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List of Covered Tasks

DM Services, LLC

Contractor Qualification

OQ

Task #	Task Description
1	Welding on Steel Pipeline
2	Pressure Regulator – Installation
3	Pressure Regulator – Maintenance
4	Odorant Injection System – Installation
5	Odorant Injection System - Maintenance
6	High Pressure Meter – Installation
7	High Pressure Meter – Maintenance
8	Pipeline Heater – Installation and Maintenance
9	Field Prove Meter
10	Corrosion Control Requirements – Regulator Station
11	Line Markers for Mains and Locating Underground Pipeline
12	Prevention of Accidental Ignition
13	Rectifier Station – Inspection and Testing
14	Valve Maintenance and Operation
15	Purging Pipeline and Pipeline Equipment

Plan Objective:

1. This contractor qualification plan has been developed for the express purpose of complying with Federal and state regulations requiring that all persons who perform tasks on natural gas systems must have documented qualifications indicating they have the Knowledge, Skills and Abilities to safely perform the tasks required and support safety and integrity on any gas system.
2. By undergoing an evaluation of KSA every three years not to exceed 39 months the persons subject to this plan document their compliance focused on supporting the minimization of accidents on pipeline facilities through safe and qualified work habits.
3. The tasks listed are specific to the contractors work but may be mapped to the task names of the client as may be needed. It is believed that the tasks listed herein cover the tasks performed by the contractor.
4. The tasks may include elements considered by other task definitions to be separate but are included herein and may be defined or clarified by the owner of DM Services, LLC.

Company Profile:

1. DM Services, LLC is a privately held contracting firm with extensive experience in pipeline safety and task performance.
2. Mr. Don Miller is the owner and actively engaged leader of this organization, attending not only to a large client list in multiple states but also as an active participant in industry events.
3. The company is based in Burns, Tennessee at the following address:
 - 3.1. DM Services, LLC
 - 3.2. PO Box 51
 - 3.3. Burns, Tennessee
 - 3.4. 37029
4. The company may be reached by phone at:
 - 4.1. 615-308-1951
5. The company may be reached via email at:
 - 5.1. meterworld@comcast.net

Client Reference List:

1. As a business with an extensive client list, the following information is provided to represent the types of entities for which the company performs pipeline tasks.
2. For more information or further references please contact Mr. Don Miller.

Natural Gas System Clients and Service Time Frame

1. Pulaski, Tennessee – 2003 to present
2. Humphries County, Tennessee – 2003 to present
3. Hawkins County Gas Utility – Rogersville, Tennessee – 2004 to present
4. Centerville, Tennessee – 2004 to present
5. Madisonville, Tennessee – 2004 to present
6. Red Boiling Springs, Tennessee – 2007 to present
7. Portland, Tennessee – 2003 to present

Evaluation Process:

1. DM Services, LLC will determine from time to time the outside party to administer the regularly required documentation of its OQ evaluation as well as the locations of any such evaluation processes.
2. The company may at its sole discretion determine to conduct such evaluations and documentation internally as allowed by regulations to the degree it is acceptable to the company's clients.
3. DM Services, LLC management will make such determinations to maintain certain objectivity of the process. Management will make determinations of the nature and content of the elements of the process and will approve that they are adequate.
4. The process must include:
 - 4.1. Review of highlighted safety steps for each task
 - 4.2. Field evaluations of either performed or simulated task procedures
 - 4.3. Written testing for each task.
5. Further, the process must include a focus on identification and response to Abnormal Operating Conditions (AOC's) as well as focus on the Prevention of Accidental Ignition and all company determined or regulatory requirements for safety protocols.

6. DM Services, LLC processes and procedures will be the core of said evaluation process and company management will be solely responsible for training employees to meet requirements.
7. After a minimum of 6 months on the job training, company management will make the determination as to the eligibility of any employee for evaluation documentation.
8. No employee will be evaluated unless they have at least 6-months training without incidents or “near misses” on the job.
9. The company (as of 2018) has determined to use TSEC LLC™ (dba) Tri-Star Energy Consultants™ as the approved provider of evaluation administration and documentation utilizing DM Services, LLC approved methods, materials, and processes. DM Services LLC agrees by use of the documentation provided by TSEC LLC™ to hold the TSEC LLC™ evaluator (both personally and as a representative of the company) and the company itself harmless in the event of any issues for any person or task related to this documentation. TSEC LLC™ is a documentation company, the Contractor Owner and his assigns are solely responsible for the training, processes, procedures, regulatory compliance, oversight, mentorship and any and all other elements of the determination of a person’s qualifications for natural gas pipeline or system task performance.
10. In 2021 the evaluations were conducted at the company utility shop in Burns, Tennessee.
11. Any person other than the owner of DM Services will have his or her field evaluation signed off on by the Owner from 2021 forward to reinforce that such persons have been observed in execution of the tasks on the job.
12. The owner is solely responsible and liable for determining the qualification of any person within the organization.

Evaluation Duration:

1. As stated previously, the company shall conduct evaluations at least every three calendar years not to exceed 39 months.
2. In addition, should any evaluated employee be involved in an incident or “near miss” situation, that employee shall have OQ for the task’s involved suspended until a new evaluation has been conducted for the affected tasks. This is done to ensure maximum effort to sustain a highly trained and qualified work force.
3. The company conducted its regular evaluation per this timeline in February 2018 and March 2021, well within the time parameters outlined for frequency.
4. The 2021 OQ Evaluation will be effective until March 31, 2021 or a date 3 months after within the same calendar year of 2024.

Employees or Associated Persons Evaluated:

1. In 2018 the company presented 1 employee for evaluation.
 - 1.1. Mr. Don Miller – Owner and Founder of DM Services, LLC.
2. In 2019 the company presented a 2nd employee for evaluation
 - 2.1. Mr. Roy Tobler – Experienced Gas Technician
3. In 2021 a 3rd employee was presented for evaluation documentation.
 - 3.1. Liam Kelly – in house trained individual with limited tasks
4. Mr. Don Miller – Owner and Founder of DM Services, LLC.
 - 4.1. Mr. Miller has a long history of performing pipeline work including work on natural gas systems.
 - 4.2. He was employed by Pipeline construction companies such as:
 - 4.2.1. “King Pipeline” and
 - 4.2.2. “JB Miller, Inc”
5. Mr. Miller founded DM Services, LLC in 2003.
6. Since 2003 Mr. Miller has successfully supported many gas distribution systems, Intrastate Transmission direct Tap Industries and others in multiple states though DM Services, LLC.
7. He is personally and actively involved in field work on an ongoing basis and is considered a critical resource by his clients and the industry at large.
8. In addition to field work, the company also is a resource for meters, meter support and odorization equipment and support.
9. DM Services LLC often uses the Welding Services of the Certified Welding company KLB whose owner is Mr. Shawn Kelly. Mr. Kelly has the same Tasks as DM Services LLC, but they are numbered differently for his limited task set.

OQ Employees List:

Name	Position
Don Miller	Owner
Roy Tobler	Gas Technician
Liam Kelly	Field Proving Meter Technician
(Shawn Kelly) Associated but not an employee	Certified Welder