

**Title: Leak Survey and Repair Documentation**

Check all appropriate boxes

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| <input type="checkbox"/> SAFETY ALERT                    | <input checked="" type="checkbox"/> GAS        | <input checked="" type="checkbox"/> DISTRIBUTION | <input type="checkbox"/> SUBSTATION ENGR.                  |
| <input checked="" type="checkbox"/> MANDATORY COMPLIANCE | <input type="checkbox"/> ELECTRIC              | <input checked="" type="checkbox"/> TRANSMISSION | <input type="checkbox"/> TRANS./SUB. M&C                   |
| <input type="checkbox"/> RECOMMENDED ACTIONS             | <input checked="" type="checkbox"/> ESTIMATING | <input type="checkbox"/> OPERATIONS              | <input type="checkbox"/> APPLICANT DESIGNER / CONSTRUCTION |
| <input type="checkbox"/> INFORMATIONAL/CLARIFICATION     | <input checked="" type="checkbox"/> MAPPING    | <input type="checkbox"/> SERVICE                 |  |

As a result of recent audits of the leak program, it has come to our attention that clarifications regarding documentation procedures are required. This Gas Bulletin shall be reviewed by all gas supervisors, leak survey supervisor's, and crew foreman that lead leak survey and repair activities.

The following practices shall be followed whenever documenting a leak repair:

1. All leak repair forms, the "A" Form and the "A1" Form, shall be completed in ink, and signed by the crew foreman whose crew completed the work.
2. Only the foreman whose crew performed the work may complete and sign the "A" or "A1" Form. These documents may not be completed and signed by a supervisor, or anyone else on behalf of the crew foreman.
3. The respective leak number shall be included on the time card for each leak worked.
4. Supervisors shall critically review and return unclear or incomplete "A" or "A1" Forms to the respective crew leader to be corrected prior to the form being sent to a mapper for input into IGIS.
5. Leaks shall be graded in accordance with the criteria included in UO S4110. If the leak grade varies from that delineated in UO S4110, the justification for the grading must be written in the comments section of the "A" or "A1" Form by the leak grader.

Reference: UO S4110

**Approved by:**

[Redacted Signature]

**Date:** 4/1/2006

**Author:** [Redacted Name]

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**If you have any questions about this bulletin, please call the employee(s) listed below:**

Contact(s):

LAN ID(s):

Phone(s):

