Quality Assurance System Inspections Procedure

SUMMARY

This document provides an overview of the Quality Assurance System Inspection (QASI) process and requirements. It identifies the key steps and considerations involved in QASI's audit process for Distribution and Transmission Assets.

Level of Use: Informational Use

TARGET AUDIENCE

QASI team members

SAFETY

QASI adheres to PG&E Enterprise Health and Safety requirements to ensure safety of all parties. These requirements are outlined in SAFE-5000M, "PG&E Safety Excellence Management System Manual (PSEMS)".

BEFORE YOU START

Prior to beginning any QASI assessment process:

- Review applicable standards, procedures, and standard work documents.
- Understand roles and responsibilities in performing the planned activity.
- Verify condition of required PPE and equipment.
- Ensure readiness of electronic devices, applicable software, and supporting documentation.

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PROCEDURE STEPS

1 PERSONNEL

1.1 Qualifications

1. As a minimum, all QASI Specialists are required to meet the following requirements:

   a. High School Diploma or General Educational Development Test (GED)

   b. Utility industry experience

   c. 7 years job related experience

   d. Qualified Electrical Worker (QEW) Certification; and

   e. Electric utility Apprentice Program training completion.

   The minimum requirements are subject to change based on the needs of the program and required expertise.

2 SCOPE

The System Inspection Quality Assurance group will examine a statistically valid random sample of completed Quality Control (QC) audits (field and desktop) within High Fire Threat District (HFTD), High Fire Risk Area (HFRA), and or Buffer Areas: Unless stated otherwise, all initiative work described involves work or audits on units or equipment located in, traversing, energizing, or protecting units or equipment in HFTD, HFRA, or Buffer Zone areas.

3 SAMPLING, PARAMETERS USED AND HOW LOCATIONS ARE SELECTED

a. Source of data and how locations are selected:

   (1) The QA Analyst pulls a filtered QC data set on both field and desktop audits completed in the prior weeks by QC specialist. A sample from that population of audited locations is generated using the parameters of a confidence interval as established in *the Wildfire Mitigation Plan Define Phase* documents. The sample consists of several locations, which have multiple assets associated with their own respective SAP Equipment ID's.

4 HOW AUDITS ARE PERFORMED

a. How is the sample used for QA audits?

   (1) The sample determines the locations where the Quality Assurance Auditors will conduct their audits. Each location is based on an address with assets associated with the address listed. The sample locations are attached to the QA Audit Form by using latitude and longitude coordinates found in audit PDFs. In addition, there is a master dataset used to match the SAP Equipment IDs with their latitude and longitude.

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(2) The QA Specialist evaluates each asset and inputs their observations, notes, and findings on the QA Audit Form. If the Specialist identifies a location that has a finding that was not already identified by the QC Specialist, then the QA Specialist will create a new discrepancy.

(3) After the audit is complete, the QA Specialist closes out the inspection by submitting the inspection form. Only after the QA Specialist has reviewed and approved the audit is the record available for analysis. QA Specialist will then submit the results to the Subject Matter Expert (SME) for review. Upon review, the SME will either 'reject' the form and send it back to the auditor for corrections, or the SME will 'accept' and submit to database.

b. What happens when an audit is complete?

(1) When the audit is completed and approved, the data is released as "complete." At this point, the analyst can include the record in their weekly analysis as described in Section 5.

5 HOW ARE RESULTS CALCULATED AND PUBLISHED?

a. In the applicable system of record, the following occurs before the results are published:

(1) Once QA audits are complete, data is imported to the applicable system of record.

(2) The applicable system of record QA dataset fields will be prepared by renaming, reordering, removing, and/or reorganizing data columns.

b. The following calculations are made and published on the applicable system of record:

(1) Number of discrepancies = findings that differ between QC and QA

(2) Critical Attribute Pass Rate by QA Week = number of unique SAP Equipment IDs with zero Critical Attribute Finding divided by total number of unique SAP Equipment IDs reviewed

END of Instructions

DEFINITIONS

Critical Attribute: the highest risk deficiency as defined by PG&E's Asset Strategy group.

Discrepancies: findings that differ between QC and QA

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IMPLEMENTATION RESPONSIBILITIES

QASI is responsible for the implementation of this document.

GOVERNING DOCUMENT

RISK-6501S Electric Operations Quality Management Standard

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

Information and Records Management:

PG&E Data, Information, and Records are company assets that must be traceable, verifiable, accurate, and complete and can be retrieved upon request. Functional Areas are responsible for complying with the Information & Records Governance Policy, Standards, and the Information and Records Retention Schedule. Refer to GOV-7101S, "Enterprise Records and Information Management Standard" for further guidance or contact Information & Records Governance at Information&RecordsGovernance@pge.com.

QUALIFICATIONS AND TRAINING:

Qualified Electrical Worker (QEW)

REFERENCE DOCUMENTS

Developmental References:

NA

Supplemental References:

NA

APPENDICES

NA

ATTACHMENTS

NA

DOCUMENT RECISION

NA

Quality Assurance System Inspections Procedure

DOCUMENT APPROVER

[redacted], Director, Process and Data Quality

DOCUMENT OWNER

[redacted], Manager, Quality Assurance System Inspections

DOCUMENT CONTACT

[redacted], Senior Compliance & Risk Consultant, Quality Assurance System Inspections

REVISION NOTES

Where?	What Changed?
Entire document	New document