



# THIRD-PARTY EVALUATOR PROGRAM REQUIREMENTS

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## About the EWN Third-Party Evaluator Program

The US Department of Transportation's OQ Rule has placed a compliance responsibility on Operators to ensure that workers are qualified for operations and maintenance tasks being completed on pipeline facilities that affect the integrity of the pipeline and are referenced in Title 49 of the Code of Federal Regulations. Energy Worldnet (EWN) aims to minimize that burden by providing the industry with superior technological solutions, quality content, excellent customer service, and the Third-Party Evaluator Program, referenced hereafter as the TPE Program.

The TPE Program at Energy Worldnet is designed to provide Operators with a field of unbiased, non-associated evaluators who are vetted for industry experience and trained to conduct OQ Performance Evaluations accordingly to EWN's defined evaluator responsibilities, best practices, and qualification requirements as provided in this document.



All TPE-related emails should be sent to  
**[tpe@energyworldnet.com](mailto:tpe@energyworldnet.com)**

## Section I – Requirements

### TPE Organization Requirements

Acceptable organizations include:

- Construction, pipeline, and maintenance Contractors
- Third-party assessment facilities
- Chapters of trade associations
- Other agencies deemed appropriate by EWN



The following are conditions that must be met to be approved as an EWN Third-Party Evaluator Company (TPE):

- Complete and submit the TPE Company Application and application fee.
- Complete and submit the original TPE Individual Evaluator Application for each person who will serve a role within the TPE Program as a Proctor, Master Trainer, and/or Master Evaluator, along with the application fee per application and all supporting documents listed at the top of the application. (Note: One person can serve in all four roles – primary administrator, Proctor, Trainer, and Evaluator.)
- Provide proof of business (i.e., Certificate of Incorporation, Certificate of LLC, etc.).
- Provide three signed letters of recommendation from company references attesting to the performance of the organization.
- Read, understand, and agree to abide by the EWN's TPE obligations and responsibilities.
- Agree to comply with the training and assessment program audit procedures.
- All Evaluators complete the Master Evaluator Certification Program (MECP) class once every three (3) years and maintain a valid certificate.
- All active Evaluators maintain an active user account in the EWN System.
- One person within the organization completes the Master Trainer Development Program (MTDP) class.
- Any "Trainer" users in the EWN account complete the Master Trainer Development Program (MTDP) class once every three (3) years and maintain an active certificate.
- Ensure evaluation settings that will present a professional image and effectively administer training, assessments, and Performance Evaluations.
- Use only the EWN-approved training curriculum for EWN qualifications.



## Conducting Business with EWN Clients

Once a TPE is approved, the TPE may be contacted by current or potential clients asking for qualification services. If the client already has an active EWN subscription, the TPE should handle their services directly with the client, including pricing, billing, and collection. However, if the client does not have an EWN subscription, the client should be referred to contact [tpe@energyworldnet.com](mailto:tpe@energyworldnet.com) to obtain an EWN account. Once the client obtains a subscription, both the client and the TPE will be notified of when the services can be performed.

The TPE acknowledges and agrees that the performance of the services shall be carried out in compliance with all applicable employment laws, regulations, and requirements. The TPE shall comply with all local, state, and federal laws and regulations regarding employment and hiring subcontractors. It is the TPE's responsibility to ensure that the assignment of any employee or subcontractor to work for another organization meets that company's requirements and expectations and does not violate that company's policies. This may include, but is not limited to, providing proof of a clear background check to the client.

## LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES, INCLUDING, WITHOUT LIMITATION, NEGLIGENCE, SHALL SERVICE PROVIDER OR ITS RESPECTIVE PARENTS, SUBSIDIARIES, AFFILIATES, OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES, AGENTS, SUCCESSORS, OR ASSIGNS BE LIABLE FOR (A) ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, RESULTING FROM THE USE OR THE INABILITY TO USE THE MATERIAL, OR COST OF PROCUREMENT OF SUBSTITUTE GOODS AND SERVICES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, USE, DATA OR OTHER INTANGIBLES AS PERMITTED BY LAW, AND (B) ANY ACTIONS OR INACTIONS OF THIRD PARTIES OR THEIR AGENTS THAT PROVIDE SERVICES BY UTILIZING ANY PROVIDER SERVICE OR PROGRAM. SERVICE PROVIDER'S AGGREGATE LIABILITY TO CLIENT OR ANY THIRD PARTIES WITH RESPECT TO THE SERVICES WILL NOT EXCEED ONE (1) TIME THE FEES SCHEDULED TO BECOME DUE AND PAYABLE (WITHOUT REGARD TO PRE-PAYMENTS OR LATE PAYMENTS) DURING THE PRIOR TWELVE (12) MONTHS.



## TPE Training Facility Requirements

Whether the TPE is conducting business at their location or a client's location, the TPE is responsible for ensuring the environment is conducive to the training or evaluation. The location must meet the following requirements:

- There must be adequate space to carry out the instruction, training, and assessments.
- The materials, tools, and equipment needed to support the class size must be available and accessible to the instructor and the participants.
- The physical facilities should be well-maintained and organized to accommodate teaching, learning, and assessment activities such as lectures, discussions, Performance Evaluations, and testing.
- Facilities must be arranged to encourage participant and instructor interaction as warranted.
- The physical facility must not pose any undue health or safety risks.



## SECTION II – PROGRAM POLICIES AND PROCEDURES

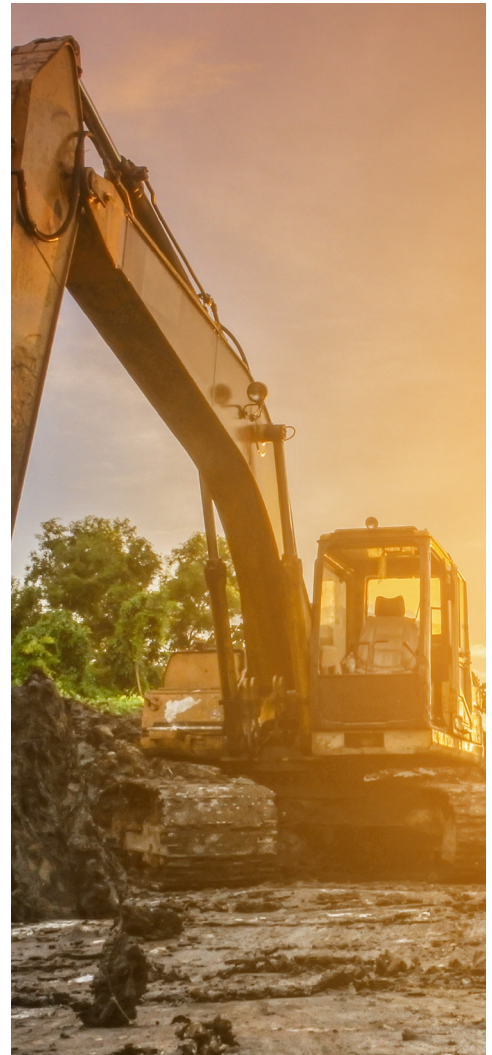
### General Responsibilities of the TPE

- Remain in good financial standing with EWN.
  1. Any outstanding balances of more than 60 days will result in user suspension, and 90 days will result in revocation of TPE status and affiliation with EWN.
  2. Reinstatement after suspension will be allowed once all balances have been paid in full. More than 1 suspension within a calendar year will result in revocation.
  3. Companies with revoked affiliation must reapply and pay associated application fees after paying outstanding balances. Acceptance back into the program is not guaranteed.
- Use only EWN-vetted and certified Proctors, Trainers, Administrators, and Evaluators .
  1. After the initial company-level certification, any new Proctor, Trainer, or Evaluator must complete EWN's individual Evaluator application, vetting, and training requirements before performing evaluations under the TPE program.  
*(Note: It is best practice for the individual to wait until their application is approved before taking the Master Evaluator Certificate Program or Master Trainer Development Program. Applicants taking the class before applying will not be refunded if their Evaluator application is declined.)*
  2. Under no circumstances shall Energy Worldnet be held responsible for any criminal background activity, whether known or unknown, disclosed or undisclosed, or related to any individual or organization affiliated with the EWN Third-Party Evaluator (TPE) Program, as it is the responsibility of third-party evaluation organizations to conduct initial and ongoing background checks for each Evaluator as required by any/all companies that the TPE will be working with or on behalf of.
- Always provide security for all assessment materials.
- Agree to all audit procedures as indicated by EWN TPE Program requirements.
- Administer all assessments according to EWN MECP and proctor standards.
- Comply with EWN logo usage guidelines.





- Report to EWN the addition or removal of Evaluators, Trainers, and/or Proctors as soon as they are promoted, hired, or leave the TPE.
- Ensure that all participants requiring assessments are notified of the requirement and participation in a timely and effective manner that ensures understanding of their assessment's time, location, and ramifications.
- TPE Evaluators must conduct all Performance Evaluations via the EWN Evaluator Tool or the EWN Mobile App. This provides time stamps (which include both time and date) for the start and completion of the Performance Evaluation. Under no circumstances should a Performance Evaluation be entered at any time after its completion via the Mobile App.
- If, for any reason, a Performance Evaluation must be given in paper form, an explanation must be provided on the paper copy, along with the start time & date and completion time & date written on the paper PE. The paper copy must be manually submitted into the EWN System by an EWN employee associated with the TPE Program within 48 hours of the completion date (tpe@energyworldnet.com). Paper copies must be secured or destroyed.
- Performance Evaluations (electronic & paper) with unreasonable time stamps documenting the completion and qualification of a pipeline worker could be revoked during an Energy Worldnet audit and result in the disqualification of that pipeline worker. The duration of the assessments will be audited on a regular basis.
- All TPE-related emails should be sent to tpe@energyworldnet.com. Emails sent to individual EWN employees may receive delayed response.



Under no circumstances should a Performance Evaluation be entered at any time after its completion via the Mobile App.



## TPE Personnel Roles, Qualifications, and Responsibilities

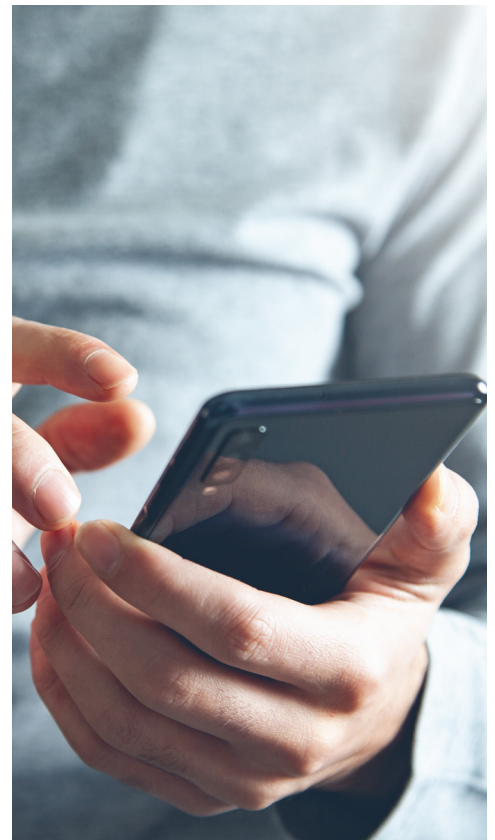
### Primary Administrator

#### Qualifications

Contact your TPE Account Manager and request an added user into the account (tpe@energyworldnet.com).

#### Responsibilities

- Ensure TPE Evaluators conduct all Performance Evaluations via the EWN Evaluator Tool or the EWN Mobile App. This provides time stamps (which include both time and date) for the start and completion of the Performance Evaluation. Under no circumstances should a Performance Evaluation be entered at any time after its completion via the Mobile App.
- If, for any reason, a Performance Evaluation must be given in paper form, an explanation must be provided on the paper copy, along with the Start Time & Date and Completion Time & Date written on the paper PE. The paper copy must be manually submitted into the EWN System by an EWN employee associated with the TPE Program within 48 hours of the completion date (tpe@energyworldnet.com). Paper copies must be secured or destroyed.
- Performance Evaluations (electronic & paper) with unreasonable time stamps documenting the completion and qualification of a pipeline worker could be revoked during an Energy Worldnet audit and result in the disqualification of that pipeline worker and notification to the Operator. The duration of the assessments will be audited on a regular basis.
- Maintain the security and confidentiality of EWN usernames and passwords.
- Participate in TPE program audits when requested by EWN.
- Ensure that all TPE personnel have current certifications (Proctoring CBT, MECF, MTDP) and that the client adheres to the Operator's OQ requirements before administering assessments and/or Performance Evaluations.



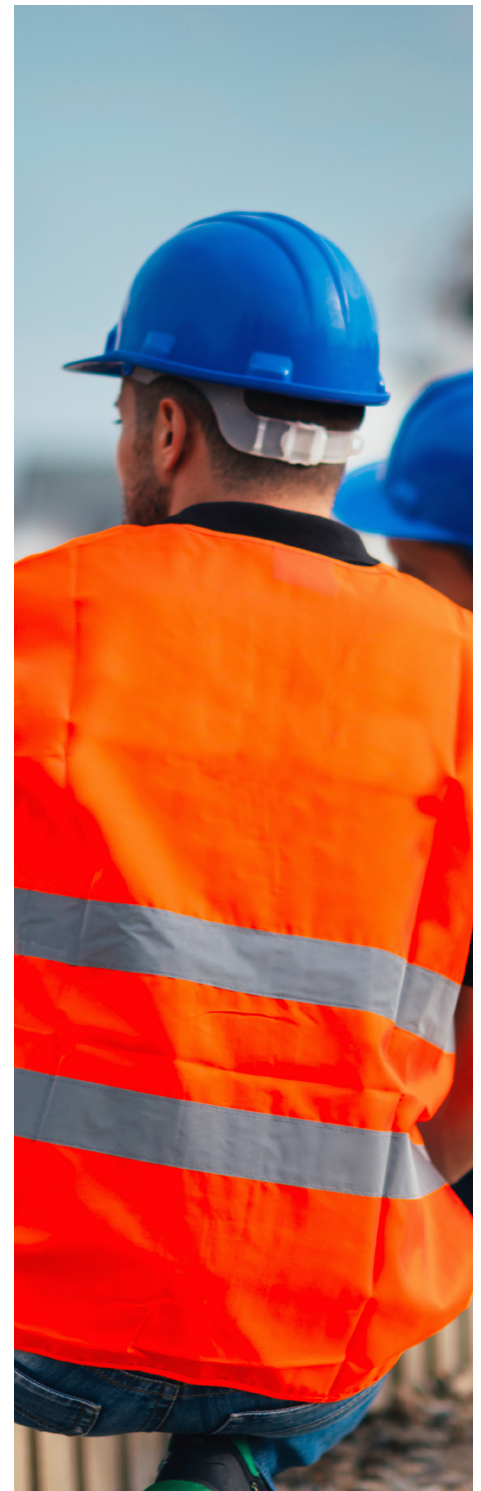
- Retain acceptable documentation for Performance Evaluations.
- Ensure that all Performance Evaluations are administered in person.
  1. Conducting Performance Evaluations using a landline, cell phone, webcam, skype, etc., is unacceptable. The records and TPE status of the Evaluator will be revoked.
- Ensure that all Performance Evaluations are performed at a ratio of one-to-one (1:1), with the Evaluator evaluating one person at a time.
- Ensure the TPE remains in good financial standing.
  1. If additional documentation is required (i.e., PO#, project name, number, etc.) for invoice payment to be processed, the primary administrator must ensure that all required information is provided to EWN.
- Ensure all pertinent TPE staff are kept up-to-date regarding EWN's most recent policies and procedures.
- All TPE-related emails should be sent to [tpe@energyworldnet.com](mailto:tpe@energyworldnet.com)



## Master Trainer/Proctor

### Qualifications

- Complete and submit the EWN Third-Party Evaluator (TPE) Individual Application with all supporting documents listed at the top of the application that identifies experience, safety record, training, certification, education, and other commendations.
- Have the knowledge, skill, and ability to instruct and impart information to students and/or assess the knowledge, skill, and ability of others by observing the activity being evaluated.
  1. Other characteristics are leadership ability, ethics, stewardship, respect toward others, and positive reinforcement.
- All Trainers, including those identified as a Trainer on the EWN Website for marketing reasons, must complete MTDP once every three (3) years.
- Complete the EWN Master Trainer Development Program (MTDP) training and the EWN Proctoring Examinations computer-based training once every three (3) years. **Note:** MTDP Classes are held less often than MECP Classes.
  1. Depending on the application's timing, it may be 60 days or longer before the individual can take the MTDP class; this will result in the individual being approved as Third-Party Evaluator without Authorized Training permissions until the organization's Trainer(s) takes the MTDP class.
  2. The Trainer must attend the first available MTDP class to maintain Trainer status. Once MTDP has been completed, the organization can be approved as a TPE.
- All Proctors must complete the EWN Proctoring Examinations computer-based training before proctoring their first assessment.





## Responsibilities

- Have and maintain current credentials.
- Provide tools, props, materials, and an adequate classroom or workspace in which to train and evaluate the students.
- Impart information to students and assess the student comprehension of the presented material through discussion and classroom observation.
- Gather material, stage the learning area, review safety procedures, maintain an impartial observation, note the unusual, identify tools and material, and review the test.
- Verify and accurately record the participants' proper identification.
- Accurately enter the participants' results into the proper record and data management system.
- Participate in audits when requested by EWN.
- All TPE-related emails should be sent to [tpe@energyworldnet.com](mailto:tpe@energyworldnet.com)



## Master Evaluator/Proctor

An Evaluator is an individual who has completed EWN's Master Evaluator Certification Program (MECP) and possesses the knowledge, skills, and ability to assess a person's ability to physically perform covered tasks.

### Qualifications

- Evaluator characteristics include recognized knowledge and skill of performing covered tasks, leadership ability, ethics, stewardship, knowledge transfer, non-threatening demeanor, respect toward others, and positive, unbiased reinforcement.
- Complete and submit the EWN Third-Party Evaluator (TPE) Individual Application with all supporting documents listed at the top of the application that identifies experience, safety record, training, certification, education, and other commendations.
- Complete the EWN Master Evaluator Certification Program (MECP) training and the EWN Proctoring Examinations computer-based training once every three (3) years.



### Responsibilities

The responsibilities of a Master Evaluator include providing tools, props, materials, and an adequate workspace to evaluate the knowledge, skills, and abilities required to perform a given covered task. Evaluating the knowledge, skills, and abilities of others to perform covered tasks includes, but is not limited to, verifying and accurately recording an individual's proper identification and completing all Performance Evaluations via the EWN Evaluator Tool or EWN Mobile App.

- Electronic Performance Evaluations must be started at the beginning of the evaluation, filled out during the evaluation, and signed by both the participant and Evaluator before completing the evaluation.
- Conducting a Performance Evaluation requires the Evaluator to gather material, stage the testing area, review safety procedures, maintain an impartial observation, note anything unusual, identify tools and material, and review the evaluation. During the evaluation, the Evaluator will require the participant to demonstrate and explain the covered task's steps, procedures, or processes. The Evaluator will give the participant adequate space,

observe the performance, check off the tasks, review the evaluation, and note whether the participant passed.

- Ensure that all Performance Evaluations are administered in person. Conducting a Performance Evaluation of any kind using a landline, cell phone, webcam, skype, etc., is unacceptable and will be revoked.
- Ensure that all Performance Evaluations are conducted on a ratio of one-to-one (1:1).
- Conduct all Performance Evaluations via the EWN Evaluator Tool or the EWN Mobile App. This provides time stamps (which include both time and date) for the start and completion of the Performance Evaluation. Under no circumstances should a Performance Evaluation be entered at any time after its completion via the Mobile App.
- If, for any reason, a Performance Evaluation must be given in paper form, an explanation must be provided on the paper copy, along with the Start Time & Date and Completion Time & Date written on the paper PE. The paper copy must be manually submitted into the EWN System by an EWN employee associated with the TPE Program within 48 hours of the completion date (tpe@energyworldnet.com). Paper copies must be secured or destroyed.
- If paper Performance Evaluation forms are used, ensure that all manual documents are uploaded as manual records in the EWN System with proper time stamps and the reason for not using the Evaluator Tool or Mobile App.
- Performance Evaluations (electronic & paper) with unreasonable time stamps documenting the completion and qualification of a pipeline worker could be revoked during an Energy Worldnet audit and result in the disqualification of that pipeline worker. The duration of the assessments will be audited on a regular basis.
- Participate in audits when requested by EWN.

If an individual fails the Performance Evaluation, specific

**Ensure that all  
Performance  
Evaluations are  
conducted on a ratio  
of one-to-one (1:1).  
Conduct all  
Performance  
Evaluations via the  
EWN Evaluator Tool or  
the EWN Mobile App.**



feedback should be provided after the evaluation process unless otherwise directed by the Operator. In some cases, labor unions require a company representative to deliver the results. The Evaluator should provide specific comments regarding the observation, explain missed areas, provide positive comments, and follow up actions for additional training or re-evaluation.

When an individual fails the evaluation, the course of action should be immediately presented. If re-qualification is required, the evaluation failure must be communicated to the individual, and their supervisor must be notified of the individual's non-qualified status as soon as possible. The supervisor must also be notified of which covered task the individual is not qualified to perform. If the organization allows individuals to work on covered tasks under the direct observation of a qualified individual by following applicable Span-of-Control limitations, the individual's non-qualified status must be notified to the appropriate personnel. The OQ Plan administrator must be notified of the non-qualified status for each covered task affected, and the individual's status change must be documented on their qualification records.



## Proctor Only

Proctors can provide administrative assistance and support to personnel during assessments to ensure the validity of assessments and securely maintain qualification records.

## Qualifications

- Complete and submit the EWN Third-Party Evaluator (TPE) Individual Application with all supporting documents listed at the top of the application that identifies experience, safety record, training, certification, education, and other commendations.
- Complete the EWN Proctoring Examinations computer-based training once every three (3) years.

## Responsibilities

- Possess and maintain current credentials.
- Provide administrative assistance and support to participants during assessments.
- Ensure the validity of the assessments.
- Administer assessments in a secure way to prevent cheating.
- Securely maintain qualification records .
- Only proctor in person, not remotely, and keep secure their EWN proctor credentials to prevent unauthorized use.
- Verify the participant's identification.
- Accurately enter the participant's assessment results into the proper record and data management system.
- Participate in audits when requested by EWN.
- All TPE-related emails should be sent to [tpe@energyworldnet.com](mailto:tpe@energyworldnet.com)



## Reporting and Record-Keeping

- All EWN records must be treated as confidential information and handled with the same degree of security afforded to all personal employee documentation.
  1. No records containing participant information, including score reports, should be distributed.
- Keep all assessment and Performance Evaluation-related records confidential and secure, as a breach of confidentiality may lead to the loss of Third-Party Evaluator (TPE) status.
- Original copies of ALL records must be kept for at least 5 years from the submission date.
  1. If original copies are not taken online or through the Evaluator Tool or Mobile App, they can be kept electronically via scanning with the documented reason for using an electronic device.
- Ensure that all assessments not taken online are entered into the EWN System within 48 hours of completion, with time stamps and the reason for not using a computer or electronic device.
  1. A copy of the manual document must be uploaded as part of the record submission, with time stamps and the reason for not using a computer or electronic device.



## Training and Assessment Security

All assessment materials, answer sheets, participant responses, scores, training prescriptions, reports, and other sensitive assessment materials must be maintained in a fireproof, locked file cabinet or safe in a secure and confidential location.

Discussion of the specific content or questions in any assessment with any participant, representative, or another member of your organization is strictly prohibited.

EWN closely monitors the security of all assessments.

EWN will deal swiftly with all breaches in assessment security and/or the confidentiality of a participant's results. In addition, EWN will follow and enforce all established procedures, including auditing, to safeguard the results of assessments and the personal privacy rights of participants. Security is of the utmost importance.

EWN will fully prosecute to all applicable local, state, and federal regulations to ensure there are no unauthorized use or misuse of assessments.

EWN closely  
monitors  
and takes  
seriously the  
security of all  
assessments.



## Security and Confidentiality

All materials, including answer sheets, participant responses, scores, training prescriptions, reports, and other sensitive assessment materials, must be maintained in a secure and confidential location. Participant results may not be shared with anyone for whom they have not expressly given written permission. EWN closely monitors the security of all assessments and will deal swiftly with all breaches in assessment security and/or the confidentiality of a participant's results.

If there is evidence that a TPE is compromising security, EWN reserves the right to revoke the TPE with no eligibility for re-application.

## Copyright of Program Materials

All assessments, Performance Evaluations, and practical examinations are the copyrighted property of EWN. TPE Companies do not own assessment products; they only purchase the right to use them following EWN's guidelines and policies. As such, TPEs may not retain copies or create duplications of EWN's content or assessments.

## Naming and Logo Usage Guidelines

All naming and logo usage must follow the accompanying Logo Quick Guide. The Logo Quick Guide may be shared with all necessary parties within the TPE, including a Web Designer, Marketing specialist, etc.

## Audits

An audit is a systematic, independent examination to determine whether an EWN client, Third-Party Evaluator (TPE), Master Evaluator, or Master Trainer is complying with the EWN Policy and Procedures for their given certificate program (TPE guidelines, MECP, MTDP, or Proctoring Examinations computer-based training). An audit also provides valuable feedback and an opportunity to improve all EWN certification programs.

EWN conducts regularly scheduled internal audits and for-cause audits on all vetted Proctors, evaluators, Trainers, and Third-Party Evaluator Companies (TPEs). Audits may uncover possible violations and/or non-compliance and may result in corrective actions or revocation of the TPE or individual evaluators.

A for-cause audit results from a formal complaint that has been received regarding an EWN TPE, Master Evaluator, or Master Trainer. An EWN Formal Complaint Form will be completed for any for-cause audits.

All TPE staff must cooperate with the auditor and provide any necessary documentation that may be needed to conduct the audit.

Notification will also be given to Operators and/or Contractors where certifications and/or qualifications may be in question.

## **Audit Procedures**

### **Scheduled Audits**

On-site, scheduled audits may be conducted for various reasons stemming from EWN internal audits, for-cause audits, and/or informational and educational purposes.

EWN reserves the right to assess fines and/or costs associated with for-cause audits.

#### **Notification/Scheduling**

The EWN TPE will be given written notice regarding the audit. For all pre-scheduled audits, a notice will be provided at least thirty (30) days before the audit's scheduled date. Reasonable requests for audit rescheduling may be honored but must be presented within 14 days of the initially scheduled date. Only one reschedule is allowed. If more than one scheduled audit is canceled, the TPE will be suspended until the audit may be performed. For-cause audits will not be allowed to be rescheduled and may occur without notice.

Notification will also be given to the Operator and/or Contractor where certifications may be in question.

### **Documentation**

An audit checklist (TPE, Proctor, Evaluator, and Trainer) can be requested and provided electronically to the TPE before a scheduled audit. The audit checklist is a guide used by the client, Evaluator, and Trainer to understand what will be required from the auditor when they are on-site. The auditors also use the checklist when conducting the audit as a guide to ensure all audit elements have been completed.

### **Audit Process/Requirements**

The EWN TPE's Primary Administrator/Owner/Stakeholder, or their delegate, must be present for all EWN audits. Depending on the severity of the audit a Contractor and/or Operator representative may also be present.

All staff must cooperate with the auditor and provide any necessary documentation that may be needed to conduct the audit.

Requests for rescheduling audits are considered on a case-by-case basis. An organization may be responsible for the cost of the audit if rescheduling occurs.

All TPEs should conduct periodic self-audits to ensure they are following all EWN Policies and Procedures.

Audit details will be communicated to the employer, Evaluator, and/or Trainer, both verbally and in writing. If necessary, any Operator and/or Contractor will also be notified of a pending audit.



## Non-Compliance and Corrective Action

- The auditor will communicate all non-conformances to the TPE Primary Administrator/Owner, Operator, and/or Contractor when non-compliance involves certifications that may be revoked.
- TPE's Primary Administrator/Owner must commit to an agreed-upon action plan to remedy non-conformances.
- Willful non-conformance will result in immediate TPE revocation.
- Unfamiliarity with the requirements outlined in EWN's Proctoring, MECP, MTDP, and/or OQ Policy and Procedure Guidelines will not be accepted as a reason for non-conformance.
- All non-conformances must be corrected by the date given to the satisfaction of EWN.
- Suspension of TPE status and account may be imposed during any investigation into any possible non-conformance. A Notice of Suspension Form will be sent to the certification holder and their employer when a suspension is necessary. Operators and/or Contractors will be notified of any evaluator and/or trainer suspension immediately upon determination of non-conformance.
- Revocation of status may be imposed upon determining that a violation of the EWN Proctor/Evaluator/Training Policy and Procedures has occurred. When a revocation is imposed, a Notice of Revocation Form will be sent to the certification holder and employer. Operators and/or Contractors will be notified of any Proctor, Evaluator, and/or Trainer suspension immediately upon determination of non-conformance.
- Any certifications/qualifications deemed void due to non-conformance will be removed from both the Energy Worldnet System and ISN. All Contractors and Operators will also be notified of any credentials that will be removed and voided.
- Failure to cooperate and/or correct any items of non-conformance will result in immediate revocation.



## Suspension of Individuals

- Suspension may be imposed upon any TPE Proctor, Trainer, or Evaluator in non-compliance with EWN OQ Policy and Procedures.
- The TPE Proctor, Evaluator, and/or Trainer and any Operator or Contractor will be notified of the suspension in writing with the specific reason(s) for the suspension and the projected suspension lift date.
- If the deficiencies that caused the suspension are corrected, and evidence of such is submitted to and accepted by EWN, the suspension will be lifted, and all involved parties will be notified of the suspension cancellation.
- If the TPE Evaluator or Trainer fails to meet the requirements of their suspension, their certification will be revoked.
- Revocation of Individuals
- Revocation includes the inactivation of the user account in the EWN System.
- The TPE Proctor, Evaluator, Trainer, and any Operator or Contractor will be notified in writing of the revocation of the certificate with the specific reason(s) for the revocation.
- The TPE Proctor, Evaluator, and/or Trainer may appeal the revocation decision.
- Appeals must be submitted in writing within thirty (30) days from the notification date. During this time, certification will be suspended until the EWN Leadership's decision.
- The decision resulting from the appeals process is final and effective immediately.
- Eligibility to re-application is subject to EWN's review. No re-application will be accepted for a minimum of 1 year after the date of revocation. EWN's decision on a re-application is final.
- EWN reserves the right to revoke individuals and/or companies at will.



## Possible Penalties

EWN takes all breaches and potential breaches of assessment security and the integrity of the EWN Program seriously and will take appropriate action against those who cheat or violate EWN policies and procedures or otherwise breach assessment security.

Penalties may include, but are not limited to:

- Removal of all non-conformance evaluations or qualification scores in both the EWN and ISN Systems.
- Suspending the participant from all assessment activity with EWN for a minimum of 1 year.
- Revocation of all the participant's EWN Proctoring, MECP, and/or MTDP credentials.
- Revocation of the TPE's status.
- For security breaches or violations of EWN policies and procedures by an organization and/or its employees/representatives, penalties may include, but are not limited to:
  - Immediate suspension of certifications
  - Loss of EWN's credentials for involved personnel for a minimum of one (1) year
  - Legal action



## TPE Company Status

Approved status for a TPE Company is awarded for three (3) years. The re-application process intends to verify that the TPE continues to adhere to EWN's policies and procedures. Renewal is granted if the TPE satisfies the following conditions during their current TPE period:

- Have no significant complaints or concerns registered with EWN by users regarding audits, assessments, or Performance Evaluations administered by the TPE.
- Conduct all assessments and Performance Evaluations according to EWN's policies and procedures.
- Remain current with all account balances, including the TPE account and any connected Contractors under the responsibility of the TPE.
- Remain current with the annual maintenance fee.
- Provide a current copy of proof of business (i.e., Certificate of Incorporation, Certificate of LLC, etc.).
- Keep all certifications current (Administrator, Trainer, Evaluator, and Proctor).
- Maintain the TPE company and individual trainer/evaluator's information current with EWN.
- Maintain all required documentation.
- Respond to any questions regarding program audits and correct any items of non-conformance identified within the timeline of the agreed-upon action plan.
- Consent to a re-application audit.

## TPE Company Suspension

Suspension will be imposed upon a TPE that has been found to have fallen below EWN's TPE standards.

EWN must decide to continue, terminate, and/or revoke the TPE status by the end of the suspension period.

If the deficiencies that caused the suspension are corrected, and evidence of such is submitted and accepted by EWN, TPE status may be restored.

EWN may revoke TPE status if the problems that led to the suspension are not corrected by the TPE and/or not accepted by EWN.

## TPE Company Revocation

EWN leadership will make the final decision regarding revocation.

- Revocation means that the TPE company is inactivated in EWN's system and removed from EWN's website and marketing materials. All operators and contractors connected to the TPE in the EWN System will be made aware of the TPE revocation.
- The TPE will be notified, in writing, with the specific reasons for the revocation.
- The TPE may appeal EWN's decision within thirty (30) days from the notification date.
- During this time, certification will be suspended until EWN Leadership's decision.
- The decision resulting from the appeals process is final and effective immediately.
- Eligibility for re-application is subject to EWN's review. No re-application will be accepted for a minimum of 1 year after the date of revocation. EWN's decision on a re-application is final.
- EWN reserves the right to remove individuals and/or companies at will.

## Change of Ownership or Organizational Status

Buyouts, mergers, acquisitions, and/or executive turnovers, including removal or replacement of a TPE Primary Administrator, must be reported to EWN immediately using the EWN Change of Information Form.

## Potential Penalties for Program Participants and/or TPEs

EWN takes all breaches or potential breaches of assessment security and the integrity of the examination and evaluation process seriously and will take appropriate action against those who cheat, violate TPE rules, violate EWN policies or procedures, or otherwise breach assessment security.

For cheating or violating TPE rules, penalties may include, but are not limited to:

- Dismissing the participant from the assessment session.
- Disqualifying the participant without opportunity for another assessment attempt.
- Canceling assessment scores.
- Barring the participant from all EWN assessments and evaluations for a minimum of 1 year.

For security breaches or violations of EWN policies or procedures by a TPE and/or its employee/representative, penalties may include, but are not limited to:

- A for-cause audit at the TPE's expense.
- Immediate suspension of the TPE.
- Loss of TPE credentials for involved personnel for a minimum of 1 year.
- Revocation of the TPE with no eligibility to reapply for a minimum of 1 year.