

**CBU CRAFTSPERSON RE-QUALIFICATION PROGRAM
Structured on the Job Assessment (SOJA)**

PF1-SOJ-001

SOJA INFORMATION				
SOJA Description	Breaking Containment: Setting a Blind			
Revision Date	13 JAN 2016 Rev 5			
References	MNT-PIPE-004 Blinding (Installation & Removal)			
Job Title/Level	Pipe Fitter			
Employee Name				
Assessor Name				
TASK WORK CONDITIONS				
Location	Pipe Shop Training Area			
Beginning Conditions	Tool bag, materials and gaskets are available.			
Initial Preparations	Ensure Pipe training table is ready for use.			
Ending Conditions	Return tools.			
INSTRUCTIONS				
1) The Assessor will observe the employee perform the task and will determine if the employee has satisfactorily performed each task step. Check the appropriate box: "YES" for satisfactory, or "NO" for unsatisfactory.				
2) Follow all applicable HSE requirements, policies, standards and procedures.				
3) Remove and Install Blind on Pipe training table.				
4) The craftsman will describe each step they conduct as they go.				
5) The Assessor will pace the evaluation process so each step can be accurately assessed,				
6) The Assessor will annotate any procedural or safety discrepancies in the comments section below, whether minor (gap was closed during post-assessment performance review) or major (gap will require scheduling a refresher class before re-assessment).				
ASSESSMENT CRITERIA				
The employee satisfactorily completed the tasks if:				
1) All task steps were satisfactorily completed in accordance with the documentation provided, no injuries, no impact to the environment.				
ASSESSMENT OF TASK STEPS				
	Satisfactory		Assessor Initials	Date
	YES	NO		
1. Maintained and described proper body position at each stage.				
2. Safely Loosened the bolts avoiding any pressure hazard.				
3. Properly inserted wedges.				
4. Ensured no leak by.				
5. Removed proper amount of bolts.				
6. Remove and Install the Blind and gaskets.				
7. Accounted for potential flange gap misalignment.				
8. Tightened the flange bolts in the correct order.				
9. Demonstrated knowledge & skill of Procedural steps and critical safety issues.				
ASSESSMENT RESULTS				
SOJA Employee Assessment Results	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
Employee Signature:			Date:	
Assessor Signature			Date:	
Supervisor Signature			Date:	
COMMENTS				