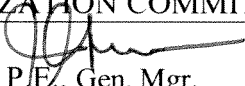


<p style="text-align: center;">GUAM POWER AUTHORITY Authority Policy</p>	No.: AP-025	Issued: 2/16/09
	Prepared By: STANDARDIZATION COMMITTEE	
Title: STANDARDIZATION COMMITTEE	Approved By:  J.C. FLORES, P.E., Gen. Mgr.	
Effective Date: 2/16/09	Supersedes No. AP-025 eff. 9/7/93	Page 1 of 2

1.0 PURPOSE

The Standardization Committee is established for the purpose of reviewing proposals and making recommendations on matters concerning the standardization of materials and construction methods, acceptable substitutes, and inventory of critical items for emergency response.

2.0 COMPOSITION

1. The Standardization Committee shall be composed of members from the following divisions:

ENGINEERING

Manager

Engineering Supervisors

PROCUREMENT

Inventory Management Officer

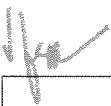
TRANSMISSION AND DISTRIBUTION

Manager or Assistant Manager

Superintendent – Overhead

Superintendent – Underground

2. The Engineering Manager shall be designated as the chairperson of this committee.
3. The Engineering Division shall provide administrative support to the committee in terms of maintaining minutes, issuing written notices and revising standards or specifications.
4. In order to maintain consistency in discussions and recommendations, alternates should be kept at a minimum. Should alternates and additional members be required, respective division managers may submit nominees to the committee for consideration.



3.0 PROCEDURES

1. The Standardization Committee shall meet at least once a month at a time and place to be agreed upon by the committee members.
2. Official meeting minutes shall be maintained and issued to committee members no later than 5 days after the committee meeting.
3. An agenda shall be established no later than 2 days before a meeting listing issues both pending and new to be discussed.
4. The Standardization Committee shall address proposals from respective divisions to upgrade, modify, or delete design and construction standards, material specifications, and warehouse stock items. The Standardization Committee shall also consider new additions to standards, specifications, and stock items.
5. No division shall unilaterally implement changes to standards, specifications, or stock items instituted by the Authority.
6. All proposals must be presented to the Standardization Committee who shall have authority to review the issues, conduct research, interview end users and come to a mutual agreement on the recommended course of action.
7. The agreed upon course of action shall be documented and issued in the form of a written notice to all affected divisions. Any revisions to specifications or standards will also be forwarded. The Divisions shall have 5 working days to submit written comments to the committee.
8. The committee will consider all written comments and decide on a final course of action.
9. Should an agreement not be reached, the committee chairperson shall have final approval authority.
10. Affected divisions shall be notified in writing of the final disposition of the issues presented.