



**Title: Defective Applicant Installed Equipment**

Check all appropriate boxes

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

**Purpose:** To implement a procedure to deal with applicant installed distribution line equipment with defects. The contents of this bulletin will be incorporated into a work procedure. This procedure will be incorporated into the next revision of UO Standard S2333, Material Problem Reporting (MPR).

**Target Audience:** Electric Distribution: Inspection, Construction, Customer Field Services

**Background:** Occasionally defects are encountered in distribution line equipment that is installed but not yet energized. In many cases suitable repairs can be made while the equipment is in place, and that is frequently done when that equipment is installed by PG&E. When an applicant has installed the equipment the same basic practice shall be followed.

**Action:** When newly installed and still de-energized electric equipment (transformer, switch, etc.) is rejected for some defect (low oil, leak, etc.) follow this procedure:

1. Notify the applicant of the reason for the rejection, and inform them to contact their distributor to determine the proper corrective action.
2. The applicant is to inform the inspector of the recommended corrective action.
3. The inspector is to fill out a Material Problem Report (MPR) with:

<http://mpr/mpr/mpr.do>

- a. "Applicant" as the Division
  - b. the serial number
  - c. the manufacturer
  - d. the type of equipment
  - e. the reasons for the rejection
  - f. the recommended corrective action
  - g. which distributor provided the equipment
4. The PG&E engineer responsible for the equipment will receive a copy of the MPR and will review it for the appropriateness of the recommended action. The responsible engineer will resolve any issue concerning the recommended action with the manufacturer and distributor, notifying the inspector as appropriate.
  5. The applicant is to inform the inspector within one week of when the corrective action has been completed.

6. Upon confirmation that equipment no longer has the issue (i.e. has been replaced or repaired), the inspector is to notify the email ID, "MPR Issues", of completion of the associated MPR number.

This creates a permanent record of the corrective action should there later be an issue with the equipment.

**Approved by:**

[REDACTED]

**Date:** 09/01/09

**Author:**

[REDACTED]

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

**Contact:**

**LAN ID:**

**Phone:**

[REDACTED]