



**Appendix F**  
**Required OQ “Action” Plan Elements for Contractors**  
(includes approved OQ Provider Vendors)

Contractor Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

OQ Contact Person’s Name: \_\_\_\_\_

OQ Contact Person’s Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractors performing OQ work for Kinder Morgan work under Kinder Morgan’s OQ Plan. This includes tasks and span of control established by the KM OQ plan. Please initial below indicating your agreement to the following seven KM Contractor OQ requirements:

1.) Recordkeeping

a. Where OQ records must be retained

i. ISNetworld

Contact: ISNetworld at 1-800-976-1303

1. Web Site: [www.isnetworld.com](http://www.isnetworld.com)

2. Email: [customerservice@isn.com](mailto:customerservice@isn.com)

3. **OQ qualification must be submitted to Kinder Morgan Jobsite # 239 in ISNetworld prior to submitting this form.**

b. What data must be recorded – Kinder Morgan minimum 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.) KM Approved OQ Vendors – KM has a list of 5 approved OQ Provider Vendors contract companies can utilize to qualify their employees to perform OQ tasks. Please find the list below and initial only the Provider(s) you will be using. OQ Provider Vendors listed in this section are the only companies approved to qualify KM contractors:

a. How will contractor employees be OQ qualified:

i. MEA EnergyU materials –

Contact: Chad Shannon at (651) 289-9600 ext. 112

1. Email: [chads@meaenergy.org](mailto:chads@meaenergy.org)

2. Web Site: <https://www.meaenergy.org/learning/energyu/>

\_\_\_\_\_

ii. OQSG (Operator Qualification Solutions Group) –

Contact: Paul Williams at (337) 291-7465

1. Email: [pwilliams@oqsg.com](mailto:pwilliams@oqsg.com)

2. Web Site: [www.oqsg.com](http://www.oqsg.com)

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iii. NCCER Pipeliner Training & Assessment materials –

Contact: Customer Service Dept. at (888) 622-3720 or (333) 518-6500

1. Web Site: [www.nccer.org/pipeline-certification](http://www.nccer.org/pipeline-certification)

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iv. ENERGY Worldnet –

Contact: Roxann Alonso at (940) 626-1941

1. Email: [Roxann.alonso@energyworldnet.com](mailto:Roxann.alonso@energyworldnet.com)

\_\_\_\_\_

- 2. Web Site: [www.energyworldnet.com](http://www.energyworldnet.com)
- v. ITS (Industrial Training Services) – \_\_\_\_\_  
 Contact: Stephanie Balmer at (800) 333-1566 ext. 109
  - 1. Email: [sbalmer@ITS-training.com](mailto:sbalmer@ITS-training.com)
  - 2. Web Site: [www.ITS-training.com](http://www.ITS-training.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 selected KM approved OQ Provider 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 by the contractor when any contractor employee loses a qualification while working for KM and is re-evaluated for any of the following reasons:
  - a. Subsequent – (Kinder Morgan requires minimum 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 an 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 \_\_\_\_\_
- 7.) It is the contract company’s responsibility to make sure all contact information in ISN is correct and updated to ensure KM communications sent via ISN are received. \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Please upload a completed copy of this document, **Appendix F: Required OQ Action Plan Elements for Contractors** to ISNetworld per the instructions provided by ISNetworld. The OQ team will approve and notify you in ISN when it is complete. **This form has to be approved before performing any OQ work for Kinder Morgan.**

If you have questions, please contact the OQ coordinator for your area as listed below:

**Northwest Region**

Ian Bryant – Colorado Springs, CO  
 Office: (719) 520-4281  
 Cell: (719) 640-0344  
 Fax: (719) 230-5551  
 Email: [ian\\_bryant@kindermorgan.com](mailto:ian_bryant@kindermorgan.com)

**Southwest Region**

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

**Central Region**

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

**Central Region**

Jonathan Walden – Oklahoma City, OK  
Office: (405) 792-6115  
Cell: (405) 546-0185  
Email: [jonathan\\_walden@kindermorgan.com](mailto:jonathan_walden@kindermorgan.com)

**Northeast Region**

Arthur Dalton – Alpharetta, GA  
Office: (770) 751-4139  
Cell: (706) 612-8688  
Fax: (770) 751-4230  
Email: [arthur\\_dalton@kindermorgan.com](mailto:arthur_dalton@kindermorgan.com)

**Southeast Region**

Shawwna Watkins – Birmingham, AL  
Office: (205) 325-7206  
Cell: (205) 709-0918  
Email: [shawwna\\_watkins@kindermorgan.com](mailto:shawwna_watkins@kindermorgan.com)

**Southeast Region**

Carlette Golden – Alpharetta, GA  
Office: (770) 751-4120  
Cell: (470) 277-5636  
Fax: (770) 751-4230  
Email: [carlette\\_golden@kindermorgan.com](mailto:carlette_golden@kindermorgan.com)

**Manager**

Andrea Chamblin – Alpharetta, GA  
Office: (770) 751-4017  
Email: [andrea\\_chamblin@kindermorgan.com](mailto:andrea_chamblin@kindermorgan.com)

**Manager**

Lee Heppner – Portland, OR  
Office: (503) 240-3358  
Email: [heppnerl@kindermorgan.com](mailto:heppnerl@kindermorgan.com)

(Please note there is an underscore (“\_”) between the first and last name on some of the email addresses.)