

DCS STANDARD

ISSUING DEPARTMENT: EDD

ISSUED BY: VP - DE&P

DCS STANDARD: D-S0333

PAGE NO.: 1 OF 6

EFFECTIVE DATE: 7-97

REVIEW DATE: 7-98

TITLE: Material Problem Reporting (MPR)

Purpose:

This standard provides direction for reporting defective equipment and/or material found in the gas and electric transmission and distribution systems for the purpose of:

- identifying failure trends
- improving quality
- influencing purchasing decisions
- increasing safety
- correcting undesirable operating or installation procedures
- providing early warning of problem areas

The MPR program was developed to coordinate information systematically and make it available to all system users to achieve these goals.

Implementation:

The Vice President of Distribution Engineering & Planning is responsible for approving, revising and distributing this standard. The DCS managers and directors are responsible for ensuring that employees are aware of, and comply with, the requirements of this standard.

General:

Material and/or equipment found to be defective during periodic inspections (refer to Standard D-S0301) or during normal work activities shall be reported using the Material Problem Report (MPR) program. Completed MPR s are retained in a central database (available to all users via PG&E computer network) for information and trending purposes. All material problems should be reported to provide for rapid assessment of whether a problem is isolated or systemwide and to identify trends in material quality.

Definition of Terms:

Defective Material or Equipment: Any material or equipment that does not perform in accordance with its intended function or design or in accordance with PG&E or industry standards. This shall include any new material or equipment that is found to be unacceptable prior to installation. Material affected by acts of God or forces outside those considered to be operational (e.g., dig-in, car pole, gunshot) need not be reported.

MPR: Material Problem Report, which is the current established database and reporting system for defective and/or problem material.

Evaluator: The engineer or department responsible for the PG&E specifications and standards for the material reported.

MPR Form: The form which is used to correctly identify the material and collect critical information about the problem.

TITLE: Material Problem Reporting (MPR)

Reporter: OM&C personnel responsible for reporting material problems and failures.

Vendor: A supplier of material to PG&E.

VQC: Vendor Quality Control.

Roles and Responsibilities:

The OM&C personnel are responsible for identifying defective material; completing the MPR form; saving the defective material for analysis; providing complete and accurate information; and assisting in the evaluation, as required by the evaluator.

The Vendor Quality Control (VQC) section is responsible for maintaining the MPR database; verifying MPR form for accuracy and completeness; assigning the report to the appropriate department for evaluation; assisting in the evaluation as required; generating reports; providing feedback to the reporters and vendors; and working with vendors on quality issues.

The evaluator shall be responsible for determining the type and extent of evaluation; leading the evaluation; completing the evaluation; reviewing and analyzing data and trends; and providing feedback to the operating departments as necessary.

Procedures:

During inspection or work activities, if defective material or equipment is found, it shall be reported on an MPR form. The form can be either a hard copy form or it can be completed using the MPR computer program. Hard copy MPR forms can be ordered using Code 620113 or can be downloaded from BBCorp.

The MPR form, if completed in the hard copy format, can then be entered into the MPR database at the service center or sent to the address printed on the back of the form.

Instructions for Completing the MPR:

Instructions for completing the MPR and form 620113 are located on BBCorp by following the current path 6.3.2.2.2.

After an MPR form has been entered into the database, VQC will assign the MPR to the appropriate evaluator for evaluation and will send a confirming E-mail to the reporter. The reporter shall preserve the defective material for analysis by the evaluator. The evaluator will contact the reporter with instructions on what to do with the material.

When the evaluator has completed the investigation and closed out the MPR report, VQC will send feedback to the reporter via E-mail.

If you there are additional problems/questions please contact VQC at 415-973-2841.

TITLE: Material Problem Reporting (MPR)

Date Issued/Updated:

Effective Date: **August 1, 1997**

Review Date: **August 1, 1998**

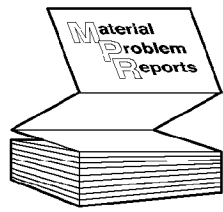
Signed,

Shan Bhattacharya
Vice President, Distribution Engineering and Planning

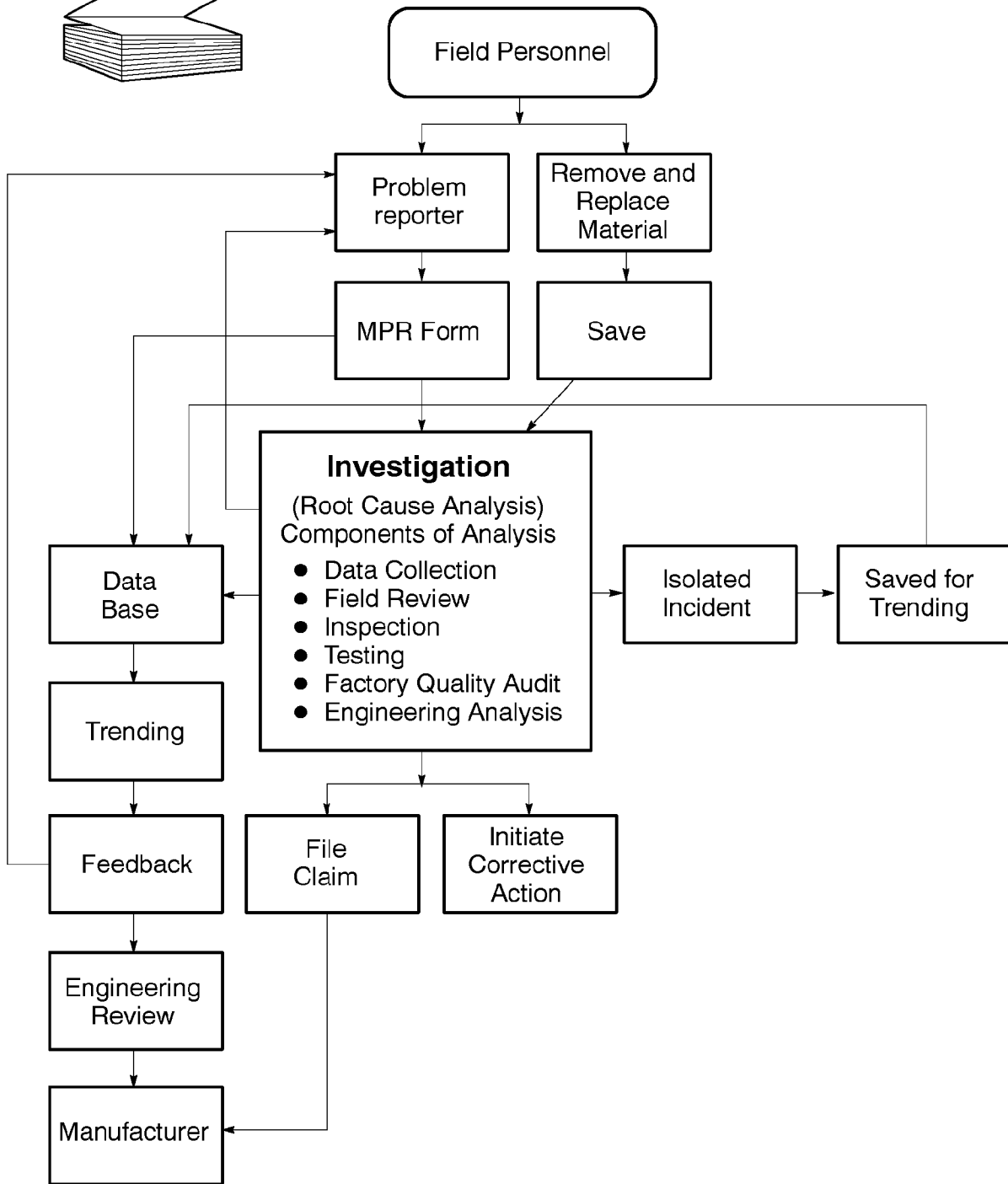
Reference Documents:

MPR instructions located on BBCorp using path 6.3.2.2.2.

TITLE: Material Problem Reporting (MPR)



Process



TITLE: Material Problem Reporting (MPR)

620113A (1/20/94)



MATERIAL PROBLEM REPORT

LOG NO.: _____
(PROVIDED BY EVALUATOR)

I. REPORTER INFORMATION		
REPORTER NAME:	DATE:	COMPANY PHONE NO.:
WORK LOCATION, STREET ADDRESS:	CITY:	DIVISION / DEPARTMENT:
CONTACT PERSON:	COMPANY PHONE NO.:	
RESPONSE REQUESTED: YES NO		
II. MATERIAL INFORMATION		
M&S CODE:	MANUFACTURER:	
TYPE OF EQUIPMENT (SIZE OR OPERATING VOLTAGE):		
CHECK ONE: MODEL NO. PART NO. OR CATALOG NO.:		
MANUFACTURER'S SERIAL NO. OR PG&E IDENTIFICATION:		
DESCRIPTION OF PART W/ PROBLEM:		
NEW USED REFURBISHED	FAILED IN SERVICE: YES NO	OUTAGE: YES NO

III. PROBLEM INFORMATION	
CAUSE/DESCRIPTION OF PROBLEM: (USE SEPARATE SHEET IF NEEDED)	
LOCATION ADDRESS OF PROBLEM:	CITY:
ESTIMATED DATE OF MANUFACTURE OR DATE OF INSTALLATION:	DATE PROBLEM IDENTIFIED:
STORAGE LOCATION OF PROBLEM MATERIAL:	
SINGLE PROBLEM	MULTIPLE PROBLEMS, QUANTITY:

→ WHEN COMPLETE E-mail OR FOLD, STAPLE & MAIL (ADDRESS ON BACK) → DO NOT WRITE BELOW THIS LINE

IV. FOR USE BY EVALUATOR		
MATERIALS & FLEET RECEIVED DATE:	REVIEW ASSIGNED TO:	ESTIMATED COMPLETE DATE:
EVALUATION / COMMENTS / ACTIONS:		
EVALUATION BY:	PHONE NO.:	COMPLETION DATE:

TITLE: Material Problem Reporting (MPR)

COMPANY MAIL

**MATERIAL PROBLEM REPORT COORDINATOR
123 MISSION STREET, M/C H15C
SAN FRANCISCO**

FOLD

COMPANY MAIL

**MATERIAL PROBLEM REPORT COORDINATOR
123 MISSION STREET, M/C H15C
SAN FRANCISCO**

FOLD

COMPANY MAIL

**MATERIAL PROBLEM REPORT COORDINATOR
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