



DISTRIBUTION & CUSTOMER SERVICE (DCS)

DCS Standard D-S0420

ISSUING DEPARTMENT: **EDD**

EFFECTIVE DATE: **1-1-98**

DCS SPONSOR: **VP - DE&P**

REVIEW DATE: **1-1-01**

PAGE NO.: **1** OF **5**

TITLE: Procedure for Authorizing Distribution Standards, Guidelines, Bulletins, and Numbered Documents

- Purpose:** This standard establishes the process framework to develop, authorize, implement, and maintain standards, guidelines, bulletins and numbered documents. These documents will address distribution operation, maintenance, construction and engineering technical and operational areas. This standard only gives authority to those managers noted. Area managers should recommend updates to existing or creation of new standards, guidelines, numbered documents, and bulletins.
- Business Benefits and Risks:** This standard delegates authority to the managers of Electric Distribution Dependability (EDD), Technical Services (TS), Vegetation Management (VM), and Distribution Operations (Dist. Ops.) to issue guidelines, bulletins and numbered documents that are necessary for the best performance of DCS regarding safety, technical excellence, partnership, and compliance. The issuing of these documents will be supplementary and complementary to standards authorized by the vice president of Distribution Engineering & Planning (DE&P). At no time will these documents be in conflict with or supersede established standards unless authorized by the vice president of DE&P.
- Implementation Responsibilities:** The vice president of DE&P is responsible for approving, reviewing, and distributing this standard with the concurrence of the vice president of Distribution Operations, Maintenance and Construction (OM&C).
- The managers and directors of EDD, TS, VM, and Dist. Ops. are responsible for the implementation of this standard.
- Compliance:** The managers of EDD, TS, VM, and Dist. Ops. will monitor compliance with this standard and report annually to the vice presidents, DE&P and OM&C on the results of the monitoring and any corrective actions taken to resolve noncompliance. Every third calendar year from date of issue of this standard, the managers will arrange for an independent review of compliance with this standard, report the results, and implement any corrective actions identified.
- DE&P and OM&C employees are responsible for following and complying with authorized documents issued under this standard's authority. Materials,

Compliance (cont'd): tools, equipment, and procedures which are specifically approved or authorized must be used. Deviations from this must be approved by the appropriate manager within EDD, TS, VM, or Dist. Ops.

Definition of Terms: **Standards:** Documents that mandate (require) specific actions, work processes, or provide specification. Standards are directives of specific mandates for compliance with safe work practice, company/union agreement, company policy or government laws/regulations. It is the obligation of all impacted departments to ensure all employees are in compliance with all standards.

Guidelines: Documents that provide strongly recommended actions, work processes, or general specifications. Guidelines are the result of extensive investigation into effective/efficient processes and procedures. Compliance with guidelines will allow uniformity in work procedures and will result in best overall performance by DCS.

Bulletins: Documents that can be distributed immediately containing safety, general or specific types of information. Bulletins must specify whether they are for informational purposes, mandated or recommended actions.

Numbered Documents: Documents that provide recommended construction or engineering practices which are an accumulation of best practice methods and historical actions (i.e., electric construction drawings, gas standards and specification drawings, engineering design drawings).

Manuals: Consolidations of authorized documents specific to selected functions or processes. Manuals may also contain additional information, such as forewords and detailed instructions which complement and are designed to help users implement authorized documents.

Authorized Documents: Standards, guidelines, bulletins, and numbered documents authorized for use by DE&P and OM&C employees in accordance with this standard. The following table summarizes who may authorize specific documents.

Definition of Terms
(cont'd)

Authorized Documents

Document	Authorizer	May Be Delegated
Standard	VP, DE&P	No
Guideline	Manager	No
Bulletin	Manager/Director	Yes
Numbered Document	Manager/Director	Yes

Procedure:

All documentation issued in DE&P and OM&C will be in the form of standards, guidelines, bulletins or numbered documents. Manuals may be used to consolidate these authorized documents. The managers of EDD, TS, VM, and Dist. Ops. may delegate the responsibility of numbered documents or bulletins to directors within their respective departments. Managers and directors who issue authorized documents are required to create maintenance plans that include methods to develop, review, authorize, distribute, implement, control, and monitor compliance to these documents.

All delegations made in accordance with this standard shall be documented. Managers shall document delegations of authority for design, construction, and operating changes, specifying yearly financial limits. Financial authority for changes to any document shall be limited to those individuals in the current delegation of authority table. Authorized documents not reissued in the prescribed time frame will be canceled and removed from the DCS Technical Information Library.

Standards shall be developed in accordance with the standard process outlined in DCS Policy 4.1 and authorized by the vice president, DE&P. Standards shall be reviewed, authorized, and reissued or canceled periodically. The maximum review period for a standard is five years from its effective date. Compliance to standards and these requirements will be ensured through a regular review process every third calendar year from date of issue.

Lengthy **procedures** in standards will be included as attachments, appendices, enclosures, etc., when needed. Standards may delegate to specific managers the ability to authorize revisions to procedures included as such.

Procedure (cont'd): **Guidelines** should be followed unless specific operating conditions require deviation. Guidelines shall be authorized by the managers of EDD, TS, VM, and Dist. Ops. Guidelines shall be reviewed, authorized, and reissued or canceled periodically. The maximum review period for a guideline is five years from its effective date.

Bulletins shall be issued for information purposes or to specify either mandatory or recommended actions. They are authorized by an EDD, TS, VM, or Dist. Ops. director. With the approval of the manager, directors may further delegate specific authorization. Bulletins must be reviewed on an annual basis to determine if they are still needed. Bulletins must either be canceled or incorporated into a standard or guideline within twelve months of their issue dates. There is one exception; if a bulletin is required for an additional 12-month period, authorization from the appropriate manager is required.

Numbered documents should be followed unless specific operating conditions require deviation. They are authorized by an EDD, TS, VM, or Dist. Ops. director. With approval of the manager, directors may further delegate specific authorization.

DE&P and OM&C managers and directors may issue **manuals** as a means of consolidating authorized documents specific to selected functions or processes. Manuals may also contain information and detailed instructions which complement and help implement the authorized documents. The managers and directors who issue manuals will ensure that added information and detailed instructions do not conflict with or contradict any other authorized documents.

Date Issued/Updated:

Effective: 1-1-98

Review Date: 1-1-01

Signed,

Shan Bhattacharya
Vice President
Distribution Engineering & Planning

Reference Documents: DCS Policy 4.1, DCS Standard Development
DCS Standards Developer's Package (5/12/97)
DCS Delegation of Authority

DCS Standard

January 14, 1998