

SUBJECT:

GAS CONSTRUCTION, REPORTING INSTALLATION/ALTERATION FOR ENGINEERING RECORD

PURPOSE

1. To establish the general procedure for reporting changes or corrections made during the construction or reconstruction of facilities designed by Gas System Design Department and transmission main facilities in order that engineering records will be kept up to date.

POLICY AND APPLICATION

2. Design detail to conform with Company policy and standards, and applicable codes and safety orders is furnished in drawings that have been prepared by Gas System Design.
3. Coordination of all the design details with actual field conditions to be encountered is not always practicable because of construction schedules or the lack of up to date records. Nevertheless permission must be obtained from Gas System Design for major deviations from established design or construction standards before proceeding with construction that will deviate from that planned.
4. "As installed" records shall be furnished as outlined in the Supplement.
- \*5. Procedural details are contained in the Supplement to this Standard Practice.

RECORDS

6. Divisions shall maintain:
  - a. Record prints of drawings prepared by Gas System Design.
  - b. Records of transmission main facilities lying within their division boundaries.

ISSUED BY:

  
Manager

APPROVED:

  
E. H. FISHER, Vice President - Gas Operations

DISTRIBUTION:

Division Managers  
Division Gas Superintendents  
General Construction - Gas  
Division Adm. Analyst or equivalent  
Department on Procedures & Organization  
District Managers  
District Gas Superintendents

Additional copies of this Standard Practice and/or its Supplement may be obtained from Gas Operations, 245 Market Street, San Francisco (PG&E Extension 3207).

• Paragraph Revised  
•• Paragraph Added

PROCEDURAL DETAILS

Reporting Gas Construction Installation/Alteration  
For Engineering Record

WORK INITIATED BY GAS SYSTEM DESIGN

- \*7. Copies of relevant drawings prepared by Gas System Design and records of transmission mains will be furnished the Division. When in the course of construction, changes were made (as in Para. 12 below), the Divisions will be sent copies of the revised record drawings.
8. Suggestions from the field concerning design drawings are welcomed.
9. For authorized major changes, revised drawings will be issued if time permits. Otherwise, deviations from established design or construction standards will be considered orally; these changes must be reported as herein provided.
10. Minor changes in arrangements or dimensions and corrections to show "As installed" may be reported on prints of design drawings.

WORK INITIATED BY DIVISIONS

11. When existing facilities originally designed by Gas System Design and/or transmission facilities are altered by the Division on its own initiative, prints or sketches showing the changes made must be furnished Gas System Design.

WORK ASSIGNED TO GENERAL CONSTRUCTION

- \*12. General Construction shall furnish "As installed" records to Gas System Design and/or the appropriate division as follows:
  - a. For facilities designed by Gas System Design, vellums or corrected prints will be sent to:
    1. Gas System Design, and
    2. the Division Gas Superintendent (this set dated and marked "As installed").
  - b. For gas transmission main facilities,  
Land Department right of way prints (143 Betta Prints whenever possible) together with all additional information will be sent to:
    1. Gas System Design, and
    2. the Division Gas Superintendent (this set dated and marked "As installed").
  - c. For all other work, required records will be sent to the Division Gas Supts.
- \*13. Vellums, corrected prints, and/or sketches of the completed job must be forwarded promptly, generally no later than four weeks after completion of work. Should work be discontinued for any reason, prints dated and marked "As installed to date" must be furnished showing the work accomplished. Any accompanying transmittal letter should give the reason for discontinuing the work and the date on which it is expected work will be resumed.