

INDUSTRIAL RELATIONS
741.5

Review Committee File No. 1018
Pipe Line Operations Grievance No. D.Gr/C 11-70-1
Assignment of Plant Mechanic to Operate Boom Truck

October 28, 1970

MR. R. W. HORTON, Chairman
Pipe Line Operations
Joint Grievance Committee

The above-subject grievance has been discussed by the Review Committee and is being returned to the Joint Grievance Committee for settlement in accordance with the following:

Based on past practice as outlined in the Joint Statement of Facts, Items (c) and (e), this grievance shall be considered closed and so noted in the minutes of the next Joint Grievance Committee meeting.

L. V. BROWN, Chairman
Review Committee

PNLong:RS

cc: HPPrudhomme
IWBonbright
JAFairchild
HJStefanetti
DLKennady
JJWilder, IBEW

GUIDELINES FOR THE
APPRENTICE PLANT MECHANIC TRAINING PROGRAM

I. Objective of the Apprentice Plant Mechanic Training Program

The need for trained and fully qualified employees to accomplish the duties specified in the journeyman Plant Mechanic definition in a manner consistent with Company's Standards of Construction, Safety and performance has resulted in this program which coordinates extensive on-the-job and related academic training. The systematic acquisition of knowledge and skill offers the employee in training the vehicle to attain self-confidence, assuredness and satisfaction in his work, and the correct and safe method of performing Company's work.

II. Training

During the 30 months of the apprenticeship, the apprentice will be offered job training divided into five time periods which coincide with the wage steps of the classification, In order that uniform and safe practices will be followed in the training period, assignments of duties and work procedures shall be provided in each of the wage steps as outlined in these guidelines and the attached Schedule. The amounts of time or units of work as indicated in the Schedule are believed sufficient to permit the apprentice to develop proficiency in such duty or work procedures, but should not be considered as inflexible dependent on the demonstrated ability of each individual apprentice.

The attached Schedule also specifies those training periods in which the apprentice shall receive related academic or class training.

On-the-job training in the duties and amount of such training, as specified in the Schedule shall apply to the extent that such duties are performed by journeyman where the apprentice is headquartered. In the event such duty is not performed by journeyman at his headquarters and therefore not available in the training of an apprentice, it shall be noted in his work record. However, his progression through the apprenticeship or to journeyman or to higher classifications shall not be deterred for this reason.

If in the course of his apprenticeship or as a journeyman such duty later becomes available, he shall receive on-the-job training as may be required to attain expected journeyman proficiency. If, after a reasonable opportunity, he fails to attain such proficiency, his bids for progression to higher classifications may be subject to the provisions of Section 205.11 of the Agreement.

A. General Guidelines

1. It is intended that assignment of the specified hours of training on the job for each period of the apprenticeship will be made to the apprentice as early in the period as is practicable.
2. Hours shown on the Schedule exclude any travel time needed to reach the place where training is to be given; however, such hours include time needed to prepare tools and equipment.
3. Except where otherwise specified, apprentices shall be trained by assignment to work with qualified journeyman.
4. Progressive work experience in all phases of plant work will be provided throughout the first four periods of the apprenticeship in accordance with the attached Schedule.
5. Assignments during the last or fifth period will be made for the purpose of founding out the apprentice's experience.
6. Upon entering each new wage step and period of training, the work assignments in the period shall be such that the apprentice will gain the basic knowledge and confidence in himself, the equipment and the procedure being used. More complex assignments shall be made progressively as the apprentice gains in knowledge and capability.
7. Assignments of duties and work procedures in any period of training shall be confined to those specified for the period or of a prior period.
8. As an apprentice, he may be assigned to work without direct supervision as part of a crew only after he has been instructed and trained on the duties or work procedures required; has performed such work under direct supervision; and is capable of performing such work safely.
9. Except in emergency circumstances, an apprentice shall not be temporarily assigned to the classification of Plant Maintenance Subforeman. If assigned to such classification, the apprentice shall not be given the responsibility for duties or work assignments beyond his current step of training.
10. If an apprentice does not maintain an acceptable academic or on-the-job work level, notice shall be given to Union's Business Representative or his designate.

B. Guidelines for Training Periods

1. 0 - 6 Month's Step

During the first six-month period the apprentice will be introduced to the operating procedures and practices that apply to work performed in a compressor plant or station. He shall gain a general understanding of the operation and maintenance of all equipment associated with a compressor plant by participation in maintenance work which is performed in the plant or station providing that:

- (a) All rotating mechanical equipment is removed from service by others.
- (b) The apprentice is not required to work on pressurized lines, vessels or headers.
- (c) Any work performed on plant shut-down equipment be done under the direct supervision of a journeyman.

The apprentice shall be trained in the duties of a Plant Mechanic, as indicated for the 0-6 months' period on the attached Schedule. In conjunction with such work, he shall become thoroughly familiar with the correct nomenclature of each piece of equipment and the part it plays in the transmission of natural gas.

On-the-job training will coincide with related academic training. The Area Engineer will provide academic training as early as possible in the training period and will also administer agreed-upon tests when the academic training is completed. Should the apprentice fail to receive a passing score, he shall be given notice in writing of the areas which caused his failure.

After such failure, he shall be allowed to retake the test upon his request any time after one month's time from his failure. He shall be allowed two additional retests, spaced at least one month apart.

He shall complete the academic training and pass the agreed-upon test not later than the end of his ninth month of training, regardless of the number of retests that he has requested. His failure to meet this standard of achievement will be cause for his removal from the classification in accordance with Paragraphs G4, 5, and 6a of the Master Apprentice Agreement.

His progression to the second step of the apprentice classification shall be in accordance with Paragraphs G3 and 5 of the Master Apprenticeship Agreement.

2. 7-12 Month's Step

He shall continue to perform functions of the prior period and, in addition, shall learn the duties outlined in the 7-12 month's period on the attached Schedule. He may work on pressurized lines, vessels, and headers without direct supervision as part of a crew.

The academic training for this period will include mathematics, mechanical drawing, machine shop theory, rigging, drawings, and instruction books.

Agreed-upon tests will be given when the academic training is completed and if he failed to receive a passing score, the apprentice shall be notified in writing of the reasons for his failing.

His retesting opportunities shall be in accordance with the schedule outlined in Paragraph 1 of these guidelines. In the event of failure to meet either the academic or on-the-job standards of achievement, his progression shall be in accordance with Paragraphs G4, 5, and 6 of the Master Apprenticeship Agreement.

3. 13-18 Month's Step

He shall continue to perform the duties specified for prior periods and, in addition, learn the duties outlined on the Schedule for this period of his apprenticeship. He may work without direct supervision as part of a crew on plant shut-down equipment. While working with a journeyman, he shall learn the procedures for obtaining clearances to remove rotating equipment from service. Such work shall include shutting down compressors, generators, and installation of man-on line tags and observance of other safety procedures.

During this period the apprentice will be given additional experience in the machine shop. He shall make simple set ups, do straight turning and boring, learn to make bushings, and make internal and external threads.

The academic training for this period will include a continuation of the previous periods' assignments and an introduction to basic hydraulics.

The progression of an apprentice who fails to attain a satisfactory rating in the standards of achievement for this period of training will be governed by Paragraphs G4, 5, and 6 of the Master Apprenticeship Agreement.

4. 19-24 Month's Step

The apprentice shall continue to work as provided in the prior periods and, in addition, will learn the duties outlined on the attached Schedule for the appropriate period. He shall gain proficiency in the use of test equipment and become familiar with the correct operation while analyzing engine performance. He will learn to interpret test data under the direction of a journeyman.

At the conclusion of this period, the apprentice should be able to provide routine maintenance on all plant facilities.

5. 25-30 Month's Step

The apprentice will be allowed to do any work normally performed by a journeyman, under the direction of a Plant Subforeman or a journeyman, as required by the job.

C. Records

1. It shall be the responsibility of each apprentice to maintain his own records in collaboration with each Area Engineer and his immediate supervisor. Upon completion, each periodic record shall be submitted to the Area Superintendent.

2. It shall be the responsibility of each Area Superintendent to keep necessary files of records on each apprentice and to ascertain that each apprentice has a reasonable opportunity of meeting the Standards of Achievement set forth in these guidelines.

3. Such records shall at all times be available during the apprenticeship for review by the Department Administrator, the employee, and representatives of Union.

4. In addition to and precedent to these guidelines, the provisions of the Master Apprenticeship Agreement are applicable.

SCHEDULE

ACADEMIC ASSIGNMENT - MONTH	0 - 6	7 - 12	13 - 18	19 - 24
1. Operating Procedures and Practices	← 20 ⊗			
2. Safety and First Aid	← 8 ×	8 ×	8 ×	8 ⊗
3. Mathematics	← 50 ×	40 ⊗		
4. Mechanical Drawing		← 20 ×	30 ⊗	
5. Machine Shop Theory and Practice	← 15 ×	15 ×	15 ×	15 ⊗
6. Basic Hydraulics			← 30 ×	50 ⊗
7. Rigging	← 20 ×	20 ⊗		
8. Records	← 16 ×	12 ×	12 ⊗	10 ×
9. Drawings and Instruction Books	← 25 ×	25 ×	25 ⊗	25 ×

SCHEDULE

"ON-THE-JOB" PROCEDURES AND DUTIES - MONTH	0 - 6	7 - 12	13 - 18	19 - 24
1. Lathe Operations		← 30	→ 25	← 25
2. Drill Press	← 20			
3. Grinding and Chipping	← 10	→ 10		
4. Portable Power Tools	← 5	→ 5		
5. Hydraulics		← 5	→ 35	← 40
6. Rigging	← 25	→ 25		
7. Use of Hand Tools	← 10	→ 5	→ 5	→ 5
8. Shop Tool Repair	← 20	→ 30		
9. Plant Work	← 125	→ 125	→ 125	→ 125
10. Use of Test Equipment		← 100		→ 100
11. Engine, Compressor, and Related Equipment	← 250	→ 250	→ 250	→ 250

GUIDE TO USE OF THE SCHEDULE

