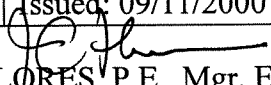
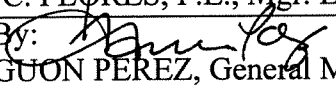
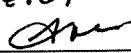


GUAM POWER AUTHORITY Standard Operating Procedure	No.: SP- 100	Issued: 09/11/2000
	Prepared By:  JOAQUIN C. FLORES, P.E., Mgr. Engr.	
Title: Processing of Engineering Work Orders	Approved By:  T. ANN AGUON PEREZ, General Manager	
Effective Date: 6/6/01  Supersedes No.		Page 1 of 4

## I. PURPOSE

To establish the guidelines necessary for the efficient processing of work orders within the Engineering Division.

## II. SCOPE

This procedure shall apply to the Engineering Customer Services and Engineering Distribution Sections who are responsible for customer work orders. These sections are tasked, but not limited to, inspect, design, and provide a cost estimate for new installations, GPA Plant Improvements, trouble reports, and line extension refunds/reevaluations.

## III. OBJECTIVE

The primary objective is to ensure the Authority provides quality and timely service to its customers. The following establishes the processing of these work orders.

## IV. DEFINITIONS:

- *Cost estimate* – The amount of required aid to construction due from the customer for power service
- *DLM approved property map* – Maps that have been duly recorded and registered with the Department of Land Management as required by law.
- *GPA DPW inspection report* – Issued by GPA at the time application is made, the final electrical approval from the Department of Public Works.
- *GPA Easement* – A grant by the owner of said lot where the Authority wishes to place facilities for the sole purpose of delivering electrical service.
- *GPA approved electrical plans* – Plans as approved by those designated within the GPA Engineering Department. The approved stamp shall show the date stamped and name of approver. Any and all comments/conditions for approval must be attached.

- *NEC* – National Electrical Code, Latest edition.
- *NESC* – National Electrical Safety Code, Latest edition.
- *Underground inspection(s)* – Inspection by GPA Engineering for the construction of the transformer pad and manhole/handhole, to include trenching and concrete pouring to ensure conformity with the Authority's standards.

## V. PROCEDURES

- **Non-Critical Path** – *Permanent power (Service/ Meter/ Transformer Installation)*

1. Schedule site investigation/asbuilt to determine scope of work and ensure compliance with GPA, NEC, and NESC standards.
2. Verify/Obtain DPW and GPA approved electrical plans from customer/contractor.
3. Prepare work order, which includes bill of materials.
4. Obtain Supervisor's approval.
5. Release to the Transmission and Distribution (T&D) for scheduling. (DPW inspection report required.)

- **Intermediate Path** *(Secondary line extension – wire only)*

1. Schedule site investigation/asbuilt to determine scope of work and ensure compliance with GPA, NEC, and NESC standards.
2. Verify/Obtain DPW and GPA approved electrical plans from customer/contractor.
3. Formulate design.
4. Prepare cost estimate of charges.
5. Obtain Supervisor's approval of work order, which includes the cost estimate, bill of materials and design.
6. Release to Credit and Collection, Customer Services for payment (if required).
7. Release to T&D for scheduling.

*(Temporary Power/ Relocation of meter)*

1. Schedule site investigation/asbuilt to determine scope of work and ensure compliance with GPA, NEC, and NESC standards.
2. Formulate design.
3. Prepare cost estimate of charges.
4. Obtain Supervisor's approval of work order, which includes the cost estimate, bill of materials and design.
5. Release to Credit and Collection, Customer Services for payment.
6. Release to T&D for scheduling. (Note: DPW inspection report required for relocation of meter for permanent status.)

- **Critical Path**

*(Primary/Secondary pole/downguy installation, Relocation of poles, and Underground installation)*

1. Schedule site investigation/asbuilt to determine scope of work and ensure compliance with GPA, NEC, and NESC standards.
2. Obtain required Department of Land Management property maps and GPA approved electrical plans.
3. Conduct a proper asbuilt with at least three (3) verified and clearly marked customer boundary points.
4. Perform underground inspection of transformer pad, manhole/handhole as needed.
5. Formulate design and prepare cost estimate of charges.
6. Negotiate and obtain GPA Easement – if required, through GPA Real Estate Section.
7. Obtain Supervisor's approval of work order, which includes the cost estimate, bill of materials and design.
8. Release to Credit and Collection, Customer Services for payment.
9. Release to Survey for "stake-out" of pole locations and underground clearance requirements.
10. Release to T&D for scheduling.

Note:

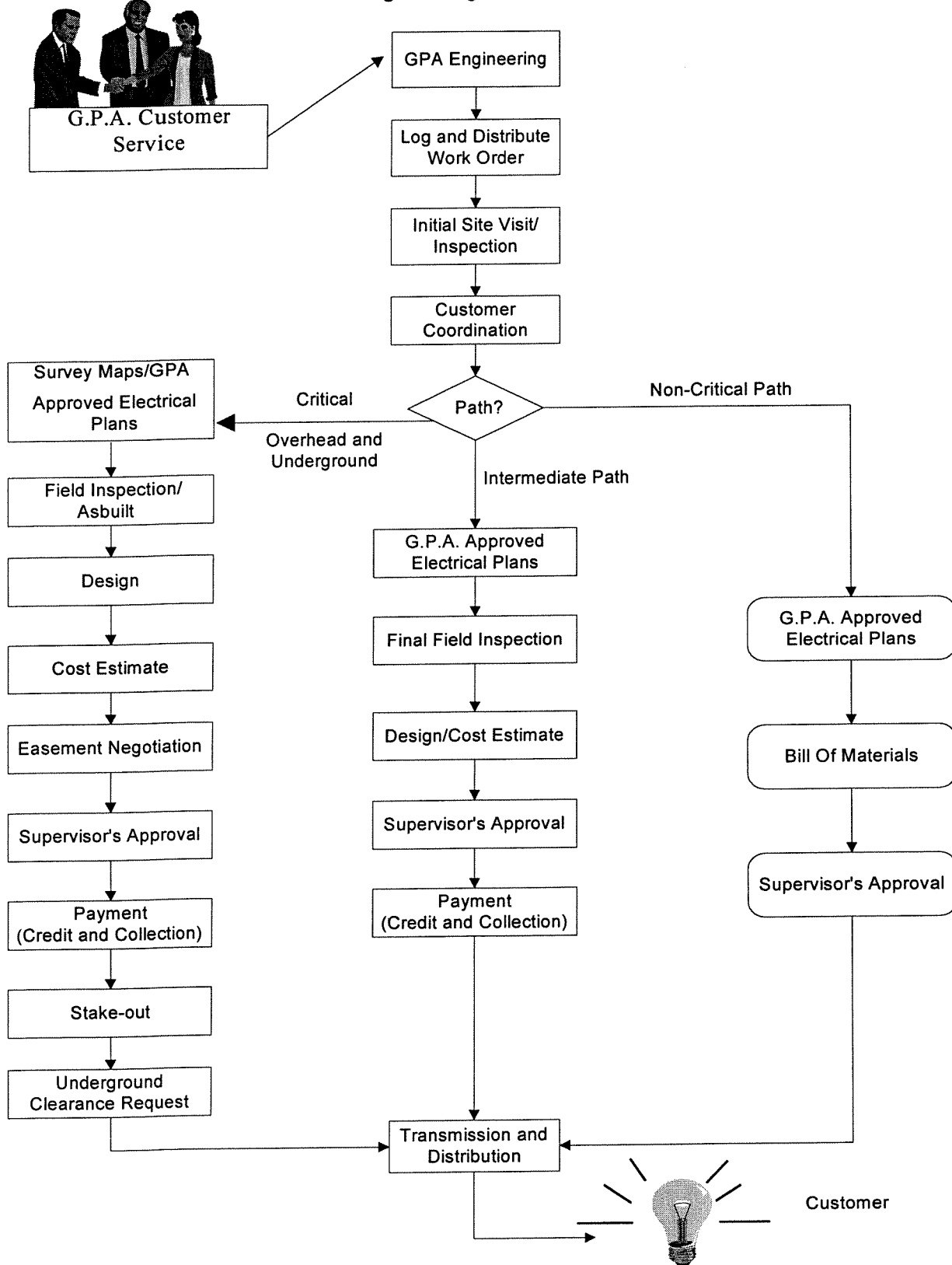
- 1) All work orders requiring easement(s) shall not be released until easement is secured.
- 2) All work orders requiring payment shall not be released to T&D without approval or verification of payment from Credit and Collection.

## **UNDERGROUND INSTALLATION**

*(Padmount and Hybrid)*

In addition to the procedures mentioned above, the Engineering Division must perform a step-by-step inspection for the construction of the manhole/handhole and transformer pad, prior to the pouring of concrete. *All GPA construction standards must be followed. Proper coordination must be made upon approval of electrical plans and application for service must be made eight (8) months prior to completion of building to ensure timely processing of service and availability of long lead padmounted transformers.*

## Engineering Work Order





**GUAM POWER AUTHORITY**  
ATURIDAT ILEKTRESEDAT GUAHAN  
P.O. BOX 2977, HAGATNA GUAM, USA 96932-2977



August 4, 2000

**MEMORANDUM:**

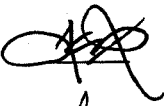

**TO:** T&D Manager  
Utilities Administrator

**FROM:** Mgr. Of Engineering

**SUBJECT:** SOP - Engineering Work Order

The attached document (draft) is routed for your review and comment.

Please prepare comments on separate sheet and continue routing in the order shown. Do not delay routing. Please limit your review time to five working days from date received from previous "reviewer". You are responsible for insuring that the next individual receives the document (draft) when you "Date Out" upon completion of your review.

<u>Initial</u>	<u>Title</u>	<u>Date In</u>	<u>Date Out</u>
	T&D Manager	<u>8-8-00</u>	<u>8-14-00</u>
	Utilities Administrator	<u>8-17-00</u>	<u>8-31-00</u>

Please return to Frances Sablan when reviewer's have completed there review of attached document. Should you have any questions, please contact Josi Aguon @ 646-9386 ext. 210.

  
**JOAQUIN C. FLORES, P.E.**



**GUAM POWER AUTHORITY**  
ATURIDAT ILEKTRESEDAT GUAHAN  
P.O. BOX 2977, HAGATNA, GUAM, USA 96932-2977

June 5, 2001

*extend me what happened to 1st & 2nd*

**3<sup>rd</sup> Request**

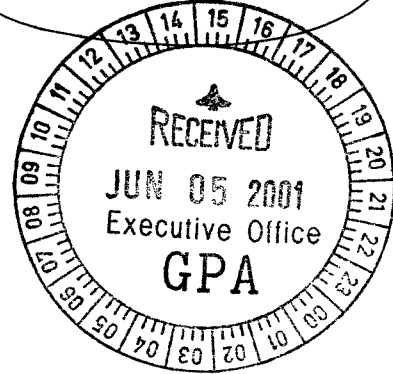
**MEMORANDUM**

To: General Manager

From: Engineering Supervisor, Customer Service  
Engineering Supervisor, Distribution

Via: Manager of Engineering *[Signature]*

Subject: SOP Engineering Work Orders



Attached for your approval and signatures is the Standard Operating Procedure for Engineering Work Orders. This SOP will serve as the guideline for the timely and efficient processing of work orders.

The Transmission and Distribution Division as well as the Customer Services Division have completed their review and approval as of August 31, 2000. (Sign off sheet attached.)

Should you have any questions, please contact me at ext. 210.

*[Signature of Josita B. Aguon]*  
JOSITA B. AGUON

*[Signature of Melinda C. Limtiaco]*  
MELINDA C. LIMTIACO

Attachment

Cc: AGMO  
AGMETS  
File