

JACKSON ENERGY COOPERATIVE COOPERATION

ADMINISTRATIVE POLICY NO. A304

SUBJECT: INSPECTION OF DISTRIBUTION SYSTEM

I. OBJECTIVE:

II. POLICY:

- A. The Cooperative's entire electric distribution system shall be inspected at intervals not to exceed two (2) years.
- B. Accurate records shall be maintained to identify the inspections made, deficiencies found, and the appropriate 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 policy and the procedures contained herein shall be reviewed bi-annually to judge effectiveness and compliance with the rules and regulations of the Kentucky Public Service Commission.
- E. Any revisions to this policy and the procedures contained herein require the approval of the Kentucky Public Service Commission.

III. PROCEDURE:

- A. Ground patrol inspections of the Cooperative's entire electric distribution system shall be conducted on a two (2) year cycle. Approximately one-half of the system shall be inspected each year.
- B. Inspections shall normally be done by substation and circuit
- 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, right of way problems, and equipment up to the meter point. Particular attention shall be given to line clearances.

- E. If an oil spill or leak is detected, the dispatcher shall be notified immediately by telephone.
- F. The inspector will generate staking sheets, job order and/or maintenance service orders to assure that deficiencies are corrected in a timely manner. The order number and date issued shall be recorded in a file maintained by each line inspector.
- G. Upon correction of a deficiency, the completion date and the name of the person who performed the work will be available in the electronic work management system.
- H. An up to date detail file containing information regarding the deficiencies found shall be maintained for each inspection cycle. The file shall include the following information:
 - 1. Pole number
 - 2. Date deficiency found
 - 3. Work order and/or service order number
- I. Management shall be provided monthly reports. The monthly reports shall contain year to date totals.
- J. The pole inspection program shall be a part of the inspection program also. Poles found to be defective shall be replaced as soon as practical and/or salvaged by treatment through a contract service.
- K. All employees shall be instructed to watch for deficiencies during their normal work activities and report any deficiencies observed to the appropriate party.

IV. RESPONSIBILITY:

The President & CEO is responsible for the administration of this policy.

PRESIDENT & CEO

ADOPTED: November 3, 2003

REVISED: January 22, 2008; October 24, 2011; December 1, 2015;
November 29, 2017

REVIEWED: December 7, 2009; November 20, 2013; December 13, 2019;
January 13, 2022