



Introduction:

OQSG is a third party Operator Qualification compliance company assisting both operators and contractors with meeting the spirit and intent of the DOT Pipeline Operator Qualification Rule (49 CFR Parts 192 & 195). OQSG's goal is to provide comprehensive, cost-effective training and qualification solutions that are easy to implement, administer and maintain.

OQSG provides knowledge-based assessments in computer-based format and skills-based assessments in paper-based format. We provide in-house solutions for companies that want to maintain control of their training and qualification program and we can provide 3rd Party solutions for companies that want OQSG to manage the compliance process for them.

The following information goes into more detail regarding the pricing and procedures involved with our program.

Product Offering:

OQVerify™ is OQSG's in-house compliance system that provides clients with training, knowledge, and skills assessments. OQVerify™ includes the following:

- Internet and computer-based multimedia training and assessments for 58 Surface Tasks and 15 Underwater Tasks
- Printable skills assessments for 55 surface tasks and 15 underwater tasks
- Administrative Tools for managing users and courses
- Record Keeping Functions for storing qualification data
- Reporting Functions for providing hard copies of records
- Exporting Features including the ability to export to the database of your choice

Third Party Solutions—OQSG can manage the compliance process for clients with our third party solutions:

- OQVerify training and knowledge assessments
- OQVerify proctoring services
- OQSG Skills assessments
- OQSG Skills Evaluator services
- Record upload services
- Technical services including technical writing, OQ Plan revision and development



OQVerify Training, Knowledge, and Skills Assessment Process:

The following information delineates the process for implementing *OQVerify*™

Agreement Package—we secure our process with an agreement package consisting of a Customer Service, End User License, Evaluator and Proctoring Agreements. These agreements allow OQSG to audit your qualification process, and revoke qualifications for OQSG Procedure violations. The agreements also provide Operators with confidence that you are providing valid qualification records.

Software—once our relationship is established, we will grant you access to the *OQVerify*™ software. There are several purchase options for *OQVerify* that allows you to custom fit it to your needs. *OQVerify* will help you fulfill the knowledge and skills qualification requirements. Please visit our Products section for further information. Basic software initialization is \$500.

Proctor Training—we provide weekly on-line OQSG Proctor training sessions. Proctors play an important role in our qualification process. We require proctoring of the knowledge assessment portion for all covered tasks to ensure a valid assessment. During our proctor training session, a proctor will learn about our OQSG Proctoring Procedures, documentation requirements, and the basic functionality of *OQVerify*. Proctor training is \$200 per person.

Evaluator Application—your Evaluator candidates will complete an application for becoming an OQSG Skills Evaluator. Evaluator candidates must have at least 5 years of experience and be qualified in every task they wish to become an evaluator of. The candidates must also submit 3 references that can attest to their skills and ability. Finally, the evaluator candidates will identify the covered tasks they wish to become performance evaluators for. The completed application is submitted to OQSG for review.

Evaluator Training—we provide one-day OQSG Skills Evaluator Training sessions. Evaluators play an important role in our skills qualification process. Skills evaluator training ensures that the evaluator has sufficient knowledge for properly administering skills assessments. During our evaluator training session, an evaluator will learn about our OQSG Evaluator Procedures, documentation requirements, and the proper way to administer skills assessments. Skills evaluator training is \$400 per person in Lafayette, Louisiana or surrounding areas. Remote training classes require at least 2 weeks' notice and a minimum of 5 attendees or travel costs will be added. Special conditions may change pricing.

Technical Support—upon completion of proctor training, your proctor or another representative of your company may call OQSG for complimentary technical support. Our staff is prepared to discuss usage options with you to help determine which products best match your company's needs.



OQVerify Licensing—you have unlimited use of our OQVerify software through our licensing agreement. License fees are \$150 per person per year for all active employees in the OQVerify software. An active employee is one that has completed a course in the OQVerify software. You will be billed \$37.50 an employee per quarter with a three-year commitment only negated by the termination of the employee.

Knowledge Qualifications—OQSG trained proctors will create employee accounts and assign covered tasks using the OQVerify software. The employee will complete all assigned knowledge assessments while a Proctor oversees the assessment portions of every task.

Skills Qualifications—OQSG trained evaluators will assign and print skills assessments using the OQVerify software. We have both topside and underwater skills assessment forms and they were designed to complement our OQVerify knowledge qualification material. The skills evaluator will evaluate an employee in covered tasks using the Skills Assessment forms. The employee will perform the covered tasks while the Evaluator oversees the performance of every aspect of the task. The Evaluator completes the necessary documentation and determines if the employee is qualified. Both the employee and Evaluator sign and date the skills assessment form and fax a copy to OQSG.

Export—once your employee has completed their assigned covered tasks, OQSG will validate the qualification records and notify you of invalid records. We will also upload valid qualifications to the database of your choice.

Renewal of Evaluator Status—OQSG evaluator status must be renewed every 3 years. Requirements for renewal of evaluator status are: 1. The evaluator must perform at least one skills evaluation in each task he/she is qualified to evaluate within the three-year span, 2. The evaluator must maintain a current qualification status in all tasks he/she is qualified to evaluate, and 3. The evaluator must attend an OQSG Evaluator Status renewal session. The cost to renew evaluator status is \$100 per evaluator. Note: If for any reason, an evaluator does not meet the above requirements, or if their qualification expires, the evaluator will have to take the OQSG Skills Evaluator Training again.

Renewal of Proctor Status—OQSG proctor status must be renewed every 3 years. A requirement for renewal of proctor status is to complete the OQSG proctor renewal assessment. Note: If for any reason, a proctor does not meet the above requirements, or if their qualification expires, the proctor will have to take the OQSG Proctor Training again.



OQSG Third Party Solutions:

The following information delineates our third party solutions for managing your compliance process:

Agreement Package—we secure our process with an agreement package consisting of a Customer Service Agreement. This agreement allows OQSG to audit your qualification process, and revoke qualifications for OQSG Procedure violations. The agreement also provides Operators with confidence that you are providing valid qualification records.

Knowledge Qualifications—once our relationship is established, you will contact OQSG to schedule your employee(s) to become qualified using the OQVerify™ software. OQVerify consists of 57 surface tasks and 15 underwater tasks. Our current training facility can accommodate up to 7 employees, or we can travel to your location with laptop computers. You will be charged for proctoring services, a workstation fee for each employee, and fees for covered task courses.

Skills Qualifications—you will contact OQSG to schedule an OQSG Skills Evaluator to evaluate the performance of your employees. Our evaluators have requisite subject matter expertise and training to ensure that the skills assessment is valid. All of our Skills evaluations are conducted on an individual basis, meaning one skills assessment will consist of one skills evaluator and one employee. You will be charged for Skills Evaluator services, travel arrangements, and ISNetworld upload fees (if applicable).

Export—once your employee has completed their assigned covered tasks, OQSG will validate the qualification records and notify you of invalid records. We will also upload valid qualifications to the database of your choice.



Pricing

The following information delineates the prices for all of our solutions:

OQVerify software options: (choose one)

\$700 for OQVerify online and desktop software containing all topside and underwater covered tasks

\$500 for OQVerify online containing all topside and underwater covered tasks

Proctor training:

\$200 per person

OQVerify Licensing:

\$150 per person per year license fee for unlimited access to covered tasks.

(We will bill you \$37.50 an employee per quarter with a three-year commitment for unlimited covered task credits only negated by the termination of the employee.)

Proctoring Services:

\$350 for one full day (Lafayette Office)

\$175 for one half day (Lafayette Office)

\$95 an hour (Lafayette Office to your location)

Workstation Fees:

\$25 for one full day (Lafayette Office)

Skills Evaluator training:

\$400 per person in Lafayette, Louisiana or surrounding areas.

Remote training classes require at least 2 weeks notice and a minimum of 5 attendees or travel costs will be added. Special conditions may change pricing.

Skills Evaluator Services:

\$95 an hour

Travel Arrangements:

Cost plus 10% for travel, lodging, and per diem

Technical Support:

We offer complimentary technical support for the installation of your OQVerify software. Other technical services will be billed at \$95 an hour.

Additional Services

Technical Services, such as technical writing, OQ Plan revision and development are available on an hourly basis for \$95 an hour.