

Attachment 1 – Vault Inspection Procedural Details

1. General

- A. Before beginning work, take all applicable safety precautions. For further details, refer to the Utility Standard Practice (USP) 22, “Safety and Health Program,” and Safety, Health and Claims (SH&C) Procedure 232, “Pre-entry Procedures: Air Testing Requirements Prior to Entering Utility Enclosures, Manholes or Vaults.”
- B. Keep all possible sources of ignition at a safe distance until it is determined that the atmosphere within the vault does not contain a dangerous gas/air mixture (tests must be conducted as described in UO Standard D-S0213, “Work Procedures in Confined Spaces,” and UO Standard S4414, “CGT Confined Space Entry Program.”

2. Inspection Schedule

- A. Vaults of the type described in the “Purpose” section of this standard must be inspected at intervals not exceeding 15 months, but at least once each calendar year, to determine that they are in good physical condition and adequately ventilated. Where possible, a vault inspection shall be scheduled to coincide with other work, e.g., regulator inspection, etc.
- B. The above frequencies of inspections are minimums. When conditions require, more frequent inspection shall be performed.

3. Inspection Procedure

When a vault is entered for the scheduled inspection, the following equipment shall be inspected and substandard conditions corrected or reported.

- A. If gas is found in the vault, the equipment in the vault must be inspected for leaks, and any leaks found must be repaired.
- B. All piping and related equipment shall be in good working order.
- C. The vault’s frame and its lid, cover, or doors must be inspected to ensure that they do not present a hazard to public safety, including but not limited to tripping and slipping, and that drainage is adequate.
- D. The ground level around the perimeter of the vault should conform to the vault so that it does not present a hazard to public safety, including but not limited to tripping and slipping.
- E. Mechanical equipment (ladders or hooks, hinges, concrete, etc.) should be in satisfactory condition.
- F. The ventilation equipment must be inspected to determine that it is free from obstructions and functioning properly.



4. Reporting and Recordkeeping

- A. If the inspections described in Paragraph 3 above reveal deviations from acceptable conditions, the deviations shall be reported the same day, together with the corrective action taken, if any, to the appropriate supervisor.
- B. When a vault is entered during a scheduled inspection, the inspection shall be recorded in the approved maintenance reporting system. When the vault is shown as inspected, it shall be indicated that the inspection was completed in accordance with the provisions of the standard, and that either everything was satisfactory or that any deficiencies were reported to the appropriate supervisor for correction.
- C. When a vault is entered at any other time and an inspection is completed in accordance with the provisions of this standard, the inspection shall be recorded in the approved maintenance reporting system. In this way, a duplication of inspections may be eliminated.
- D. Vault inspections performed by distribution personnel in conjunction with a District Regulator Station Inspection shall be documented on the “District Regulator Station Maintenance Record” (Form 626321).
- E. Vault inspections performed by California Gas Transmission shall be documented on the “Vault Inspection Record” in Attachment 2.
- F. All other vault inspections not covered by the above shall be documented on the “Vault Inspection Record” in Attachment 2.

