



*Pacific Gas and
Electric Company*™

Applicant Designer Qualification Program Overview

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Pre-Qualification Basis

In the Decision, D.97-12-099, approving Applicant Design as a regular utility tariff option, the utilities were allowed to prequalify designers to promote quality in designs and minimize the number of subsequent plan checks. Thus, PG&E's business objective in implementing this program is to improve the quality of designs and reduce cycle times by limiting the number of subsequent plan checks.

To achieve this goal, PG&E has developed a set of quality control criteria as part of this implementation.

Quality Control Criteria (Amendment to Section 4.6 of the ADG, 2021 Update)

- **1st** Plan Check (P.C.) submitted – If corrections found, **F1*** recorded. No meeting required
- **2nd** Plan Check submitted – If 1st P.C. corrections not fixed, **F2** recorded. No meeting required
- **3rd** Plan Check submitted – If 2nd P.C. corrections not fixed, **F3** recorded. Meeting optional at the request of Applicant Designer with PG&E Supervisor, JO, ADE, Applicant Designer and developer/Customer
- **4th** Plan Check – If 3rd P.C. corrections not fixed, **F4** recorded. Meeting optional at the request of Applicant Designer with PG&E Mgr, Supervisor, JO, ADE, Applicant Designer and Developer/Customer

Note: If **(3) F4 occurrences** per designer** in a **rolling 18-month period**, the qualification of the applicant designer will be **revoked and all new design submittals from the applicant designer will be rejected until re-test is completed**. There is a 90-day waiting period from disqualification date to retest date, and 30-day waiting period between tests if unsuccessful at initial retest. If unsuccessful after **(3) retest attempts**, designer must wait for **90 days before another re-test is allowed**. In-flight designs will not be interrupted by disqualifying an applicant designer as other qualified designers will be allowed to take over the project.

***F1 represents "Failure 1."**

****Occurrences for gas will be treated separately between gas designs and Joint Trench Composites**

Pre-Qualification Testing

Pre-Qualification testing is mandatory for all Applicant Design firms. Each Applicant Design firm must elect how many designers to qualify. P.E. stamp with wet signature remains a separate requirement and Professional Engineers (P.E.) are not required to be qualified to continue stamping the drawings. However, a P.E. must be qualified to submit designs to PG&E. Electric and gas exams will be in digital format and structured as follows:

- Applicant Design Process questions
- Technical Knowledge questions
- Technical Application questions

Answers to test questions will not be released to test taker upon scoring or at any other time. A passing score of 70% is required to be prequalified. Candidates will receive their scores immediately upon test completion.

The Registration / Testing fee is \$100 payable to a third-party vendor, Industrial Training Services (ITS). Each payment is good for 6 test attempts. Payment is due at the time of registration. Designers must schedule their exams with PG&E after registration and payment in accordance with the annual testing calendar. A PG&E representative will be available to proctor exams on testing day.

Designers must provide their own reference materials on testing day. Verification of designers must be conducted by the proctor before testing (proof of unexpired driver's license or state issued identification card must be presented to the proctor at the exam site). Mobile phones, computers and cameras are not allowed inside the testing room. However, calculators are allowed inside the testing room.

New Requirement on Design Submittals

There is a **new requirement for individual names to be listed on the title block of all construction drawings on design submittals.** The Quality Control (QC) designer who is responsible for reviewing designs prior to submitting to PG&E must be qualified at a minimum.

Disqualification Process

As part of this program, any designer who reaches the threshold of (3) F4 occurrences in three separate projects in a rolling 18-month period will be disqualified from the program. Upon disqualification, no design submittal will be accepted from the designer until the designer completes a retest.

Tracking & Recording of Plan Check Failures

The existing Applicant Design Review Checklist will be used to record and track plan check failures as they occur. The design review ADE will note corrections as applicable on the design review checklist after reviewing each plan check. Plan check failures (F1 – F4) will be recorded against each applicant designer as the plan check progresses. Each F4 recorded against any applicant designer will count as one qualifying F4 occurrence and will be logged into PG&E database. Applicant Designers will be notified via email when a qualifying F4 occurrence is recorded for a particular project. Upon reaching the threshold of 3 (F4) occurrences in three separate projects within a rolling 18-month period, the applicant designer will receive a notification of disqualification, which would restrict the applicant designer from submitting any further designs until retest is completed.

Applicant Designers must flag and call out revisions on the Applicant Design Review Checklist to prevent the plan check from counting as a failure (see below):

APPLICANT DESIGN: ELECTRIC DESIGN REVIEW CHECKLIST

QUALIFIED APPLICANT DESIGNER (QAD):	APPLICANT DESIGN FIRM:
DEVELOPER:	
PROJECT NAME: TRACT 5816-11 PHASES C/D – REVISION TO CHANGE TO PG&E SHARED CONST	
ADDRESS:	TRACT#:
Applicant Designer Job #:	PG&E PM#:
Related Projects (PM#):	PG&E Notification #:

For PG&E Use Only

PLAN CHECK #:	DATE/TIME:
DATE APPROVED:	DATE REJECTED:
PG&E REVIEWER:	

Instructions:

1. **Qualified Applicant Designer:** Check all boxes that apply in the "PROVIDED" column as part of the Design Submittal. If not applicable, check appropriate box in "N/A" column.
2. **PG&E Reviewer:** Use checkboxes in the "APPR" column for items that are approved. If corrections are required, use the checkboxes in "REVISE" column and add adequate details in comments section per latest version of the Applicant Design Guide.

Non-failure items will not count against applicant designers even when they result to subsequent submittals. Non-failure items may include revised jobs from field conditions beyond the developer/Applicant Designer's control. Similarly, ADE missed items on the 1st or subsequent design reviews will not count against applicant designers.

At the completion of each plan check review, the design review ADE will provide the Applicant Design Review Checklist with comments to the applicant designer via email if the plan check was not approved. The

applicant designer must apply corrections to the design based on the comments of the design review ADE before submitting the design to PG&E for further review.

Applicant Designer Appeals Process

Upon receiving a disqualification notification, the Applicant Designer has 30 days to submit an appeal if there is any reason to believe that PG&E made an error in recording the qualifying failures (F4 occurrences). Appeals must be accompanied by evidentiary documentation that clearly shows an error was made by PG&E in recording the qualifying failures (F4 occurrences). Appeals submitted without correspondence or evidentiary documentation will not be considered.

Appeals must be sent to ADplans@pge.com mailbox with the applicant designer's name clearly identified on the subject line of the email. For example, "Appeal to reinstate the qualification of John Doe." Email content of appeal must list all qualifying PM Orders for the 3 projects evaluated and the design review ADE for each job.

PG&E will resolve appeals within 30 calendar days upon receipt. During this time, PG&E may contact the Applicant Designer for additional documentation if needed. PG&E will ensure that all facts are considered before making a final determination on any appeal. PG&E will communicate appeal results to the applicant designer via email.

PG&E must reinstate a designer's qualification within 3 business days upon receipt of an appeal until the appeal is processed. At its discretion, and on a case-by-case basis, PG&E may extend the timeline to process appeals past 30 calendar days provided PG&E notifies the Applicant Designer in writing and provides an expected date of completion. If the result of the appeal is not favorable to the applicant designer, the qualification of the applicant designer will be revoked and will not be reinstated until retest is completed.

Retest Procedures

The applicant designer must register to take the exam with our third-party vendor, Industrial Training Services, and must pay the required testing fee of \$100 before retest will be scheduled after the waiting period of 90 days from disqualification date. PG&E will allow three exam attempts initially for retests. There is a 30-day lockdown window between tests.

For initial retests not completed successfully by a designer after three attempts, there will be a 90-day waiting period from the time the third retest was attempted before additional retests can be scheduled. Exam fees are good for up to 6 test attempts. If additional retests (4th, 5th, 6th) are not

completed successfully, the waiting period increases to 180 days and a new exam fee must be paid before additional retests are allowed.

Retests will follow the same format as the prequalification test:

- a. Test will be digital
- b. Electric and gas tests will include:
 - i. Applicant Design Process questions
 - ii. Technical Knowledge questions
 - iii. Technical Application questions
- c. Neither PG&E nor the testing vendor will provide answers to test questions at any time as the exam questions may be repurposed if the standards driving the questions remain unchanged.
- d. A passing score of 70% is required for retests.