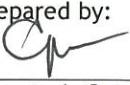

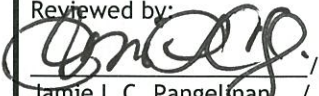

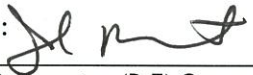


<p align="center">GUAM POWER AUTHORITY</p> <p align="center">STANDARD OPERATING PROCEDURE</p>	<p>Prepared by:  / <u>4/25/17</u> Vicente I. Concepcion / Date</p>
<p>TITLE: Open Storage Policy</p>	<p> / <u>4/25/17</u> Edward V. Villanueva / Date</p> <p>Reviewed by:  / <u>5-8-17</u> Jamie L.C. Pangellinan / Date Supply Management Administrator</p>
<p>NO: * SOP-030</p> <p>Supersedes: SOP-030 03/23/10</p>	<p>Concurred by:  / <u>5/9/17</u> Beatrice (Tricee) P. Limtiaco / Date Assistant General Manager, Administration</p>
<p>Page 1 of 2</p>	<p>Approved:  / <u>5/10/17</u> John M. Benavente, (P.E) General Manager / Date</p>

1.0 PURPOSE:

The Purpose of this standard operating procedure is to establish uniform procedures and guidelines when storing equipment, materials or supplies out in the open without the benefit of proper covered storage or warehouse.

2.0 POLICY:

- 2.1 The Procurement and Materials Management Division shall perform all Warehousing functions for the Authority.
- 2.2 Other Divisions having materials and equipment stored out in the open shall adhere to this policy.

3.0 GENERAL:

- *3.1 Stocks and supplies such as wire spools, transformers, wooden cross arms, electrical hardware and bulky Generation parts to be stored in designated warehouses, shall be stored in accordance to proper methods to ensure easy accessibility but safeguarded from being pilfered.
- *3.2 The criteria for the "Open Storage" grouping are materials, equipment and supplies categorized normally used in the open –air application and would not easily lose its original characteristic during storage.

CODES:	* REVISED	# ADDED
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- *3.3 Materials and supplies not meeting the open storage category, but are stored due to lack of proper shelter; all precaution shall be taken to prevent deterioration and/or damage. Materials shall be at the very least, covered with tarpaulin that will provide shelter from the harsh elements.
- 3.4 Materials stored out in the open shall be periodically inspected for deterioration and serviced (maintained) when necessary.

DISTRIBUTION A, B, C & D

CODES:	* REVISED	# ADDED
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