**Section 520.10 Training Procedures**

a) In order to reasonably assure the safety and well being of the populace, each natural gas system operator in Illinois shall develop training procedures which will assure that its field employees engaged in construction, operation, inspection and maintenance of the gas system are properly trained.

1) The procedures shall contain adequate descriptions of the types of training each job classification requires including those of field foremen, field crew leaders, leak inspectors, new construction inspectors, servicemen and corrosion technicians and/or equivalent classifications.

2) The procedures shall include scheduling of verbal instruction and/or on-the-job training for each job classification.

3) The procedures shall include provisions for evaluating the performance of personnel to assure their competency in performing the work assigned to them.

4) The procedures shall include subject matter relating to recognition of potential hazards, and actions to be taken toward prevention of accidents.

5) The procedures shall be updated periodically to include new materials, new methods of operation and installation, and changes in general procedures.

6) The procedures shall be made a part of the gas system's operation, inspection and maintenance plans, and shall be filed with the Commission.

7) The procedures shall be developed and ready for implementation within one year of the date of adoption of this Part.

b) Operators of small gas systems, such as municipal gas systems and master meter gas systems, may satisfy the requirements of Section 520.10(a) if the gas system personnel attend regularly scheduled instructional courses held by utility companies or participate in courses such as the Institute of Gas Technology (IGT) Gas Distribution Home Study Course, or programs developed and presented by community colleges, vocational schools, universities, consultants or other recognized gas distribution oriented agencies, which includes the procedures outlined in Section 520.10(a) which will pertain to their particular system.