded
Component failure

Fire/Explosion
Ignition of released hydrocarbon
Pipeline system damage

Unexpected hazardous liquid or carbon dioxide encountered

Section 7

		44.8 Inspect, Test and Maintain Temperature Transmitters	Y	Y	Y	Y	Y	
None		~~45.0 Flareless and Compression Tubing Connection Assembly~~	Y	Y	N	Y	N	Cannot find a DOT reference for this task. 195.114, .118, 124, .126, .128, .130, .202, 204, .212, .266 - Do not feel these are tasks, rather design/material specification requirements. Get committee comment. See Pipefitting justification. Committee agreed that this is not a covered task.
None		~~46.0 Joining of Pipe Threaded Joints~~	Y	Y	N	Y	N	Cannot find a DOT reference for this task. Get committee comment. See Pipefitting justification. Committee agreed that this is not a covered task.
None		~~47 Joining of Pipe - Flange Assembly~~	Y	Y	N	Y	N	195.402 (c) 10? Get committee comment. See Pipefitting justification. Committee agreed that this is not a covered task.
Gas Pipeline Tasks								Not reviewed by W2 in Detriot - need input from Gas SMEs.
		Purge Gas from a Pipeline						
		150.0 Purge Gas from a Pipeline						192-1418
		Purge Air from a Pipeline						
		151.0 Purge Air from a Pipeline						192-1418
195.442 (c) (6) (ii); 192.706, 192.723		**152 Leakage Survey Utilizing Leak Detector Equipment**						This should include all types of CGIs including FI and applies to both liquids and gas lines. This would also cover leak inspection for shorted casings. 192.1201, 1202, 1203
		~~52.1 Conduct vegetation survey~~						

Section 8

Guidance Document for the Qualification of Liquid Pipeline Personnel

Pipeline Segment

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FIRST EDITION, AUGUST 2000

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Get The Job
Done Right.**℠

Task ID: 40

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This task encompasses the general maintenance and repair activities that are involved in the safeguarding and prudent operation of a pipeline system.

Typical activities may include but are not limited to:

- Installing pipe repair sleeves (Weld+Ends™, Clocksprings™, full encirclements, etc.)
- Pipe or pipeline component replacement
- Installing stopple fittings or stoppling devices
- Hot tapping
- Venting and/or blow-down of inert gases or entrained air

Four-Part Test for the Covered Task:

Is task performed on the pipeline?
Yes

Is the task an Operations or Maintenance Task?
Yes

Is the task required by Part 195 (or 192)?
Yes – 195.*422*

Does task affect the operation or integrity of the pipeline?
Yes

Notes:

This task is normally performed or supervised by Pipeline Maintenance Foremen, Pipeliners, Project Engineers, or designated inspectors. Contract pipeline construction companies and contract pipeline maintenance personnel also commonly carry out this task.

Abnormal Operating Conditions and Examples:

Abnormal facility condition
Corrosion or pipe defect in area to be welded
Component failure

Fire/Explosion
Ignition of released hydrocarbon
Pipeline system damage

Unexpected hazardous liquid or carbon dioxide encountered

Task ID:	38
Covered Task Name:	**Inspection Activities for Tie-Ins, Pipe Replacements, or Other Components Connecting to an Existing Pipeline**
Description:	This task consists of inspection activities required during the various removal and installation activities performed as maintenance on a pipeline system. Elements of this task may include: • Ensure proper installation • Ensure that pipe, coating, or component is not damaged • Ensure that material meets specifications • Visual inspection and/or non-destructive testing
Four-Part Test for the Covered Task:	***Is task performed on the pipeline?*** **Yes** ***Is the task an Operations or Maintenance Task?*** **Yes** ***Is the task required by Part 195 (or 192)?*** **Yes – 195.204, 195.206, 195.422** ***Does task affect the operation or integrity of the pipeline?*** **Yes**
Notes:	This task is normally performed or supervised by Pipeline Maintenance Foremen, Pipeliners, Project Engineers, or designated inspectors. Contract pipeline construction companies and contract pipeline maintenance personnel may also carry out this task.
Abnormal Operating Conditions and Examples:	**Abnormal facility condition** Material does not meet specifications **Component failure** Valve failure, weld/seam failure, flange, joint **Fire/Explosion** Ignition of released hydrocarbon **Pipeline System damage** Wrinkle, buckle, over-stress, gouge, dent **Unexpected hazardous liquid or carbon dioxide encountered** Failure of isolation device

Task ID: 41

Covered Task Name: Conduct Pressure Tests

Description:

This task consists of the activities required for the pressure testing of the pipeline and components of the pipeline system, such as:

- Pressure testing for MOP certification or upgrade
- Pressure testing of pipe at tie-ins

Elements of this task may include:

- Performing pressure test
- Recording pressure test results

Four-Part Test for the Covered Task:

Is task performed on the pipeline?
Yes
Testing of components that are tested off of the pipeline facility are not covered tasks

Is the task an Operations or Maintenance Task?
Yes

Is the task required by Part 195 (or 192)?
Yes – 195 Subpart E and 195.406

Does task affect the operation or integrity of the pipeline?
Yes

Notes:

This task is normally performed or supervised by Pipeline Maintenance Foremen, Pipeliners, Project Engineers, Mechanical Technicians, Electrical Technicians, Instrument Technicians, or designated inspectors. Contract pipeline construction companies, contract inspection service companies, and contract pipeline maintenance personnel may also carry out this task.

Abnormal Operating Conditions and Examples:

Component failure
Valve failures, piping failure
Fire/Explosion
Ignition of released hydrocarbon
Unexpected hazardous liquid or carbon dioxide encountered
Hydrocarbons trapped in system during test are released due to component failure.
Unexplained pressure deviations
Pipe failure during test.

Section 9

ENTERPRISE

Drug and Alcohol Supervisor Training Certification

This certifies that I have received a minimum of two hours of supervisor training which covers the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances as required by the Department of Transportation 49 CFR Part 199 and 40.

Seminar Objectives:

- Physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.
- Recognition of various drugs and paraphernalia
- DOT and company policy
- Supervisory Guidelines and Procedures

Roger Belvel — (Print Name)
1-20-03 — (Date)
Shelbyville — (Location)
Roger Belvel — (Signature)
(Employee number)

Sharon Berry
(Facilitator)

ENTERPRISE

Drug and Alcohol Supervisor Training Certification

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- Recognition of various drugs and paraphernalia
- DOT and company policy
- Supervisory Guidelines and Procedures

Anthony Lucas — (Print Name)

1/20/03 — (Date)

Conway — (Location)

(Signature)

324970 — (Employee number)

Sharon Berry
(Facilitator)

ENTERPRISE

Drug and Alcohol Supervisor Training Certification

This certifies that I have received a minimum of two hours of supervisor training which covers the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances as required by the Department of Transportation 49 CFR Part 199 and 40.

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- Recognition of various drugs and paraphernalia
- DOT and company policy
- Supervisory Guidelines and Procedures

Anthony Lucas
(Print Name)

1/22/03
(Date)

Conway
(Location)

(Signature)

324970
(Employee number)

Sharon Berry
(Facilitator)

TxDOT Drug/Alcohol Employee Education

4/11/03 Skellytown, TX

1.	Scott Richerson	Scott Richerson
2.	Dick Kovarna	Dick C Kovarna
3.	Carl Rawlins	Carl Rawlins
4.	D. Dain Gipson	D. Dain Gipson
5.	Robby Burrell	Robby Burrell
6.	Lance Pillars	Lance Pillars
7.	Matt Hamon	Matt Hamon
8.	Audie Dobbs	Audie Dobbs
9.	Roger Belveal	Roger Belveal
10.	C. Dan Tarpley	C. Dan Tarpley
11.	Brenda Amador	Brenda Amador
12.	Roman Cantu	Roman Cantu

DOT Drug & Alcohol Employee Education
4/10/03 Conway, KS

1. Rusty Remage
2. Leland DeWild
3. Ronnie Reed
4. Danny Kingham
5. Joel Schmidt
6. Jeff McGuire
7. Mike Schlatter
8. Tom Wilson
9. Chad Smith
10. Anthony Lucas
11. Nickie Vincent
12. Dennis Swisher
13. Rich Case
14. Hans Andrewson