


G U A M P O W E R A U T H O R I T Y Standard Operating Procedure	**No SOP-040	Issued: 03/15/93
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1.0 PURPOSE

- 1.1 This Standard Operating Procedure is published to provide guidelines for a correct and accurate meter installation, an orderly accounting of meters and reliable reporting of newly install power meters.

2.0 SCOPE

- 2.1 This Standard Operating Procedure shall apply to service of single-phase and poly phase meters.

3.0 REQUIREMENTS

- 3.1 All new meter installation shall be provided with an official service order duly approved by the Rules of Guam Power Authority.
- 3.2 All new service orders shall be provided with GPA owned power meters.
- 3.3 All services shall be provided with official GPA meter seals.

4.0 INSTALLATION PROCEDURE

- 4.1 Check and verify the name, account number, location of customer, etc.
- 4.2 Whenever possible check and verify the service order number with customer's copy of service order.
- 4.3 Check and verify power source according to:
- a. When applicable pick up current transformer size (ratio)
 - b. Number of phases

CODES: * REVISED # ADDED

4.3 (continued)

- c. Type of electrical system (1-single phase, open delta, 3-three phase wye, etc.)
- d. Number of wires
- e. Line to line voltage on meter line side
- f. Lines to ground voltage
- g. Line to line voltage on meter load side (meter moved from socket)
- h. Lines to ground voltage on meter load side (meter moved from socket)
- i. Whenever possible, main breaker shall be placed on "OFF" position.
- j. Meter based and neutral connection in meter socket shall be solidly grounded.

5.0 PREPARATION OF REPORT

- 5.1. Every newly completed meter service installation shall be accompanied by a Meter Installation/Investigation Report (Meter Data).
- 5.2. Meter Installation/Investigation Report shall be completely accomplished. It shall be prepared in one set of four (4) sheets. All four sheets legibly written and completed with the following applicable information:
 - a. Name of customer
 - b. Account Number
 - c. Service order number
 - d. Meter number and its specifications
 - e. Names of installers
 - f. Date meter installed
 - g. Meter multiplier
 - h. Meter readings (KWH/KWHD/KQH)
 - i. Seal number(s)

6.0 SUBMISSION OF DOCUMENTS

- 6.1 Completed documents (Service Order, Meter Data, etc.) shall be forwarded to immediate supervisor or designated representative to review and forward documents accordingly.

7.0 FINAL DISTRIBUTION

- 7.1 The respective Supervisors shall review completed service order and submit to Control Clerk for proper accountability of Service Order.

8.0 POWER METERS

- 8.1 Power meters shall be issued in accordance with the meter issuing slip to Supply or Meter Shop.
- 8.2 Power meters shall be installed to match meter number and customer's name. No power meter substitution shall be made. (Example: 120 volt meters substituted with 240 volt.)
- 8.3 Power meters not used during the day shall be returned to respective Sections for proper accountability.