2.0 PURPOSE

The purpose of this program is to describe the requirements, procedures, and record keeping requirements for qualifying individuals performing covered tasks on Atmos Energy natural gas transmission and distribution pipeline system and facilities.

3.0 PROCEDURE

Atmos Energy Corporation's Operator Qualification Program is designed to achieve compliance with both federal regulations and any applicable state specific requirements as they pertain to operator qualifications. The program consists of the following required federal regulatory components:

Definitions (CFR 192.803)

Covered Tasks (CFR 192.805a)

Personnel Evaluation (CFR 192.805b)

Use of Non-Qualified Personnel (CFR 192.805c)

Personnel Evaluation Following an Incident (CFR 192.805d)

Evaluation of Qualified Personnel Performance (CFR 192.805e)

Plan Management (CFR 192.805f)

Personnel Re-Qualifications (CFR 192.805g)

Recordkeeping (CFR 192.807).

Task F08: Joining of Polyethylene Pipe with Bolt-on Tapping Tee

Re-evaluation timeframe 12 months, Span of Control 1:0

Task F09: Joining of Polyethylene Pipe with Bolted Type Mechanical Fitting

Re-evaluation timeframe 12 months, Span of Control 1:0

Task F10: Joining or Capping of Polyethylene with Compression Nut Type Mechanical Fitting

Re-evaluation timeframe 12 months, Span of Control 1:0

Task F11: Repairing Non PE Plastic Pipe

Re-evaluation timeframe 12 months, Span of Control 1:0

Task G01: Repairing Steel Pipe (Distribution)

Re-evaluation timeframe 36 months, Span of Control 1:3

Task G02: Installing of Underground Casing

Re-evaluation timeframe 36 months, Span of Control 1:1

Task G03: Installation/Excavation of Pipeline

Re-evaluation timeframe 36 months, Span of Control 1:1

Task H01: Installing / Replacing Meters

Re-evaluation timeframe 60 months, Span of Control 1:1

Task H02: Installing / Replacing Regulators

Re-evaluation timeframe 60 months, Span of Control 1:1

Task H03: Installing / Replacing Service Lines

Re-evaluation timeframe 60 months, Span of Control 1:3

Task H04: Installing/Replacing Service valves

Re-evaluation timeframe 60 months, Span of Control 1:1

Task L02: Activating and Purging / Blowdown Pipelines
Re-evaluation timeframe 36 months, Span of Control 1:1

Task L03: Perform Odorization Test
Re-evaluation timeframe 36 months, Span of Control 1:1

Task L04: Tapping Pipelines under Pressure with Self-tapping Tee
Re-evaluation timeframe 36 months, Span of Control 1:1

Task L05: Odorizer Operation and Maintenance
Re-evaluation timeframe 36 months, Span of Control 1:1

Task L06: Control Room Management
Re-evaluation timeframe 36 months, Span of Control 1:1

Task L07: Tapping PE Pipelines under Pressure
Re-evaluation timeframe 12 months, Span of Control 1:1

Task L08: Perform Non-Destructive Tests on Steel Pipeline (Properties and Attributes)
Re-evaluation timeframe 12 months, Span of Control 1:1

Task M01: Surveying Leaks
Re-evaluation timeframe 36 months, Span of Control 1:1

Task M02: Conducting Pipeline Patrolling Surveys
Re-evaluation timeframe 60 months, Span of Control 1:1

Task M03: Locating and Marking Lines
Re-evaluation timeframe 36 months, Span of Control 1:1

Task M04: Testing Service Lines (New and Reinstating)
Re-evaluation timeframe 60 months, Span of Control 1:1

Task M05: Testing Mains and or Transmission Lines

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M06: Inspecting and Testing Pressure Limiting, Telemetering or Recording Gauges and Relief Valves

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M07: Performing Valve Inspection and Maintenance

Re-evaluation timeframe 60 months, Span of Control 1:1

Task M08: Preventing Accidental Ignition

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M09: Making Permanent Repairs on Transmission Lines

Re-evaluation timeframe 12 months, Span of Control 1:0

Task M10: Inspect, Repair, Tap and Protect Cast Iron Pipe

Re-evaluation timeframe 12 months, Span of Control 1:0

Task M11: Abandoning/Deactivating or Shutting Down Gas Facilities

Re-evaluation timeframe 60 months, Span of Control 1:3

Task M12: Monitor and Regulate the Flow and Pressure of Gas

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M13: Emergency Response

Re-evaluation timeframe 12 months, Span of Control 1:1

Task M14: Damage Prevention During Excavation or Encroachment

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M15: Leak Classification

Re-evaluation timeframe 36 months, Span of Control 1:1

Task M16: Recognize and React to Generic Abnormal Operating Conditions (AOC)
Re-evaluation timeframe 36 months, Span of Control 1:3

Task M17: Installing/Maintaining Pipeline Markers
Re-evaluation timeframe 60 months, Span of Control 1:3

Task M18: Inspecting Vault Conditions
Re-evaluation timeframe 60 months, Span of Control 1:3

Task M19: Inspect & Test Relief Devices at Compressor Stations
Re-evaluation timeframe 12 months, Span of Control 1:1

Task M20: Operating Within Established MAOP
Re-evaluation timeframe 36 months, Span of Control 1:1

Task M21: Removing/Deactivating/Purging Gas Meters
Re-evaluation timeframe 36 months, Span of Control 1:3

Task M22: Performing By-Pass Operations on Regulator Stations and Meters
Re-evaluation timeframe 36 months, Span of Control 1:1

Task M23: Launching and Receiving Pigs on In-Service Pipelines
Re-evaluation timeframe 12 months, Span of Control 1:0

Task O01: Conducting Indirect Inspection
Re-evaluation timeframe 36 months, Span of Control 1:1

Task O02: External Pipe Inspection for Anomalies
Re-evaluation timeframe 36 months, Span of Control 1:1

Task O03: Internal Corrosion Inspection (Non-destructive)
Re-evaluation timeframe 36 months, Span of Control 1:1

6.0 PERSONNEL EVALUATION

A. Company or Contractor Supervision is responsible to ensure that before a covered task is performed, every individual who performs a covered task is a Qualified Individual to perform such covered task.

B. The evaluation methods employed in the qualification process will accurately verify that an individual performing a covered task has the knowledge, skills and ability to perform the covered task and recognize and react to abnormal operating conditions.

C. Training shall be completed prior to any attempt of a knowledge evaluation to ensure that individuals performing the covered task have the necessary knowledge to perform in a manner that ensures the safe operation of pipeline facilities.

D. Individuals shall complete successful knowledge evaluation(s) within 180 calendar days of completing initial training. If an individual does not complete a given knowledge evaluation within the 180 calendar days, approved training is required to be reattended.

E. Individuals shall have successful knowledge evaluation(s) prior to qualification/re-qualification by skill evaluation(s). The time between knowledge evaluation(s) and qualification/re-qualification by skill evaluation(s) shall not exceed 90 calendar days or the knowledge evaluation must be successfully completed again. Once qualified, the renewal date of the qualification for Atmos Energy employees will be based on the successful completion of the skill evaluation. For contractors, the renewal date for qualifications will be based on the earliest successful knowledge or skill evaluation.

F. Methods used to determine qualification(s) of individual(s) may include but are not limited to the following:
   - written exam (knowledge evaluation)
   - observation (skill evaluation)
   - simulation (skill evaluation)

G. When a knowledge or skill evaluation is unsuccessful, the individual will be locked out from re-taking the knowledge or skill evaluation for 3 business days. If an individual fails a given knowledge or skill evaluation three (or more) consecutive times, approved training is required before either can be attempted again.

H. A knowledge evaluation is considered successful with a score of 80% or better. Once a knowledge evaluation has begun, the entire knowledge evaluation must be successfully completed or is considered unsuccessful. Answers to missed knowledge evaluation examination questions are only provided to the examinee for successful exams. If unsuccessful, no answers on the knowledge evaluation will be given.

I. All evaluation material(s) will be secured with limited access based on the individual's role in the Atmos Energy Operator Qualification Plan. This includes preventing the capturing of images or otherwise recording any evaluation materials by the examinee(s). All initial qualification knowledge evaluations will be proctored by individuals trained as an Evaluator or Proctor. An Evaluator or Proctor must be able to continuously monitor participants throughout the evaluation process. All evaluations are closed book and are to be performed without coaching. Mobile phones, training materials, notes, or other unapproved materials or devices shall not be available or accessible during evaluations and must be removed from the examinee before the evaluation begins.

OQ Flow Chart Process