

SELF: Overhead & Underground Lines, Equip. Onsite Section (Distribution / Transmission) 2013.08.09



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# 1. Observation Guidelines

1.1 Each section of the existing onsite observation form has been broken out by sections and made available for utilization as a self assessment tool during the interim years between the formal onsite observation process conducted every three years.

Each section is an exact copy of the questions and criteria used during the onsite observation process.

1.2 Cooperatives are encouraged to use these sections as part of their on-going Safety Improvement Plan to target specific improvement areas found during their formal onsite observation process or areas they have individually prioritized.

1.3 The idea is to identify areas for improvement; initiate planned actions to meet improvement objectives and assess progress on a systematic basis to ensure the improvements have been institutionalized into normal operations.

1.4 Cooperatives can select and self assign to their cooperative each onsite self assessment section that pertains to their identified improvement areas.

PDF versions of these forms will also be available at the RESAP home page under Self Assessment Forms so you can download and utilize them within your self assessment process.

1.5 Once your self assessment hard copy is completed you can enter your finding online and submit. The person conducting the assessment, the date and assessment results will be saved in the system, allowing you to monitor and track your progress.

1.6 Your self assessment process is designed by your cooperative team as part of a continuous safety improvement process.

When planning your assessment process statewide safety professionals, peer to peer cooperative observers or in-house cooperative employees can be used to conduct these assessments, it is entirely up to each cooperative. The key is having a formalized plan that is monitored and reevaluated on a regular basis to ensure objectives are being met.

## 2. System Identification

D.1 Name of person making these online entries.

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D.2 Email address of person making these entries.

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D.3 Date or scheduled date (mm/dd/yyyy) of this inspection.

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D.4 Name of the system General Manager/CEO:

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D.5 Self Assessment performed by:

- Organization Employee
- Statewide Personnel
- Outside service provider
- Other

D.6 Select the type of audit being performed at this system.

- RESAP observation was announced to many.
- RESAP observation was announced to a select few.
- RESAP Observation is unannounced.
- RESAP observation is section based in calendar yr.

## 16. Overhead & Underground Lines, Equipment, etc.

16.1 Overhead and underground system circuit maps or files are available and the master is updated every 3 months at a minimum.

Criteria:

Procedures are in place for conveying system circuit changes to crews.

System circuit maps or files are available in the maintenance and construction vehicles.

A sufficient supply of system circuit maps or pertinent sections are readily available for crews in case of emergency.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.2 Guy wires observed are in tension and guys are marked for visibility.

ref: RUS BULLETIN 1724E-153 / NESC 217C

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.3 Construction and maintenance of lines and structures meet the applicable NESC standards and RUS specifications.

ref: RUS BULLETIN 1728F-804 / Bulletin 50-6

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.4 Right-of-ways observed are maintained and in good condition.

ref: NESC Section 218-A-1

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.5 UG riser installations observed meet applicable NESC, RUS specifications, and the following industry criteria.

Criteria:

Cables are identified and tagged to correspond with the system's underground tagging and cable identification system.

Riser installations are numbered or identified and consistent with the overall underground system.

Riser installations have proper clearances and proper climbing space.

ref: RUS Bulletin RUS Bulletin 50-6

- Exceeds Requirements

## 16. Overhead & Underground Lines, Equipment, etc.

- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.6 UG transformers and enclosures are properly bolted and locked.

ref: NESC Rule G381

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.7 Appropriate hazard identification signs are in place for underground transformers, cabinets, and enclosures.

Criteria:

Permanent WARNING signs are displayed on outside of underground transformers and enclosures.

Permanent DANGER signs are on the inside of underground transformers and enclosures.

ref: ANSI Z535 NESC 381

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.8 UG enclosures are marked with labels and cables are marked with durable tags to confirm the correct enclosure, to identify cables, to distinguish phases, etc. for utility worker safety during normal operation and troubleshooting activities.

ref: NESC 372

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

16.9 Underground facilities construction, maintenance, and clearances meet applicable NESC and RUS specifications.

Criteria:

Enclosures are level and free of washouts, weeds, debris, and wildlife.

Entrances to enclosures are unobstructed.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

## 16. Overhead & Underground Lines, Equipment, etc.

16.10 The overall evaluation of the onsite field observation team for this section of the assessment is as follows:

### Criteria

Strong performance - Questions evaluated as exceeds or satisfies all requirements

Satisfactory performance - Questions evaluated as satisfies all requirements, could be a small number evaluated as exceeds

Generally satisfactory with minor areas for improvement - Questions evaluated as satisfies all or most requirements, improvement areas are minor

Key attention areas for improvement - Questions evaluated as partially satisfies or fails to satisfy requirements in important improvement areas

- Strong Performance
- Satisfactory Performance
- Generally Satisfactory
- Key Attention Areas for Improvement