

BURNEY DISTRICT

2005 MAINTENANCE

Q/A REVIEW

REVIEW OF CODE-REQUIRED MAINTENANCE RECORDS

18-Nov-05

2005 SI AUDIT BURNEY REPORT CONTENTS / SCORING SHEETS						
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Auditor: [REDACTED]				Compressor Score Sheet		6
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PIPELINE AUDIT SHEETS						
OK	MIN	SIG	District Book/File		Excel Tab	Page
17	2			Aerial Patrol	Aerial Patrol	8
26				L-400	PtrLk	9
17	1			L-401	PtrLk	9
7				InSpr	PtrLk(2)	10
8				[REDACTED]	PtrLk(2)	10
55				M&L Calibration	M&L Calibration	11
72				400401 MLV sets	Valves	12
28				400Taps	Valves	12
10				401Taps	Valves	12
36				InSpr PLS	Valves	12
36				Shng PLS	Valves	12
18				42.03	Reliefs	13
69	7			InSpr	Reliefs	13
72				[REDACTED]	Reliefs	13
7	12			42.03	Regs	14
40	7			InSpr	Regs	14
88	1			[REDACTED]	Regs	14
13	2			400	Corrosion	15
				401	Corrosion	15
				Rectifiers	Rectifiers	16
619	32		Totals	651		
COMPRESSOR STATION AUDIT SHEETS						
OK	MIN	SIG	District Book/File		Excel Tab	Page
4	1			Burney	PtrLkCS	17
17				Tionesta	PtrLkCS	17
1	1			Tion KUnits	CSReliefs	18
6				TionFuel	CSReliefs	18
71	2			TionProcess	CSReliefs	18
	2			BurneySealGas	CSRelief2	19
				BrnyStartGas	CSRelief2	19
57	1			BrnyProcessGas	CSRelief2	19
3				BurneyCS	CSCorrosion	20
6				TionestaCS	CSCorrosion	20
13	7			Burney	CSRegs	21
3	2			Tionesta	CSRegs	21
24				Burney	CSVValves	22
30				Tionesta	CSVValves	22
2				BryFuelValves	CSVValves	22
2				TionGasDet	GasDetection	23
2				BrnyGasDet	GasDetection	23
2				Burney	ESD	24
1				Tionesta	ESD	24
244	16		Totals	260		

ISSUE SUMMARY (This is collection of notable issue, but is not a complete list. See the individual audit sheets in this report for a complete list.)

SIGNIFICANT ITEMS - NONE, but the first two items below could have been ruled as "findings" during a CPUC audit.

OTHER ITEMS

TionProcessGas PSV-15 needs a new relief valve capacity calculation as noted on 6/30/04, yet no action has been documented. This might be a negative "finding" in a CPUC audit, which would be viewed as a significant maintenance documentation failing. Examine the processes employed to track open issues such as this to make improvements as appropriate to avoid problems with the schedule of deliverables from others (staff in this case). Include a specific action plan schedule in your response to this audit report to resolve this issue.

Burney fuel gas regulators 80, 81, 82, 83 maintained in 5/03 (assumed), remained in operation but were dropped from maint in 5/04 along with the retirement of K-1, and then returned to records and maintained in 12/04. Good note in file explaining that the district discovered the error and returned the equipment to PLM maintenance! The maximum 15 month interval for maintenance was exceeded. This might be a negative "finding" in a CPUC audit, which would be viewed as a significant maintenance failing. District is clear that decisions to remove equipment from PLM should be reviewed by several people involved in the maintenance and operation of the equipment to ensure that the decision is correct.

General Comments:

- Employees must sign and date anything they write in the compliance records (aerial patrol cmts, resolution of patrol issues, relief calc signoffs, reg and relief maintenance) . This is not yet consistently done within the district records.
- Records were missing from the compliance record set. Review the processes used by the district to confirm the compliance records are completed, and look for areas to strengthen.

Aerial patrol records:

- As found in the prior two years' audits, the 4 compliance months and all other 8 reports are filed together. Separate into "compliance" and "reliability" sections of the binder.
- The district is required to document its response to issues identified by the aerial patrol pilot, and sign and date the documentation. This is not yet consistently done.
- Category (emer or other) for some valves still remains unresolved. [REDACTED] to address further.

Other Specific Comments:

- Patrol records were missing for several class 3 areas on L400/401. A plan is in place in the folders which shows what patrols are intended to be conducted when.
- Perhaps look at that as you insert patrol records....don't just rely on PLM....so that you can more likely catch situations where the records are incomplete.
- Consider making templates for StaMaintForms that show consistency of valve numbers from year to year.
- Notes explaining CP read problems are now much clearer...good!
- Notes need to be clearly included that show when equipment was taken out of service.
- Relief equipment and calcs need to be consistent...some inconsistencies found.
- Avoid using post-its for any permanent records (e.g., equipment out of service).
- StaMaint form left half needs to be filled to address valve condition, for non-emer valves in pressure control service that still require confirmation that they are at least partially stroked during annual maintenanceconsistency needs to be improved.
- The review of a class location change was initiated by the district during the audit. Examine the process that would have notified the district of this change at that time the change was documented by Walnut Creek and examine how to strengthen the link between that and the revisions required to the pipeline patrol plans. Confirm that patrolling is being done as required.

Maintenance Audit
Combined Pipeline and ComprSta Scoring Summary

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	Impact Points	1	3	7							
		10	5	0							
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Weighted Average Category Score	2005Category Score	Performance Status	2004 Category Score	2003 Category Score	2002 Category Score	2001 Category Score
Corrosion Control	24	22	2	0	0.2	8.2	On Track	6.2	3.1	9.4	9.4
Valves (non-relief)	238	238	0	0	2.6	10.0	Excellent	9.9	9.7	9.9	7.3
Valves (relief)	307	294	13	0	3.0	9.0	Excellent	8.5	8.3	9.3	8.3
Reg & PL Stations	180	151	29	0	1.4	7.0	On Track	9.2	7.4	9.6	9.6
ESD & Gas Detection Systems	7	7	0	0	0.1	10.0	Excellent	8.3	10.0	10	10.0
Patrolling & Leak Survey	155	151	4	0	1.6	9.4	Excellent	8.3	9.3	8.6	6.6
Chromatographs	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Odorization	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Population & %	911	95%	5.3%	0.0%		8.9	N/A				
Overall	6	<=categories audited			Weighted Average Overall Score	8.9	Excellent	9.0	8.2	9.5	8.4
		863	48	0							
		911									



ISSUES TALLY

District: Burney								
AuditDate: 9/19/05								
ReportDate:11/18/05								
Auditor: [REDACTED]								
This table displays a summary and supporting detail of the errors, to help improve the understanding of issues and processes that could be strengthened. Not all errors are included, since the purpose is to look for significant trends								
1 = issue exists in this distr. Blank = not an issue.	minor	significant						
SUMMARY (includes most but not all detail from below)								
PLM shows work was done, but maintenance record missing or incomplete	26							
CP data needs to be entered as data, not just text in a work note	0							
GMS review of records was not conducted, or not timely, or not accurate	5							
Span patrol documentation	0							
equipment numbering issues	0							
patrol issue resolution missing or not signed off	3							
Equipment not in PLM	4							
DETAILED TALLY			1	2	3	4	5	6
MISCL								
GMS review of records was not conducted, or not timely, or not accurate.								
Not scored, but not all pages were signed.	5				5			
Most Current Forms need to be used								
Work shown in PLM as done, but the work is not documented in the records	3		3					
CATHODIC PROTECTION								
Work notes to address PLM CP failure notes are missing or unclear								
CP data entry problems								
New data needs to be entered into PLM data fields, not just the cmts field.								
CPStation Reports need to be corrected								
Action documentation exists for resolution of issues, but are not in file								
PATROLS								
Span patrol documentation								
issues are not documented correctly								
issue resolution missing or not signed off	3							3
Patrol is shown in PLM as conducted, but no patrol record in file.								
RELIEFS								
Work shown in PLM as done, but the work is not documented in the records	10		10					
PRV calc records	1							
PRV set points								
PRV numbering issues (consistency)	1							
REG STATIONS								
Work shown in PLM as done, but the work is not documented in the records	13		13					
O&M review shown as done in PLM but not on hardcopy record								
Vault inspection shown as done in PLM but not on hardcopy record								
Equipment not in PLM	4							
VALVES								
Categorization of valves (emer or other) can be improved								
Work shown in PLM as done, but the work is not documented in the records								
TOTAL	40	0						

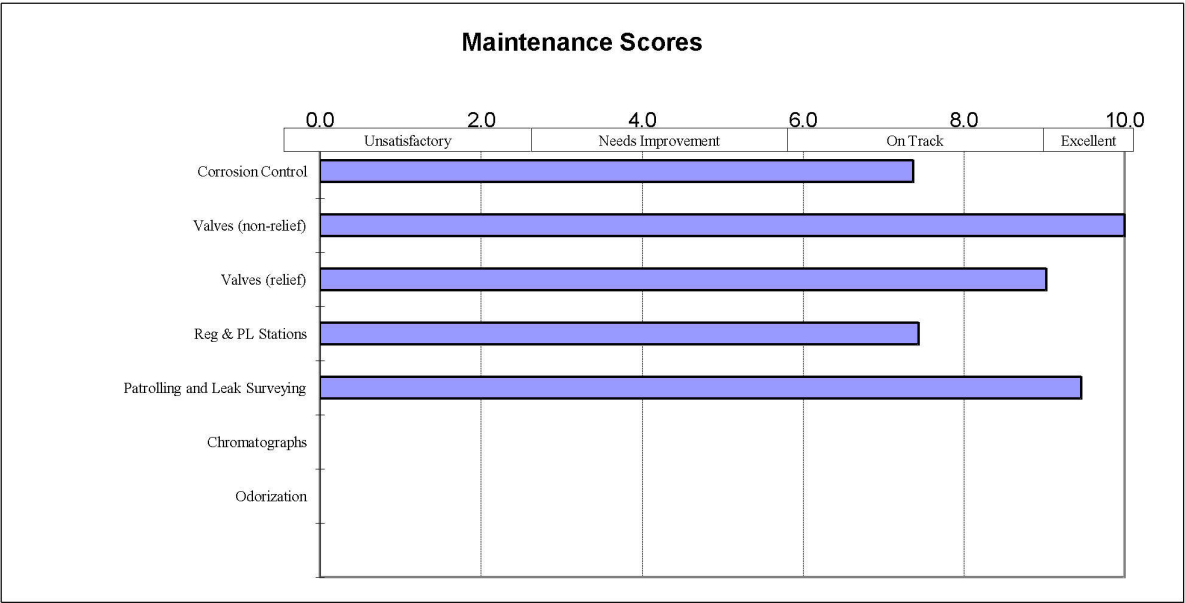
GSMandTS

Maintenance Audit

Pipeline Scoring Summary

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	Impact	1	3	7		
	Points	10	5	0		
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Category Score	Performance Status
Corrosion Control	15	13	2	0	7.4	On Track
Valves (non-relief)	182	182	0	0	10.0	Excellent
Valves (relief)	166	159	7	0	9.0	Excellent
Reg & PL Stations	155	135	20	0	7.4	On Track
Patrolling and Leak Surveying	133	130	3	0	9.5	Excellent
Chromatographs	N/A					
Odorization	N/A					
Population & %	651	95%	5%	0%	43.3	
	619	32	0			

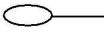


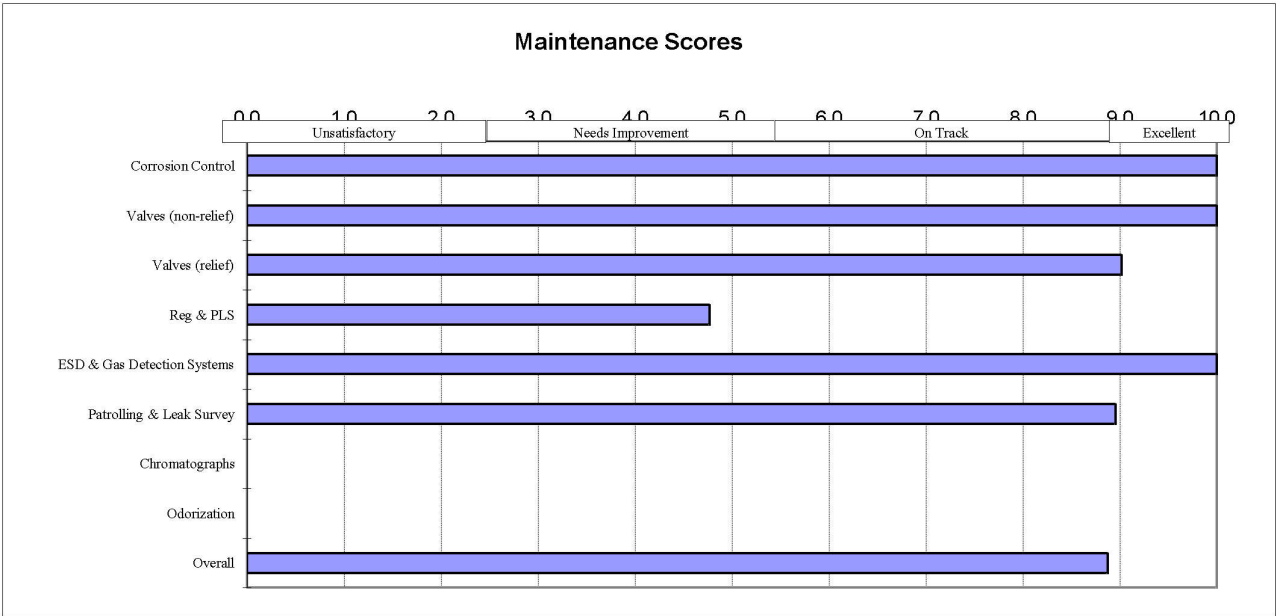
GSMandTS

Maintenance Audit

ComprSta Scoring Summary

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	Impact	1	3	7			
	Points	10	5	0			
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Weighted Average Category Score	Category Score	Performance Status
Corrosion Control	9	9	0	0	0.3	10.0	Excellent
Valves (non-relief)	56	56	0	0	2.2	10.0	Excellent
Valves (relief)	141	135	6	0	4.9	9.0	Excellent
Reg & PLS	25	16	9	0	0.5	4.8	Needs Improvement
ESD & Gas Detection Systems	7	7	0	0	0.3	10.0	Excellent
Patrolling & Leak Survey	22	21	1	0	0.8	9.0	Excellent
Chromatographs		n/a					
Odorization		n/a					
Population & %	260	94%	6%	0%			
Overall	6	<=categories audited			Weighted Average Overall Score	8.9	On Track



STANDARDS DISTRIBUTION AND DISCUSSION
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

STANDARDS UPDATING		COMMENT
Gas Standards & Specifications Book Update, Change 56		
1	Change notice log sheet in front of book reflects #56 done	Unable to find a change log in the BCS book. District to add a current log. Office log shows through chg 53; distr to update to ch56.
2	changes have been made in the book (spot check)	n/a
CGT Standards Book Update, Change #9		
3	Change notice log sheet in front of book reflects #9 done	yes
4	changes have been made in the book (spot check)	n/a
Emergency Exercise		
5	Emergency Exercise for previous year on file	Per [REDACTED], "Yes, all are in the CPUC book and the date were 7/20/05 entered and 6/28/04 entered both with sign up sheets and description of Emergency exercise."
6	Current year on file if completed	

Distr MA to resolve these items

Note that emergency exercise documentation will be reviewed by the CPUC during its audits

AERIAL PATROL
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

ADMINISTRATIVE INFORMATION		Station Name			
		REVIEW DETAIL			
		Note	OK	MIN	SIG
1	Are the standardized forms being used (F4111-A)	A	Yes/No		
2	Are the records in the standardized files (Aerial Patrol Manual)	B	1		
3	System map is in the file indicating the area		1		
4	The sum of all files covers all of the lines maintained by the district (Verify by PLM listing of aerial patrols)		1		
5	Quarterly Compliance Aerial Reports are in file	B	1		
PATROLLING / LEAK SURVEY					
6	Aerial patrol leak survey completed within schedule		4		
7	For all lines, is one box checked (either findings, or unable to patrol)?		8		
8	If pilot observation is documented, is there a response documented with initials and date?	C	1	2	
9	Is the Patrol report signed off and dated by the pilot?				
SUMMARY			17	2	0

A) Standard aerial patrol forms are filed. 4111A is not used. [REDACTED]

MA ITEM

B) As found in the prior two years' audits, the 4 compliance months and all other 8 reports are filed together. Separate into "compliance" and "reliability" sections of the binder.

C) Aug 05: while the pilot states in the findings that the GMS is aware of the issues, no direct signature/date from a district EE is on the report to confirm. Add district signature/date to show that district has received/acted. For reference, the May 05 finding is shown with a good resolution note/signature/date as it should be. RESOLVED BY GMS.

as found in the prior two years audits

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: XXXXXXXXXX

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

		L-400				L-401							
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Yes/No				Yes/No				Yes/No			
2	Patrol Plan is in the file indicating the area patrolled with class		1				1						
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		1			1							
4	If class locations have changed, is documentation in place explaining the reason for the change?												
5	Report of New Construction forms are in place for any changes?												
6	Class location studies done to support changes?												
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		1			2							
8	All items on list checked as "OK" or "Condition Found"		1			2							
9	If "Condition Found" is checked, is there an "Issue" documented												
10	If an "Issue" is documented, is there an associated "Action", "Action												
11	Is the report signed off by the patroller		1			2							
12	Is the report signed off by the GMS within 1 month of the patrol		1			2	<1>						
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"	C	2			C,D	2						
14	If the patrolling report indicates that a leak was found and/or buried piping was uncovered, was a "leak survey, repair, and inspection" form F4110 filled out.												
15													
16	Top portion of the form is completely filled in? Is the range of MP to		1			1							
17	The roster of exposed piping is the same as the previous year or explanations are documented		1			1							
18	If "Issue" is checked, there is an explanation on the back of the form		2			1							
19	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"	F	11			E	1						
20	Is the Patrol report signed off by the patroller		1			1							
21	Is the report signed off by the GMS within 1 month of the patrol		1			1							
22	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		1			1							
23	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
TOTAL			26	0	0		17	1	0		0	0	0

A) L401 patrol for 69.40-70.08 is inconsistent with the patrol plan which states that this patrol is for L400. Resolve discrepancy on patrol plans for both 400 & 401. RESOLVED - L401 patrol marked as discretionary, not reqd.

B) MP 0-10 patrol done 2/05 and signed by DS 6/05. While late, this is not a compliance patrol so not scored.

C) Two cls 3 areas for both lines have no May 2005 patrol report in file. Check PLM and resolve. PLM confirmed that the patrols were done. District to add the forms to file. Review the fall of processes used by the district to confirm the compliance records are completed, and look for areas to strengthen.

D) 80.18 patrol record was not found. Actually found NOT to be cls 3, so form is not needed (patrol is include in aerial). Change the plan in the folder. RESOLVED 9/20.

E) 10/04 patrol: note is explained but the resolution is not signed/dated. Date and sign the issue resolution note

F) WR is good, since it shows the problem is being addressed, but it would be better to sign and date the resolution note.

WR NEEDED - 8) - The review of a class location change was initiated by the district during the audit. Examine the process that would have notified the district of this change at that time the change was documented by Walnut Creek and examine how to strengthen the link between that and the revisions required to the pipeline patrol plans. Confirm that patrolling is being done as required.

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor:

ADMINISTRATIVE INFORMATION		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Yes/No				Yes/No				Yes/No			
2	Patrol Plan is in the file indicating the area patrolled with class												
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?												
4	If class locations have changed, is documentation in place explaining the reason for the change?												
5	Report of New Construction forms are in place for any changes?												
6	Class location studies done to support changes?												
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		1				1						
8	All items on list checked as "OK" or "Condition Found"		1				1						
9	If "Condition Found" is checked, is there an "Issue" documented		1				1						
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"		1				1						
11	Is the report signed off by the patroller		1				1						
12	Is the report signed off by the GMS within 1 month of the patrol		1				1						
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		1				1						
14	If the patrolling report indicates that a leak was found and/or buried piping was uncovered, was a "leak survey, repair, and inspection" form F4110 filled out.						1						
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?												
16	The roster of exposed piping is the same as the previous year or explanations are documented												
17	If "Issue" is checked, there is an explanation on the back of the form												
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"												
19	Is the Patrol report signed off by the patroller												
20	Is the report signed off by the GMS within 1 month of the patrol												
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location												
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMAARY			7	0	0		8	0	0		0	0	0

NONE

M L CALIBRATION
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

		Station Name			
		REVIEW DETAIL			
GENERAL		Note	OK	MIN	SIG
1	Does the District have a test location to verify the mark and locate equipment?		1		
2	Verified above ground?		1		
3	Verified below ground?		1		
4	Form 60.2-A has been fill out completely on top		1		
CALIBRATIONS					
5	Mark and Locates are being conducted with approved instruments. (preferably MetroTech's 9890/850)		1		
6	Form 60.2-A is dated and signed by employee each month		25		
7	Form 60.2-A is completed (Calibrations) each month for each employee who has a locating piece of equipment		25		
8	Calibration on file for previous 5 years	A			
9	Post-Repair and dig-In Data section is properly fill in (If Appropriate)				
SUMMARY			55	0	0
A) Three instruments were calibrated during each year from 2005-2002. No pre-2002 records in file.					

VALVE
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

400401		MLVsets				400Taps				401Taps											
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
VALVE INVENTORY		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Have the Emergency Valves been identified in the district?	Y/N				Y/N				Y/N				Y/N				Y/N			
2	Have there been any addition or deletion of emergency valves since last year? Have the valve cards been added/deleted to reflect chage? (ask DS)	○				○				○				○				○			
		Y/N				Y/N				Y/N				Y/N				Y/N			
SERVICE HISTORY																					
3	Is the maint frequency once per calendar year not to exceed 15 months?		39				14				5				18				18		
4	Are the first 6 fields completed		33				14				5				18				18		
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?																				
SUMMARY			72	0	0		28	0	0		10	0	0		36	0	0		36	0	0

[REDACTED] - Resolve MLV set qty discrepancy
WR PLANNER A) MLV maintenance binder has post-it tags "need new drawing". Resolve, perhaps with new OpMaps.
[REDACTED] B) IndSpr OpDiag still has a note "confirm PLM is correct" regarding "emer" or "other" categorization for V-48.63 & V-A. Resolve. Card for 48.63 is now marked as "other", but V-A card is still "emer".
[REDACTED] C) Note on ShinPLS OpDiag: V-A is not emer category. Check in PLM and resolve. Card still shows "emer".

RELIEF VALVES
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [redacted]

Auditor: [REDACTED]

42.03		[REDACTED]				[REDACTED]							
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Is there a relief valve list? Should note all reliefs, & whether they are package reliefs.	Y(N)				Y(N)				Y(N)			
2	Is the most recent version of the relief valve maintenance form being used	Y(N)				Y(N)				Y(N)			
3	Is the Package Relief form used when appropriate (FH70)	Y(N)				Y(N)				Y(N)			
QUALITY OF MAINTENANCE		resolve difference in qty here											
4	The top part of the Relief Valve Maintenance form is completed thoroughly		3				14				12		
5	Equipment number on the maintenance form and RV Calculations match		3				12				12		
6	Maintenance frequency is once per calendar year not to exceed 15 months		3			F	12	2			12		
7	Relief valve calculations are available (excl. pkg reliefs)		3				12				12		
8	Actual relief set-points are in agreement with calculations (Can not be higher!)		3				12				12		
9	Relief valve calculations have been verified and signed off on schedule.		3			D	7	5			12		
SUMMARY			18	0	0		69	7	0		72	0	0

- A) Some PSV's are not on the 2004 StaMaintForms, but are on the 2005. Resolve how district wants to document this work. (e.g., IndSpr PSV 16B.)
- B) Shingletown - example, but found elsewhere. No need to copy the StaMaintForm pages and include in the PRV section of the records. Just keep the StaMaintForm pages in that section of the file. NO SCORED ISSUE
- C) N/A
- D) Missing calc signoff: PSV-1, 2, 11B, 16B. Missing ReliefValveRecord signoff by mechanic: 11B, 20B. Employees need to complete the required reviews and add signatures. RESOLVED 9/20/05
- E) PSV-7 IndSpr note is on a post-it. Records should be on hardcopy. not a post-it. Should have date removed from svc. RESOLVED 9/20/05
- F) 2005 maint on IndSpr ReliefValveRecords not yet in file for 48.64 & 48.65. RESOLVED - FOUND IN PLM 9/20/05
- G) 2004 maint on StaMaint forms was done 6/7/04 and 6/10/04, yet the maint for PSV 16B on the ReliefValveRecord is shown as 6/9/04. Resolve discrepancy. NO ISSUE - employees are on site for a week so any day in this range is correct.
- H) 2004 maint on StaMaint forms was done 6/9/04, yet the maint on the ReliefValveRecord is shown as 6/8/04. Resolve discrepancy. NO ISSUE - employees are on site for a week so any day in this range is correct.

REG (or PL) STATIONS - Station File
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor:

		42.03															
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N				Y/N			
2	All major categories on form addressed	Y/N				Y/N				Y/N				Y/N			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?	Y/N				Y/N				Y/N				Y/N			
4	Maintenance activities are initialed and dated		6			E	16	6			29						
5	Maintenance activities are performed on schedule	F		6			22				29						
6	Form was reviewed and initialed by management		1			C		1									
7	Vault Inspections have been completed and signed off on schedule																
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)									D		1					
9	Operating Diag on file w/current MAOP/MOP						1				1						
10	PCV set points and control points are consistent with OpDiag MAOP/MOP	E		6			1			B	29	<2>					
SUMMARY			7	12	0		40	7	0		88	1	0		0	0	0

A) New station maintenance reports are filled in by hand each year, introducing the possibility of an error in transferring maintenance records from the prior year. Set up a template for these forms so that it is far easier to check whether maintenance is consistent from year to year. DISTRICT TO CONSIDER A WR TO ADDRESS

B) Some Shingletown as-found pressures (360 vs 400 for PSV 1, 350 vs 400 for PSV 7) were way off, but no note indicating whether anything unusual was encountered or done. When large discrepancies are discovered between as found set points and desired set points, further investigation should be conducted by the district regarding whether the equipment is okay or not, and documented on the maintenance form.

C) No signoff in 2004 nor in 2005. Crew needs to sign and date all compliance record entries. RESOLVED 9/20/05

D) O&MI last rvwd 4/7/04. Is this in PLM? Maintenance record needs to be updated RESOLVED - PLM SHOWS DONE 4/5/05

E) No tech signoff of six PCV's 11B-21B. Crew needs to sign and date all compliance record entries. RESOLVED - PLM SHOWS DONE 6/8/05

F) 7/04 StaMaintForm not in file for PCV's. PSV's were maintained in 04 based on the ReliefValveRecords, so the PCV's may have been maintained as well. Check PLM and update maintenance records and signatures as appropriate. RESOLVED 9/20/05

CORROSION CONTROL
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

400					401			
REVIEW DETAIL					REVIEW DETAIL			
ADMINISTRATIVE INFORMATION					Note	OK	MIN	SIG
1	Is the map depicting the system, and has rectifiers shown on it, in the folder	A		1				
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)	A		1				
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1					
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1					
QUALITY OF CP DATA								
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		2					
6	Are the P/S Reads PLM failure notes addressed satisfactorily	C	9					
	Deficiencies: PS 850mv - 1600mvmor <100mv shift; C/S<[800]mv or <100 or P/S							
	Deficiencies: P/S>[1600] nv (anodic field or??)							
7	Are Action Plans in the folder? Does the Action Plan state scope and schedule for correction(s)?							
SUMMARY						13	2	0

INCLUDED IN L-400

A) Maps and CP station report records are not complete. Add Sta 180 to the maps in files for both pipelines. Add Sta 180 CP StaRpt to file. RESOLVED - SAME RECTIFIER AS 179. NOTED IN RECORDS

[REDACTED] - B) MP 18.29 L401 note in PLM printout suggests an unresolved issue still needs attention. Same for MP 38.36

[REDACTED] - C) MP 121.60 status of issue resolution (P/L test leads needed) should be included in the resolution notes.

District: Burney
AuditDate: 9/19/05
ReportDate: 11/18/05
Auditor: [REDACTED]

L-400/401

BurneySIAuditReport2005publishedUpdated

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

		Burney				Tionesta							
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION													
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Yes/No				Yes/No				Yes/No			
2	Patrol Plan is in the file indicating the area patrolled with class												
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?												
4	If class locations have changed, is documentation in place explaining the reason for the change?												
5	Report of New Construction forms are in place for any changes?												
6	Class location studies done to support changes?												
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		1				1						
8	All items on list checked as "OK" or "Condition Found"		1				1						
9	If "Condition Found" is checked, is there an "Issue" documented						4						
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"						4						
11	Is the report signed off by the patroller		1				1						
12	Is the report signed off by the GMS within 1 month of the patrol	A		1			1						
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		1				1						
14	If the patrolling report indicates that a leak was found and/or buried piping was uncovered, was a "leak survey, repair, and inspection" form F4110 filled out.						4						
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?												
16	The roster of exposed piping is the same as the previous year or explanations are documented												
17	If "Issue" is checked, there is an explanation on the back of the form												
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"												
19	Is the Patrol report signed off by the patroller												
20	Is the report signed off by the GMS within 1 month of the patrol												
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location												
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
TOTAL			4	1	0		17	0	0		0	0	0

A) 5/05 patrol not signed off by [REDACTED] RESOLVED 9/20.

<<I assume that exposed piping section is not filled in for compressor stations.....why not????>>

COMPRESSOR STATION RELIEF VALVES
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate: 11/18/05
Auditor: [REDACTED]

ADMINISTRATIVE INFORMATION	Tion KUnits				TionFuel				Misc Binder TionProcess			
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1 Is there a relief valve list? Should note all reliefs, & whether they are package reliefs.	Y/N				Y/N				Y/N			
2 Is the most recent version of the relief valve maintenance form being used	Y/N				Y/N				Y/N			
3 Is the Package Relief form used when appropriate (FH70)	Y/N				Y/N				Y/N			
QUALITY OF MAINTENANCE												
4 The top part of the Relief Valve Maintenance form is completed						2				16		
5 Equipment number on the maintenance form and RV Calculations match										11		
6 Maintenance frequency is once per calendar year not to exceed 15 months	A		1			2				16		
7 Relief valve calculations are available (excl. pkg reliefs)									B,C	5	2	<1>
8 Actual relief set-points are in agreement with calculations (Can not be higher!)		1				2				16		
9 Relief valve calculations have been verified and signed off on schedule.										7		
SUMMARY		1	1	0		6	0	0		71	2	0

A) T-8 3/04 is the last entry. If out of svc, add clarifying note to binder. Svc done by [REDACTED] 3/15/05. **DISTR TO UPDATE RECORDS**

B) PSV-9 PRV on ReliefValveRecord is inconsistent with the calc. RESOLVED 9/20....ReliefValveRecord equipment ID was updated to match new equipmend and calc.

C) PSV-15 needs new calc as noted on 6/30/04, yet no action has been documented. This might be a negative "finding" in a CPUC audit, which would be viewed as a significant maintenance documentation failing. Examine the processes employed to track open issues such as this to make improvements as appropriate to avoid problems with the schedule of deliverables from others (staff in this case). Include a specific action plan schedule in your response to this audit report to resolve this issue.

D) Tionesta T-9 card in fuel book.....should be removed?? RESOLVED 9/20 - NOTE ADDED OUT OF SVC

RELIEF VALVES
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	BurneySealGas				BrnyStartGas				Miscl Binder BrnyProcessGas			
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION												
1	Is there a relief valve list? Should note all reliefs, & whether they are package reliefs.											
2	Is the most recent version of the relief valve maintenance form being used											
3	Is the Package Relief form used when appropriate (FH70)											
QUALITY OF MAINTENANCE												
4	The top part of the Relief Valve Maintenance form is completed thoroughly											
5	Equipment number on the maintenance form and RV Calculations match											
6	Maintenance frequency is once per calendar year not to exceed 15 months											
7	Relief valve calculations are available (excl. pkg reliefs)											
8	Actual relief set-points are in agreement with calculations (Can not be higher!)											
9	Relief valve calculations have been verified and signed off on schedule.											
SUMMARY												
A) T-37 No entry since 2/03. T-37 no entry since 2/04. Review PLM and update the records as appropriate. RESOLVED - MAINT DONE BY [REDACTED] 2/23/05												
B) PSV-16 calc not reviewed or signed when 5/05 maint was done. Review the records, and sign and date as appropriate. RESOLVED - [REDACTED] DONE ON 5/11/05.												
C) PSV-36 relief valve record not signed for 2005. Review the records, and sign and date as appropriate. RESOLVED - NOTED REMOVED FROM SVC 8/3/04 - [REDACTED]												

CORROSION CONTROL
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	BurneyCS				TionestaCS							
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION												
1 Is the map depicting the system, and has rectifiers shown on it, in the folder		1				1						
2 Are <u>all</u> of the CP Station Reports in the folder According to PLM)		1				1						
3 Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)	A		<1>		A		<1>					
4 Is the most recent P/S Reads - PLM report in the folder (print out and compare)	B		<1>		B		<1>					
QUALITY OF CP DATA												
5 Are the Rectifier Read PLM failure notes addressed satisfactorily?		1				0						
6 Are the P/S Reads PLM failure notes addressed satisfactorily		0				4						
Deficiencies: PS 850mv - 1600mv or <100mv shift; C/S<[800]mv or <100 or P/S												
Deficiencies: P/S>[1600] mv (anodic field or??)												
7 Are Action Plans in the folder? Does the Action Plan state scope and schedule for correction(s)?		n/a				n/a						
SUMMARY		3	0	0		6	0	0		0	0	0

As with prior years, the CP data report in the file is not current, and is therefore not a useful quick reference for district or staff personnel, or for the use by the M.A. to verify that data has been entered correctly. At the end of the year, the entire years rectifier data reports can be printed out and signed off and the bimonthly rectifier reports can then be discarded. This was explained in last year's audit as well.
[REDACTED] **TO ADDRESS** - A) Last filed reports are 1/05... print and keep current reports in binder.
[REDACTED] **TO ADDRESS** - B) Last filed reports are 9/04... print and keep current reports in binder.

REG (or PL) STATIONS - Station File
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate: 11/18/05

Auditor: [REDACTED]

		BrnyFuelGas				TionFuelGas											
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/ N				Y/ N				Y/ N				Y/ N			
2	All major categories on form addressed	Y/ N				Y/ N				Y/ N				Y/ N			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?																
4	Maintenance activities are initialed and dated		13				3										
5	Maintenance activities are performed on schedule	B,D,E		5	<4>	6	B										
6	Form was reviewed and initialed by management	C		1		G		1									
7	Vault Inspections have been completed and signed off on schedule																
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)	I		1		H		1									
9	Operating Diag on file w/current MAOP/MOP																
10	PCV set points and control points are consistent with OpDiag MAOP/MOP																
SUMMARY			13	7	0		3	2	0		0	0	0		0	0	0

WR NEEDED - A) Burney records have post-it notes. Resolve issues and remove post-its
B) PCV 99 - no 2005 entry, last done 3/3/04. Add note to StaMaintForm if out of svc???? RESOLVED - O/S 9/20/05
C) DS signoff is missing. RESOLVED 9/20/05
D) Check to confirm that 80, 81, 82, 83 are in PLM for 12/05. RESOLVED 9/20/05 - district schedule is consistent with PLM schedule.
E) Burney fuel gas regulators 80, 81, 82, 83 maintained in 5/03 (assumed), remained in operation but were dropped from maint in 5/04 along with the retirement of K-1, and then returned to records and maintained in 12/04. Good note in file explaining that the district discovered the error and returned the equipment to PLM maintenance! The maximum 15 month interval for maintenance was exceeded. This might be a negative "finding" in a CPUC audit, which would be viewed as a significant maintenance failing. District is clear that decisions to remove equipment from PLM should be reviewed by several people involved in the maintenance and operation of the equipment to ensure that the decision is correct.
F) PCV-3 shows up in 05 but not in prior years. Prior year records are incomplete. **DISTRICT TO COMPLETE RECORDS**
G) DS review is missing. RESOLVED 9/20/05
H) OMI log in Tion Misc binder last signed 4/04....15 mo interval exceeded. Check PLM to confirm this review was made. RESOLVED 9/20/05 done by [REDACTED] 5/5/05
I) RVW done 9/23/04. Check PLM to confirm this is in PLM correctly. RESOLVED 9/20/05 done [REDACTED] 5/6/05

VALVE
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

V-9Fuel
ESD Records
CSBrny

ESD Records
CSTio

Regulator Scn,
BrnyFuelGasBinder
BryFuelValves

VALVE INVENTORY	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1 Have the Emergency Valves been identified in the district?	Y/ N				Y/ N				Y/ N				Y/ N				Y/ N				Y/ N			
2 Have there been any addition or deletion of emergency valves since last year? Have the valve cards been added/deleted to reflect chage? (ask DS)	Y/ N				Y/ N				Y/ N				Y/ N				Y/ N				Y/ N			
SERVICE HISTORY																								
3 Is the maint frequency once per calendar year not to exceed 15 months?		12				15			A	1														
4 Are the first 6 fields completed		12				15			B		<													
5 If REPAIRS were required, is ACTION shown and Repair & Review signed off?		n/a				n/a				1														
SUMMARY		24	0	0		30	0	0		2	0	0		0	0	0		0	0	0		0	0	0

TO ADDRESS - A) V-9 card is in fuel gas binder. Why is it in "emer" category? Seems inconsistent w/Tion

TECH TO FILL IN StaMaintForms - B) PCV's in Burney fuel all have valve cards with a note stating "new form". The 2005 maintenance documentation was not included on the valve card, nor was it included on the left half of the station maintenance form. These valves are not categorized as "emergency" and therefore do not need to have maintenance recorded on valve cards - PLM is a satisfactory record for recording valve body servicing. The intent is to eliminate the use of valve cards for this equipment. The left half of the station maintenance form can be used to document that the valve was stroked at least partially, and PLM will suffice to document that the rest of the valve body maintenance was performed. Existing StaMaintForms need to be filled in for 2005 (30 items). This is not being scored since this policy has not been sufficiently clearly defined or able to attend yet to systemwide.

CS Gas Detection
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	TionGasDet				BrnyGasDet			
	REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION								
1	Are the most recent versions of the Gas Detection forms being used				Y/N			
2	All major categories on the Gas Detection form addressed				Y/N			
QUALITY OF MAINTENANCE								
3	The Gas Detection Test date frequency is once per calendar year not to exceed 15 months				A	1		
4	Are all of the boxes fill out appropriately.					1		
5	Calibration show all zero-spans within tolerance				B			
6	Any issues identified, if so documented work required							
SUMMARY						2	0	0
<p>WR NEEDED - A) Replace post-it with hard copy 3-hole in binder (permanent record) explaining the new procedure and new equipment install.</p> <p>SUGGESTION ONLY - WR NEEDED - B) Tolerances for zero-spans are not shown, so this can't be double-checked by OS or GMS. Consider adding the allowable tolerance to the form ("zero = 4mA, span = 20 mA" or whatever), and have the tech state that the calibration was successful at the bottom of the form?</p>								

CS ESD
RECORD AUDIT SHEET

District: Burney
AuditDate: 9/19/05
ReportDate:11/18/05
Auditor: [REDACTED]

	Burney				Tionesta							
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION												
1 Does test documentation clearly set forth the testing program and the overall test results/conclusions?		Y/N			1	Y/N			Y/N			
2 Was the testing process satisfactory		Y/N				Y/N			Y/N			
QUALITY OF MAINTENANCE												
3 The ESD test frequency is once per calendar year not to exceed 15 months		1				1						
4 If the time to stroke valves does not fall within recommend time limits, are there appropriate comments in the report?					1							
5 If corrective or investigative action is appropriate based on valve stroke time, is an action plan in place?		n/a				n/a						
6 If the time from ESD initiation to station de-energized state found during testing does not meet expectations for this sta, were action items developed and documented?		n/a				n/a						
7 Is action plan documentation accessible?		n/a				n/a						
8 Has the action been undertaken in a timely manner given the significance of the problem issues?		n/a				n/a						
9 Is the correct ESD station button used to activate the ESD?		1			2		<1>					
SUMMARY		2	0	0		1	0	0		0	0	0
<p>WR NEEDED A) The form used by Brny for this test does not really show what the performance standards are (look at prior year's records for better examples). <u>SI is currently developing a new process for documenting ESD testing. Expect to revise the way this test is documented by the district, once the new process is published.</u></p> <p>WR NEEDED B) No schedule is apparent on this year's form that shows the plan for cycling through the different ESD initiation points (not scored). The 2004 form shows the intended schedule, but the 05 test does not seem to follow this, and no explanation notes are found. 05 seems to be initiated by a PLC failure, while the schedule from 04 shows ESD-6 as the initiation point. Resolve. <u>Upgrade the test documentation.</u></p>												