

**OPERATOR QUALIFICATION  
FIELD INSPECTION PROTOCOL FORM**

<b>Inspection Date(s):</b>	March 27-28, 2013
<b>Name of Operator:</b>	Cascade Natural Gas Corp
<b>Operator ID (OPID):</b>	2128
<b>Inspection Location(s):</b>	Castle Rock, Longview, Kalama WA
<b>Supervisor(s) Contacted:</b>	Tom Wilson
<b># Qualified Employees Observed:</b>	3
<b># Qualified Contractors Observed:</b>	0

Individual Observed	Title/Organization	Phone Number	Email Address
Joe Benson	Service Mechanic	360-751-3909	joe.benson@cngc.com
David Swarts	Service Mechanic	360-355-2117	david.swarts@cngc.com
Mitch Clapp	Service Mechanic	360-703-1401	Mitch.clapp@cngc.com

*To add rows, press TAB with cursor in last cell.*

PHMSA/State Representative	Region/State	Email Address
Dennis Ritter	WA	dritter@utc.wa.gov

*To add rows, press TAB with cursor in last cell.*

**Remarks:**

A table for recording specific tasks performed and the individuals who performed the tasks is on the last page of this form. This form is to be uploaded on to the OQBD for the appropriate operator, then imported into the file.

**9.01 Covered Task Performance**

Verify the qualified individuals performed the observed covered tasks in accordance with the operator’s procedures or operator approved contractor procedures.

<b>9.01 Inspection Results</b> (type an X in exactly one cell below)		<b>Inspection Notes</b>
	<b>No Issue Identified</b>	Mitch Clapp was not “comfortable” performing covered task he is qualified to do--rectifier reading--as he does not perform it routinely--Joe Benson routinely performs this task. If Benson is out for some reason, other staff would have to perform for him. CNG needs to ensure OQ covered and trained staff can perform OQ tasks.
<b>X</b>	<b>Potential Issue Identified (explain)</b>	
	<b>N/A (explain)</b>	
	<b>Not Inspected</b>	

**9.02 Qualification Status**

Verify the individuals performing the observed covered tasks are currently qualified to perform the covered tasks.

<b>9.02 Inspection Results</b> (type an X in exactly one cell below)		<b>Inspection Notes</b>
<b>X</b>	<b>No Issue Identified</b>	
	<b>Potential Issue Identified (explain)</b>	
	<b>N/A (explain)</b>	
	<b>Not Inspected</b>	

**9.03 Abnormal Operating Condition Recognition and Reaction**

Verify the individuals performing covered tasks are cognizant of the AOCs that are applicable to the tasks observed.

<b>9.03 Inspection Results</b> (type an X in exactly one cell below)		<b>Inspection Notes</b>
<b>X</b>	<b>No Issue Identified</b>	All personnel answered appropriately when asked about AOCs and how they would respond.
	<b>Potential Issue Identified (explain)</b>	
	<b>N/A (explain)</b>	
	<b>Not Inspected</b>	

**9.04 Verification of Qualification**

Verify the qualification records are current, and ensure the personal identification of all individuals performing covered tasks are checked, prior to task performance.

<b>9.04 Inspection Results</b> (type an X in exactly one cell below)		<b>Inspection Notes</b>
<b>X</b>	<b>No Issue Identified</b>	
	<b>Potential Issue Identified (explain)</b>	
	<b>N/A (explain)</b>	
	<b>Not Inspected</b>	

**9.05 Program Inspection Deficiencies**

Have potential issues identified by the headquarters inspection process been corrected at the operational level?

<b>9.05 Inspection Results</b> (type an X in exactly one cell below)		<b>Inspection Notes</b>
<b>X</b>	<b>No Issue Identified</b>	
	<b>Potential Issue Identified (explain)</b>	
	<b>N/A (explain)</b>	
	<b>Not Inspected</b>	

**Field Inspection Notes**

The following table is provided for recording the covered tasks observed and the individuals performing those tasks.

No	Task Name	Name/ID of Individual Observed			Comments
		Benson	Clapp	Swarts	
		Correct Performance (Y/N)	Correct Performance (Y/N)	Correct Performance (Y/N)	
1	Change chart recorder	Y			
2	Odorant check	Y	Y	Y	
3	Check pressure relief setting	Y		Y	
4	Pipe to soil read	Y	Y		
5	Rectifier check	Y	N		See comment 9.01
6	Operate valve	Y	Y		
7	Odorometer use			Y	
8					

**Operations and Maintenance Records Review**

If performing an operations and maintenance records review in the course of your inspection, please review a sample of the qualifications of the individuals performing those O&M tasks that are covered under Operator Qualification and check the records for compliance to 192.807 or 195.507.

192.807 or 195.507	Records supporting an individual's current qualifications shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.	Sat.	Unsat.	Not Checked
		X		

*PHMSA (OQ) Field Inspection Form 15 (Rev. 4) May 17, 2007*

	Comments:			
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