

CAODC Oil and Gas Well Service Rig Permit 2014 (ABMOA) Permit Conditions

Permit Type: Oil and Gas Well Service Rig

Under the provisions of Section 62 of the *Traffic Safety Act, RSA 2000 C.T-6*, the Permit Holder is exempt from the specified requirements while operating a service rig as defined under this permit.

For the purpose of this permit, a “service rig” is defined as *a mobile service vehicle, composed of a derrick, drawworks and capable of pulling and running jointed tubulars and conventional sucker rods, as well as attendant support vehicles such as pump trucks, winch trucks, portable doghouses (crew change facilities), and a rig manager’s vehicle.*

Note: *a coil tubing unit is not a service rig for the purpose of this permit.*

For the purpose of this permit, a “support vehicle” is defined as *vehicles dedicated to the operation of a specific mobile service rig or its crew, and do not include maintenance or other types of vehicles that service multiple service rigs or attendant vehicles.*

For the purpose of this permit, a “convoy” is defined as *two or more vehicles travelling at a speed of no more than 80 kilometers per hour and at a distance of no more than 5 minutes apart.*

1. The Permit Holder and drivers employed by the Permit Holder must comply with the Memorandum of Agreement, conditions and appendices outlined in this permit.

Note: *a driver operating one of the Permit Holder’s vehicles that is complying with regulatory requirements and not operating under the authority of this permit does not need to comply with this permit, its terms or conditions, or the appendices.*

2. The Permit Holder must develop and implement written policies and procedures to ensure that all terms, conditions and appendices outlined in this permit are complied with.
3. The Permit Holder must ensure a copy of this permit accompanies each vehicle operated under its authority, in a place that is known to the driver. The driver of a vehicle operating under this permit shall produce a copy of this permit when requested to do so by a peace officer.

Note: *the appendices of this permit do not have to accompany this permit in the vehicle or be produced to a peace officer at roadside as compliance to the appendices can only be verified through a facility audit.*

4. The conditional exemptions provided in this permit are only valid within Alberta.
5. Where a driver does not hold the appropriate class of operator's licence to operate a service rig as defined under this permit, a driver employed by the Permit Holder may operate a service rig registered to the Permit Holder on a highway with a subsisting Class 5, 4, 3 or 2 operator's licence providing the following requirements are met:
 - a) The driver has received training and passed all requirements outlined in Appendix A of this permit;
 - b) The Permit Holder has met all requirements outlined in Appendix A of this permit;
 - c) The Permit Holder and driver have met the terms and conditions of this permit;
 - d) The Permit Holder has issued the driver a Heavy Duty Training Certificate (HDTC) as per Appendix A of this permit;
 - e) The vehicle being operated is done so in accordance with the definition of a convoy in this permit;
 - f) All drivers operating a vehicle under the authority of a Heavy Duty Training Certificate (HDTC) must do so in convoy only and;
 - g) The drivers of the other vehicle(s) must have been issued either a Convoy Training Certificate (CTC) or a Heavy Duty Training Certificate (HDTC) required under Appendix A, when in a convoy (see Conditions #7 and #8).
6. A driver that holds a Probationary Operator's (Graduated Driver's) Licence pursuant to Section 33 of the *Operator Licensing and Vehicle Control Regulation* (AR320/2002) may **not** be issued or possess a Heavy Duty Training Certificate (HDTC).
7. All drivers operating vehicles equipped with air brakes must comply with Section 27 of the *Operator Licensing and Vehicle Control Regulation* (AR320/2002) and have the appropriate "Q" Endorsement on their operator's licence when applicable.
8. A driver may not operate as part of a convoy under this permit unless they have been issued a Convoy Training Certificate (CTC) or a Heavy Duty Training Certificate (HDTC) by the Permit Holder as per the requirements in Appendix A (this includes drivers with a Class 1 operator's licence).

Note: *not all persons in route with the service rig are necessarily part of the convoy. It is only the drivers of these vehicles that must meet the terms and conditions established under this permit.*

- 9.** A driver may operate as part of a convoy providing the following requirements are met:
- a) The driver possesses the appropriate class of operator's licence and a Convoy Training Certificate (CTC);
 - b) The Permit Holder and driver have met all requirements outlined under Appendix A of this permit to issue and hold a Convoy Training Certificate (CTC);
 - c) When forming part of a convoy, the driver of each vehicle shall carry and produce to a peace officer their Convoy Training Certificate (CTC) or Heavy Duty Training Certificate (HDTC) issued by the Permit Holder;
 - d) The vehicle being operated is done so in accordance with the definition of a convoy in this permit;
 - e) The Permit Holder and driver meet the terms and conditions of this permit.
- 10.** Providing a driver is an employee of the Permit Holder, and has met all the requirements outlined in Appendix A of this permit, the employee may operate a commercial vehicle, not towing a trailer, registered in the employee's name as part of a convoy under this permit (e.g. many rig managers are employees of the Permit Holder and operate a commercial vehicle registered in their name).
- 11.** While being trained or assessed for a Heavy Duty Training Certificate (HDTC), the Trainee may operate a service rig having only been issued a Convoy Training Certificate (CTC) providing the following requirements are met:
- a) The Permit Holder has issued the Convoy Training Certificate (CTC) to the Trainee in accordance with the requirements in Appendix A;
 - b) The Trainee carries and produces the Convoy Training Certificate (CTC) to a peace officer upon demand and;
 - c) The Trainee is not operating under a Probationary Operator's (Graduated Driver's) Licence;
 - d) Issued pursuant to Appendix A, the Trainee is accompanied by an Approved Trainer or Approved Assessor that either:
 - i. Holds the proper Class of operator's licence for the vehicle being operated; or
 - ii. Possesses a valid Class 5, 4, 3 or 2 operator's licence and a Heavy Duty Training Certificate (HDTC) issued in accordance with the requirements in Appendix A.

Note: *the Approved Trainer or Approved Assessor must either be in the vehicle with the Trainee or, if the vehicle being operated has been manufactured without a secondary seat position, follows the Trainee in another vehicle that is in view of the vehicle being operated by the Trainee and is capable of communicating directly with the Trainee via 2-way radio communication device.*

If the Trainee is stopped by a peace officer for an inspection, the Approved Trainer or Approved Assessor must immediately stop in a safe location and make themselves available for inspection.

12. Notwithstanding Section 29(3) of the *Operator Licensing and Vehicle Control Regulation (AR320/2002)* an Approved Trainer may conduct on-road driver training to Trainees qualifying for a Heavy Duty Training Certificate (HDTC) and possessing only a Convoy Training Certificate (CTC) providing:

- a) The Approved Trainer holds the proper Class of operator's licence for the vehicle being operated by the Trainee, and a Convoy Training Certificate (CTC) (when training in convoy) or;
- b) The Approved Trainer holds a valid Class 5, 4, 3 or 2 operator's licence and an Heavy Duty Training Certificate (HDTC):
 - When conducting on-road training the Approved Trainer must carry and produce, on demand of a peace officer, their Heavy Duty Training Certificate (HDTC).

13. Notwithstanding Section 29(3) of the *Operator Licensing and Vehicle Control Regulation (AR320/2002)* an Approved Assessor may conduct on-road driver assessments to Trainees being assessed for their Heavy Duty Training Certificate (HDTC) providing:

- a) The Approved Assessor holds the proper Class of operator's licence for the vehicle being operated by the Trainee and a Convoy Training Certificate (CTC) (when training in convoy); or
- b) The Approved Assessor holds a valid Class 5, 4, 3 or 2 operator's licence and an Heavy Duty Training Certificate (HDTC):
 - When conducting on-road training the Approved Assessor must carry and produce on demand, of a peace officer, their Heavy Duty Training Certificate (HDTC).

14. Regarding service rigs that would normally require an annual inspection under the Commercial Vehicle Inspection Program (CVIP) pursuant to Section 19(1) of the *Vehicle Inspection Regulation (AR 211/2006)*, once the Permit Holder has

obtained a valid inspection, that inspection shall be valid for five years from the inspection date.

Transportation may, at any time, cancel a CVIP certificate;

The driver of the vehicle must produce to a peace officer:

- a) A CVIP inspection form that was completed within the last five years and issued in the Permit Holder's name;
 - b) The Permit Holder's semi-annual maintenance inspection documented on a CAODC Semi-Annual Maintenance Inspection Form and dated within the previous 6 months; and
 - c) The Permit Holder must comply with all requirements set out in Appendix B of this permit.
- 15.** The Permit Holder must investigate every traffic accident involving a commercial vehicle that is registered to the Permit Holder and has a registered gross vehicle weight in excess of 4,500 kgs that has resulted in:
- a) A fatality;
 - b) An injury requiring treatment by a medical doctor;
 - c) A condition that causes an employee to lose consciousness; or
 - d) Damage to all property, including cargo, totaling \$2,000 or more.

These investigation results must be documented.

Collisions found to have occurred while operating under this permit are subject to the following requirements:

- a) Shall be evaluated to determine if the collision was preventable on the part of the Permit Holder and/or their driver(s). Each evaluation must use the criteria established by the National Safety Council;
- b) Each evaluation and follow-up action(s) taken must be fully documented and retained by the Permit Holder for at least the current year and the following 4 years;
- c) Any collision considered non-preventable may be submitted to Transportation for evaluation.

Note: *evaluated non-preventable collisions will not be used to help determine the carrier's risk associated with operation under this permit.*

Note that submission of a Collision Report Form to the Director of Carrier Services is no longer required under this permit. However, at any time the Director may verify that collision evaluations are being conducted, preventability is being determined as specified, reports are being prepared and retained, and actions are being taken to ensure future similar collisions are being avoided.

- 16.** The Permit Holder must retain a copy of the ABMOA, permit conditions and Appendices at their principal place of business, and must be able to produce these documents in the event a peace officer is conducting an inspection at the Permit Holders principal place of business.
- 17.** The Permit Holder shall produce any record or document required by legislation, this permit, or its appendices to a peace officer or other person authorized by the Director or Manager of Investigations, Carrier Services or Transportation at a time and place specified.
- 18.** Transportation may conduct an audit or investigation of a Permit Holder to measure their compliance with transportation safety legislation, the regulations, a permit, or the requirements of this Agreement.

In the case of a non-resident Permit Holder, Transportation may request the assistance of another jurisdiction.

The Permit Holder may be required to pay for the cost of an investigation or audit where a third party auditor is used.

- 19.** Transportation will require that a CAODC MOA Audit be conducted by a third party at least once every three years to measure the Permit Holder's compliance with the permit conditions and this ABMOA.

The three year period will start from the completion date of the previous audit, or in the case of a new permit, the date the permit was issued.

The cost of the audit will be the responsibility of the Permit Holder. To be valid, an audit must be:

- a) Completed by an auditor that has been approved by Transportation and the Association;
- b) Conducted based on the criteria approved by Transportation, and
- c) Recorded on a form acceptable to Transportation.

The audit may be conducted in conjunction with the Certificate of Recognition (COR) program.

- 20.** All expenses incurred, related to the Permit Holder complying with this permit, its terms and conditions, audits, or the appendices shall be the responsibility of the Permit Holder.
- 21.** Failure to comply with the terms and conditions of this permit, any of the appendices or any transportation legislation as defined in Section 132(1) of the Traffic Safety Act may result in this permit being amended or cancelled.
- 22.** The Director of Carrier Services in Alberta may cancel this permit for failure to comply with any provisions or conditions of this permit.

Appendix A

Driver Training and Certification - Performance Standards and Measures

CONDITIONAL EXEMPTION	PERFORMANCE STANDARD	PERFORMANCE MEASURE
<p>To allow a driver with a Class 5, 4, 3 or 2 operator's licence to operate a service rig as defined under the Alberta Memorandum of Agreement (ABMOA).</p> <p><u>Note for clarification:</u> As per Section 27 of The Operator Licensing and Vehicle Control Regulation (AR 320/2002), all drivers that operate a vehicle equipped with air brakes must have a Q Endorsement.</p>	<p>When issuing a CAODC Heavy Duty Training Certificate (HDTC), a Contractor must conduct adequate training, evaluation, and certification of their drivers based on:</p> <ul style="list-style-type: none"> • The Alberta Memorandum of Agreement (ABMOA); • Appendix A – Driver Training and Certification Performance Standards and Measure; • The permit conditions and; • The CAODC Service Rig Vehicle & Drivers Standards Guide. <p><u>A. TRAINING</u></p> <p>Contractors shall, in addition to complying with motor transport regulatory legislation as defined in Section 130(1)(g) of The Traffic Safety Act and attendant regulations, provide training in:</p> <ul style="list-style-type: none"> • The Contractor's Safety and Maintenance plans; • Cargo Securement using the Oil and Gas Industry Cargo Securement Best Practice (see Annex 1); • General safety by viewing CAODC's Service Rig Driver Safety Training Video; • The operation of a service rig where the driver has a valid Class 5, 4, 3 or 2 operator's licence but requires a Class 3 or 1 licence. 	<p><u>A. TRAINING</u></p> <p>For each driver operating under the permit, the Contractor shall maintain a record of training that documents the following:</p> <ul style="list-style-type: none"> • The content of each course completed; • The date(s) and duration(time) of the courses taken (class room and behind the wheel); and • The name of the person who conducted the training; • Cargo Securement; • Viewing of the CAODC's Service Rig Driver Safety video.

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	<p>Training must, at a minimum, include all items noted in the CAODC's Service Rig Vehicle & Driver Standards Guide.</p> <p>Training must include both theory and behind-the-wheel training.</p> <p><u>B. DRIVER EVALUATION AND CERTIFICATION</u></p> <p>Contractors shall, in addition to complying with the requirements prescribed in The Traffic Safety Act and attendant regulations, conduct driver evaluations that meet the following:</p> <p>For Convoy Training Certification (CTC), a Contractor must:</p> <ul style="list-style-type: none"> • Verify the driver has a valid Class 5, 4, 3, 2 or 1 operator's licence, and • Administer the CAODC Service Rig Convoy Training Certificate Exam. <p>For Heavy Duty Training Certification (HDTC), a Contractor must:</p> <ul style="list-style-type: none"> • Ensure that a driver does not hold a Class 5 Probationary Operator's (Graduated Driver's) Licence as defined in Section 33 of The Operator Licensing and Vehicle Control Regulation (AR 320/2002); • Ensure the driver holds a CTC; • Complete a trip inspection assessment of the driver's skills; and 	<p>All training shall meet the performance standards outlined in this Appendix.</p> <p><u>B. DRIVER EVALUATION AND CERTIFICATION</u></p> <p>For those drivers holding a CTC, the Contractor shall have on file a copy of the driver's completed CAODC Service Rig Convoy Training Certificate Exam. The driver must have passed the exam with a score of 85% or greater.</p> <p>For drivers that have obtained an HDTC by completing the CAODC Driver Training program, the Contractor shall have on file:</p> <ul style="list-style-type: none"> • A completed copy of the CAODC Trip Inspection Competency Assessment Form (see Annex 2); • A completed copy of the CAODC On-Road Competency Assessment Form (see Annex 3). <p>To be considered complete, all forms must be fully completed in a legible manner and be signed and dated by all parties.</p>

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	<ul style="list-style-type: none"> Conduct an on-road competency assessment of the driver's skills. <p><u>C. PREVIOUS TRAINING BY ANOTHER CONTRACTOR</u> Notwithstanding the driver training requirements set out in this Appendix, where a driver has been issued either a CTC or an HDTC by a previous employer, the Contractor presently employing that driver will have been deemed to meet all training requirements if:</p> <ul style="list-style-type: none"> A copy of the CTC or HDTC issued by the previous employer is filed in the driver's employee file. <p>(If the driver's previous certificate is not on file, the driver and Contractor must comply with this Appendix before a training certificate is to be issued), <u>and</u></p> <ul style="list-style-type: none"> A new CTC or HDTC is issued to the driver and a copy of that certificate is filed in the driver's employee file. <p><u>D. ON-ROAD DRIVER TRAINING AND APPROVED TRAINER QUALIFICATIONS</u> A driver receiving on-road driver training to qualify for an HDTC may operate a service rig possessing only a CTC providing:</p>	<p>For each driver issued a CTC or HDTC, a copy of the certificate(s) shall be placed in the employee's file.</p> <p><u>C. PREVIOUS TRAINING BY ANOTHER CONTRACTOR</u> When a driver holds either a CTC or an HDTC issued by a previous employer, the Contractor must document the following:</p> <ul style="list-style-type: none"> The driver's CTC or HDTC issued by the previous employer <u>and</u>; A copy of the driver's current CTC or HDTC issued by the current employer (Contractor). <p>Contractors are not obligated to accept a previously issued CTC or HDTC and have the option to require a driver be re-evaluated if they so choose.</p> <p>If the driver cannot produce either a CTC or an HDTC issued by a previous employer, they are required to repeat training as outlined in this Appendix.</p> <p>Note: <i>A driver holding an HDTC is recognized to hold both levels of certification (CTC and HDTC).</i></p> <p><u>D. ON-ROAD DRIVER TRAINING AND APPROVED TRAINER QUALIFICATIONS</u> Compliance verified at roadside.</p>

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	<ul style="list-style-type: none"> • They carry and produce, on demand of a peace officer, their CTC; • The Trainee is not operating under a Probationary Operator's (Graduated Driver's) Licence; <p>An Approved Trainer is either in the vehicle with the Trainee or, if the vehicle being operated has been manufactured without a secondary seat position, the Approved Trainer follows the Trainee in another vehicle that is in view of the vehicle being operated by the Trainee and is capable of communicating directly with the Trainee via 2-way radio communication device.</p> <p>An Approved Trainer may conduct on-road driver training to Trainees qualifying for an HDTC and possessing only a CTC providing:</p> <ul style="list-style-type: none"> • The Approved Trainer holds the proper Class of operator's licence for the vehicle being operated by the Trainee, and a CTC (when training in convoy); <u>or</u> • The Approved Trainer holds a valid Class 5, 4, 3 or 2 operator's licence and an HDTC. <ul style="list-style-type: none"> ○ In the case where the Approved Trainer holds an HDTC, they shall also hold a senior position in the company such as a Driller/Operator, Rig Manager and Field Superintendent or equivalent; <p>When conducting on-road training the Approved Trainer must carry and produce, on demand of a peace officer, their HDTC.</p>	<p>The person conducting on-road driver training must meet the performance standards outlined in this Appendix or be otherwise approved by Transportation.</p>

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<p><u>E. ON-ROAD COMPETENCY ASSESSMENTS AND APPROVED ASSESSORS' QUALIFICATIONS</u></p> <p>A driver undergoing an assessment to receive their HDTC may operate a service rig under the authority of a CTC providing they carry and produce their CTC on demand of a peace officer.</p> <p>Approved Assessors may conduct on-road competency assessments to drivers qualifying for an HDTC providing:</p> <ul style="list-style-type: none"> • The Approved Assessor holds the proper Class of operator's licence for the vehicle being operated by the Trainee and a CTC (when assessing in convoy); <u>or</u> • The Approved Assessor holds a valid Class 5, 4, 3 or 2 operator's licence and an HDTC. <p>In the case where the Approved Assessor holds an HDTC, they shall also hold a senior position in the company such as a Driller/Operator, Rig Manager and Field Superintendent or equivalent.</p> <p>When conducting on-road training the Approved Assessor must carry and produce, on demand of a peace officer, their HDTC.</p> <p>Approved Assessors must also meet <u>one</u> of the following qualifications:</p> <ul style="list-style-type: none"> • Be an Enform Certified Assessor who has completed Enform's Service Rig Competency Assessor course; • Possess a valid Class 1 operator's licence for at least two years; 	<p><u>E. ON-ROAD COMPETENCY ASSESSMENTS AND APPROVED ASSESSORS' QUALIFICATIONS</u></p> <p>The person conducting on-road assessments must meet the performance standards outlined in this Appendix or be otherwise approved by Transportation.</p> <p>Where the Approved Assessor is an employee of the Contractor, their qualifications must be documented in their employee file, including title with the company and a copy of their driver's abstracts dated within six months prior to any assessment conducted within the past three years.</p>

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	<ul style="list-style-type: none"> • Be employed as a driver trainer at the time of the assessment with an institution that has been licensed for that function by Transportation, or • Be otherwise approved by Carrier Services, Transportation. <p>No Approved Assessor shall have more than seven demerit points on their operator's licence at the time of an assessment.</p> <p><u>F. Monitoring (Commercial Driver's Abstracts and Carrier Profile)</u></p> <p><i>Note: effective July 1, 2013 contractors must obtain Commercial Driver Abstracts (CDA) on all drivers operating under the ABMOA. Standard Abstracts will no longer be an acceptable form of driver monitoring.</i></p> <p>At least every six months the Contractor shall obtain and review:</p> <ul style="list-style-type: none"> • CDAs on all drivers that operate vehicles under the permit and; 	<p>Where the Approved Assessor is not an employee of the Contractor, evidence of their qualifications must be documented and produced as required.</p> <p>The requirement to obtain and review a Commercial Driver Abstract does not apply to an Approved Assessor that, at the time of the assessment, was licensed for that function by Alberta Transportation.</p> <p>Where an Approved Assessor has been otherwise approved by Carrier Services, a letter from Carrier Services must be on file.</p> <p>No Approved Assessor shall conduct an assessment if they have more than seven demerit points on their operator's licence.</p> <p><u>F. Monitoring (Commercial Driver's Abstracts and Carrier Profile)</u></p> <p>Standard abstracts obtained before July 1, 2013 will be accepted to satisfy the conditions of Section 41(1)(c) of The Commercial Vehicle Certificate and Insurance Regulation.</p> <p>The CDA shall be reviewed to ensure drivers have the proper class of licence, the licence is valid and, for those drivers that have been issued an HDTC, the licence it is not a Probationary Operator's (Graduated Driver's) Licence.</p> <p>A driver's employee file shall contain copies of their CDA which have been obtained for at least six month intervals.</p>

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	<ul style="list-style-type: none"> • Carrier Profile reports to identify drivers who have committed a violation. <p>Note: <i>The initial review of the above can be completed by administrative staff.</i></p> <p>Where a CDA or Carrier Profile identifies a violation of a safety law or a collision while an employee is driving one of the Contractor's vehicles, the event must be investigated and discussed with the driver. The review shall be conducted by a Safety Officer or a Manager, and remedial action must be documented in the employee's file.</p> <p>Where an event has been investigated and signed off previously, it does not have to be reinvestigation and signed off a second time.</p>	<p>CDA's must be retained from the date the driver obtained a CTC, HDTC or for five years, whichever is less.</p> <p>The Contractor shall maintain on file copies of their Carrier Profile reports that are dated at no more than six month intervals. The reports shall be maintained on file for at least three years. The person reviewing the commercial driver abstract (CDA) shall ensure that:</p> <ul style="list-style-type: none"> • The driver has a valid Class 5, 4, 3 or 2 operator's licence; • Drivers who hold an HDTC do not hold a Probationary Operator's (Graduated Driver's) Licence. <p>Each profile event documented on the CDA, that was identified while the driver was operating one of the Contractor's vehicles, must be:</p> <ul style="list-style-type: none"> • Investigated by a Safety Officer or Manager; • Discussed with the driver. <p>In such circumstances, appropriate action must be taken and the process and/or any outcomes, documented in the driver's employee file.</p> <p>A Contractor must be able to show that each profile event (conviction, CVSA inspection, collision and violation) on their profile has been:</p> <ul style="list-style-type: none"> • Investigated by a Safety Officer or Manager; • Discussed with the driver;

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	<p><u>G. DRIVER TRAINING - GRANDFATHERING PROVISION</u> Notwithstanding the driver training requirements set out in this Appendix, drivers who have met one of the following requirements under this grandfathering provision are deemed to have met the standards set out in this Appendix:</p> <p>G1 The driver possessed a CAODC Driver Training Certificate (CDTC);</p> <p>G2 The driver was employed with the Contractor since November 1, 2010 and successfully completed the CAODC Service Rig Vehicle Driver Competency Evaluation;</p> <p>G3 Prior to June 1, 2011, been issued an HDTC and obtained one of the following Enform certifications:</p> <ul style="list-style-type: none"> • Derrickhand Competency; • Driller Competency; or • Well Servicing BOP. 	<ul style="list-style-type: none"> • Appropriate action has been taken; and • The process and/or outcomes documented in the driver's employee file. <p><u>G. DRIVER TRAINING - GRANDFATHERING PROVISION</u> Drivers who have been grandfathered under any of referenced provisions must have a current HDTC in their employee file.</p> <p>For drivers who have been grandfathered under G.2, a completed copy of a CAODC On-Road Assessment Evaluation Competencies form (see Annex 4), and a copy of their current HDTC must be in their employee file.</p> <p>For drivers who have been grandfathered under G.3, a copy of their Enform certificate and a copy of their current HDTC must be in their employee file.</p>

Appendix B

Extension of Commercial Vehicle Inspection Certificate to a Maximum of Five Years - Performance Standards and Measures

CONDITIONAL EXEMPTION	PERFORMANCE STANDARD	PERFORMANCE MEASURE
<p>Expiry date of inspections conducted under the Commercial Vehicle Inspections Program (CVIP) extended to up to five years.</p> <p><u>Note for clarification:</u></p> <ol style="list-style-type: none"> 1. Contractors obtaining CVIP inspections as per regulatory requirements do not need to comply with this Appendix; 2. Daily trip inspection report forms and the semi-annual internal vehicle inspection report forms must be maintained in the Contractor's vehicle maintenance file at the Contractor's principal place of business in Alberta as defined in The Commercial Vehicle Safety Regulation (AR 121/2009) 	<p>In addition to meeting all regulatory requirements regarding implementation of a written maintenance program, daily trip inspection requirements and record keeping, Contractors must also complete semi-annual internal vehicle inspections.</p> <p><u>A. DAILY TRIP INSPECTIONS</u></p> <p>The driver of a vehicle, or a person designated by the Contractor to do so, shall complete a daily trip inspection as per regulatory requirements.</p> <p>If operating under this permit, the person completing the daily trip inspection shall use the CAODC Service Rig Trip Inspection Form (see Annex 1) or a form meeting the requirements of <i>Commercial Vehicle Safety Regulation</i>, AR 121/2009.</p>	<p><u>A. DAILY TRIP INSPECTIONS</u></p> <p>CAODC Service Rig Trip Inspection Forms or forms meeting the requirements of the <i>Commercial Vehicle Safety Regulation</i>, AR 121/2009 must be completed and retained by the Contractor for six months as per regulatory requirements.</p>

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Extension of Commercial Vehicle Inspection Certificate to a Maximum of Five Years - Performance Standards and Measures

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	<p><u>B. SEMI-ANNUAL MAINTENANCE INSPECTIONS</u> Where required by Alberta Regulation, the Contractor must have obtained a CVIP inspection on their service rigs.</p> <p>When exercising the CVIP extension provided for in this Appendix, the Contractor must not use a CVIP inspection form that was completed under a different registered owner.</p> <p>For those vehicles registered at a weight of 11,794 kgs or greater, Contractors must inspect each vehicle at least every 6-months (semi-annually) under their preventative maintenance program.</p> <p>Semi-annual inspections must be documented on a CAODC Semi-Annual Maintenance Inspection Form (see Annex 2). All items on the form must be inspected to CVIP standards.</p>	<p>All other daily trip inspection forms completed within the past six months must be maintained in the Contractor's vehicle maintenance file at their principal place of business in Alberta as per regulatory requirements.</p> <p><u>B. SEMI-ANNUAL MAINTENANCE INSPECTIONS</u> Once the Permit Holder has obtained a valid CVIP inspection as required The Vehicle Inspection Regulation (AR 211/2006), the inspection shall be valid for five years from the inspection date. This initial CVIP inspection must be performed to the following standards:</p> <ul style="list-style-type: none"> • Completed by a technician as defined by The Vehicle Inspection Regulation (AR 211/2006); • CVIP inspections performed by a technician must be conducted in a registered and valid CVIP facility. <p>Contractors must have all CVIP forms, or a copy thereof, issued for each service rig in the past five years in their vehicle maintenance file. All CVIP forms must be issued in the Contractor's name. The most current CAODC Semi-Annual Maintenance Inspection Form must be carried in the vehicle and a copy filed in the Contractor's vehicle maintenance file.</p> <p>CAODC Semi-Annual Maintenance Inspection Forms, or copies thereof, must be retained for at least five years from the inspection date and maintained in the Contractor's vehicle maintenance file at their principal place of business in Alberta.</p>

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Extension of Commercial Vehicle Inspection Certificate to a Maximum of Five Years - Performance Standards and Measures

	PERFORMANCE STANDARD	PERFORMANCE MEASURE
	<p>Semi-annual inspections are not required on vehicles that have been placed not in service.</p> <p>A person conducting the semi-annual maintenance inspection shall be one of the following:</p> <ol style="list-style-type: none"> 1. A certified Heavy Equipment Technician - Truck and Transport Mechanic journeyman as defined in the Apprentices Program Regulation (AR 258/2000); or 	<p>Contractors must have a process in place that documents vehicles that have been placed not in service (e.g. the date the vehicle was placed not in service, why the vehicle was placed not in service, and the date the vehicle was returned to service).</p> <p>This record must be filed in the Contractor's vehicle maintenance file. Any vehicle that has been identified as not in service must not be operated on a highway until a CAODC Semi-Annual Maintenance Inspection Form has been completed.</p> <p>Contractors must have a process in place to ensure any vehicle defects identified are repaired and signed off. Any vehicle that has been identified as not in service must not be operated on a highway until repairs are made.</p> <p>Where an employee, Contractor, or peace officer has detected a vehicle defect, the defect shall be noted in the Contractor's vehicle maintenance file. Once repaired, the person completing the repairs shall sign off that repairs have been completed. The notice of repair shall be retained for 5 years from the inspection date.</p> <p>Where a certified Heavy Equipment Technician - Truck and Transport Mechanic journeyman has conducted the semi-annual preventative maintenance inspection, their journeyman certificate number must be documented on the inspection form.</p>

Appendix B

Extension of Commercial Vehicle Inspection Certificate to a Maximum of Five Years - Performance Standards and Measures

	PERFORMANCE STANDARD	PERFORMANCE MEASURE
	<p>2. An employee of the Contractor approved in writing by a Heavy Equipment Technician - Truck and Transport Mechanic journeyman as competent of completing the semi-annual maintenance inspection to CVIP standards.</p> <p>The journeyman shall specify an expiration date of their choosing to a maximum of three years that the consent form was signed.</p>	<p>Where approval is given to an employee of the Contractor by a journeyman, a completed CAODC Semi-Annual Maintenance Inspection – Consent Form (see Annex 3) must be in that employee’s file stating they have been trained and are competent in inspecting all items on the CAODC Semi-Annual Maintenance Inspection form to CVIP standards.</p> <p>The Consent Form must be signed, dated and placed in the employee’s file. Incomplete forms will not be considered as valid.</p> <p>A journeyman’s approval expires on the date provided on the Semi-Annual Maintenance Inspection – Consent Form and must be refreshed by completing a new Consent Form before that time expires.</p>