



BP Pipelines (North America), Inc.

Excerpts from **Operator Qualification Program** *(for BP contractor use)*

(Effective April 27, 2001)

1. Overview	2
2. Premises and Definitions.....	3
5. Contractor Qualification.....	5
8. Appendices	6
A. Covered Tasks – Common to Liquids & Gas.....	6
B. (Gas Specific) Covered Tasks List.....	9
D. Glossary of Terms.....	10

Paper copies of this document are uncontrolled. Refer to www.bppipelines.com for the most current version.



1. Overview

Scope The U.S. Department of Transportation (DOT), Research and Special Programs Administration (RSPA), requires pipeline operators to develop a written qualification program to evaluate the ability of employees and contractors to perform “covered tasks” and to recognize and respond to abnormal operating conditions that may be encountered while performing these activities. This is a performance-based qualification program. The regulations can be found in 49 CFR Part 192 Subpart N (gas) and Part 195 Subpart G (liquid).

BP Pipelines North America (Company) includes all wholly owned, Joint Venture, and any other operated pipelines. The Company’s OQ program is designed to ensure that all individuals working on the Company’s regulated pipeline facilities are qualified to perform specific “covered tasks” and to reduce the probability and consequences of incidents/accidents.

- Important Dates**
- August 27, 1999 – Individuals who were performing a covered task(s) on a regular basis prior to this date will attain the level of transitional qualification for that specific task(s) by a satisfactory review of work performance history. All other Individuals must complete an initial qualification prior to performing any covered task(s) after this program has been approved by BP.
 - April 27, 2001 – DOT deadline for written program.
 - October 28, 2002 – All Individuals who attain the level of transitional qualification must be re-qualified.
-

- Who is affected?**
- All Operations and Maintenance personnel including field and control center Company and contract individuals performing Covered Tasks.
-



2. Premises and Definitions

Covered Task **Covered Task** - an activity by an individual or group of individuals that (a) is performed on a pipeline facility *and*; (b) is an Operations or Maintenance task *and*; (c) is required by Part 192 or Part 195; and (d) affects the operation or integrity of the pipeline.

Performed on a Pipeline Facility **Performed on a pipeline facility** - an **activity** that is performed by an individual or group of individuals whose performance directly impacts the pipeline facility.

- A. **Pipeline Facility** is new and existing pipe, rights-of-way and any equipment, facility or building used in the transportation of hazardous liquid or gas.
- B. **Activity** means physical, visual or mental effort directed at achieving a result.
- C. **Removed from the system** means that a part of the **pipeline system** is physically removed or isolated from the **pipeline system**.
- D. **Pipeline System** means all parts of a pipeline facility through which a hazardous liquid or gas moves in transportation (line pipe, valves, appurtenances, pumps, compressors, meters, tanks, etc).

Operations and Maintenance Tasks **Operations and Maintenance tasks** - activities done by an individual or group of individuals (1) to perform a function on a pipeline facility; or, (2) to provide upkeep of a pipeline facility.

- A. A “new construction task” changes to an Operations and Maintenance task when the pipeline facility is being commissioned or during the act of connecting to an active pipeline facility.
- B. Emergency response activities are not Operations and Maintenance tasks.
- C. Activities on pipelines that have never been in service or pipelines that are isolated or physically not connected to a source of hazardous liquids or gas or fabrication of new installations are not Operations and Maintenance tasks.

Required by Part 192/195 **Required by Part 192/195** - only those tasks specifically required to be addressed in Parts 192/195. State and local requirements are not applicable to this rule.



Affects the Operation or Integrity of the Pipeline

Affects the operation or integrity of the pipeline - activity that could directly or indirectly cause the release of hazardous liquid or gas to the environment or result in a hazard to persons or property.

- A. **Pipeline** means all parts of a pipeline facility through which hazardous liquids or gas move in transportation (line pipe, valves, appurtenances, pumps, compressors, meters, tanks, etc.)
 - B. An affect can be either immediate (direct) or delayed (indirect)
 - C. The integrity of the pipeline refers to the pipeline’s ability to operate safely and to withstand stresses imposed during operations.
-

Evaluation

Evaluation - a process established and documented by the Company, to determine whether an individual is qualified to perform a covered task.

Qualified

Qualified - an individual has been evaluated and

- Can perform assigned covered tasks
- Can recognize and react to abnormal operating conditions
- Compliance documentation has been completed

Individual

Individual - a person, who on behalf of the Company performs one or more covered tasks on a pipeline facility operated by the Company.

Operate

Operate - start, stop, open, close and monitor.

Element

Elements - activities that are part of a covered task. The list of elements in the OQ Plan are not intended to be all inclusive and could vary by location.

Abnormal Operating Condition

Abnormal Operating Condition - a condition identified by the Company that may indicate a malfunction of a component or deviation from normal operations that may indicate an operating condition that could exceed design limits or result in hazard (s) to persons, property, or the environment.

NOTE: A deviation from normal operation does not necessarily mean an abnormal operating condition exists as long as conditions are within the parameters identified by the Company



5. Contractor Qualification

Performing Covered Tasks

Effective October 28, 2002, before any contractor personnel can perform a covered task on any BP Pipeline facility, the Company will:

- Ensure that contractor complies with OQ requirements, regulations and Company requirements.
 - Verify that contractor personnel are qualified to perform specific applicable covered tasks via the API/NCCER qualification and NCCER National Registry programs.
 - Perform random audits of contractor's OQ compliance processes.
-

Approved Contractors

An up-to-date list of contractors demonstrating the ability to provide OQ-qualified personnel shall be readily available to employees via the Contractor tool on the Procurement intranet website. This listing does not, however, eliminate the need to verify the OQ task status of all contractor personnel assigned to any BP work that is considered a Covered Task.



8. Appendices

A. Covered Tasks Summary– Common to Liquids & Gas

See Separate document for detailed listing and description of task.

Right of Way

1. Right-of-Way Surveillance and Maintenance
2. Inspect Navigable Waterway Crossing/ Underwater Inspection- Gulf of Mexico and Inlets
3. Provide Temporary Marking of Buried Pipeline Prior to Excavation
4. Place and Maintain Facility Markers
5. Conduct Inspection and Leak Survey after Blasting

Corrosion

6. Prevent Atmospheric Corrosion of Above Grade System Components
7. Apply and Repair External Coatings of Subsurface Pipe
8. Monitor for and Remediate Internal Corrosion Where Applicable
9. Inspect Internal Pipe Surfaces After Cut-out
10. Inspect Buried Pipe when Exposed
11. Read Rectifiers/Critical Bonds
12. Cathodic Protection Remediation
13. Install and Maintain Test Leads
14. Monitor Shorted Casings
15. Conduct Annual Surveys



A. Covered Tasks - continued

Pressure Testing and Protection

16. Pressure Testing and Protection - Conduct Pressure Tests on Existing Pipeline
17. Inspect, Test, Calibrate and Maintain Relief Valves and Rupture Disks
18. Inspect, Test and Calibrate Pressure Switches and Transmitter
19. Verify or Set Protection Parameters for Programmable Controllers and/or Other Instrumentation Control Loops

System Maintenance

20. System Maintenance - Perform General Pipeline Repair Activities
21. Install Clocksprings(tm)
22. Hot Tapping and Installing Stoppling Devices
23. Venting and/or Blow-down of Inert Gases or Entrained Air
24. Install or Repair Support Structures on Existing Aboveground Components
25. Pipeline Lowering/Movement
26. Backfill
27. Abandoning, Safe Disconnect, Purging and Sealing of Pipeline Facilities
28. Inspection Activities for Tie-ins, Pipe Replacements or Other Components Connecting to an Existing Pipeline

Tanks

29. Inspect Breakout Tanks per API 653 (Monthly)
30. Inspect and Repair Breakout Tanks (5-10 Year Inspection)
31. Provide Protection for Pipeline Facilities
32. Protect Breakout Tanks from Static Electricity, Lightning and Stray Electrical Currents
33. Inspect, Test and Repair Overfill Protective Devices



A. Covered Tasks - continued

Valves

- 34. Valves - Maintain Valves
- 35. Inspect Valves
- 36. Repair Valves
- 37. Repair or Adjust Valve Actuator

General Operations

- 38. General Operations - Verify and Implement Flow and Pressure Requirements During Pipeline Repairs
- 39. Align Valves for Launching and Receiving Facilities
- 40. Maintain Discharge Pressure Records
- 41. Operate the Pipeline Within Limits
- 42. Maintain and Troubleshoot SCADA System (Control Center)
- 43. Maintain and Troubleshoot SCADA System (Field)
- 44. Installation, Troubleshooting and Programming Changes for PLCs
- 45. Abnormal Conditions
- 46. Abnormal Conditions/ Emergencies - Detection of and Response to Abnormal Conditions and Emergencies (Control Center)
- 47. Respond to Abnormal Condition Reports and Emergencies Identified by Pipeline Controllers (Field)

Damage Prevention Activities

- 48. One Call Center Dispatcher Functions



B. (Gas Specific) Covered Tasks Summary (preliminary)

See Separate document for detailed listing and description of task.

1. Support and Anchor Maintenance- Exposed Pipeline
2. Underground Clearances
3. Cover- Transmission Lines
4. Protection From Hazards
5. Testing to Uprate MAOP of a Pipeline System
6. Compressor Station Maintenance
7. Maintenance and Performance Test of Gas Detection System
8. Vault Maintenance
9. Leakage Survey
10. Odorization- Transmission Lines
11. Inspect Navigable Waterway Crossing/Underwater Inspection- Gulf of Mexico And Inlets



D. Glossary of Terms

CRU	CRUDE
FAC	FACILITY – PUMP STATION, VALVE SITE, ETC.
FS	FIELD SPECIALIST
HMI	HUMAN MACHINE INTERFACE (EXAMPLES – DATA PANEL, MINIOPS, ETC)
HVL	HIGHLY VOLATILE LIQUID
HYD	HYDRAULIC
CMMS	COMPUTER MAINTENANCE MANAGEMENT SYSTEM
MAOP	MAXIMUM ALLOWABLE OPERATING PRESSURE AS DEFINED IN THE OMER MANUAL
MODP	MAXIMUM OPERATING DISCHARGE PRESSURE AS DEFINED IN THE OM&ER MANUAL
OMER	OPERATIONS MAINTENANCE & EMERGENCY RESPONSE
OJT	ON THE JOB TRAINING
CRTS	COMPUTER RECORD TRACKING SYSTEM
PID	PROCESS AND INSTRUMENT DIAGRAM OR IN REFERENCE TO A CONTROL LOOP – PROPORTIONAL, INTEGRAL, AND DERIVATIVE
PLC	PROGRAMMABLE LOGIC CONTROLLER
PM	PREVENTIVE MAINTENANCE



Glossary of Terms (continued)

PRD PRODUCT

PS PIPELINE SPECIALIST

SCADA SUPERVISORY CONTROL AND DATA ACQUISITION

**STOPPLE LINE PLUGGING DEVICE FOR PIPELINE MAINTENANCE.
ALSO MAY INCLUDE A BYPASS SO THE LINE CAN BE
OPERATED WHILE MAINTENANCE IS PERFORMED.**