

Calendar of Leak Survey Activities

Year before Leak Surveys	Key Leak Survey Roles				
	Process Manager	GIS Sponsor	Local Mapping Sponsor	Leak Survey Supervisor	Surveyor
October	<p>Coordinate the preparation of leak survey documents with the GIS sponsor.</p> <p>Identify and discuss current process issues and possible solutions.</p> <p>Discuss and plan moving project assignments from one work group to another.</p> <p>Establish a schedule for completion of electronic files for next year's leak surveys.</p>	<p>Coordinate the development of the following year's leak surveys with the process manager.</p> <p>Establish a schedule for the completion of electronic files.</p>			
November	<p>Develop a training module for the next year's survey work.</p> <p>Create and maintain a list of key role assignments.</p> <p>Conduct planning meetings with mapping departments to set schedules for map book assembly.</p>		<p>Attend planning meetings scheduled by the process manager.</p> <p>Purchase materials for map book assembly at the direction of the process manager.</p> <p>Work with the leak survey supervisor to review and verify the leak survey schedule, which must reflect code-required intervals, local resource requirements, and local weather conditions.</p> <p>Communicate the scheduling results to the process manager.</p>	<p>Discuss and agree on a schedule of leak survey work, which must reflect code-required intervals, local resource availability, and local weather conditions.</p>	
December	<p>Work with the local mapping departments to assemble map books.</p>	<p>Complete electronic files by the third week in December.</p>	<p>Print out electronic files.</p> <p>Assemble map books.</p>		

Key Leak Survey Roles					
	Process Manager	GIS Sponsor	Local Mapping Sponsor	Leak Survey Supervisor	Surveyor
Year of Leak Surveys					
January	<p>Launch a new training module for leak survey supervisors and surveyors.</p> <p>Hold process update meetings for leak survey supervisors and surveyors.</p>			<p>Attend the leak survey training and process update meeting held by the process manager.</p> <p>Schedule each leak surveyor who will be surveying local transmission for a training and process update meeting held by the process manager.</p>	<p>Attend the leak survey training and process update meeting held by the process manager.</p>
September	<p>Conduct meetings with local mapping sponsors and leak survey supervisors to identify and discuss current process issues and possible solutions.</p>		<p>Participate in issues meetings held by the process manager.</p>	<p>Participate in issues meetings held by the process manager.</p>	
Ongoing	<p>Monitor process. Identify and discuss current process issues and solutions.</p>		<p>In the month in which maintenance of a pipeline group is scheduled, forward the appropriate leak survey books to the group performing the maintenance, inform the leak survey supervisor of the pipeline groups that are due and the survey frequencies required.</p> <p>The month after leak surveys are due, collect the map books from the leak survey supervisor and safely store them.</p> <p>Inform the process manager of any issues encountered with the process.</p>	<p>In the month before a survey, receive map books from the local mapping sponsor.</p> <p>Review and understand the scheduled pipeline groups and required survey frequencies.</p> <p>Assign leak survey work.</p> <p>Review and sign off completed work and documentation.</p>	<p>Execute the local transmission leak survey process for pipeline groups assigned by the leak survey supervisor.</p> <p>Provide feedback about process issues to the leak survey supervisor and the process manager.</p>