



Appendix F

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

Revised 01/23/09

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](http://www.isnetworld.com)
- 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](mailto:patrickv@midwestenergy.org) \_\_\_\_\_
    - 2. Web Site: [www.energytrainingnetwork.org](http://www.energytrainingnetwork.org)
  - ii. OQSG - (Contact Robert Supple at 337-291-7453)
    - 1. Web Site: [www.oqsg.com](http://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](http://www.nccer.org/curriculum/pipeline.asp) \_\_\_\_\_
  - iv. ENERGY worldnet - (Contact Geoff Isbell at 940-626-1941)
    - 1. Email: [geoff.isbell@energyworldnet.com](mailto:geoff.isbell@energyworldnet.com) \_\_\_\_\_
    - 2. Web Site: [www.energyworldnet.com](http://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 – Houston, TX  
 Office: (713) 369-9447  
 Alternate 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)