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| GUAM POWER AUTHORITY <i>Standard Operating Procedure</i> | No.*SOP-076 | Issued: 03/15/93 |
| | Prepared By: ANNIE Q. SANTOS Manager, Cust. Svcs., Acting | |
| Title: RELOCATION | Approved By: RAYMOND C. CAMACHO, Gen. Mgr. | |
| Effective Date: 11/10/93 Supersedes No. Page 1 of 2 | | |

1.0 NATURE OF REQUEST

1.1 Meter, power pole, service entrance, guy wire and streetlight.

2.0 OFFICIAL DOCUMENTS

- a. Service Order
- b. Information Sheets
- c. Load Analysis
- d. Inspection Report (applicable only to meter & service entrance)
- e. Sketch

3.0 PROCESSING OFFICIAL DOCUMENTS

3.1 Interview and determine if individual present is the account holder. Applicant is required to present proper identification such as valid driver's license, social security and passport. An agent/representative acting in behalf of an applicant shall be accompanied with a letter of authorization, power of attorney and proper photo identification.

3.2 Service Order(s)

3.2.1 Provide applicant a set of the information sheets and load analysis. Assist the applicant in completing the forms. Update pertinent information and review for accuracy and completion.

3.2.2 Assigning of Account Number

- a. Obtain existing account number from terminal and use the same account (applicable only to existing service).
- b. Prepare the Service Order. Have the applicant review, read and sign the Service Order.

CODES: * REVISED # ADDED

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3.2.3 Obtain sketch for direction to respective location on the reverse side of the Service Order (original).

3.2.4 Inspection Report

- a. Prepare Inspection Report and release completed documents to the applicant to be submitted to the Department of Public Works (DPW) for proper scheduling.

4.0 Detachment of Documents:

4.1 Service Order

- a. White (original)/pink → forward to Engineering Department
- b. Yellow → forward to Control Clerk for accountability
- c. Golden rod → Customer's copy
- d. Information sheets → to be attached with the original (white)