



Five Minute Meeting:

Topic: Contract Evaluator and Proctor Inspection Scheduling Process Update

Date: 4/20/2023

Audience: Approved contract Evaluators and Proctors

The key thing you need to know.

PG&E rolled out a process in July of 2020 for inspecting all approved contract Evaluator and Proctors OQ testing processes. Since then, many changes have been made to the process and clarification of scheduling expectation may be necessary.

Why it matters to you

Starting 4/20/2023, scheduling communications must meet the following guidelines:

- Communications must be received a minimum of 24 hours in advance (sooner when possible).
 - A good rule of thumb is to send out the scheduling communication as soon as a date is reserved for OQ testing.
 - It is acceptable to only send preliminary information in advance and send updated information later –however all required information must be received a minimum of 24 hours in advance.
 - Communications received less than 24 hours of notice may be required to reschedule their testing for that day.
- Scheduling communications must include the following:
 - Date and time of planned testing
 - If testing on WE, PE, or both.
 - Address of testing location and additional details to assist in finding the testing room or gaining access to the building/location.
 - Contact information of Evaluator/Proctor for making contact the day of testing.

Key discussion points

- Scheduling communications must be received a minimum of 24 hours in advance (sooner when possible).
- Scheduling communications received less than 24 hours of notice may be required to reschedule their testing for that day.

Who do I contact with questions and/or to schedule OQ process inspections?

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