



Five Minute Meeting:

Topic: Contract Evaluator and Proctor Inspection Process Rollout

Date: May 27th, 2020

Audience: Approved contract evaluators and proctors

The key thing you need to know

PG&E is implementing a new program to ensure process consistency with approved contract evaluator and proctors. The program will include regular visits by a PG&E OQ representative to the approved contract evaluator and/or proctors' location to conduct an observation of their OQ process during a live OQ evaluation. This is to ensure the vast number of approved contract evaluators programs are consistent with PG&E's internal OQ program and to provide feedback or opportunities for improvement when necessary. Approved contract evaluators and proctors are required to share their next upcoming OQ testing schedules with PG&E starting July 1st, 2020 to complete their initial inspection. PG&E will be monitoring contract OQ testing to ensure any approved contract evaluators administering OQ testing have completed their initial inspection. PG&E may suspend credentials of those who have not scheduled their initial inspection until which point an inspection is scheduled. This is to help initiate the program by building a baseline of information to better identify any area's that require immediate improvement. After the initial inspection, approved contract evaluators and proctors will be required to reschedule additional inspections within every six months (twice annually). This will be an ongoing process for the foreseeable future.

Why it matters to you

Approved contract evaluators and proctors will need to contact PG&E's OQ Program Manager, Chris McGowan (contact information below) to schedule their initial OQ evaluation inspections and follow-up inspections per the schedule mentioned above. Failure to schedule inspections may result in suspension of the evaluator or proctors' credentials until an inspection is completed.

Key discussion points

- Starting July 1st, 2020 all approved contract evaluators and proctors must share their upcoming OQ testing schedule with PG&E's OQ Program Manager, Chris McGowan to schedule their initial OQ evaluation inspection.
- Following the initial inspection, all approved contract evaluators and proctors must schedule follow-up inspections every six months (twice annually).
- Approved contract evaluators and proctors must share their upcoming OQ testing schedule with PG&E a minimum of 7-10 business days in advance for opportunity to coordinate the inspection visit.
- Failure to schedule OQ evaluation inspections may result in the contract evaluators or proctors' credentials being suspended until an inspection is completed per the requirements listed above.
- The OQ evaluation inspections will focus on PG&E's procedures and processes related to administering OQ testing.

Approver: Ronda Shupert, Manager – Gas Qualifications

Who do I contact to schedule inspections and/or for questions?

PG&E OQ Program Manager – Chris McGowan (c4me@pge.com) – 415.861.9018