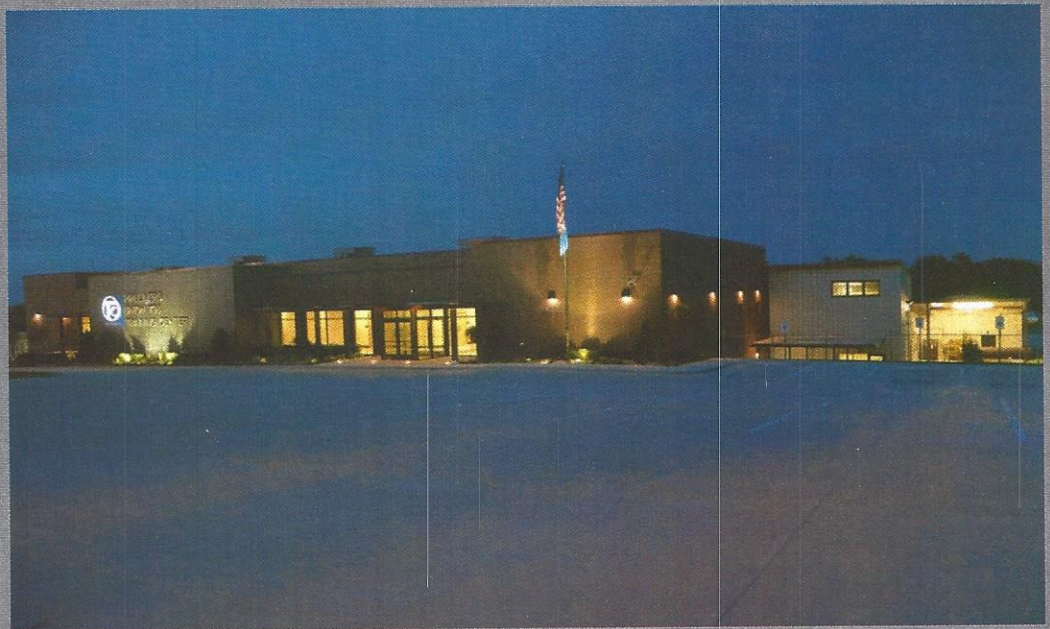


Local 798 Training Center

Student Manual



Local 798 Training Center Handbook
March 2013



MISSION STATEMENT

To provide education and training to individuals employed in the pipeline industry throughout the United States. "Board of Trustees September 9, 2009."

To Meet The Demands Of The Mission Statement

The National Pipeline Welding School was jointly established by the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and the Pipeline Contractors Association (United Association). The Fund was organized to provide education and training to individuals employed in the pipeline industry throughout the United States. In 1974, the school became part of the Pipeline Industry Benefit Fund (PIBF). Effective January 1, 2003, Local 798 Training Center (Training Center) was created to continue the educational benefits previously carried out by the Fund.

The Training Center receives its funding through pipeline employer contributions. Pipeline industry standards require pipeline employees to obtain certain levels of education depending upon their classification. This education is provided at no cost to the individual(s) through the Training Center.

The Training Center, at the direction of its Trustees, provides training for those meeting the guidelines for enrollment in the education and training programs. Courses are taught in Tulsa, Oklahoma and include downhill welding, uphill stick-rod welding, heliarc welding, automatic welding techniques, and other courses relating to the industry. From time to time, a Certified Welding Inspector prep course is also offered. The Training Center's highly qualified staff works full-time on these courses, working with individuals on a program of training which meets any special needs that may be required.

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INTRODUCTION

The National Pipeline Welding School became part of the PIBF on July 17, 1974. It was separated and became its own entity on January 1, 2002. It was organized to provide education and training to individuals employed in the pipeline industry. The Training Center, located in Tulsa, receives its funding through pipeline employer contributions and provides the training at no cost to the individual. The individuals who attend the training are normally between jobs, some of whom come from out of state; however, the pipeline employer of their last project recommends them to the Training Center for additional levels of training in order that they may obtain continued employment in the pipeline industry.

The Local 798 Training Center promotes a student-centric learning environment to support the learner to achieve his/her desired professional goals and maintains a non-discriminatory policy. Students are expected to demonstrate a positive attitude and professional character, maintain excellent attendance, and apply their instructional time effectively in the classroom and during outside preparation. We want to ensure that your educational experience in our welding program is a rewarding one and wish you the best in achieving your educational and professional goals.

FINANCIAL AID

All classes provided by the Local 798 Training Center are offered free of charge. Scholarships or loans are therefore not required or provided. In order to defray some of the individuals' costs while they attend the training, the Training Center proposes to pay them a weekly "stipend".

Welcome to Local 798 Training Center!

FACILITIES

The Local 798 Training Center is a 33,000 square foot facility that is utilized for testing, training, and pipeline welding procedures. The shop welding area is 22,000 square feet with 52 welding booths that are ten feet by twelve for two welders and also an instructor. There is also a ten ton overhead crane that is capable of unloading any size pipe or equipment.

Local 798 has long been recognized as the industry leader in pipeline and pipe welding with quality job performance from its members. Determined to retain the enviable position in this regard, it is the Training Center's desire to expand that position to support the United Association and the Pipe Line Contractors Association with quality welders, regardless of the process of application.

The Local 798 Training Center offers top-notch instruction in all processes of welding. With continued support from Lincoln Electric, Miller Electric, Mathey-Dearman, Darby Equipment, and PFERD, no fees are charged. The main focus of training is to provide skilled graduates for the pipeline industry. The Training Center has also hosted "Training Days" for the Oklahoma State Vo-Tech instructors to broaden their knowledge of the welding industry.

Our Training Center is designated as an "Education Institution Member" through the American Welding Society. Some of the qualifications held by one or more of our permanent instructors include the following certifications:

- Certified Welding Inspector – American Welding Society
- Certified Plant and Pipeline Inspector – National Pipeline Inspection School
- Certified Radiographer in X-Ray and Gamma Ray – State of Oklahoma
- Certified Radiographic Film Interpreter – American Society for Non-Destructive Testing
- Authorized Testing Representative for United Association Welder Certification Program

LOCAL 798 TRAINING CENTER LEADERSHIP AND BOARD OF TRUSTEES

LOCAL 798 TRAINING CENTER

Director of Training – Farron Hollobaugh

Instructors - Ricky Jones
Rusty Long
Ronald Evans
Wade Hendricks
David Allen

General Staff – Tim Robinson
Billy Chenhall

BOARD OF TRUSTEES

Danny Hendrix
Paul Somerville
Wade Pilgreen
Grant Sample
Don Thorn

Fund Director – Bob KIME

ACCREDITATION AND LICENSES

Farron Hollobaugh – United Association – Authorized Testing Representative
Ricky Jones – United Association – Authorized Testing Representative

Ricky Jones – American Welding Society
- Certified CWS QC1 Qualified

Rusty Long – American Welding Society
- Certified CWS QC1 Qualified

ADMISSION REQUIREMENTS

Qualifications at the Local 798 Training Center include the following:

Welder Requalification: Effective November 1, 2010, any Welder who has been discharged or laid off for “bad welds” on two consecutive jobs or missed two consecutive tests, or a combination of either, will be eligible for a \$400 per week stipend from the Local 798 Training Center. When properly scheduled with the Training Center, and at its discretion, these stipend payments will be for a minimum of one week and a maximum of two weeks. Also, any Welder that has missed one test or has been discharged from a job for “bad welds” can voluntarily come to the Training Center for a minimum of one week and a maximum of two weeks of training and when properly scheduled with the Training Center, will be eligible for a \$400 per week stipend payment. All Welders will be required to attend training at the Training Center from 8:00 a.m. until 4:30 p.m., Monday through Friday (excluding designated holidays). All Welders must call and pre-schedule with the Director of Training prior to coming. There will be no welders scheduled the week of the Local 798 Steward School.

Downhill Welding School – Pipeline Helpers: Effective January 1, 2011, the Local 798 Training Center Downhill Welding School for Pipeline Helpers will hold two 14-week training classes per year. The first class of the year will begin in January and the second class of the year will begin in September. Each of these classes will have 12 students who will each receive a \$400 per week stipend check from the Local 798 Training Fund.

The acceptance criteria for these classes will be as follows: (1) Minimum of 3 years experience Covered Employment as defined in the Training Center Trust Agreement; (2) Minimum of 5000 hours of covered pipeline construction projects in the last 10 years verified by the dates, locations, and job duties performed; and (3) Minimum of 5 letters of recommendation from Local 798 Welders who have personally witnessed the applicant’s work practices (including skills and attendance). The selection process will be based upon the highest marks received on letters of recommendation, work record, attendance on jobs, safety infractions, and any relevant work history. There will be a three-person selection committee established by the Trustees of the Local 798 Training Center which could include: Option #1 – Director of Training, Local 798 Business Manager, and Local 798 Financial Secretary or Option #2 – Director of Training and two individuals hired from an outside source as the selection committee.

NON-DISCRIMINATORY POLICY AS TO STUDENTS

Local 798 Training Center, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to administration of its educational policies, admissions policies, scholarship and other school-administered programs.

Overview of Classroom and Hands-On Instruction

The Local 798 Training Center is committed to providing the best training available in the United States to insure students meet the rigorous testing standards that must be met on each and every pipeline construction project located in the United States before they can go to work on the project.

To meet the demanding testing requirements, the instructors at the Local 798 Training Center follow the A.P.I. (American Petroleum Institute) 1104 standards in the classroom environment as well as during hands-on training. Other material located in this manual will attest to the A.P.I. standards that the pipeline industry has come to rely upon. All applicants who graduate from the school have achieved the confidence that they will be the best of the best in the industry. Our requirements are actually more stringent than the 1104 code when other training skills are included in the programs being offered. The Trustees review the curriculum to assure the classroom environment and the instructor's knowledge never falls beneath goals and standards that are expected. The Training Center instructors are required to comply with the following:

- Visual inspection according to Section 6.4 of the API code section 1104
- Destructive Testing 6.5.1 (Sampling of test butt welds)
- Section 6.5.2 The instructors use the option to Omit the Tensiles
- Section 6.5.4 Nick Break Requirements (5.6.3.3)
- Section 6.5.5 Bend Test (5.6.4.3, 5.6.5.3). If it breaks and exposed, then must meet the requirements of Sections (5.6.3.3)
- Section 6.8 Records. The instructors use an approved form that has been used for over 30 + years to record the results of testing

This standard gives the guidance for welders to be judged as competent to meet the test requirements of the vast majority of the companies throughout the United States and Canada.

CURRICULUM FOR LOCAL 798 TRAINING CENTER

The daily curriculum for the 798 Training Center is to properly train and advise potential pipeline workers in the proper skills and techniques to perform their job. The Training Center provides education for entry level workers as well as experienced welders refining their skill or learning a new skill or processes. We hold OSHA 10 classes and also work with oil and gas companies from all of North America to set and qualify their welding procedures. We also teach downhill pipeline welding in accordance with the American Petroleum Institute 1104 Code, which is the core guidelines that all pipeline work is regulated by. These regulations are controlled by the Federal Department of Transportation. We also hold training sessions for the American Welding Society, CWI (Certified Welding Inspector), and oversee welding construction practices. We also teach pipeline pipefitting related classes and provide testing of equipment and consumables for companies such as Lincoln Electric, Miller, Hobart and other pipeline equipment suppliers in North America. Our main goal as a training center is to train potential pipeline workers safe and efficient work skills and habits to properly construct our pipeline infrastructure into a safe network that we all deserve and can trust to be safe.

Class Schedule for 14-Week Welder Training Program

First Week

Day One:

- Orientation
- Drug Screen
- Vision Test
- Assigned to Teacher/Instructor

Day Two:

Review of skill level

Training program developed based on skill level

- 1) Developed by Instructor
- 2) Approved by Director of Training

Days Two through Five:

Continued instruction with close observation

Weeks Two through Thirteen:

Continuation of training in accordance with API Code 1104

Weeks Four through Eight:

One hour of related pipefitter class - actual classroom with work sheets and book taught by Director of Training.

Week Fourteen:

Preparation for final welding test to meet all API Code 1104 standards. Upon successful completion of test, certificate is issued.

Members Missing Job Site Qualifications and Requalification Procedures

Requirements

Two visually accepted welds eligible to take requalification test.

Day One:

- Complete paperwork
- Instructor determines requirements to be met

Day Two up through Day Nine:

Proceed to improve skills

Day Ten:

Take requalification test

Note: The requalification can take from 3-10 days depending on requalification requirements.

Final Day:

Documentation completed to allow employee to return to work

COURSE DESCRIPTION

The Training Center provides education, training, and testing for individuals to be employed in the pipeline industry. Each student at the Training Center will receive instruction to learn the following skills:

1. Downhill welding
2. TIG welding
3. Fabrication techniques
4. Inspection of welds for quality control
5. Metal bending engineering
6. Pipeline welding procedure development
7. Positioning pipeline for welding
8. Beveling pipe for welding preparation
9. Pipeline welding equipment set-up, including safety and hazard training for pipeline welding and the proper use of personal protective equipment
10. Review of tools, including rigging equipment and lifts
11. Reading of blueprints, drawings and detail sheets

STUDENT HOLIDAY SCHEDULE

The following holidays are observed by the Training Center:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas
New Years Day

(If one of the holidays named above falls on Sunday, it shall be observed on Monday.)

WELDING CERTIFICATION TESTS

The Training Center offers certification for the following:

1. 1G - The 1G pipe welding certification position is a pipe in the horizontal position and the pipe is rolled when welding. This is basically welding in the flat position.
2. 2G - The 2G pipe welding certification position is a pipe that is standing in the vertical position. The weld being done is a horizontal weld and the pipe cannot be rotated. It is in a fixed position.
3. 5G - The 5G pipe welding certification position is a pipe welding in the horizontal position that is fixed and cannot be moved. The welding done is overhead, vertical, and flat with a full transition of all of those positions. This position comes in two travel directions. The first is a vertical up travel and that is the most commonly used progression. The second is vertical down progression and this is commonly used for pipe line welder qualification.
4. 6G - The 6G pipe welding certification position is a pipe welding that is standing on a 45 degree angle and cannot be moved. This test incorporates all of the positions. This one test will qualify the welder to weld pipe and plate in all positions. This is the hardest of all welding positions and the test typically given for the higher paying jobs.
5. 2 & 5G Combo - The 2G and 5G combo tests are sometimes done to qualify a welder for all pipe welding positions. It can sometimes be substituted for the 6G position.

RULES AND REGULATIONS

PARKING

PARKING AT THE TRAINING CENTER IS A PRIVILEGE NOT A RIGHT. ALL STUDENTS ARE REQUIRED TO PARK ALONG THE EAST FENCE IN LOWER PARKING LOT OR OTHER AREAS THAT MAY BE DESIGNATED FROM TIME TO TIME. IF THE STUDENT HAS PERMISSION FROM THE INSTRUCTOR TO UTILIZE HIS OWN WELDING RIG, THE STUDENT WILL BE DIRECTED WHERE TO PARK.

PERSONAL CONDUCT

ALL STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A RESPECTABLE AND CONSIDERATE MANNER AT ALL TIMES WHILE AT THE TRAINING CENTER. CONDUCT EXPECTED OF ALL STUDENTS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

STUDENT RESPONSIBILITIES

REGULAR ATTENDANCE AND BEING ON TIME FOR ALL CLASSES.

COMPLYING WITH ALL TRAINING CENTER RULES AND REGULATIONS.

ASSIST IN THE DEVELOPMENT OF A CLIMATE WITHIN THE SCHOOL THAT IS CONDUCIVE TO LEARNING.

RESPECT THE RIGHTS OF INSTRUCTORS, STUDENTS, TRAINING CENTER OFFICIALS AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.

EXERCISE PROPER CARE WHEN USING SCHOOL FACILITIES AND EQUIPMENT.

PROHIBITIONS

DEFACING OR IN ANY WAY DAMAGING PROPERTY BELONGING TO THE TRAINING CENTER, ITS EMPLOYEES, INSTRUCTORS, VISITORS OR OTHER STUDENTS.

STEALING OR THE ATTEMPT TO STEAL PROPERTY OF ANOTHER.

POSSESSION OF ANY WEAPON, KNIFE, GUN, INSTRUMENT OR ARTICLE INCLUDING FIREWORKS THAT MIGHT BE INJURIOUS TO A PERSON OR PROPERTY.

PARTICIPATING OR ENGAGING IN ANY ACTIVITY THAT INTERFERES WITH OR DISRUPTS THE EDUCATIONAL PROCESS.

PHYSICALLY ASSAULTING OR CAUSING BODILY INJURY TO AN INSTRUCTOR, A VISITOR, OR A STUDENT.

VERBALLY ASSAULTING OR THREATENING AN INSTRUCTOR, A VISITOR, OR A STUDENT, INCLUDING THE USE OF PROFANITY, VULGAR LANGUAGE, OBSCENE GESTURES, NAME-CALLING, ETHNIC OR RACIAL SLURS, DEROGATORY STATEMENTS, SEXUAL INNUENDO, OR ANY HARASSMENT OR DISCRIMINATION.

EDUCATIONAL DISHONESTY, WHICH INCLUDES, BUT IS NOT LIMITED TO, CHEATING ON SCHOOL ASSIGNMENTS OR TESTS.

THE GIVING OF FALSE INFORMATION EITHER VERBALLY OR IN WRITING TO THE TRAINING CENTER.

TAMPERING WITH, CHANGING, OR ALTERING RECORDS OR DOCUMENTS OF THE TRAINING CENTER.

BEING UNDER THE INFLUENCE OF, OR THE USE, SALE, POSSESSION, TRANSFER OR PURCHASE OF DRUGS, DRUG PARAPHERNALIA, OR ALCOHOL WHILE AT THE TRAINING CENTER.

THE MISUSE OR ABUSE OF PRESCRIPTION DRUGS, OVER-THE-COUNTER MEDICATION, OR MIND-ALTERING SUBSTANCES (WHETHER OBTAINED THROUGH PRESCRIPTION OR OVER-THE-COUNTER) WHILE AT THE TRAINING CENTER.

VIOLATION OF THIS PERSONAL CONDUCT POLICY WILL RESULT IN DICLINPARY ACTION UP TO AND INCLUDING SUSPENSION, DISMISSAL, OR PERMANENT EXPULSION FROM THE TRAINING CENTER.

PERSONAL BUSINESS

TRAINING CENTER PHONES ARE FOR COMPANY BUSINESS ONLY AND SHALL NOT BE USED FOR PERSONAL CALLS.

SMOKING AND TOBACCO

SMOKING AND TOBACCO CHEWING IS PROHIBITED INSIDE THE TRAINING CENTER, INCLUDING THE BREAK AREA AND CLASSROOMS. SMOKING IS PERMITTED OUTSIDE ONLY. SMOKERS ARE TO DISCARD CIGARETTE BUTTS IN DESIGNATED CONTAINERS ONLY.

SAFETY

ALL STUDENTS AND WELDERS SHALL BE REQUIRED TO PROPERLY WEAR ALL PERSONAL PROTECTIVE EQUIPEMENT AT ALL TIMES, INCLUDING SAFETY GLASSES OR FACE SHIELDS WHEN BUFFING, WELDING OR GRINDING. THERE IS NO TOLERANCE TO THE FAILURE TO FOLLOW THIS POLICY. VIOLATION OF THE SAFETY RULES OF THE TRAINING CENTER WILL RESULT IN DICLINPARY ACTION UP TO AND INCLUDING SUSPENSION OR DISMISSAL FROM THE TRAINING CENTER.

ATTENDANCE POLICY

ANY STUDENT RECEIVING A STIPEND IS REQUIRED TO ATTEND CLASSES AND TRAINING EVERY WEEKDAY FROM 8:00 AM - 4:30 PM. ALL STUDENTS ARE EXPECTED TO BE ON TIME. ALL ABCENCES ARE TO BE PRE-APPROVED, EXCEPT FOR EMERGENCIES, OR HOLIDAYS.

IF A STUDENT MISSES A DAY DUE TO SICKNESS, ILLNESS OR INJURY, THE STUDENT UPON RETURNING TO CLASS MUST PROVIDE THE INSTRUCTOR WITH WRITTEN PROOF OF A DOCTOR VISIT. THREE UNEXCUSED ABCENCES OR REPEATED TARDINESS WILL BE GROUNDS FOR DISMISSAL FROM THE TRAINING CENTER.

SCHOOL FACILITIES

CLEANING OF THE SCHOOL, WELDING STALLS, BATHROOMS, PIPE PREPARATION AREA AND BREAK AREA WILL BE THE RESPONSIBILITY OF ALL STUDENTS. STUDENTS WILL BE ADVISED OF SPECIFIC RESPONSIBILITIES THEY WERE BE REQUIRED TO PERFORMED, GENERALLY ON A DAILY BASIS.

ALL UNUSED WELDING RODS ARE TO BE RETURNED TO THE ROD AREA. ALL ELECTRIC CORDS AND TORCH HOSES ARE TO BE ROLLED UP AFTER EACH USE. TRUCKS AND FORKLIFTS ARE TO BE OPERATED BY INSTRUCTORS ONLY.

PETS

NO PETS ARE ALLOWED ON THE TRAINING CENTER PROPERTY.

GRIEVANCE

COMMUNICATION IS AT THE HEART OF GOOD STUDENT TO STUDENT AND STUDENT TO INSTRUCTOR RELATIONS. IN THE EVENT OF A CONFLICT THAT CAN NOT BE RESOLVED BY THE INSTRUCTOR, STUDENT MAY FILE A WRITTEN GRIEVANCE WITH THE DIRECTOR OF TRAINING.

TESTING

ALL STUDENTS WILL BE TESTED ON OR BEFORE THE END OF THE FOURTEENTH WEEK OF INSTRUCTION AND TRAINING.

WELDERS THAT ARE REQUALIFYING WILL BE FIRST REQUIRED TO PERFORM TWO GOOD WELDS BEFORE THEY ARE ALLOWED TO TEST, IF THEY FAIL THE TEST, TWO MORE GOOD WELDS WILL BE REQUIRED BEFORE RETESTING.