

Definitions to be Applied When Reviewing OQ Plans

A number of terms contained in the OQ rule and its implementation found in 10 CFR 49 Part 192, Subpart N and its companion rule in Part 195 may be unclear and subject to different interpretations by operators and regulatory representatives. The following definitions have been obtained through consideration of gas and liquid pipeline regulations, dictionary definitions of a word or term, operator OQ plans, or other sources. This draft has been reviewed and concurred to by the OQ Team at the February 18-20 meeting at TSI headquarters and further revised by incorporating comments from State Program Managers and other OQ team members in Houston during the 2/25-27/2003 public meeting.

Ability

The capacity to do or act, physically and/or mentally.

Abnormal Operating Condition

As defined in §192.803 and §195.503.

Accident

As defined in §195.50.

Activity

A specific deed, action, function, or sphere of action.

Affects the Operation or Integrity of the Pipeline

Any activity, or omission of an activity, that could directly or indirectly result in a hazard to persons, property or the environment.

Benchmark

A standard of measurement or evaluation.

Communicate

To convey information about; make known; to reveal clearly.

Compliance

Activity(ies) in accordance with a rule.

Contributed

Determined to be a factor.

Contributed to

A judgment by designated operator personnel, that the action or inaction of an individual(s) was a factor in the occurrence of an incident/accident.

Covered Task

As defined in §192.801 and §195.501.

Criterion

A standard upon which a judgment is based.

Current

Belonging to the present time; now in progress.

Demonstrate

Provide tangible evidence.

Determine

To conclude after consideration, investigation, or calculation.

Direct

(1) To take authoritative charge of or supervise; to control, order or command.

Direct Observation

Observation of an unqualified individual(s) during the performance of a covered task by an individual who is qualified to perform the task at hand. The observer must be in direct visual and verbal contact with the individual(s) and must be able to take immediate and effective corrective action if incorrect procedures or abnormal operating conditions are observed.

To Document

To prepare a retrievable record.

Emergency Response

(1) Operator qualification requirements for emergency response are limited to the portion of

response on the pipeline facility, rather than remote from the facility (e.g., deploying booms miles downstream).

(2) Fire departments and other public responders are not required to be qualified and should not be performing operations or maintenance tasks on the pipeline facility.

(3) All other individuals employed by the operator shall be qualified to perform covered tasks or shall be under the direct observation of a qualified individual.

(4) Covered tasks are those tasks listed in §195.402(e) and §192.615(a) that meet the four part test specified in §192.801 and §195.501.

Evaluation

As defined in §192.803 and §195.503

Evaluator

Persons performing evaluations should possess the required knowledge (1) to ascertain an individual's ability to perform the covered tasks and (2) to substantiate an individual's ability to recognize and react to abnormal operating conditions that might surface while performing those activities. This does not necessarily mean that the person performing the evaluations should be physically able to perform the covered tasks themselves.

Excavation within a Pipeline Facility

Qualification for this covered task does not require the Operator's employee or contractor employee to be proficient in the operation of excavation equipment. Covered tasks requiring qualification shall include:

- Verification of line location and depth
- One-call and underground facility owner/operator notifications
- Notification of landowner if applicable
- Proper techniques to avoid pipeline damage
- Sloping/shoring
- Water removal
- Inspection

Third party excavations that take place on the operator's pipeline facility shall be handled by the operator's damage prevention program requirements.

Identify

To establish the identity of; to ascertain the origin, nature, or definitive characteristics of.

Immediate Corrective Action

Taking steps to correct mistakes or hazardous conditions without delay.

Incident

As defined in §191.3

Individual

A person who, on behalf of the operator, performs one or more covered tasks on a pipeline facility operated by the operator. This includes contractors, subcontractors, and operator employees.

Integrity

The ability of a pipeline to operate safely and to withstand the stresses imposed during operations.

Intervals

The amount of time between two specified instants, events, or states.

Knowledge

Understanding gained through experience or study.

Knowledge, Skills, and Abilities (KSA)

An appropriate combination of knowledge, skills, and abilities that allows an individual to perform covered tasks in a competent manner.

Maintain

To keep in a condition of good repair or efficiency.

Maintenance

The act of maintaining or the state of being maintained; the work of keeping something in proper condition; upkeep.

New Construction

New construction is the act of building a pipeline facility, or expanding an existing pipeline facility to provide new service to a customer(s) in order to meet load requirements or to enhance reliability of the system.

Observe

The act of watching; to watch or perceive.

Operate

Starting, stopping and/or monitoring a device or system.

Operations and Maintenance (O&M) Task

Activities performed by an individual, or group of individuals, (1) to perform a function on a pipeline facility, or (2) to provide upkeep of a pipeline facility. This includes in-kind *replacement* of an existing section of pipe necessitated by severe corrosion, where the capacity of the pipe segments is maintained and service is not expanded. It also includes maintenance and repair tasks performed on the right-of-way or within the confines of a “pipeline facility,” as defined. This would include ordinary repairs to a pipeline, including replacement of one or more pipe joints or segments that have been severely damaged by threats such as corrosion or third party damage. Tasks performed at a vendor shop, such as rebuilding/refurbishment of meters and regulators, rebuilding of compressors or valves, etc., are not considered to be O&M tasks for the purposes of the Operator Qualification Rule. However, removal and replacement of such equipment is considered an O&M task. The tie-in of a new pipeline or segment to an existing pipeline is an O&M task. Any task carried out on a new segment of pipeline thereafter is also an O&M task.

Operation

Actions taken to facilitate movement of product through a pipeline regulated under 49 CFR.

Operator

As defined in §192.3 and §195.2

Perform

To begin and carry through to completion; to demonstrate in accordance with the requirements of; to accomplish (a covered task) in the proper, customary or established manner.

Person

As defined in §192.3 and §195.2

Pipeline

As defined in §192.3 and §195.2

Pipeline Facility

As defined in §192.3 and §195.2

Prior

Preceding in time or order.

Process

A systematic series of actions directed to some end.

Program

A written description of processes to be followed, a clear delineation of authorities and responsibilities thereunder and the specific results expected to be achieved for the implementing organization.

Protocol

A standard methodology used to conduct inspections of regulated entities to determine conformance to specific requirements prescribed by regulation.

Provision

The written description of the element(s) or approach employed by an operator to satisfy the requirements of the OQ Rule in §192.805 and §195.505.

Pursuant

In accordance with (or) as a follow-up.

Qualified

As defined in §192.803 and §195.503

Records

Recorded information or data on a particular subject, collected and preserved to demonstrate compliance with a rule or process requirement.

Regulation Construction

The regulatory structure consists, sequentially, of Part, Subpart, Section, Paragraph, and Subparagraph.

Retained

To keep possession of, in a retrievable and useable condition.

Skill

A demonstrable competency to perform a given task well, arising from talent, training or practice.

SME (Subject Matter Expert)

An individual recognized as having a special skill or specialized knowledge of a process in a particular field, or of a piece of equipment.

Standards

Commonly used and accepted as a standard of measurement or value.

Tasks

A piece of work assigned to or expected of an individual(s).

Training

An educational or instructional process by which an individual's knowledge and skill level is improved.

Written

To set down in writing.