



Applicant Installer Pre-Qualification

Frequently Asked Questions Rev. 8/15/2025

This document is intended to answer the most frequently asked questions regarding the Applicant Installer Pre-Qualification program. For questions not addressed by this FAQ, please contact PG&EApplicantInstallerPreQual@pge.com

Q1: Does Pre-Qualification apply to Gas or Electric or both?

- A. The pre-qualification SQCA applies to both gas and electric. Any individual performing work to install facilities identified as “in scope” on the “Applicant Installer Pre-Qualification Scope and Applicability Table” and associated diagrams will be required to complete the pre-qualification Safety, Quality, and Conduct Assessment

Q2: How do I become pre-qualified?

Step 1: Reach out to PG&EApplicantInstallerPreQual@pge.com and provide:

- A. Company Name
- B. Primary Contact Information responsible for coordinating prequalification
 - I. Name:
 - II. E-mail:
 - III. Phone :
- C. Scope of work typically performed by your company

Step 2: Respond to ITS onboarding and complete registration with ITS

Step 3: Complete the Safety, Quality, and Conduct Assessment (SQCA) in ITS

Step 4: Register with National Compliance Monitoring System (NCMS) and provide the required DOT Drug and Alcohol testing documentation (*Step 3 is only required for individuals utilizing OQ's 0215, 0501, 0502, 0504, and/or 0507 to complete the work*)

- A. See Five Minute Meeting Titled: “PG&E Applicant Installer Pre-Qualification Requirements” for additional details on each step

Q3: How can I prepare for the SQCA? Is there a study guide?

- A. The SQCA is a web-based training consisting of 7 slides followed by 4 questions and is targeted to be completed in less than 30 minutes without any specific pre-study required. The assessment is available in both English and Spanish.

Q4: Are there scopes of work that are exempt from the Pre-Qualification?

- A. Any of the following are out of scope for the applicant installer pre-qualification
 - a. Any work that is listed as “out of scope” on the “Applicant Installer Pre-Qualification Scope and Applicability Table” and associated diagrams



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- b. Any work that is not governed by Greenbook requirements subject to approval by PG&E personnel (inspectors, QEWS, Gas Mechanics, etc)
- c. Work performed outside of a new business application

Examples include;

- i. Equipment and facilities on the customers side of the meter
- ii. Installing adjacent facilities in joint trench (I.E. the worker installing communication conduits/cables)
- iii. Civil work once PG&E backfill requirements have been met that does not require excavation within the tolerance zone of PG&E facilities (paving, landscaping, etc)
- iv. Back office admin and clerical tasks (timekeeping, accounting, material ordering, contracts, etc)

Q5: Who on the crew must have the Pre-Qualification? Is it just the foreman or superintendent?

- A. Anyone performing work to install gas and/or electric facilities identified as “in scope” must have the pre-qualification. There is no “Span of Control” for the pre-qualification that allows one individual to work under the pre-qualification of another. In addition, anyone completing and submitting gas as-builts will need to complete the Gas Asbuilt Web Based Training and assessment.

Q6: Where can I find a list of Pre-Qualified Applicant Installers?

- A. The list of pre-qualified applicant installer contractors is available at [Applicant Designer and Installer Qualification Program \(PGE\)](#). Make sure to scroll down to the applicant installer portion of the page. The list will be routinely updated as installers complete pre-qualification.

Q7: I’m a PG&E Job owner, Can I forward the 5MM Applicant Installer Pre-Qualification Requirements? Who received the original communication?

- A. Yes, the 5MM is suitable for distribution to external 3rd parties. The original communication went out to all inspectors, job owners, clerical, affected leaders, the applicant designer community, and all applicant installers that are currently regularly engaged in performing work to install PG&E facilities.

Q8: I already have an ITS account, but I cannot find the Safety, Quality, and Conduct Assessment. Where can I find it?

- A. Reach out to ITS and request access to the “Applicant Installer Series”. Once granted, you will have access to profile your workers for the SQCA.



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Q9: Are project managers, designers, or company owners and similar roles required to be pre-qualified?

- A. No, only those workers in the field directly engaged with performing the work.

Q10: How do I sign up for ITS or NCMS?

- A. Please follow the instructions on pages 8 and 9 of the document titled “5MM Applicant Installer Pre-Qualification Requirements” for contacts and direction. **Do not reach out to PG&E OQ team**

Q11: I’m only installing electric facilities, do I need to be in a drug and alcohol testing program?

- A. No, applicant installers who are solely installing electric facilities do NOT need to be in a drug and alcohol testing program. If you received an e-mail from NCMS to register it’s only because an individual in your company with current OQs for performing covered gas tasks has completed the SQCA. OQ’s 0507 and 0215 are only required when performing work to install gas facilities and are not required for electric work. If you hold these OQs and do not need them for the work you are performing you can remove them from the workers profile. If you choose not to remove them, it will not impact your ability to install electric facilities.

Q12: I’m only installing electric facilities, do I need to complete the PG&E Applicant Installer Gas As-Built training?

- A. No, only individuals preparing and submitting Gas As-Built Redlines need to take this training. It will show up in ITS as *available* to profile your workers, but you do not need to include it in their profile if they are not preparing or submitting Gas As-Built Redlines.

Q13: Do PG&E employees need to be pre-qualified if they are performing their own gas and or electric work at their own residence under a new business application?

- A. No, PG&E employees do not need to be pre-qualified. Simply present your valid company ID badge and ITS card (if installing gas facilities) to the onsite inspector.

Q14: I had previously registered with ITS and obtained Pre-Qualification, however it is no longer needed based on the scope clarifications. How do I cancel my account with ITS?

- A. After reviewing the revised scope of the pre-qualification program, reach out to PG&EApplicantInstallerPreQual@pge.com to confirm if your planned scope of work does not require pre-qualification and cancel your account if desired. Contractors will have 30 days from the date of this publication to contact PGE to request a refund if your scope of work does not require pre-qualification. Anything requested after the 30-Day window will not be considered for a refund. Any refund approvals will be communicated to ITS by PGE only.