



GS Interim Practice

Issuing Department: GAS SYSTEM TECHNICAL SUPPORT

Effective Date: 2/15/65

Gas Supply Officer: W. R. MAZOTTI

SUBJECT:
GAS CONSTRUCTION,
REPORTING INSTALLATION/ALTERATION FOR ENGINEERING RECORD

GENERAL NOTE:

This Gas Supply Interim Practice replaces existing PG&E Standard Practice 410.1. Minor editing has been done to reflect organizational changes, but the requirements of the original Standard Practice have not been changed. The interim practice will be reviewed and revised in the near future. Comments on or suggested revisions to this interim Practice should be sent to the Director, System Standards Management (SYC3), in the Gas System Technical Support Department.

PURPOSE:

1. To establish the general procedure for reporting changes or corrections made during the construction or reconstruction of gas facilities and transmission main facilities in order that engineering records are 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 the construction drawings.
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 Maintenance 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 following Procedural Details.
5. Procedural details begin on Page 2 of this Standard.

RECORDS

6. The Mapping/Records Group in Gas System Technical Support shall maintain record prints of drawings.

APPROVED BY

W. R. Mazotti

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VICE PRESIDENT - GAS SERVICES & OPERATIONS



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PROCEDURAL DETAILS

WORK INITIATED BY GAS SYSTEM MAINTENANCE

7. Copies of relevant drawings prepared by Gas System Maintenance and records of transmission mains will be furnished the Division. When in the course of construction, changes were made (as in Paragraph. 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 Gas Supply facilities are altered by the Division at Gas Supply's request, prints or sketches showing the changes made must be furnished to the appropriate Pipeline or Facility Engineer in Gas System Maintenance.

WORK ASSIGNED TO GENERAL CONSTRUCTION

12. General Construction shall furnish "As installed" records to Gas System Maintenance and/or the appropriate Division as follows:
 - a. For facilities designed by Gas System Maintenance or by the Division at Gas Supply's request, vellums or corrected prints will be sent to:
 1. Gas System Maintenance, and
 2. The Division Gas Engineer (dated and marked "As installed").
 - b. For gas transmission main facilities, Land Department right of way prints (143 Beta Prints whenever possible), together with all additional information will be sent to:
 1. Gas System Technical Support, and
 2. The Division Gas Engineer (this set dated and marked "As installed").



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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.