



Marathon Petroleum – M&TE Project Inspection Newsletter October 2013



Safety Moment

As the end of the year draws closer, there are still many projects remaining to be completed. Much of this work will most likely be performed in colder weather. It's important to ensure that on-site personnel are taking the proper precautions to protect themselves from the dangers of winter weather. Some items that Inspectors can be on the lookout for are slip hazards due to snow and ice, and personnel showing sign of cold stress. Verifying contractors are using wind breaks and places to warm up during breaks, if needed, are ways to limit the exposure to the cold. Also, pay special attention to the use of proper PPE during this time. For example switching between cold weather gloves and cut resistant glove can be easily overlooked; however the appropriate PPE needs to be used for the task being performed. As always, please remain alert, and let's finish out the year safely.

General Information

- Beginning with this Newsletter, all Newsletters will now be available on the [T&L Contractor Website](#). I will no longer be sending it out through e-mail, however, I will continue to send a notification to each Inspection Company when a new edition has been posted. To access the newsletter, please login to the [T&L Contractor Website](#) using your company's username and password. Then, select the 'Project Inspection' menu listed on the left side of the page. The Newsletters will be listed on that page. Another change you will notice regarding the Newsletters will be that the Safety Bulletins are no longer included. The Safety Bulletins will now be referenced and direct readers to the appropriate locations within the T&L Contractor site that the bulletins were posted.

Since many Inspectors already access this website for standards, this should be a convenient option for distributing the Newsletters and an easy way for Inspectors to look up past newsletter items. If your company does not have a username and password to access the website, please let me know, and I can assist you with the set up process.

- Hydrotest Temperature Learning Bulletin – Please review the attached learning bulletin as it discusses the importance of ensuring that documentation, either by the contractor or Inspector, is complete and includes all applicable information prior to submitting it to the Project Leader. Missing information could result in consequences such as fines from audit findings and additional expense from having to complete the project again.
- MTE-GEN-00495 PRS – M&TE Project Inspector Training Requirements and Competencies – This new standard was created to officially document M&TE's training requirements for Project Inspectors. There really isn't any new training required within the standard, however it does clarify that there are certain expectations regarding competencies that Inspectors should possess prior to inspecting projects for M&TE. I have included a copy as I do not think it has been posted to the T&L Contractor site yet. One important item to note, the standard does require that M&TE maintains a copy of each company's training process. I will be contacting each company to obtain this information. If there are concerns with providing this information, please let me know.

Training Information

- **2014 Pipe Line Project Inspector Training:** For Inspectors working on Marathon Pipe Line assets, the 2nd Annual Pipe Line Project Inspector Training will be held in February of 2014. Additional details will be communicated to the Inspection companies as they become available.
 - Videos presentations from the 2013 Pipe Line Project Inspector Training are now available on the T&L website under the Project Inspection Menu. If you are inspecting projects on Marathon Pipe Line assets and were unable to attend the session held in February of 2013, you are strongly encouraged the view the videos.
- **Reminder:** The **General Inspector Roles and Responsibilities Training Module** (All Inspectors), the **Inspector Excavation Module** (MPL projects), and the **Inspector Welding Module** (MPL projects) should be completed annually, if applicable. If you have not completed them within the past 12 months, please complete them as soon as possible. They are located on the Marathon training website, and any questions can be directed to me.
- Please continue to copy me on new or updated completed training certificates.
 - OSHA 30 hr, Roles & Responsibilities, Excavation or Welding Modules...

Safety Bulletins

- Please review the referenced Safety Bulletins that have been sent out since the last Newsletter. These are located on the T&L Contractor Website under “Safety Communication”.

MPL Bulletins	M&TE Bulletins	TT&R Bulletins
<ul style="list-style-type: none">▪ Electrical Equipment Signage Near Miss	<ul style="list-style-type: none">▪ No new bulletins at this time	<ul style="list-style-type: none">▪ Tank Ventilation Changes▪ Vac Truck Flash Fire Update▪ Line of Fire Injury▪ Shift Starter – Line of Fire▪ Thermal Pressure▪ Secondary Boom on Genie Lift

Important Websites

- **Marathon Petroleum Training Website** - <http://training.marathonpetroleum.com/>
- **T&L Contractor Website** - <http://www.marathonpetroleum.com/tandlcontractor/>

Let me know if there are questions on any of the topics in the Newsletter, or if there are topics you would like to see addressed in future newsletters.

**Safety does not happen by chance....It takes Courageous Leadership.
Be in the moment at all times.**



Learning Bulletin – Pressure Testing



Logging Temperature of Test Water

Where: Woodhaven

Incident: Temperature of the test water was not logged during five hydrotests on flare piping.

How: This project had 32 hydrotests. The atmospheric temperature was recorded and a spin chart provided for all 32. But the temperature of the line pipe/test water was not logged or charted on five of the tests, as required. The tests were observed by an inspector with appropriate OQ certifications, and were approved by the SIL. Fortunately, in this case the piping was not DOT jurisdictional so an exemption was granted to accept the five tests. If the piping had been DOT Jurisdictional, the hydrotests may have had to be redone. Excerpt from MPL’s [Pipeline Pressure Test Record \(PL310\)](#):

PRESSURE AND TEMPERATURE DATA				
READINGS (4 HRS. @ 125% MOP TEST)				
TIME	TEMP (AMBIENT)	TEMP (LINE)	PRESSURE	REMARKS

Lesson Learned:

- If a contractor is logging test data, encourage them to do so on MPL’s [Pipeline Pressure Test Record \(PL310\)](#). At Woodhaven, the hydrotest company initially logged test results on their own form, which did not have a column for logging test medium temperature.

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- The Project Leader should review the test record data during the test, or as soon as possible afterwards. Missing documentation could result in a test having to be redone, which could entail great expense.
- Do not assume that the test record is complete just because the test was approved by the SIL. Most often, the SIL is not onsite. They are focused on whether the pressure trends might indicate a leak. They do not review the complete test record until much later.
- Keep the number of pressure tests to a minimum, by tying segments together, and other means. It is more difficult to execute, oversee, and document a large number of tests.
- Don't overly rely on the fact that the inspector holds the appropriate Operator Qualification (OQ) certifications. The Project Leader must make sure that the inspector also knows MPL test requirements.
- Use the [MPL Hydrotest Inspection Checklist](#). The checklist was added to [MPLCON021 - Hydrostatic Test Execution](#) after the Woodhaven incident. It reinforces the responsibilities of the inspector during a pressure test.

Marathon Pipe Line LLC			
Controlled Microsoft Word Document			
Document Number	Document Title		
	Logging Temperature of Test Water Learning Bulletin		
Revision Number	Effective Date	Revision Date	Records Retention
1	9/5/2013	N.A.	Non-Regulatory (ACT+03)
Review Cycle	Next Review Date	Custodial Organization	
N.A.	N.A.	MPL – Integrity Management Services	
Document Author		Document Approver	
Tom Jones			
Revision History			
Revision Number	Revision Date	Description of Change	
0	9/5/2013	Initial and only publication	
1			
2			
3			

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Marathon Petroleum Company LP	
M&TE Project Inspector Training Requirements and Competencies	
Owning Organization: M&TE	Document No.: MTE-GEN-00495-PRS
Document Owner: R. C. Williams, Inspection Coordinator	Effective Date: 10/10/2013
Superseded: None	

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1.0 Overview

1.1 Purpose This document establishes the training requirements and competencies necessary to work as a Third-Party Project Inspector (Inspector) for Marathon Petroleum Company LP (MPC) Marketing and Transportation Engineering (M&TE) Pipeline, Terminal, Major Projects, or Aboveground Storage Tank (AST) Engineering.

1.2 Scope This document applies to individuals, working as Inspectors with the primary role of monitoring and documenting construction or maintenance activities.

This document does not apply to:

- Inspectors who are contracted solely to test specific attributes before, during or after a project (**Example:** Nondestructive Testing (NDT) Technicians or Building Inspectors),
- Specifically designated Safety or Environmental Inspectors, and

- MPC employees performing the project inspection role.
-

2.0 Training Responsibilities

2.1 MPC Responsibilities

To comply with MPC's requirements as a hiring firm, the **M&TE Inspection Coordinator**:

- Provides Inspection Firms with M&TE's training requirements,
- Maintains documented training process from each Firm,
- Maintains the Inspector's training records, and
- Manages reimbursements.

To comply with MPC's requirements as a hiring firm, the **Project Leader**:

- Discusses all project expectations/documentation requirements with Inspectors, and
 - Verifies project specific training and qualification requirements.
-

2.2 Third Party Responsibilities

Inspection Firms contracted by M&TE are responsible for:

- Hiring Inspectors based on knowledge of, and experience in, the petroleum industry construction and safety practices.
- Using a consistent on-boarding process, including:
 - Training to industry and MPC construction and safety documents, and
 - An appropriate amount of job shadowing with an experienced Inspector.
- Providing the M&TE Inspection Coordinator with:
 - The Firm's documented training process, and
 - Each Inspector's name, credentials, training, and mentoring results/plan.
- Verifying that Inspectors obtain qualifications as required by industry regulations to perform the work assigned.
- Maintaining training and experience records for each Inspector.
- Assigning Inspectors to appropriate projects (based on qualifications, abilities/experience, and project complexity).

Note: New Inspectors must comply with the requirements and competencies of [Section 3.1](#) to work on M&TE projects.

3.0 Inspector and Training Requirements and Competencies

3.1 M&TE Inspector Training Requirements and Competencies

Prior to inspecting an M&TE project, **Inspectors** must complete the following training requirements:

Training	Requirements
Occupational Safety and Health Administration (OSHA) 30-Hour Construction Industry Training Program or MPC pre-approved course	<ul style="list-style-type: none"> • Obtain a certification card, prior to first M&TE inspection project. <ul style="list-style-type: none"> ○ There are two methods for obtaining a certification: <ul style="list-style-type: none"> ▪ Attend an Instructor led class. These courses can be targeted to the petroleum industry and typically provide reference material that is useful in the field (this is the preferred method), or ▪ Complete a computer-based course, available through a variety of on-line providers. • Submit a copy of the OSHA 30-Hour card to the Inspection Coordinator. <p>Notes:</p> <ul style="list-style-type: none"> • OSHA 30-Hour course and certification submission is a one-time only requirement. • OSHA 30-Hour is acceptable in place of the Basic Orientation Plus requirement listed in the Contractor Safety Training Requirements for up to 36 months: <ul style="list-style-type: none"> ○ Following the 36 month period, Inspectors are required to complete Basic Orientations Plus (BOP), OSHA 10-Hour, or another pre-approved course in accordance with the Contractor Safety Training Requirements.
Inspector General Roles and Responsibilities	<ul style="list-style-type: none"> • Complete computer based training (MTE Inspector Roles/Responsibilities), and • Submit satisfactory course completion certificate to the Inspection Coordinator. <p>Note: At a minimum the computer based training must be completed annually.</p>

Inspectors must also possess the following competencies:

- Knowledge of:
 - MPC's Health, Environmental Safety and Security (HES&S) Policies, and
 - MPC and industry standards relevant to the scope of the project.
- Adequate physical health to perform assigned tasks,
- Adequate written and verbal communication skills,
- Proficiency to operate required inspection equipment/tools, and

- Proficiency to operate appropriate software (Microsoft Office, Adobe, etc.) required to:
 - Complete and retain electronic project documentation (daily reports, as-builts, photos, etc.) and
 - Communicate project information including photos and other documents as attachments, using email.

Chief Inspectors must possess the following competencies in addition to those above:

- Supervisory and administrative skills,
- Knowledge of and hands-on experience in all phases of pipeline construction and inspection required for the project, and
- 10 years of experience in the pipeline industry (preferred).

Note: Certain expectations held by M&TE may necessitate additional training, in some cases; this can be developed and/or implemented by the Inspection Firm. In other cases, M&TE and/or the appropriate business partner(s) will take on some, or all, responsibility (**Example:** Life Critical, Safety Orientation Session (SOS)).

3.2 Component Requirements

All **Inspectors** are required to comply with T&L's [Contractor Safety Training Requirements](#) with the initial exception of BOP/OSHA 10-Hour which is satisfied by the completion of the OSHA 30-Hour training.

Inspectors must also comply with each component's requirements applicable to the projects in which they are assigned (see the table below for additional guidance).

Component	Requirements
Marathon Pipe Line (MPL)	Must complete or possess any applicable project specific training, qualification, or certifications described in MPL's documents.
Terminal, Transport, & Rail (TT&R)	Must complete or possess any applicable project specific training, qualifications, or certifications described in TT&R's documents.
Refinery	When within a Refinery, comply with the Refinery specific requirements listed on the T&L Contractor Website .

Notes:

- A project may involve more than one component.
- Project Specific requirements must be discussed with the Project Leader prior to the project. This includes computer based training modules, Operator Qualifications, American Petroleum Institute (API), National

Association of Corrosion Engineers (NACE), Certified Welding Inspector (CWI), etc.

3.3 MPC's External Training Website Information

To complete computer based training modules on [MPC's Training Website](#), **Inspectors** must complete the following steps.

Step	What
1	Sets up an account (first time users) and log in.
2	Selects modules from the predetermined training list.
3	Following the completion of each test, prints completion certificate.
4	Provides results to the Inspection Coordinator via email.

4.0 New Training Development and Implementation

4.1 New Training Development and Implementation

The following table explains the process for developing and implementing new non-quality related training recommendations made by stakeholders.

Who	Action
Recommending Party (Project Leader, Process Leader, Manager, Supervisor, etc.)	<ul style="list-style-type: none"> • Interacts with the associated group or organization to determine the appropriate level of training necessary. • Uses the New Inspector Training Checklist to determine: <ul style="list-style-type: none"> ○ Scope of training, ○ Audience, ○ Method of delivery, and ○ Other criteria. • Completes an initial review with the Inspection Coordinator.
Inspector Coordinator	<ul style="list-style-type: none"> • Along with the Recommending Party and L&D Supervisor discusses the proposal: <ul style="list-style-type: none"> ○ Considering applicability for other M&TE groups as part of the overall inspection training plan, and ○ Proposing an implementation plan to the Recommending Party and the Inspection Services Steering Committee for approval. • Identifies an Owner and provides assistance in completing the checklist and Decisions Support Package (DSP), if appropriate. Note: The Owner may be the Recommending Party or another resource depending on the agreed upon scope of the training.

	<ul style="list-style-type: none"> • Confirms training and Instructor adheres to T&L Training Policy. • Monitors progress throughout the training acquisition and/or development, and reports to the Inspection Services Steering Committee and affected groups.
Owner, as determined by Inspection Coordinator and Steering Committee	<ul style="list-style-type: none"> • Completes New Inspector Training Checklist, • Establishes the implementation plan for the new training, • Submits the checklist to the Inspection Steering Committee and Organization for approval, • Completes and routes the DSP for approval (if required), and • Implements the plan. <p>Note: This may require the involvement of different groups within or outside MPC as agreed upon.</p>
Inspection Coordinator	<p>Once a plan is developed, implements the new training by:</p> <ul style="list-style-type: none"> • Updating this document, • Adding the new requirement to the Inspector Matrix, • Communicating new requirements to Inspection Firm, and • Managing the reimbursement process if applicable.

Notes:

- Each project is unique. This requires the Project Leader to identify specific Inspector responsibilities and provide appropriate reference material and/or training.
- Training recommendations related to quality should be directed to the appropriate business partner.

5.0 Management of the Process

Management of the Process

To manage this process the **Inspection Coordinator**:

- Verifies that the implementation or development of any proposed new training follows a consistent process and aligns this document,
- Verifies that Inspector certificates are obtained and entered into the Project Inspector Matrix, and
- Updates this document as necessary.

6.0 Training and Competencies

Training and Competencies

Training and competencies are outlined in Sections 3.0 and 4.0 of this document.

7.0 Associated Information

Attachments

The following attachment(s) are related to this document.

ID	Title
Attachment	New Inspector Training Checklist

References

The following references are associated with this document.

Citation	Title
TNL-SFT-0030-PRS	Contractor Safety Training Requirements
N/A	MPC's external training website
N/A	computer based training
TNLVARREQ	T&L Governing Document Variance Request
MTE-HES-00178-PRS	M&TE Incident Reporting and Investigation

8.0 Administrative Information

Document Development

The following table represents the current list of people involved with development of the document.

Name	Organization	Role
R. C. Williams	M&TE	Document Owner/ SME Lead
K. L. Reinhart	M&TE	Writer
H. J. Camden	M&TE	Editor
G. A. Gregory	M&TE	User
C. Riggs	M&TE	Trainer
T. N. Thomas	MPC Law	Records Administrator
Mike Harmon	M&TE	Additional Stakeholder/Validator
Bob Fortman	M&TE	Additional Stakeholder/Validator

Brent Harris	M&TE	Additional Stakeholder/Validator
Don Malarky	M&TE	Additional Stakeholder/Validator

Owner Initials By initialing this section, the Document Owner verifies that the Team followed the Governing Documents process when developing this document.

Document Owner	Organization & Title	Initials
R. C. Williams	M&TE Inspection Coordinator	On File

Approver Signature By signing this section, the Document Approver verifies that the document is ready for implementation.

Document Approver	Organization & Title	Signature
D. J. Foulke	M&TE HES & Training Manager	On File

9.0 Document Management

9.1 Variances Variances to this document can be granted by the appropriate M&TE Manager by using the [T&L Governing Document Variance Request](#) Form. **Note:** The M&TE Manager may designate a supervisor to complete the Form in their absence.

Prior to a variance:

- Requests should be discussed with the Inspection Coordinator.
- Verbal approval can be granted at the discretion of the M&TE Manager in time sensitive situations with the exception that the verbal approval is followed-up immediately with a Variance Request Form.
- If deviations to the requirements occur before approval of a variance request, then an ALIRTS Incident Report shall be submitted according to [M&TE Incident Reporting and Investigation](#) to document the non-conformance to this standard

These variances have been granted:

Description of Variance	Date Approved	Expiration Date
None		

9.2 Publishing Information

The following Organization(s) will receive notice that this document was published.

User ORG Code(s)	Date Published
10007389 (Mike Harmon)	10/10/2013
10007440 (Brent Harris)	10/10/2013
10007441 (Bob Fortman)	10/10/2013
50322935 (D. Malarky)	10/10/2013
Contractor Website	10/10/2013

9.3 Records Management

The record retention for this document is Policy, Standard, Procedure or Guideline (ACT+6), after Revised, Superseded or Obsolete.

9.4 Review Cycle

The following is needed for Document Control purposes.

Review Cycle	Next Review Date	Custodial Organization
36 months	10/10/2016	M&TE

The Document Owner has the authority to require a shorter review cycle. If a shorter review cycle is specified, include the reasoning for that decision.

The M&TE Inspection Coordinator maintains this document at the specified frequency.

10.0 Summary of Document Changes

This table lists the summary of the latest changes to this document.

Date	Section	Description
10/10/2013	All	New Document