

O&M Audit Form

Date: May 14, 2018

Distributor:

County of Vermilion River

Participants: Ashley Ouelette, Maintenance, Tim Deroo, Operations Manager and

Evaluator:

Delbert

Louis Genest

	Accept	Needs Improvement	Comments
Emergency Planning			
Do you have a Health & Safety Plan?	-	-	Have one
If no, are you aware of the OH&S Legislative requirements?			
OH&S Code - Part 2, Section 11 and OH&S Act - Section 2.1 and 2.2	-	-	
O&M Manual Adopted by Board (Copy of Minutes)	X		
Copy of Emergency Response Plan Available to All Employees	X		
Office Personnel have access to Attachment A & G	X		
Attachment A or a copy of your Emergency Response Plan updated yearly	X		
Attachment G or a copy of your Emergency Phone Numbers updated yearly	X		
Copies of Acts, Codes & Regulations - 2 White Binders			
- accessible by all employees by paper or electronic	X		
The Technical Standards and Specifications Manual for the Rural Gas Program, the OH&S Acts and Regulations, the Z662 Oil and Gas Pipeline Standard, the B149.1, and the Z731 Emergency Planning for Industry (Latest Versions)	X		
Annex "N" Guidelines	X		
QMP (Quality Management Plan)	X		
IMP (Integrity Management Plan)	X		
Table Top Exercise/Incident Review	X		
Current Maps & Plans	X		
Zone Agreement	X		
Third Party Agreements (with other Fedgas Members if they do your field work)	X		
Emergency Telephone (Power Outage, Battery Backup?)	X		

Other Documentation

Work Order	X		
Line Locates	X		
Odor Call	X		
Carbon Monoxide Report	X		
Valve Maintenance (Operate Valve/Relief - Intermediate RS)	X		
Activate Block Valves & Curb Stops Form	X		
MSDS for Hazardous Materials	X		

Response Procedures

Handling Emergency Telephone Calls	X		
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Pre Job Meetings

Documentation	X		
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Safe Work Permits

Documentation	X		
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System Operations

Filing Leak Reports (RUB, AER and/or AENV)	X		
Maintain Records of Leaks	X		
Quality Assurance Documentation for PE Pipe on Hand	X		

Tools & Equipment

Equipment Calibration Records	X		
Instrument Manuals & Specifications Available	X		

Environmental Releases

Documentation on Reporting Releases (Alberta Environment)	X		
Operating Personnel Understand Reporting Criteria of Releases	X		

O&M Audit Form**Gas Conditioning**

Document all Abnormal Gas Conditions	X		
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Inspections & Surveys**All Inspections Below are Audited by Evidence of Documentation**

Leak Detection Public Building (Every 3 years for Urban & Every 5 years for Rural)	X		
Leak Detection on High-Pressure Lines	X		
Leak Detection on Distribution & Service Lines (Every 3 years for Urban & Every 5 years for Rural)	X		
Leak Detection on Reoccurring Problem Areas	X		
Right of Way Patrolling	X		
Cathodic Protection	X		
End Line Pressures	X		
Gas Reconciliation - Wholesale Volumes	X		
Gas Reconciliation - Wholesale to Retail Volumes (by Taps)	X		
Gas Reconciliation - Total System	X		

Metering

Documentation Identifying and Tracking all Meters	X		
Meters Re-Verification is up to date		X	Continue working on changing out the expired meters. See Deficiencies Summary

Odorization

Documented Inspection & Service on Odorization System	X		
Are Sniff Tests (Odorometer Readings) Taken & Recorded Monthly?	X		
Are Employees limited to 12 Sniff Tests (Odorometer Readings) per day	X		
Have Employees had Olfactory Testing in the past 4 years	X		

On Premises

Fire Extinguisher	X		
First Aid Kit	X		

Available for Field Use

Barricades And Markers	X		
Construction Signs - Traffic Warning	X		
Odorometer	X		
Fusion Equipment (Polyethylene) Alignment Jigs, etc.	X		
Generator	X		
Safety Belts/Harness	X		
Pipe Threader	X		
Pipe Vise	X		
Portable Lights	X		
Chart Recorder	X		
Portable Gas Flare	X		
Pre-tested Steel Pipe	X		
P.E. Pipe	X		
Tracer Wire	X		
Pipeline Repair Coating	X		
Mechanical Couplings (Minimum 2 of each size)	X		
Methanol	X		
High Energy Joining Fittings	X		
Pre-Tested Aluminum Pipe	X		
High Energy Joining (Aluminum) Pipe Cutters, File, etc.	X		
RMO Spill Containment Kit - Odorant	X		
RMO Spill Containment Kit - Glycol	X		

Inventory List for Vehicle

Fire Extinguisher	X		
First Aid Kit #2	X		
Half-Cell Potential Meter	X		
Warning Devices (Flares, Reflectors)	X		
Static Ground Devices	X		
Squeeze-Off Tools with attached Grounding Straps	X		

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Flashlight (Explosion Proof)	X		
Maps & Plans	X		
Reporting Forms (Work Orders, Diary or Note Books)	X		
Emergency Response Procedures Manual	X		
Camera (any device capable of taking photos)	X		
Communication Equipment	X		
Gas Detector - LEL and %	X		
Gas Detector - ppm	X		
Oxygen (O2) Detector	X		
Carbon Monoxide Detector - 0 ppm -1000 ppm	X		
Hydrogen Sulfide (H2S) Detector	X		
Gas Detector needs Continuous Pump & Audible Alarm	X		
Repair Materials as Required	X		
Hand Tools	X		
Line Locator	X		
Liquid Leak Detector	X		
Shovel	X		
Probe	X		
Pipe Cutters (PE)	X		
Pressure Gauges as Required	X		

Personal Protective Equipment

Head Protection	X		
Hearing Protection	X		
Eye And Face Protection	X		
Fire Retardant Clothing	X		
Foot Protection	X		
Traffic Hazard Clothing - Reflective Wear	X		

All Inspections Below are Audited by Field Verification

Crossing Signage	X		
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4 oz Location Visited:

B. DODA, MTR 1476, 1213B2 REG

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

5 lbs Location Visited:

D. WARREN, MTR 3056, AMER 1213 5#

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

10 - 30 lbs Location Visited:

CNRL10-31, MTR 3019, AMER 1800

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

Line Pressure Location Visited:HUSKY, 7-1-51-1-4, EVC 10-303, AL 1000
#6103**Metering & Pressure Control**

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		

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Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

Block Valve Location Visited:

2" BV, NE 21-50-1-4, HAWKSTONE

Inspections and Surveys

Signage		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 01. Block Valve
Station Protection (Fence)	X		
Vegetation Control	X		
Painting & Corrosion (Color Coding)	X		
Operation of Valves	X		

Reg/Intermediate Station Location Visited:

RS-R0020-001, 400#-80#, SE 15-50-4-4

Inspections and Surveys & Systems Operations & Pressure Control

Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signs & Markers		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 02. Reg Intermediate Station - R00020-001
Vegetation & Brush Control	X		
Station Protection		X	Fencing should be considered to protect your facility - see Deficiency Summary - See Picture 02. Reg Intermediate Station - R00020-001
Painting & Corrosion (Color Coding)	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Personal Protective Equipment	X		
Lockout Available	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		
Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

Reg/Intermediate Station Location Visited:RS-R0020-046, 400#-60#,
446-506N Railway Ave, Marwayne**Inspections and Surveys & Systems Operations & Pressure Control**

Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signs & Markers		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 03. Reg Intermediate Station - R00020-046
Vegetation & Brush Control	X		
Station Protection	X		
Painting & Corrosion (Color Coding)	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Personal Protective Equipment	X		
Lockout Available	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		
Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

RMO - Walk In Location Visited:

TAP 20, SE 15-50-4-4

Station Entry & High Pressure Unodorized Gas

Call Back Procedure	X		
Testing for Gas & Recording Concentrations	X		
Personal Protective Equipment	X		
Remove Sources of Ignition	X		
Risk Assessment (Smell, Sight & Sound)	X		
Documentation (Maintenance Records, Tests & Call Back)	X		

O&M Audit Form**Lockout**

Lockout Available	X		
Documentation	X		

Alcohol Systems

Documentation - Maintenance Records	N/A		
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Catalytic Heater

Documentation - Maintenance Records	X		
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Line Heaters

Documentation - Maintenance Records	X		
Lab Analysis on Glycol	X		

Odorization

Documentation - Tank Levels	N/A		
Documentation - Maintenance Records	N/A		
Valve at Bottom of Site Glass & Closed	N/A		

RMO Miscellaneous

Station Protection (Fence)	X		
Vegetation Control	X		
Painting & Corrosion (Color Coding)	X		
Current Log Book	X		
Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signage		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 04. RMO Walk In - Tap 20
Piping Stress Free	X		
Operation of Valves	X		
Pressure Gauges Operational	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Station Accessibility	X		

RMO - Blue Box Location Visited:

N/A

Station Entry & High Pressure Unodorized Gas

Call Back Procedure	N/A		
Testing for Gas & Recording Concentrations	N/A		
Personal Protective Equipment	N/A		
Remove Sources of Ignition	N/A		
Risk Assessment (Smell, Sight & Sound)	N/A		
Documentation (Maintenance Records, Tests & Call Back)	N/A		

Lockout

Lockout Available	N/A		
Documentation	N/A		

Alcohol Systems

Documentation - Maintenance Records	N/A		
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Catalytic Heater

Documentation - Maintenance Records	N/A		
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Line Heaters

Documentation - Maintenance Records	N/A		
Lab Analysis on Glycol	N/A		

Odorization

Documentation - Tank Levels	N/A		
Documentation - Maintenance Records	N/A		
Valve at Bottom of Site Glass & Closed	N/A		

RMO Miscellaneous

Station Protection (Fence)	N/A		
Vegetation Control	N/A		
Painting & Corrosion (Color Coding)	N/A		
Current Log Book	N/A		
Pressure Control Devices Installed where Required	N/A		
All Pressure Control Devices Vented Appropriately	N/A		
Signage	N/A		
Piping Stress Free	N/A		

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Operation of Valves	N/A		
Pressure Gauges Operational	N/A		
Open End Valve Plugged	N/A		
Fittings Meet Operating Pressure	N/A		
Station Accessibility	N/A		