

**DAY 1 AGENDA**

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|-------------------------|--|
| 7:30 - 8:00 a.m.        | Registration   |
| 8:00 - 9:00 a.m.        | Introductions and OQ Background & Overview                     |
| 9:00 - 10:00 a.m.       | Roles & Responsibilities and Required Procedures & Maintenance |
| 10:00 - 10:15 a.m.      | Morning Break  |
| 10:15 - 11:00 a.m.      | Covered Tasks and Training                                     |
| 11:00 - 11:30 a.m.      | Span of Control and Re-evaluation Intervals                    |
| 11:30 a.m. - 12:30 p.m. | Lunch on Your Own  |
| 1:15 - 2:00 p.m.        | Evaluations  |
| 2:00 - 3:00 p.m.        | Program Effectiveness and Management of Change                 |
| 3:00 - 3:15 p.m.        | Afternoon Break  |
| 3:15 - 3:45 p.m.        | Recordkeeping  |
| 3:45 - 4:15 p.m.        | Incident Investigation as It Relates to OQ                     |
| 4:15 - 4:45 p.m.        | Scenarios and Discussion                                       |
| 4:45 - 5:00 p.m.        | Remaining Questions  |
| 5:00 p.m.               | Day Ends   |

**DAY 2 AGENDA**

|                         |  |
|-------------------------|--|
| 8:00 - 9:00 a.m.        | Code of Federal Regulations                                  |
| 9:00 - 10:00 a.m.       | Proposed Regulations and What It Means to Operators          |
| 10:00 - 10:15 a.m.      | Morning Break  |
| 10:15 - 11:15 a.m.      | Proposed Regulations and What It Means to Operators (cont'd) |
| 11:15 a.m. - 12:30 p.m. | Lunch on Your Own  |
| 12:30 - 1:15 p.m.       | Part 192 Subpart L (Operations)                              |
| 1:15 - 2:00 p.m.        | Part 192 Subpart M (Operations)                              |
| 2:00 - 3:00 p.m.        | Part 192 Subpart O and P (Integrity Management)              |
| 3:00 - 3:15 p.m.        | Afternoon Break  |
| 3:15 - 3:45 p.m.        | Integrating Operational Programs                             |
| 3:45 - 4:30 p.m.        | Preparing for an Audit                                       |
| 4:30 - 4:45 p.m.        | Remaining Questions  |
| 4:45 p.m.               | Day Ends   |

## DAY 1 AGENDA - OQ 101

7:30 - 8:00 a.m.

**Registration**

8:00 - 9:00 a.m.

**Introductions and OQ Background & Overview**

- Introductions
- History
- Advisory bulletins
- Applicability and exclusions

9:00 - 10:00 a.m.

**Roles & Responsibilities and  
Required Procedures & Maintenance**

- Designated individuals
- OQ written plan
- Overall OQ program

10:00 - 10:15 a.m. **Morning Break**

10:15 - 11:00 a.m.

**Covered Tasks and Training**

- Four-part test requirements
- Development of new covered tasks
- New construction consideration
- Method of evaluation for KSA's (Knowledge, Skills, & Abilities)
- Training required for each covered task

11:00 - 11:30 a.m.

**Span of Control and Re-evaluation Intervals**

- Understanding SOC
- Determining the SOC ratio per covered task
- Understanding re-evaluation intervals
- Determining re-evaluation intervals

11:30 a.m. - 12:30 p.m. **Lunch on Your Own**

12:30 - 1:15 p.m.

**Proctor and Evaluator Criteria**

- Define criteria for proctors
- Define rules for proctors to enforce during knowledge testing
- Define criteria for evaluators
- Define training required for evaluators
- Define rules for evaluating personnel

1:15 - 2:00 p.m.

**Evaluations**

- Determining evaluation method(s)
- Evaluation criteria
- Administration of the evaluations

2:00 - 3:00 p.m.

**Program Effectiveness and  
Management of Change**

- Explicit requirement review
- Development of additional PE measure(s)
- PE requires review of evaluators
- Performance of the review
- Follow up to review
- Policies and procedures
- Implementation
- Impact of changes
- Case Study

3:00 - 3:15 p.m. **Afternoon Break**

3:15 - 3:45 p.m.

**Recordkeeping**

- Current requirements
- Amended requirements
- Understanding the integration of the records

3:45 - 4:15 p.m.

**Incident Investigation as It Relates to OQ**

4:15 - 5:00 p.m.

**Scenarios and Discussion & Questions**

- Possible situations
- Discussion on solutions

5:00 p.m. **Day Ends**

## DAY 2 AGENDA - O & M PROGRAM MAINTENANCE

**7:30 - 8:00 a.m.**  
**Registration**

**8:00 - 9:00 a.m.**  
**Code of Federal Regulations**

- History
- Rulemaking process
- Operator input on rulemaking outcome
- Agencies enforcing regulations
- Structure of regulations
- Applicability and exclusions
- Subpart discussion

**9:00 - 10:00 a.m.**  
**Proposed Regulations and  
What It Means to Operators**

- Proposed grading of leaks
- Proposed repair of leaks

**10:00 - 10:15 a.m. Morning Break**

**10:15 - 11:15 a.m.**  
**Proposed Regulations and  
What It Means to Operators (cont'd)**

- Incident investigation details and outcome
- Management of change
- O&M, OQ, IM and other affected plans

**11:15 a.m. - 12:30 p.m. Lunch on Your Own**

**12:30 - 1:15 p.m.**  
**Part 192 Subpart L  
(Operations)**

- Overview of subpart
- Discuss key elements of operations
- Discuss regulatory emphasis

**1:15 - 2:00 p.m.**  
**Part 192 Subpart M  
(Operations)**

- Overview of subpart
- Discuss key elements of operations
- Discuss regulatory emphasis

**2:00 - 3:00 p.m.**  
**Part 192 Subpart O and P  
(Integrity Management)**

- Overview of subpart
- Discuss key elements of operations
- Discuss regulatory emphasis

**3:00 - 3:15 p.m. Afternoon Break**

**3:15 - 3:45 p.m.**  
**Integrating Operational Programs**

- Discussion on integrating data from operational programs

**3:45 - 4:30 p.m.**  
**Preparing for an Audit**

- Discussion of actions for preparation
- Ensuring records in place
- Preparation of right personnel to represent parts of programs

**4:30 - 4:45 p.m. Questions**

**4:45 p.m. Day Ends**