

	DEPARTMENT KEARNY MAINTENANCE AND OPERATIONS	DIVISION ELECTRIC TRANSMISSION AND DISTRIBUTION	DOCUMENT SECURITY INTERNAL
	SUBJECT STANDARD OPERATING PRACTICES		EFFECTIVE DATE 07/11/2023
TITLE SUBSTATION INSPECTOR MAINTENANCE ORDER REPORTING AND TRACKING			DOCUMENT NUMBER 510.040

1. PURPOSE

- 1.1. This Standard Operating Practice provides guidelines for managing the corrective action items found by inspectors during routine maintenance checks. Establishes the criteria to forward corrective actions to stakeholders outside of Kearny Maintenance and Operations. Establishes requirement for periodic review of the inspector's patrol inspection checklist.

2. REFERENCE

- 2.1. Standard Operating Procedure 510.003 "Transmission Substation Maintenance Practices"
- 2.2. Standard Operating Procedure 510.004 "Sub Maint Practice NON-ISO Operational Control"
- 2.3. Standard Operating Procedure 510.012 "Substation Inspection"

3. DEFINITIONS

- 3.1. SMMS: Substation Maintenance Management System. The computer database used to plan and document both routine and emergency maintenance of all substation equipment.
- 3.2. CMxO: Corrective maintenance order.
- 3.3. KMO: Kearny Maintenance and Operations.

4. GENERAL

- 4.1. Procedure for recording CMxO on Patrol Inspection
 - 4.1.1. The inspector that finds a corrective maintenance item during inspection will open a corrective maintenance ticket in the [REDACTED] system. The inspector will record the corrective item and assign a priority code per 510.003 of either Severity 1, restoration within 7 days or Severity 2, restore within 12 months.

- 4.1.2. The inspector will assign the corrective ticket to the SCM Scheduler assigned to the equipment.
- 4.1.3. The inspector will select the Project ID: dropdown CMxO Patrolinsp
- 4.1.4. The SCM Scheduler assigned the CMxO will schedule the applicable crew to fix the CMxO, the SCM Scheduler will schedule an outage if needed. The SCM Scheduler will schedule the CMxO within the Severity Code time resolution period assigned by the inspector.
- 4.1.5. The crew will correct the item during the scheduled job. The crew will input any applicable notes in SMMS and close the CMxO
- 4.1.6. The SCM Scheduler will do a SMMS query every two weeks, just prior to the SCM Compliance and Trouble check meeting, to pull all open CMxO Patrolinsp orders.
- 4.1.7. Management will review open orders to ensure they are being completed prior to their severity code resolution time period.
- 4.2. Criteria for Forwarding CMxO to Other Stakeholders
 - 4.2.1. Any CMxO found on the substation fencing, gating, security cameras shall be forwarded to Corporate Security.
- 4.3. Periodic Review Process
 - 4.3.1. The patrol checklist shall be reviewed by the Construction Supervisor in charge of the inspectors on an annual basis.
 - 4.3.1.1. The checklist will be reviewed for relevancy, regulatory requirements and company-specific considerations.
 - 4.3.1.2. An alert will be annually automatically triggered for the checklist review on the 1st day of October. Any changes made to the inspection checklist will be updated in all applicable substation checklists.
 - 4.3.2. The Construction Supervisor will review 15 inspections, at different substations, nine of which must be in the HFTD Zones 2 and 3. This review shall be conducted every 6 months.
 - 4.3.2.1. The Construction Supervisor will look for all deficiencies noted and check in SMMS to ensure CMxO were opened.
 - 4.3.2.2. The Construction Supervisor will issue a report listing the inspector, the substations, all noted deficiencies

- 4.3.2.3. A MxO will be opened for the inspection review and the notes will be attached to the MxO as a comment.

5. ATTACHMENTS

None

Revision History:

Effective Date	Changes Made	By
07/11/2023	Changed number of reviews to 15 inspections every 6 months. Removed “for each inspector” and added quantity in the HFTD Zones 2 and 3. Approved via Teams call 7/11/23.	
10/5/2022	Inspection alert and notes clarified	
9/23/2021	New Document	

Titles	Date
REVIEWED BY: Construction Operation Manager	07/11/23
REVIEWED BY: Team Lead	07/11/23
REVIEWED BY: Construction Supervisor	07/11/23
APPROVED BY: Team Lead - Substation & Transmission Compliance	07/11/23
ISSUED BY: Team Lead	07/11/23