

PACIFIC GAS AND ELECTRIC COMPANY

ASSET AND RISK MANAGEMENT
DISTRIBUTION INTEGRITY MANAGEMENT



Attachment E

Revision 2

DMP STEERING COMMITTEE CHARTER
March 14, 2014

Change Log

Rev. Nb.	Date	Description	Prepared By	Approved By
2	3 / 4 / 2014	Substantial changes made to the document. Detail regarding DMP annual responsibilities added. Changes incorporated the additional Integrity Management Steering Committee responsibilities.	SC The PSM	

1.0 PURPOSE

The purpose of the Charter is to outline the roles and responsibilities, membership, meeting schedule and processes associated with DMP Steering Committee (SC). The SC is a resource for DMP Risk and DMP Mitigation to review, provide technical oversight, and approve various outputs throughout the DMP Cycle.

2.0 DMP STEERING COMMITTEE COMPOSITION, MEMBERSHIP AND ROLES

2.1 DMP Steering Committee Overview

SC members and chairs will be selected by the DMP Sponsor. The Chair will ensure the members qualifications are documented and approve the memberships. The SC will be comprised of selected roles within the DMP organization. The SC will utilize the necessary outside resources such as Integrity Management engineers, technicians, subject matter experts (SME), and field engineers to assist, attend and provide input on SC activities when the SC deems necessary.

2.2 DMP Steering Committee Membership

2.2.1 DMP Steering Committee Chair

The Chair and alternate chair will be approved by the DMP Sponsor. The Chair or an interim Chair must have the expertise to serve in the role's capacity. Appointment of the Chair and alternate chair will be documented in SC meeting minutes.

2.2.2 DMP Steering Committee Members

The SC members will be assigned per their roles within DMP. There will be a time limit on service terms for SC members; however, membership can be reevaluated by the Chair. The Chair must approve interim members if roles change and insure the new member has a suitable expertise to serve in the role's capacity.

2.3 DMP Membership Roles

2.3.2 DMP Steering Committee Chair

The Chair will ensure that all meeting agendas and notes are collected and stored as required per this document and RMP-15. The Chair is responsible for relaying communications from PMSA or the CPUC on an as needed basis. The SC shall meet at minimum once each year, as required to complete the DMP cycle.

2.3.3 DMP Steering Committee Member

The SC members must provide their input on all DMP Cycle outputs that are within their knowledge base. Meeting minutes should be documented by a SC member and distributed to the SC for comment. SC minutes are required

documents to route work in the Electronic Document Routing System if approval by the DMP Sponsor is required.

3.0 DMP STEERING COMMITTEE RESPONSIBILITIES

The DMP SC reviews, provides technical oversight and approves the following outputs of the DMP Cycle and the results that they produce:

- Potential Threats
- Known Threat Identification
- Risk Model
- Risk Ranking
- Root Cause Analysis Identification
- Programs and Activities to Address Risk
- Evaluating the FAR Performance

The following SMEs will be brought in during the discussions of the listed threat categories:

Table 1: Subject Matter Experts by Category

Distribution Threat Category (49 CFR Subpart P)	Subject Matter Expert
Corrosion	Corrosion Engineering Supervisor
Ground Movement and Natural Forces	Geoscience Supervisor
Excavation, Other Outside Force Damage	Damage Prevention Supervisor
Manufacturing and Construction	Asset Engineering Supervisor
Equipment Failure	Asset Engineering Supervisor
Incorrect Operation	Local Engineering Supervisor

4.0 STEERING COMMITTEE DOCUMENTATION

The SC documentation will be located on the DMP Shared Drive and will include the following minimum documents:

1. Agenda
2. Attendance
3. Documentation of Presentations
4. Meeting Minutes

Steering Committee documentation is stored along with the data and process outputs the SC has validated.

Integrity Management & Steering Committee
Sign-In Sheet

Location: _____

Date: _____

Name	LAN ID	Job Title	Division/Region	Phone Number

[Meeting Name] Meeting Agenda
DATE, TIME
ROOM LOCATION
PHYSICAL ADDRESS
Conference call in# (###) ###-####
[access code] / Pin *#####*

Members

Name – Title

Agenda Topics

1. Quorum (greater than or equal 50% participation of the SC) confirmation
2. Review minutes and action items from last meeting
3. Review emerging new potential threats identified through Investigation Procedure. :
4. Specific topics as identified by the SC Chairman or task owner
5. Review, confirmation and documentation of decisions and actions items from this meeting

[Meeting Name]
Pending Action Items

Name – Title

Next Meeting: DATE, TIME, LOCATION

DMP Steering Committee Roster			
	Name	Organization	Position
1		DMP Risk	Supervising Gas Engineer
2		DMP Mitigation	Supervising Engineer
3		DMP Risk	Senior Engineer
4		DMP Risk	Engineer
5		DMP Mitigation	Senior Engineer
6		DMP Mitigation	Engineer