

**SHELBY ENERGY COOPERATIVE INC.**  
**Shelbyville, Kentucky**

**POLICY NO. 403**

**INSPECTION OF DISTRIBUTION SYSTEM, BUILDINGS, AND EQUIPMENT**

**I. OBJECTIVES:**

- A. Shelby Energy's entire electric distribution system will be inspected at intervals not to exceed two (2) years.
- B. Shelby Energy's utility buildings will be inspected for compliance with safety codes at least annually.
- C. Construction equipment will be inspected for defects, wear, and operational hazards at least quarterly.
- D. Adequate records will be maintained to identify the inspections made, deficiencies found, and the actions taken to correct the deficiencies.
- E. Proper controls will be put in place to assure deficiencies are corrected in a timely manner.
- F. This policy will be reviewed annually by management and staff to judge effectiveness and compliance with the rules and regulations of Shelby Energy and the Kentucky Public Service Commission (PSC).
- G. Following review by management and staff, any recommended revisions to the policy will be presented to the Board of Directors for consideration and approval.
- H. Revisions to this policy will be filed with the PSC following approval by the Board of Directors.

**II. PROCEDURE**

- A. Ground patrol and/or aerial inspections of Shelby Energy's entire electric distribution system will be conducted at intervals not to exceed two (2) years.
- B. System inspections will normally be performed on an area basis, usually by substation and circuit.
- C. System inspections will be performed by qualified employees of Shelby Energy and/or employees of a qualified independent contractor.

- D. Inspectors will make a visual inspection of line clearances, poles, guys, pole top assemblies, conductors, service entrances, and equipment.
- E. A service order for the work necessary to correct each system deficiency will be prepared in a timely manner and forwarded to the appropriate department(s) for completion of the required work within a reasonable time-period.
- F. Records containing information regarding the deficiencies found will be maintained for each inspection cycle. The records will normally include the following information:
  - 1) The location.
  - 2) Date deficiency found.
  - 3) Service order number.
  - 4) Date service order issued.
  - 5) A brief description of the work to be done.
  - 6) Date service order completed.
  - 7) Name of the person(s) who performed the required work.
- G. Records, which identify the substation and circuit (inspected by year) will be maintained for each inspection cycle.
- H. The miles of line inspected will be provided to management and the Board no less than semi-annually.
- I. Ground patrol and/or aerial inspections may be supplemented by Shelby Energy's pole inspection and other projects.
- J. Shelby Energy will monitor voltage across the distribution system by using the automated metering infrastructure (AMI) system.
  - 1. Each meter on the distribution system has voltage recorded by the AMI system each day and the information imported into the mapping system.
  - 2. A meter is selected toward the end of each feeder on the distribution system to form a group of meters for routine monitoring.
  - 3. The AMI voltage on this group of meters will be monitored daily.
  - 4. Twice annually, the group of meters will have the voltage recorded onsite and manually with a volt meter that has been calibrated and verified to the working standard maintained by Shelby Energy.
  - 5. While the Shelby Energy employee is onsite at the meter, the voltage will be obtained and recorded from the AMI system by this employee.

- 6. The field voltage reading and the AMI voltage reading will be recorded in a document for verification, review, and retention.
  
- K. The utility buildings' inspection will be conducted no less than annually and consist of a physical walk through of each facility. Safety code deficiencies will be noted on the Facility Inspection form and reported to the Safety Coordinator and/or appropriate supervisor. Action to correct deficiencies will be taken promptly.
  
- L. The construction equipment inspection for defects, wear, and operational hazards will be conducted no less than quarterly. Deficiencies will be noted on the Vehicle/Equipment Inspection form and reported to the Safety Coordinator or appropriate supervisor. Action to correct deficiencies will be taken in a prompt manner. If a deficiency warrants, the equipment will be labeled "out of service" until corrected.

**III. RESPONSIBILITY**

The Senior Vice President of Power Delivery Services, in cooperation with the President & CEO, shall be responsible for the administration and implementation of this policy.

**Reference: Revisions to PSC**

Adopted:	07/30/09				
Reviewed:	11/19/15	02/27/20	01/28/21		
Revised:	05/16/11 01/24/19	11/25/13	11/20/14	04/21/17	01/25/18