

Overhead and Underground Facilities Inspection Process

Lists of Circuits to be inspected are identified on a biannual basis. Planned Maintenance inspections (PM's) are generated in Storms from the list. From these PM's work requests are created for each circuit to be inspected in a cycle year. Below is the process to be followed.

- PM's (Planned Maint. Inspections) will be triggered from the PMIS system in January for the inspection cycle year. After the PM has been triggered the Resource Analyst or Project Coordinator will create the Work Requests in STS (work Management System) for each circuit and assign the Work Request in Spectrum to the NE Service Supervisor or Lead Technician in each area. The Resource Analyst or Project Coordinator will also enter the circuits list into the KY. Asset Data Base.
- Underground facilities are to be inspected in conjunction with the overhead facilities for each circuit identified in the inspection cycle.
- A permanent file will be established in each area, Ashland, Hazard, Pikeville, for each circuit to be inspected in a cycle year. Data gathered during the circuit inspections will be kept in each file.
- The DLC (Distribution Line Coordinator) or Lead Technician will contact Graphics to generate copies of the one line maps for the circuits identified for inspection. Also requested from graphics will be a report of the underground facilities identified for each circuit. The one line maps along with a list of the underground facilities to be inspected will be forwarded on to the DLC in each area to be filed in the permanent inspection folder.
- The DLC will provide a copy of the underground facilities list to the NE Supervisor or Lead Technician.
- The NE Supervisor or Lead Technician will assign the Spectrum order to the appropriate Servicer or Technician to perform the inspection(s). The NE Supervisor or Lead Technician will provide the copy of the underground facilities list for each circuit to the (inspector) for use in identifying locations of the underground facilities to be inspected. Also copies of the Underground Inspection Report Form will be provided to the servicer (inspector).
- The Servicer will perform the inspection noting the start date of the inspection and defects found on the circuit. Defects for overhead and underground facilities will be noted in the Spectrum order. Notes as to each defect will be clearly identified in the remarks. An Overhead or Underground inspection sketch sheet will also be completed noting the location and details needed to complete the repairs.

- Upon completion of an inspection the NE Servicer Supervisor or Lead technician completes the Spectrum order noting the starting and ending date of the inspection in the Asset Data Base. The NE\Lead Technician will forward the Overhead and Underground Inspection Report Forms to the DLC or Lead Technician.
- The DLC or Lead Technician notes the completion date in the "Beast" and notes on the one line map the completion date and completing inspector name.
- The DLC E-mails the Resource Analyst or Project Coordinator the Station and Circuit number and the Work Request number for the circuit completed.
- Resource analyst or Project coordinator will run a report in Business Objects for the defects that were input in the STS PM order. The file will be converted to a PDF file. The PDF will be sent to the DLC, Lead Tech.
- The DLC and Lead tech will review the defects reported on the Business Objects report and any Overhead and Underground Inspection Report Forms. A determination will be made as to which defects will require work orders and which defects can be repaired to the inspection repairs blanket work order. The One line map for each circuit will be marked with the defect locations. The business objects defect sheet will be filed in the permanent folder. The originals of the Overhead and Underground Inspection Report Forms shall be attached to the Business Objects form.
- The lead tech will assign the overhead and underground facilities defects reported to a technician(s) to prepare work requests and work orders for the repairs. Copies of the Overhead and Underground inspections forms will be provided as a reference. For defects not requiring work orders, the technician will generate a STS work request, complete a "Field Report Form", a job sketch, location map and material charge record with the defect location and repairs needed. The technician will update the one line map with the STS work request number identifying the repair locations and the STS number.
- The technician will assign the work orders and the defects not requiring work orders to repair defects to the DLC work que for scheduling and completion of the repairs. The STS orders for repairs will also be entered into the KY. Asset Data Base ("The Beast") on the Circuit Inspection repairs tab by the technician before forwarding the orders on to the DLC.
- As the repairs are completed the DLC will mark and date the defect sheet and the one line circuit drawing. The DLC will file a copy of the work order front sheet and map for the repairs in the permanent file. Copies of the STS orders for the defects and maps shall be kept in the permanent file.
- The DLC will enter the completed date into the KY. Asset Data Base on the Circuit Inspection repairs tab.

- The originals of the DKY work orders and STS orders will be forwarded to informational services for completion.
- Deficits found during the circuit the process shall be completed in a timely manner based on the condition found.

Immediately repair those facilities which presently are a risk to safety of the public and our employees.

Repair any item that could cause and outage if not immediately attended to.

Repair defects which could become a safety or outage risk if not attended to in a reasonable amount of time (3 to 6 Months).

Repair all other defects with-in 9 months of the inspection competed date.

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