

GUAM POWER AUTHORITY Standard Operating Procedure	* NO: <b>SOP-019</b> Issued: Prepared By: <i>[Signature]</i> JOAQUIN C. FLORES, P.E., AGMO
Title: ELECTRICAL MODIFICATIONS	Approved By: <i>[Signature]</i> JOHN M. BENAVENTE, P.E., Gen. Mgr. <i>[Signature]</i>
Effective Date: <i>7/11/03</i> Supersedes No. SP-019 dated 10/31/94	Page 1 of 2

\* 1.0 PURPOSE

This procedure is issued to ensure that the Authority's electrical prints for operations and maintenance of the T&D and Generation systems accurately reflect existing conditions.

2.0 DEFINITIONS

2.1 Electrical Modification

Any addition, removal, relocation or redesignation of any electrical device, wire, terminal board, etc. constitutes an electrical modification.

2.1.1 Changing wires from one terminal to another on the same terminal board, while not changing their function, is considered an electrical modification.

2.1.2 One for one replacement is not an electrical modification.

2.2 Emergency

Any modification requiring immediate attention in order to ensure the safety of personnel and equipment as well as the proper operation of the power system constitutes an emergency.

3.0 RESPONSIBILITY

3.1 The Engineering Division shall be responsible for the following T&D system modifications:

3.1.1 Designing all non-emergency modifications.

3.1.2 Issuing appropriate instructions to accomplish all non-emergency modifications.

3.1.3 Revising all prints to reflect the modifications.

3.1.4 Issuing revised sheets to the appropriate Divisions and Departments.

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- 3.1.5 Coordinating with the appropriate Division or Department to implement the electrical modification.
- # 3.2 The Generation Engineers shall be responsible for the following Generation system modifications:
- 3.2.1 Designing all non-emergency modifications.
- 3.2.2 Issuing appropriate instructions to accomplish all non-emergency modifications.
- 3.2.3 Revising all prints to reflect the modifications.
- 3.2.4 Issuing revised sheets to the appropriate Divisions and Departments.
- 3.2.5 Coordinating with the appropriate Division or Department to implement the electrical modification.
- \* 3.3 The following Divisions shall be responsible for coordinating with and implementing plans developed by the Engineering Division or the Generation Engineers for electrical modifications of the T&D or Generation systems
- 3.3.1 Meter/Relay Division, T&D
- 3.3.2 Substation Division, T&D
- # 3.3.3 Overhead Division, T&D
- # 3.3.4 Underground Division, T&D
- # 3.3.5 Generation
- 3.4 The Divisions listed above shall also be responsible for transmitting all information necessary for correct revision of the prints to the Engineering Division within five (5) working days following the modifications.

Distribution List: A, B and C

Copy to: Internal Auditor

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