



Qualification of Pipeline Personnel Operator Qualification Program

(Revision26)

49 CFR Part 192, Subpart N

Northern Indiana Public Service Company

To ensure a qualified workforce

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INTRODUCTION/PURPOSE

On August 27, 1999, the Research and Special Programs Administration (RSPA) of the U.S. Department of Transportation (DOT), published a Rule (commonly known as the Operator Qualification Rule) requiring pipeline operators to develop and maintain a written Qualification Program for individuals performing Covered Tasks (CTs) on its pipeline facilities. The intent of this Rule is to ensure a qualified workforce and to reduce the probability and consequence of incidents caused by human error by establishing qualification requirements for individuals performing CTs.

This regulation can be found in 49 CFR Part 192 Subpart N. IC 8-1-22.5-2 established within the Indiana Utility Regulatory Commission a Pipeline Safety Division. IC 8-1-22.5-4 gave the IURC Pipeline Safety Division the authority to administer and require compliance with federal safety standards applicable to the transportation of natural and other gas and for pipeline facilities used in this transportation established and in effect, from time to time, pursuant to the Natural Gas Pipeline Safety Act of 1968.

In 2003, the pipeline industry approached ASME to sponsor the development of a consensus code on pipeline personnel qualification. Over 100 industry experts spent over 20 months, first meeting in August 2003, to compile the “ASME B31Q Pipeline Personnel Qualification” code which was first published in 2006. This code gives general and specific requirements for the qualification of pipeline personnel.

In accordance with pipeline safety regulations defined in 49 CFR Part 192, Subpart N, regulations require that all individuals who operate and maintain pipeline facilities “be qualified to operate and maintain the pipeline facilities” and have “the ability to recognize and react appropriately to abnormal operating conditions that may indicate a dangerous situation or a condition exceeding design limits”. To ensure NIPSCO’s compliance with these regulations, NIPSCO has adopted this Operator Qualification Program (OQ Program). NIPSCO intends to ensure its employees and other individuals who may perform Covered Tasks under the regulations set forth in Subpart N on behalf of NIPSCO are aware of the regulatory requirements and contents of this Program and are qualified to perform Covered Tasks.

This document is intended to serve as that written qualification program and to satisfy the requirements of the Operator Qualification Rule.

This written OQ Program document also addresses and meets the compliance requirements contained in section 13 of the Pipeline Safety Improvement Act of 2002. These compliance requirements have been incorporated into this program prior to the December 17, 2004 compliance deadline.

49 CFR 192 SUBPART N—QUALIFICATION OF PIPELINE PERSONNEL

§192.801 SCOPE.

- (a) This subpart prescribes the minimum requirements for operator qualification of individuals performing covered tasks on a pipeline facility.
- (b) For the purpose of this subpart, a covered task is an activity identified by the operator, that:
 - (1) Is performed on a pipeline facility;
 - (2) Is an operations or maintenance task;
 - (3) Is performed as a requirement of this part; and
 - (4) Affects the operation or integrity of the pipeline.

§192.803 DEFINITIONS.

Abnormal operating condition means a condition identified by the operator that may indicate a malfunction of a component or deviation from normal operations that may:

- (a) Indicate a condition exceeding design limits; or
- (b) Result in a hazard(s) to persons, property, or the environment.

Evaluation means a process, established and documented by the operator, to determine an individual's ability to perform a covered task by any of the following:

- (a) Written examination;
- (b) Oral examination;
- (c) Work performance history review;
- (d) Observation during:
 - (1) Performance on the job,
 - (2) On the job training, or
 - (3) Simulations;
- (e) Other forms of assessment.

Qualified means that an individual has been evaluated and can:

- (a) Perform assigned covered tasks; and
- (b) Recognize and react to abnormal operating conditions.

§192.805 QUALIFICATION PROGRAM.

Each operator shall have and follow a written qualification program. The program shall include provisions to:

- (a) Identify covered tasks;
- (b) Ensure through evaluation that individuals performing covered tasks are qualified;
- (c) Allow individuals that are not qualified pursuant to this subpart to perform a covered task if directed and observed by an individual that is qualified;
- (d) Evaluate an individual if the operator has reason to believe that the individual's performance of a covered task contributed to an incident as defined in Part 191;

- (e) Evaluate an individual if the operator has reason to believe that the individual is no longer qualified to perform a covered task;
- (f) Communicate changes that affect covered tasks to individuals performing those covered tasks;
- (g) Identify those covered tasks and the intervals at which evaluation of the individual's qualifications is needed;
- (h) After December 16, 2004, provide training, as appropriate, to ensure that individuals performing covered tasks have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of pipeline facilities; and
- (i) After December 16, 2004, notify the Administrator or a state agency participating under 49 U.S.C. Chapter 601 if the operator significantly modifies the program after the Administrator or state agency has verified that it complies with this section.

§192.807 RECORDKEEPING.

Each operator shall maintain records that demonstrate compliance with this subpart.

- (a) Qualification records shall include:
 - (1) Identification of qualified individual(s);
 - (2) Identification of the covered tasks the individual is qualified to perform;
 - (3) Date(s) of current qualification; and
 - (4) Qualification method(s).
 - (5) Identification of Evaluator
- (b) Records supporting an individual's current qualification 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.

§192.809 GENERAL.

- (a) Operators must have a written qualification program by April 27, 2001. The program must be available for review by the Administrator or by a state agency participating under 49 U.S.C. Chapter 601 if the program is under the authority of that state agency.
- (b) Operators must complete the qualification of individuals performing covered tasks by October 28, 2002.
- (c) Work performance history review may be used as a sole evaluation method for individuals who were performing a covered task prior to October 26, 1999.
- (d) After October 28, 2002, work performance history may not be used as a sole evaluation method.
- (e) After December 16, 2004, observation of on-the-job performance may not be used as the sole method of evaluation.

SCOPE

This written Operator Qualification Program applies to:

- All employees of Northern Indiana Public Service Company (NIPSCO), its agents, contracted workers and other entities that perform Covered Tasks (CT) on NIPSCO jurisdictional pipelines and assets.
- All activities necessary to qualify individuals to perform CTs and to recognize and react to abnormal operating conditions.

This written Operator Qualification Program shall:

- A. Identify CTs;
- B. Document how NIPSCO ensures through evaluation that individuals performing CTs are qualified;
- C. Document how NIPSCO allows individuals that are not qualified pursuant to these requirements to perform a CT if directed and observed by an individual that is qualified;
- D. Documents how NIPSCO evaluates an individual if NIPSCO has reason to believe that the individual's performance of a CT contributed to an incident as defined in 49 CFR Part 191 - "Transportation of Natural and other gas by pipeline; Annual Reports, Incident Reports and Safety-Related Conditions Reports";
- E. Documents how NIPSCO evaluates an individual if NIPSCO has reason to believe that the individual is no longer qualified to perform a CT;
- F. Documents how NIPSCO communicate changes that affect CTs to individuals performing those CTs;
- G. Identify those CTs and the intervals at which evaluation of the individual's qualifications is needed;
- H. Documents NIPSCO's training, as appropriate, to ensure that individuals performing CTs have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of pipeline facilities;
- I. Documents how NIPSCO will notify the Administrator or a state agency participating under 49 U.S.C. Chapter 601 if the operator significantly modifies the program after the Administrator or state agency has verified that it complies with this section.

ROLES AND RESPONSIBILITIES

Below is a summary of roles of key groups in the OQ Plan. The Role and Responsibility chart can be found in Appendix C.

NGD Pipeline Safety and Compliance

- The Director-Technical Services is the “owner” of the NIPSCO OQ Program.

NIPSCO OQ Steering Committee will:

- Monitor, improve and eliminate identified gaps in the overall OQ Plan.
- Assure the OQ Plan meets current regulatory and NIPSCO requirements.
- Assure the OQ Plan is able to maintain compliance due to new or changes in:
 - State and/or Federal regulatory requirements affecting NIPSCO’s OQ Plan,
 - Gas standards, policies or procedures affecting NIPSCO’s OQ Plan,
 - Equipment and/or technology affecting NIPSCO’s OQ Plan,
 - Information from equipment or product manufactures affecting NIPSCO’s OQ Plan, in a timely manner.
- Assess the health of the OQ Plan.
- Assure effective implementation of OQ Program requirements.
- Provide an independent safety perspective of the OQ Plan.
- Review and give feedback on any Federal, State, Local and/or Company audit findings on the NIPSCO OQ Program prior to any action being taken on those findings.

NIPSCO OQ Program Administrator:

- Performs periodic reviews of the written OQ Program
- Coordinate the identification of CTs and associated abnormal operating conditions
- Review contractor qualification programs □ Maintain the written OQ program
- Maintain/update CTs list as required
- Evaluate intervals at which employees shall be reevaluated in order to remain qualified
- Review the assessment of the effect changes will have on the task(s)
- Attend industry related seminars to stay current with changing regulations

NIPSCO’s Training Development Center:

- Coordinate the qualification process of individuals performing CTs
- Review/approve current and new training material needed to support the OQ program
- Acquire, provide and coordinate training needed to support the OQ program
- CTs Perform field observations of covered tasks with Qualified Individuals
- Attend industry related seminars to stay current with changing regulations

NIPSCO's Pipeline Asset Integrity:

- Review the effect changes to NIPSCO's operating standards will have on the task(s) and make recommendations for the evaluation and qualification process as necessary
- Assess and communicate how changes to regulations will affect CT(s)
- When appropriate, Pipeline Asset Integrity will establish a team of SME's to evaluate if the CT(s) in question is significantly affected by internal or external changes
- Be the SME for communication level determination and should be consulted when there are questions about the proper level of communication required
- Coordinate the identification of CTs and associated abnormal operating conditions
- Attend industry related seminars to stay current with changing regulations

NIPSCO Gas Operations Management:

- Ensure initial, and subsequent evaluations of employees under their supervision is current
- Assign only qualified individuals to perform CTs or to direct and observe non-qualified individuals
- Communicate changes to policies and procedures affecting CTs to the work force
- Perform reviews of individuals when an incident occurs while performing CTs
- Identify individuals who may need requalification due to concerns with CT performance
- Assist with identifying which CTs are associated with specific job functions
- Perform field observations of covered tasks with Qualified Individuals
- Give input on how changes will affect the task(s)
- Promptly suspend individuals from that task when valid concerns are observed or brought to their attention
- Conduct investigations of suspended OQ tasks to determine disqualification or reinstatement

NIPSCO OQ Qualified employee:

- Responsible for ensuring they are current on their assigned covered tasks
- Regularly review CT expiration dates to ensure expiration dates of their covered tasks are not exceeded.
- Converse with their leadership on any uncertainties on how to perform any covered task.

DEFINITIONS

Ability

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

Abnormal Operating Condition (AOC)

A condition identified by NIPSCO that may be encountered while performing a CT. The condition may indicate a malfunction of a component or deviation from normal operations which may:

- Indicate a condition exceeding design limits; or
- Results in a hazard(s) to persons, property, or the environment.

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 AOC that in turn could result in an unsafe operating condition.

ASME B31Q-Pipeline Personnel Qualification

The ASME standard that provides general and specific requirements for the qualifications of pipeline personnel.

Change- Level 1 (to a CT)

Level 1 Change: The changes DO NOT affect the skill and ability of performance of the CT and do not need to be communicated to the work force. These are normally grammatical, Rev date change or other minor changes.

Change- Level 2 (to a CT)

Level 2 Change: The changes DO NOT affect the skill and ability of performance of the CT but need to be communicated to the work force. These can include utilizing an updated procedure or standard, changes in tolerances or similar changes.

Change- Level 3 (to a CT)

Level 3 Change: The changes DO affect the skill and ability of performance of the CT, need to be communicated to the work force and need requalification in the CT. These can include addition of a new CT or utilizing a new type of instrument.

DEFINITIONS

Change-Significant (to the OQ Program)

As applicable to OQ program modifications, *significant* includes but is not limited to:

- increasing evaluation intervals
- increasing span of control ratios
- eliminating covered tasks
- mergers and/or acquisition changes
- evaluation method changes such as written vs. observation
- wholesale changes made to the OQ plan

Compliance

Activity(ies) performed to remain in accordance with the rule.

Covered Task (CT)

An activity, identified by NIPSCO, that:

- Is performed on a NIPSCO pipeline facility
- Is an operations or maintenance task
- Is performed as a requirement of this part (Part 192); and
- Affects the operation and integrity of the pipeline

Demonstrate

Provide tangible evidence.

Difficult, Importance and Frequency (DIF) Analysis

A format for analyzing covered pipeline task developed by MEA/ETN that applies standardized criteria to each CT to establish maximum requalification intervals for each task. Details of the MEA/ETN criteria utilized is included in Appendix 192.805-G.

Direct Observation

Physical observation made of an unqualified individual(s) during the performance of a CT by a qualified individual in that task. Such qualified individuals must be able to take immediate and effective corrective action if incorrect procedures or AOC's are observed.

Document

Retrievable record.

DEFINITIONS

Evaluation

A documented process established by NIPSCO set forth in this Program to assess and document an individual's qualifications to perform a CT by any or all, as appropriate, of the following:

- Written examination,
- Oral examination,
- Work performance history review (shall not be the sole method of evaluation),
 - Observation during:
 - Performance on-the-job (shall not be the sole method of evaluation)
 - On-the-job training
 - Simulations; or
- Other forms of assessment.

Evaluator

Persons performing evaluations who shall be qualified in the CT they are evaluating:

- To ascertain an individual's ability to perform the CT(s), and
- To substantiate an individual's ability to recognize and react to AOCs that might surface while performing those activities.

The evaluator is not required to physically be able to perform the CT(s) themselves.

Excavation within a Pipeline Facility

A CT requiring qualification that shall include:

- Verification of line location and depth
- One-Call and underground facility owner/operator notifications
- Sloping / Shoring as required by code or NIPSCO standards ◻Water removal as required by conditions at excavation
- Inspection.

Third party excavations that take place on NIPSCO Gas pipeline facilities shall be handled in accordance with NIPSCO's damage prevention and Integrity Management program requirements.

Gas Standard Review (GSR)

The formal process to document and notify company personnel of changes that affect a Gas Standard but do not affect any covered task.

DEFINITIONS

Immediate Corrective Action

Taking steps to correct mistakes or abnormal or hazardous conditions without delay.

Incident (per 49 CFR Part 191.3)

- An event that involves a release of gas from a pipeline, gas from an underground natural gas storage facility, liquefied natural gas, liquefied petroleum gas, refrigerant gas, or of liquefied natural gas or gas from an LNG facility, and that results in one or more of the following consequences:
 1. Death or personal injury necessitating in-patient hospitalization; or
 2. Estimated property damage of the current PHMSA threshold dollar amount or more, including loss to the operator and others, or both, but excluding cost of gas lost; or
 3. Unintentional estimated gas loss of three million cubic feet or more.
- An event that results in an emergency shutdown on an LNG facility or an underground natural gas storage facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

Individual

An employee of NIPSCO, a Contractor, or Subcontractor or any other being performing CTs on behalf of NIPSCO.

Inspector (QA Inspector)

An individual who validates and documents that work was completed per the work scope. Inspectors shall be qualified in the tasks that they inspect.

Integrity

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

Knowledge

Understanding gained through experience or study.

Knowledge, Skills, and Abilities (KSA)

An appropriate combination of information, craftsmanship, and proficiency that allows an individual to perform assigned CTs in a competent manner.

Midwest Energy Association (MEA)

DEFINITIONS

A trade association located in Bloomington MN, founded over 100 years ago by distribution utilities, who is utilized as NIPSCO's OQ Program provider to be replaced by the NiSource Common OQ Program as of July 8, 2019.

NIPSCO

Northern Indiana Public Service Company, the Operator of this Operation Qualification program. When reference to NIPSCO is used in this document for documentation access, approvals, etc., NIPSCO will refer to Company personnel with oversight in the Operation Qualification program.

Notification of Change (NOC)

The formal process to document and notify company personnel of changes that affect a covered task.

Observe

The act of watching an action to gain knowledge. For purposes of conducting qualification evaluations using on-the-job (OJT) performance, observations must include the interaction of the qualified evaluator and qualification candidate to ensure that the candidate's knowledge of the procedures (and the reasons for the key steps therein) is adequate to ensure the continued safe performance of the task. Written documentation of the evaluation materials, i.e. task requirement key steps and AOCs are utilized during observation to ensure consistent evaluations are administered across NIPSCO.

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 (per 49CFR192.3)

A person who engages in the transportation of gas. Operator may also be referred to as Owner when used within NIPSCO contracts. NIPSCO is the Operator of its assets.

Operator Qualification Steering Committee (OQSC)

A group of NIPSCO personnel, considered SMEs with respect to their input on the committee, who maintain oversight over the Operator Qualification Plan.

This document is CONTROLLED only when viewed electronically on the NIPSCO OQ share point site. Printed or other electronic copies may not be current. The intranet version should be used to verify.

DEFINITIONS

Operator Qualification Program

The written document that details how NIPSCO will manage and satisfy 49CFR-192 Subpart N requirements taking into consideration NiSource Operator Qualification Database, NiSource Common OQ, and other industry accepted documents and recommendations.

Person (per 49 CFR Part 192.3)

Any individual, firm, joint venture, partnership, corporation, association, State, municipality, cooperative association, or joint stock association, and includes and trustee, receiver, assignee, or personal representative thereof.

Performance Evaluation Form (PEF Form)

A standardized form utilized by evaluators during the witnessed evaluation of an employee performing a CT.

Pipeline (per 49 CFR Part 191.3)

All parts of those physical facilities through which gas moves in transportation, including, but not limited to, pipe, valves, and other appurtenances attached to pipe; compressor units; metering stations; regulator stations, delivery stations; and holders and fabricated assemblies.

Pipeline Facility (per 49 CFR Part 192.3)

New and existing pipelines, rights-of-way, and any equipment, facility, or building used in the transportation of gas or in the treatment of gas during the course of transportation.

Plan

The assembly of documents including the OQ Program that describe the history, reasoning, methodology and requirements that make up the NIPSCO Pipeline Safety Strategy.

Protocol

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

Qualified (Qualified Individual or QI per 192.803)

An Individual who has been evaluated and can:

- Perform assigned CTs, and
- Recognize and react to Abnormal Operating Conditions.

The individual should be able to demonstrate knowledge of the aspects of the CT.

DEFINITIONS

Qualification-Initial

Qualification of individuals who were not performing a CT on a regular basis prior to the August 27, 1999, published date of the Operator Qualification Rule.

Initial qualification is also utilized when a significant change to the program requires updated qualifications, a new CT is added to the program or a current CT sees a significant revision.

Qualification-Re

The re-evaluation of an individual's ability to perform one or more CTs, after the individual was disqualified on the CT(s). The successful re-qualification will reinstate that individual with the ability to perform that CT(s).

Qualification-Subsequent

The process to evaluate, for continued qualification, a worker who is currently qualified to perform one or more CTs, at evaluation intervals determined by DIF analysis.

Qualification-Transitional

Qualifications completed by October 28, 2002, of individuals who have been performing a CT on a regular basis prior to the August 27, 1999, published date of the Rule. Transitional Qualifications are no longer utilized but included here as some current workers may have been originally qualified in this method.

Records

Recorded data collected and preserved to demonstrate compliance with the OQ rule.

Retain

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

Shall (per PHMSA)

Operators are required to implement "must" and "shall" statements in the standard. Where the standard provides an alternative, e.g., in the event an action that "must" be done cannot be accomplished, **the alternative must be implemented** with appropriate justification. (In the event of conflicts between provisions in the standard and the Rule, the Rule takes precedence).

DEFINITIONS

Should (per PHMSA)

Office of Pipeline Safety (OPS) **expects** operators to implement "should" statements in industry standards that are invoked by the rule. Operators **may choose to implement an alternative approach** in meeting the recommendations of invoked standards. If this approach is taken, program requirements for the alternative approach must exist in IM Program documents and records must be generated by the alternative approach. The IM Program documents must also technically justify that the alternative approach provides an equivalent level of protection. If an operator **chooses not to implement a "should" statement** in an invoked standard, a sound technical basis for why it has not been implemented **must be documented in the IM Program documents**.

Skill

The ability to use one's knowledge effectively and readily in execution or performance of tasks.

Smart ID

A scannable code that will produce the current qualifications of the worker along with a current picture of the worker. This identification shall be available in the field at the work location of the worker.

Span of Control (SOC)

The maximum number of non-qualified individuals that a qualified individual can direct and observe performing a CT. This shall be no greater than **3 to 1 (3 non-qualified to 1 qualified)**.

Subject Matter Expert (SME)

An individual recognized by NIPSCO as having the knowledge and experience in the process/discipline they represent.

Subject Matter Representative (SMR)

Are selected by the General Manager/Vice Presidents to represent the interests and concerns of the organization each represents when Gas Standards facilitates the development of new and revision of existing gas standards. The SMRs' goal is to reach consensus and strive for consistency across NiSource whenever possible. If or when consensus cannot be reached, the issued are forwarded to the GM/VPs for conflict resolution.

Standard

A written document which is commonly used and accepted as a basis for judging acceptability of performance in the areas addressed. Per PHMSA, when standards are incorporated into a rule by reference, the requirements of the standard become requirements of the rule.

DEFINITIONS

Training

Instructing individuals using materials designed to convey the skills and knowledge necessary to perform a particular task.

Training Development Center

The Training Development Center is the NIPSCO training organization located in LaPorte, IN. The Training Development Center is responsible for coordinating the initial qualifications, re-qualifications and subsequent qualification of individuals performing CTs.

Written Exam (WE)

Written Exam (NiSource Common OQ Written Exam) that can replace a PEF (see app. 192.805-A) or is part of a Performance Evaluation as defined by the initial qualification performed after 6/1/14 or a dis-qualification.

Written Exam (NiSource Common OQ Written Exam) that is part of the initial qualification of any OQ task performed or as a result of a disqualification after 6/1/14. WE may replace a PEF at the discretion of the OQ Steering Committee. (see app. 192.805-A).

192.805-A IDENTIFICATION OF COVERED TASKS

NIPSCO's Operator Qualification Steering Committee (OQSC) assesses the list of covered tasks (CTs) required for the OQ Plan based on the criteria established in 49 CFR Part 192.801(b). The following criteria shall be met to identify the applicable task as a CT:

- Is the task performed on a pipeline facility?
- Is the task an operations or maintenance task?
- Is the task performed as a requirement of 49 CFR Part 192?
- Does the task affect the operation or integrity of the pipeline?

A task shall meet all four criteria to be considered a CT. NIPSCO then analyzes data gathered during the four-part test and job task analysis to develop a CT list customized to meet NIPSCO's operating standards.

A-1 ESTABLISHING AND MAINTAINING NISOURCE COMMON COVERED TASK LIST

Process to establish NiSource's identified Covered Task list.

Relevant SME's will be utilized to analyze data while applying the four-part test as set forth in 192.801(B). Data is gathered from Federal, State and Local regulatory requirements, NIPSCO operating standards, audits, manufacturer and vendor instructions. OQSC utilizes the findings from this data analysis when determining and justifying the NIPSCO identified CT list.

Reasons to revise NiSource's Identified Covered Task list

Any individual can identify:

- New State and/or Federal regulatory requirements affecting NIPSCO's operating standards and/or identified CTs.
- Revised State and/or Federal regulatory requirements affecting NIPSCO's operating standards and/or identified CTs.
- New or revised gas standards (policy and procedures) affecting identified CT(s).
- Approved and adopted new equipment and/or technology affecting NIPSCO's operating standards and/or identified CTs.
- New or revised information from equipment or product manufacturers affecting NIPSCO's operating standards and/or identified CTs.

Process for disseminating and reviewing new and/or revised information

- Standards / Engineering will identify the NIPSCO/NiSource gas standard(s) affected by the change.

- SME's will review the affect the change(s) will have on existing identified CT(s) or determine if a new identified CT(s) is required. If the SME's determines the change affects a CT(s), Section 192.805-F of this program will be followed.
- Standards / Engineering will send out an advisory detailing the new or revised information to SMEs for review and comment.
- Standards / Engineering working with various groups and individuals will facilitate the necessary changes to NIPSCO's operating standards to reflect the new or revised information. PAI will assess the effect the changes will have on the CT(s). The Training and Development Center will make adjustments to the evaluation and qualification process as necessary.

Activating and Inactivating Covered Tasks

- Before a CT can be Activated or Inactivated, the OQSC must first review and approve.
- Only the Program Administrator shall activate or inactivate the CT.

Assigning and removing CTs from Job Codes

- Before a CT is added to or removed from a Job Code, responsible gas operations management must first review and approve.
- The OQSC shall approve the assignment or removal of a CT from a Job Code before it is assigned or removed.

The complete list of CTs, as of the revision date of this document, are included in Appendix 192.805-A. Current CT information will be found in the NIPSCO OQ Share Point site.

192.805-B PROGRAM EVALUATION

INTERNAL FOCUS: The NIPSCO Operator Qualification Program is a living program that will be enhanced as needs are identified. As such, the following variables have been identified as major evaluation points of the program:

- Field work versus qualification content
- Effectiveness of evaluation methods
- Effectiveness of training methods as they relate to qualification
- CT list content
- CT qualification intervals

The evaluation of the program will not be limited to the variables above. Any concern(s) about any portion of the Program will be evaluated to ensure individuals are fully qualified to perform CTs on NIPSCO's jurisdictional facilities.

EXTERNAL FOCUS: NIPSCO also reviews information gathered from attending Federal and State regulatory Operator Qualification related seminars, presentations and public meetings combined with participation in industry recognized gas associations to continually improve the NIPSCO OQ Program. NIPSCO utilizes the information compiled from these sources and considers them while establishing CT qualification intervals.

NIPSCO envisions its Operator Qualification program as a living document. We are dedicated to perpetually seeking, and adopting as appropriate, program performance improvements.

B-1 EVALUATOR CRITERIA

Persons with responsibility for evaluating an individual's qualifications to perform CTs shall have the required knowledge/skill to ascertain that individual's ability to:

- Demonstrate knowledge of the aspects of the CT
- Perform the CT
- Recognize and react to abnormal operating conditions that might surface while performing those tasks.

Persons with responsibility for evaluating an individual's qualifications to perform CTs shall be qualified in the tasks they are evaluating and shall have passed the NiSource Operator Qualification Database evaluator training course. NIPSCO requires that QA Inspectors be OQ qualified in the tasks that they inspect.

NIPSCO utilizes NiSource Common OQ Program, and other industry accepted documents and recommendations for consensus evaluation/qualification criteria relating to CTs and Abnormal Operating Conditions (AOC's). NIPSCO originally adopted and utilized the MEA's *Qualified for One, Qualified for All*. Utilization of MEA Qualified for One, Qualified for All ended on June 01, 2014 when it was replaced by the MEA EnergyU program. As of July 8, 2019 NIPSCO shall utilize the NiSource Common OQ Program.

B-2 EVALUATION METHODS

Evaluation methods and qualification criteria can vary from CT to CT and from initial qualification, requalification and subsequent qualification.

The evaluation method chosen for any specific CT will include one or more of the following:

- Written examination
- Oral examination
- Observation during:
 - On-the-job training* (shall not be the sole method of evaluation: ABD-09-03)
 - Simulations
 - Performance on the job* (shall not be the sole method of evaluation; 192.809e)
- Other forms of assessment that may be developed in the future

***Note:** *Performance on the job and On-the-job training evaluation methods shall be used with another method (besides each other) for qualification evaluations. They cannot be utilized by themselves as a means of evaluation.*

“Work performance history review” was used during the transitional period and is no longer utilized as a means of evaluation.

B-3 EVALUATION PROCESS

The evaluation of qualifications for a given CT will include an individual's ability to:

- Demonstrate knowledge of the aspects of the CT
- Perform the assigned CT(s) and,
- Recognize and react to abnormal operating conditions that may be encountered during the performance of the CT(s)

Each employee will be presented, at their request, with any existing OQ training materials for each CT. Employees are limited to 3 attempts to pass the WE and/or PEF.

The evaluation shall be performed by a qualified NIPSCO OQ evaluator who is qualified in that specific task. NiSource Operator Qualification Database or NiSource Common OQ Program evaluators may proctor PE testing. The NIPSCO OQ evaluator shall follow the procedures outlined in this document and meet NiSource Common OQ Program requirements. The following steps shall be followed based on the outcome of the knowledge and/or performance evaluations:

Successful completion of the task knowledge and/or performance evaluation

- Inform employee of successful completion
- Complete appropriate documentation
- Enter results in the NiSource Operator Qualification Database

Employee Fails 1st Knowledge and/or Performance Evaluation Attempt

- Communicate errors in performance
- Provide a review or remedial training
- Complete appropriate documentation
- Enter results in NiSource Operator Qualification Database
- Notify employee supervision of task suspension
 - Schedule employee re-evaluation within 30 days.
- Scheduled re-evaluation may be conducted 36 hours after the 1st attempt failure.

Employee Fails 2nd Knowledge and/or Performance Evaluation Attempt

- Communicate errors in performance
- Supervisor and/or Training and Development Center to provide formal training
- Complete appropriate documentation
- Notify employee supervision of task suspension
- Enter results in NiSource Operator Qualification Database
- Schedule employee re-evaluation within 30 days.

Employee Fails 3rd/Final Knowledge and/or Performance Evaluation Attempt

- •Communicate errors in performance
 - **Employee disqualified on task and from job position**
- Contact HR Dept. and Training and Development Center
- Complete appropriate documentation
- Enter results in NiSource Operator Qualification Database

B-4 EVALUATION CATEGORIES

Initial Qualification: The qualification of individuals who did not perform a particular CT on a regular basis prior to August 27, 1999. This is current qualification method being utilized for first time qualification of individuals.

Initial qualification is also utilized when a significant change to the program requires updated qualifications, a new CT is added to the program or a current CT sees significant revision.

Initial qualifications shall include a Computer based Training (CBT), Written Exam (WE) and if included, the performance (PEF) section for the required CT.

Re-Qualification: The re-evaluation of an individual's ability to perform one or more CTs, after the individual was disqualified on the CT(s). The successful re-qualification will reinstate that individual with the ability to perform that CT(s).

Re-qualifications shall include a Computer Based Training (CBT) and Written Exam (WE) and if included, the performance (PEF) section for the required CT.

Subsequent Qualification: The process to evaluate, for continued qualification, a worker who is currently qualified to perform one or more CTs, at evaluation intervals established by DIF analysis.

The subsequent qualification process may not require all of the evaluation sections that were used for the initial qualification but will ensure the worker can demonstrate the ability to perform the CT and is knowledgeable in the requirements of the CT. The evaluator has the discretion to administer additional evaluation requirements based on the employee's subsequent qualification performance. Subsequent qualification intervals have been in place since the October 28, 2002 compliance date.

The specific requirements for initial qualification, requalification and subsequent qualification for each CT can be found on the NIPSCO OQ share point site.

A qualification shall not expire until the end of the re-evaluation interval established by NIPSCO. An additional 90-day grace period past the re-evaluation interval has been granted by the IURC to complete subsequent evaluations. This 90-day grace period is for isolated and unusual incidences. It is expected that all employees complete their re-evaluations within the established re-evaluation intervals.

The 90 day grace period DOES NOT apply to the 6 month welding performance evaluation!

The OQSC will review the method and acceptance criteria used to consistently and objectively determine an individual's qualifications.

(OBSOLETE) Transitional qualification: The qualification of individuals who:

- Performed one or more CTs on a regular basis prior to August 27, 1999 and
- Qualify to perform those same CTs, according to the Program

Note: Transitional qualifications were only utilized during the transitional period prior to August 29, 1999. Transitional qualifications are no longer utilized. It is identified as some current workers may have been originally qualified in this method.

B-5 EVALUATION CRITERIA

The following criteria will be applied to each CT to determine the appropriate KSA evaluation methodology applied to that specific task:

- Frequency of performance
- Critical nature of the CT with respect to operation
- Complexity / Difficulty
- Existence of checks and balances, such as, Reviews and/or audits
- Statutory requirements

Appendix 192.805B includes a flowchart on this process.

192.805-C NON-QUALIFIED INDIVIDUALS

NIPSCO will allow non-qualified individuals to perform CTs under certain circumstances, including a non-qualified individual's participation in on-the-job training or when working as part of a crew. However, under all circumstances the following conditions shall be met:

With the exceptions noted at the end of this section, a non-qualified individuals may perform a covered task if all of the following exist:

- A qualified individual is assigned to direct and observe non-qualified individual(s) during the performance of a CT.
- A qualified individual is able to take immediate corrective actions when necessary.
- The ratio of non-qualified individuals to a qualified individual (Span of Control) in no instance shall be greater than 3:1. Example: If the span of control for the task(s) being performed is 3:1 and there are 7, 8 or 9 non-qualified individuals on the crew performing these tasks, there needs to be 3 qualified individuals present and observing to meet the 3:1 span of control.
- A qualified Individual is able to communicate effectively with the non-qualified individual and take immediate corrective actions when necessary.
- The qualified individual is responsible for the performance of the CT.

Exceptions: The following tasks cannot be performed under direct observation and SHALL be performed by a Qualified Individual only! A tapping crew shall comply with the 1:0 span of control. Every member of the crew MUST be qualified to operate the equipment for the given pressure and pipe size being used. Each individual performing a tap and stop or assisting with a tap and stop must be qualified to operate the equipment.

□ Welding Tasks

- NS.E01.0801 Welding IN

□ Tapping Tasks

- • NS.L01.1081 Tapping a Pipeline (Tap Diameter 2 in. and Less) (Mueller)
- NS.L01.1091 Tapping a Pipeline (Tap Diameter Greater Than 2 Inch) (Mueller)
- NS.L01.1085 Tapping a Pipeline (T.D. Williamson 60 psi or less)
- NS.L01.1085 Tapping a Pipeline (T.D. Williamson All Pressures)
- NS.L01.1111 Tapping Cast and Ductile Iron Pipe, and Low Pressure Steel Pipe
- NS.L01.a.1101 Tapping a Pipeline With a Built-In Cutter

- NS.L01.b.1121 Bagging and Stopping Low-Pressure Pipe
- NS.L01.b.1131 Stopper (Stopple) Pipe
- NS.L05.5691 Tapping a Plastic Pipeline with Specialized Equipment
- NS.L05.5691 Tapping a Plastic Pipeline with Specialized Equipment (M.T. Deason)
- NS.L05.5691 Tapping a Plastic Pipeline with Specialized Equipment (T.D. Williamson)

Plastic Joining Tasks:

- NS.F01.4.0781 Joining of Plastic Pipe: Electrofusion
- NS.F01.1.0751 Joining of Plastic Pipe: Butt Heat Fusion (Manual)
- NS.F01.1.0761 Joining of Plastic Pipe: Butt Heat Fusion (Hydraulic)
- NS.F02.2.0681 Joining of Plastic Pipe: Stab Fittings
- NS.F02.1.0691 Joining of Pipe: Nonbottom-Out Compression Couplings
- NS.F02.1.0701 Joining of Pipe: Bottom-Out Compression Couplings
- NS.F02.3.0711 Joining of Pipe: Compression Couplings

Performing Nondestructive Testing on Steel Pipelines and Welds

- NS.E03.0601 Radiographic Testing
- NS.E03.0611 Liquid Penetrant Testing
- NS.E03.0621 Magnetic Particle Testing
- NS.E03.0631 Ultrasonic Testing

192.805-D PERFORMANCE CONTRIBUTING TO AN INCIDENT

If there is reason to believe that an individual's performance of a CT contributed to an incident/accident as defined under 49 CFR 191 reporting requirements, local management shall initiate an investigation to determine the cause of the incident. The investigation shall be performed in conjunction with and at the direction of the NiSource Legal Department.

Process to determine whether an individual needs to be evaluated:

- An investigation will be initiated by local management personnel in accordance with NIPSCO's Emergency Operating Procedures after the incident/accident to determine the cause of the incident/accident. Appropriate operations personnel shall be included in the investigation. During the investigation, the individual involved will have his/her qualification on the incident-associated task(s) "suspended" and will not be allowed to perform that task(s) unless directed and observed by a qualified individual.

- If the investigation concludes that the individual's performance of a CT contributed to the incident or cannot be discounted as a contributing factor, the individual shall be "disqualified" and shall not perform that CT(s) until such time the individual has been retrained and re-evaluated consistent with the Evaluation Process described in this program.
- If the investigation determines the individual properly performed the CT in question, the individual's qualification for that task shall be reinstated.
- All investigation findings are to be promptly forwarded to the OQ Program Administrator.

192.805-E REASONABLE CAUSE TO VERIFY QUALIFICATION

E-1 EVALUATION TRIGGERS

NIPSCO will evaluate an individual's qualifications if there is reason to believe that the individual is no longer qualified to perform a CT. Concerns regarding an individual's ability to perform a CT may be prompted by a number of circumstances and reported to local management and/or the Human Resources Department by any person.

Reasons to evaluate an individual's qualification(s) of a covered task include, but are not limited to:

- New hires (OJT and classroom)
- Individuals taking on new CT(s) (New position or Expanded responsibilities)
- Individuals who fail one or more qualification evaluations
- Level (3) Change to a CT(s)
- Significant change in the Plan or Program
- Bidding/bumping into another department and/or location
- Loss of motor skills, vision, impairment, etc.
- Unsatisfactory on-the-job performance
- Violation of Company Policy, standard or practice as they relate to CTs
- After a 6 month absence from the job for any reason
- A statement from the employee or physician
- Employee request for qualification evaluation
- Field Observation Data
- Deficiencies identified on completed work

Process used by Gas Operations management to determine disqualification or reinstatement of an individual covered task:

- A formal or informal investigation, based on the severity, will be initiated to determine if reasonable cause exists to evaluate an individual's qualification to perform the CT(s) in question. The qualification of an individual for the CT in question can be suspended by any individual qualified in that task who observed questionable performance or by their direct leader when notified of a legitimate reason. The direct leader will notify the OQ Program Administrator who will ensure the CT records are updated in the OQ record database.
- If the investigation concludes the individual is no longer qualified to perform a CT, that individual's performance of the CT will be disqualified by their direct leader and the individual shall not be allowed to perform the CT, unless directed and observed by a qualified individual until the individual is re-qualified. The direct leader will notify the OQ Program Administrator who will ensure the CT records are updated in the OQ record database.
- The individual shall be re-evaluated by qualified evaluator(s) in accordance with the "Evaluation Process" in this Program.
- If the investigation concludes that the individual performed the CT as required, the direct leader will inform the individual that the task is no longer suspended. The OQ Program Administrator will ensure the CT records are updated in the OQ records database.
- Failure of a Field Observation results in suspension in the observed CT and requires an investigation as previously detailed above. The observer will stop the work and notify the individual's direct leader that the individual is being suspended on that specific task and notify the OQ Program Administrator who will ensure the CT records are updated in the OQ record database.
- Personnel performing the Field Observation should not give coaching on the Task being observed.
- Any unsafe condition shall be stopped immediately and corrected by a Qualified Individual.

E-2 FIELD OBSERVATIONS

Field observations are a key factor in monitoring the competency of Qualified Individuals. Field observations should be performed by persons who are qualified in the task being observed. Field Observations should be conducted during the course of normal field work.

The OQ Program Administrator will review field observations that have been completed every quarter to ensure Program expectations are being met.

All completed observations are to be made available to the OQ Program Administrator as they are completed (OQAdmin@nisource.com). Any observation graded as Suspend or Disqualified shall be forwarded to the OQ Program Administrator by the end of the day of occurrence as required by this document.

The results of the field observations can be grouped into three categories:

- Passed-The CT was completed per NIPSCO requirements.
- Suspension-The qualified observer stops the performance of a CT to determine, by observation example or non-leading oral questioning whether the individual performing the task is able to correctly complete the task and able to perform corrective measures required by any AOC resulting. Satisfactory example or correct answers to questioning will result in reinstatement of the CT qualification. Unsatisfactory examples or incorrect answers will result in disqualification.
- Disqualification-The QI performing the CT did not correctly perform the CT. The QI will not be allowed to finish the CT without direct observation of a QI per 49CFR192 requirements. The individual will need to be re-qualified by a qualified evaluator to be considered Qualified for that task. Disqualification information shall be forwarded to the OQ Program Administrator by the end of the normal working day and the employee notified they are dis-qualified for that particular OQ task(s).

192.805-F COMMUNICATION OF CHANGES

NIPSCO will communicate significant changes that affect a CT to the individuals who perform that CT. A change may be significant enough to require changes to the qualification process or additional qualifications.

F-1 RESPONSIBILITY RELATED TO CHANGES AFFECTING COVERED TASKS

- All workers are responsible for notifying the OQ Program Administrator of any changes affecting an identified CT(s).
- Engineering/Standards will lead the process to evaluate information regarding changes that may affect an identified CT(s).
- The OQ Program Administrator will make a recommendation to Engineering/Standards as to the level of change and communication that is required. Based on the complexity, this could involve anything from informing qualified individuals of the changes to requiring complete re-qualification.
- Engineering / Standards will review the recommendations on the change and make the final determination on the change level prior to change implementation.
- NIPSCO OQ Department is responsible for revising the evaluation and qualification processes to include the recommendations that address the impact of the change.
- To maintain control of the integrity of the NIPSCO OQ Program, only the NOC process shall communicate the information to all appropriate Managers Superintendents and Supervisors.
- Managers, Superintendents and Supervisors will follow the directions identified on the NOC Form in notifying the QI's and work force of the changes. Depending on the level of change, when required, Managers, Superintendents and Supervisors shall conduct an informational meeting providing the information to all affected employees.
- Contractors affected by the change shall be required to conduct employee meetings utilizing the NOC Form and requalify their work force if the changes require. The contractor will be required to submit a copy of the NOC Form and requalification documentation back to NIPSCO Construction Services with employees' signatures in a timely manner.

F-2 DETERMINING THE COMMUNICATION LEVEL:

Determining the need to communicate changes will vary dependent upon the impact of the change to a CT(s). NIPSCO has established a 3-tiered system for identifying and communicating change.

Level 1: Limited to no impact on the CT and requires no communication or further action.

Level 2: Moderate impact on the CT and requires communication of the change only.

Level 3: Significant impact on the CT and requires both communication and modification of the qualification process. These modifications will require Training/Evaluation/Initial qualification of affected NIPSCO employees and/or contractors.

The Communication of Change for Level 2 and Level 3 changes will be completed utilizing the NOC form and will be verified through either the use of "Employee sign-in sheets" and subsequent entry into the LMS system or thru assignment in the LMS system which self-records the employee notification. This process is detailed in Appendix 192.805-F.

Affected employee NOC information is electronically stored on the Training and Development Center database and is available for review.

F-3 COMMUNICATING CHANGES TO COVERED TASKS:

To maintain control of the integrity of the NIPSCO OQ Program, the NOC process shall communicate all Level 2 and Level 3 changes affecting a CT to all affected NIPSCO Management who perform the CT or oversee personnel who perform a CT. NIPSCO Management will follow the directions identified on the NOC Form in notifying the QI's and work force of the changes.

Examples of these changes may include, but are not limited to:

- Modifications to company standards, policies or procedures
- Changes in state or federal regulations
- Use of new equipment and/or technology that affects CTs
- New information from equipment or product manufacturers that affects the CT

A listing of CTs is located in Appendix 192.805-A, A-1. Current CT information will be found in the NIPSCO OQ Share Point site.

F-4 CHANGES TO THE PROGRAM: (DETAILED IN SECTION 192.805-I)

Should NIPSCO at any time significantly change its Operator Qualification program as determined by the OQSC, the Director-Technical Services, or his designate shall notify the

required regulatory bodies in a timely manner of such change and shall make available a copy of the revised program.

192.805-G EVALUATION INTERVALS FOR COVERED TASKS

NIPSCO also reviews information gathered from attending Federal and State regulatory Operator Qualification related seminars, presentations and public meetings combined with participation in industry recognized gas associations to continually improve the NIPSCO OQ Program. NIPSCO utilizes the information compiled from these sources and considers them while establishing CT qualification intervals.

The following criteria are applied to each CT to determine the appropriate subsequent qualification interval applied to that task:

- Frequency of performance
- Critical nature of the CT with respect to operations
- Complexity / Difficulty
- Existence of checks and balances, such as: Reviews and/or audits
- Statutory requirements
- QI input

Based on the above criteria, NIPSCO selected 36 months* as the maximum evaluation interval for all CTs not specifically requiring shorter evaluation intervals such as 49 CFR 192, Subparts E (Welding of Steel in Pipelines) & F (Joining of Materials Other Than by Welding).

*Exceptions to this are made by the NIPSCO Operator Qualification Department based on review of the task(s) only requiring a knowledge examination and not a performance evaluation.

Employees who have not been subsequent-qualified within the specified time interval shall not perform a CT unless directed and observed by a qualified individual or until requalification is achieved in accordance with this program.

The OQ Task Criticality Score Matrix document that details the intervals for CTs is in Appendix 192.805-G, G-1. The criteria which NIPSCO applies to establishing re-evaluation intervals is in Appendix 192.805-G, G-2.

192.805-H QUALIFICATION TRAINING

NIPSCO shall present as part of its OQ CT training program all the knowledge, skills and abilities necessary to ensure an employee's safe and competent performance of any/all OQ CTs as required for their current job classification to maintain the safe operation of NIPSCO's pipeline facilities. The training material will be maintained by the Training and Development Center. The training material will be presented by Training and Development Center and/or operator qualified local supervision.

H-1 TRAINING FOR OPERATOR QUALIFICATION REQUIREMENTS

Examples requiring training include but are not limited to:

- New hires (OJT and classroom)
- Individuals taking on new CT(s) (New position or Expanded responsibilities)
- Individuals who fail one or more qualification evaluations
- Level (3) Change to a CT(s)
- Significant change in the Plan or Program
- Bidding/bumping into another department and/or location, loss of motor skills, vision, impairment, etc.
- Unsatisfactory on-the-job performance
- Violation of Company Policy, standard or practice as they relate to CTs
- After a 6 month absence from the job for any reason
- A statement from the employee or physician
- Employee request for training
- Field Observation Data

H-2 TRAINING FOR NEW UNQUALIFIED INDIVIDUALS

Employees not previously operator qualified will have a CT list for their classification as applicable. Employees not previously qualified will work/train within the requirements of Non-Qualified Individuals (Section 192.805-C and E of this program) until operator qualified.

H-3 TRAINING FOR INDIVIDUALS ASSIGNED NEW COVERED TASK(S)

Individuals assigned new CT(s) will have their NiSource Operator Qualification Database Program reviewed and updated by NIPSCO Operator Qualification Department to reflect the addition of the new CT(s). These Individuals will follow the process for New Unqualified Individual in H-2 above.

H-4 TRAINING FOR INDIVIDUALS AFFECTED BY OQ PROGRAM CHANGE

Level 3 change(s) are when a significant change(s) has occurred affecting a CT(s), which requires communication, training and re-qualification as appropriate. The NIPSCO Operator Qualification Department will oversee the training and requalification requirements are met.

H-5 RECORDS

NIPSCO Operator Qualification Department maintains qualification records in the NiSource Operator Qualification Database.

192.805-I MODIFICATION TO OPERATOR QUALIFICATION PROGRAM

Should NIPSCO at any time significantly change its Operator Qualification program as determined by the OQSC, the Director-Technical Services, or his designate shall notify the required regulatory bodies in a timely manner of such change and shall make available a copy of the revised program.

I-1 DETERMINING SIGNIFICANT MODIFICATIONS

OQSC oversees the NIPSCO OQ Plan and OQ Program. If modifications to the NIPSCO OQ Plan or Program are implemented, the OQSC will be responsible for assessing the significance of the modification. OQSC will meet and if needed assemble a team of SME's. The team will analyze the modification to the program and determine if it is significant in nature warranting communication to State and/or Federal agencies that have audited the program.

The modifications identified below are automatically considered significant modifications:

- Mergers and/or acquisitions
- Wholesale changes to the OQ Program

I-2 COMMUNICATING SIGNIFICANT MODIFICATIONS

Any employee can initiate an OQ Plan or Program change by presenting the information to the OQSC. The OQSC will review the information, vote on if the change should be implemented and determine if the change is significant. If the change is approved and is not a significant change, it will be implemented. If the change is determined to be a significant change, the NOC process will be utilized to notify the work force. The OQ Program Administrator is responsible for ensuring the NOC is completed.

192.807 RECORD KEEPING

RK-1 NIPSCO EMPLOYEES

NIPSCO's Operator Qualification Department shall ensure maintenance of records demonstrating each individual's qualifications to perform a CT(s) through use of electronic or hard copy methods. OQ qualification records shall contain the following:

- Name of the individual being qualified
- CTs qualified to perform
- Date of current qualification
- Method(s) of evaluation
- Name of the evaluator

These records will contain information on all qualifications/suspensions/disqualifications for the last five years. Qualification records will be maintained throughout the period of time that an individual is qualified to perform a CT(s). Records of an individual's prior CT qualifications and the qualification records of individuals who are no longer performing specific CT(s) will be maintained for a period of at least five (5) years from the date a task was last performed.

Employee records will be maintained in the NiSource Operator Qualification Database system. The NiSource Operator Qualification Database is the official data base for all NIPSCO OQ qualification records.

RK-2 CONTRACTED EMPLOYEES

Contractors performing CT(s) on NIPSCO facilities shall be required to comply with record keeping methods in a manner that complies with 49 CFR 192.807 and in a manner acceptable to NIPSCO. All contracted employees working on NIPSCO gas assets shall have at the work site a "smart ID" that include a current picture of the employee and a means of scanning to obtain the workers qualifications.

Contractor qualification records will contain:

- Name of the individual being qualified
- CTs qualified to perform
- Date of current qualification
- Method(s) of evaluation
- Name of the evaluator

NIPSCO individuals responsible for oversight involving the performance of any CT(s) by a contractor shall assure contractor employee OQ records are current for the CT(s) to be performed.

NIPSCO's OQ required contractors shall utilize the NiSource Operator Qualification Database as the record holder for their workers training CBT and knowledge WE OQ records. The contractor shall maintain their performance evaluations (PEF) records. An electronic format of the PEF shall be made available to NIPSCO upon request. NIPSCO shall have permission to review any contractor qualification records stored in the official record holders data base.

NIPSCO may also keep controlled copies of contractor records at the Training and Development Center or utilize other means to ensure access to current contractor OQ records.

CONTRACTORS, MUTUAL AID & EMERGENCIES, MERGERS & ACQUISITIONS

CMM&A-1 CONTRACTORS

NIPSCO will ensure that all contracted agents performing CTs on its pipeline facilities comply with this Operator Qualification Program if they are to perform CTs on NIPSCO gas assets.

Documentation relating to the qualification program being used by the contractor and all qualification records of personnel SHALL be made available to the OQ Administrator prior to any covered-task work being performed on NIPSCO's pipeline facilities. These requirements shall be stated within any/all contracts. Contractor compliance with this requirement will be monitored thru periodic audits.

Contracted agents shall notify OQAdmin@nisource.com within 1 business day of any suspension or disqualification.

An agreement form depicting this practice is found in Appendix CMM&A-1, "NiSource Common Operator Qualification Plan Contractor Agreement".

CMM&A-2 MUTUAL AID & EMERGENCIES

NIPSCO will accept the MEA's Energy U and NiSource Common OQ qualifications for the purposes of Mutual Aid assistance. Should NIPSCO require aid from non-MEA's EnergyU or NiSource Common OQ qualified contractor, that contractor SHALL provide to NIPSCO OQ Program Administrator those qualification records for review. The OQ Administrator on behalf of the OQ Steering Committee shall review and determine if that contractor's qualifications can be approved before any work can begin and secure the proper qualification documentation. For Mutual Aid, the contractors shall provide the NIPSCO OQ Program Administrator a copy of their OQ Program so that it can be promptly reviewed by the OQ Program Administrator to ensure the requirements of NIPSCO's OQ Program are met and any deficiencies will be noted and addressed.

For Emergency driven work, NIPSCO OQ Program Administrator will perform a thorough review and confirm the qualifications of such operator or contract company as well as associated individuals assigned to perform such work as soon as practical following the commencement of such emergency mutual aid assistance. Review of the OQ Program document is not required for emergency driven work.

CMM&A-3 MERGERS & AQUISITIONS

As part of any merger or acquisition, NIPSCO shall take into consideration any company/contractor's OQ Program as well as its evaluation/qualification procedures for all CTs to ensure compatibility. This shall include a review of all required records and documentation.

NIPSCO shall, for each CT where the existing employee qualifications are deemed inadequate:

- Ensure that no acquired employee is allowed to perform any CT for which they have been deemed "unqualified."
- Train, evaluate and re-qualify the employees.

APPENDIX NOTES

All referenced material contained in these Appendices are documents that were current at the time of this OQ Program document approval and are for example only. Non relevant pages may have been omitted and page numbering on the attachments may not coincide with actual page count in the appendix. All current documents can be obtained by contacting the OQ Program Administrator (OQAdmin@nisource.com).

APPENDIX 192.805-A: IDENTIFIED COVERED TASKS

A-1 NISOURCE COMMON OQ IDENTIFIED COVERED TASK LIST

NISOURCE COMMON TASK TITLE & DESCRIPTION

Subsequent qualification intervals, excluding welding skills and ability evaluations, include a three (3) month grace period. For example, individuals qualified on tasks with a one (1) year subsequent interval shall re-qualify within one (1) year, but not to exceed 15 months. *The exception is per 192.285 Plastic pipe: Qualifying persons to make joints ,”A person must be re-qualified under an applicable procedure once each calendar year at intervals not exceeding 15 months” . A three (3) year subsequent qualification interval shall re-qualify within three (3) years but not to exceed 39 months. A five (5) year subsequent qualification interval shall re-qualify within five (5) years not to exceed 63 months.

Task Code/Evaluation Title	Span of Control	Method	Interval (months)
NS.A01 PE: Operating and Maintaining Propane Air Systems	1:1	Performance Evaluation	36
NS.A01A PE: Operating Propane Air Systems	1:1	Performance Evaluation	36
NS.E01.0801 PE: Welding. SMAW 6 Month Contractor Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding. SMAW A Contractor Welder Qualification	1:0	Performance Evaluation	12
NS.E01.0801 WE: Welding (OH, KY, PA, MD, MA, VA) Contractor	1:0	Knowledge	12
NS.E01.0801 PE: Welding. SMAW Hot Tap Contractor Welder Qualification	1:0	Performance Evaluation	12
NS.E01.0801 PE: Welding. SMAW 6 Month Hot Tap Contractor Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding - Contractor Certified	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding GMAW-A Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding GMAW 6 Month Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 WE: Welding GMAW Welder Qualification	1:0	Knowledge	24
NS.E01.0801 PE: Welding GMAW-B Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding GMAW-C Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 WE: Welding (OH, KY, PA, MD, VA) Company: SMAW In-Service	1:0	Knowledge	24

NS.E01.0801 PE: Welding. SMAW Hot Tap Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding. SMAW 6 Month Hot Tap Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding. SMAW A Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding SMAW "A" 6 Month Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding. SMAW B Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding. SMAW "B" 6 Month Welder Qualification	1:0	Performance Evaluation	6
NS.E01.0801 PE: Welding. SMAW C Welder Qualification	1:0	Performance Evaluation	24
NS.E01.0801 PE: Welding SMAW "C" 6 Month Welder Qualification	1:0	Performance Evaluation	6
NS.E02.0811 WE: Visual Inspection of Welding and Welds	1:1	Knowledge	36
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NS.E03.0601 WE: NDT: Radiographic Testing	1:0	Knowledge	36
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NS.E03.0611 WE: NDT: Liquid Penetrant Testing	1:0	Knowledge	36
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NS.E03.0621 WE: NDT: Magnetic Particle Testing	1:0	Knowledge	36
NS.E03.0621 PE: NDT: Magnetic Particle Testing	1:0	Performance Evaluation	36
NS.E03.0631 WE: NDT: Ultrasonic Testing	1:0	Knowledge	36
NS.E03.0631 PE: NDT: Ultrasonic Testing	1:0	Performance Evaluation	36
NS.E01.0801 PE: Welding.600 - Certified	1:0	Performance Evaluation	6
NS.F01.1.0751 WE: Joining of Plastic Pipe: Butt Heat Fusion (Manual)	1:0	Knowledge	36
NS.F01.1.0751 PE: Joining of Plastic Pipe: Butt Heat Fusion (Manual)	1:0	Performance Evaluation	12
NS.F01.1.0761 WE: Joining of Plastic Pipe: Butt Heat Fusion (Hydraulic)	1:0	Knowledge	36
NS.F01.1.0761 PE: Joining of Plastic Pipe: Butt Heat Fusion (Hydraulic)	1:0	Performance Evaluation	12

NS.F01.4.0781 WE: Joining of Plastic Pipe: Electrofusion	1:0	Knowledge	36
NS.F01.4.0781 PE: Joining of Plastic Pipe: Electrofusion	1:0	Performance Evaluation	12
NS.F02.1.0691 WE: Joining of Pipe: Nonbottom-Out Compression Couplings	1:0	Knowledge	36
NS.F02.1.0691 PE: Joining of Pipe: Nonbottom-Out Compression Couplings	1:0	Performance Evaluation	12
NS.F02.1.0701 WE: Joining of Pipe: Bottom-Out Compression Couplings	1:0	Knowledge	36
NS.F02.1.0701 PE: Joining of Pipe: Bottom-Out Compression Couplings	1:0	Performance Evaluation	12
NS.F02.2.0681 WE: Joining of Plastic Pipe: Stab Fittings	1:0	Knowledge	36
NS.F02.2.0681 PE: Joining of Plastic Pipe: Stab Fittings	1:0	Performance Evaluation	12
NS.F02.3.0711 WE: Joining of Pipe: Compression Couplings	1:0	Knowledge	36
NS.F02.3.0711 PE: Joining of Pipe: Compression Coupling	1:0	Performance Evaluation	12
NS.F02.4.5731 WE: Install Mechanical Compression Collar Fittings (MetFit)	1:0	Knowledge	36
NS.F04.0671 WE: Joining of Plastic Pipe: Solvent Cement	1:0	Knowledge	36
NS.F04.0671 PE: Joining of Plastic Pipe: Solvent Cement	1:0	Performance Evaluation	12
NS.F06.0821 WE: Tubing and Fitting Installation: Instrument, Control, and Sampling	1:2	Knowledge	36
NS.F06.0821 PE: Tubing and Fitting Installation: Instrument, Control, and Sampling	1:2	Performance Evaluation	36
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NS.F07.0731 PE: Joining of Pipe: Flange Assembly	1:3	Performance Evaluation	36
NS.F08.5821 WE: Joining of Plastic Pipe: Bolt-On Tapping Tee	1:0	Knowledge	36
NS.F08.5821 PE: Joining of Plastic Pipe: Bolt-On Tapping Tee	1:0	Performance Evaluation	12
NS.G01.0981 WE: Backfilling	1:3	Knowledge	36
NS.G01.0981 PE: Backfilling	1:3	Performance Evaluation	Non-Expiring
NS.G01.1321 WE: Damage Prevention During Excavation Activities by or on Behalf of the Operator	1:1	Knowledge	36
NS.G01.1331 WE: Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by the Operator	1:1	Knowledge	36

NS.G01.1341 WE: Provide or Ensure Adequate Pipeline Support During Operator-Initiated Excavation Activities	1:3	Knowledge	36
NS.G02.0641 WE: Visually Inspect Pipe and Components Prior to Installation	1:2	Knowledge	60
NS.G02.0641 PE: Visually Inspect Pipe and Components Prior to Installation	1:2	Performance Evaluation	Non-Expiring
NS.G02.0861 WE: Installation of Steel Pipe in a Ditch	1:3	Knowledge	36
NS.G02.0861 PE: Installation of Steel Pipe in a Ditch	1:3	Performance Evaluation	Non-Expiring
NS.G02.0891 WE: Field Bending of Steel Pipe	1:1	Knowledge	36
NS.G02.0891 PE: Field Bending of Steel Pipe	1:1	Performance Evaluation	36
NS.G02.0901 WE: Installation of Plastic Pipe in a Ditch	1:3	Knowledge	36
NS.G02.0901 PE: Installation of Plastic Pipe in a Ditch	1:3	Performance Evaluation	Non-Expiring
NS.G02.0921 WE: Installation of Plastic Pipe by Plowing/Pull-In	1:2	Knowledge	36
NS.G02.0921 PE: Installation of Plastic Pipe by Plowing/Pull-In	1:2	Performance Evaluation	Non-Expiring
NS.G02.0931 WE: Installation of Plastic Pipe by Plowing/Planting	1:2	Knowledge	36
NS.G02.0931 PE: Installation of Plastic Pipe by Plowing/Planting	1:2	Performance Evaluation	Non-Expiring
NS.G02.0941 WE: Install Tracer Wire	1:3	Knowledge	36
NS.G02.0941 PE: Install Tracer Wire	1:3	Performance Evaluation	36
NS.G02.0971 WE: Pipe Insertion / Installation and Maintenance of Casing Spacers, Vents, and Seals	1:3	Knowledge	36
NS.G02.0971 PE: Pipe Insertion / Installation and Maintenance of Casing Spacers, Vents, and Seals	1:3	Performance Evaluation	Non-Expiring
NS.G03.0951 WE: Installation of Pipe Above Ground	1:3	Knowledge	36
NS.G03.0951 PE: Installation of Pipe Above Ground	1:3	Performance Evaluation	Non-Expiring
NS.G03.0961 WE: Above Ground Supports and Anchors: Inspection, Preventive, and Corrective Maintenance	1:3	Knowledge	36
NS.G03.0961 PE: Above Ground Supports and Anchors: Inspection, Preventive, and Corrective Maintenance	1:3	Performance Evaluation	Non-Expiring
NS.G03.0961a WE: Above Ground Support and Anchors - Inspection	1:3	Knowledge	36
NS.G03.0961a PE: Above Ground Supports and Anchors: Inspection	1:3	Performance Evaluation	Non-Expiring
NS.G04.0871 WE: Installation of Steel Pipe in a Bore	1:2	Knowledge	36

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NS.G04.0871 PE: Installation of Steel Pipe in a Bore	1:2	Performance Evaluation	Non-Expiring
NS.G04.0911 WE: Installation of Plastic Pipe in a Bore	1:2	Knowledge	36
NS.G04.0911 PE: Installation of Plastic Pipe in a Bore	1:2	Performance Evaluation	Non-Expiring
NS.G05.0935 WE: Relocating In-Service Pipelines	1:2	Knowledge	36
NS.G05.0935 PE: Relocating In-Service Pipelines	1:2	Performance Evaluation	Non-Expiring
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NS.H01.0721 PE: Joining of Pipe: Threaded Joints	1:2	Performance Evaluation	Non-Expiring
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NS.H01.1161 PE: Installation of Customer Meters and Regulators: Residential and Small Commercial	1:1	Performance Evaluation	36
NS.H01.1171 WE: Installing Customer Meters: Large Commercial and Industrial	1:1	Knowledge	36
NS.H01.1171 PE: Installing Customer Meters: Large Commercial and Industrial	1:1	Performance Evaluation	36
NS.H02.5861 WE: Install Service Lines (KY, OH, PA, VA)	1:1	Knowledge	36
NS.H02.5861 WE: Install Service Lines (IN, MD)	1:1	Knowledge	36
NS.H03.1201 WE: Temporary Isolation of Service Lines and Service Discontinuance	1:1	Knowledge	36
NS.H03.1201 PE: Temporary Isolation of Service Lines and Service Discontinuance	1:1	Performance Evaluation	Non-Expiring
NS.H05.1191 WE: Maintenance of Service Valves Upstream of Customer Meter	1:1	Knowledge	36
NS.H05.1191 PE: Maintenance of Service Valves Upstream of Customer Meter	1:1	Performance Evaluation	36
NS.H05.1191A WE: Lubricating Service Valve Upstream of Customer Meter	1:1	Knowledge	36
NS.H05.1191A PE: Lubricating Service Valve Upstream of Customer Meter	1:1	Performance Evaluation	36
NS.H07.5781 WE: Check for Irregularities in the Condition of Meter Installations	1:1	Knowledge	36
NS.I01.0001 WE: Measure Structure to Electrolyte Potential	1:1	Knowledge	60
NS.I01.0001 PE: Measure Structure to Electrolyte Potential	1:1	Performance Evaluation	60
NS.I02.0011 WE: Conduct Close Interval Survey	1:1	Knowledge	36
NS.I02.0011 PE: Conduct Close Interval Survey	1:1	Performance Evaluation	Non-Expiring

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NS.I03.0021 WE: Measure Soil Resistivity	1:1	Knowledge	36
NS.I03.0021 PE: Measure Soil Resistivity	1:1	Performance Evaluation	Non-Expiring
NS.I04.0151 WE: Visual Inspection of Buried Pipe and Components When Exposed	1:1	Knowledge	36
NS.I04.0151 PE: Visual Inspection of Buried Pipe and Components When Exposed	1:1	Performance Evaluation	Non-Expiring
NS.I04.0171 WE: Measure External Corrosion	1:1	Knowledge	36
NS.I04.0171 PE: Measure External Corrosion	1:1	Performance Evaluation	36
NS.I05.0101 WE: Inspect Rectifier and Obtain Readings	1:1	Knowledge	60
NS.I05.0101 PE: Inspect Rectifier and Obtain Readings	1:1	Performance Evaluation	36
NS.I05.0111 WE: Maintain Rectifiers	1:1	Knowledge	36
NS.I05.0111 PE: Maintain Rectifiers	1:1	Performance Evaluation	Non-Expiring
NS.I06.0061 WE: Inspect or Test Cathodic Protection Bonds	1:1	Knowledge	60
NS.I06.0061 PE: Inspect or Test Cathodic Protection Bonds	1:1	Performance Evaluation	Non-Expiring
NS.I07.0041 WE: Installation and Maintenance of Mechanical Electrical Connections	1:1	Knowledge	60
NS.I07.0041 PE: Installation and Maintenance of Mechanical Electrical Connections	1:1	Performance Evaluation	Non-Expiring
NS.I07.0051 WE: Installation of Exothermic Electrical Connections	1:1	Knowledge	36
NS.I07.0051 PE: Installation of Exothermic Electrical Connections	1:1	Performance Evaluation	36
NS.I08.0071 WE: Inspect or Test Cathodic Protection Electrical Isolation Devices	1:1	Knowledge	60
NS.I08.0071 PE: Inspect or Test Cathodic Protection Electrical Isolation Devices	1:1	Performance Evaluation	Non-Expiring
NS.I08.0081 WE: Install Cathodic Protection Electrical Isolation Devices	1:1	Knowledge	60
NS.I08.0081 PE: Install Cathodic Protection Electrical Isolation Devices	1:1	Performance Evaluation	Non-Expiring
NS.I08.0081a WE: Installation and Testing of Electrical Isolation Devices (Service, M/R).	1:1	Knowledge	60
NS.I08.0081a PE: Installation and Testing of Electrical Isolation Devices (Service, M/R).	1:1	Performance Evaluation	Non-Expiring
NS.I09.0131 WE: Insert and Remove Coupons/Probes for Internal Corrosion Monitoring	1:1	Knowledge	36

NS.I09.0131 PE: Insert and Remove Coupons/Probes for Internal Corrosion Monitoring	1:1	Performance Evaluation	Non-Expiring
NS.I09.0161 WE: Visual Inspection for Internal Corrosion	1:1	Knowledge	36
NS.I09.0161 PE: Visual Inspection for Internal Corrosion	1:1	Performance Evaluation	36
NS.I10.0141 WE: Visual Inspection For Atmospheric Corrosion	1:1	Knowledge	60
NS.I10.0141 PE: Visual Inspection For Atmospheric Corrosion	1:1	Performance Evaluation	Non-Expiring
NS.I11.0031 WE: Inspect and Monitor Galvanic Ground Beds/Anodes	1:1	Knowledge	60
NS.I11.0031 PE: Inspect and Monitor Galvanic Ground Beds/Anodes	1:1	Performance Evaluation	Non-Expiring
NS.I11.5071 WE: Install/Design Sacrificial Anode Systems	1:1	Knowledge	36
NS.I12.0181 WE: Measure Internal Corrosion	1:1	Knowledge	36
NS.I12.0181 PE: Measure Internal Corrosion	1:1	Performance Evaluation	36
NS.I12.0191 WE: Measure Atmospheric Corrosion	1:1	Knowledge	36
NS.I12.0191 PE: Measure Atmospheric Corrosion	1:1	Performance Evaluation	Non-Expiring
NS.I13.0991 WE: Coating Application and Repair: Brushed or Rolled	1:3	Knowledge	36
NS.I13.0991 PE: Coating Application and Repair: Brushed or Rolled	1:3	Performance Evaluation	Non-Expiring
NS.I13.1011 WE: External Coating Application and Repair: Wrapped	1:3	Knowledge	36
NS.I13.1011 PE: External Coating Application and Repair: Wrapped	1:3	Performance Evaluation	Non-Expiring
NS.I14.0121 WE: Collect Sample for Internal Corrosion Monitoring	1:1	Knowledge	36
NS.I14.0121 PE: Collect Sample for Internal Corrosion Monitoring	1:1	Performance Evaluation	Non-Expiring
NS.I15.0091 WE: Troubleshoot Active Cathodic Protection Systems	1:1	Knowledge	36
NS.I15.0091 PE: Troubleshoot Active Cathodic Protection Systems	1:1	Performance Evaluation	Non-Expiring
NS.I16.1020 WE: Perform Electrical Inspection of Pipe Coating (Holiday Detection or Jeeping)	1:1	Knowledge	36
NS.I16.1020 PE: Perform Electrical Inspection of Pipe Coating (Holiday Detection or Jeeping)	1:1	Performance Evaluation	Non-Expiring
NS.K01.5491 WE: Uprate a Pipeline	1:1	Knowledge	36
NS.L01.1081 PE: Tapping a Pipeline (Tap Diameter 2 in. and	1:0	Performance	36

Less) (Mueller)		Evaluation	
NS.L01.1085 PE: Tapping a Pipeline (T.D. Williamson All Pressures)	1:0	Performance Evaluation	36
NS.L01.1085 PE: Tapping a Pipeline (T.D. Williamson 60 psi or less)	1:0	Performance Evaluation	36
NS.L01.1091 PE: Tapping a Pipeline (Tap Diameter Greater Than 2 Inch) (Mueller)	1:0	Performance Evaluation	36
NS.L01.1111 WE: Tapping Cast and Ductile Iron Pipe, and Low Pressure Steel Pipe	1:0	Knowledge	36
NS.L01.1111 PE: Tapping Cast and ductile Iron Pipe and Low Pressure Steel Pipe	1:0	Performance Evaluation	36
NS.L01.a.1101 WE: Tapping a Pipeline With a Built-In Cutter	1:0	Knowledge	36
NS.L01.a.1101 PE: Tapping a Pipeline With a Built-In Cutter	1:0	Performance Evaluation	36
NS.L01.b.1121 WE: Bagging and Stopping Low-Pressure Pipe	1:0	Knowledge	36
NS.L01.b.1121 PE: Bagging and Stopping Low-Pressure Pipe	1:0	Performance Evaluation	36
NS.L01.b.1131 WE: Stopper (Stopples) Pipe	1:0	Knowledge	36
NS.L01.b.1131 PE: Stopper (Stopples) Pipe	1:0	Performance Evaluation	36
NS.L02.1651 WE: Purge—Flammable or Inert Gas	1:1	Knowledge	36
NS.L02.1651 PE: Purge—Flammable or Inert Gas	1:1	Performance Evaluation	Non-Expiring
NS.L02.1661 WE: Purge – Hazardous Liquids.	1:1	Knowledge	36
NS.L02.1661 PE: Purge – Hazardous Liquids.	1:1	Performance Evaluation	Non-Expiring
NS.L03.1221 WE: Odorization: Odorizer Inspection, Testing, Preventive and Corrective Maintenance	1:3	Knowledge	60
NS.L03.1221 PE: Odorization: Odorizer Inspection, Testing, Preventive and Corrective Maintenance	1:3	Performance Evaluation	60
NS.L03.1221.MD WE: Odorization: Odorizer Inspection, Testing, Preventive and Corrective Maintenance	1:3	Knowledge	60
NS.L03.1221a PE: Odorization: Odorizers Farm Tap	1:1	Performance Evaluation	60
NS.L03.a.1211 WE: Odorization: Periodic Sampling (IN, KY, OH, PA, VA)	1:1	Knowledge	60
NS.L03.a.1211 PE: Odorization: Periodic Sampling	1:1	Performance Evaluation	60
NS.L03.a.1211 WE: Odorization: Periodic Sampling (MD)	1:1	Knowledge	60
NS.L03.a.1211 PE: Odorization: Periodic Sampling (MD)	1:1	Performance Evaluation	60

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NS.L04.1371 WE: Operate Gas Pipeline: System Control Center Operations	1:1	Knowledge	36
NS.L04.1371 PE: Operate Gas Pipeline: System Control Center Operations	1:1	Performance Evaluation	36
NS.L04.1381 WE: Operate Gas Pipeline: Local Facility Remote-Control Operations	1:1	Knowledge	36
NS.L04.1381 PE: Operate Gas Pipeline: Local Facility Remote-Control Operations	1:1	Performance Evaluation	36
NS.L05.5691 PE: Tapping a Plastic Pipeline with Specialized Equipment	1:0	Performance Evaluation	36
NS.L06.0351 WE: Pneumatic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Knowledge	36
NS.L06.0351 PE: Pneumatic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Performance Evaluation	Non-Expiring
NS.L06.0361 WE: Electric Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Knowledge	36
NS.L06.0361 PE: Electric Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Performance Evaluation	Non-Expiring
NS.L06.0371 WE: Hydraulic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Knowledge	36
NS.L06.0371 PE: Hydraulic Actuator/Operator Inspection and Testing, Preventive and Corrective Maintenance	1:2	Performance Evaluation	Non-Expiring
NS.L08.5801 WE: Interpreting Pressure Recording Charts and Electrical Devices	1:1	Knowledge	36
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NS.M01.1241 PE: Outside Gas Leak Investigation	1:1	Performance Evaluation	36
NS.M01.1241.IN WE: Outside Gas Leak Investigation (IN)	1:1	Knowledge	36
NS.M01.1261 WE: Walking Gas Leakage Survey	1:1	Knowledge	36
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NS.M01.1261 PE: Walking Gas Leakage Survey	1:1	Performance Evaluation	36
NS.M01.1271 WE: Mobile Gas Leakage Survey	1:1	Knowledge	36
		Performance Evaluation	
NS.M01.1271 PE: Mobile Gas Leakage Survey	1:1	Performance Evaluation	36
NS.M01.1311 WE: Inspect Pipeline Surface Conditions: Patrol Right of Way or Easement	1:1	Knowledge	60
NS.M01.1311 PE: Inspect Pipeline Surface Conditions: Patrol Right of Way or Easement	1:1	Performance Evaluation	600
NS.M02.1291.IN WE: Locate Underground Pipelines (IN)	1:1	Knowledge	36
NS.M02.1291 WE: Locate Underground Pipelines	1:1	Knowledge	36
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NS.M02.1291 PE: Locate Underground Pipelines	1:1	Performance Evaluation	36

NS.M02.1291.KY WE: Locate Underground Pipelines (KY)	1:1	Knowledge	36
NS.M02.1291.MD WE: Locate Underground Pipelines (MD)	1:1	Knowledge	36
NS.M02.1291.OH WE: Locate Underground Pipelines (OH)	1:1	Knowledge	36
NS.M02.1291.PA WE: Locate Underground Pipelines (PA)	1:1	Knowledge	36
NS.M02.1291.VA WE: Locate Underground Pipelines (VA)	1:1	Knowledge	36
NS.M02.1291a WE: Locate Underground Pipelines Company Purposes Only	1:1	Knowledge	36
NS.M02.1291a PE: Locate Underground Pipelines Company Purpose Only	1:1	Performance Evaluation	36
NS.M02.1301 WE: Install and Maintain Pipeline Markers	1:3	Knowledge	60
NS.M03.0561 WE: Pressure Test: Nonliquid Medium – MAOP Less Than 100 psi	1:2	Knowledge	36
NS.M03.0561 PE: Pressure Test: Nonliquid Medium – MAOP Less Than 100 psi	1:2	Performance Evaluation	Non-Expiring
NS.M03.0571 WE: Pressure Test: Nonliquid Medium – MAOP Greater Than or Equal to 100 psi	1:2	Knowledge	36
NS.M03.0571 PE: Pressure Test: Nonliquid Medium – MAOP Greater Than or Equal to 100 psi	1:2	Performance Evaluation	Non-Expiring
NS.M03.0581 WE: Pressure Test: Liquid Medium	1:2	Knowledge	36
NS.M03.0581 PE: Pressure Test: Liquid Medium	1:2	Performance Evaluation	Non-Expiring
NS.M03.0591 WE: Leak Test at Operating Pressure	1:1	Knowledge	36
NS.M03.0591 PE: Leak Test at Operating Pressure	1:1	Performance Evaluation	Non-Expiring
NS.M04.0381 WE: Spring-Loaded, Pressure-Regulating Device - Inspection and Testing, Preventive and Corrective Maintenance	1:1	Knowledge	36
NS.M04.0381 PE: Spring-Loaded, Pressure-Regulating Device - Inspection and Testing, Preventive and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M04.0391 WE: Pilot-Operated, Pressure-Regulating Device- Inspection, Testing, Preventive and Corrective Maintenance	1:1	Knowledge	36
NS.M04.0391 PE: Pilot-Operated, Pressure-Regulating Device- Inspection, Testing, Preventive and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M04.0401 WE: Controller-Type, Pressure-Regulating Device-Inspection, Testing, Preventive and Corrective Maintenance	1:1	Knowledge	36
NS.M04.0401 PE: Controller-Type, Pressure-Regulating Device- Inspection, Testing, Preventive and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M04.0411 WE: Spring-Loaded, Pressure-Limiting, and Relief	1:1	Knowledge	36

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NS.M04.0421 WE: Pilot-Operated, Pressure-Limiting, and Relief Device-Inspection, Testing, Preventive and Corrective Maintenance	1:1	Knowledge	36
NS.M04.0421 PE: Pilot-Operated, Pressure-Limiting, and Relief Device-Inspection, Testing, Preventive and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M04.0431 WE: Pneumatic-Loaded, Pressure-Limiting, and Relief Device-Inspection, Testing, Preventive and Corrective Maintenance	1:1	Knowledge	36
NS.M04.0431 PE: Pneumatic-Loaded, Pressure-Limiting, and Relief Device-Inspection, Testing, Preventive and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M05.0301 WE: Manually Opening and Closing Valves	1:1	Knowledge	36
NS.M05.0301 PE: Manually Opening and Closing Valves	1:1	Performance Evaluation	Non-Expiring
NS.M05.0311 WE: Adjust and Monitor Flow or Pressure-Manual Valve Operation	1:1	Knowledge	36
NS.M05.0311 PE: Adjust and Monitor Flow or Pressure-Manual Valve Operation	1:1	Performance Evaluation	36
NS.M05.0331 WE: Valve – Visual Inspection and Partial Operation	1:2	Knowledge	36
NS.M05.0331 PE: Valve – Visual Inspection and Partial Operation	1:2	Performance Evaluation	36
NS.M05.0341 WE: Valve-Preventive Maintenance	1:2	Knowledge	36
NS.M05.0341 PE: Valve-Preventive Maintenance	1:2	Performance Evaluation	36
NS.M05.b.0321 WE: Valve Corrective Maintenance	1:2	Knowledge	36
NS.M05.b.0321 PE: Valve Corrective Maintenance	1:2	Performance Evaluation	36
NS.M06.0551 WE: Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance (Blackhawk)	1:1	Knowledge	36
NS.M06.0551 PE: Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance (Blackhawk)	1:1	Performance Evaluation	36
NS.M06.0551 PE: Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance (Royal Center)	1:1	Performance Evaluation	36

NS.M06.0551 WE: Explosive Atmosphere Detection and Alarm System Performance Test and Corrective Maintenance (Royal Center)	1:1	Knowledge	36
NS.M07.5741 WE: Prevent Accidental Ignition and Recognize and React to Generic Abnormal Operating Conditions	1:1	Knowledge	36
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NS.M08.0201 PE: Visual Inspection of Installed Pipe and Components for Mechanical Damage	1:1	Performance Evaluation	36
NS.M08.0211 WE: Measure and Characterize Mechanical Damage on Installed Pipe and Components	1:1	Knowledge	36
NS.M08.0211 PE: Measure and Characterize Mechanical Damage on Installed Pipe and Components	1:1	Performance Evaluation	36
NS.M08.1041 WE: Install Mechanical Clamps or Sleeves: Bolted	1:2	Knowledge	36
NS.M08.1041 PE: Install Mechanical Clamps or Sleeves: Bolted	1:2	Performance Evaluation	Non-Expiring
NS.M08.1051 WE: Fit-Up of Weld Type Repair Sleeves	1:1	Knowledge	24
NS.M08.1051 PE: Fit-Up of Weld Type Repair Sleeves	1:1	Performance Evaluation	24
NS.M08.1061 WE: Install Composite Sleeves	1:2	Knowledge	36
NS.M08.1061 PE: Install Composite Sleeves	1:2	Performance Evaluation	Non-Expiring
NS.M08.1071 WE: Repair of Steel Pipe by Grinding	1:0	Knowledge	36
NS.M08.1071 PE: Repair of Steel Pipe by Grinding	1:0	Performance Evaluation	36
NS.M08.1141 WE: Squeeze Off Plastic Pipe	1:2	Knowledge	36
NS.M08.1141 PE: Squeeze Off Plastic Pipe	1:2	Performance Evaluation	36
NS.M09.0831 WE: Cast Iron Caulked Bell and Spigot Joints - Installation and Maintenance of Mechanical Leak Clamp(s)	1:2	Knowledge	36
NS.M09.0831 PE: Cast Iron Caulked Bell and Spigot Joints - Installation and Maintenance of Mechanical Leak Clamp(s)	1:2	Performance Evaluation	Non-Expiring
NS.M09.0841 WE: Cast Iron Joints - Sealing: Encapsulation	1:2	Knowledge	36
NS.M09.0841 PE: Cast Iron Joints - Sealing: Encapsulation	1:2	Performance Evaluation	Non-Expiring
NS.M12.1631 WE: Launching and/or Receiving Internal Devices (Pigs) With a Temporary Launcher and/or Receiver for Lines Out of Service	1:2	Knowledge	36
NS.M12.1631 PE: Launching and/or Receiving Internal Devices (Pigs) With a Temporary Launcher and/or Receiver for Lines Out of Service	1:2	Performance Evaluation	Non-Expiring

NS.M12.1641 WE: Launching and /or Receiving Internal Devices (Pigs) for Lines In-Service	1:2	Knowledge	36
NS.M12.1641 PE: Launching and /or Receiving Internal Devices (Pigs) for Lines In-Service	1:2	Performance Evaluation	Non-Expiring
NS.M12.5631: WE: Launching and/or Receiving Internal Devices (Pigs) With a Temporary Launcher and/or Receiver for Lines Out of Service - Plastic	1:2	Knowledge	36
NS.M12.5631: PE: Launching and/or Receiving Internal Devices (Pigs) With a Temporary Launcher and/or Receiver for Lines Out of Service - Plastic	1:2	Performance Evaluation	Non-Expiring
NS.M13.1231 WE: Inside Gas Leak Investigation	1:1	Knowledge	36
NS.M13.1231 PE: Inside Gas Leak Investigation	1:1	Performance Evaluation	36
NS.M14.1351 WE: Vault Inspection and Maintenance	1:1	Knowledge	36
NS.M15.0441 WE: Compressor Startup and Shutdown – Manual	1:1	Knowledge	36
NS.M15.0441 PE: Compressor Startup and Shutdown – Manual	1:1	Performance Evaluation	36
NS.M15.0461 WE: Compressor Preventive Maintenance	1:2	Knowledge	36
NS.M15.0461 PE: Compressor Preventive Maintenance	1:2	Performance Evaluation	36
NS.M16.0221 WE: Inspect, Test, and Maintain Sensing Devices	1:1	Knowledge	36
NS.M16.0221 PE: Inspect, Test, and Maintain Sensing Devices	1:1	Performance Evaluation	36
NS.M17.1151 WE: Squeeze Off Steel Pipe	1:2	Knowledge	36
NS.M17.1151 PE: Squeeze Off Steel Pipe	1:2	Performance Evaluation	Non-Expiring
NS.M18.1361 WE: Station Emergency Shutdown System: Inspection, Testing, and Corrective Maintenance	1:1	Knowledge	36
NS.M18.1361 PE: Station Emergency Shutdown System: Inspection, Testing, and Corrective Maintenance	1:1	Performance Evaluation	36
NS.M19.1181 WE: Installing and Maintaining Customer Pressure-Regulating, Pressure-Limiting, and Relief Devices: Large Commercial and Industrial	1:1	Knowledge	36
NS.M19.1181 PE: Installing and Maintaining Customer Pressure-Regulating, Pressure-Limiting, and Relief Devices: Large Commercial and Industrial	1:1	Performance Evaluation	36
NS.M20.0471 WE: Reciprocating Compressor Inspection, Testing, and Corrective Maintenance	1:2	Knowledge	36
NS.M20.0471 PE: Reciprocating Compressor Inspection, Testing, and Corrective Maintenance	1:2	Performance Evaluation	Non-Expiring

NS.M23.1671 WE: Pipeline Heater - Inspection and Preventive Maintenance	1:1	Knowledge	36
NS.M23.1671 PE: Pipeline Heater - Inspection and Preventive Maintenance	1:1	Performance Evaluation	36
NS.M31.5831 WE: Aerial Patrolling	1:0	Knowledge	36
NS.M31.5831 PE: Aerial Patrolling	1:0	Performance Evaluation	Non-Expiring
NS.M36.1691 WE: Inspect, Test, and Maintain Glycol Dehydration System	1:3	Knowledge	36
NS.M36.1691 PE: Inspect, Test, and Maintain Glycol Dehydration System	1:3	Performance Evaluation	36
NS.M37.5941 PE: Inspect, Test, and Maintain Desulfurization System	1:3	Performance Evaluation	36
NS.M37.5941 WE: Inspect, Test, and Maintain Desulfurization System	1:3	Knowledge	36
NS.O01.1411 WE: Indirect Inspection Techniques	1:1	Knowledge	36
NS.O01.1411 PE: Indirect Inspection Techniques	1:1	Performance Evaluation	Non-Expiring



NiSource Common OQ Testing Protocol

NISOURCE OPERATOR QUALIFICATION TESTING PROTOCOL

The qualification of operator personnel is required by Subpart N of 49 C.F.R Part 192. As a result, the responsibility for ensuring integrity of the OQ process rests with the operators.

ID	Topic	Enhanced OQ Program Guidelines	Reasoning
1	Training	Examinee shall be provided appropriate training prior to initial testing.	Ensures examinee is trained and prepared for testing and skill evaluation.
2	Process	All Examinees receiving initial qualifications and future re-qualifications must pass knowledge assessments and (if task requires) hands-on skill evaluation.	In accordance with 49 CFR 192 Subpart N, individuals must be able to demonstrate the knowledge, skill and ability to perform the task.
3	Process	To be Qualified on any task, an Examinee must complete all applicable knowledge and skill components. (Knowledge exam and skill evaluations may be taken in any sequence.)	In accordance with 49 CFR 192 Subpart N, individuals must be able to demonstrate the knowledge, skill and ability to perform the task.
4	Process	No time limit between completing knowledge or skill.	Qualification will be based on the earliest completion date of the task.
5	Training	Formal, instructor-led training and testing (knowledge or skill evaluations) shall be conducted on different days to ensure knowledge retention of the examinee. (e.g. Formal, instructor-led training on a Monday would allow for evaluation on a Tuesday.)	Separation of training and qualification ensures knowledge retention of the examinee.
6	Training	CBT is required to be completed prior to any knowledge assessment. CBT can be reviewed same day as knowledge or skill assessment.	

ID	Topic	Enhanced OQ Program Guidelines	Reasoning
7	Failures	Any examinee failing a knowledge or skill assessment shall not perform that specific task without being directly observed by a qualified person. Plastic Joining, Tapping, Stopping and Welding must be performed by a qualified individual ONLY. – DIRECT OBSERVATION IS NOT PERMITTED FOR THESE TASKS!	Direct Observation ensures that the examinee may still perform their tasks in lieu of a failure. Span of control documented on Common OQ Task List.
8	Failures	No examinee shall be retested sooner than 36 Hours after failing a knowledge or skill assessment (e.g., Tested & failed on a Monday would allow for retesting on a Wednesday).	Delay in testing allows examinee to receive proper retraining before their next attempt.
9	Failures	After a first or second failure of knowledge or skill assessment, examinee should retest within 30 days of failure.	
10	Failures	Any examinee failing knowledge or skills assessment will be required to review the CBT prior to their next attempt to retest.	
11	Failures	For any Examinee who has failed a given knowledge or skill assessment three or more consecutive times (or as outlined in your state specific OQ Plan), additional evaluation opportunities shall only be granted after review by OQ Admin and approval with key stakeholders (e.g., HR, Ops Leadership or Contractor, Construction Leadership, etc.). After 3 rd failed attempt: 6-month lockout – IN employees 3-month lockout – all other states and Contractors	
12	Testing	Examinee must receive 80% or higher to Pass Knowledge Exams, and 100% to Pass Skill Assessment.	Pass rate based on industry standard, and SME Testing Specialist Sherry Rubinstein, Ph.D.

ID	Topic	Enhanced OQ Program Guidelines	Reasoning
13	Testing	Time limit for taking knowledge exams is limited to 3 minutes per test question (e.g., an exam with 10 questions, employee will have 30 minutes to complete).	Exam time limits serve in validating knowledge proficiency (i.e.; the ability to demonstrate knowledge in a reasonable response period).
14	Testing	Knowledge assessments shall be performed electronically on device with lockdown browser, unless approved by the NiSource Pipeline Safety & Compliance OQ Team.	Electronic testing ensures the security of the testing materials.
15	Testing	All knowledge assessments shall be conducted online using a 3rd party approved Proctor or a Company Employee approved by the NiSource Pipeline Safety & Compliance OQ Team.	3 rd party proctors, an approved Company Employee, as well as the NiSource Pipeline Safety & Compliance Team allow for unbiased proctors for testing.
16	Testing	All skill evaluations shall be conducted using an approved 3rd party Skill Evaluator or a Company Employee approved by the NiSource Pipeline Safety & Compliance OQ Team.	3 rd party proctors, as well as the NiSource Pipeline Safety & Compliance Team allow for unbiased proctors for testing.
17	Testing	All skill evaluations shall be recorded electronically, unless approved by the NiSource Pipeline Safety & Compliance OQ Team.	Real time updates – track system of record
18	Security	All knowledge assessments will be performed on designated devices using an approved Lockdown Browser, unless approved by the NiSource Pipeline Safety & Compliance OQ Team.	Lockdown browser enhances security and prevents the examinee from taking screenshots or accessing material that would assist them in testing.
19	Security	Proctor and Evaluator are responsible for verifying the Examinee's identity by verifying one of the following: Driver's license, government issued photo ID, NiSource ID Badge (for NiSource Employees only). Form of identification MUST be current.	ID verification provides greater security and prevents the examinee allowing another person to complete their testing.
20	Security	If testing at a Prometric brick and mortar site, Examinee must show Driver's license or government issued photo ID for verification.	

ID	Topic	Enhanced OQ Program Guidelines	Reasoning
		Form of identification MUST be current.	
21	Testing Sessions	Proctor and Evaluator are not permitted to interpret, answer any questions on the knowledge assessment or performance evaluation, or assist Examinee during the testing process.	
22	Testing Sessions	Proctor and Evaluator are responsible for ensuring Examinees do not leave the exam or evaluation area before completing knowledge assessment or performance evaluation.	For continued security of the testing environment, Examinees will not be permitted to leave the testing area during an exam or skill evaluation.
23	Testing Sessions	Skill evaluations shall be conducted by an individual Qualified in the task, or that has been vetted by the NiSource Pipeline Safety & Compliance OQ Team.	This ensures that the Evaluator is knowledgeable in the task that they are evaluating.
24	Testing Sessions	Audio & video recording (during exam testing sessions). Archived for 6 months.	Audio & video recording allows for the review in case of an incident.
25	Testing Sessions	Proctor to Examinee Ratio 1 – 12, or 2 – 20. No more than 20 Examinees during a testing session.	
26	Testing Sessions	<p>Check in process:</p> <ul style="list-style-type: none"> A. Examinee arrives for scheduled start time B. The Proctor or Evaluator verifies Examinee's NiSource ID (for NiSource Employee), driver's license, or government issued photo ID. C. Examinee shall place all personal belongings (including cellphone) in locker or storage area provided. Examinees will be asked to remove hats, coats, and anything in their pockets. 	Prometric advised on security measures to protect the integrity of testing material and evaluations.

ID	Topic	Enhanced OQ Program Guidelines	Reasoning
		D. All provided paper shall be collected and destroyed after testing.	
27	Testing Sessions	<p>During testing process</p> <p>A. Examinee is directed by the Proctor or Evaluator to an open testing station.</p> <p>B. Examinee will raise hand to notify proctor of a test completion.</p> <p>C. If an Examinee has a testing issue, such as clicked on an exam they shouldn't have, technology issues, or is missing an exam, the Proctor will reach out to OQ Admin for assistance.</p> <p>D. An Examinee may not leave their testing station or the room while actively taking an exam or skill evaluation.</p>	Prometric advised on security measures to protect the integrity of testing material and evaluations.
28	Testing Sessions	Examinees may leave the testing room between exams, however, will need to check out with the Proctor, and must check in again upon return.	Checking out and back in with the Proctor allows for continued security of the testing environment.
29	Testing Sessions	Knowledge Testing will be conducted at a dedicated company testing facility or off-site testing facility approved by the Pipeline Safety & Compliance Group on a case-by-case basis.	Testing at an approved location will ensure the security of the environment is maintained with the required audio and video equipment, as well as devices equipped with the lockdown browser.
30	Testing Sessions	Skill evaluations will be conducted at a dedicated company testing facility or off-site testing facility approved by the Pipeline Safety & Compliance Group on a case-by-case basis.	Conducting evaluations at an approved location will ensure the security of the environment is maintained.

SKILL EVALUATOR: An Evaluator is a subject matter expert (SME) who can evaluate and qualify personnel to ensure they have the knowledge, skills and ability to perform a covered task. Skill evaluator shall be employed by a NiSource approved Third Party Provider and shall be approved by the Manager of OQ through the current Skill

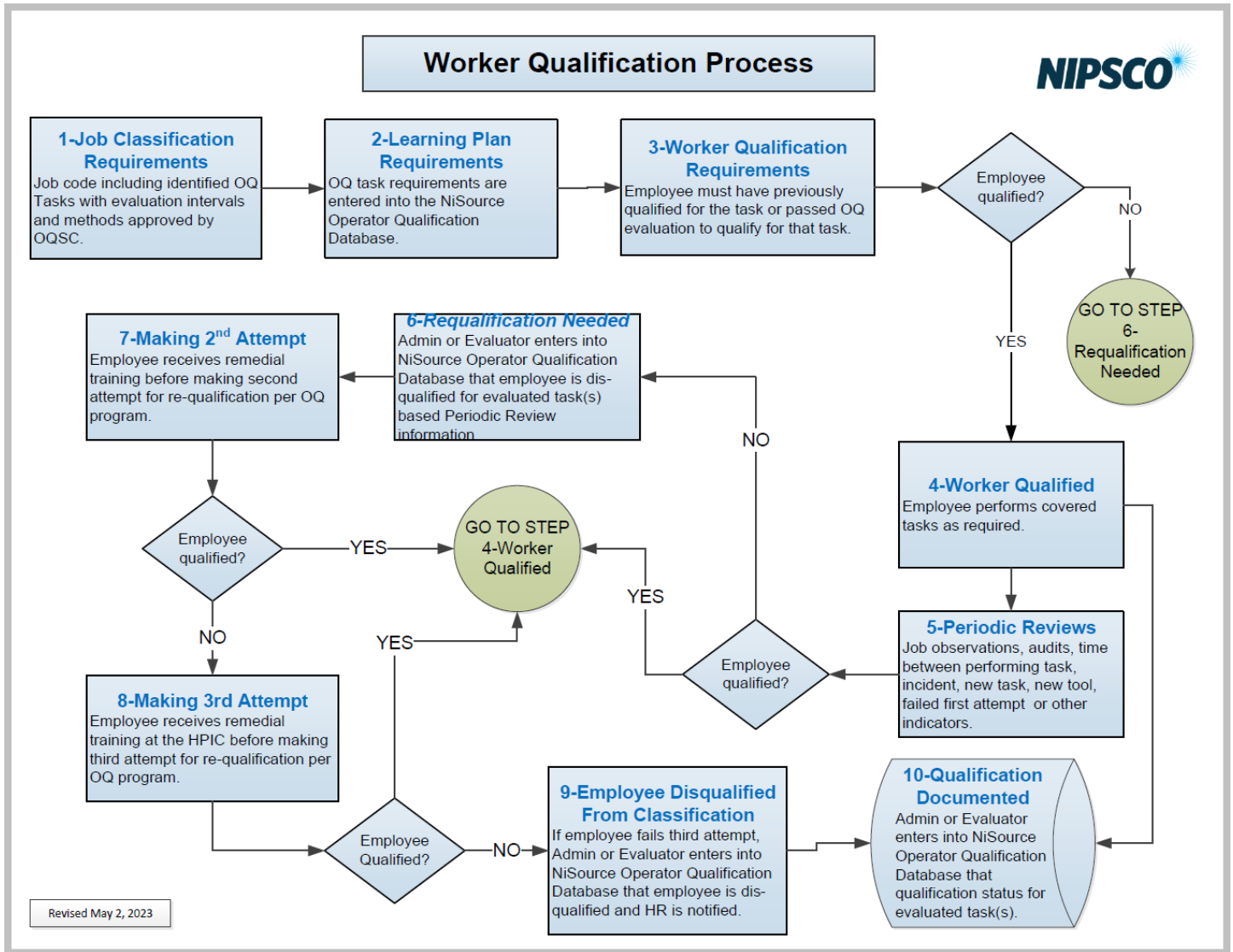
Evaluator approval process for each OQ task or shall be a NiSource employee qualified in the task and approved by the PS and COQ team prior to conducting any skill evaluations.

PROCTOR: A Proctor is responsible to oversee students while they take required knowledge exams and to help insure the integrity of the operator qualification program. Proctor shall be an approved Third Party Proctor or a NiSource employee approved by the PS and COQ team who has completed the required proctor training. No individual will be permitted to proctor immediate family or direct reports.

NOTICE: The NiSource Operator Qualifications team may update these protocols and/or program as appropriate based on company and contractor feedback, peer to peer reviews of Operator Qualifications Plans and industry changes affecting Operator Qualification.

APPENDIX 192.805-B: PROGRAM EVALUATION

B-1 PIPELINE OPERATOR QUALIFICATION PROCESS FLOWCHART



APPENDIX 192.805-F: COMMUNICATION OF CHANGES

F-1 NOTIFICATION OF CHANGE FORM

CDOQNOG:xxxx.yyy.YYMM
[GS standard – title]
Issued: [date]

**Columbia Gas Companies
Operator Qualification Plan**

Notification of Change Form

The following Procedure(s) or Task(s) has been modified or changed

Procedures: _____

Tasks: _____

Indicate type of change:

- _____ Modification to company policies or procedures
- _____ Use of new equipment and/or technology
- _____ Change in State or Federal regulations
- _____ New information from equipment or product manufacturer
- _____ Other, explain
- _____

WMS job number the meeting was charged to _____

The modification or change is described as follows.

This is a Level 2 Impact to the Company's OQ Covered Tasks. This Communication of Change is effective [date], with a target implementation date of [date]. This information is required to be communicated to all individuals (including contractors) qualified for tasks [tasks]. The changes have a [impact] impact, and are [ex. for moderate: communication only and does not affect the skill and ability of performance].

The following document numbers or descriptions indicate revisions or modifications to written procedures.

[standard no.], "[title]" – [tasks affected]

- a. Narrative description of change.

Page 1 of 3

I hereby acknowledge that I have received notification of change of a covered task as required by 49 CFR 192.805(f) or notification of change to Company standards, and have reviewed the change for impact to my work. I understand that modifications to policies and procedures may be required, as conditions warrant, and that I understand the Covered Task change and agree to all the requirements contained herein.

The following have been notified of the above modification or change(s):

Employee Name	Signature	Employee Number

Notified by: _____ Date: _____

APPENDIX 192.805-G: OQ TASK CRITICALITY SCORE

G-1 OQ TASK CRITICALITY SCORE

Process for analyzing data while establishing and maintaining NiSource's identified Covered Task list.

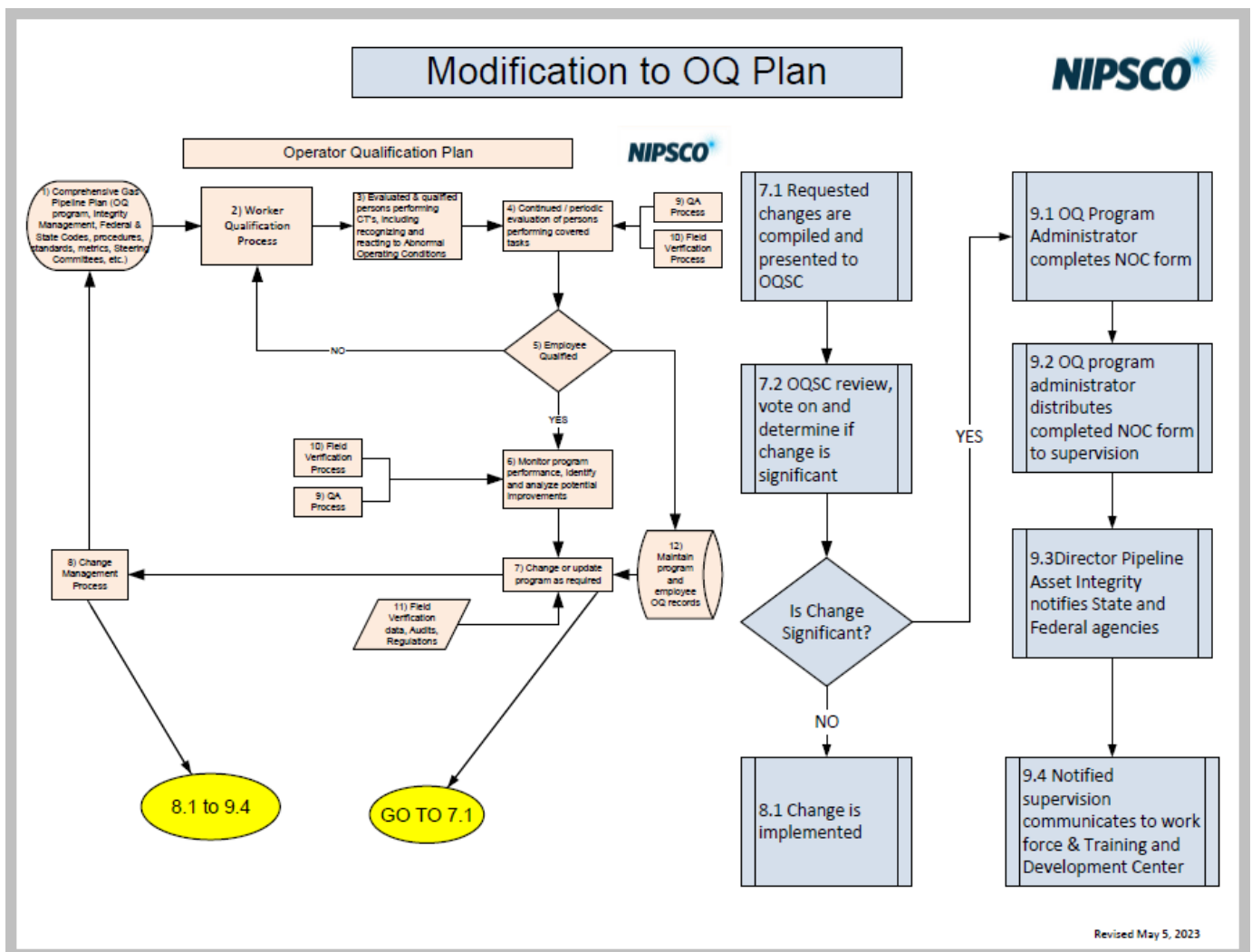
The NiSource Common OQ Task list is modeled from the American Society of Mechanical Engineers B31Q.

ASME has been defining piping safety since 1922. ASME B31Q establishes the requirements for developing and implementing an effective Pipeline Personnel Qualification Program. It specifies the requirements for identifying covered tasks that impact the safety or integrity of pipelines, for qualifying individuals to perform those tasks, and for managing the qualifications of pipeline personnel. ASME B31Q establishes the requirements for developing and implementing an effective Pipeline Personnel Qualification Program utilizing a combination of technically based data, accepted industry practices, and consensus-based decisions. This standard also offers guidance and examples of a variety of methods that may be used to meet selected requirements. ASME B31Q specifies the requirements for identifying covered tasks that impact the safety or integrity of pipelines, for qualifying individuals to perform those tasks, and for managing the qualifications of pipeline personnel.

APPENDIX 192.805-H: NOT USED

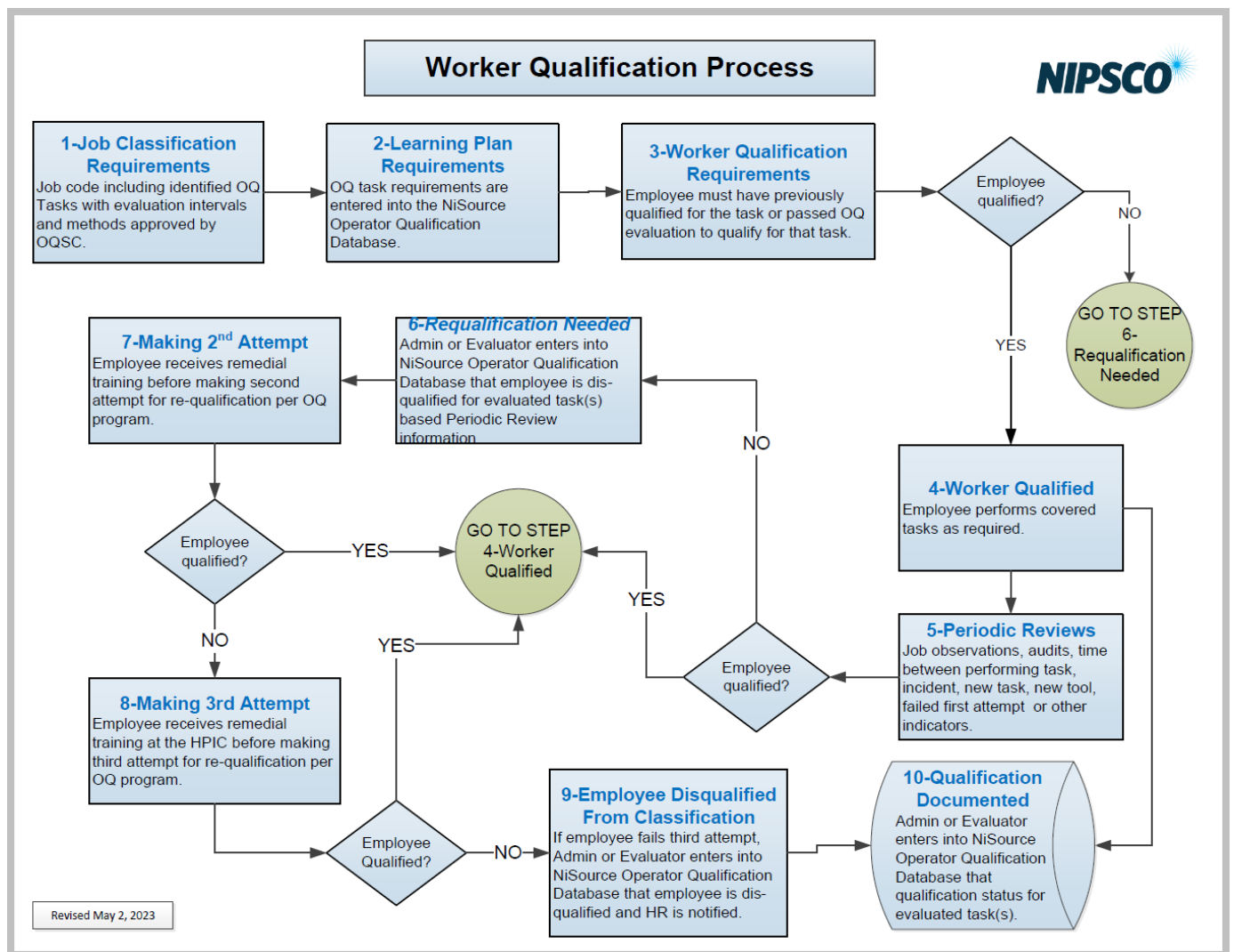
APPENDIX 192.805-I: MODIFICATION TO OQ PLAN

I-1 OQ PLAN MODIFICATION FLOWCHART




APPENDIX 192.807: RECORD KEEPING

RK-1 NIPSCO OQ WORKER QUALIFICATION FLOWCHART



APPENDIX CMM&A

CMM&A-1 NIPSCO OQ CONTRACTOR AGREEMENT FORM


*Common Operator Qualifications Plan
Contractor Agreement*

**DEPARTMENT OF TRANSPORTATION
OPERATOR QUALIFICATION PLAN REQUIREMENT
PURSUANT TO 49 CFR 192, SUBPART N**

This "Contractor Agreement" sets forth the various Operator Qualification Plans governing work performed on NiSource Corporate Service Company's local distribution company ("LDC") affiliates' pipeline facilities. Upon execution hereof, the entity listed on the signature block below ("Contractor") acknowledges and agrees that it shall comply with, and shall require any entity acting on its behalf in furtherance of services for an LDC (a "Subcontractor") to comply with, the respective Operator Qualification Plan(s) applicable in the state or states, as set forth below, in which it performs work on the LCD's pipeline facilities. To the extent the Operator Qualification Plan(s) requirements of this Contractor Agreement conflict with any NiSource Corporate Services Company or LDC master services agreement or statement of work, to which Contractor is a party, this Contractor Agreement shall control solely with respect to such conflicting terms. All other terms and conditions set forth in any such master services agreement or statement of work are hereby ratified and remain in full force and effect.

LDC Entity	Operator Qualification Plan
Northern Indiana Public Service Company LLC	NiSource Common OQ

The individual **signing** below represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this document on behalf of Contractor, and that by signing this document, Contractor shall be bound by the terms and conditions contained herein.

Accepted and Agreed to by Contractor:

[CONTRACTOR NAME]

Signature:

Name:

Title:

Date:

1

APPENDIX NISOURCE OPERATOR QUALIFICATION DATABASE SYSTEMS

ISNetwork – The use of this resource is/was to audit contractors MEA qualifications. The use of this resource is no longer the main use of auditing purposes as we only use this to check contractor MEA records completed before July 8, 2019.

NiSource LMS – The use of the resource is/was to audit NIPSCO employees who held MEA qualifications that were stored in this system of record. Pre January 1, 2019 this LMS was our primary system of record. We use this system to audit records prior to the change over into the OnBoard system.

OnBoard LMS – As of January 1, 2019 for NIPSCO employee's this system became our primary housing system for all of our OQ records. As of July 8, 2019 this also became the primary housing system for all of our Contractor OQ records. This system is where WE (Written Exam) and PE (Performance Exam) are held and documented. It is also where WE's are taken and recorded. This system is also where OQ Admin's perform their daily administrative duties.

OnBoard Connect – This system is where PE (Performance Evaluations) are administered and also recorded. This is used by both NIPSCO and TPE's (Third Party Evaluators) to document all PE's done by evaluators.

Energy WorldNet (EWN) – As of June 2021 Energy WorldNet (EWN) became our system of record for our internal employee's. As of October 2021, EWN also became the primary housing system for all of our contractors. This system is where WE (Written Exam) and PE (Performance Exam) are held and documented. It is also where WE's are taken and recorded. This system is also where OQ Admin's perform their daily administrative duties.

HISTORICAL REVISIONS

REV	DATE	CHANGE LOCATION	AUTHOR	BRIEF DESCRIPTION OF CHANGE
26	2023/05/01	Entire Document	Carrie Ludwig/Alexander Vegh	<p><u>Cover</u>: updated with current revision number and date.</p> <p><u>Table of Contents</u>: updated to remove deleted Appendices, revised Header titles, and to align page numbers.</p> <p><u>Definitions</u>: removed "Gap Analysis"; updated "Human Performance Improvement Center (HPIC)" to "Training and Development Center; updated "Incident", and "Span of Control".</p> <p><u>192.805- G: Evaluation Intervals for Covered Tasks</u>: added note to 36 month evaluation interval.</p> <p><u>Contractors, Mutual Aid & Emergencies, Mergers & Acquisitions (CMM&A)</u>:</p> <p>CMM&A-1: removed obsolete gap analysis language and replaced flowchart with "NiSource Common OQ Plan Contractor Agreement" form in related Appendix CMM&A-1.</p> <p>CMM&A-2: removed obsolete gap analysis language.</p> <p><u>Appendix 192.805-A: Identified Covered Tasks</u>: replaced NiSource Common Task List with updated version.</p> <p><u>NiSource Common OQ Testing Protocols</u>: replaced testing protocols table with updated version.</p> <p><u>Appendix 192.805-B-1 Pipeline Operator Qualification Process Flowchart</u>: replaced January 2014 version of flowchart with May 2023 version.</p> <p><u>Appendix 192.805-C, -D , and -E</u>: not used – removed.</p> <p><u>Appendix 192.805-F Communication of Changes</u>: removed NIPSCO OQ NOC process and replaced with current Gas Standards Notification of Change (NOC) form.</p> <p><u>Appendix 192.805-G: OQ Task Criticality Score</u>: updated sub-section G-1 with new process for analyzing data while establishing and maintaining NiSource Common Covered Task list, based on ASME B31Q. Removed G-2 DIF Evaluation Definitions.</p> <p><u>Appendix 192.805-I: Modification to OQ Plan</u>: replaced February 2015 version of flowchart with May 2023 version.</p> <p><u>Appendix 192.807 Record Keeping</u>: updated June 2014 version of RK-1 Worker Qualification Process flowchart with May 2023 version.</p> <p><u>Appendix CMM&A</u>: updated CMM&A-1 by removing flowchart and replacing with OQ Contractor Agreement Form; CMM&A-2, A-3 and A-4 were removed, no longer used.</p> <p><u>Appendix NiSource Operator Qualification Database Systems</u>: removed previous title "OQ Auditing Programs; and added language updated Energy WorldNet (EWN) system.</p> <p>Editorial updates to various department names, job titles, computer applications, and formatting throughout the entire document.</p>

REV	DATE	CHANGE LOCATION	AUTHOR	BRIEF DESCRIPTION OF CHANGE
25	2022/03/30	Entire Document	Mike Borders/ Alexander Vegh	<p>Appendix OQ Auditing Program – added new section per IURC request.</p> <p>Energy World Net (EWN) – As of June 2021 for NIPSCO employees this system became our primary housing system for all our OQ records. As of October 2021, this also became the primary housing system for all our Contractor OQ records. This system is where WE (Written Exams) and PE (Performance Exams) are held and documented. It is also where WEs are taken and recorded. This system is also where OQ Admin's perform their daily administrative duties.</p> <p><u>2021 NIPSCO OQ Program Edits</u> <u>Table of Contents</u> -Removed 192.805-E-3 Field Failure Rates -Removed RACI Chart Appendix 192.805 C -Removed Appendix 192.805 E -Removed Appendix CMM&A 2 & 3 -Added Appendix OQ Auditing Programs per IURC</p> <p><u>Roles and Responsibilities</u> -In reference to OQ the HPIC no longer the repository for NIPSCO Operator Qualification Records</p> <p><u>Definitions</u> -In reference to OQ the HPIC no longer the repository for NIPSCO Operator Qualification Records -Updated various language with new NiSource Common OQ Tasks</p> <p><u>192.805-B - Program Evaluation</u> -Updated various language with new NiSource Common OQ Tasks</p> <p><u>192.805-C – Non-Qualified Individuals</u> -Added Tapping language per direction of IURC -Updated NiSource Common OQ Task List</p> <p><u>192.805-E – Reasonable Cause to Verify Qualification</u> -Revised language under E-1 Evaluation Triggers -Updated email address under E-2 Field Observations -Removed E-3 Field Failure Rates</p> <p><u>192.805-F - Communication of Changes</u> -Updated various language with new NiSource Common OQ Tasks</p> <p><u>192.805-H – Qualification Training</u> -Title is listed as 192.809 H. Title should be 192.805 H -Updated various language with new NiSource Common OQ Tasks</p> <p><u>192.807 Record Keeping</u> -Updated various language with new NiSource Common OQ Tasks</p> <p><u>Appendix 192.805-A - Identified Covered Tasks</u> -Removed MEA Task List (Once Task List Removed / Was there an Action Item to review the program to find and remove any applicable MEA References?)</p>

REV	DATE	CHANGE LOCATION	AUTHOR	BRIEF DESCRIPTION OF CHANGE
24	2019/09/25	Entire Document	Mike Borders/ Lynn Conneen	Revisions include the following. 1) Various updates to address NOPV 10098-201610031. 2) Definitions - updated various with new NiSource Common OQ Task and/or NiSource Operator Qualification Database language. 3) Section 192.805-D "Performance Contributing to an Incident" – added requirement to involve the NiSource Legal Department. 4) Correction of clerical/grammatical errors. 5) Administrative revisions - added references to new NiSource Common OQ Tasks. 6) Appendix 192-805-A, Section A-1 "Covered Task List," removed data provider ASME tasks from table. 7) Addition of New NiSource Common OQ Program material, such as new task list & testing protocols. 8) Table of Contents - standard page realignment.
23	2018/10/31	Definitions – KNT	Mike Borders/ Lynn Conneen	Changed language on page 14 of Definitions to reflect that KNT can be used in place of a PEF. Added language on page 23 to reflect changes on page 14
22	2018/10/09	Entire document	Mike Borders/ Lynn Conneen	Grammatical errors corrected throughout the entire document
21	2018/07/08	MEA Task List	Mike Borders	Replaced blurry MEA Task List with a clearer version
20	2018/04/20	Throughout Major Change Definition, RK1, RK2, CMM&A2	J.Dolniak	Smart ID, MEA and PEF in LMS, Smart ID, added Work Load assistance
19	2017/12/07	Throughout	J.Dolniak	Spelling and grammar. No significant changes. Appendix Note clarification
18	2016/03/31	Roles & Resp.-Prgm owner, CT List Definition, Evaluator inspector clarification, CMMA gap analy, B4-Welding note, Apdx A3, Apdx F1	J, Dolniak	Dir.-Tech. Service is "owner" of NIPSCO OQ Program "Significant change" Shall, "Should", "Standard" definitions, OQ Contractor Validation chart with text added, Welding exempt from 90 grace, clarified IURC grace period. Added Gap Analysis to appendix A, NOC changes to better reflect current process
17	2015/03/20	Appendix A-1, A-2	J. Dolniak	Updated CT list per 2015-3-10 OQSC meeting. Added "Rev#" to cover page
16	2015/01/28	B-4, F-1, I-2, Appendix H-1, I-1 & CMMA 2	J. Dolniak	Detail added to CT, Evaluation and Program Modification sections; Industry Resources, Editorial corrections
15	2014/07/24	Entire document	J. Dolniak	To comply with Pipeline Safety Program initiative and EN Engineering Audit

REV 14: June 18, 2013 (additional clarification added to sections and editorial corrections)

REV 13: June 8, 2012 (editorial corrections to department names and other)

REV 12: Edited January 11, 2012 (Editorial corrections for clarity and errors)

REV 11: July 10, 2011 (merger of NIPSCO, NIFL and Kokomo into one program; Consolidation of CTs and removal of Mutual Assistance Agreement)

REV 10: Revised April 30, 2010 (addition of Communication of Change Levels)

REV 09: April 30, 2009 (clarification of Evaluation Intervals)

REV 08: April 21, 2008 (Evaluation Procedures section modified)

REV 07: July 31, 2007 (attached mutual aid agreement)

REV 06: November 11, 2005

REV 05: June 17, 2005

REV 04: May 18, 2005

REV 03: Reaffirmed January 24, 2005

REV 03: December 15, 2004

REV 02: January 23, 2004

REV 01: July 3, 2002

REV 0: Submitted April 27, 2001