DIVISION	DEPARTMENT	EFFECTIVE DATE
DISTRIBUTION OPERATIONS	ELECT. DISTRIBUTION SERVICES	APRIL 12, 2017

SECTION

CORRECTIVE MAINTENANCE

SUBJECT TITLE

DISTRICT INTERNAL QUALITY ASSURANCE AUDITS

1. PURPOSE

1.1. District supervision is responsible for auditing CMP inspections and follow up repairs to ensure quality and compliance to the established program. The purpose of this Standard Practice is to provide a uniform set of procedures for District Internal Quality Assurance Audits and will also define the procedures for equipment selection, documentation, field review, and follow-up action items.

2. APPLICABILITY

3. DEFINITIONS

3.1. **SAP WM** – Systems Applications & Products Work Management

3.2. **CMP** – Corrective Maintenance Program

3.3. **PM** – Program Management

3.4. **CPUC –** California Public Utility Commission

3.5. **GO –** General Order

4. PROCEDURE

4.1. GENERAL PROCESS FOR UNDERGROUND QUARTERLY AUDITS

4.1.1. Each quarter, each Inspector ID shall be audited at a rate of 1.5% or a minimum of 1 structure, whichever is greater, for each of the following inspection types: Above Ground Dead-front (AGDF), Above Ground Live-front (AGLF), Subsurface with Equipment (SS3), Subsurface without Equipment (SS10), and Oil and Gas Switches (SW3).

4.1.1.1. Infraction Condition (I), Reliability Condition (R), and Discretionary Conditions (D) will be reviewed for auditing purposes

4.1.2. Follow up repairs, excluding repairs made during the inspection, shall be audited at a rate of 1.5% of the total underground infractions repaired each quarter or a minimum of 5 infractions, whichever is greater.

4.2. GENERAL PROCESS FOR OVERHEAD QUARTERLY AUDITS

4.2.1. Each quarter, each Inspector ID shall be audited at a rate of 1.5% or a minimum of 1 structure, whichever is greater for Overhead Visual Inspections (OHVI).

4.2.1.1. Infraction Condition (I), Reliability Condition (R), and Discretionary Conditions (D) will be reviewed for auditing purposes

4.2.2. Follow up repairs, excluding repairs made during the inspection, shall be audited at a rate of 1.5% of the total overhead infractions repaired each quarter or a minimum of 5 infractions, whichever is greater.

ISSUED BY	APPROVED BY
LONNY SALDIVAR	*GERRY LEHMANN*

4.3. PROCESS FOR AUDITING AND REPORTING DEFICIENCIES

4.3.1. The Operations Assistant will pull the Overhead Visual Inspections and the Above Ground Dead Front (AGDF), Above Ground Live Front (AGLF), Subsurface with equipment (SS3), Subsurface without equipment (SS10), and Switches (SW3) Inspections through the PMR Report to ensure consistent and unbiased data

4.3.1.1. The report can be located at http://electricopspmr/ under reports→Corrective Maintenance Program → CMP QA Audit

4.3.2. District supervision will field visit each structure selected for auditing to ensure accuracy and quality of work and also to ensure compliance with SDG&E Construction Standards and CPUC GO 95 & 128.

4.3.2.1. A structure does not require a field visit if it will cause the district to use an inordinate amount of time and/or resources (i.e. outage, extended permitting, budget constraints) to complete.

4.3.2.2. Please notate the structure on the initial report with a reason and select another structure for the inspector by re-running the report and select another structure.

4.3.2.3. If that is the only structure the inspector has inspected, it may be omitted from the audit.

4.3.3. Deficiencies should be noted on the quality assurance report and discussed with employees. The district shall keep a copy of the quarterly report form for five years.

4.3.4. Any additional infractions found by district supervision on the audit should be inputted into SAP WM and repaired within the internal company established timeframe.

4.3.5. The Quality Assurance Report along with the summary (See Attachments) will be uploaded onto the CMP SharePoint no later than 90 days after the end of the quarter.

4.4. PROGRAM MANAGEMENT REVIEW

4.4.1. PM will be checking to ensure each district completed their Quality Assurance Report along with the summary and uploaded to the CMP SharePoint.

5. REFERENCES

6. REVISION HISTORY

Effective Date:	Type Of Change	Brief Description of Change
03/20/2015	Revision	UG Quality Assurance Report Form revised
4/12/2017	Revision	Updated Audit Rate Counts and Procedure; Updated UG Inspection Categories; Changed monitoring responsibility; added attachments

7. ATTACHMENTS

ATTACHMENT A

Overhead Quality Assurance Inspections Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Overhead Visual (OHVI)	5 Year							#VALUE!
Overhead Visual (OHVI)	5 Year							#VALUE!
Overhead Visual (OHVI)	5 Year							#VALUE!
Overhead Visual (OHVI)	5 Year							#VALUE!
Overhead Visual (OHVI)	5 Year							#VALUE!
Overhead Visual (OHVI)	5 Year							
Overhead Visual (OHVI)	5 Year							
Overhead Visual (OHVI)	5 Year							

ATTACHMENT B

Underground (AGE) Inspections Quality Assurance Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							

ATTACHMENT C

Underground (AGI) Inspections Quality Assurance Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							

ATTACHMENT D

Underground (SW3) Inspections Quality Assurance Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Oil or Gas Switches (SW3)	3year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							

ATTACHMENT E

Underground (SS3) Inspections Quality Assurance Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Subsurface w/ Equipment (SS3)	3year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							

ATTACHMENT F

Underground (SS10) Inspections Quality Assurance Report Form

CMP Internal Audit for the _ Quarter of 20__

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 2)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Supv.	# of Additional Condition Codes Identified by Supv.	% Score = Reported / Confirmed + Identified
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							

ATTACHMENT G

Repairs Quality Assurance Report Form

CMP Internal Audit for the _ th Quarter of 2___

Clear Overhead Repairs Table

Overhead Repairs

Type of Infraction	Cycle	Total Condition Codes Repaired	1.5% Audit (minimum 5)	# of Condition Codes Reported as Repaired in SAP Based on 1%	# of Same Condition Codes Confirmed by Supv. as Repaired	% Score = Confirmed / Reported
Overhead Visual (OHVI)	5 Year					

Clear Underground Repairs Table

Underground Repairs

Type of Infraction	Cycle	Total Condition Codes Repaired	1.5% Audit (minimum 5)	# of Condition Codes Reported as Repaired in SAP Based on 1%	# of Same Condition Codes Confirmed by Supv. as Repaired	% Score = Confirmed / Reported
Underground	All					