



Pacific Gas and Electric Company

Mapping Bulletin

Title: Map Correction Tracking Process

Check all appropriate boxes

Safety Alert	<input checked="" type="checkbox"/> Gas	<input checked="" type="checkbox"/> Distribution	<input checked="" type="checkbox"/> Estimating
<input checked="" type="checkbox"/> Mandatory Compliance	<input checked="" type="checkbox"/> Electric	Transmission	<input checked="" type="checkbox"/> Mapping
Recommended Actions		<input checked="" type="checkbox"/> Operations	Substation Engr.
Informational/Clarification		Service	Trans./Sub. M&C

In order to accurately and consistently capture information relating to map corrections, observe the following procedure for completing changes to existing maps.

This procedure shall apply when corrections are reported by PG&E personnel on the appropriate Company documents (listed below).

It is the Mapping department's responsibility to ensure that the information provided on the Map Correction Form, EPCM Tag, "A" form, "A1" form, Patrol/Inspection Map Correction Form and Circuit Map Change Sheet is detailed enough. If not, the document(s) will be returned to the reporting PG&E personnel for additional information.

Once the additional information is received, mappers will update their record(s) accordingly.

Map Correction documents:

Any of the following documents may be used to report map corrections

- Map Correction Form
- EPCM Tag
- "A" or "A1" Form
- Patrol/Inspection Map Correction Form
- Circuit Map Change Sheet

Reporting Department/PG&E Personnel:

1. Complete the appropriate form or tag, as described in this bulletin.
2. Attach copy of sketch with clear and adequate description of the correction(s).
3. Sign and date the document
4. Forward the completed document to Mapping department.

Mapping Process

1.0 When a request for a map correction is received, a lead mapper will:

- A) Check the form to ensure that the information provided is detailed enough to complete a mapping correction. If the information is not adequate, the lead mapper will return the document to the responsible PG&E personnel for additional information.
- B) After receiving the document with all the required information, input the information in the Map Correction Log which tracks map corrections for the purpose of determining root cause analysis.
- C) Assign the mapping correction to a mapper.

2.0 The assigned mapper will:

- A) Update the record(s) within 90 days of receipt of the map correction document(s). For reference use the original PM number or the closest PM number at the location of the correction. **Note:** Mapping should inventory any backlog by grouping electric jobs by 1"=500' maps and gas jobs by wall maps then match the correction in backlog).
- B) If the required correction(s) is the result of a completed job, but the signed and dated "as built" has not arrived yet, the mapper must retain the map- correction document(s) until the completed "as built" job arrives. When the "as built" job arrives, the mapper must post the completed "as built" and update the record(s) within 90 days, beginning from the date job is received.
- C) Sign and date the map correction document(s) after completing the job.
- D) Forward a copy of the signed and dated map correction document(s) to the PG&E personnel who originated the paperwork
- E) Input any additional information in the Map Correction Log.
- F) File the original map-correction document in the PM number folder.

G) Charge his or her time per the latest Mapping Detailed Accounting Guidelines.

3.0 After the map correction is completed, a lead mapper will:

- A) Review the Map Corrections Log monthly to ensure that corrections are addressed and are completed within 90 days.
- B) Establish a follow-up procedure to ensure that correction(s) are being addressed in a timely manner.
- C) Forward the Map Correction Log to GO Mapping Support and other stakeholders on a quarterly basis, when requested.

Attachments:

Mapping Correction Form

Approved by:

██████████

Date: (06/15/05)

Author:

██████████ ██████████

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

Contact(s):

██████████

██████████

LAN ID(s):

Phone(s):