

Definitions to be Applied When Developing and 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 in Part 195, Subpart G 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.

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 to utilize when developing or evaluating an OQ plan.

Ability

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

Abnormal Operating Condition (AOC)

As defined in ' 192.803 and ' 195.503. [Note: To be qualified, an individual must be able to properly perform assigned covered task(s) and be able to recognize and react appropriately to any AOC that may (reasonably be expected to) be encountered while performing the covered task – whether the condition arises as a direct result of his/her work performance (e.g., be specific to the covered task being performed) or not (e.g., be generic in nature, but still observable because the individual is present on site).]

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. As used in the safety context of the OQ rule, the phrase indicates activities that could result in an abnormal operating condition that in turn could result in an unsafe operating condition.

Benchmark

A standard of measurement or evaluation.

Communicate

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

Definitions to be Applied When Developing and Reviewing OQ Plans

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

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.

Document

Prepare a retrievable record.

Definitions to be Applied When Developing and Reviewing OQ Plans

Emergency Response

- (1) Operator qualification requirements for emergency response are limited to that portion of the response performed on the pipeline facility, rather than at offsite locations remote from the facility (e.g., deploying booms miles away is not a “covered task”).
- (2) Fire departments and other public responders are not required to be qualified and (*if not qualified*) must not perform covered operations or maintenance tasks on the pipeline facility.
- (3) All other individuals employed by the operator shall be qualified to perform their assigned covered tasks or shall be under the direct observation of a qualified individual.
- (4) Covered emergency response tasks are those tasks listed in ' 192.615(a) and ' 195.402(e) that meet the four part test specified in ' 192.801 and ' 195.501.

Evaluation

As defined in ' 192.803 and ' 195.503. [Note: Any evaluation of an individual’s qualifications must follow an objective, consistent process that documents the individual’s ability to perform the covered task, including the ability to recognize and react to AOCs.]

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
- § Sloping/shoring
- § Water removal
- § Inspection

Third party excavations that take place on the operator’s pipeline facility shall be handled in accordance with the operator’s damage prevention program requirements.

Definitions to be Applied When Developing and Reviewing OQ Plans

Identify

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

Immediate Corrective Action

Taking steps to correct mistakes or abnormal 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.

Interval

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

Knowledge

Understanding gained through experience or study.

Knowledge, Skills, and Abilities (KSAs)

An appropriate combination of information, craftsmanship, and proficiency 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.

Observe

The act of watching; to watch or perceive. For purposes of conducting qualification evaluations using on the job (OTJ) performance, observations must include the interaction of the evaluator and qualification candidate to ensure that the candidate's knowledge of the procedures (and the

Definitions to be Applied When Developing and Reviewing OQ Plans

reasons for the key steps therein) is adequate to ensure the continued safe performance of the task.

Operate

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

Operation

Actions taken to facilitate storage or movement of product through a regulated pipeline.

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 there under 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 or implied requirements prescribed by regulation.

Definitions to be Applied When Developing and Reviewing OQ Plans

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 Title, Part, Subpart, Section, Paragraph, and Subparagraph.

Retain

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.

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.

Standards

A written document which is commonly used and accepted as a basis for judging acceptability of performance in the areas addressed.

Task

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

Training

An educational or instructional process (e.g., classroom, computer-based, or on-the-job) by which an individual's KSA level is improved. While not currently required by the OQ rule, training is nonetheless fundamental to implementing many of the OQ rule's requirements.

Definitions to be Applied When Developing and Reviewing OQ Plans

Work Performance History Review (WPHR)

A process established by the Operator to ascertain the previously demonstrated competency of an individual to perform a covered task. Evaluation parameters should include:

- A search of existing records for documentation of an individual's satisfactory performance of the covered task in the past.
- Verification that the individual's WPH contains no indications of substandard work or involvement in an incident or accident to which the individual may have contributed by committing an error in the performance of a covered task.
- Verification and documentation that the individual has satisfactorily performed the covered task on a regular basis prior to October 26, 1999.

Written

To set down in writing.