

OVERHEAD FIRE HARDENING QC AUDIT PROCESS

1 Initial Audits

- 1.1 System Hardening Analyst creates a span sheet in the Distribution Operational Toolset (DOT) and provides the current electric map to the QA Circuit Hardening teams after Construction-Ready status has been achieved.
- 1.2 The QC Hardening Analyst uploads the span sheet into the Safety Culture software program.
- 1.3 Contractors schedule a Standards Pre-Audit after receiving a Wire Pull Sheet, once GC has added the job in the GC Hardening tracker.
 - a. A Standards Pre-Audit is completed prior to the crew pulling in overhead (OH) tree wire. The Pre-Audit ensures that any identified non-conformities can be fixed prior to tree wire being installed.
 - b. The latest audit is duplicated, and the submission number is updated to keep a running total for each PM Number. This continues until the job is 100% complete.
- 1.4 An OH tree wire installation audit is conducted on the same day the tree wire is pulled and the bare wire is de-energized. The auditor passes each individual span and verifies the span as fire safe (threat of ignition is mitigated).
- 1.5 A minimum of one photo is required for each location showing the connections are taped and covered.
 - a. The latest audit is duplicated, and submission number is updated until the job is complete, and all spans are passed.
- 1.6 Upon completion of the OH tree wire installation audit, the results are submitted to the crew GF, Hardening leadership, and the QC Hardening Analyst.
- 1.7 The Hardening Analyst passes each individual span in the DOT and verifies that all required photos have been uploaded to the audit. The audit is then officially included toward the yearly mileage target.
- 1.8 Once all spans are passed, the final submission is sent to Internal Audit for the spans and footage to be validated.

2 Contracting Final Audit

- 2.1 Once the job is complete and the as-builts are submitted, a final audit is processed.
 - a. The final audit includes all locations while utilizing the latest standards pre-audit to verify all infractions have been corrected.
 - If any standard violations are present, they are referred to the contractor for corrective actions.
 - Once the job has passed final audit it is sent back to the contractor for invoicing.

3 GC Final Audits

- 3.1 GC final audits are completed when all spans are passed, and the audit documentation complete.
 - a. All locations are audited using the latest standards pre-audit to verify all infractions have been corrected.
 - b. If any standard violations are present, the identified violations are referred to the Foreman and Supervisor for corrective action.

END OF INSTRUCTIONS

DEFINITIONS

Distribution Operational Toolset (DOT): A collaboratively shared database used for System Hardening project tracking to track each PM Number through completion. The graphic below shows the DOT used by the System Hardening team.

DOT - Distribution Operations Toolset
 Refresh: 9/30/24 7:32 AM
 1) Double-click on a menu item to execute its function

Links: **WTA**
[Email a Link to this Home](#)
[Save this Menu to Desktop](#)

[About Us](#) Read about the team behind this platform
[How To Use](#) Watch training videos on using this platform
[Get Help](#) Locate process owners to email about issues

[Take a Tour](#) [Show Less](#)

1) Click to select a Tracker (highlighted means selected)

Abbreviation	Available Trainers (or Trackers)
PFT	ET&S Portfolio Tracker
SWT	Substation Work Tracker
TLM	T-Line Maintenance Tracker
DOT	Distribution Operations Toolset
DPM	Distribution Portfolio Management
PLC	Planning & Compliance Tracker
ADA	Automated Data Analyst

2) Click to select a menu page in the above tracker

Page	Description
Landing	Sub-menu for landing and recurring use
PM, PCA	Sub-menu for PM/PCA
UG PM, PCA	Sub-menu for UG PM/PCA
Programs	Reporting for Program Management
Programs 2	Reporting for Program Management
Core Programs	Sub-menu for Core Programs
Rule 20A	Sub-menu for Rule 20A
P&C Scorecard	Sub-menu for P&C Scorecards
UG Scorecards	Sub-menu for UG Scorecards
Veg & Insp	Sub-menu for Veg Team Reporting
File Rebuild	Reporting for File Response
Admin	Sub-menu for Administrator

Select a Menu Item by Usage within: DOT - Distribution Operations Toolset
 Pick: Top Frequently Used by All Users. Note: Click on a bar below to navigate to the Menu Item.

540 Tags Tracker
 504 Tags POC Tracker
 Civil Log
 WSH Project Log (All)
 WSH Project Log (User)

Phrase: Set, Access. Note: Wildcards * can be used. Commas "," mean OR.
 Search all Menu Items for above phraseology (clicking below adjusts all other selections)

Where Found Service	Found Description
ADA	Add User Helpers
ADA	Adjust Access
ADA	Approve Access
DOT	Core Programs Targets
TLM	ETL Assets
DPM	Manage Pay Apps
DOT	P&C Targets
ADA	Roles Access Guide
ADA	Set All Access
ADA	Set Dropdowns
ADA	Set Jump Targets
ADA	Set Menu

DOCUMENT APPROVER

Supervisor, Electric Quality Control, Fire Hardening Lead

CONTACT

Manager, Electric Quality Control