

LOS MEDANOS DISTRICT *2005 MAINTENANCE Q/A REVIEW*

REVIEW OF CODE-REQUIRED MAINTENANCE RECORDS

DECEMBER 13, 2005

2005 SI AUDIT		
LOS MEDANOS SCORING SHEETS		
District: Los Medanos AuditDate: 10/24-25/05 ReportDate: 12/13/05 Auditor: [REDACTED]	EXCEL TAB	PAGE
	Contents & Issues	2,3,4
	Overall Score Sheet	5
	05IssuesTally	6
	Pipeline Score Sheet	7
	Compressor Score Sheet	8
	Standards	9

PIPELINE AUDIT SHEETS						
OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE	
18	1		Aerial Patrol	Aerial Patrol	10	
8			114	PtrlLk1	11	
8			131	PtrlLk1	11	
11	2		191	PtrlLk1	11	
1	1		400	PtrlLk2	12	
21	3		SP3 & X-TIE sta	PtrlLk2	12	
8			SP4	PtrlLk2	12	
6			SP5	PtrlLk3	13	
1	1		CCPP	PtrlLk3	13	
6			[REDACTED]	PtrlLk3	13	
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5			Los Medanos Field	PtrlLk4	14	
4	1		Los Medanos PLS	PtrlLk4	14	
10	1		[REDACTED]	PtrlLk5	15	
reference information			Patrol Detail	PatrolDetail	16	
reference information			M&L Calibration	M&L Calibration	17	
112			ATS	Valves1	18	
14			114	Valves1	18	
6			131	Valves1	18	
41	6		191	Valves1	18	
12	2		400	Valves1	18	
30	2		SP3	Valves1	18	
6			SP4	Valves2	19	
32			SP5	Valves2	19	
6			[REDACTED]	Valves2	19	
46			SP3/191Cross Tie	Valves2	19	
12			LM PLS	Valves2	19	
5	3		LM Pad A	Valves2	19	
12			LM Pad B	Valves3	20	
36			LM Pad C	Valves3	20	
24			LM Pad D	Valves3	20	
18			LM Dehy	Valves3	20	
68			PCrk Field	Valves3	20	
			Spare	Valves3	20	
37	5		LM Fuel Gas, V-506, 507, Aux Gen	Reliefs1	21	
36	6		LM Fuel Pads A, B, C, D	Reliefs1	21	
94	14		LM Separator, Tower, Tanks	Reliefs1	21	
52	1		LM Fuel Gas, Reboilers 1 & 2	Reliefs2	22	
37	5		AntiochTerminal	Reliefs2	22	
19	9		LM PLS	Reliefs2	22	
48			SP3 L191 xTie	Reliefs3	23	
54			PCrk GS 3-1,2,3	Reliefs3	23	
54			PCrk GS 3-4,4-1,2	Reliefs3	23	

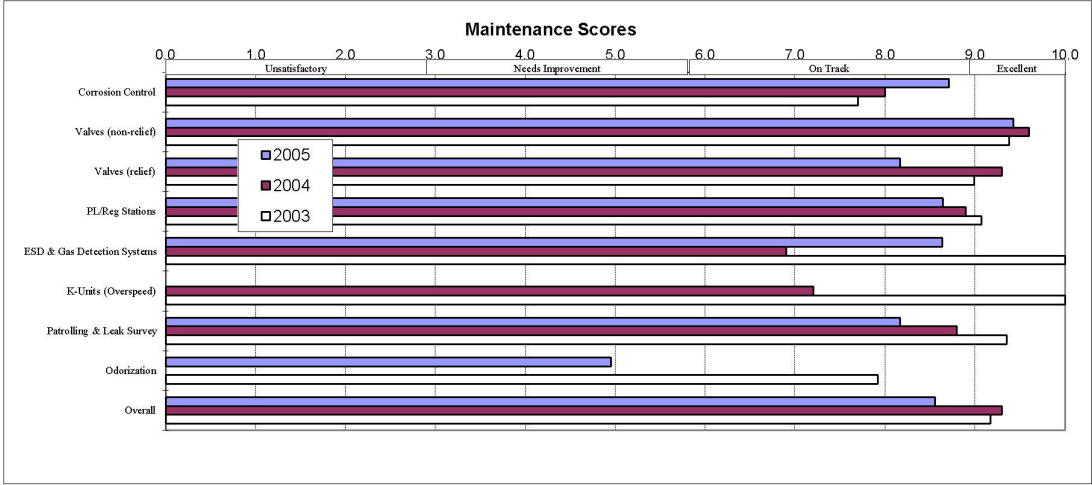
OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE
3	3		ATS Regs/Reliefs, Book 1	Regs1	24
16	1		ATS Supply Rack Book 2	Regs1	24
138	7		ATS Book 4 Reg/Mon Valves	Regs1	24
64	8		SP3 L191 Crosstie	Regs1	24
43			Los Medanos PLS	Regs2	25
20	7		PadsABCD	Regs2	25
non CPUC equipment			LM Separator, Tower, Tanks	Regs2	25
non CPUC equipment			LM Reboiler 1 & 2	Regs2	25
non CPUC equipment			LM, Fuel Gas Aux Gen	Regs3	26
non CPUC equipment				Regs3	26
59			PCrk GS 3-1,2,3	Regs3	26
58			PCrk GS 3-4,4-1,2	Regs3	26
36	2		Pipelines/Stas	CorrosionPL	27
reference information			Rectifiers	Rectifiers	28
6	3		Antioch	Odorization	29
19	18		Los Medanos	Odorization	29
16				Odorization	29
OK	MIN	SIG			
1,502	112		Totals	1,614	
COMPRESSOR STATION AUDIT SHEETS					
OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE
included in P/L sen			Los Medanos K-1	CSLeakSurvey	30
4	1			CSLeakSurvey	30
14			LM CmprStaESD	CSValves	31
8			LMCmprStaValves	CSValves	31
26				CSValves	31
26			Los Medanos K-1	CSReliefs	32
30				CSReliefs	32
88	14		Pl Crk Mon/Reg/Twrs	CSReliefs	32
1			Los Medanos K-1 PCV's	CSRegs	33
6			Los Medanos	CSCorrosion	34
7	1			CSCorrosion	34
33			LM Compr/CntlBld	GasDetection	35
10	1		LM WellPads	GasDetection	35
3	1		LM Compr ESD	ESD	36
	1		LM Well ESD	ESD	36
OK	MIN	SIG			
256	19		Totals	275	
information only				ActionNotes	37
1,758	131			1,889	

OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE
<p>SUMMARY COMMENTS <i>(This is a collection of notable issues, but is not a complete list. See the individual audit sheets in this report for a complete list. See the 05IssuesTally page for summary of error quantities. See the ActionNotes table at the end of the report for the full set of details on resolved and open issues with action plans.)</i></p> <p>SIGNIFICANT ITEMS - NONE</p> <p><u>MOST PREVALENT MINOR ITEMS</u></p> <p>The management review is not made or documented on a number of records (patrols, relief calcs, equipment maint, etc). Review the system used to keep management record reviews current and revise if necessary. Add management review to the relief valve maint records by updating the records or migrating to the new relief maint forms. SI is considering tools that may help keep the GMS stay current.</p> <p>In some cases, maintenance is shown as complete in PLM, but the maintenance record does not contain the corresponding entry. Examine processes use to keep the records current and consistent with PLM.</p> <p><u>OTHER MINOR ITEMS</u></p> <p>Valve maintenance records (Antioch Terminal and elsewhere) contain a number of valve cards tagged with post-its stating that the valves are not to be considered CPUC "emergency". This is consistent with the determination that valves in pressure control service are not necessarily categorized as emergency valves. Records are not consistent yet. Similarly, Los Medanos compressor station and dehydrator equipment valves appear to include some which are not emergency category, yet which are still categorized as emergency in the records and presumably in PLM. This issue was not reviewed in detail during this audit. <u>Review and revise the full set of district valve records on cards and in PLM as appropriate.</u></p> <p>Some 2005 patrol records were found in the "Leak Survey and Patrols" binder, but most were found in the binders for each specific facility. The system employed in this district is intended to file the current year patrol records in the patrol binder, and prior year records in the specific line binders, but this is not done consistently. Most current records (patrols and everything else) are filed in the facility-specific binder. <u>Consider employing and executing consistently; consider filing all completed records in the facility-specific binders and using the "Leak Survey and Patrols" binder for templates only.</u></p> <p><u>RESOLVED</u></p> <p>A patrol plan is in place on the cover of the "Leak Survey and Patrols" binder, and the patrol forms are set up as templates in advance to provide clarity on the extent of each patrol. However, more detail on the patrol plan would add further clarity that would be useful for new employees unfamiliar with the patrols. A page has been provided following the patrol pages in this report showing an example of this detail. <u>Review and consider adding detail to the patrol plan.</u></p>					

Maintenance Record Audit
Combined Pipeline and ComprSta Scoring Summary

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

	Impact	1	3	7							
	Points	10	5	0							
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Weighted Average Category Score	2005 Category Score	Performance Status	2004 Category Score	2003 Category Score	2002 Category Score	2001 Category Score
Corrosion Control	52	49	3	0	0.2	8.7	On Track	8.0	7.7	9.4	7.6
Valves (non-relief)	541	528	13	0	2.7	9.4	Excellent	9.6	9.4	9.5	8.0
Valves (relief)	629	575	54	0	2.7	8.2	On Track	9.3	9.0	9.6	7.2
PL/Reg Stations	428	402	26	0	2.0	8.6	On Track	8.9	9.1	8.4	9.6
ESD & Gas Detection Systems	49	46	3	0	0.2	8.6	On Track	6.9	10.0	10.0	5.6
K-Units (Overspeed)	not CPUC maintenance							7.2	10.0	10.0	10.0
Patrolling & Leak Survey	128	117	11	0	0.6	8.2	On Track	8.8	9.4	9.9	9.5
Odorization	62	41	21	0	0.2	5.0	Needs Improvement	n/a	7.9	8.5	8.6
Population & %	1889	93%	6.9%	0.0%	8.6						
Overall	8	<=categories audited		Weighted Average Overall Score		8.6	On Track	9.3	9.2	9.3	8.2
		1758	131	0							



ISSUES TALLY

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
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. In this case, most errors were situations where 1) GMS review was not made or documented; and 2) maintenance was done and recorded in PLM, but not recorded on the hardcopy maintenance records.

1 = issue exists in this distr.
Blank = not an issue.

minor

significant

SUMMARY (most prevalent issues)

GMS review of records was not conducted or not timely	78	
PLM shows work was done, but maintenance record missing or incomplete	21	
New equipment records lack the in-service date	8	
	107	

DETAILED TALLY (most but not all)

MISCL

GMS review of records was not conducted, or not timely	78	
Most current forms need to be used		
Odorization records problems / missing	21	

CATHODIC PROTECTION

Work notes to address PLM CP failure notes are missing or unclear	1	
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		
PLM CP Data Reports in file are not current	2	

PATROLS

Span patrol documentation		
issues are not documented correctly		
issue resolution missing or not signed off	1	
leak forms not in file	3	
Patrol is shown in PLM as conducted, but no patrol record in file.	2	

RELIEFS

Work shown in PLM as done, but the work is not documented in the records	6	
PRV calc records	1	
PRV set points		
PRV numbering issues (consistency)		
PRV form issues (missing info, incorrect)	6	

REG STATIONS

Work shown in PLM as done, but the work is not documented in the records	7	
O&MI review / records issues	1	
Vault inspection issues	3	

VALVES

Categorization of valves (emer or other) can be improved	yes	
No in-service date on new equipment	8	
Work shown in PLM as done, but the work is not documented in the records	3	
Repair records problem	1	

COMPRESSOR STATIONS

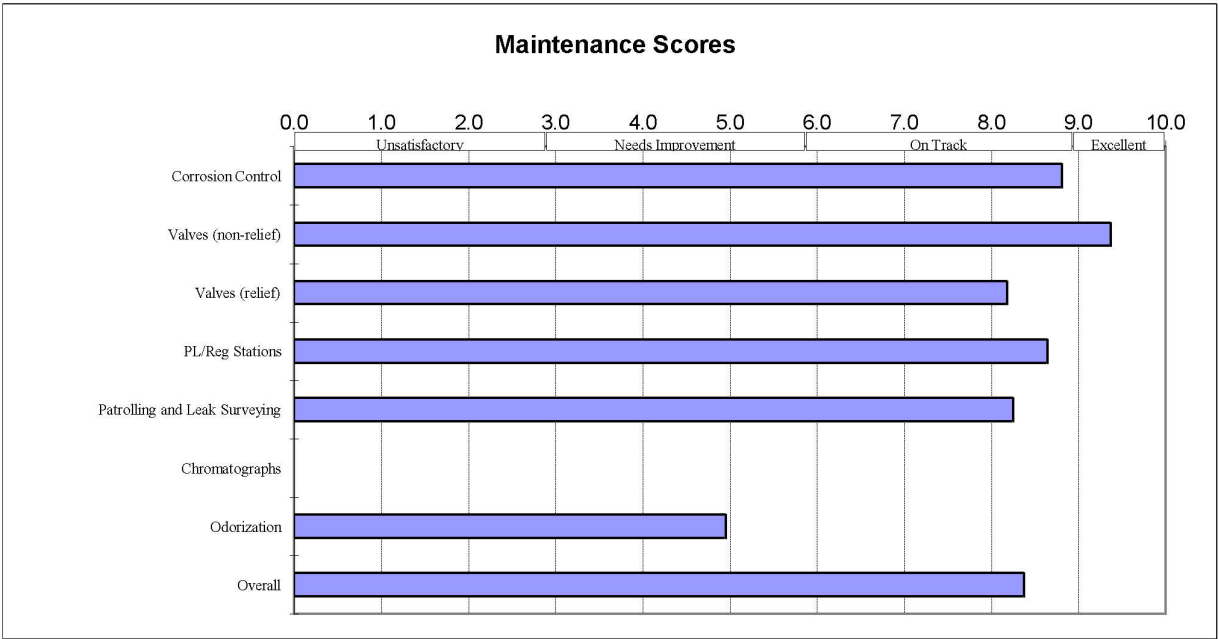
Work shown in PLM as done, but the work is not documented in the records	2	
ESD test documentation issues	1	
TOTAL	147	0

Maintenance Record Audit

Pipeline Scoring Summary

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
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	38	36	2	0	0.2	8.8	On Track
Valves (non-relief)	493	480	13	0	2.9	9.4	Excellent
Valves (relief)	471	431	40	0	2.4	8.2	On Track
PL/Reg Stations	427	401	26	0	2.3	8.6	On Track
Patrolling and Leak Surveying	123	113	10	0	0.6	8.3	On Track
Chromatographs	0				0.0	0.0	
Odorization	62	41	21	0	0.2	5.0	Needs Improvement
Population & %	1614	93%	7%	0%		8.6	
Overall	7	<=categories audited			Weighted Average Overall Score	8.4	On Track
		1502	112	0			



Maintenance Record Audit

ComprSta Scoring Summary

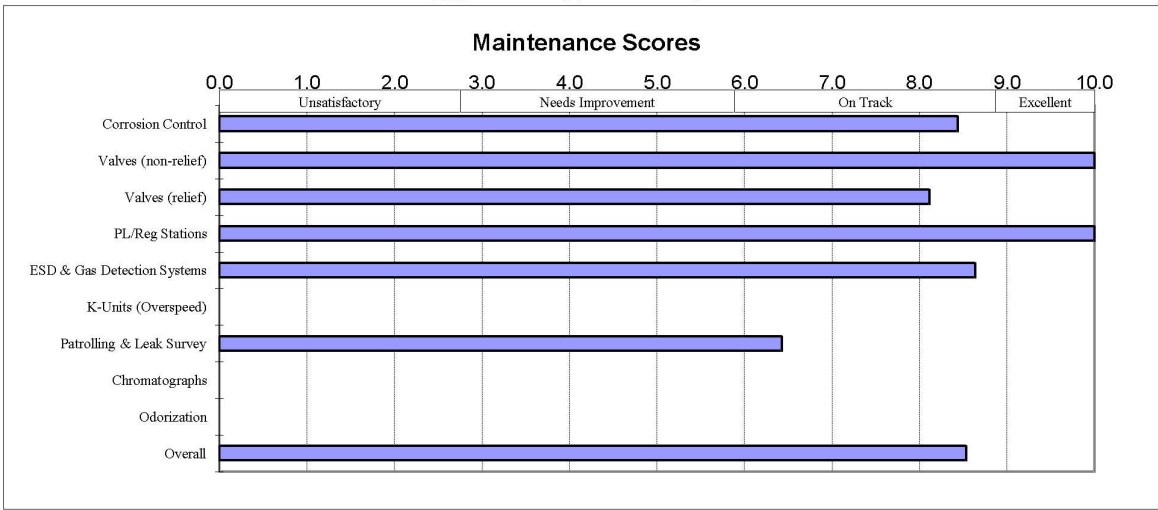
District: Los Medanos

AuditDate: 10/24-25/05

ReportDate: 12/13/05

Auditor:

	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	14	13	1	0	0.4	8.4	On Track
Valves (non-relief)	48	48	0	0	1.7	10.0	Excellent
Valves (relief)	158	144	14	0	4.7	8.1	On Track
PL/Reg Stations	1	1	0	0	0.0	10.0	Excellent
ESD & Gas Detection Systems	49	46	3	0	1.5	8.6	On Track
K-Units (Overspeed)	0	n/a	n/a	n/a	0.0	0.0	
Patrolling & Leak Survey	5	4	1	0	0.1	6.4	On Track
Chromatographs	0	n/a	n/a	n/a		0.0	
Odorization	0	n/a	n/a	n/a		0.0	
Population & %	275	93%	7%	0%		8.5	
Overall	7	<=categories audited			Weighted Average Overall Score	8.5	On Track
		256	19	0			



STANDARDS DISTRIBUTION AND DISCUSSION
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

		COMMENT
STANDARDS UPDATING		
Gas Standards & Specifications Book Update, Change 56		
1	Change notice log sheet in front of book reflects #56	yes
2	Changes have been made in the book (spot check)	
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)	
Emergency Exercise		
5	Emergency Exercise for previous year on file	12/14/04 documentation in file
6	Current year on file if completed	

AERIAL PATROL
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

		Station Name			
ADMINISTRATIVE INFORMATION		REVIEW DETAIL			
		Note	OK	MIN	SIG
1	Are the standardized forms being used (F4111-A)	B	Yes/No		
2	Are the records in the standardized files (Aerial Patrol Manual)	A			
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		4		
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)?		4		
8	If pilot observation is documented, is there an appropriate response documented with initials and	C		1	
9	Is the Patrol report signed off and dated by the pilot?		4		
SUMMARY			18	1	0

A) Aerial patrol binder is organized by month, so distinctions between compliance and reliability patrol records are harder to understand. No issues - district organization is sufficiently clear.

B) Aerial patrol report form is used, not F4111A. No issue.

C) No date on the "OK" and signature. (-lmnr) Help crew understand that any time a signature is needed, a date should be shown as well. Date the response on this form. Records completed. RESOLVED.

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

ReportDate: 12/13/05		114				131				191			
Auditor: [REDACTED]		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)	Y/N				Y/N				Y/N			
2	Patrol Plan is in the file indicating the area patrolled with class	A	1			A	1			A	1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	A	1			A	1			A	1		
4	If class locations have changed, is documentation in place explaining the reason for the change?	none	-			none	-			none	-		
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				1		
8	All items on list checked as "OK" or "Condition Found"		1				1				1		
9	If "Condition Found" is checked, is there an "Issue" documented		1				1				1		
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"												
11	Is the report signed off by the patroller		1				1				1		
12	Is the report signed off by the GMS within 1 month of the patrol		1				1			C		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.												
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?		n/a				n/a				1		
16	The roster of exposed piping is the same as the previous year or explanations are documented		n/a				n/a				1		
17	If "Issue" is checked, there is an explanation on the back of the form		n/a				n/a						
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"		n/a				n/a						
19	Is the Patrol report signed off by the patroller		n/a				n/a				1		
20	Is the report signed off by the GMS within 1 month of the patrol		n/a				n/a			D		1	
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		n/a				n/a				2		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?		n/a				n/a						
SUMMARY			8	0	0		8	0	0		11	2	0

A) Plan is on the front of the "Leak Survey and Patrols" binder. Adding more details for each facility would help make it clearer. See the detail on the page following these patrol audit pages.

B) 2005 records for L114 and L131 were found in the "Leak Survey and Patrols" binder. L191 form was not in this binder, but found in the L191 binder. L191 span records were found in the L191 binder. The system employed in this district is intended to file the current year patrol records in the patrol binder, and prior year records in the specific line binders, but this is not done consistently. Most current records (patrols and everything else) are filed in the facility-specific binder. Consider employing and executing consistently to make it easier to find records. Consider filing all completed records in the facility-specific binders.

C) Patrol 4/26/05, review 7/7/05. (-1mnr) Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

D) Patrol 4/20/05, review signoff 7/7/05. (-1mnr) Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

PATROLLING / LEAK SURVEY RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED] d

ReportDate: 12/13/05		400				SP3 & X-TIE sta				SP4			
Auditor: [REDACTED]d		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)	Y	N			Y	N			Y	N		
2	Patrol Plan is in the file indicating the area patrolled with class	A	1			A	1			A	1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	A				A				A	1		
4	If class locations have changed, is documentation in place explaining the reason for the change?	none	-			none	-			none	-		
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....						2				1		
8	All items on list checked as "OK" or "Condition Found"						2				1		
9	If "Condition Found" is checked, is there an "Issue" documented						3				1		
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"						3						
11	Is the report signed off by the patroller						2				1		
12	Is the report signed off by the GMS within 1 month of the patrol						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		1		D	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.					E		3					
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?		n/a				1				n/a		
16	The roster of exposed piping is the same as the previous year or explanations are documented		n/a				1				n/a		
17	If "Issue" is checked, there is an explanation on the back of the form		n/a								n/a		
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"		n/a								n/a		
19	Is the Patrol report signed off by the patroller		n/a				1				n/a		
20	Is the report signed off by the GMS within 1 month of the patrol		n/a				1				n/a		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		n/a				1				n/a		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?		n/a								n/a		
SUMMARY			1	1	0		21	3	0		8	0	0

A) Plan is on the front of the "Leak Survey and Patrols" binder. Adding detail for each facility would help make it clearer. See the detail on the page following these patrol audit pages.

B) 2005 records for SP4 were found in the "Leak Survey and Patrols" binder. L400 and SP3 2005 forms were not in this binder. SP3 2005 exposed piping form was found in the SP3 binder.

C) L400 patrol form was not found in either the "Leak Survey and Patrols" binder or the L400 binder. 2004 form was found in the L400 binder. Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. PLM shows patrol was done on time, so a patrol form was filled in and added to file by the original mechanic 10/25/05. Immediate issue RESOLVED 10/25/05 (-1mnr). This may indicate that it is possible that the process may not always have the blank patrol form in the hands of the patroller when patrolling, so further review of the process may be worthwhile.

D) 2005 patrol form found in the SP3 binder for the SP3-L191 x-tie station, but no 2004 patrol record found. (-0) Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. Subsequent discussion with the district revealed that the patrol is included in the 2005 L191 and SP3 patrols L191 xtie piping is included in the L191 pipeline patrol, and the SP3 xtie piping is included in the SP3 patrol. New notes clarifying this were added to the patrol form templates. RESOLVED 10/24/05

E) Three leaks documented on the SP3-L191 x-tie station but no leak forms in file. (-3 mnr) Find or create leak forms and add to file, or add not to file referencing where the leak forms are kept.

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

ReportDate: 12/13/05		SP5				CCPP							
Auditor: [REDACTED]		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)	(Y)N				(Y)N				(Y)N			
2	Patrol Plan is in the file indicating the area patrolled with class	A	1			A	1			A	1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	A				A				A			
4	If class locations have changed, is documentation in place explaining the reason for the change?	none	-			none	-			none	-		
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												
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"												
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			C		1	0		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.												
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?		n/a				n/a				n/a		
16	The roster of exposed piping is the same as the previous year or explanations are documented		n/a				n/a				n/a		
17	If "Issue" is checked, there is an explanation on the back of the form		n/a				n/a				n/a		
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"		n/a				n/a				n/a		
19	Is the Patrol report signed off by the patroller		n/a				n/a				n/a		
20	Is the report signed off by the GMS within 1 month of the patrol		n/a				n/a				n/a		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		n/a				n/a				n/a		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?		n/a				n/a				n/a		
SUMMARY		0	6	0	0		1	1	0		6	0	0

A) Plan is on the front of the "Leak Survey and Patrols" binder. Adding more detail for each facility to help make it clearer. See the detail on the page following these patrol audit pages.

B) 2005 records for SP5 and RI were not found in the "Leak Survey and Patrols" binder. (Others were... see previous pages.) Records for 2005 were found in the SP5 and RI binders.

C) CCPP patrol form for 2005 was not found in either the "Leak Survey and Patrols" binder or the CCPP binder. 2004 form was found in the CCPP binder. Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. PLM shows 2005 work was done on time, records were updated. RESOLVED. (-1mnr)

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

binder #3
ATS

binder #5
LosMedanos Field

LM Pls Binder
Los Medanos PLS

Auditor:		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)	Y/N				Y/N				Y/N			
2	Patrol Plan is in the file indicating the area patrolled with class	A	1			A	1						
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	A				A							
4	If class locations have changed, is documentation in place explaining the reason for the change?	none	-			none	-			none	-		
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				1		
8	All items on list checked as "OK" or "Condition Found"		1				1				1		
9	If "Condition Found" is checked, is there an "Issue" documented												
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"												
11	Is the report signed off by the patroller		1				1				1		
12	Is the report signed off by the GMS within 1 month of the patrol		1			D		<1>		F		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				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.												
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?	covered in StaMaintRpt					n/a				n/a		
16	The roster of exposed piping is the same as the previous year or explanations are documented		n/a				n/a				n/a		
17	If "Issue" is checked, there is an explanation on the back of the form		n/a				n/a				n/a		
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"		n/a				n/a				n/a		
19	Is the Patrol report signed off by the patroller		n/a				n/a				n/a		
20	Is the report signed off by the GMS within 1 month of the patrol		n/a				n/a				n/a		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		n/a				n/a				n/a		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?		n/a				n/a				n/a		
SUMMARY			6	0	0		5	0	0		4	1	0

A) Plan is on the front of the "Leak Survey and Patrols" binder. Adding the milepoints for each pipeline would help make it clearer. See the detail on the page following these patrol audit pages.

B) 2005 ATS and PCreek records were not found in the "Leak Survey and Patrols" binder. (Others were...see previous pages.) 2005 ATS and PCreek records were found in ATS binder #3 and PICrk Leak Survey Binder.

C) LMField piping does not have a tab in the "Leak Survey and Patrols" binder. 2005 and prior patrol records were found in binder #5, LM Leak Survey.

D) GMS signature has no date (-0). Date all signatures.

E) Two areas were documented on two separate patrol records: L206 from CS to L400, and CS to wellheads.

F) Patrolled 5/9/05, reviewed 7/7/05. (-1mnr) Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

PATROLLING / LEAK SURVEY RECORD AUDIT SHEET

District: Los Medanos
 AuditDate: 10/24-25/05
 ReportDate: 12/13/05
 Auditor: [REDACTED]

		REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Y/N			
2	Patrol Plan is in the file indicating the area patrolled with class	A	1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	AE			
4	If class locations have changed, is documentation in place explaining the reason for the change?	none	-		
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....		2		
8	All items on list checked as "OK" or "Condition Found"		2		
9	If "Condition Found" is checked, is there an "Issue" documented				
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"				
11	Is the report signed off by the patroller		2		
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"		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.				
EXPOSED PIPING					
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?		n/a		
16	The roster of exposed piping is the same as the previous year or explanations are documented		n/a		
17	If "Issue" is checked, there is an explanation on the back of the form		n/a		
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"		n/a		
19	Is the Patrol report signed off by the patroller		n/a		
20	Is the report signed off by the GMS within 1 month of the patrol		n/a		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		n/a		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?		n/a		
SUMMARY			10	1	0
A) CS to wellheads surveyed 4/21/05, reviewed 7/7/05. (-1mnr) <u>Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>					

PATROL PLAN DETAILS

District: Los Medanos AuditDate: 10/24-25/05 ReportDate: 12/13/05 Auditor: [REDACTED]			
This was created to try to understand what was patrolled by instrument vs. other means within the district, and to see if it was possible to check whether all facilities were patrolled as required.			
FACILITY	annual instrument survey	annual exposed piping survey	Entire line or portion of line?
Antioch Terminal	Inside Fence		
CCPP line	ATS-CCPP	none	
L 114	8.18-8.80	none	
L 131	8.00-8.94	none	
L 191	0.00-10.60 including L191 portion of x-tie		
L 191		span 6.1	
L 191		span 10.25	
L 400	297.86-298.82	none	
Los Medanos Field	Apad to PLS	none	
Los Medanos PLS	Inside Fence??	none	
[REDACTED] L206	CmprSta to L400 V4	none	
[REDACTED]	CmprSta to Wellheads	none	
[REDACTED] Compr Sta Yard	all	none	
[REDACTED]	0.00-0.63	none	
SP3/L191 x-tie	included in SP3 and L191 patrols	none	
SP 3	167.31-176.18 including SP3 portion of x-tie		
SP 3		span 174.3	
SP 4	8.18-8.88	none	
SP 5	0.00-5.80	none	
A) Locations for instr srvy were taken from the patrol form templates in the "Leak Survey and Patrols" binder.			

M L CALIBRATION
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

GENERAL		REVIEW DETAIL			
		Note	OK	MIN	SIG
1	Does the District have a test location to verify the mark and locate equipment?				
2	Verified above ground?				
3	Verified below ground?				
4	Form 60.2-A has been fill out completely on top				
CALIBRATIONS					
5	Mark and Locates are being conducted with approved instruments. (preferably MetroTech's 9890/850)		3		
6	Form 60.2-A is dated and signed by employee each month		28		
7	Form 60.2-A is completed (Calibrations) each month for each employee who has a locating piece of equipment		28		
8	Calibration on file for previous 5 years	A			
9	Post-Repair and dig-In Data section is properly fill in (If Appropriate)	none			
SUMMARY			59	0	0

A) Calibration on file as shown below. 2005 records are complete. Gaps in prior year records are not always explained.

Metrotech 850 #2134
2005 Jan-Oct
2004 Jan-Dec except 2 mo rprs
2003 Jan-Dec except MarAugNov
2002 Aug Dec

Metrotech 9890 #4180
2005 Jan-Oct
2004 Jan-Dec
2003 Jan-Dec except MarJulNov
2002 Aug Dec

Metrotech 850 #12802
2005 Jan-Oct except JulAug repairs
2004 Jan-Dec except Jul
2003 Jan-Dec except MarJulNov
2002 Dec

VALVE
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

Auditor:		ATS				114				131				191				400				SP3			
		REVIEW DETAIL				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	Note	OK	MIN	SIG
1	Have the Emergency Valves been identified in the district?	A	Y/N			Y/N				Y/N				A	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 change? (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?		56			7				3				C	17	6		D	5	2			16		
4	Are the first 6 fields completed		56			7				3					23				7			EF	14	2	0
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?														1							F			
SUMMARY			##	0	0		14	0	0		6	0	0		41	6	0		12	2	0		30	2	0

A) ATS Book #3of4 (#5) has a number of valve cards tagged with post-its showing that the valves are not to be considered CPUC emergency. This is consistent with the determination that valves in pressure control service are not necessarily categorized as emergency valves. Not all is consistent yet (e.g., V-174 & 151 are not marked as "other" and have no post-it, yet they are in pressure control service, and do not appear to fall into the "emer" category). Same situation is true for other records (e.g. L191 has a card with a "not emer" post-it). (-0) Review the full set of valves to confirm that categorization is correct and complete. Mark the cards as "other" and separate from the emergency valves (e.g., into a separate binder since they are now archive, and need no longer be accessible for CPUC review). Cards no longer need to be maintained since PLM + StaMaintForm will now serve as the maint records.

B) ATS Book #3of4 (#5) V-W has a post-it stating that it is not in PLM. Research PLM and resolve. PLM # was wrong on card should be 04-0223. Verified in PLM and corrected problem. RESOLVED

C) No in-service date is shown on relatively new valve records: L191: H-61, 9.44, 9.45, A@9.46, B@9.46, C@9.46. (-6mnr) Add install dates to the top section of the records.

D) No in-service date is shown on relatively new valve records: L400: V-1@297.86, V-1@298.29 (-2mnr) Add install dates to the top section of the records.

E) SP3, V-169.90 was shown on the card as non-operable on 3/31/05, and no repair or action info is included on the record. (-1mnr) Research whether the valve was repaired or not, status, action plan, and add clarification to the valve card. Revise scoring if appropriate. Subsequent discussion with the GMS revealed that a plan has been in place for some time to take the valve out of service shortly. District advised that valve is in the process of being abandoned. Add note to records to clarify. Add a note once taken out of service.

F) SP3, V-G at BaileyRdSta is shown as non-operable on 3/31/05. Maintenance is noted but not signed off. Notes state that the valve was repaired, so it is assumed that the valve is now operational (although the card does not show "operate"). (-1mnr) EE has updated the valve card with WR. GMS needs to sign off on the repair.

VALVE
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

VALVE INVENTORY	SP4				SP5				Ryer Isl.				SP3/191Cross Tie				LM PLS				LM Pad A			
	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				B	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 change? (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?		3				16				3				23				6				4		
4 Are the first 6 fields completed		3				16				3				23				6			A	1	3	
5 If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY																								

A) Some LM Pad A ESD valves are not shown as operated (V2A10, 2A11, 3A11). (-3mnr) Add the note to these cards as has been done elsewhere, which explains that valves are operated during other testing (ESD or contrl maint in this case?). District has added note on all v alve cards for 10 & 11 valves stating that the operators operate these valves monthly during the cycling test. RESOLVED

VALVE
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: J [REDACTED]

	LM Pad B				LM Pad C				LM Pad D				LM Dehy				PCrk Field				Spare			
	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
VALVE INVENTORY																								
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 change? (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?		6				18				12				9				34						
4 Are the first 6 fields completed	A	6				18				12				9				34						
5 If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY		12	0	0		36	0	0		24	0	0		18	0	0		68	0	0		0	0	0

A) Some LM Pad B ESD valves are not shown as operated in 2004 (5B10, 5B11, 6B10, 6B11). (not scored - last year) Add the note to these cards which explains that valves are operated during other testing (ESD or cntrl maint in this case?). District has added note on all valve cards for 10 & 11 valves stating that the operators operate these valves monthly during the cycling test. RESOLVED

RELIEF VALVES
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

Los Medanos
Fuel Gas
V-506 + 507
Aux Gen

Los Medanos
Pads ABCD

Los Medanos
Separators
Towers
Tanks

	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.		Y/N				Y/N				Y/N		
2 Is the most recent version of the relief valve maintenance form being used	F	Y/N			F	Y/N			F	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 thoroughly	D	6	1			6				18		
5 Equipment number on the maintenance form and RV Calculations match		7				6				18		
6 Maintenance frequency is once per calendar year not to exceed 15 months	C	7			A	6	6			18		
7 Relief valve calculations are available (excl. pkg reliefs)		7				6				18		
8 Actual relief set-points are in agreement with calculations (Can not be higher!)		7				6				18		
9 Relief valve calculations have been verified and signed off on schedule.	E	3	4			6			B	4	14	
SUMMARY		37	5	0		36	6	0		94	14	0

- A) LM Pad C and D maint (6 valves) last documented 9/04. Research in PLM confirmed 05 work was done in Sept. Update records. (-6mnr)
- B) A number of LMsep/tanks PRV's have no review signoff yet. (-14mnr) Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current. RESOLVED
- C) Some 2005 maint not yet due or in file, in which case 2004 maint was reviewed.
- D) LM PRV-T1 form does not show the max set pressure. (-1mnr) Add the max set pressure to the top of the form as is done consistently elsewhere in the district. Max pressure has now been added to the records. RESOLVED
- E) PRV G105, 6, 7,8 (LM fuel/aux) have no review signoff yet. (-4mnr) Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.
- F) 3/00 form or other earlier forms are used, but set point is clearly shown. (-0) However, the review signature is not shown on this earlier version of the ReliefValveRecord, so consider adding this review to the process.

RELIEF VALVES
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

Los Medanos Binder #1
Reboilers/Fuel AntiochTerminal LM PLS

ADMINISTRATIVE INFORMATION	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	A	Y(N)			A	Y(N)			A	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 thoroughly		9				7			E	3	1	
5 Equipment number on the maintenance form and RV Calculations match		9				7				4		
6 Maintenance frequency is once per calendar year not to exceed 15 months		9				7				4		
7 Relief valve calculations are available (excl. pkg reliefs)		9				7				4		
8 Actual relief set-points are in agreement with calculations (Can not be higher!)		8				7				4		
9 Relief valve calculations have been verified and signed off on schedule.	F	8	1		BC	2	5	0	D		8	
SUMMARY		52	1	0		37	5	0		19	9	0

A) 3/00 form or other earlier forms are used, but set point is clearly shown. (-0) However, the review signature is not shown on this earlier version of the ReliefValveRecord, so consider adding this review to the process.

B) ATS PRV-20, 25, 26, 28: 2005 calc review signature incomplete. (-4mnr) Add the review to the record. Review the system used to keep GMS current and revise if necessary. Review completed and documented. RESOLVED

C) ATS PRV-22: 2005 calc review is not documented. Check PLM to see whether this was done or not. Add to PLM if needed since this is usually a PLM item which would not be missed by the tech. Revise PLM if/as appropriate and update the calc doc. PLM shows 4/05 maint done, records have been updated. RESOLVED (-1mnr)

D) LM PLS Calc review incomplete for PRV-1, 2, 3, 4, 5, 6, 7, 8. (-8mnr) Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

E) LM PLS PRV-2 top section of the ReliefValveRecord form is missing the set point. (-1mnr) Add the set point to the form.

RELIEF VALVES
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

ReportDate: 12/13/05					Fuel Gas Reliefs				Fuel Gas Reliefs										
Auditor: [REDACTED]					SP3 L191 xTie				PCrk GS 3-1,2,3				PCrk GS 3-4,1,2						
ADMINISTRATIVE INFORMATION					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							
2	Is the most recent version of the relief valve maintenance form being used				A	Y	N				A	Y	N						
3	Is the Package Relief form used when appropriate (FH70)					Y	N					Y	N						
QUALITY OF MAINTENANCE																			
4	The top part of the Relief Valve Maintenance form is completed thoroughly					8					9					9			
5	Equipment number on the maintenance form and RV Calculations match					8					9					9			
6	Maintenance frequency is once per calendar year not to exceed 15 months					8				B	9				B	9			
7	Relief valve calculations are available (excl. pkg reliefs)					8					9					9			
8	Actual relief set-points are in agreement with calculations (Can not be higher!)					8					9					9			
9	Relief valve calculations have been verified and signed off on schedule.					8					9					9			
SUMMARY						48	0	0			54	0	0			54	0	0	

A) 3/00 form or other earlier forms are used, but set point is clearly shown. (-0) However, the review signature is not shown on this earlier version of the ReliefValveRecord, so consider adding this review to the process.
B) 2005 maint not yet due, so 2004 records were reviewed.

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

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

ATS Book 1
PCV's OI Vaults

ATS Book 2
Gas Supply Racks

ATS Book 4
Reg/Mon Valves

SP3 L-191
Cross tie

	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
ADMINISTRATIVE INFORMATION																
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.															
2	All major categories on form addressed															
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															
5	Pressure control maintenance activities are performed on schedule															
6	Valve movement/stroke check is performed on schedule															
7	Form was reviewed and initialed by management															
8	Vault Inspections have been completed and signed off on schedule															
9	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)															
10	Operating Diag on file w/current MAOP/MOP															
11	PCV set points and control points are consistent with OpDiag MAOP/MOP															
SUMMARY																
	3	3	0		16	1	0		138	7	0		64	8	0	

A) -----
B) No 2005 record in file for GS-1, 2 (8/04 in file) in ATS Book #2. 2004 record not included in this audit. (-1mnr) Check PLM to confirm it was maintained in 8/05. If so, add to file and audit. PLM shows work done 8/12/05. RESOLVED.
C) Record for 2004 for GS-2 tab in ATS Book #2 is shown instead as GS-1. (-0) Resolve apparent inconsistency and correct records in file.
D) ATS Book #2 GS-6 is marked out of service with a post-it. (-0) Add a permanent note to the file or onto the last StaMaintForm so that the post-it is not used as a permanent record.
E) ATS Book #2 GS-9 2005 record has whiteout for all pressure values. (-0) Tailboard employees to avoid the use of whiteout on actual data entries on compliance records. Draw a single line through incorrect information and write new info adjacent, or use a new form.
F) ATS Book #2 GS-10 has records for two 2nd stage regs in 2004 but not in 2005. (-0) Research in PLM to determined that set point maint is not required. Bettis Operator has been removed and out of service. Records are now marked O/S. RESOLVED
G) ATS Book #4 Reg124 no 2005 maint record in file. Research PLM confirmed that this is now only a block valve (no control set points). Records marked O/S. RESOLVED (-0)
H) ATS Book#4 Reg90, 95/103, 96/104, 152, 154, 172: 2005 record is missing mgmt review. (-6mnr) Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.
I) ATS Book#4 Reg95 not shown as operated in 2005 maint record. Review PLM to see if it was operated another time, and revise record and scoring as appropriate. PLM shows work wad done; records updated. RESOLVED 10/31/05 (-1mnr)
J) SP3L191 StaMaint forms not reviewed by mgmt. (-8mnr) Review the records and sign off. Review the system used to keep GMS current and revise if necessary. Review completed and documented. RESOLVED - Items were reviewed and signed off.
K) ATS Three of six vaults show current maintenance. Research PLM, update records, and revise scoring as appropriate. Planner deleted V-157R in 03 when it was removed. They did not transfer vault to V-173. Job has now been added and vault inspection has been performed. PLM is now current. -(3mnr)
L) 2005 set points were compared to set points in prior years and the OpDiag, but not to 183018 "Overpressure Protection Device Settings"

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

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

LM PLS

Los Medanos
PadsABCD

Los Medanos, Separators
Towers, Tanks

Los Medanos
Reboiler 1 & 2

	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
ADMINISTRATIVE INFORMATION																
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		12				6									
5	Pressure control maintenance activities are performed on schedule		12			A	6	6								
6	Valve movement/stroke check is performed on schedule		n/a				n/a									
7	Form was reviewed and initialed by management		6				2									
8	Vault Inspections have been completed and signed off on schedule															
9	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)		1			B		1	0							
10	Operating Diag on file w/current MAOP/MOP															
11	PCV set points and control points are consistent with OpDiag MAOP/MOP		12				6									
SUMMARY			43	0	0		20	7	0		0	0	0		0	0

A) Pad C and D maint (6 valves) last documented 9/04. (-6mnr) Research in PLM confirmed 05 work was done in Sept. Records now in file. RESOLVED.

B) Note in file 8/5/04 explains that the O&MI has been sent to WC for revision. Research into the status of the revision resulted in new revision now in binder 12-5-05 (-1mnr) RESOLVED

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

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

Los Medanos
Fuel Gas
V-507 + 507 Aux Gen

Pleasant Creek
Mon 14, Reg 13
Cont Towers, Separator

PCrkWells
PCrk GS 3-1,2,3

PCrkWells
PCrk GS 3-4,4-1,2

		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
ADMINISTRATIVE INFORMATION																	
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										18				18		
5	Pressure control maintenance activities are performed on schedule										18				18		
6	Valve movement/stroke check is performed on schedule										n/a				n/a		
7	Form was reviewed and initialed by management										3				3		
8	Vault Inspections have been completed and signed off on schedule																
9	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)										1						
10	Operating Diag on file w/current MAOP/MOP										1				1		
11	PCV set points and control points are consistent with OpDiag MAOP/MOP										18				18		
SUMMARY			0	0	0		0	0	0		59	0	0		58	0	0
NONE																	

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LosMedanosSIAuditReport2005publishedREVISED.xls, Regs3

CORROSION CONTROL
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

		SP3, 191 & xtie SP5, SP4, 114, 400 RI, 131, CCPP, ATS Pipelines/Stas			
		REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG
1	Is the map depicting the system, and has rectifiers shown on it, in the folder		12		
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		7		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)	AB	5	1	
4	Is the most recent P/S Reads - PLM report in the folder (print out and		10		
QUALITY OF CP DATA					
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?				
6	Are the P/S Reads PLM failure notes addressed satisfactorily	D	2	1	
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)?				
SUMMARY			36	2	0
A) CCPP CPStaRpt is in file (CCPP P/Soil binder) but most current Paradigm rectifier report is 1999. (-0) <u>Find current rectifier reads report from PLM and add to binder, or add note to file explaining why no current read report. RECTIFIER IS OUT OF SERVICE...RESOLVED 10/24/05</u> B) 2005 rectifier reads not in file (SP5) (-1mnr). <u>Print and add current PLM reports to file, audit, and complete this audit report. RESOLVED 10/24/05.</u> C) n/a D) L191 %LEL for MP 0.14 is shown as missing in the failure note, and no new read is in file. <u>Review PLM to confirm that this read was taken on time within 15 months of the last, print new PLM report, add to file, and revise scoring as appropriate.</u> PLM research showed that the reading was taken on time, but not added to the data in PLM (just in the work notes). <u>Add the reading as data in PLM. RESOLVED 10/24/05 (-1mnr)</u>					

LOS MEDANOS RECTIFIERS

District: Los Medanos					
AuditDate: 10/24-25/05					
ReportDate: 12/13/05					
Auditor: [REDACTED]					
Rectifier #	Facility	PLM	Station Report	On Map	
PIPELINES					
2 LOS	L-191	no	X	no	add note that rectifier is O/S on CPStaRpt in file
3 LOS	L-191	X	X	no	add to map.
4 LOS	L-191	X	X	no	add to map.
33 LOS	SP3	X	X	no	add to map.
35 LOS	SP3	X	X	no	add to map.
44 LOS	SP5	X	X	X	
1104 / D57-7	CCPP	NO	X		
STATIONS					
46	ATS - Side of Comp Bldg	X	X	no - OK clear drawing on CPStaRpt	
133 LOS	LM Underground Storage	X	X	X	
138 LOS	LM Underground Storage	X	X	X	
144 LOS	LM Underground Storage	X	X	X	
296 LOS	[REDACTED] Underground Storage	X	X	X	
295 LOS	[REDACTED] Underground Storage	X	X	X	
294 LOS	[REDACTED] Underground Storage	X	X	X	
293 LOS	[REDACTED] Underground Storage	X	X	X	
292 LOS	[REDACTED] Underground Storage	X	X	X	
291 LOS	[REDACTED] Underground Storage	no	X	no	add note that rectifier is O/S on CPStaRpt in file

ODORIZATION
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

	Antioch Terminal	Los Medanos										
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ODOR INTENSITY												
1 Are there odor intensity readings for the locations listed in UO Standard 4350, Supplement 4 *												
2 Is Form 62-3480 (F4350, rev. 2004) being used to document readings?		3			B	1						
3 Odor intensity read dates are performed in accordance to the standard	D	3			C	9						
4 All reads => 0.6 % gas in air have an indication that some action was taken			none		none							
5 Form 62-3480 has been reviewed and signed by management	E		3		B		9					
ODORIZATION STATIONS												
6 Do district have a list of all odorizing stations?									no			
7 Form 62-4650 is completed each month for each odorizing station					A	9				8		
8 Monthly inspections are performed (PLM)	H				H				H			
9 Form 62-4650 has been reviewed and signed by management					A		9			8		
10 Odor intensity reads are being conducted with an approved instrument												
11 Documentation of odor intensity read instrument calibrations is available	F				F							
12 Odor intensity read instruments have been calibrated within 1 year	F				F							
13 The flamepack's calibration was checked every 7 days while in use												
14 The CGI's (combustible gas indicator) calibration was checked every 30 days while in use	G				G							
SUMMARY		6	3	0		19	18	0		16	0	0
A) Form 62-4650 is not used in 2005 for LM; PLM rpt #936 is now in file. No GMS review is documented. (-9mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u> B) Form 62-3480 (F4350, rev. 2004) is not being used for LM. PLM rpt #935 is now in file. No GMS review is documented. (-9mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u> C) LM reads are recorded daily and included in PLM #935. Nine months of daily reads are in file. D) ATS 2005 intensity reads are in file for only JanFebMar, approximately 12 days per month. April05 form was found in the "routines" binder and moved back to the ATS#3. Reads are in file for all twelve months of 2004, approximately 12 days per month. <u>Research the May-Spt reads and the documentation process, revise records as appropriate. Subsequent discussion with the GMS revealed that the current reads are kept at ATS. These were not included in this audit. GMS to check and review records if not already done.</u> E) ATS 2005 intensity reads: no GMS review is documented. (-3mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u> F) Per the GMS, Calibrations are driven by PLM and TES. Documentation is associated with that. G) Per the GMS, this is done on a monthly basis driven by PLM, and an annual TES calibration is done as well. H) Per the GMS, weekly inspections are conducted when the odorizers are in operation.												

* Kett: L-300, Antioch L-400 3x week, Los Medanos Upon W/D as needed
Tracy: Brentwood Terminal, Rio Vista: Isleton Elementary and Las Vinas

PATROLLING / LEAK SURVEY RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

Los Medanos

Station Yard

Station Yard

Auditor:		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							
2	Patrol Plan is in the file indicating the area patrolled with class					no							
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						
8	All items on list checked as "OK" or "Condition Found"						1						
9	If "Condition Found" is checked, is there an "Issue" documented												
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"												
11	Is the report signed off by the patroller						1						
12	Is the report signed off by the DS within 1 month of the patrol					A		1					
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"						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.												
EXPOSED PIPING													
15	Top portion of the form is completely filled in? Is the range of MP to MP complete?						n/a						
16	The roster of exposed piping is the same as the previous year or explanations are documented						n/a						
17	If "Issue" is checked, there is an explanation on the back of the form						n/a						
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"						n/a						
19	Is the Patrol report signed off by the patroller						n/a						
20	Is the report signed off by the DS within 1 month of the patrol						n/a						
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location						n/a						
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?						n/a						
SUMMARY			0	0	0		4	1	0		0	0	0

A) Patrol 4/21/05, review 7/7/05. (-1mnr) Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

VALVE
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [redacted]

		ProcessValvesBndr								ProcessValvesBndr								Los Medanos Binder 6 LMCS Dehy							
		LM CmprStaESD				LMCmprStaValves				[redacted]				[redacted]				[redacted]				[redacted]			
		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
VALVE INVENTORY																									
1	Have the Emergency Valves been identified in the district?	Y/N				Y/N				Y/N				A	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 change? (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?		7				4				13														
4	Are the first 6 fields completed		7				4				13														
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY			14	0	0		8	0	0		26	0	0		0	0	0		0	0	0		0	0	0

A) LM Dehy valve cards are shown as emergency category, but are not included in the compressor station ESD valve record set. (no score) Review the categorization of these and other valves at the station to resolve the REAL emergency valve set, and revise PLM and the valve card records as appropriate.

RELIEF VALVES
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

K-Unit Binder											
Los Medanos											
K-1				FuelGas+Discharge				Mon/Reg/Twrs			
REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
Y(N)				Y(N)				Y/N			
B	Y(N)			B	Y(N)			Y/N			
Y/N				Y/N				Y/N			
	5				5			C	13	4	
	5				5				17		
A	5		0		5				17		
	3				5				17		
	5				5				17		
	3				5			D	7	10	
	26	0	0		30	0	0		88	14	0

A) PRV-200 in LM K-Unit binder has no maint records since 2/04. Research found the record under Valve 2 Tab, paperwork completed by slmf 2-7-05. Placed paperwork under correct tab. (-0)

B) Older relief valve record forms are used in most cases. (LosM: PRV 100, G111, G112)+(PCrk) (-0) As noted in prior year audit, GMS approval should be added to the forms. In LM, DS is approving the two pkg relief records, but not yet approving the other three. No GMS approval found on the PCrk PRV maint records.

C) PRV form incomplete (T22, 3-1sep, 4-1sep, 4-2sep) - lacks set point and MAOP. (-4mnr). Add the info as required.

D) PCrk Calc review incomplete for PRV's (T10, T12, T18, 1, 2, 3, 4, 5, 6, T20) . (-10mnr) Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.

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

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

Los Medanos
K-1 PCV's

		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
ADMINISTRATIVE INFORMATION																	
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?	B	Y/N			Y/N				Y/N				Y/N			
4	Maintenance activities are initialed and dated																
5	Maintenance activities are performed on schedule	A	1		0												
6	Form was reviewed and initialed by management																
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)																
9	Operating Diag on file w/current MAOP/MOP																
10	PCV set points and control points are consistent with OpDiag MAOP/MOP																
SUMMARY			1	0	0		0	0	0		0	0	0		0	0	0

A) PCV-200 in K-Unit binder has no maint records since 2/04. Research found record under Valve 2 Tab. paperwork completed by slmf 2-7-05. Placed paperwork under correct tab. RESOLVED (-0)
B) Pkg relief/reg form 4/00 is used for PCV 200 & 400, not the StaMaintForm. (-0)

CORROSION CONTROL
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor: [REDACTED]

	Los Medanos				[REDACTED]				[REDACTED]			
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
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)		3			A	5	<1>					
3 Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1				1						
4 Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1			B		1					
QUALITY OF CP DATA												
5 Are the Rectifier Read PLM failure notes addressed satisfactorily?												
6 Are the P/S Reads PLM failure notes addressed satisfactorily												
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)?												
SUMMARY		6	0	0		7	1	0		0	0	0
A) PCrk CPSta 291 is not in PLM, yet CPStaRpt is in file. (-0) <u>Add a note to the CPStaRpt that it is out of svc.</u>												
B) 2005 P/S reads not in file (PCrk) (-1mnr). <u>Print and add current PLM reports to file, audit, and complete this audit report. RESOLVED 10/24/05.</u>												

CS Gas Detection
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

Auditor: [REDACTED]

					LM Compr/CntdBld LM WellPads							
					REVIEW DETAIL		REVIEW DETAIL					
ADMINISTRATIVE INFORMATION					Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Are the most recent versions of the Gas Detection forms being used				A	Y/N				Y/N		
2	All major categories on the Gas Detection form addressed					Y/N				Y/N		
QUALITY OF MAINTENANCE												
3	The Gas Detection Test date frequency is once per calendar year not to exceed 15 months					10			C		1	
4	Are all of the boxes fill out appropriately.					10				5		
5	Calibration show all zero-spans within tolerance				B	10				5		
6	required					3				0		
SUMMARY						33	0	0		10	1	0
A) 9/99 version used.												
B) LM building GT spans as left were 55. In past years and in other districts, the spec is 50. <u>Add the spec to the form so that it is clear what the span spec/objective is. Add a note explaining why 2005 is different from prior years (and whether it matters).</u>												
C) Well GT maint last documented in file 8/04. (-1mnr) <u>Research in PLM confirmed maint in 2005 was done 8-11-05 by CEME, Records are now updated. RESOLVED</u>												

CS ESD
RECORD AUDIT SHEET

District: Los Medanos
AuditDate: 10/24-25/05
ReportDate: 12/13/05
Auditor:

	LM Compr ESD				LM Well ESD			
	REVIEW DETAIL				REVIEW DETAIL			
	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?	A	Y/N			F	Y(N)		
2 Was the testing process satisfactory		Y/N			F	Y/N		
QUALITY OF MAINTENANCE								
3 The ESD test frequency is once per calendar year not to exceed 15 months		1			E		1	
4 If the time to stroke valves does not fall within recommend time limits, are there appropriate comments in the report?		1				n/a		
5 If corrective or investigative action is appropriate based on valve stroke time, is an action plan in place?	C	1						
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?	D							
7 Is action plan documentation accessible?								
8 Has the action been undertaken in a timely manner given the significance of the problem issues?								
9 Is the correct ESD station button used to activate the ESD?	B		1			n/a		
SUMMARY		3	1	0		0	1	0

A) Written compressor station ESD test procedure is in file. Test form shows times to position for valves, specs for satisfactory performance of valves and overall system, and includes pass/fail judgment regarding times documented from the test. GOOD!

B) Although the 2005 test initiation point is shown, the documented schedule is out of date (only good up through 2003). (-1mnr) Update the documentation for future years with a current plan for rotating through all initiation points.

C) Action is noted on the form - issue was resolved the next day after maintenance... GOOD!

D) The test was started at 2200, and the blowdown completion is shown as 2230. This 30-min period exceeds the 5-10 min standard on the form by a wide margin. (-0) District found highlighted note which states test was redone and OK within time limits. NO ISSUE

E) LM Well ESD testing was last documented in file in 10/03. 10/5 testing has just been completed but not documented yet. (-1mnr for 2004) Research PLM or ? to determine if 2004 testing was done, add documentation, and revise scoring as appropriate. PLM shows 10/25/04 work was done. Employee completed the form and added to file 10/25/05. RESOLVED

F) 2003 test documentation (and the form in general) shows pass/fail judgment by the test spvyr, shutdown station check schedule, etc.

ACTION NOTES

District: Los Medanos AuditDate: 10/24-25/05 ReportDate: 12/13/05 Auditor: <div></div>		This table lists the open and resolved action issues which resulted from the audit. The district may find this table to be an organized way to keep track of this work, and/or to communicate plans and status to SI and the Area Supt. The Operating Specialist or district staff may find this table useful in supporting periodic reviews of the records during early 2006. The DISTRICT RESPONSE / PLAN column is merely an illustration of the kinds of action the district may consider in addressing the central issues - this needs to be revised by the district as the district chooses to become the district's action plan.		
DISTRICT FUTURE PROCESS ACTION ITEMS				
GENERAL ISSUE		AUDIT COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
GMS review		GMS review of maintenance records was missing or late in ~80 instances. Examine processes to keep GMS (or other) reviews up to date for opportunities to strengthen.	- Review current processes - tailboard with crew for help - OS occasional spot check?	
Maint Records General		PLM shows work was done, but maintenance record missing or incomplete. Review processes to ensure maint records are updated when PLM entries are made.	- Review current processes - tailboard with crew for help - OS occasional spot check?	
DISTRICT DETAILED ACTION ITEMS (duplicate what is found on each page in this report)				
REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
PtlLeak2	E	E) Three leaks documented on the SP3-L191 x-tie station but no leak forms in file. (-3 mnrr) <u>Find or create leak forms and add to file, or add not to file referencing where the leak forms are kept.</u>		
Valves1	C	C) No in-service date is shown on relatively new valve records: L191: H-61, 9.44, 9.45, A@9.46, B@9.46, C@9.46. (-6mnrr) <u>Add install dates to the top section of the records.</u>		
Valves1	D	D) No in-service date is shown on relatively new valve records: L400: V-1@297.86, V-1@298.29 (-2mnrr) <u>Add install dates to the top section of the records.</u>		
Valves1	F	F) SP3, V-G at BaileyRdSta is shown as non-operable on 3/31/05. Maintenance is noted but not signed off. Notes state that the valve was repaired, so it is assumed that the valve is now operational (although the card does not show "operate"). (-1mnrr) <u>GMS needs to sign off on the repair. Had EE update valve card with WR 66445 7/14/05 jfbo</u>	report updated. GMS signoff needed	
Valves2	A	A) Some LM Pad A ESD valves are not shown as operated (V2A10, 2A11, 3A11). (-3mnrr) <u>Add the note to these cards as has been done elsewhere, which explains that valves are operated during other testing (ESD or contrl maint in this case?).</u>		

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Valves3	A	A) Some LM Pad B ESD valves are not shown as operated in 2004 (5B10, 5B11, 6B10, 6B11). (not scored - last year) <u>Add the note to these cards which explains that valves are operated during other testing (ESD or contrl maint in this case?).</u>		
Reliefs1	A	A) LM Pad C and D maint (6 valves) last documented 9/04. (-6mnr) <u>Research in PLM confirmed 05 work was done in Sept. Update records.</u>	confirm new records are now in file.	
Reliefs1	B	B) A number of PRV's have no review signoff yet. (-14mnr) <u>Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Reliefs2	D	D) LM PLS Calc review incomplete for PRV-1, 2, 3, 4, 5, 6, 7, 8. (-8mnr) <u>Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Reliefs1	D	D) PRV-T1 form does not show the max set pressure. (-1mnr) <u>Add the max set pressure to the top of the form as is done consistently elsewhere in the district.</u>		
Reliefs1	E	E) PRV G105, 6, 7,8 (LM fuel/aux) have no review signoff yet. (-4mnr) <u>Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Reliefs1	E	E) PRV G105, 6, 7,8 in LM fuel/auxgen binder have no review signoff yet. (-4mnr) <u>Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Reliefs2	D	D) LM PLS Calc review incomplete for PRV-1, 2, 3, 4, 5, 6, 7, 8. (-8mnr) <u>Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Reliefs2	E	E) LM PLS PRV-2 top section of the ReliefValveRecord form is missing the set point. (-1mnr) <u>Add the set point to the form.</u>		
Regs1	C	C) Record for 2004 for GS-2 tab in ATS Binder#2 is shown instead as GS-1. (-0) <u>Resolve apparent inconsistency and correct records in</u>		
Regs1	D	D) ATS Book #2 GS-6 is marked out of service with a post-it. (-0) <u>Add a permanent note to the file or onto the last StaMaintForm so that the post-it is not used as a permanent record.</u>		

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Regs1	E	E) ATS Book #2 GS-9 2005 record has whiteout for all pressure values. (-0) <u>Tailboard employees to avoid the use of whiteout on actual data entries on compliance records (this comes up in a number of records, not just here. Draw a single line through incorrect information and write new info adjacent, or use a new form.</u>		
Regs1	H	H) ATS Book#4 Reg90, 95/103, 96/104, 152, 154, 172: 2005 record is missing mgmt review. (-6mnr) <u>Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Regs1	J	J) SP3L191 StaMaint forms not reviewed by mgmt. (-8) Review the records and sign off. <u>Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		
Odorization	A	A) Form 62-4650 is not used in 2005 for LM; PLM rpt #936 is now in file. No GMS review is documented. (-9mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u>		
Odorization	B	B) Form 62-3480 (F4350, rev. 2004) is not being used for LM. PLM rpt #935 is now in file. No GMS review is documented. (-9mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u>		
Odorization	D	D) ATS 2005 intensity reads are in file for only JanFebMar, approximately 12 days per month. April05 form was found in the "routines" binder and moved back to the ATS#3. Reads are in file for all twelve months of 2004, approximately 12 days per month. <u>Research the May-Spt reads and the documentation process, revise records as appropriate. Subsequent discussion with the GMS revealed that the current reads are kept at ATS. These were not included in this audit. GMS to check and review records if not already done.</u>		
Odorization	E	E) ATS 2005 intensity reads: no GMS review is documented. (-3mnr) <u>Add mgmt review to the records in file, and review of the report to the process.</u>		
CSRelief	C	C) PRV form incomplete (T22, 3-1sep, 4-1sep, 4-2sep) - lacks set point and MAOP. (-4mnr). <u>Add the info as required.</u>		
CSRelief	D	D) PCrk Calc review incomplete for PRV's (T10, T12, T18, 1, 2, 3, 4, 5, 6, T20) . (-10mnr) <u>Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current.</u>		

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
CS Corrosion	A	A) PCrk CPSta 291 is not in PLM, yet CPStaRpt is in file. (-0) <u>Add a note to the CPStaRpt that it is out of svc.</u>		
CSVAlves	A	A) LM Dehy valve cards are shown as emergency category, but are not included in the compressor station ESD valve record set. (no score) <u>Review the categorization of these and other valves at the station to resolve the REAL emergency valve set, and revise PLM and the valve card records as appropriate.</u>		
ESD	B	B) Although the 2005 test initiation point is shown, the documented schedule is out of date (only good up through 2003). (-1mnr) <u>Update the documentation for future years with a current plan for rotating through all initiation points.</u>		
Gas Detection	B	B) LM building GT spans as left were 55. In past years and in other districts, the spec is 50. Add the spec to the form so that it is clear what the span spec/objective is. <u>Add a note explaining why 2005 is different from prior years (and whether it matters).</u>		
RESOLVED ISSUES				
Standards		Most recent change logged on the change log form in the CGT Standards binder? <u>Verified with Diana O'Byrne change 9 last update Oct 2004</u>	resolved	report updated
Standards		Most recent change logged on the change log form in the Gas Standards binder? <u>April 2005 Change 56</u>	resolved	report updated
Standards		Documentation for the 2004 and 2005 exercise? <u>In file 12-14-2004 Next one is scheduled for December.</u>	resolved	report updated
Aerial Patrol	A	A) Aerial patrol binder is organized by month, so distinctions between compliance and reliability patrol records are harder to understand. The intent is to have the four compliance reports in one section of the binder separated from the eight reliability reports to help keep CPC audits focused on only the compliance reports - <u>revise the binder to be consistent with this, by separating the four compliance records and filing under the compliance tab in the binder. Colored coded tabs and calendar to point out compliance.</u>	resolved	report updated - district approach is OK
Aerial Patrol	C	C) No date on the "OK" and signature. (-1) <u>Help crew understand that any time a signature is needed, a date should be shown as well. Date the response on this form. Paul Olson updated his signature and date by the comments that were already listed.</u>	resolved	report updated

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Patrolling in general		Patrol forms are not organized consistently. Some 2005 records are contained in the "Leak Survey and Patrols" binder and some are found in the binders specific to each facility. <u>Consider executing consistently...for example, place the templates in the "LS&P" binder for reference, but place all the completed forms in the facility-specific binders, as is done in most cases now. Completed moving all completed forms over to the permanent CPUC files.</u>	resolved	report updated
PtlLeak2	C	C) L400 patrol form was not found in either the "Leak Survey and Patrols" binder or the L400 binder. 2004 form was found in the L400 binder. <u>Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. PLM shows patrol was done on time, so a patrol form was filled in and added to file by the original mechanic 10/25/05. Immediate issue RESOLVED 10/25/05 (-1mnr) This may indicate that it is possible that the process may not always have the blank patrol form in the hands of the patroller when patrolling, so further review of the process may be worthwhile.</u>	resolved	report updated
PtlLeak2	D	D) 2005 patrol form found in the SP3 binder for the SP3-L191 x-tie station, but no 2004 patrol record found. (-0) <u>Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. Subsequent discussion with the district revealed that the patrol is included in the 2005 L191 and SP3 patrols (L191 xtie piping is included in the L191 pipeline patrol, and the SP3 xtie piping is included in the SP3 patrol. New notes clarifying this were added to the patrol form templates. RESOLVED 10/24/05</u>	resolved	report updated
PtlLeak3	C	C) CCPP patrol form for 2005 was not found in either the "Leak Survey and Patrols" binder or the CCPP binder. 2004 form was found in the CCPP binder. (-1sgnf) <u>Research PLM to confirm patrol was conducted, find or produce a patrol form, add to file, and revise scoring as appropriate. Paul Olson completed the form as per the PLM data base.</u>	resolved	report updated
Valves1	B	B) ATS Book #3of4 (#5) V-W has a post-it stating that it is not in PLM. <u>Research PLM and resolve. PLM # was wrong on card should be 04-0223 Verified in PLM and corrected problem.</u>	resolved	report updated

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Valves1	E	E) SP3, V-169.90 was shown on the card as non-operable on 3/31/05, and no repair or action info is included on the record. <u>Research whether the valve was repaired or not, status, action plan, and add clarification to the valve card. Revise scoring if appropriate. Subsequent discussion with the GMS revealed that a plan has been in place for some time to take the valve out of service shortly. Add a note to the card regarding this. Add a note once taken out of service. (-1mnr) Valve is in the process of being jelled in place. No Maintenance is required. WR# 97704</u>	resolved	report updated
Valves2	A	A) Some LM Pad A ESD valves are not shown as operated (V2A10, 2A11, 3A11). (-3mnr) <u>Add the note to these cards as has been done elsewhere, which explains that valves are operated during other testing (ESD or cntrl maint in this case?). These valve are operated during monthly DHSV cycling test.</u>	resolved	A) Some LM Pad A ESD valves are not shown as operated (V2A10, 2A11, 3A11). (-3mnr) <u>Add the note to these cards as has been done elsewhere, which explains that valves are operated during other testing (ESD or cntrl maint in this case?). District has added note on all valve cards for 10 & 11 valves stating that the operators operate these valves monthly during the cycling test. RESOLVED</u>
Valves3	A	A) Some LM Pad B ESD valves are not shown as operated in 2004 (5B10, 5B11, 6B10, 6B11). (not scored - last year) <u>Add the note to these cards which explains that valves are operated during other testing (ESD or cntrl maint in this case?). Installed label on all valve cards for 10 & 11 valves stating that the operators operate these valves monthly during there cycling test.</u>	resolved	A) Some LM Pad B ESD valves are not shown as operated in 2004 (5B10, 5B11, 6B10, 6B11). (not scored - last year) <u>Add the note to these cards which explains that valves are operated during other testing (ESD or cntrl maint in this case?). District has added note on all valve cards for 10 & 11 valves stating that the operators operate these valves monthly during the cycling test. RESOLVED</u>
Reliefs1	B	B) A number of LMsep/tanks PRV's have no review signoff yet. (-14mnr) <u>Complete the review and signoff. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current. Had supervisor, RLL complete the</u>	resolved	report updated
Reliefs1	D	D) LM PRV-T1 form does not show the max set pressure. (-1mnr) <u>Add the max set pressure to the top of the form as is done consistently elsewhere in the district. Max pressure is now on sheets.</u>	resolved	report updated

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Reliefs2	B	B) ATS PRV-20, 25, 26, 28: 2005 calc review signature incomplete. (-4mnr) <u>Add the review to the record. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current. GAG1 completed the signature on the</u>	resolved	report updated
Reliefs2	C	C) ATS PRV-22: 2005 calc review is not documented. (-1sgnf) <u>Check PLM to see whether this was done or not. Add to PLM if needed since this is usually a PLM item which would not be missed by the tech. Revise PLM if/as appropriate and update the calc decidable. Baptist completed paperwork Verified with PLM date 4/12/05</u>	unresolved	report updated confirm GMS has signed off
Reliefs2	F	F) PRV G-116 in LM reboiler2 has no maint in file since 9/04, although all other 2005 PRV maint is in file. (-0) <u>Review PLM to confirm work was done and update records as appropriate. Audit records if maint has been done. Work was completed. Paperwork was in binder. must have been overlooked. CEME 9-</u>	resolved	note removed from the report (-0)
Regs1	B	B) No 2005 record in file for GS-1, 2 (8/04 in file) in ATS Book #2. 2004 record not included in this audit. (-1mnr) <u>Check PLM to confirm it was maintained in 8/05. If so, add to file and audit. Paperwork is complete 8-12-05 DXBO</u>	resolved	report updated
Regs1	F	F) ATS Book #2 GS-10 has records for two 2nd stage regs in 2004 but not in 2005. (-0) <u>Research in PLM to determined that set point maint is not required. Bettis Operator has been removed and out of service. Records are now marked O/S. RESOLVED</u>	marked "out of service" now -	RESOLVED
Regs1	G	G) ATS Book #4 Reg124 no 2005 maint record in file. <u>Research PLM confirmed that this is now only a block valve (no control set points). Records marked O/S. RESOLVED</u> (-0)	marked "out of service" now -	RESOLVED
Regs1	I	I) ATS Book#4 Reg95 not shown as operated in 2005 maint record. (-1mnr) <u>Review PLM to see if it was operated another time, and revise record and scoring as appropriate. Paperwork is complete 10-31-05</u>	resolved	report updated
Regs1	J	J) SP3L191 StaMaint forms not reviewed by mgmt. (-8) <u>Review the records and sign off. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current. Items were reviewed and signed off.</u>	resolved	report updated
Regs1	K	K) ATS Three of six vaults show current maintenance. <u>Research PLM, update records, and revise scoring as appropriate. Planner deleted V-157R in 03 when it was removed. They did not transfer vault to V-173. Job has now been added and vault inspection has been performed. PLM is now current.</u> (-3mnr)		RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
Regs2	A	A) Pad C and D maint (6 valves) last documented 9/04. (-6mnr) <u>Research in PLM confirmed 05 work was done in Sept. Records now in file. RESOLVED.</u>		RESOLVED
Regs2	B	B) Note in file 8/5/04 explains that the O&MI has been sent to WC for revision. <u>Research into the status of the revision resulted in new revision now in binder 12-5-05 (-1mnr) RESOLVED</u>	records now in file.	RESOLVED
CorrosionPL	A	A) CCPP CPStaRpt is in file (CCPP P/Soil binder) but most current Paradigm rectifier report is 1999. (-0) <u>Find current rectifier reads report from PLM and add to binder, or add note to file explaining why no current read report. RECTIFIER IS OUT OF SERVICE...RESOLVED 10/24/05</u>	resolved	report updated
CorrosionPL	B	B) 2005 rectifier reads not in file (SP5) (-1mnr). <u>Print and add current PLM reports to file, audit, and complete this audit report. RESOLVED 10/24/05.</u>	resolved	report updated
CorrosionPL	C	C) L191 rectifiers (2) are not shown on the operating map in file. (-0) <u>Add the rectifiers to the OpMap. Must have overlooked the location of the rectifiers. Map in file has all three locations identified</u>	resolved	REMOVED THIS NOTE ENTIRELY FROM THE REPORT
CorrosionPL	D	D) L191 %LEL for MP 0.14 is shown as missing in the failure note, and no new read is in file. <u>Review PLM to confirm that this read was taken on time within 15 months of the last, print new PLM report, add to file, and revise scoring as appropriate. PLM research showed that the reading was taken on time, but not added to the data in PLM (just in the work notes). Add the reading as data in PLM. RESOLVED 10/24/05 (-1mnr)</u>	resolved	report updated
CorrosionPL	E	E) SP3 rectifiers (2) are not shown on the operating map in file. (-0) <u>Add the rectifiers to the OpMap. Locations were on map 384500 #33, 384501 #35</u>	resolved	REMOVED THIS NOTE ENTIRELY FROM THE REPORT
CSCorrosion	B	B) 2005 P/S reads not in file (PCrk) (-1mnr). <u>Print and add current PLM reports to file, audit, and complete this audit report.</u>	resolved	report updated
CSRelief	A	A) PRV-200 in LM K-Unit binder has no maint records since 2/04. <u>Research found the record under Valve 2 Tab, paperwork completed by slmf 2-7-05. Placed paperwork under correct tab.</u>		misfiled - RESOLVED
CSRegs	A	A) PCV-200 in K-Unit binder has no maint records since 2/04. (-1sgnf) <u>Research found record under Valve 2 Tab, paperwork completed by slmf 2-7-05. Placed paperwork under correct tab. RESOLVED (-0)</u>		misfiled - RESOLVED
Gas Detection	C	C) Well GT maint last documented in file 8/04. (-1mnr) <u>Research in PLM confirmed maint in 2005 was done 8-11-05 by CEME. Records are now updated. RESOLVED</u>		records now in file. RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
ESD	D	D) The test was started at 2200, and the blowdown completion is shown as 2230. This 30-min period exceeds the 5-10 min standard on the form by a wide margin. (-0) <u>Review the test record with the test leader to check whether the 30-min time is correct or not. Revise the form and scoring as appropriate. Highlighted note which states test was redone and OK within time limits. Also requested standard that states time ESD should be done in from Arita.</u>	resolved	report updated
ESD	E	E) LM Well ESD testing was last documented in file in 10/03. 10/5 testing has just been completed by not documented yet. (-1mnr for 2004) <u>Research PLM or ? to determine if 2004 testing was done, add documentation, and revise scoring as appropriate. PLM shows 10/25/04 work was done. Employee completed the form and added to file 10/25/05. RESOLVED</u>	resolved	report updated