

TRACY DISTRICT 2005 MAINTENANCE Q/A REVIEW

REVIEW OF CODE-REQUIRED MAINTENANCE RECORDS

DECEMBER 15, 2005

2005 SI AUDIT					
TRACY DISTRICT TABLE OF CONTENTS					
			EXCEL TAB	PAGE	
District: Tracy			Contents & Issues	2,3,4,5	
AuditDate: 10/26-28/05			Overall Score Sheet	6	
ReportDate: 12/15/05			05IssuesTally	7	
Auditor: [REDACTED]			Pipeline Score Sheet	8	
			Compressor Score Sheet	9	
			Standards	10	
PIPELINE AUDIT SHEETS					
OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE
88	11		Aerial Patrol	Aerial Patrol	11
35	7		Tracy Area L2 66-148	PtrlLk1	12
6	3		Brentwood Area L2 148.14-158.0	PtrlLk1	12
8	1		L-57A 6.34-16.64	PtrlLk1	12
13			Brentwood Area 57B 5.62-16.68	PtrlLk2	13
2	9		Tracy Area L107 13-23.5	PtrlLk2	13
21	11		Tracy Area L114 9.01-20.68	PtrlLk2	13
39	5		Tracy Area L-114 20.68-33.85	PtrlLk3	14
7			BtwdArea L-131 13.34-20.88	PtrlLk3	14
31	2		Tracy Area L-131 24.1-43.69	PtrlLk3	14
7			Tracy Area L-195	PtrlLk4	15
2			Tracy Area L-208	PtrlLk4	15
2			Tracy Area L-222	PtrlLk4	15
8			Brentwood Area L-303 0-11.97	PtrlLk5	16
30	2		Tracy Area L-303 11.97-36	PtrlLk5	16
4			Tracy Area L-304	PtrlLk5	16
17	4		Brentwood Area L-316	PtrlLk6	17
7			Brentwood Area L-401 297.70-317.23	PtrlLk6	17
15	2		Tracy Area L-401 317.23-399.91	PtrlLk6	17
25			L-2 Valve Stations	PtrlLk7	18
29	1		L-2 Valve Stations	PtrlLk7	18
9	1		Brentwood Tmnl & Oak Flat	PtrlLk7	18
10			[REDACTED]	PtrlLk8	19
5			[REDACTED]	PtrlLk8	19
1			[REDACTED]	PtrlLk8	19
10			Tracy Livermore Jcn	PtrlLk9	20
5			L304 Stations	PtrlLk9	20
10			Tracy Sports	PtrlLk9	20
information only			M&L Calibration	M&L Calibration	21
32			Tracy	Valves1	22
2			[REDACTED]	Valves1	22
10			[REDACTED]	Valves1	22
29	5		[REDACTED]	Valves1	22
20			[REDACTED]	Valves1	22
10			[REDACTED]	Valves1	22
6			[REDACTED]	Valves2	23
6			L-222	Valves2	23
16			L-107	Valves2	23
18			L-114	Valves2	23
58			L-131	Valves2	23
44			L-303	Valves2	23

35			Livermore	Valves3	24
4			L401 CrowsLanding	Valves3	24
25				Valves3	24
12				Valves3	24
16			Bayview	Valves3	24
24			LosBanos	Valves3	24
16			DosPalos	Valves4	25
18			L-208	Valves4	25
20			L-304	Valves4	25
20				Valves4	25
48	1		Brentwood	Valves4	25
15	3		L-2 & 57A&B	Valves4	25
36			L-2 Other	Valves5	26
6			L57A	Valves5	26
14			L57B	Valves5	26
10			L401	Valves5	26
5				Valves5	26
5				Valves5	26
5				Valves6	27
20			L316	Valves6	27
6				Valves6	27
				Valves6	27
				Valves6	27
				Valves6	27
110	13		Brentwood Gas Supply	Reliefs1	28
24			Brentwood Main Reliefs	Reliefs1	28
12			L-316	Reliefs1	28
reference information			Relief records	BtwTermReliefs	29
21	2		L304	Reliefs2	30
0			LvmrJen	Reliefs2	30
0	13		TracySta	Reliefs2	30
13			Bayview	Regs1	31
58	3			Regs1	31
(91)			Brentwood RegMon Valves	Regs1	31
91			Brentwood Gas Supply PCV's	Regs1	31
reference information			Reg/Monitor Valve Set Points	BtwdRegMonSet	32
reference information			Gas Supply PCV's	BtwGasSpIyPCV's	33
18	1		CrowsLanding	Regs2	34
13			DosPalos	Regs2	34
19	1			Regs2	34
7	2		Livermore	Regs2	34
19	1		LosBanos	Regs3	35
19	1			Regs3	35
19	1		New Westley Town	Regs3	35
19	1			Regs3	35
58	3		OldRiver	Regs4	36
19	1			Regs4	36
19	1			Regs4	36
14	1		Tracy Station	Regs4	36
60	11			Regs5	37
20			Tracy / L-162	Regs5	37
	2		L-304	Regs5	37
7				Regs5	37
not in svc			L-316	Regs6	38

			Spare	Regs6	38
			Spare	Regs6	38
			Spare	Regs6	38
30	1		L-2 66-148	Corrision1	39
7			L-2 148-158	Corrision1	39
12			57A	Corrision1	39
4			57B	Corrision2	40
18			L-107 0-23	Corrision2	40
19			L-114 9-20	Corrision2	40
21	1		L-114 20-34	Corrision3	41
13			L-131 13-24	Corrision3	41
54			L-131 24-44	Corrision3	41
6			L-195	Corrision4	42
6			L-208	Corrision4	42
2			L-222	Corrision4	42
3	1		L-303 0-12	Corrision5	43
12			L-303 12-36	Corrision5	43
12			L-304	Corrision5	43
9			L-316	Corrision6	44
13			L-401 297-317	Corrision6	44
25	2		L-401 317-400	Corrision6	44
5			Brentwood Terminal	Corrision7	45
4			Livermore Jen	Corrision7	45
1			Tracy Station	Corrision7	45
reference information			Rectifiers	Rectifiers	46
20	20		Odorization	Odorization	47
1,921	151		Totals	2,072	
COMPRESSOR STATION AUDIT SHEETS					
OK	MIN	SIG	BOOK/FILE	EXCEL TAB	PAGE
6			Bethany	CSLeakSurvey	48
36			Bethany	CSVValves	49
51	3		Bethany	CSReliefs	50
20	1		Bthny GsSplys	CSRegs	51
4	1		Bthny Crosstie	CSRegs	51
7			Bethany	CSCorrosion	52
25			Bethany	GasDetection	53
2			Bethany	ESD	54
OK	MIN	SIG			
151	5		Totals	156	
reference information				ActionNotes	55
2,072	156			2,228	

SUMMARY COMMENTS *(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.)*

SIGNIFICANT ITEMS - NONE

MOST SIGNIFICANT MINOR ITEMS

Four relief valves were set a few psi above the maximum permissible pressure specified in the relief valve calculations. This occurred in prior years as well. These items are scored as minor in this audit report since this discrepancy can be argued as within measurement tolerance and not a safety hazard. However, exceeding the set point in the calculation can reduce the total quantity of gas vented (capacity X time) which could result in pressures exceeding MAOP + 10%, thereby creating a reportable overpressure incident. These violations could be viewed by the CPUC as a negative audit finding, and will be scored as significant in 2006 audit reports. Also this documentation suggests a fundamental lack of understanding by those engaged in the maintenance of the code requirement and GTS policy that relief valves are not to be set above the maximum limit specified in the relief valve capacity calculation. Correct the set points; train/tailboard; strengthen the review of records.

OTHER MINOR ITEMS

Patrol issues are not documented, the form is missing entries, and/or the resolution is not documented in a number of instances. Conduct training for crew as appropriate, and strengthen the review processes for completed patrol forms.

L304 patrolling plan is not as clear as needed. Resolve MP inconsistencies between patrol plan (update that), GIS and patrol. Check whether unodorized gas is in the class 3 area (in which case 6-mo patrols are required) and ensure that the patrol plan and PLM are correct.

GMS review of records was not conducted, or not timely, or not accurate in a number of instances. Strengthen the review process, including the use of monthly PLM reports for CPUC work and possible OS spot checks.

In a number of instances across most categories of records (see 05IssuesTally table), PLM shows work was done, but maintenance record is missing or incomplete. Examine and strengthen processes, tailboard and train as appropriate, and consider OS spot checks of records.

A number of valves throughout the district station facilities are still categorized as "emergency", but probably should be changed to "other". Review the station valve inventory, correct the categorization on the valve cards and in PLM.

While not written up in individual pages, the district regulator maintenance records should be done on UO S-5351. Check for this new form and add it to the station records for use in 2006.

Many operating diagrams throughout the records still need to be updated the MAOP/MOP information.

Some ETS data is missing because of damaged ETS equipment. While work notes in PLM show this, not all contain a clear plan to resolve the issue. Review the PLM records for damaged ETS and update the work notes as appropriate.

Out-of-date versions of the relief valve maintenance forms are used, which lack a clear spot for review signoff. Issue noted in 2003 and 2004 as well. CGT's intent is for relief valve maintenance records to receive review. Add review processes and documentation to the relief valve maintenance records. Employing the most current form would be the preferred solution.

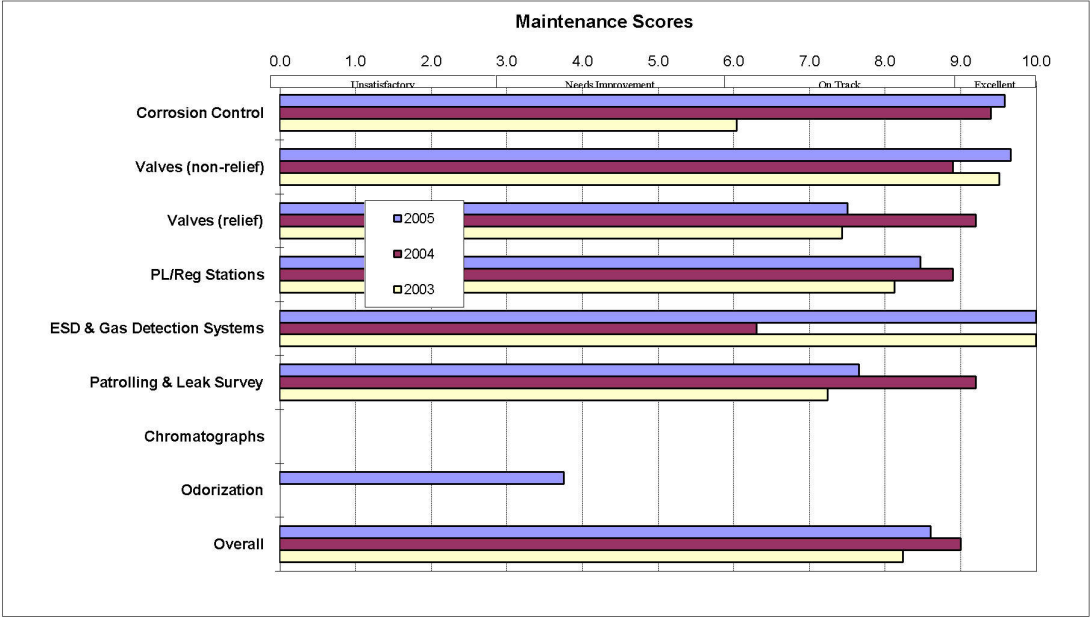
GSMandTS

Maintenance Audit

Combined Pipeline and ComprSta Scoring Summary

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

	Impact	1	3	7							
	Points	10	5	0							
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Weighted Average Category Score	2005 Category Score	Performance Status	2004 Winter Category Score	2003 Winter Category Score	2002 Winter Category Score	2001 Category Score
Corrosion Control	288	283	5	0	1.2	9.6	Excellent	9.4	6.0	9.3	7.5
Valves (non-relief)	656	647	9	0	2.8	9.7	Excellent	8.9	9.5	9.2	8.1
Valves (relief)	249	218	31	0	0.8	7.5	On Track	9.2	7.4	6.7	6.2
PL/Reg Stations	457	425	32	0	1.7	8.5	On Track	8.9	8.1	7.5	6.1
ESD & Gas Detection Systems	27	27	0	0	0.1	10.0	Excellent	6.3	10.0	10.0	5.5
Patrolling & Leak Survey	511	452	59	0	1.8	7.7	On Track	9.2	7.2	8.6	8.1
Chromatographs		N/A	N/A	N/A							
Odorization	40	20	20	0	0.1	3.8	Needs Improvement				
Population & %	2228	93%	7.0%	0%	→	8.6			8.2	8.5	7.3
Overall	5	<=categories audited			Weighted Average Overall Score	8.6	On Track	9.0	8.2	8.5	
		2072	156	0							



ISSUES TALLY

District: Tracy AuditDate: 10/26-28/05 ReportDate: 12/15/05 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) maintenance was done and recorded in PLM, but not recorded on the hardcopy maintenance records; and 2) GMS records review and signoff was missed.	
1 = issue exists in this distr. Blank = not an issue, or not an issue of significance.		minor	significant
SUMMARY (most significant or prevalent)			
PLM shows work was done, but maintenance record missing or incomplete	38		
GMS review of records was not conducted, or not timely, or not accurate	27		
Patrol issues documentation problem	31		
Patrol plan problem	6		
PRV set points (set above calc)	4		
OpDiag is missing MAOP/MOP info	10		
New hardcopy record has no prior history or in-svc date	13		
Valve Record is incomplete (e.g. not all maint action filled in)	7		
	136		
DETAILED TALLY (most but not all)			
MISCL			
GMS review of records was not conducted, or not timely, or not accurate. Not scored, but not all pages were signed.	17		
Odorization reports not being reviewed by GMS	10		
Most Current Forms need to be used		several instances	
CATHODIC PROTECTION			
Work notes to address PLM CP failure notes are missing or unclear			
Current PLM data report not in file	1		
New data needs to be entered into PLM data fields, not just the cmts field.	1		
CPStation Reports need to be added/corrected or rectifier not on map	2		
Action documentation exists for resolution of issues, but are not in file	1		
PATROLS			
Patrol is shown in PLM as conducted, but no patrol record in file.	6		
Span patrol documentation			
Patrol form incomplete	2		
Patrol issues are not documented correctly	7		
Patrol issue resolution missing or not signed off	24		
Patrol plan issue (plan not clear or consistent with practice, MP discrepancies, etc)	6		
RELIEFS			
Work shown in PLM as done, but the work is not documented in the records	24		
PRV calc records			
PRV set points (set above calc)	4		<4>
PRV maint form (ReliefValveRecord) incomplete	2		
PRV numbering issues (consistency)			
REG STATIONS			
Work shown in PLM as done, but the work is not documented in the records	3		
O&MI review shown as done in PLM but not on hardcopy record	4		
Vault inspection shown as done in PLM but not on hardcopy record			
OpDiag is missing MAOP/MOP info	10		
New hardcopy record has no prior history or in-svc date	8		
VALVES			
Work shown in PLM as done, but the work is not documented in the records	1		
Categorization of valves (emer or other) can be improved			
New hardcopy record has not prior history or in-svc date	5		
Valve Record is incomplete (e.g. not all maint action filled in)	7		
TOTAL	138		0

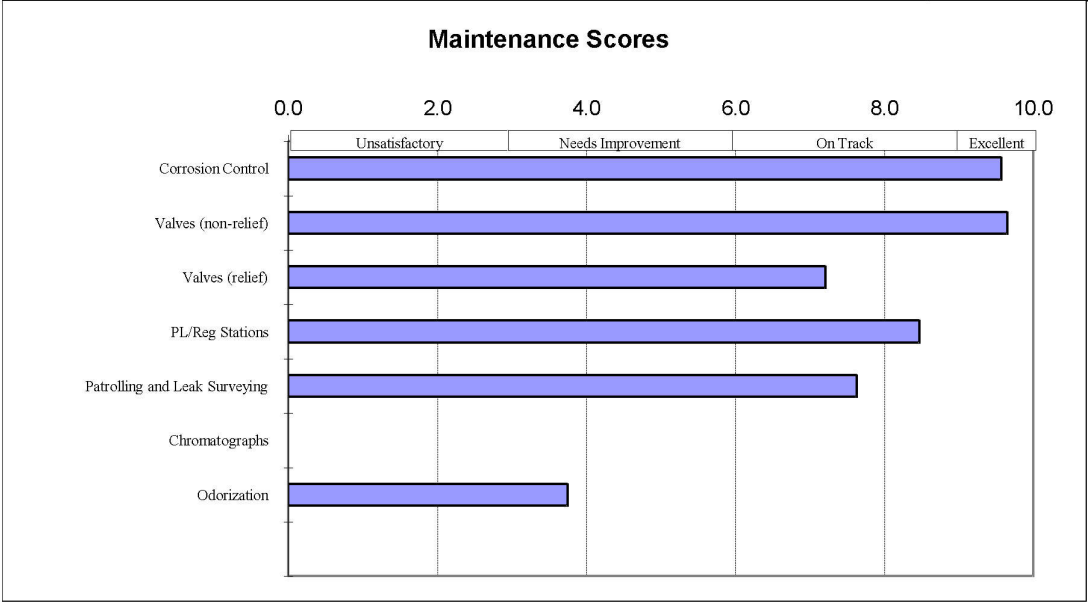
GSMandTS

Maintenance Audit

Pipeline Scoring Summary

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

	Impact	1	3	7		
	Points	10	5	0		
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Category Score	Performance Status
Corrosion Control	281	276	5	0	9.6	Excellent
Valves (non-relief)	620	611	9	0	9.6	Excellent
Valves (relief)	195	167	28	0	7.2	On Track
PL/Reg Stations	431	401	30	0	8.5	On Track
Patrolling and Leak Surveying	505	446	59	0	7.6	On Track
Chromatographs					0.0	
Odorization	40	20	20	0	3.8	Needs Improvement
Population & %	2072	93%	7%	0%	46.3	
		1921	151	0		



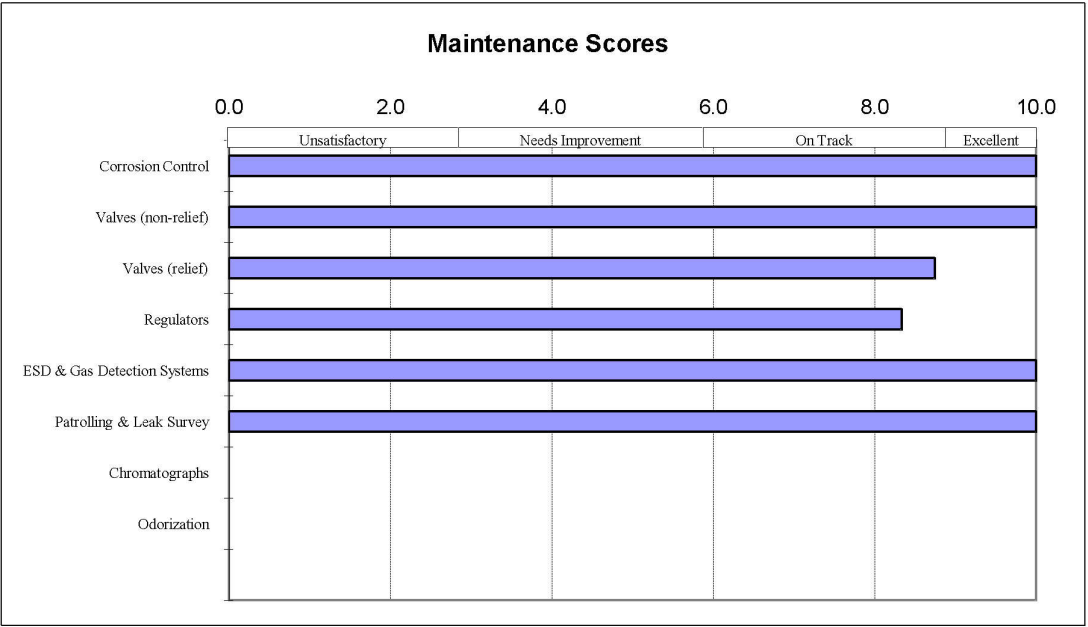
GSMandTS

Maintenance Audit

ComprSta Scoring Summary

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

	Impact	1	3	7		
	Points	10	5	0		
Category	Number of Items Audited	OK	Minor Potential	Significant Potential	Category Score	Performance Status
Corrosion Control	7	7	0	0	10.0	Excellent
Valves (non-relief)	36	36	0	0	10.0	Excellent
Valves (relief)	54	51	3	0	8.8	On Track
Regulators	26	24	2	0	8.3	On Track
ESD & Gas Detection Systems	27	27	0	0	10.0	Excellent
Patrolling & Leak Survey	6	6	0	0	10.0	Excellent
Chromatographs	0	n/a			0.0	
Odorization	0	n/a			0.0	
Population & %	156	97%	3%	0%	57.1	
		151	5	0		



STANDARDS DISTRIBUTION AND DISCUSSION
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

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 | Yes, 04 and 05 are documented and available |
| 6 | Current year on file if completed | |

AERIAL PATROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

ADMINISTRATIVE INFORMATION		REVIEW DETAIL			
		Note	OK Yes/No	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	yes - shown in facility-specific records			
7	For all lines, is one box checked (either findings, or unable to patrol)?		72		
8	If pilot observation is documented, is there an appropriate response documented with initials and	CDE	10	11	
9	Is the Patrol report signed off and dated by the pilot?				
SUMMARY			88	11	0

- A) Aerial patrol compliance months are JanAprJulOct. Compliance section of the binder contained JulOct 05, but the JanApr reports were found in the reliability section. Move these to the compliance section, review where the prior year reports are filed in the binder, and reorganize so that all compliance report are in the compliance section.
RESOLVED
- B) Pilot Aerial Patrol forms are used, not F4111a.
- C) L2 MP 151.4 issue is not noted as resolved on the back of the form. (-1mnr) Add resolution note to the record. Reinforce the importance of addressing all issues completely on the back of the form.
- D) Oct04 L304 notes indicate that the line was marked in fields that were being ripped. Is it OK that no indication of contact with the tractor operator was made?
- E) Responses are in place which is good, but none of the district response notes are dated. (-10mnr) Help all employees understand that all initials for notes or reviews on records must be accompanied by a date.

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05
Auditor: [REDACTED]

ReportDate: 12/15/05 Auditor: [REDACTED]		Tracy Area L2 66-148				Brentwood Area L2 148.14-158.0				L-57A 6.34-16.64			
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION													
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Y/N				Y/N				Y/N			
2	Patrol Plan is in the file indicating the area patrolled with class		1				1				1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		1				1			E		1	
4	If class locations have changed, is documentation in place explaining the reason for the change?		-				-			E		<1>	
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....		3							E		<1>	
8	All items on list checked as "OK" or "Condition Found"		3								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		3								1		
12	Is the report signed off by the DS within 1 month of the patrol		3								1		
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		3								4		
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?		1				1			none			
16	The roster of exposed piping is the same as the previous year or explanations are documented	A					1						
17	If "Issue" is checked, there is an explanation on the back of the form		6			D		1					
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"	B		6		D		1					
19	Is the Patrol report signed off by the patroller		1				1						
20	Is the report signed off by the DS within 1 month of the patrol		1				1						
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location	A	9	1		C		1					
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMARY		0	35	7	0		6	3	0		8	1	0

A) L2 span 146.9 shown as patrolled in 2005 and 2003, but is not included on the 2004 patrol record. (-1mnr) Research PLM to check whether work was done in 2004, update records as appropriate, and revise scoring. PLM showed 4/04 work, so records have been updated. RESOLVED

B) No response or plan or reference is documented for the six "needs paint" issues. (-6mnr) Add an explanation of the action or plan, signature and date, as shown on the form, for each of the issues.

C) 2004 span patrol form for L-2 is not in file, though a post-it is in place showing dates and patroller. (-1mnr) Fill out a new patrol form and add to file, to replace the post-it.

D) 2004 span patrol form for L-2 has no documentation on the back of the form regarding the issue. (-2mnr) Add notes explaining the issue, the plan or resolution, date and initials to the back of the form.

E) L57A class 3 patrol areas are not consistent with the milepoints on F4111a. Change to the patrol plan milepoints was not initialed or dated, so it can't be verified whether the class 3 location changed after the Apr05 patrol was done. (-1mnr) Check the dates of the class3 location change relative to the date of the patrol to confirm that at the time the patrols were conducted, the milepoints on the patrol forms were correct. Confirm last year's audit note has been addressed (is 13.67 to 13.79 cls 3 now on the patrol plan and being patrolled?). Add a date and initials to the change on the patrol plan so that this timing sequence is clear. Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditor: [REDACTED]

		Brentwood Area 57B 5.62-16.68				Tracy Area L107 13-23.5				Tracy Area L114 9.01-20.68			
		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						1				1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	E	3			A	1			C		1	
4	If class locations have changed, is documentation in place explaining the reason for the change?		-			A				C			
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			AERIAL PATROL ONLY					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												
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								1		
12	Is the report signed off by the DS 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"		2								3		
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?	none									1		
16	The roster of exposed piping is the same as the previous year or explanations are documented										5		
17	If "Issue" is checked, there is an explanation on the back of the form									D		5	
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"									D		5	
19	Is the Patrol report signed off by the patroller										1		
20	Is the report signed off by the DS within 1 month of the patrol										1		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location					B		9			5		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMARY			13	0	0		2	9	0		21	11	0

A) L107 has a F4111A in 2005 but not in prior years. Did this area become class 3 in 2005? (-0) Research and review with JRG. PLM shows 2004 and 05 work was done. This is a possible future class 3 area. Record is noted as such. RESOLVED

B) L107 span patrol form for 5/05 not in file; 5/04 is the last record in file. Research PLM to confirm patrol was done, have the mechanic fill out a patrol form, add to file, review F/U system that should have caught the absence of this record (GMS signature/review requirement) and revise scoring if appropriate. PLM shows 5/14/05 work was done. Records have been updated. RESOLVED (-9mnr)

C) Milepoints on the 2005 L114 9.01-20.68 area patrol records are inconsistent with the milepoints on the patrol plan and 2004 patrol records. (-1mnr) Last year the audit note indicated that 10.52-12.57 is the class3 area in GIS. Research confirms that correct boundaries are being used for patrols. Resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).

D) Five issues on the L114 span patrol form have no response or plan or reference documented on the back of the form. (-5mnr x 2) Add an explanation of the action or plan, signature and date, as shown on the form, for each of the issues. Research confirms that these issues were minor and were dealt with in a timely manner. District to update records.

E) L57B note last year: GIS shows class 3 to be 12.96-13.24 and 16.46-16.66. (-0) Confirm that patrol plans and F4111a are consistent. Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditof:

		Tracy Area L-114 20.68-33.85				BtwdArea L-131 13.34-20.88				Tracy Area L-131 24.1-43.69			
		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		1			C					1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	A		1		C				D		1	
4	If class locations have changed, is documentation in place explaining the reason for the change?												
5	Report of New Construction forms are in place for any changes?												
6	Class location studies done to support changes?												
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		7			AERIAL PATROL ONLY					6		
8	All items on list checked as "OK" or "Condition Found"		7							E	5	1	
9	If "Condition Found" is checked, is there an "Issue" documented		7										
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"		-										
11	Is the report signed off by the patroller		7								6		
12	Is the report signed off by the DS within 1 month of the patrol	B	3	4							6		
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		7										
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?	none					1				1		
16	The roster of exposed piping is the same as the previous year or explanations are documented						1				1		
17	If "Issue" is checked, there is an explanation on the back of the form												
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"												
19	Is the Patrol report signed off by the patroller						1				1		
20	Is the report signed off by the DS within 1 month of the patrol						1				1		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location						3				3		
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMARY			39	5	0		7	0	0		31	2	0

- A) While a plan is in place and a good set of F4111a templates are prepared and use for patrol records, the milepoints for the class 3 patrol limits are not consistent with the end mile points on the F4111a forms (see table below). (-1mnr) Revise the patrol plan or F4111a templates as appropriate to achieve consistency between the plan, F4111a and GIS.
- B) No mgmt review is documented on four of the seven L114 patrol forms. (-4mnr) Add the mgmt review to the records. 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) In the past, the section of L-131 was defined as 13.34-20.88. The folder now shows 16.87-20.88. Why the difference/change?? Is 13.34 just a typo? Research confirms 13.34 is correct. District to update records (GIS, patrol forms, patrol plans, PLM). (-0)
- D) L131 class 3 F4111 starts at MP 32.43, yet the patrol plan starts at 32.37. (-1mnr) Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).
- E) L131 patrol form for 40.37 has no boxes checked. Note on the form file states that the track is closed. (-1mnr) Is this no longer a class 3 area? If so, revise the patrol plan and PLM, and note on the form. If so, fill in the boxes as required.

L114 CLASS 3 PATROL PLAN	29.23-30.75
F4111a	29.27-29.98
F4111a	29.98-30.81
F4111a	30.85-31.00
L114 CLASS 3 PATROL PLAN	31.55-33.52
F4111a	31.60-32.00
F4111a	32.00-32.56
F4111a	32.56-33.61

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditor:

		Tracy Area L-195				Tracy Area L-208				Tracy Area L-222			
		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		1				1				1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		1				1				1		
4	If class locations have changed, is documentation in place explaining the reason for the change?		-				-				-		
5	Report of New Construction forms are in place for any changes?		-				-				-		
6	Class location studies done to support changes?		-				-				-		
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....	AERIAL PATROL ONLY				AERIAL PATROL ONLY				AERIAL PATROL ONLY			
8	All items on list checked as "OK" or "Condition Found"												
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												
12	Is the report signed off by the DS within 1 month of the patrol												
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"												
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?		1			none				none			
16	The roster of exposed piping is the same as the previous year or explanations are documented		1										
17	If "Issue" is checked, there is an explanation on the back of the form												
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"												
19	Is the Patrol report signed off by the patroller		1										
20	Is the report signed off by the DS within 1 month of the patrol		1										
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		1										
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMARY		0	7	0	0		2	0	0		2	0	0

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05
Auditor: [redacted]

ReportDate: 12/15/05 Auditor: [REDACTED]		Brentwood Area L-303 0-11.97				Tracy Area L-303 11.97-36				Tracy Area L-304				
		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			1				1		E		<1>		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?	G		1		B		1		D				
4	If class locations have changed, is documentation in place explaining the reason for the change?			-				-						
5	Report of New Construction forms are in place for any changes?			-				-						
6	Class location studies done to support changes?			-				-						
PATROLLING / LEAK SURVEY														
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....			1				1						
8	All items on list checked as "OK" or "Condition Found"			1		C		5	1					
9	If "Condition Found" is checked, is there an "Issue" documented			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				6						
12	Is the report signed off by the DS within 1 month of the patrol			1				6						
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"	A		1				6						
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?	none						1				1		
16	The roster of exposed piping is the same as the previous year or explanations are documented							1				1		
17	If "Issue" is checked, there is an explanation on the back of the form													
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"													
19	Is the Patrol report signed off by the patroller							1				1		
20	Is the report signed off by the DS within 1 month of the patrol							1		F		1	<1>	
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location							1						
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?													
SUMMARY				8	0	0		30	2	0		4	0	0

A) L303 instrument patrol conducted 4/13/05 (MP 0-0.2) and again on 4/29/05 (0-4.00). Curious. No score. Consider adding a note to the 4/13 patrol form explaining why it was done.

B) Milepoints on the L303 patrol plan are not consistent with the milepoints on the 2004 & 2005 F4111a forms. (-1mnr) Revise the plan and/or the form templates as appropriate. Add notes as needed to clarify discrepancy in 2004 and 2005 class 3 boundaries.

C) L303 23.45 F4111a is incomplete - boxes are not checked. (-1mnr) Complete the form, confirm that no significant issues were found and review the process requirements for documenting patrols. If significant issues were found, review with [redacted].

D) L304 11.29-14.09 F4111a form was completed for 2005, and a form was filed for other milepoints in 2004 inconsistent with the 2005 form. Subsequent check by the district found Apr annual patrol is done for 3.11 to 5.0 and in file for both 2004 and 2005. Engineering confirmed that the district decided to consider MP 3.11-5.12 as entirely class 3 for ease of maintenance. Resolve MP inconsistencies between patrol plan (update that), GIS and patrol. Check whether unodorized gas is in the class 3 area (in which case 6-mo patrols are required) and ensure that the patrol plan and PLM are correct.

E) L304 patrol plan has been marked up to show leak survey is done quarterly by air (compliance aerial patrols). Resolve and revise the plan as required.

F) L304 span patrol form for 2004 was not reviewed by mgmt (same issue as in 2004). (-1mnr) Add mgmt review signature.

RESOLVED

G) Last year, L303 class3 was noted on GIS as 4.0-7.93. (-0) Confirm that plan, F4111a and GIS are consistent.

		2005	2004
L303 PATROL PLAN	milepoints comparison	20.34-25.02	
	F4111A	20.70-21.39	20.70-21.39
	F4111A	21.39-22.20	21.39-22.20
	F4111A	22.26-23.02	22.26-23.02
	F4111A	23.02-23.45	23.02-23.45
	F4111A	23.45-24.04	23.45-24.04
	F4111A	24.04-25.22	24.04-25.22

**PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET**

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditor: [REDACTED]

		Brentwood Area L-316				Brentwood Area L-401 297.70- 317.23				Tracy Area L-401 317.23- 399.91			
		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	B		1			1				1		
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		3				1				1		
4	If class locations have changed, is documentation in place explaining the reason for the change?		-				-				-		
5	Report of New Construction forms are in place for any changes?		-				-				-		
6	Class location studies done to support changes?		-				-				-		
PATROLLING / LEAK SURVEY													
7	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		2			AERIAL PATROL ONLY					2		
8	All items on list checked as "OK" or "Condition Found"		2								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								2		
12	Is the report signed off by the DS within 1 month of the patrol		2								2		
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"	A	1	1						E	2	1	0
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?		1				1				1		
16	The roster of exposed piping is the same as the previous year or explanations are documented		1				1			F		1	
17	If "Issue" is checked, there is an explanation on the back of the form	C		1									
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"	C		1									
19	Is the Patrol report signed off by the patroller		1				1				1		
20	Is the report signed off by the DS within 1 month of the patrol		1				1				1		
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location		1				1			F		<1>	
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?												
SUMMARY		0	17	4	0		7	0	0		15	2	0

A) F4111a is in file for 2005 and 2003 for the Cesa Branch, but not for 2004. Research PLM and well records to see if the patrol was done or needed in 2004, and revise records and scoring as appropriate. PLM shows 4/7/04 work was done. Records have been added. RESOLVED (-1mnr)

B) Patrol plan does not reflect the need for the 2003 and 2005 Cesa branch patrol. (-1mnr) Revise the patrol plan in file as appropriate.

C) Paint issue is checked on the L316 span patrol record, but the back of the form has neither the format nor the notes. (-2mnr) Confirm that the issue is part of a plan already in place to address paint condition, add the correct back of the form, and complete the record with issue, action, signature and date.

D) [REDACTED] signoff on L401 MP339 has a typo in the date. (-0) Correct the date typo. RESOLVED

E) L401 patrol form for 2005 MP 378 is missing. Research PLM to confirm patrol was done, fill out form and add to file, and revise scoring assuming no significant issues were found. PLM shows 4/22/05 work was done. Records have been added. RESOLVED (-1mnr)

F) 2005 span 399.1 is listed as 398.55 in 2004. (-1mnr) Confirm that the new MP is correct, and add a note to the 2005 form explaining the change.

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05
Auditor: [REDACTED]

	MacArthur, OwensIllinois, Vernalis, Westley, Zach, Patterson	Crows Landing, Newman, Gustine, Bayview, Dos Palos, Los Banos	MacArthur, OwensIllinois, Vernalis, Westley, Zach, Patterson
	L-2 Valve Stations	L-2 Valve Stations	Brentwood Tmnl & [REDACTED]
	REVIEW DETAIL	REVIEW DETAIL	REVIEW DETAIL
	Note OK MIN SIG	Note OK MIN SIG	Note OK MIN SIG
ADMINISTRATIVE INFORMATION			
1 Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Y/N	Y/N	Y/N
2 Patrol Plan is in the file indicating the area patrolled with class		n/a	n/a
3 If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		n/a	n/a
4 If class locations have changed, is documentation in place explaining the reason for the change?		n/a	n/a
5 Report of New Construction forms are in place for any changes?		n/a	n/a
6 Class location studies done to support changes?		n/a	n/a
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....		5	2
8 All items on list checked as "OK" or "Condition Found"		5	A 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		5	2
12 Is the report signed off by the DS within 1 month of the patrol		5	2
13 Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		5 B 5 1 0	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	n/a	n/a
16 The roster of exposed piping is the same as the previous year or explanations are documented			
17 If "Issue" is checked, there is an explanation on the back of the form			
18 If an "Issue" is documented, is there an associated Action, "Action By" and "Date"			
19 Is the Patrol report signed off by the patroller			
20 Is the report signed off by the DS within 1 month of the patrol			
21 Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location			
22 For active slide areas, is the form filled out properly and the annual inspection done on schedule?			
SUMMARY	25 0 0	29 1 0	9 1 0
A) [REDACTED] patrol form is incomplete. (-1mnr) Add "n/a" or check the box to complete the form. Records have been completed. RESOLVED			
B) [REDACTED] 6/04 last patrol form in file. Check PLM to confirm 2005 patrol was done, add documentation to file, revise scoring as appropriate. PLM shows 6/24/05 work was done. Records have been added. RESOLVED (-1mnr)			

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditor:

ReportDate: 12/15/05										ByronRegStaL2												
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				A	1			
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....										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																					
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				1							
12	Is the report signed off by the DS 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"										2				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																					
17	If "Issue" is checked, there is an explanation on the back of the form																					
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"																					
19	Is the Patrol report signed off by the patroller																					
20	Is the report signed off by the DS within 1 month of the patrol																					
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location																					
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?																					
SUMMARY										0	10	0	0		5	0	0		1	0	0	

A) now patrolled by air only....no F4111a form req'd

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05

Auditor: [REDACTED]

ReportDate: 12/15/05 Auditor: XXXXXXXXXX		Tracy Livermore Jcn				L304 Stations				Tracy Sports				
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				
		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	
ADMINISTRATIVE INFORMATION		Y/N				Y/N				Y/N				
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)									A				
2	Patrol Plan is in the file indicating the area patrolled with class		n/a											
3	If a patrol plan is in place, is it consistent with the patrol records and current with the class locations?		n/a				n/a				n/a			
4	If class locations have changed, is documentation in place explaining the reason for the change?		n/a				n/a				n/a			
5	Report of New Construction forms are in place for any changes?		n/a				n/a				n/a			
6	Class location studies done to support changes?		n/a				n/a				n/a			
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				2			
8	All items on list checked as "OK" or "Condition Found"		2				1				2			
9	If "Condition Found" is checked, is there an "Issue" documented													
10	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"													
11	Is the report signed off by the patroller		2				1				2			
12	Is the report signed off by the DS within 1 month of the patrol		2				1				2			
13	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		2				1				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				n/a				n/a				
16	The roster of exposed piping is the same as the previous year or explanations are documented													
17	If "Issue" is checked, there is an explanation on the back of the form													
18	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"													
19	Is the Patrol report signed off by the patroller													
20	Is the report signed off by the DS within 1 month of the patrol													
21	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location													
22	For active slide areas, is the form filled out properly and the annual inspection done on schedule?													
SUMMARY			10	0	0		0	5	0	0		10	0	0

A) Tracy Sports Complex patrol reports are filed separately from the L-2 and L401 records, yet they are clearly patrols of these lines. (-
0) Move the patrol records to the facility-specific files and add to the pipeline patrol plans. Makes sense to keep this separate due to special Fed waiver. RESOLVED

M L CALIBRATION
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

		Tracy			
		REVIEW DETAIL			
GENERAL		Note	OK	MIN	SIG
1	Does the District have a test location to verify the mark and locate equipment?		1		
2	Verified above ground?				
3	Verified below ground?		1		
4	Form 60.2-A has been fill out completely on top		1		
CALIBRATIONS					
5	Mark and Locates are being conducted with approved instruments. (preferably MetroTech's 9890/850)	A	1		
6	Form 60.2-A is completed (Calibrations) each month for each employee who has a locating piece of equipment	B	43	5	
7	Calibration on file for previous 5 years	C			
8	Post-Repair and dig-In Data section is properly fill in (If Appropriate)	none			
SUMMARY			47	5	0

A) One Metrotech, four RadioDetects.

B) RD #052: 2005 months have no entry. (-5mnr) If equipment is O/S, add note to file. If in service, why no calibration notes?

C) See table below. Records go as far back as in most districts.

RD #U52	2005	Jan-Sept
RD #U52	2004	Mar-Oct
		JanFeb O/S
	why no calibration??	NovDec ???
RD #U52	2003	Jan-Nov
		Dec O/S
RD #U52	2002	June-Dec
		Jan-May O/S

433HCT #TYZ	2005	Jan-Sept
433HCT #TYZ	2004	Jan-Dec
433HCT #TYZ	2003	Jan-Dec
433HCT #TYZ	2002	June-Dec

RD #052	2005	MarApr AugSptOct
	O/S why??	JanFebMayJunJul
RD #052	2004	no entries on form
RD #052	2003	JulAugSept
	no notes on calib	other 2003

RD #2108	2005	Jan-Oct
		MayJunJul O/S
RD #2108	2004	Jan-Dec
RD #2108	2003	Jan-Dec
		June O/S

RD #0296	2005	Jan-Oct
RD #0296	2004	Jan-Aug
	no notes on calib??	Sept-Dec
RD #0296	2003	Jun-Dec
	no notes on calib??	Jan-May

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [redacted]

		Tracy																							
		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?	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?		16			1				5				A	12	5			10			5			
4	Are the first 6 fields completed		16			1				5					17				10			5			
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY			32	0	0		2	0	0		10	0	0		29	5	0		20	0	0		10	0	0

A) New [redacted] valve card but no in-svc date shown for 5 valves (-5mnr) Add in-svc date to valve record.

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [redacted]

Auditor: <div></div>						L-222				L-107				L-114				L-131				L-303			
		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?	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?		3				3				8				9				29				20		
4	Are the first 6 fields completed		3				3				8				9			A	29				20		
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?																					4			
SUMMARY			6	0	0		6	0	0		16	0	0		18	0	0		58	0	0		44	0	0

A) A few have blanks in the "lube" column. (-0) Ensure that all blanks are filled in (N/A sometimes) so that it is clear that the work was not overlooked.

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05

Auditor: [redacted]

Auditor: <div></div>		Livermore				L401												Bayview							
		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				Y/N				Y/N				Y/N		
	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		
2		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?		17				2				12				6				8				12		
4	Are the first 6 fields completed		17				2				12				6				8				12		
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?		1								1														
SUMMARY			35	0	0		4	0	0		25	0	0		12	0	0		16	0	0		24	0	0

A) LvmrJen emer valve set seems larger than required. (-0) Review the station again to determine whether the emergency valve categorization is correct. Revise PLM and cards as appropriate.

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

TracyDistrBndr

		Dos Palos				L-208				L-304				Lathrop				Brentwood				L2			
		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?	Y/N				Y/N				Y/N				Y/N				A	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?		8			D	9				10				10			B	24	1	0		9		
4	Are the first 6 fields completed		8				9				10				10				24	<1>		C	6	3	
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY			16	0	0		18	0	0		20	0	0		20	0	0		48	1	0		15	3	0

- A) 12-mo CPUC valve section was reviewed. All other sections are assumed to be non-emer valves.
- B) Btwd L57A V-6 not shown as operated. Discussion w/mechanic confirms that the valve is operated when serviced. District to update records. (-1mnr)
- C) Not all L2 valve cards have the lube blank filled in. (-3mnr) Fill in all boxes to show that the maint activity was not overlooked.
- D) Typos on two valve maint dates. Correct the dates.

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [redacted]

	L-2 Other				L57A				L57B				L401				[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				Y/N				A	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?		18				4				7				5				3				3		
4 Are the first 6 fields completed		18			A	2	1			7				5			B	2	1		B	2	1	
5 If REPAIRS were required, is ACTION shown and Repair & Review signed off?																								
SUMMARY		36	0	0		6	1	0		14	0	0		10	0	0		5	1	0		5	1	0

A) Only three of the valves in this section are emer. On one, the maint is incomplete (-1) Review the categorization and revise PLM and valve cards.
B) One Bixler and one OldRvr valve card does not have the lube blank filled in. (-2mnr) Fill in all boxes to show that the maint activity was not overlooked.

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [redacted]

					L316								L304wells											
	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				C	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?		3				9				3				3										
4 Are the first 6 fields completed	A	2	1		B	6		<4>		3				3										
5 If REPAIRS were required, is ACTION shown and Repair & Review signed off?						5																		
SUMMARY		5	1	0		20	0	0		6	0	0		6	0	0		0	0	0		0	0	0

A) One [redacted] valve card does not have the lube blank filled in. (-1mnr) Fill in all boxes to show that the maint activity was not overlooked.

B) L316 valves shown as not operated, but work plan is documented. V-2, 4, A, B Check with [redacted] regarding timing of repairs, given the requirement for operation every 15 months or less.

C) Only three of the valves in this section are emer. (-0) Review the categorization and revise PLM and valve cards.

RELIEF VALVES
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05

Auditor: [REDACTED]

	Brentwood Gas Supply				Brentwood Main Reliefs				L316			
	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	L	Y(N)		L	Y(N)			L	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	A	21	<1>		4				2		
5	Equipment number on the maintenance form and RV Calculations match		22			4				2		
6	Maintenance frequency is once per calendar year not to exceed 15 months	BDE FHJ	14	8		4				2		
7	Relief valve calculations are available (excl. pkg reliefs)		18			4				2		
8	Actual relief set-points are in agreement with calculations (Can not be higher!)		22			4				2		
9	Relief valve calculations have been verified and signed off on schedule.	CGIK	13	5 0		4				2		
SUMMARY			##	13 0		24	0 0			12	0 0	
<p>A) GS4 PRV 9A & 9B. Only one RVRecord is in file...(-0) <u>Add a separate record for 9B and note the existing record is for 9A, and fill in from the StaMaintRpts in file.</u></p> <p>B) GS4 PRV9 2005 maintenance is not included on the RVRecord. (-2mnr) <u>Update the record from the StaMaintForm in file. Records updated. RESOLVED</u></p> <p>C) PRV9 & 7 2005 calc review not done on time. <u>Check PLM regarding calc review..this is usually a PLM item for a tech, so the review may have been conducted. Revise scoring if appropriate. PLM shows 5/9/05 review was conducted. Records have been updated. RESOLVED (-2mnr)</u></p> <p>D) Rack 5 is noted as out of service in 5/05 with a plan to check with the engineer, but no follow-up note is on the form. (-0) <u>Resolve that this is out of service and note on the maint record. Engineer has now given final resolution so records have been updated. RESOLVED</u></p> <p>E) PRV-7 2004 and 2005 maintenance not recorded on the StaMaintForm. (-1mnr) <u>Update the RVRecord from the StaMaintForm. Records updated. RESOLVED</u></p> <p>F) PRV 50A&B & 51 Relief Valve Record is missing 2004 maint info. (-3mnr) <u>Update the RVRecord from the StaMaintForm. Records updated. RESOLVED</u></p> <p>G) PRV 51 2004 calc review not documented. <u>Check PLM and update the record. revise scoring if appropriate. PLM shows 5/1/04 review was done, so records have been update. RESOLVED (-1mnr)</u></p> <p>H) PRV23 is missing the 2004 maint documentation on the ReliefValveRecord. (-1mnr) <u>Add a note that shows the info available on the StaMaintForms. Records updated. RESOLVED</u></p> <p>I) PRV 25 2005 calc review not documented. <u>Check PLM and update the record. revise scoring if appropriate. PLM shows 5/9/05 review was conducted. Records have been updated. RESOLVED (-1mnr)</u></p> <p>J) PRV 25 ReliefValveRecord is missing the 2005 maint record. (-1mnr) <u>Update the RVRecord from the StaMaintForm. Records updated. RESOLVED</u></p> <p>K) Mmt review missing on the calc for PRV-18. (-1mnr) <u>Add signature and review system employed to keep reviews current.</u></p> <p>L) Newest form (3/02) is often not used. (-0) Existing forms do contain set pressures and mgmt review signature. <u>Migrate to new forms.</u></p>												

BRENTWOOD TERMINAL RELIEF RECORDS

District: Tracy														
AuditDate: 10/26-28/05														
ReportDate: 12/15/05														
Auditor: [REDACTED]														
Consider a list something like this that establishes the normal and maximum set points for each valve, that is a convenient reference for the maint records, so that Techs have an easier way to check, and so that DS spot check of records can be done efficiently. This was produced as a workpaper to support the review of the relief records														
			Maintenance Schedule		Relief Calc		Audit Cmts	Problems						
Valve	System	Set Pressure	Most Recent Date	Previous Date	Set Pressure	Review Date		Score	Valve # problem	Set Point Problem	calc OK in file	Rvw Late		
1A	GS 1	110			110		calc rvw due but not yet overdue. Calc is for PRV-1. Clarify that it applies to both in the maint records - renumber.		1	1	1			
1B	GS 1	109			110		see above		1	1				
2	GS 1	25			25		calc rvw due but not yet overdue		1	1	1			
3A	GS 2	110			110		calc rvw due but not yet overdue. Calc is for PRV-3. Clarify that it applies to both in the maint records - renumber.		1	1	1			
3B	GS 2	110			110		see above		1	1				
4	GS 2	25			25		calc rvw due but not yet overdue		1	1	1			
9	GS 4	110			110		Form is OK. DS rvw due 12/9/03		1	1	1			
11	GS 5	110			110		Form is OK. DS rvw overdue 9/13/03		1	1	1			
7	GS 6	110			110		Form is OK. DS rvw due 12/9/03		1	1	1			
50A	GS 7	111			110		maint set 1psi over calc limit. calc is for PRV-1 - fix numbering. Form is OK. DS rvw due by year		1	1	1			
50B	GS 7	109			110		see above		1	1				
51	GS 7	25			25		calc is for PRV-2 - fix numbering. Form is OK. DS rvw due by year end		1	1	1			
23	GS 9	110			110		Form is OK. DS rvw overdue		1	1	1			
24	GS 10	110			110		Form is OK. DS rvw due by 12/5/03		1	1	1			
24A	GS 10	110			110		Form is OK. DS rvw due by 12/5/03		1	1				
25	GS 11	110			110		Form is OK. DS rvw overdue		1	1	1			
26	GS 12	810			810		Form is OK. DS rvw overdue		1	1	1			
27	GS 12	300			300		Form is OK. DS rvw overdue		1	1	1			
28	GS 12	110			110		Form is OK. DS rvw overdue		1	1	1			
29	GS 12	30			30		Form is OK. DS rvw overdue		1	1	1			
16	EmGen	110			110		Form is OK. DS rvw due by 12/9/03		1	1	1			
17	EmGen	50			50		Form is OK. DS rvw due by 12/9/03		1	1	1			
								0	22	22	18	0		
AA	station	1051			1051		Form is OK. DS rvw overdue				1			
AC	station	1051			1051		Form is OK. DS rvw overdue				1			
AD	station	1051			1051		Form is OK. DS rvw overdue				1			
AE	station	1051			1051		Form is OK. DS rvw overdue				1			
								0	0	0	4	0		

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: XXXXXXXXXX

RELIEF VALVES
RECORD AUDIT SHEET

	L304				LvmrJcn				TracySta				
	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	A	Y(N)		A	Y(N)			A	Y(N)			
3	Is the Package Relief form used when appropriate (FH70)	Y/N			E	Y(N)	1		Y/N				
QUALITY OF MAINTENANCE													
4	The top part of the Relief Valve Maintenance form is completed thoroughly	B	2	2									
5	Equipment number on the maintenance form and RV Calculations match		4										
6	Maintenance frequency is once per calendar year not to exceed 15 months	C	4						J		6		
7	Relief valve calculations are available (excl. pkg reliefs)		4										
8	Actual relief set-points are in agreement with calculations (Can not be higher!)		4						FG		4	0	
9	Relief valve calculations have been verified and signed off on schedule.	C	3						I		3		
SUMMARY			21	2	0		0	0	0		0	13	0

A) Newest form (3/02) is often not used. (-0) Existing forms do contain set pressures and mgmt review signature. Migrate to new forms.

B) Maximum relief set pressure is not shown on the top of the ReliefValveRecord for XXXXXXXXXX 10-1 and LathropCompE. (-2mnr) Add the set pressure to the form.

C) LathropCompW relief documentation is in file but not current. (-0) Add a note to file stating that this is out of service.

D) n/a

E) LvmrJcn PRV-1 calc shows removed from service 3/01...OK assuming this was the old supply rack equipment. The StaMaintForm for 2004 shows PRV-1 is being maintained....this is the new relief on the BeckerPackage. No PackageReliefForm is in file. (-1mnr). Add package relief form to records, including install date.

F) TracySta PRV 3A&B are shown on the StaMaint form as set at 110 and 110.5, while the calc max setpoint is shown as 108. Review calc with engineering to confirm setpoint spec, reset the valves in the field as appropriate and revise maint record. Valves reset 11/3/05 RESOLVED (-2mnr)

G) TracySta PRV 4A&B are shown on the StaMaint form as set at 110 and 110, while the calc max setpoint is shown as 108. Review calc with engineering to confirm setpoint spec, reset the valves in the field as appropriate and revise maint record. Valves reset 11/3/05 RESOLVED (-2mnr)

H) TracySta PRV5&6 new calc forms are now in place for new equipment, but old calc forms are not marked as out-of-svc. (-0) Calc forms that are no longer current (equipment no longer in svc) need to be clearly marked as such.

I) TracySta PRV4AB, 5 & 6 calcs are missing mgmt review of the calcs. (-3mnr) Conduct and document the calc reviews, and review the processes to keep reviews current.

J) TracySta PRV5&6 ReliefValveRecords are not current, and no ReliefValveRecords are in file for PRV 3A&B, 4A&B; although maintenance is documented on the StaMaintForms (-6mnr). Add or update forms as appropriate.

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

District: Tracy
AuditDate: 10/26-28/05

ReportDate: 12/15/05
Auditor: [redacted]

		RegMon Valve Binder															
		[redacted]				[redacted]				Brentwood RegMon Valves				Brentwood Gas Supply PCV's			
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y(N)				Y(N)				Y(N)				Y(N)			
2	All major categories on form addressed	Y(N)				Y(N)				Y(N)				Y(N)			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?	Y(N)				Y(N)				Y(N)				Y(N)			
4	Pressure control maintenance activities are initialed and dated		4				19				20				27		
5	Valve is stroked										21						
6	Maintenance activities are performed on schedule		4				19				20			AB	27		
7	Form was reviewed and initialed by management	C				D		2		F	29	<10>			10		
8	Vault Inspections have been completed and signed off on schedule		n/a				n/a										
9	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)		n/a			E		1									
10	Operating Diag on file w/current MAOP/MOP		1				1				1				n/a		
11	PCV set points and control points are consistent with OpDiag MAOP/MOP		4				19			G					27		
SUMMARY			13	0	0		58	3	0		91	0	0		91	0	0

A) Rack 5 is noted as out of service in 5/05 with a plan to check with the engineer, but no follow-up note is on the form. (-0) Resolve that this is out of service and note on the maint record.

B) Rack 9 was maintained twice in 5/05. (-0) Check PLM and resolve.

C) While the distribution reg sta form does not show a spot for mgmt review, CGT's intent is for review to be conducted. (-0) Add mgmt review for these forms here and elsewhere in the district.

D) [redacted] StaMaintForms are missing management review. (-2mnr) Add management review to forms. Review processes to strengthen. Done RESOLVED

E) Bixer O&MI not documented on the log sheet as reviewed. Conduct and document the review. Check PLM to be sure the review is in. If this is in PLM, research to learn how it was missed and resolve/strengthen processes, and revise scoring as appropriate. PLM shows work was done. RESOLVED (-1mnr)

F) In some cases only one of the two pages was signed on the Btwd PCV StaMaintForms. Since the pages are stapled together, GMS rvw is assumed. (-0) Sign all pages in the future to remove any uncertainty regarding whether review was conducted or not.

G) No guide that could be found was in place to clearly establish the setpoints for Btwd main gas PCV's. A comprehensive review in prior years has discovered errors in setpoints. (-0) Review the process for determining setpoints and add an explanation to file. Drwg 183018 only includes SOME of the PCV's in Btwd.

BRENTWOOD TERMINAL
REG/MONITOR VALVE SET POINTS

District: Tracy									
AuditDate: 10/26-28/05									
ReportDate: 12/15/05									
Auditor: ██████████									
Consider a list like this that establishes the normal and maximum set points for each valve, that is a convenient reference for the maint records, so that Techs have an easier way to check, and so that DS spot check of records can be done efficiently.									
	Found in Maintenance Records				Desired				
Valve	2003 Upstream Setpoint	2003 Setpoint	2005 Upstream Setpoint	2005 Setpoint	Normal Setpoint	Max Permissibl e Setpoint	on time	mgmt review	
26	675	650	656	641			1	1	
44		510, 470		365			1	1of2	<-1>
60		332		350			1	1	
64		450, 505		340		340	1	1	
65		880		580		890/867	1	1of2	<-1> Oct....05 not yet in file
66		490		360			1	1	
67		490, 353		345			1	1	Oct....05 not yet in file
72		730, 621		630	730	730	1	1of2	<-1>
83		640, 580		515	730		1	1of2	<-1>
85		381, 510		355	510	510	1	1of2	<-1>
107	848	772, 659	879	537			1	1	
108		886		535	900	900	1	1of2	<-1>
113		730		575	730	730	1	1of2	<-1>
114	803	541, 528	890	712			1	1	
117		730		560	730/605	730/605	1	1of2	<-1>
118	790, 843	548, 638	756	591			1	1	
126		505		420	730	730	1	1of2	<-1>
127	797, 800	490, 453	730	580			1	1	
150		572		350			1	1of2	<-1>
144R		610	601	557			1	1	

BRENTWOOD TERMINAL
GAS SUPPLY PCVs

District: Tracy							
AuditDate: 10/26-28/05							
ReportDate: 12/15/05							
Auditor:							
This table displays the condition of the records for the PCV's in the gas supplies. Consider building a table from this for inclusion in the binder, that shows the set points, to support easy GMS review of records in the future.							
Valves	Gas Supply	form OK?	12-mo interval OK?	Maint Signoff?	DS rvw OK?	DS rvw late?	
1,2,3,4	GS 1	1	4	4	1		
5,6,7,8	GS 2	1	4	4	1		
17,18	GS 4	1	2	2	1		
21,22	GS 5	Need to confirm O/S and add note to 2005 StaMaintForm					
13,14	GS 6	1	2	2	1		
142,143,144,145	GS 17	1	4	4	1		
45	GS 9	1	1	1	1		
46	GS 10	1	1	1	1		
47	GS 11	1	1	1	1		
48,49,50,51	GS 12	1	4	4	1		
52,53,54,55	GS 12	1	4	4	1		
		10	27	27	10	0	
no longer considered CPUC equipment							
23,24,25,26	fuel	1	8	8	1		

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

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Dos Palos				Livermore			
		REVIEW DETAIL				REVIEW DETAIL			
		Note	OK	MIN	SIG	Note	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			
2	All major categories on form addressed	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			
4	Maintenance activities are initialed and dated		6				4		
5	Maintenance activities are performed on schedule		6				4		
6	Form was reviewed and initialed by management	A				A			
7	Vault Inspections have been completed and signed off on schedule		n/a				n/a		
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)		n/a				n/a		
9	Operating Diag on file w/current MAOP/MOP	B		1			1		
10	PCV set points and control points are consistent with OpDiag MAOP/MOP		6				4		
SUMMARY			18	1	0		13	0	0

- A) While the distribution reg sta form does not show a spot for mgmt review, CGT's intent is for review to be conducted. (-0) Add mgmt review for these forms here and elsewhere in the district.
- B) Pressures are not shown on the OpDiags in file. (Same cmt for some in 2004) (-4mnr) Update the diagram at least in pencil / add the current diagram to file if available with pressures.
- C) LvmrJcn Reg41 maint is documented for 2005 but not for 2004. Check PLM to learn whether the reg was in service and maintained in 2004, update records and revise scoring as appropriate. PLM shows 2/11/04 work was done. Records have been updated. RESOLVED (-1mnr)
- D) LvmrJcn O&MI log shows review underway 1/03, and contains no more current entries. Research PLM to see what was shown for 2004 & 2005, and document the current status. Update the log. Revise scoring if appropriate. PLM shows 6/03, 5/04, 5/05 review dates. Records have been updated. RESOLVED (-1mnr)

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

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Los Banos															
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N				Y/N			
2	All major categories on form addressed	Y/N				Y/N				Y/N				Y/N			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?	Y/N				Y/N				Y/N				Y/N			
4	Maintenance activities are initialed and dated		6				6				6				6		
5	Maintenance activities are performed on schedule		6				6				6				6		
6	Form was reviewed and initialed by management		1				1				1				1		
7	Vault Inspections have been completed and signed off on schedule		n/a				n/a				n/a				n/a		
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)		n/a				n/a				n/a				n/a		
9	Operating Diag on file w/current MAOP/MOP	A		1		A		1		A		1		A		1	
10	PCV set points and control points are consistent with OpDiag MAOP/MOP		6				6				6				6		
SUMMARY			19	1	0		19	1	0		19	1	0		19	1	0

A) Pressures are not shown on the OpDiag in file. (Same comment for some in 2004.) (-4mmr) Update the diagram at least in pencil / add the current diagram to file if available with pressures.

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

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Tracy Sta											
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N			
2	All major categories on form addressed	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			
4	Maintenance activities are initialed and dated		19				6				6		
5	Maintenance activities are performed on schedule		19				6				6		
6	Form was reviewed and initialed by management	A		2			1				1		
7	Vault Inspections have been completed and signed off on schedule		n/a				n/a				n/a		
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)	B		1			n/a				n/a		
9	Operating Diag on file w/current MAOP/MOP		1			C		1		C		1	
10	PCV set points and control points are consistent with OpDiag MAOP/MOP		19				6				6		
SUMMARY			58	3	0		19	1	0		19	1	0

- A) Two StaMaintForms at need mgmt review. (-2mnr) Conduct review and add signature to the forms. Done RESOLVED
- B) O&MI log last documented 4/04 and contains no current entries. (-1mnr) Research PLM to confirm review was conducted in 04, and update the log. Done RESOLVED
- C) Pressures are not shown on the OpDiag in file. (-2mnr) Update the diagram at least in pencil / add the current diagram to file if available with pressures.
- D) No mgmt review documented on the TracySta StaMaintForm for 2005. (-1mnr) Review and add signature to record. Done RESOLVED
- E) No O&MI review documented since 9/02 for TracySta in the maint file but log is current in the O&MI binder in the hdqtrs. (-0) Update the log in the maint file to show that the log is now kept in the O&MI binder. RESOLVED 10/28/05

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

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [redacted]

		[redacted]				Tracy / L-162				L-304/LathrDehy				Btwd Dehy			
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N				Y/N			
2	All major categories on form addressed	Y/N				Y/N				Y/N				Y/N			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?	Y/N				Y/N				Y/N				Y/N			
4	Maintenance activities are initialed and dated		22				6								2		
5	Maintenance activities are performed on schedule	C	14	8			6			D		2	0		2		
6	Form was reviewed and initialed by management	A	1	2			1							E		<1>	
7	Vault Inspections have been completed and signed off on schedule		n/a				n/a								n/a		
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)	B		1	0		n/a								n/a		
9	Operating Diag on file w/current MAOP/MOP		1				1								1		
10	PCV set points and control points are consistent with OpDiag MAOP/MOP		22				6								2		
SUMMARY			60	11	0		20	0	0		0	2	0		7	0	0

- A) Two of three Vernalis StaMaintForms do not contain evidence of mgmt review. (-2mnr) Add rvw to records. Done RESOLVED
- B) Last O&MI review documented for [redacted] in the log is 10/03. Review PLM to see if rvw was conducted as is current. Update log and revise scoring if appropriate. PLM shows 5/04 and 5/05 reviews. Records have been updated. RESOLVED (-1mnr)
- C) [redacted] PCV's in 2005 include 8 that were not shown on the 2004 StaMaintForms. (-8mnr) Review the inconsistency, confirm that this is newly installed equipment, revise records to show new in-service date.
- D) L304LthrpDhy reg/mon maintenance record 2/04 is last in file. Add note to file stating out of service date, or review PLM and update records. Revise scoring as appropriate. PLM shows 9/05 work done. Records have been updated. RESOLVED (-2mnr)
- E) While the distribution reg sta form does not show a spot for mgmt review, CGT's intent is for review to be conducted. (-0) Add mgmt review for these forms here and elsewhere in the district.

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

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		L-316				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N				Y/N				Y/N			
2	All major categories on form addressed	Y/N				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				Y/N			
4	Maintenance activities are initialed and dated	not in svc																			
5	Maintenance activities are performed on schedule																				
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			0	0	0		0	0	0		0	0	0		0	0	0		0	0	0

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		L-2:66-148				L-2:148-158				L57A			
		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		3				1				1		
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		3				1				1		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1				1				1		
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA													
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		0				0				4		
6	Are the P/S Reads PLM failure notes addressed satisfactorily	A	22	1			3				4		
Deficiencies: PS 850mv - 1600mv or <100mv shift; C/S<[800]mv or <100 or P/S													
Deficiencies: P/S>[1600] mv (anodic field or??)													
7	Are Action Plans in the folder? Does the Action Plan state scope and schedule for correction(s)?												
SUMMARY			30	1	0		7	0	0		12	0	0
A) L2 MP 72.8 casing read 3/23/05 is 1mv different from P/S read, with a failure note indicating a short. Work note on 3/2/05 is merely a reread. An action plan should be in place, but no clear action is documented. <u>Research with Armato confirmed that a plan was established soon after the issue was discovered. Engineering provided copy of action plan. RESOLVED. (-1mnr)</u>													

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		L-57B				L-107:0-23				L-114:9-20			
		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				4		
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		n/a				5				4		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		n/a				5				1		
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				5				1		
QUALITY OF CP DATA													
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		n/a				0				4		
6	Are the P/S Reads PLM failure notes addressed satisfactorily		2				2				4		
	Deficiencies: PS 850mv - 1600mv or <100mv shift; C/S<[800]mv or <100 or P/S												
	Deficiencies: P/S>[1600] mv (anodic field or??)												
7	Are Action Plans in the folder? Does the Action Plan state scope and schedule for correction(s)?										1		
SUMMARY			4	0	0		18	0	0		19	0	0

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

ADMINISTRATIVE INFORMATION	L-114:20-34				I-131:13-24				I-131:24-44			
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	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		3				1				6		
2 Are <u>all</u> of the CP Station Reports in the folder According to PLM)		3				1				6		
3 Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1				1				1		
4 Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA												
5 Are the Rectifier Read PLM failure notes addressed satisfactorily?		1				5				34		
6 Are the P/S Reads PLM failure notes addressed satisfactorily	A	11	1			4				6		
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)?		1										
SUMMARY		21	1	0		13	0	0		54	0	0

A) L114 P/S 20.73 reread info is only in the work notes, not a PLM data field. (-1mnr) Enter the new reads as a data entry so that the new read resides in a PLM data field, not just a work note.

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

	L-195				L-208				L-222			
	REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
	Note	OK	MIN	SIG	Note	OK	MIN	SIG	Note	OK	MIN	SIG
ADMINISTRATIVE INFORMATION												
1 Is the map depicting the system, and has rectifiers shown on it, in the folder		1				1				1		
2 Are <u>all</u> of the CP Station Reports in the folder According to PLM)		1				1				n/a		
3 Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1			L304 file					n/a		
4 Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA												
5 Are the Rectifier Read PLM failure notes addressed satisfactorily?		2				n/a				n/a		
6 Are the P/S Reads PLM failure notes addressed satisfactorily		0				2				0		
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)?						1						
SUMMARY		6	0	0		6	0	0		2	0	0

NONE

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		L303: 0-12				L303: 12-36				L-304			
		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				4				1		
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		1				4				1		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)	A		1			1				1		
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA													
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		0				1				0		
6	Are the P/S Reads PLM failure notes addressed satisfactorily		0				1				8		
	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			3	1	0		12	0	0		12	0	0
A) Current rpt not in file. (-1mnr) <u>Add the rpt to file. RESOLVED 10/27/05</u>													

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		L-316				L401:297-317				L401:317-400			
		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			A		2	
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		1				1				2		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1				1				1		
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA													
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		2				0				5		
6	Are the P/S Reads PLM failure notes addressed satisfactorily		3				7				16		
	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)?						2						
SUMMARY			9	0	0		13	0	0		25	2	0
A) Operating maps are in file for L401, but the two rectifiers are not shown. (-2mnr) <u>Add the rectifiers to the OpMps in the CP folder.</u>													

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Brt Terminal				Livermore Jcn				Tracy Sta			
		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				n/a		
2	Are <u>all</u> of the CP Station Reports in the folder According to PLM)		1				1				n/a		
3	Is the most recent Rectifier Reads - PLM report in the folder (print out and compare)		1				1				n/a		
4	Is the most recent P/S Reads - PLM report in the folder (print out and compare)		1				1				1		
QUALITY OF CP DATA													
5	Are the Rectifier Read PLM failure notes addressed satisfactorily?		1				0				n/a		
6	Are the P/S Reads PLM failure notes addressed satisfactorily		0				0				0		
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			5	0	0		4	0	0		1	0	0

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05

Auditor:

This table was created by during the 2004 audit. It was not completed during the 2005 audit since almost all found in the individual facility-specific files was found to be in perfect order, with the exception of one or two items as noted on the individual audit report corrosion

Tracy Rectifiers

Rectifier #	Line #	PLM	On Map	Station Report	No Station Report		Rectifier #	Line #	PLM	On Map	Station Report	Station Report
261	304	X					128	303	X			
179	Bethany	X					36	131	X			
180	Bethany	X					33	114	X			
4	316	X					166	131	X			
5	195	X					137	303	X			
6	57A	X					38	131	X			
B19	BTS	X					45	131	X			
54	LJ	X					10	2	X			
B20	BTS	X					155	2	X			
B21	BTS	X					21	2	X			
32	303	X					26sp	2	X			
39	114	X					169	401	X			
40	114	X					167	401	X			
41	114	X					168	401	X			
42	114	X										
136	107	X										
123a	303	X										
127	114	X										
128	107	X										
145	131	X										
26	107	X										
137	107	X										
45	107	X										
123	114	X										
43	114	X										
136	303	X										
122	131	X										
140	131	X										

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

ODORIZATION
RECORD AUDIT SHEET

Auditor: [REDACTED]

		Tracy			
		REVIEW DETAIL			
ODOR INTENSITY		Note	OK	MIN	SIG
1	Are there odor intensity readings for the locations listed in UO Standard 4350, Supplement 4 *	A			
2	Is Form 62-3480 (F4350, rev. 2004) being used to document readings?		10		
3	Odor intensity read dates are performed in accordance to the standard	B			
4	All reads => 0.6 % gas in air have an indication that some action was taken		0		
5	Form 62-3480 has been reviewed and signed by management	C		10	
ODORIZATION STATIONS					
6	Do district have a list of all odorizing stations?	D			
7	Form 62-4650 is completed each month for each odorizing station		10		
8	Monthly inspections are performed (PLM)				
9	Form 62-4650 has been reviewed and signed by management	E		10	
10	Odor intensity reads are being conducted with an approved instrument				
11	Documentation of odor intensity read instrument calibrations is available				
12	Odor intensity read instruments have been calibrated within 1 year				
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				
SUMMARY			20	20	0

A) Test location and frequencies are shown on the table below.
B) No clear plan or process is shown in file.
C) OdrIntensityRpt is not being reviewed signed. (-10) Add the review process.
D) Record for on L316 station in file.
E) MonthlyOdorizationRpt is not being reviewed signed. (-10) Add the review process.

* Kett: L-300, Antioch L-400 3x week, Los Medanos Upon W/D as needed
Tracy: Brentwood Terminal [REDACTED]

PATROLLING / LEAK SURVEY
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

		Bethany			
		REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG
1	Are the standardized forms being used (Patrol Report, Highways & Railroads, Exposed Piping, Slide Areas)	Yes/No			
2	Patrol Plan is in the file indicating the area patrolled with class		n/a		
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	Leak survey completed within schedule		1		
8	Is top of form filled in correctly, i.e. M.P. covers entire length of area patrolled, Instrument id listed if appropriate etc....		1		
9	All items on list checked as "OK" or "Condition Found"		1		
10	If "Condition Found" is checked, is there an "Issue" documented				
11	If an "Issue" is documented, is there an associated "Action", "Action By" and "Date"				
12	Is the report signed off by the patroller		1		
13	Is the report signed off by the DS within 1 month of the patrol		1		
14	Is the last "Performed By Date" within a calendar year not to exceed 15 months of the previous "Performed By Date"		1		
15	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					
16	Top portion of the form is completely filled in? Is the range of MP to MP complete?	n/a			
17	The roster of exposed piping is the same as the previous year or explanations are documented				
18	If "Issue" is checked, there is an explanation on the back of the form				
19	If an "Issue" is documented, is there an associated Action, "Action By" and "Date"				
20	Is the Patrol report signed off by the patroller				
21	Is the report signed off by the DS within 1 month of the patrol				
22	Is the last "Patrol Date" within 15 months of the previous "Patrol Date" for each location				
23	For active slide areas, is the form filled out properly and the annual inspection done on schedule?				
SUMMARY			6	0	0

VALVE
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

		Bethany			
		REVIEW DETAIL			
VALVE INVENTORY		Note	OK	MIN	SIG
1	Have the Emergency Valves been identified in the district?	AB	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			
SERVICE HISTORY					
3	Is the maint frequency once per calendar year not to exceed 15 months?	C	18		
4	Are the first 6 fields completed		18		
5	If REPAIRS were required, is ACTION shown and Repair & Review signed off?				
SUMMARY			36	0	0

A) Only three valves are contained in the Bethany ESD section of the records binder. Process gas valves section of the binder is divided into "emer" and "other"; it may be likely that most of the valves in this section should not be "emer". (no score) As noted in last year's audit, review of records and PLM still appears to be needed to resolve categorization of valves.

B) Valve records in "process" and "emer" scns are included in this audit. Fuel gas and "other" valves were not included.

C) A few valves do not have current Oct05 maint logged, but last maint was Oct04, so no maint is late.

RELIEF VALVES
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

Auditor: [REDACTED]

		Bethany			
		REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG
1	Is there a relief valve list? Should note all reliefs, & whether they are package reliefs.		Y/N		
2	Is the most recent version of the relief valve maintenance form being used	A	Y/N		
3	Is the Package Relief form used when appropriate (FH70)		Y/N		
QUALITY OF MAINTENANCE					
4	The top part of the Relief Valve Maintenance form is completed thoroughly		15		
5	Equipment number on the maintenance form and RV Calculations match		4		
6	Maintenance frequency is once per calendar year not to exceed 15 months	B	12	3	0
7	Relief valve calculations are available (excl. pkg reliefs)		4		
8	Actual relief set-points are in agreement with calculations (Can not be higher!)		12		
9	Relief valve calculations have been verified and signed off on schedule.		4		
SUMMARY			51	3	0
A) Older versions are used, which lack a clear spot for review signoff. CGT intent is for relief valve maintenance records to receive review. (-0) Same issue as for 2003 and 2004. <u>Add review processes and documentation to the relief valve maintenance records</u> B) Bethany PRV's GOV 201, GS15, V14 have no current maint documented. <u>Review PLM, confirm maint was done, update records including setpoint, and revise scoring.</u> PLM shows GOV201 in 8/04 & 2/05. District to update records. (-3mnr) C) Bethany PRV V15 and 14 were set above max pressure in 2004 (V15 written up in the 2004 audit). No set point correction documentation is in place.					

COMPRESSOR STATION
REG (or PL) STATIONS
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Bthny GsSplys				Bthny Crosstie											
		REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL				REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG	Note	OK	MIN	SIG	Not e	OK	MIN	SIG	Not e	OK	MIN	SIG
1	Evidence of the equipment that is in operation is available in the file (station data available? O&MI?). Included in inventory / equipment-specific info is found to support maintenance.	Y/N				Y/N				Y/N				Y/N			
2	All major categories on form addressed	Y/N				Y/N				Y/N				Y/N			
QUALITY OF MAINTENANCE																	
3	Is the correct version of the CGT Station Maintenance Report or Regulator Maintenance Form (RMF) being used?	Y/N				Y/N				Y/N				Y/N			
4	Maintenance activities are initialed and dated		6				1										
5	Maintenance activities are performed on schedule		6			B	2										
6	Form was reviewed and initialed by management	A		1		C		1									
7	Vault Inspections have been completed and signed off on schedule		n/a				n/a										
8	O&MI log has been reviewed and signed off on schedule. (for facilities with O&MIs)		1														
9	Operating Diag on file w/current MAOP/MOP		1														
10	PCV set points and control points are consistent with OpDiag MAOP/MOP		6				1										
SUMMARY			20	1	0		4	1	0		0	0	0		0	0	0
A) Mgmt review of Bethany gas supply regs StaMaintForm not documented. (-1mnr) <u>Perform and document the review on the form.</u>																	
B) Bthny crosstie V-15 operator was out of service 5/05 when V-14 maint was done. (-0) <u>Add maint/new service info to file to show that the valve was in fact operated. Note added. RESOLVED</u>																	
C) Mgmt review of Bethany crosstie StaMaintForm not documented. (-1mnr) <u>Perform and document the review on the form.</u>																	

CORROSION CONTROL
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

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

CS Gas Detection
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor:

		Bethany			
		REVIEW DETAIL			
ADMINISTRATIVE INFORMATION		Note	OK	MIN	SIG
1	Are the most recent versions of the Gas Detection forms being used	Y/N			
2	All major categories on the Gas Detection form addressed	Y/N			
QUALITY OF MAINTENANCE					
3	The Gas Detection Test date frequency is once per calendar year not to exceed 15 months	A	12		
4	Are all of the boxes fill out appropriately.		1		
5	Calibration show all zero-spans within tolerance		12		
6	required				
SUMMARY			25	0	0
A) 2005 Bethany gas detector test documentation is dated 2004. (-0) <u>Check and revise form.</u>					

CS ESD
RECORD AUDIT SHEET

District: Tracy
AuditDate: 10/26-28/05
ReportDate: 12/15/05
Auditor: [REDACTED]

	Bethany			
	REVIEW DETAIL			
ADMINISTRATIVE INFORMATION	Note	OK	MIN	SIG
1 Does test documentation clearly set forth the testing program and the overall test results/conclusions?	A	Y/N		
2 Was the testing process satisfactory	A	Y/N		
QUALITY OF MAINTENANCE				
3 The ESD test frequency is once per calendar year not to exceed 15 months		1		
4 If the time to stroke valves does not fall within recommend time limits, are there appropriate comments in the report?				
5 If corrective or investigative action is appropriate based on valve stroke time, is an action plan in place?				
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?				
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?		1		
SUMMARY		2	0	0
A) While test documentation is consistent with the form as designed (good - it shows pass/fail, times to ESD position, overall time and details on the station annual check and ESD initiation) it is far less comprehensive than Kettleman. <u>Consider creating more complete test records. SI is examining.</u>				
B) 11/04 records reviewed since 05 test not yet done.				

ACTION NOTES

District: Tracy AuditDate: 10/26-28/05 ReportDate: 12/15/05 Auditor: [REDACTED]		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.	
DISTRICT FUTURE PROCESS ACTION ITEMS			
GENERAL ISSUE	AUDIT COMMENTS	DISTRICT RESPONSE / PLAN	STATUS NOTES
PRV Set Points <i>Potentially CPUC Finding</i>	Relief set points were documented above the calc limit.	- Training on how to document issues and the importance of including resolution - Strengthen GMS review when sign-off is done - Consider OS spot-checks of records	
Maintenance Record missing or not done	In a number of instances across most categories of records (see 05IssuesTally table), PLM shows work was done, but maintenance record missing or incomplete.	- Examine processes to keep PLM and the hardcopy records in sync - Tailboard with crew - Consider monthly PLM reports on CPUC work completed, to support cross-checking - Consider OS spot-checks of records	
GMS Review Missing	GMS review of records was not conducted, or not timely, or not accurate	- Consider monthly PLM reports on CPUC work completed, to support cross-checking - Consider OS spot-checks of records	
Patrol Issue Documentation	Patrol issues are not documented, the form is missing entries, and/or the resolution is not documented	- Training on how to document issues and the importance of including resolution - Strengthen GMS review when sign-off is done - Consider OS spot-checks of records	
Operating Diagrams	OpDiag is missing MAOP/MOP info	- update OpDiagrams to include required info and place in station maintenance files	
New Equipment Records	New hardcopy record has no prior history or in-svc date	- Add in-service date to records	

ACTION NOTES

DISTRICT DETAILED ACTION ITEMS TO BE RESOLVED (found on each individual report page)				
REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Aerial Patrol	E	E) Responses are in place which is good, but none of the district response notes are dated. (-10mnr) <u>Help all employees understand that all initials for notes or reviews on records must be accompanied by a date.</u>		
PtrILk1	B	B) No response or plan or reference is documented for the six "needs paint" issues. (-6mnr) <u>Add an explanation of the action or plan, signature and date, as shown on the form, for each of the issues.</u>		
PtrILk1	C	C) 2004 span patrol form for L-2 is not in file, though a post-it is in place showing dates and patroller. (-1mnr) <u>Fill out a new patrol form and add to file, to replace the post-it.</u>		
PtrILk1	D	D) 2004 span patrol form for L-2 has no documentation on the back of the form regarding the issue. (-2mnr) <u>Add notes explaining the issue, the plan or resolution, date and initials to the back of the form.</u>		
PtrILk1	E	E) L57A class 3 patrol areas are not consistent with the milepoints on F4111a. Change to the patrol plan milepoints was not initialed or dated, so it can't be verified whether the class 3 location changed after the Apr05 patrol was done. (-1mnr) <u>Check the dates of the class3 location change relative to the date of the patrol to confirm that at the time the patrols were conducted, the milepoints on the patrol forms were correct. Confirm last year's audit note has been addressed (is 13.67 to 13.79 cls 3 now on the patrol plan and being patrolled?). Add a date and initials to the change on the patrol plan so that this timing sequence is clear. Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol</u>	<div>- confirm that the correct class3 area was patrolled on schedule</div> <div>- research milepoints</div> <div>- update patrol plan in file</div>	
PtrILk2	C	C) Milepoints on the 2005 L114 9.01-20.68 area patrol records are inconsistent with the milepoints on the patrol plan and 2004 patrol records. (-1mnr) Last year the audit note indicated that 10.52-12.57 is the class3 area in GIS. <u>Research confirms that correct boundaries are being used for patrols. Resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).</u>	<div>- confirm that the area patrolled was correct</div> <div>- research milepoints</div> <div>- update patrol plan in file</div>	
PtrILk2	D	D) Five issues on the L114 span patrol form have no response or plan or reference documented on the back of the form. (-5mnr x 2) <u>Add an explanation of the action or plan, signature and date, as shown on the form, for each of the issues. Research confirms that these issues were minor and were dealt with in a timely manner. District to update records.</u>	<div>- research & confirm issues are minor</div> <div>- update records</div> <div>- review and add action</div>	

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
PtrILk2	E	E) L57B note last year: GIS shows class 3 to be 12.96-13.24 and 16.46-16.66. (-0) <u>Confirm that patrol plans and F4111a are consistent. Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).</u>	'- confirm that the correct class3 area was patrolled on schedule	
PtrILk3	A	A) While a plan is in place and a good set of F4111a templates are prepared and use for patrol records, the milepoints for the class 3 patrol limits are not consistent with the end mile points on the F4111a forms (see table below). (-1mnr) <u>Revise the patrol plan or F4111a templates as appropriate to achieve consistency between the plan, F4111a and GIS.</u>		
PtrILk3	C	C) In the past, the section of L-131 was defined as 13.34-20.88. The folder now shows 16.87-20.88. <u>Why the difference/change?? Is 13.34 just a typo? Research confirms 13.34 is correct. District to update records (GIS, patrol forms, patrol plans, PLM).</u>	- correct PLM, GIS, patrol plans and patrol forms for consistency and accuracy	
PtrILk3	D	D) L131 class 3 F4111 starts at MP 32.43, yet the patrol plan starts at 32.37. (-1mnr) <u>Research confirms that correct boundaries are being used for patrols. District to resolve inconsistencies in records and update records (GIS, patrol forms, patrol plans, PLM).</u>	- correct PLM, GIS, patrol plans and patrol forms for consistency and accuracy	
PtrILk3	E	E) L131 patrol form for 40.37 has no boxes checked. Note on the form file states that the track is closed. (-1mnr) <u>Is this no longer a class 3 area? If so, revise the patrol plan and PLM, and note on the form. If so, fill in the boxes as required.</u>		
PtrILk5	A	A) L303 instrument patrol conducted 4/13/05 (MP 0-0.2) and again on 4/29/05 (0-4.00). Curious. No score. <u>Consider adding a note to the 4/13 patrol form explaining why it was done.</u>		
PtrILk5	B	B) Milepoints on the L303 patrol plan are not consistent with the milepoints on the 2004 & 2005 F4111a forms. (-1mnr) <u>Revise the plan and/or the form templates as appropriate. Add notes as needed to clarify discrepancy in 2004 and 2005 class 3 boundaries.</u>		
PtrILk5	C	C) L303 23.45 F4111a is incomplete - boxes are not checked. (-1mnr) <u>Complete the form, confirm that no significant issues were found and review the process requirements for documenting patrols. If significant issues were found, review with [REDACTED]</u>		

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
PtrlLk5	D	D) L304 11.29-14.09 F4111a form was completed for 2005, and a form was filed for other milepoints in 2004 inconsistent with the 2005 form. Subsequent check by the district found Apr annual patrol is done for 3.11 to 5.0 and in file for both 2004 and 2005. Engineering confirmed that <u>the district decided to consider MP 3.11-5.12 as entirely class 3 for ease of maintenance. Resolve MP inconsistencies between patrol plan (update that), GIS and patrol. Check whether unodorized gas is in the class 3 area (in which case 6-mo patrols are required) and ensure that the patrol plan and</u>	- research milepoints and rq'd patrol - update patrol plan add explanations	
PtrlLk5		G) Last year, L303 class3 was noted on GIS as 4.0-7.93. (-0) <u>Confirm that plan, F4111a and GIS are consistent.</u>		
PtrlLk6	B	B) Patrol plan does not reflect the need for the 2003 and 2005 [REDACTED] branch patrol. (-1mnr) <u>Revise the patrol plan in file as appropriate.</u>		
PtrlLk6	C	C) Paint issue is checked on the L316 span patrol record, but the back of the form has neither the format nor the notes. (-2mnr) <u>Confirm that the issue is part of a plan already in place to address paint condition, add the correct back of the form, and complete the record with issue, action, signature and</u>		
PtrlLk6	F	F) 2005 span 399.1 is listed as 398.55 in 2004. (-1mnr) <u>Confirm that the new MP is correct, and add a note to the 2005 form explaining the change.</u>		
Valves4	B	B) Btwd L57A V-6 not shown as operated. <u>Discussion w/mechanic confirms that the valve is operated when serviced. District to update records.</u> (-1mnr)		
Valves5	A	A) Only three of the valves in this section are emer. On one, the maint is incomplete (-1) <u>Review the categorization and revise PLM and valve cards.</u>		
Valves6	B	B) L316 valves shown as not operated, but work plan is documented. V-2, 4, A, B <u>Check with [REDACTED] regarding timing of repairs, given the requirement for operation every 15 months or less.</u>		
Regs1	B	B) Rack 9 was maintained twice in 5/05. <u>Check PLM and resolve.</u>		
Reliefs1	A	A) GS4 PRV 9A & 9B. Only one RVRecord is in file...(-0) <u>Add a separate record for 9B and note the existing record is for 9A, and fill in from the StaMaintRpts in file.</u>		
Reliefs1	K	K) Mmt review missing on the calc for PRV-18. (-1mnr) <u>Add signature and review system employed to keep reviews current.</u>		
Reliefs1	L	L) Newest form (3/02) is often not used. (-0) Existing forms do contain set pressures and mgmt review signature. <u>Migrate to new forms.</u>		
Reliefs2	A	A) Newest form (3/02) is often not used. (-0) Existing forms do contain set pressures and mgmt review signature. <u>Migrate to new forms.</u>		

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Reliefs2	B	B) Maximum relief set pressure is not shown on the top of the ReliefValveRecord for [REDACTED] 10-1 and LathropCompE. (-2mnr) <u>Add the set pressure to the form.</u>		
Reliefs2	C	C) LathropCompW relief documentation is in file but not current. (-0) <u>Add a note to file stating that this is out of service.</u>		
Reliefs2	E	E) LvmrJen PRV-1 calc shows removed from service 3/01...OK assuming this was the old supply rack equipment. The StaMaintForm for 2004 shows PRV-1 is being maintained....this is the new relief on the BeckerPackage. No PackageReliefForm is in file. (-1mnr). <u>Add package relief form to records, including install date.</u>	- add PkgRlfForm - update records	
Reliefs2	H	H) TracySta PRV5&6 new calc forms are now in place for new equipment, but old calc forms are not marked as out-of-svc. (-0) <u>Calc forms that are no longer current (equipment no longer in svc) need to be clearly marked as</u>		
Reliefs2	I	I) TracySta PRV4AB, 5 & 6 calcs are missing mgmt review of the calcs. (-3mnr) <u>Conduct and document the calc reviews, and review the processes to keep reviews current.</u>		
Reliefs2	J	J) TracySta PRV5&6 ReliefValveRecords are not current, and no ReliefValveRecords are in file for PRV 3A&B, 4A&B; although maintenance is documented on the StaMaintForms (-6mnr). <u>Add or update forms as appropriate.</u>		
Reliefs	n/a	[REDACTED].....is it now out of service? If so, add note to file.		
Regs1	C	C) While the distribution reg sta form does not show a spot for mgmt review, CGT's intent is for review to be conducted. (-0) Add mgmt review for these forms here and elsewhere in the district.		
Regs1	F	F) In some cases only one of the two pages was signed on the Btwd PCV StaMaintForms. <u>Since the pages are stapled together, GMS rvw is assumed. (-0) Sign all pages in the future to remove any uncertainty regarding whether review was conducted or not.</u>		
Regs1	G	G) No guide that could be found was in place to clearly establish the setpoints for Btwd main gas PCV's. A comprehensive review in prior years has discovered errors in setpoints. (-0) <u>Review the process for determining setpoints and add an explanation to file. Drwg 183018 only includes SOME of the PCV's in Btwd.</u>		
Regs2	B	B) Pressures are not shown on the OpDiag in file. (-1mnr) <u>Update the diagram at least in pencil / add the current diagram to file if available with pressures.</u>		

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Regs3	A	A) Pressures are not shown on the OpDiag in file. (-1mnr) <u>Update the diagram at least in pencil / add the current diagram to file if available with pressures.</u>		
Regs5	C	C) [REDACTED] in 2005 include 8 that were not shown on the 2004 StaMaintForms. (-8mnr) Review the inconsistency, confirm that this is newly installed equipment, revise records to show new in-service date.		
CSVAlves	A	A) Only three valves are contained in the Bethany ESD section of the records binder. Process gas valves section of the binder is divided into "emer" and "other"; it may be likely that most of the valves in this section should not be "emer". (no score) Review of records and PLM still appears to be needed to resolve categorization of valves.		
CSRegs	A	A) Mgmt review of Bethany gas supply regs StaMaintForm not documented. (-1mnr) <u>Perform and document the review on the form.</u>		
CSRegs	B	B) Bthny crosstie V-15 operator was out of service 5/05 when V-14 maint was done. (-0) <u>Add maint/new service info to file to show that the valve was in fact operated.</u>	- update records	
CSRegs	C	C) Mgmt review of Bethany crosstie StaMaintForm not documented. (-1mnr) <u>Perform and document the review on the form.</u>		
CSReliefs	A	A) Older versions are used, which lack a clear spot for review signoff. CGT intent is for relief valve maintenance records to receive review. (-0) <u>Add review processes and documentation to the relief valve maintenance records</u>		
Gas Detection	A	A) 2005 Bethany gas detector test documentation is dated 2004. (-0) <u>Check and revise form.</u>		
Corrosion6	A	A) Operating maps are in file for L401, but the two rectifiers are not shown. (-2mnr) <u>Add the rectifiers to the OpMps in the CP folder.</u>		
Corrosion3	A	A) L114 P/S 20.73 reread info is only in the work notes, not a PLM data field. (-1mnr) Enter the new reads as a data entry so that the new read resides in a PLM data field, not just a work note.		
Valves4	C	C) Not all L2 valve cards have the lube blank filled in. (-3mnr) <u>Fill in all boxes to show that the maint activity was not overlooked.</u>		
Valves5	A	A) Not all 57A valve cards have the lube blank filled in. (-1mnr) <u>Fill in all boxes to show that the maint activity was not overlooked.</u>		
Valves6	A	A) One Bradford valve card does not have the lube blank filled in. (-1mnr) <u>Fill in all boxes to show that the maint activity was not overlooked.</u>		

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Valves6	B	B) L316 valves shown as not operated, but work plan is documented. V-2, 4, A, B <u>Check with [REDACTED] regarding timing of repairs, given the requirement for operation every 15 months or less.</u>		
Odorization	C	C) OdrIntensityRpt is not being reviewed signed. (-1) <u>Add the review process.</u>		
Odorization	E	E) MonthlyOdorizationRpt is not being reviewed signed. (-1) <u>Add the review process.</u>		
M&L Calibration	B	B) RD #052: 2005 months have no entry. (-5mnr) <u>If equipment is O/S, add note to file. If in service, why no calibration notes?</u>		
CSVAlves	A	A) Only three valves are contained in the Bethany ESD section of the records binder. Process gas valves section of the binder is divided into "emer" and "other"; it may be likely that most of the valves in this section should not be "emer". (no score) <u>As noted in last year's audit, review of records and PLM still appears to be needed to resolve categorization of</u>		
CSReliefs	B	B) Bethany PRV's GOV 201, GS15, V14 have no current maint documented. <u>Review PLM, confirm maint was done, update records including setpoint, and revise scoring. PLM shows GOV201 in 8/04 & 2/05. District to update records.</u> (-3mnr)	update the records	
Regs		Regs L316...where are the records?		
Odorization		Documentation of odor intensity read instrument calibrations is available	[REDACTED] discussion 10/31+	
RESOLVED ITEMS				
Aerial Patrol	A	A) Aerial patrol compliance months are JanAprJulOct. Compliance section of the binder contained JulOct 05, but the JanApr reports were found in the reliability section. <u>Move these to the compliance section, review where the prior year reports are filed in the binder, and reorganize so that all compliance report are in the compliance section. RESOLVED</u>		RESOLVED
Aerial Patrol	B	C) L2 MP 151.4 issue is not noted as resolved on the back of the form. (-1mnr) <u>Add resolution note to the record. Reinforce the importance of addressing all issues completely on the back of the form. Record has been updated. RESOLVED</u>		RESOLVED
Aerial Patrol	D	D) Oct05 L304 notes indicate that the line was marked in fields that were being ripped. <u>Is it OK that no indication of contact with the tractor operator was made?</u>		RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
PtrILk1	A	A) L2 span 146.9 shown as patrolled in 2005 and 2003, but is not included on the 2004 patrol record. (-1mnr) <u>Research PLM to check whether work was done in 2004, update records as appropriate, and revise scoring. PLM showed 4/04 work, so records have been updated. RESOLVED</u>		RESOLVED
PtrILk2	A	A) L107 has a F4111A in 2005 but not in prior years. Did this area become class 3 in 2005? (-0) <u>Research and review with [REDACTED] PLM shows 2004 and 05 work was done. This is a possible future class 3 area. Record is noted as such. RESOLVED</u>		RESOLVED
PtrILk2	B	B) L107 span patrol form for 5/05 not in file; 5/04 is the last record in file. <u>Research PLM to confirm patrol was done, have the mechanic fill out a patrol form, add to file, review F/U system that should have caught the absence of this record (GMS signature/review requirement) and revise scoring if appropriate. PLM shows 5/14/05 work was done. Records have been updated. RESOLVED (-9mnr)</u>		RESOLVED
PtrILk3	B	B) No mgmt review is documented on four of the seven L114 patrol forms. (-4mnr) <u>Add the mgmt review to the records. Review the system used to keep GMS current and revise if necessary. SI is considering tools that may help keep the GMS current. RESOLVED</u>		RESOLVED
PtrILk5	F	F) L304 span patrol form for 2004 was not reviewed by mgmt (same issue as in 2004). (-1mnr) <u>Add mgmt review signature. RESOLVED</u>		RESOLVED
PtrILk6	A	A) F4111a is in file for 2005 and 2003 for the [REDACTED] Branch, but not for 2004. <u>Research PLM and well records to see if the patrol was done or needed in 2004, and revise records and scoring as appropriate. PLM shows 4/7/04 work was done. Records have been added. RESOLVED (-1mnr)</u>		RESOLVED
PtrILk6	D	D) GMS signoff on L401 MP339 has a typo in the date. (-0) <u>Correct the date typo. RESOLVED</u>		RESOLVED
PtrILk6	E	E) L401 patrol form for 2005 MP 378 is missing. <u>Research PLM to confirm patrol was done, fill out form and add to file, and revise scoring assuming no significant issues were found. PLM shows 4/22/05 work was done. Records have been added. RESOLVED (-1mnr)</u>		RESOLVED
PtrILk7	A	A) [REDACTED] patrol form is incomplete. (-1mnr) <u>Add "n/a" or check the box to complete the form. Records have been completed. RESOLVED</u>		RESOLVED
PtrILk7	B	B) [REDACTED] 6/04 last patrol form in file. <u>Check PLM to confirm 2005 patrol was done, add documentation to file, revise scoring as appropriate. PLM shows 6/24/05 work was done. Records have been added. RESOLVED (-1mnr)</u>		RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
PtrlLk9	A	A) [REDACTED] patrol reports are filed separately from the L-2 and L401 records, yet they are clearly patrols of these lines. (-0) <u>Move the patrol records to the facility-specific files and add to the pipeline patrol plans. Makes sense to keep this separate due to special Fed waiver.</u>		RESOLVED
Reliefs1	B	B) GS4 PRV9 2005 maintenance is not included on the RVRecord. (-2mnr) <u>Update the record from the StaMaintForm in file. PLM shows 5/05. Records updated. RESOLVED</u>		RESOLVED
Reliefs1	C	C) PRV9 & 7 2005 calc review not done on time. <u>Check PLM regarding calc review..this is usually a PLM item for a tech, so the review may have been conducted. Revise scoring if appropriate. PLM shows 5/9/05 review was conducted. Records have been updated. RESOLVED (-2mnr)</u>		RESOLVED
Reliefs1	D	D) Rack 5 is noted as out of service in 5/05 with a plan to check with the engineer, but no follow-up note is on the form. (-0) <u>Resolve that this is out of service and note on the maint record. Engineer has now given final resolution so records have been updated. RESOLVED</u>		RESOLVED
Reliefs1	E	E) PRV-7 2004 and 2005 maintenance not recorded on the StaMaintForm. (-1mnr) <u>Update the RVRecord from the StaMaintForm. PLM shows 5/05. Records updated. RESOLVED</u>		RESOLVED
Reliefs1	F	F) PRV 50A&B & 51 Relief Valve Record is missing 2004 maint info. (-2mnr) <u>Update the RVRecord from the StaMaintForm. PLM shows 5/04 done. Records updated. RESOLVED</u>		RESOLVED
Reliefs1	G	G) PRV 51 2004 calc review not documented. (-1sgnf) <u>Check PLM and update the record, revise scoring if appropriate. PLM shows 5/1/04 review was done, so records have been update. RESOLVED</u>		RESOLVED
Reliefs1	H	H) PRV23 is missing the 2004 maint documentation on the ReliefValveRecord. (-1mnr) <u>Add a note that shows the info available on the StaMaintForms. PLM shows 5/04 done. Records updated, RESOLVED</u>		RESOLVED
Reliefs1	I	I) PRV 25 2005 calc review not documented. <u>Check PLM and update the record, revise scoring if appropriate. PLM shows 5/9/05 review was conducted. Records have been updated. RESOLVED (-1mnr)</u>		RESOLVED
Reliefs1	J	J) PRV 25 ReliefValveRecord is missing the 2005 maint record. (-1mnr) <u>Update the RVRecord from the StaMaintForm. PLM shows 5/05. Records updated. RESOLVED</u>		RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Reliefs2	D	D) Pementel PRV calc review shows Q1=No, which is likely incorrect. (-0) <u>Review the circumstances and revise the calc review form. Review the relief valve calc review process to help all understand better. THIS IS GAS WELL... Q1 SHOULD BE YES</u>		RESOLVED - removed from report page
Reliefs2	F	F) TracySta PRV 3A&B are shown on the StaMaint form as set at 110 and 110.5, while the calc max setpoint is shown as 108. <u>Review calc with engineering to confirm setpoint spec, reset the valves in the field as appropriate and revise maint record. Valves reset 11/3/005 RESOLVED (-</u>		RESOLVED
Reliefs2	G	G) TracySta PRV 4A&B are shown on the StaMaint form as set at 110 and 110, while the calc max setpoint is shown as 108. <u>Review calc with engineering to confirm setpoint spec, reset the valves in the field as appropriate and revise maint record. Valves reset 11/3/005 RESOLVED (-</u>		RESOLVED
Regs1	D	D) [REDACTED] StaMaintForms are missing management review. (-2mnr) <u>Add management review to forms. Review processes to strengthen. Done. RESOLVED</u>		RESOLVED
Regs1	E	E) [REDACTED] O&MI not documented on the log sheet as reviewed. (-1sgnf) <u>Conduct and document the review. Check PLM to be sure the review is in. If this is in PLM, research to learn how it was missed and resolve/strengthen processes, and revise scoring as appropriate. Done RESOLVED</u>		RESOLVED
Regs2	C	C) LvmrJcn Reg41 maint is documented for 2005 but not for 2004. <u>Check PLM to learn whether the reg was in service and maintained in 2004, update records and revise scoring as appropriate. PLM shows 2/11/04 work was done. Records have been updated. RESOLVED (-1mnr)</u>		RESOLVED
Regs2	D	D) LvmrJcn O&MI log shows review underway 1/03, and contains no more current entries. <u>Research PLM to see what was shown for 2004 & 2005, and document the current status. Update the log. Revise scoring if appropriate. PLM shows 6/03, 5/04, 5/05 review dates. Records have been updated. RESOLVED (-1mnr)</u>		RESOLVED
Regs4	A	A) Two StaMaintForms at [REDACTED] need mgmt review. (-2mnr) <u>Conduct review and add signature to the forms. Done RESOLVED</u>		RESOLVED
Regs4	B	B) [REDACTED] O&MI log last documented 4/04 and contains no current entries. (-1mnr) <u>Research PLM to confirm review was conducted in 04, and update the log. Done RESOLVED</u>		RESOLVED
Regs4	D	D) No mgmt review documented on the TracySta StaMaintForm for 2005. (-1mnr) <u>Review and add signature to record. Done RESOLVED</u>		RESOLVED

ACTION NOTES

REPORT PAGE	NOTE	ISSUES	RESOLUTION PLAN	STATUS NOTES
Regs4	E	E) No O&MI review documented since 9/02 for TracySta in the maint file but log is current in the O&MI binder in the hdqtrs. (-0) <u>Update the log in the maint file to show that the log is now kept in the O&MI binder</u>		RESOLVED 10/28/05
Regs5	A	A) Two of three [REDACTED] StaMaintForms do not contain evidence of mgmt review. (-2mnr) <u>Add rvw to records. Done RESOLVED</u>		RESOLVED
Regs5	B	B) Last O&MI review documented for [REDACTED] in the log is 10/03. <u>Review PLM to see if rvw was conducted as is current. Update log and revise scoring if appropriate. PLM shows 5/04 and 5/05 reviews. Records have been updated. RESOLVED (-1mnr)</u>		RESOLVED
Regs5	D	D) L304LthrpDhy reg/mon maintenance record 2/04 is last in file. <u>Add note to file stating out of service date, or review PLM and update records. Revise scoring as appropriate. PLM shows 9/05 work done. Records have been updated. RESOLVED (-2mnr)</u>		RESOLVED
Corrosion1	A	A) L2 MP 72.8 casing read 3/23/05 is 1mv different from P/S read, with a failure note indicating a short. Work note on 3/2/05 is merely a reread. An action plan should be in place, but no clear action is documented. <u>Research with [REDACTED] confirmed that a plan was established soon after the issue was discovered. Engineering provided copy of action plan. RESOLVED. (-</u>		RESOLVED