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DEPARTMENT DIVISION EFFECTIVE DATE

TRANS. & DISTRIB. ENGINEERING DISTRIBUTION ENGINEERING SEPTEMBER 20, 2017

**CORRECTIVE MAINTENANCE** 

SUBJECT TITLE

DISTRICT INTERNAL QUALITY ASSURANCE AUDITS

### 1.0 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.

#### 2.0 APPLICABILITY

2.1 This standard applies to all personnel involved with the Quality Assurance Audits.

# 3.0 <u>DEFINITIONS</u>

- 3.1 **SAP WM** Systems Applications & Products Work Management
- 3.2 **CMP** Corrective Maintenance Program
- 3.3 **PMG** Program Management Group
- 3.4 **CPUC –** California Public Utility Commission
- 3.5 **GO –** General Order

### 4.0 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% 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% of the total overhead infractions repaired each quarter or a minimum of 5 infractions, whichever is greater.

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#### DISTRICT INTERNAL QUALITY ASSURANCE AUDITS

#### 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 Each structure audited in the report should include who audited the structure, the date it was audited and any findings.
- 4.3.4 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 two years after upload.
- 4.3.5 Any additional infractions found by district supervision on the audit should be inputted into SAP WM and repaired within the internal company established timeframe.
- 4.3.6 The Quality Assurance Report along with the summary (See Attachments) will be uploaded onto the CMP SharePoint (https://sps.sdge.com/so/EO-cmp/QuarterlyAudits/default.aspx) no later than 90 days after the end of the quarter.

#### 4.4 **PROGRAM MANAGEMENT REVIEW**

- 4.4.1 PMG will be checking to ensure each district completed their Quality Assurance Report along with the summary and uploaded to the CMP SharePoint.
- 4.4.2 PMG will send out a monthly status report to district personnel regarding the completion status of the quarterly audits.

#### 5.0 REFERENCES

5.1 None

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# 6.0 REVISION HISTORY

Effective Date:	Type Of Change	Brief Description of Change
28 Aug 2017	Revised	Updated the Audit Rate Counts and Procedure; Updated the UG Inspection Categories; Changed the monitoring responsibility; added attachments; clarified record requirements
20 Mar 2015	Revised	UG Quality Assurance Report Form revised

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**CORRECTIVE MAINTENANCE** 

SUBJECT TITLE

## DISTRICT INTERNAL QUALITY ASSURANCE AUDITS

# 7.0 <u>ATTACHMENTS</u>

- 7.1 Attachment A: Overhead Quality Assurance Inspection Report Form
- 7.2 Attachment B: Underground (AGDF) Inspection Quality Assurance Report Form
- 7.3 Attachment C: Underground (AGLF) Inspection Quality Assurance Report Form
- 7.4 Attachment D: Underground (SW3) Inspection Quality Assurance Report Form
- 7.5 Attachment E: Underground (SS3) Inspection Quality Assurance Report Form
- 7.6 Attachment F: Underground (SS10) Inspection Quality Assurance Report Form
- 7.7 Attachment G: Repairs Inspection Quality Assurance Report Form

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