



# Five Minute Meeting:

## Topic: New Email Address for Contractor OQ Process Inspections and OQ Assessments

**Date:** 4/24/2024

**Audience:** Contractor OQ Evaluators and Proctors

### The key thing you need to know

PG&E has a new email address to send contractor OQ testing schedules and request for contractor evaluator OQ assessments.

### Why it matters to you

The new email address must be used to adequately follow PG&E's process related to communicating contractor OQ testing schedules and request contractor evaluator OQ assessments.

### Key discussion points

- The new email address to send contractor OQ testing schedules to is [OQProcessInspections@pge.com](mailto:OQProcessInspections@pge.com).
- Use [OQProcessInspections@pge.com](mailto:OQProcessInspections@pge.com) to request an OQ Assessment to add a new OQ to your contractor evaluators approved task list (ATL) in ITS.
- Previous emails were sent directly to Chris McGowan @ [c4me@pge.com](mailto:c4me@pge.com) – this is no longer the correct email address.
- The previous 5mm's related to the PG&E Evaluator and Proctor Inspection Process and the Contractor OQ Evaluator Assessment Process are still valid. Only the method of communication has changed.

### Questions to ask for understanding.

1. **Q:** When does this new email address go into effect?  
**A:** Immediately after receiving this communication.
2. **Q:** If I need assistance for questions not related to OQ inspections or OQ assessments, who do I contact?  
**A:** You can email [OQPgmMgr@pge.com](mailto:OQPgmMgr@pge.com) for all general contractor OQ related questions.

### Who do I contact with questions

Contact [OQProcessInspections@pge.com](mailto:OQProcessInspections@pge.com) or [OQPgmMgr@pge.com](mailto:OQPgmMgr@pge.com) with any questions or concerns.

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