MEA OQ Program Guidelines

Guidance for Using MEA Operator Qualification Materials

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MEA LEARNING EMPOWERS

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Introduction

MEA Energy Association (MEA) provides this document to ensure that you are successful in your use of the MEA Operator Qualification (OQ) materials. Your successful participation means that MEA can verify the integrity of your OQ processes. This is especially valuable if there is a need to confirm the credibility of your OQ program and if you wish MEA to be a "verifying agent" for your records.

Operator Qualification (OQ)

The Final Rule on the Qualification of Pipeline Personnel was issued by the DOT in 1999 and enacted into law in 2002. It is addressed in Title 49 of the Code of Federal Regulations (CFR), subpart 192 and 195. The OQ rule requires that individuals who perform covered tasks on a pipeline be trained and qualified to perform those tasks. The intent of the OQ rule is to ensure a qualified workforce and to reduce the likelihood of pipeline incidents caused by human error.

MEA, in support of its members, was an early pioneer in the development of OQ training, testing and evaluation materials. MEA continues to work with the industry to improve the overall OQ program.

Qualification Components

When using MEA OQ materials, each task is most often comprised of a minimum of three requirements that must be fulfilled in order to be considered "qualified" for the task:

1. Training
2. Testing
3. Performance Evaluation

When using MEA's EnergyU learning management system (LMS) employees take training and testing courses online. Performance evaluations are conducted in the field by an approved MEA Evaluator using MEA evaluation forms. Completion data may be tracked in the EnergyU LMS and/or EnergyU Badges.

EnergyU Learning Management

Companies must purchase a license for each employee they want to track in the system. Company administrators are responsible for assigning each employee a unique login and password, and providing the employee with access to online content. MEA can help automate the assignment process for organizations with a large number of users. Course completion data is automatically tracked by the system. The completion data can be transferred to other systems such as EnergyU Badges and ISNetworld, and completion reports can be scheduled for emailing to any individual(s) you choose.

EnergyU Badges

Companies subscribing to the EnergyU LMS can also maintain a Badges account at no additional charge. While most companies use Badges in conjunction with the LMS, it can also be used as a standalone system (license fees will apply). Just as the name implies, Badges allows you to design and print employee badges that can be scanned in the field to verify requirement completions. Badges generates a unique QR code for each employee. The administrator portal provides access to a variety of reports.

Data may be transferred to Badges from the LMS or manually uploaded by an administrator. This allows you to track ALL training, testing, and certifications for your employees, including custom items such as sexual harassment training, commercial drivers license, drug and alcohol testing, etc., in one central location.

Electronic Evaluation App

MEA offers access to the performance evaluation forms via the EZval app. EZval is available for both iOS and Android devices. An upload button with the app will upload completion data for passed performance evaluations to the EnergyU LMS and/or Badges. Companies may also use EZval as a standalone app with custom forms (fees apply).

The tool requires a signature from both the evaluator and the evaluatee, and a PDF version of the completed form is saved on the device. Print or copy the PDF form to the archive location on your company intranet.

EnergyU

LMS Records

All training (TNG) and knowledge tests (KNT) must be completed online, using the standard MEA courses and tests according to MEA guidelines. Only those records that are contained in the EnergyU LMS are considered "verifiable" by MEA.

Company administrators may manually grant completion for performance evaluations, making sure the completion date entered matches the date on the actual form. Completion data may also be uploaded from the EZval app, or via spreadsheet using the PEF Uploader.

Company Roles

The following outlines the roles of your company:

- **Company Administrator**
  Each company is required to have a designated primary administrator. It is important that all administrators understand their role and responsibilities. At a minimum, it is the admin's responsibility to enter new users, assign the correct content, and reset failed courses.

- **Company Proctors**
  Although not currently required by OQ regulation, proctoring of individuals during online testing helps ensure the testing results are in no way compromised.

- **Company Evaluators**
  Candidates must submit required credentials, complete an initial in-person evaluator training class, and then an online evaluator course every three years. Evaluators are to complete the online training and knowledge test for a task prior to conducting evaluations on that task.

Online Training (TNG)

Standard training courses include a pre-test that may be taken once. Although the pre-test is scored, the score is not tracked or included in course passing criteria. Courses are passed when 80% of the learning content has been viewed (80% of the pages visited). For each course passed, an MEA certificate number is automatically granted by the system. The allowed attempts for viewing online training content is unlimited.

When an online course is used as part of a classroom training session, EnergyU Administrators may manually grant certification of the online training course under the following conditions:

- Classroom training reflects the content and scope of the online training.
- Attendance of classroom session is validated by a signed and dated roster. (Approved Evaluator or EnergyU Administrator signature required.)

Online Testing (KNT)

An individual is allowed one attempt to pass the knowledge test (KNT). Knowledge tests are passed if 80% of the questions are answered correctly. For each test passed, an MEA certificate number is automatically granted by the system. If the individual does not pass, the EnergyU Administrator must reset the KNT in order for the individual to retake the test. It is up to each company to determine remediation action and follow procedures as outlined in the company OQ plan in the event of test failure.

> **NOTE: Administrators may not grant certificates for assessments; all KNTs must be taken online and certificates granted by the LMS.**

Federal regulations do not currently require the use of a proctor during testing. However, it is recommended to help ensure the testing procedures and results are in no way compromised. The MEA Technical Training Committee provides the following recommendations to meet those requirements:

- Check photo ID of the candidate before the test start time to verify the candidate's identification.

- Ensure that the candidate does not use any unapproved written or electronic resources or communication devices in the test room.

- Maintain the integrity of the testing material.

- Remain in the room during the test period.

- Ensure testing process is understood and followed.

- Notify MEA of any test questions that are in dispute.

Performance Evaluations

PDF evaluation forms may be downloaded from the LMS (administrators should have access under Admin Resources). Electronic versions of the EZval app may be downloaded from the App Store (iOS) or Google Play Store (Android). While these apps are free to install, you need to contact MEA Product Support to obtain the keycode to download the desired library(s) of forms.

MEA Evaluator Requirements

Field evaluations are performed by individuals who have met the criteria and been issued an evaluator identification number (EVID). The EVID must be entered on each performance evaluation form.

- Candidates must have a minimum of three years industry experience or formal training.

- Candidates must submit a résumé with their historical industry background, and must provide a minimum of three references who can substantiate industry experience.

- Candidates must participate in an MEA Train the Evaluator one-day classroom session.

- Upon completion of the classroom session, candidates must pass the online TTE course and earn certificate MEA11995. This certificate must be renewed every three years.

- Prior to conducting an evaluation, an evaluator must complete the online TNG and KNT courses for the task he/she will evaluate on.

Record Transfers

The EnergyU LMS and Badges house user records associated with online training and testing, including achieved MEA certificates and expirations. ONLY LMS data may be transferred to ISNetworld. MEA reserves the right to audit online records and will report any findings back to the user for corrective action. Administrators must never manually grant completion of KNTs—this data is automatically tracked in the system. MEA reserves the right to revoke any record that cannot be verified within the system.