Inspection and Mitigation Process Flow Chart
Distribution, Transmission & Substation

Identify
- Before assigning work, ensure that personnel possess the appropriate qualifications for the inspection type, and understand procedures
- Perform Inspection per appropriate frequency and methodology of distribution, transmission and substation specific inspection programs
- Assess the condition of the asset(s) and document the required information, including the existing condition of each component on the asset and any abnormalities or non-conformances
- If needed, take immediate corrective actives to make field conditions safe

Initiate
- Document required information to support creation of individual notifications, detailing each abnormality as it was identified during the inspection, including pictures.
- Notifications reviewed by Centralized Inspection Review Team, Supervisor or Gatekeeper, for accuracy, completeness and for including assignment for prioritization.
- Typically, notification review takes 10 to 20 business days
- Upon review completion, findings converted to EC (distribution) or LC (transmission or substation) notifications.
- For Distribution and Transmission, notification execution is prioritized based on A, B, E & F priorities which align with timelines of 30 days, 90 days, 12 months and 24 months. For substation, the timelines are the same except F notifications are > 12 months. For distribution, the timelines are the same except F notifications are up to 60 months. Distribution also utilizes H notifications for both E & F priority work to be bundled with system hardening projects.

Plan
- Aside from emergent work (A&B notifications), develop annual maintenance notifications work plan using risk-based prioritization framework prior the start of the year.
- Create necessary work orders and begin design process
- Conduct needed permitting activities, and environmental reviews (including identification of any exceptions). Plan and order necessary material for the work, and other complexity such as access.
- Complete individual notifications in accordance with the notification prioritization due date.
- For notifications that are not corrected by their due date and where the abnormal condition may change over time and pose a safety concern, reinspect via Field Safety Reassessment (FSR) or through planned inspections. This establishes a new timeline for work to be completed.

Schedule
- Identify work execution resources, clearances and opportunities to bundle multiple work orders
- Typically, scheduling takes two weeks to three months, depending on resource availability, however, it can take longer depending on allowable construction windows due to environmental constraints or seasonal conditions that may restrict access
- Adjust to unforeseen delays such as local wildlife conditions (e.g., nesting birds), permit issuance from cities/agencies, or third-party access

Execute
- Perform construction or repair to address all the identified and scheduled maintenance conditions
- Typically, execution of work takes one to seven days or more depending on repair complexity, project size, and clearance windows, including other dependencies such as access

Close
- Conduct closure activities including verification of work completion against maintenance notification, capturing as-builts, mapping updates, financial accounting, and system of record updates
- Typically, closure activities take less than one week for activities such as mapping; potentially greater than 4 weeks for accounting as billing and invoices are received from contractors
- Update SAP and records reflecting closure dates