

## OVERHEAD FIRE HARDENING QC AUDIT PROCESS

### 1 Initial Audits

- 1.1 System Hardening Analyst creates a span sheet in the Distribution Operational Toolset (DOT) and provides the current electric map to the QA Circuit Hardening teams after Construction-Ready status has been achieved.
- 1.2 The QC Hardening Analyst uploads the span sheet into the Safety Culture software program.
- 1.3 Contractors schedule a Standards Pre-Audit after receiving a Wire Pull Sheet, once GC has added the job in the GC Hardening tracker.
  - a. A Standards Pre-Audit is completed prior to the crew pulling in overhead (OH) tree wire. The Pre-Audit ensures that any identified non-conformities can be fixed prior to tree wire being installed.
  - b. The latest audit is duplicated, and the submission number is updated to keep a running total for each PM Number. This continues until the job is 100% complete.
- 1.4 An OH tree wire installation audit is conducted on the same day the tree wire is pulled and the bare wire is de-energized. The auditor passes each individual span and verifies the span as fire safe (threat of ignition is mitigated).
- 1.5 A minimum of one photo is required for each location showing the connections are taped and covered.
  - a. The latest audit is duplicated, and submission number is updated until the job is complete, and all spans are passed.
- 1.6 Upon completion of the OH tree wire installation audit, the results are submitted to the crew GF, Hardening leadership, and the QC Hardening Analyst.
- 1.7 The Hardening Analyst passes each individual span in the DOT and verifies that all required photos have been uploaded to the audit. The audit is then officially included toward the yearly mileage target.
- 1.8 Once all spans are passed, the final submission is sent to Internal Audit for the spans and footage to be validated.

### 2 Contracting Final Audit

- 2.1 Once the job is complete and the as-builts are submitted, a final audit is processed.
  - a. The final audit includes all locations while utilizing the latest standards pre-audit to verify all infractions have been corrected.
    - If any standard violations are present, they are referred to the contractor for corrective actions.
    - Once the job has passed final audit it is sent back to the contractor for invoicing.

### 3 GC Final Audits

- 3.1 GC final audits are completed when all spans are passed, and the audit documentation complete.
  - a. All locations are audited using the latest standards pre-audit to verify all infractions have been corrected.
  - b. If any standard violations are present, the identified violations are referred to the Foreman and Supervisor for corrective action.

## END OF INSTRUCTIONS

## DEFINITIONS

**Distribution Operational Toolset (DOT):** A collaboratively shared database used for System Hardening project tracking to track each PM Number through completion. The graphic below shows the DOT used by the System Hardening team.

**DOT - Distribution Operations Toolset**  
Refresh: 9/30/24 7:32 AM  
1) Double-click on a menu item to execute its function

**WTA**  
Links:  
[Email a Link to this Menu](#)  
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**About Us**  
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Read about the team behind this platform  
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Locate process owners to email about issues

**Take a Tour** **Show Less**


**1) Click to select a Tracker (highlighted means selected)**  

Abbreviation	Available Trainers (or Trackers)
PFT	ET&S Portfolio Tracker
SWT	Substation Work Tracker
TLM	T-Line Maintenance Tracker
<b>DOT</b>	<b>Distribution Operations Toolset</b>
DPM	Distribution Portfolio Management
PLC	Planning & Compliance Tracker
ADA	Automated Data Analyst

**2) Click to select a menu page in the above tracker**  

Page	Description
Landing	Sub-menu for landing and recurring use
PM, PCA	Sub-menu for PM/PCA
UG PM, PCA	Sub-menu for UG PM/PCA
<b>Programs</b>	<b>Reporting for Program Management</b>
Programs 2	Reporting for Program Management
Core Programs	Sub-menu for Core Programs
Rule 20A	Sub-menu for Rule 20A
P&C Scorecards	Sub-menu for P&C Scorecards
UG Scorecards	Sub-menu for UG Scorecards
Veg & Insp	Sub-menu for Veg Team Reporting
Fire Rebuild	Reporting for Fire Response
Admin	Sub-menu for Administrator

**Select a Menu Item by Usage within: DOT - Distribution Operations Toolset**  
Pick: Top Frequently Used by All Users. Note: Click on a bar below to navigate to the Menu Item.



**Phrase: Set, Access**  
**Search all Menu Items for above phraseology (clicking below adjusts all other selections)**

Where Found	Service	Found Description
ADA	Add User Helpers	Edit who's on CC for email requests for help or edit access
ADA	Adjust Access	Adjust existing access for datasets you own
ADA	Approve Access	Review pending requests to edit datasets you own
DOT	Core Programs Targets	Core Programs Unit Targets set by MPP PMO
TLM	ETL Assets	View T-Line Assets Table
DPM	Manage Pay Apps	Assign ADEs, Edit Controls, Reset Approvals (Admin)
DOT	P&C Targets	Set Targets for Forecast and Completions
ADA	Roles Access Guide	View a guide to menu item roles and related responsibilities
ADA	Set All Access	Edit all user roles granting access to all menu items
ADA	Set Dropdowns	Edit dropdown choices for all columns in all trackers
ADA	Set Jump Targets	Edit the values governing what user actions do in reports
ADA	Set Menu	Edit the menu items appearing on all trackers

## DOCUMENT APPROVER

**Supervisor, Electric Quality Control, Fire Hardening Lead**

## CONTACT

**Manager, Electric Quality Control**