Why It Matters To You

Span-of-control (SOC): The maximum number of non-qualified individuals that a qualified individual can direct and observe performing a covered task.

SOC is a method used to allow a yet-to-be-qualified individual to gain on-the-job training and experience (OJT/OJE) performing a covered task. It is not the intent of SOC to increase the capacity of a qualified workforce with unqualified individuals.

OJT/OJE must not be used in lieu of formal Academy training when available.

As a qualified individual, you may be asked to directly observe an non-qualified individual perform a covered task.

As a non-qualified individual, you may be asked to perform a covered task of which you are not yet qualified to perform, under the direct observation of a qualified individual.

Key Discussion Points

Non-qualified individuals:

- Perform only covered tasks under the direction and observation of a qualified individual.
- Know the SOC requirements of the task(s) being performed.
- Refrain from filling out or signing any paperwork or documentation related to the covered task. Only qualified individuals may sign documents, as they are the accountable party for the correct performance of the tasks.

Qualified individuals:

- Maintain direct observation of the non-qualified person during the entire time they are performing the covered task.
- Be in a position to take immediate corrective action if necessary.
- Take complete responsibility for the performance of the covered task by the non-qualified person.
- Complete all necessary paperwork or documentation related to the covered task.
- Stop the non-qualified person from performing a task if the non-qualified person is unable to perform as directed.
Plastic Connections and Welding Tasks

The SOC for plastic connections and welding tasks is 1:0. Only qualified persons can perform these tasks on production assets. Non-qualified individuals may practice these tasks in a training-only environment.

For more information see Section 5 of TD-4008S, “Operator Qualification Program Requirements.”

Examples

Figures 1 through 4 below were staged for the purpose of providing a visual aid of proper and improper uses of SOC and are not pictures of individual working under SOC.

Figure 1. Proper Span-of-Control

Figure 2. Improper Span-of-Control

Figure 3. Proper Span-of-Control

Figure 4. Improper Span-of-Control

QUESTIONS?


Hours: 7:00 a.m. to 3:30 p.m., Monday through Friday.