

**FARMERS RURAL ELECTRIC COOPERATIVE CORPORATION
GUIDELINE NO. 518**

INSPECTION OF DISTRIBUTION SYSTEM

I. POLICY:

- A. The Cooperative's entire electric distribution system shall be inspected at intervals not to exceed two (2) years.
- B. Adequate records shall be maintained to identify the inspections made, deficiencies found and the action taken to correct the deficiencies.
- C. Proper controls shall be put in place to assure that deficiencies are corrected in a timely manner.
- D. This procedure shall be reviewed regularly to judge effectiveness and compliance with the rules and regulations of the Kentucky Public Service Commission.

II. PROCEDURE:

- A. An Inspection of the Cooperative's entire electric distribution system shall be conducted on a two (2) year cycle. This inspection will be conducted pole to pole and shall include services up to the meter. Visual inspections may be done in certain areas of the system, by operations personnel, when necessary to complete the required bi-annual inspection.
- B. Inspections shall normally be done on a systematic basis – usually by substation, circuit, and line section.
- C. Inspections shall be performed by qualified employees of the Cooperative and/or qualified employees of an independent contractor.
- D. Inspectors shall make a visual inspection of all poles, guys, pole top assemblies, conductors, and equipment. Particular attention shall be given to line clearances.
- E. A deficiency that does not require a job such as tightening guys, guy markers, lightning arrestors on transformers, and re-sagging a line will be handled through the system inspection software. Deficiencies that require a job will be handled through the work order system.
- F. The following items will be saved in the software that is used for the inspection of the system; name of inspector, date and time of inspection, GPS coordinates of inspector and the GPS coordinates of the item that was inspected.

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- G. The work that is completed in the system inspection software shall be saved for record retention and tracking.
- H. The completed work orders shall be scanned for record retention and tracking.
- I. Open orders shall be reviewed quarterly and given to the appropriate department manager so they can be completed promptly.
- J. A work-in-progress file shall be maintained, to record progress of system inspection - who is inspecting, the circuit that is being inspected, the start and completion dates.
- K. Management shall be provided quarterly updates during operations meetings to show progress of system inspection and to insure the two-year inspection cycle is achieved.
- L. All employees shall be instructed to closely watch for deficiencies during their normal work activities and report any deficiencies observed to the appropriate department.
- M. Management will periodically update any area that needs special attention during the inspection process such as: danger trees near river crossings, poles near water that could be washed out, danger trees before the first protective device and areas missed during ROW clearing.