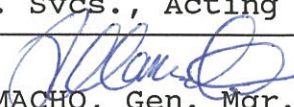


| | | |
|---|---|------------------|
| GUAM POWER AUTHORITY <i>Standard Operating Procedure</i> | No. *SOP-081 | Issued: 03/15/93 |
| | Prepared By: ANNIE Q. SANTOS Manager, Cust. Svcs., Acting | |
| Title: 3-PHASE POWER METER RECONNECTION | Approved by:  RAYMOND C. CAMACHO, Gen. Mgr. | |
| Effective Date: 11/10/93 Supersedes No. Page 1 of 3 | | |

1.0 **PURPOSE**

- 1.1 This Standard Operating Procedure is published to provide a guide for an orderly, accurate and reliable 3-phase meter installation.

2.0 **SCOPE**

- 2.1 This Standard Operating Procedure shall apply to the installation of 3-phase and single-phase to transformer type of power meters.

- a. Self-control, 3-phase
- b. Transformer type meter

3.0 **REQUIREMENTS**

- 3.1 All new meter reconnection shall be provided with an official service order duly approved by offices established by the Rules of Guam Power Authority.
- 3.2 All service orders shall be provided by an "Inspection Approval" executed by Inspectors of the Department of Public Works.
- 3.3 All service orders shall be provided with a meter ticket issued only by the Meter Shop.
- 3.4 All new service shall be provided with GPA official meter seals.

4.0 **RECONNECTION PROCEDURE**

- 4.1 Check and verify the name, account number, location of customer, etc.
- 4.2 Check and verify the service order number with customer's copy of service order.

| |
|------------------------------------|
| CODES: * REVISED # ADDED |
|------------------------------------|

4.3 Check and verify power source according to;

- a. Transformer size.
- b. Number of phases.
- c. Type of electrical system (10, open delta, 30 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 removed from socket).
- h. Lines to ground voltage on meter load side (meter removed from socket).
- i. Main breaker shall be on "OFF" position.
- j. Meter base and neutral connection in meter socket shall be solidly grounded.
- k. Check and verify continuity of short circuit device on meter socket for a transformer type of installation.
- l. Make certain current transformer shorting device is used and leave jumper connected between CT terminals.
- m. Check and verify correct polarity of potential and current transformers.

CAUTION: DANGEROUS VOLTAGE MAY APPEAR BETWEEN CURRENT TRANSFORMER TERMINALS IF CIRCUIT IS OPENED. ALWAYS SHORT A CURRENT TRANSFORMER SECONDARY WINDING BEFORE REMOVING A METER. NEVER SHORT A VOLTAGE TRANSFORMER SECONDARY WINDING.

- n. Recheck and verify power meter connection against standard schematic diagrams applicable to electrical system being worked on.

4.3 (continued)

- o. Conduct load analysis of load by means of standard procedure of timing the disk of the meter against 2 or 3 wattmeter test method.
- p. Enter test results of load analysis on standard load analysis sheet.
- q. Clip load analysis with service order, Meter Installation/Investigation Report.

5.0 PREPARATION OF REPORT

- 5.1 Every newly completed meter service reconnection shall be accompanied by a Meter Installation/Investigation Report.
- 5.2 Meter Installation/Investigation Report shall be completely accomplished. It shall be prepared in four (4) sheets of paper, all four sheets legibly written and filled up, especially the following:
 - a. Name of customer.
 - b. Account number.
 - c. Service number.
 - d. Meter number and its specifications.
 - e. Names of installers.
 - f. Date meter installed.
 - g. Meter multiplier.
 - h. Reading of meter, if relocated.