



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

2. Email: 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

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

2. Web Site: www.oqsg.com

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

iv. ENERGY Worldnet –

Contact: Roxann Alonso at (940) 626-1941

1. Email: Roxann.alonso@energyworldnet.com

- 2. Web Site: www.energyworldnet.com
- v. ITS (Industrial Training Services) –
Contact: Stephanie Balmer at (800) 333-1566 ext. 109
 - 1. Email: sbalmer@ITS-training.com
 - 2. Web Site: 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 ISNworld per the instructions provided by ISNworld. 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

Southwest/Central Region

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

Central/Southeast Region

Ta-Tanaisha Jack- Houston, TX
Office: (713) 420-3278
Cell: (281) 734-4146
Fax: : (713) 230-5575
Email: ta-tanaisha_Jack@kindermorgan.com

Central Region

Jonathan Walden – Oklahoma City, OK
Office: (405) 792-6115
Cell: (405) 546-0185
Email: 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

Southeast Region

Shawwna Watkins – Birmingham, AL
Office: (205) 325-7206
Cell: (205) 709-0918
Email: 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

Manager

Arthur Dalton – Alpharetta, GA
Office: (770) 751-4139
Email: arthur_dalton@kindermorgan.com

Manager

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

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