

GUAM POWER AUTHORITY Standard Operating Procedure	*SOP-028	Issued: 03/28/94
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Title: METER ISSUANCE	Approved By: <i>RAYMOND CAMACHO</i> RAYMOND CAMACHO, Gen. Mgr.	
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1. PURPOSE

- 1.1 This Standard Operating Procedure provides guidelines for an orderly, accurate and reliable accounting of power meters issued to Disconnection/Reconnection Crew.

2. REQUIREMENTS

- 2.1 Power meters intended for reconnection approved by proper authorities shall be issued only by the Meter Shop.
- 2.2 Power meters issued by the Meter Shop shall be accounted for as evidenced by Meter Installation/Investigation Report thoroughly completed by the meter installer.
- 2.3 Reports on usage of power meters shall be submitted to Meter Supervisor daily.

3. ISSUANCE OF POWER METER

- 3.1 "Custody Receipt" shall be prepared in duplicate copies, one (1) copy retained by receiving party, and one (1) by the Meter Shop.

4. ACCOUNTING OF POWER METERS

- 4.1 Disconnection/Reconnection Section shall provide the Meter Shop with an accurate, completely filled out Meter Installation/Investigation Report for every meter installed or reconnected.
- 4.2 Meter Installation/Investigation Report shall be submitted to the Meter Shop Supervisor for proper documentation accounting of power meters used.

CODES: * REVISED # ADDED

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5. **ACCOUNTING OF POWER METERS REMOVED FROM THE FIELD**

- 5.1 All power meters removed from service or disconnected, must be accompanied by pertinent documents (meter data), shall be brought to the Meter Shop no later than the day after the meter is removed.

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