



Alternate Locate Provider Program

Registration Assessment Program Overview

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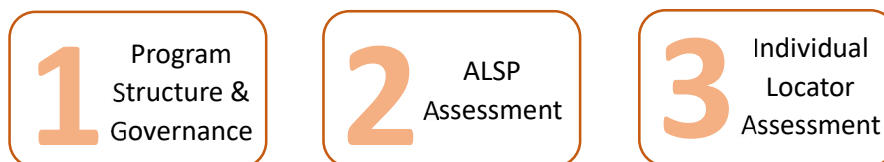
The Alternate Locate Provider (ALP) Program model is an alternate approach to delivering locates in Alberta. The goal of the ALP Program is to provide an additional option for project owners to receive locates in line with project requirements and provide further certainty over project timing and costs. The registered Alternate Locate Service Provider (ALSP) works for the Project Owner on their timeline and can serve to reduce downtimes and improve outcomes. ALSPs must be registered for participation in the ALP Program and must meet specific criteria such as specialized training, quality assurance audits, reporting, insurance, experience and capabilities.

This document outlines the key details of the ALP Registration Assessment Program (RAP) that governs the oversight of both Locate Service Providers (LSP) and individual locators working on ALP locates. This document provides an overview of the program, however more detailed specifics about the ALSP registration assessment process can be found on the Utility Safety Partners (USP) website.

ALP Registration Assessment Program (RAP)

Overview

The RAP structure is set up to provide governance of both Employers and individual Locators for participation in the ALP. It consists of three (3) main areas of focus as follows:



The RAP provides a framework and standard against which to assess the Employers and Individual Locators for participation in the ALP in specific regions and for participating Infrastructure members. The RAP does not override any internal or industry training and/or assessment programs in place and instead provides a common standard around which Employers and Individual Locators can be assessed for ongoing participation in the ALP.



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Employers, Locate Service Providers (LSP) and/or Locators performing locates under public/civic locate agreements with the Consortium members or other Buried Facility Operators not part of the Consortium are not subject to this RAP unless participating in ALP locates.

Registration Assessment Considerations

Detailed considerations for assessment are included in the overall RAP documentation and will form the basis of any assessment. Continuous improvement is vital to program success and as a result, assessment and reassessment will follow both mandatory and non-mandatory timeframes and guidelines as follows.

Employer/LSP Assessment

Employer and/or LSP assessments shall include primarily administrative reviews and will confirm documentation, performance history, and other requirements as identified. Employers or LSPs currently contracted to Consortium members to perform locates will be automatically approved for ALP participation, however their employees are not automatically approved as ALP Locators.

If an approved LSP wishes to perform ALP locates in a region outside of their current contracted region, the Consortium and/or USP reserves the right to issue automatic approval or undertake a detailed registration assessment as determined on a case-by-case basis.

Employers who are not currently contracted to the Consortium must undergo formal assessment. This applies even if the Employer was previously contracted to the Consortium, but is not currently under contract.

Individual Locator Assessment

It is expected that an approved ALSP Employer, through its qualified staff, will complete the assessment for its Locators. It may also be required for a qualified third party contracted to USP to complete the assessments on a case-by-case basis.

Locator assessments shall be a combination of administrative and field-based reviews. While it is expected that field-based assessments will form part of the assessment, it is also recognized that small scale and/or isolated field assessments will not provide a complete view to a Locator's capabilities, nor may it be feasible to implement longer field assessments due to resource and client constraints. As such, the Employer doing the assessment shall have the ability to determine the best approach for assessment and confirmation. This can be through detailed assessment or can instead use other info that indicates the Locator's capabilities including training records, internal competency assessments, performance reviews, supervisor feedback, damage reviews, and Buried Facility Operator feedback. Any of these can be combined with targeted field assessments as well to ascertain specific gaps or questions.



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The following considerations apply to Locators and adherence to RAP. Additional situations that are not listed below will be assessed on a case-by-case basis. At a minimum, all Locators must undergo both an initial assessment and annual reassessment(s) to participate in the ALP as well as hold a valid USP Locate and Marking program certification. From an approved training provider.

Locator Assessment Scenarios	Assessment	
	Required	Recommended
Initial Assessment	✓	
Annual Reassessment	✓	
Changing Employer	✓	
Long Term Leave from Locating (>6 months)	✓	
Temporary Leave from Locating (<6 months)		✓
Following >1 at Fault Damage in 1 year period	✓	
Following Non-Conformance or Removal from Endorsed List	✓	
Following Employer-Identified Performance Issue		✓

Copies of the Employer and Individual Locator Assessment Checklists are included in the Appendices.

Audit

It is expected that Locator assessments, checklists and supporting documentation are stored and available for audit by Consortium members and/or USP at any time. Some examples of applicable records are as follows (but are not limited to):

- Assessment checklists (internal and RAP)
- Certification and training documentation
- Damage, Near Miss, Safety Performance and reports
- Locate forms and drawings

The Employer responsible for the Locators(s) being audited will track and follow up on any non-conformant findings. The Employer and impacted Locator responsible for the audited work are required to take timely action in responding to the audit findings, correcting unsatisfactory findings, and following up on observations in a reasonable timeframe. Follow-up reviews or audits will verify and document the implementation and effectiveness of corrective and preventive actions.



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Non-Conformance

Should a Locator or Employer be deemed non-conformant based on an assessment or audit, they will not be permitted to work on ALP tickets and will have their name removed from the master list of approved participants, including removal from the website, if applicable.

It is expected that Employers who are deemed non-conformant will work with USP and other stakeholders to address gaps in their assessment and when ready can be reassessed.

Locators who are deemed non-conformant due to failure of the RAP assessment must wait six months before being reassessed. USP, the Consortium and/or the Employer reserve the right to remove the approval of a Locator at any time from the active list of approved ALP Locators. This can be due to performance issues, damages, safety concerns, injury, or other scenarios to be defined.

A Locator is automatically deemed non-conformant when switching to a new employer and is not permitted to carry over approval from one employer to another. A Locator in this scenario must undergo streamlined reassessment at the time of joining a new Employer, recognizing that approval should not be reasonably withheld unless there are safety or quality concerns that require further training or addressing. It is expected that reassessment will be streamlined with the underlying assumption that all conditions of conformance are carried over unless the new Employer assesses any gaps in competency during onboarding.

Further Program Information

For further ALP program information: utilitysafety.ca/learning-centre/alp-program-faq/

For ALP questions and support, email USP at: info@utilitysafety.ca



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Appendix A: ALSP Registration Self-Assessment Checklist



Alternate Locate Service Provider (ALSP) Registration Assessment Form

Company Name:

Region(s):

Version 1.0

Revision Date: February 17, 2024

The following checklist follows the ALP approval framework as identified in the ALSP Registration Assessment Program. All items listed as "Meets Requirement" have been confirmed by qualified assessor. Approval, if granted, is for the region(s) listed above. Additional regions must be re-evaluated.

BUSINESS REQUIREMENTS				Meets Requirement		Comments
				Yes	No	
Industry Certification	COR Certification	Active:	In Progress:			
	Industry Training	L&M:	GD201:			
		# of Locators:	# of Locators:			
Insurance	\$5M Comprehensive General Liability					
	\$5M Automobile Liability					
	\$2M Professional Liability (Errors and Omissions)					
Locate Experience	Alberta:	Other Province(s):	Other:			
	Years in Operation:					
	Historical Performance Data Reviewed					
Reference Checks Available						
TRAINING AND QUALITY REQUIREMENTS				Meets Requirement		Comments
				Yes	No	
Training - General	Internal:	Other LSP:	USP/Industry:			
	Specific Requirements: Training aligns with generally accepted training practices					
	Outline of training program included					
Training - Owner Specific	Internal:	Other LSP:	Owner:			
	Specific Requirements: Ability to train internally on new owner infrastructure					
	Internal QA processes/manual in place					
Quality Assurance	Specific Requirements: Auditing performed by internal QA Assessor					
	Auditing checklist aligns with approved Consortium checklist					
	Evidence and documentation of following policies and processes					
	Ability to audit minimum locates (per Consortium)					
Ability to produce QA and Damage reporting (per Consortium)						
TECHNICAL REQUIREMENTS				Meets Requirement		Comments
				Yes	No	
Safety Reporting Software	ISNetworld:	ComplyWorks:	Other:			
Ticket Management Process	Email:	Software:				
	Specific Requirements: Ability to receive OneCall ticket requests					
	Ability to track owner responses					
	Send completed locates to owners					
Mapping	Multiviewer:	Other GIS:				
	Specific Requirements: Flexible to owner readability requirements					
	Office and Field Use					
	Meets hardware/software owner requirements					
Equipment	Internal IT/Mapping Support Capabilities					
	Equipment Assessed and Calibration Process in Place					

Additional Comments

ALSP Assessment (PASS/FAIL)	PASS	FAIL
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Assessor Name:	
Assessor Signature:	
Date:	



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ALP Registration Assessment Program Overview

Appendix B: Locator Registration Assessment Checklist



ALP Individual Locator Registration Assessment Form

Locator Name:
Region(s):

Revision Date: January 19, 2024

The following checklist follows the ALP approval framework as identified in the ALP Registration Assessment Program. All items listed as "Meets Requirement" have been confirmed by qualified assessor. Approval, if granted, is for the region(s) listed above. Additional regions must be re-evaluated.

TRAINING AND EXPERIENCE REQUIREMENTS		Meets Requirement		Comments
		Yes	No	
Industry Certification	USP-endorsed Locating and Marking (Mandatory) USP-endorsed GD201 (Recommended)			
Training and Experience	Years Experience < 2 years: _____ > 2 years: _____ Current Employer Training Completed: _____ New Locators - Detailed Training in past year _____ Experienced Locators - Refresher Training in past year _____			
Training - Owner Specific (Please list applicable utilities per regions)	Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____ Region/Owner _____			
Performance History	Annual Performance Review Adequate _____ No At Faults Damages in past year _____ No issues on file with Consortium members _____			
TECHNICAL REQUIREMENTS		Meets Requirement		Comments
		Yes	No	
Safety and Quality	Site hazard assessment process _____ Practice and use of proper PPE _____ Understands Employer's QA program _____ Understands damaged facility investigation process _____ Understands escalation process due to quality/safety incident _____			
Mapping and Records	Understands Owner maps and documentation _____ Able to navigate mapping and records _____ Understands clear/clearance processes _____ Demonstrates solid pre-locate documentation review _____ Understands procedure for inadequate records _____			
Ticket Administration/Systems	Able to navigate ticket request process (software or manual) _____ Able to complete a locate request end to end in software/process _____ Able to prioritize and schedule tickets _____ Understands tickets amendment in event of omission/error _____ Understands ticket validity and lifespan _____			
Equipment	Able to assess proper function of all equipment _____ Able to assess proper calibration status and diagnostic procedures _____ Demonstrates adequate EM theory understanding _____ Demonstrates proper use of vehicles _____ Understands proper use of paint and locate supplies _____			
Documentation	Able to interpret and rectify records vs site conditions _____ Proper use of symbology, stickets and sketch data _____ Able to fully complete primary, auxiliary sheets _____ Able to properly complete all sketching requirements _____			
Field Marking Procedures	Demonstrates understanding and practice of field marking procedures _____ Demonstrates ability to navigate common field issues _____ Demonstrates proper field safety practices and PPE usage _____ Demonstrates appropriate supplies and equipment usage _____			

Note: When assessing Technical Requirements per above, it is up to the assessor and Employer to determine best process to ensure competency. This may include, but is not limited to: supervisor/management feedback, internal training/competency records, field/office procedure confirmation, quality and safety records, other records and documentation where applicable.

Additional Comments

Locator Assessment (PASS/FAIL)

PASS FAIL

Assessor Name:	
Assessor Signature:	
Date:	



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