

# Memorandum

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**To** Customer Project Managers, Resource Managers/Coordinators, Designers, System Planners, Network Compliance Auditors

**Copy** xxxxxxxxxxxx

**Date** 29 May 2007

**Subject** **Network Compliance Bulletin #16 (Staged Auditing)**

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This memorandum has been prepared to re enforce an earlier Bulletin (#11) detailing the requirement to conduct a staged audit for all projects that include underground electrical asset where final ownership is vested in Powercor. The purpose of the Network Staged Compliance Audit is to ensure that underground electrical assets are inspected at a preliminary construction stage. A work instruction Network Staged Compliance Audit - Underground Assets (12-W731) is available on the Volt.

## **Background:**

The need for appropriate auditing was reinforced in a letter received from the Office of the Chief Electrical Inspector (OCEI) 25 August 2003 which in part commented *"It is now clear that an industry providing adequate training and retraining of a lineperson to ensure that there is an appropriate standard in respect to work carried out on the upstream network may no longer satisfy a court that a company has taken reasonable care"* and went on further to say *"companies will now need to ensure they have in place a rigorous audit regime that can detect unsatisfactory workmanship of linespersons and correct matters before they manifest into serious and potentially tragic outcomes"*.

Network introduced a requirement that a successful Network Compliance Audit for all URD type construction projects (residential, commercial, industrial) supplying more than 1 customer was required prior to the connection of the project to Powercor's Electricity Network. In 2005 a prerequisite for that process included the completion of a Compulsory Network Staged Audit. Refer to Work Instruction 12-W730 Auditing CIAW projects - URD & Option2 (For Tie-In Approval)

## **Purpose**

- Ensure compliance to the Electricity Safety Act 1998

### Clause 76 Underground Electric Lines

*(1) A person who controls an underground electric line on public land .....must maintain a record of that underground electric line ....*

### Clause 77 Underground Electric Lines - obligations of distribution companies

*(1) A distribution company must keep a register containing sufficient information to enable every cable of the underground electric lines that are under its control within its distribution area to be located and identified*

*(2) A distribution company must record in a register under sub section (1) any information that is given to it under section 76 within 7 days after receiving that information .....*

- Ensure that Network's Business Risks are minimised
- Ensure consistency across all Service Providers
- Support the recommendations of the Maunsell Asset Management Plan for U/G Cables
- Ensure the accuracy of 'As Built' information to locate cables for tie-ins, to support the "Dial

before you dig" MOCS process

### **The Process:**

#### **Network Staged Compliance Audit - Underground Electrical Assets (Refer W.I. 12-W731)**

The process applies to all projects involving the installation of underground electrical assets with final ownership vested in Powercor. This includes residential estates (URD), commercial or industrial customer projects, recoverable works, public lighting schemes, system improvements, etc, but excludes underground servicing with cables  $\leq 50\text{mm}^2$  installed by a 'Pole to Pit' contractor. *(Refer to Standard DD065 for UG servicing.)*

For URD type projects this process is already a mandatory prerequisite for a Network Compliance Final Audit (refer to Work Instruction 12-W730) to allow the assets to be accepted and connected to Powercor's Electricity Network. Underground projects outside the criteria noted in the work instruction 12-W730 do not require a Network Compliance Final Audit.

The purpose of the Network Staged Compliance Audit is to ensure that underground electrical assets of all Powercor projects are inspected at a preliminary construction stage to verify that the underground electrical assets have been installed and constructed in accordance with Powercor Technical Standards, including the "as-built" location details

The audit may include a preliminary inspection where civil and electrical works are carried out separately. Eg. Inspection of conduits installed by a customer on his property, or an URD trench inspection prior to installation of the electrical assets.

Personnel endorsed by the Powercor Network Compliance Manager may perform this work, e.g. CPLs, PMs, designers, auditors, it may mean multiple visits to the site to complete the audit, particularly on customer projects that are staged during construction. However, inspections may be delegated to suitably qualified and experienced personnel provided overall accountability is assumed with final signature and approval by an endorsed auditor on the checklist 12-F731.

For underground projects outside the criteria noted in work instruction 12-W730, the Network Staged Compliance Audit Report should remain in the Construction Work File, this report will be included as part of the package of the new standard construction file.

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Powercor