



Appendix F

**Required OQ “Action” Plan Elements for Contractors
(includes approved vendors)**

Revised 03/11/10

Contractor Company Name _____

Address _____

OQ Contact Persons Name _____

Phone Number _____

Please initial below indicating your agreement to the following six KM Contractor OQ requirements:

1.) Recordkeeping

- a. Where OQ records must be retained
 - i. ISNetworld (Contact ISNetworld at 214-303-4900)
 - 1. Web Site: www.isnetworld.com
 - 2. OQ Reports submitted to Kinder Morgan General Jobsite #239
- b. What data must be recorded - (Kinder Morgan min. requirements below)
 - i. Identification of the OQ qualified individual
 - ii. The list of Kinder Morgan OQ covered tasks that individual is OQ qualified to perform
 - iii. The date of current OQ qualification for each covered task
 - iv. The evaluation method(s) used to OQ qualify that individual for each covered task _____

2.) Evaluation Process (Initial only the method(s) you will be using)

- a. How will contractor employees be OQ qualified
 - i. MEA Q4All materials - (Contact Patrick Van Beek at 651-289-9600 ext. 107) _____
 - 1. Email: patrickv@midwestenergy.org
 - 2. Web Site: www.energytrainingnetwork.org
 - ii. OQSG - (Contact Robert Supple at 337-291-7453) _____
 - 1. Web Site: www.oqsg.com
 - iii. NCCER Pipeliner Training & Assessment materials – (Contact Customer Service Dept. at 888-622-3720 or 352-334-0920) _____
 - 1. Web Site: www.nccer.org/curriculum/pipeline.asp
 - iv. ENERGY worldnet - (Contact Geoff Isbell at 940-626-1941) _____
 - 1. Email: geoff.isbell@energyworldnet.com
 - 2. Web Site: www.energyworldnet.com
- b. The following methods must be used to OQ qualify your employees
 - i. Knowledge Test **and**
 - ii. Skills Checklist - On the job **or**
 - iii. Skills Checklist - Simulation of covered task
 - iv. Industry Certifications (e.g. NACE) must include Abnormal Operating Conditions evaluation _____

- c. Evaluators must be certified by KM approved vendor
 - i. Contractor Employee
 - 1. Qualified in Covered Task; and/or
 - 2. Subject Matter Expert on Task(s)
 - ii. Third Party – Kinder Morgan approved vendor _____
- 3.) Lost Qualifications and Re-Evaluations – KM must be notified via ISNetwork when any contractor employee loses a qualification and is re-evaluated for any of the following reasons:
 - a. Subsequent – (Kinder Morgan requires min of every 3 years)
 - b. After an accident/incident
 - c. Unsatisfactory performance of a covered task
 - d. After a failed OQ evaluation _____
- 4.) Non-OQ qualified personnel performing a covered task must be directed and observed by OQ qualified individual _____
- 5.) Change in OQ “Action” Plan must be communicated to KM via e-mail to your regional coordinator listed below: _____
- 6.) Subcontractors performing covered tasks must be qualified by the contractor or directed and observed by a qualified individual _____

Name of Person Completing Form _____.

Title _____.

Signature _____.

Submit completed Contractor OQ Action Plans to the coordinator in your area, listed below:

Manager

Doug Thacker – Casper, WY
 Office: (307) 232-4423
 Cell: (307) 262-5717
 Fax: (303) 984-3093
 Email: Doug_Thacker@kindermorgan.com

Central Region – Liquids and Natural Gas

Lori Horning – Casper, WY
 Office: (307) 233-6204
 Cell: (307) 259-4708
 Fax: (303) 984-3383
 Email: Lori_Horning@kindermorgan.com

West Region – Liquids and CO2

Lee Heppner – Portland, OR
 Office: (503) 240-3358
 Cell: (503) 953-0650
 Fax: (714) 560-6690
 Email: Lee_Heppner@kindermorgan.com

Southeast Region – Liquids and Natural Gas

Andrea Chamblin – Alpharetta, GA
 Office: (770) 751-4193
 Cell: (713) 208-0676
 Fax: (303) 984-3838
 Email: andrea_chamblin@kindermorgan.com

North Region – Liquids and Natural Gas

Dan Rohret – McPherson, KS
 Office: (620) 245-0044
 Cell: (620) 242-7180
 Fax: (303) 984-3374
 Email: Dan_Rohret@kindermorgan.com

(Please note there is an “_” between the first and last name on the email addresses)