

DEPARTMENT	DIVISION	EFFECTIVE DATE
TRANS. & DISTRIB. ENGINEERING	DISTRIBUTION ENGINEERING	JANUARY 01, 2025
SECTION		
CORRECTIVE MAINTENANCE		
SUBJECT TITLE		
CMP QUALITY ASSURANCE AUDITS		

## 1.0 PURPOSE

- 1.1 District supervision is responsible for auditing Underground CMP inspections, Overhead CMP inspections with non-compliance findings, and Underground and Overhead CMP follow up repairs to ensure quality and compliance to the established program.

Asset Management is responsible for auditing Overhead CMP inspections with no findings.

These programs combined are intended to provide oversight and measure the quality and compliance with the Distribution Electric Corrective Maintenance Program. The purpose of this Standard Practice is to provide a uniform set of procedures for CMP Inspection & Maintenance Quality Assurance Audits and will also define the procedures for structure selection, documentation, field review, and follow-up action items.

## 2.0 DEFINITIONS

- 2.1 **CMP:** Corrective Maintenance Program
- 2.2 **CPUC:** California Public Utility Commission
- 2.3 **G.O.:** General Order
- 2.4 **SAP WM:** Systems Applications & Products Work Management



## 3.0 PROCEDURE

### 3.1 GENERAL PROCESS FOR UNDERGROUND QUARTERLY AUDITS

- 3.1.1 All inspections that result in a finding or have no findings are subject to review for auditing purposes.
- 3.1.2 Each quarter, each Inspector ID shall be audited at a rate of 1.5% or a minimum of 1 structure, whichever is greater, for each of the following inspection types: Above Ground Dead-front (AGE), Above Ground Live-front (AGL), Subsurface with Equipment (SS3), Subsurface without Equipment (SS10), and Oil and Gas Switches (SW3).
- 3.1.3 Completed follow up repairs, excluding repairs made during the inspection, shall be audited at a rate of 1% of the total underground infractions repaired each quarter or a minimum of 5 infractions, whichever is greater.

### 3.2 GENERAL PROCESS FOR OVERHEAD MONTHLY AUDITS

- 3.2.1 All Overhead Visual Inspections with a 'D299 No Repairs Needed' result, will be audited at a rate of, 5% in the HFTD and 1% in the non-HFTD. The audit must be completed within 1-month following the end of the month the inspection was completed.
- 3.2.2 Overhead Visual Inspections that result in a pending potential fire hazard follow up repair identified, excluding repairs made during the inspection, shall be audited at a rate of 50% of the total overhead safety or fire hazard infractions. The audit should be performed each month using the Electric Mobile Fielding Application in Geocall. Pre-Requisite task code '0185 – Mobile App Field Review' will be monitored for completion. In addition to the EMFA, Pre-Requisite task code '0180 – Field Review' will be monitored for completion for any additional audits that were completed outside of Geocall. The audit must be completed within 1-month following the end of the month the inspection was completed and note any additional or modified conditions observed (this includes cancellations).

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- 3.2.3 **Completed** follow up repairs, excluding repairs made during the inspection, shall be audited at a rate of 1% of the total overhead infractions repaired each quarter or a minimum of 5 infractions, whichever is greater.

### 3.3 PROCESS FOR AUDITING AND REPORTING FINDINGS

- 3.3.1 The Operations Assistant will pull the **Underground** Above Ground Dead Front (AGDF), Above Ground Live Front (AGLF), Subsurface with equipment (SS3), Subsurface without equipment (SS10), and Switches (SW3) Inspections **and Asset Management will pull the Overhead Visual Inspections (OHVI)** through the PMR Report to ensure consistent and unbiased data.
- 3.3.2 District supervision **and Asset Management** will field visit each structure selected for auditing to ensure accuracy and quality of work and also to ensure compliance with SDG&E Construction Standards and CPUC GO 95 & 128.
- 3.3.3 A structure does not require a field visit if it **(1) is not required because there is sufficient photographic documentation to perform a complete audit of the inspection or repair result or (2) will cause the auditor to use an inordinate amount of time and/or resources (i.e. access issues, outage, extended permitting, budget constraints) to complete. Please notate the structure on the initial report with a reason and select another structure by re-running the report and select another structure.**
- 3.3.4 Each structure audited in the report should include who audited the structure, the date it was audited and any findings.
- 3.3.5 **Findings will be noted and recorded in SAP** and discussed with employees. The district shall submit a copy of the repair audit forms and the underground inspection forms to Asset Management. **Asset Management shall keep copies of the report forms for two years after upload.**
- 3.3.6 Any additional infractions found by district supervision **and Asset Management** on the audit should be inputted into SAP WM and repaired within the internal company established timeframe.
- 3.3.7 The Quality Assurance Reports (See Attachments) will be uploaded onto the CMP SharePoint no later than 90 days after the end of the quarter for repairs and underground inspections **and 30 days after the month for overhead inspections.**

### 3.4 ASSET MANAGEMENT REVIEW

- 3.4.1 **Asset Management** will be checking to ensure the Quality Assurance Reports are uploaded to the CMP SharePoint.
- 3.4.2 **Asset Management will make available, a monthly status report to inspection personnel regarding the details and completion status of the audits.**

### 3.5 REVISION HISTORY

Effective Date:	Type Of Change	Brief Description of Change
01 Jan 2025	Revised	Asset Management is responsible for auditing Overhead Visual Inspections (OHVI)

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Effective Date:	Type Of Change	Brief Description of Change
28 Aug 2017	Revised	Updated the Audit Rate Counts and Procedure; Updated the UG Inspection Categories; Changed the monitoring responsibility; added attachments; clarified record requirements
20 Mar 2015	Revised	UG Quality Assurance Report Form revised

## 3.6 ATTACHMENTS

- 3.6.1 Attachment A: Overhead (OHVI) Inspection Quality Assurance Report Form
- 3.6.2 Attachment B: Underground (AGE) Inspection Quality Assurance Report Form
- 3.6.3 Attachment C: Underground (AGI) Inspection Quality Assurance Report Form
- 3.6.4 Attachment D: Underground (SW3) Inspection Quality Assurance Report Form
- 3.6.5 Attachment E: Underground (SS3) Inspection Quality Assurance Report Form
- 3.6.6 Attachment F: Underground (SS10) Inspection Quality Assurance Report Form
- 3.6.7 Attachment G: Repairs Inspection Quality Assurance Report Form

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## Overhead Quality Assurance Inspections Report Form

CMP Internal Audit for Month of 20\_\_

Type of Inspection	Cycle	Inspector ID	Structure ID	CMP Code	Corrective Action Needed
Overhead Visual (OHVI)	5 Year	05008		I466	AT&T tied to pole, need to make permanent attachment
Overhead Visual (OHVI)	5 Year	05008		I230	Damaged SDG&E ground molding
Overhead Visual (OHVI)	5 Year	05008		I234	Damaged/Missing High Volt Signs
Overhead Visual (OHVI)	5 Year	05008		I438	AT&T not transferred to new pole

## ATTACHMENT B

## Underground (AGE) Inspections Quality Assurance Report Form

CMP Internal Audit for the \_\_ Quarter of 20\_\_

[Clear All](#)

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 1)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Asset Mgmt.	# of Additional Condition Codes Identified by Asset Mgmt.	% Score = Reported / Confirmed + Identified
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							
Above Ground Deadfront (AGE)	5 year							

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## ATTACHMENT C

### Underground (AGI) Inspections Quality Assurance Report Form

CMP Internal Audit for the \_ Quarter of 20\_

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 1)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Asset Mgmt.	# of Additional Condition Codes Identified by Asset Mgmt.	% Score = Reported / Confirmed + Identified
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							
Above Ground Livefront (AGI)	5 year							

## ATTACHMENT D

### Underground (SW3) Inspections Quality Assurance Report Form

CMP Internal Audit for the \_ Quarter of 20\_

Clear All

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 1)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Asset Mgmt.	# of Additional Condition Codes Identified by Asset Mgmt.	% Score = Reported / Confirmed + Identified
Oil or Gas Switches (SW3)	3year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							
Oil or Gas Switches (SW3)	3 year							

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## ATTACHMENT E

### Underground (SS3) Inspections Quality Assurance Report Form

CMP Internal Audit for the \_ Quarter of 20\_

[Clear All](#)

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 1)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Asset Mgmt.	# of Additional Condition Codes Identified by Asset Mgmt.	% Score = Reported / Confirmed + Identified
Subsurface w/ Equipment (SS3)	3year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							
Subsurface w/ Equipment (SS3)	3 year							

## ATTACHMENT F

### Underground (SS10) Inspections Quality Assurance Report Form

CMP Internal Audit for the \_ Quarter of 20\_

[Clear All](#)

Type of Inspection	Cycle	Inspector ID	Total Facilities Inspected	1.5% Audit (minimum 1)	# of Condition Codes Reported by Inspector	# of Same Condition Codes Confirmed by Asset Mgmt.	# of Additional Condition Codes Identified by Asset Mgmt.	% Score = Reported / Confirmed + Identified
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							
Subsurface w/o Equipment (SS10)	10 Years							

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## ATTACHMENT G

### Repairs Quality Assurance Report Form

CMP Internal Audit for the \_ Quarter of 20\_

[Clear Overhead Repairs Table](#)

#### Overhead Repairs

Type of Infraction	Cycle	Total Condition Codes Repaired	1% Audit (minimum 5)	# of Condition Codes Reported as Repaired in SAP Based on 1%	# of Same Condition Codes Confirmed by Supv. as Repaired	% Score = Confirmed / Reported
Overhead Visual (OHVI)	5 Year					

[Clear Underground Repairs Table](#)

#### Underground Repairs

Type of Infraction	Cycle	Total Condition Codes Repaired	1% Audit (minimum 5)	# of Condition Codes Reported as Repaired in SAP Based on 1%	# of Same Condition Codes Confirmed by Supv. as Repaired	% Score = Confirmed / Reported
Underground	5 year					

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