

Open Electric Corrective (EC) Tag Validation Procedure

SUMMARY

This utility procedure describes the process for validating an open electric corrective (EC) tag. The purpose of the tag validation is to assess whether the condition on the tag has worsened. This validation can take place as part of a stand-alone visit to a pole, called a Field Safety Re-Assessment (FSR), or as part of a detailed ground or aerial inspection.

This procedure also describes the criteria used to determine which tags should be validated and provides guidance to the field on completing tag validations.

Level of Use: Informational Use

TARGET AUDIENCE

This procedure targets the following personnel:

- Electric Distribution employees involved in maintaining distribution line facilities.
- System Inspections managers, supervisors, specialists, clerical staff, and inspectors.
- Maintenance and Construction (M&C) employees.
- Corrective Maintenance program managers.
- Work and Resource planning managers, supervisors, planners, and clerical employees.
- Asset Strategy employees.

SAFETY

Personnel must follow all safety protocols throughout the entire FSR process.

BEFORE YOU START:

REVIEW the [Electric Distribution Preventive Maintenance Manual](#) (TD-2305M).

REVIEW Electric Distribution Overhead [Job Aid TD-2305M-JA02, "Overhead Assessment."](#)

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PROCEDURE STEPS

1 General Information

- 1.1 PG&E currently has a backlog of E and F notifications that cannot be completed within their [California Public Utility Corporation \(CPUC\) General Order \(GO\) 95 Rule 18](#) due dates. This backlog initially began with the additional tags generated by the 2019 Wildfire Safety Inspection Program and has grown since then.
- 1.2 Tag validation is not used to delay the closure of tags, but is a safety measure PG&E takes given the current situation. Tag validation assesses whether conditions have escalated to A or B priority in severity.
- 1.3 This tag validation process does not extend [GO 95 Rule 18](#) due dates but is a mechanism that enables PG&E to identify those tags (out of hundreds of thousands) that contain conditions that are closest to failure, in order to prioritize them for immediate remediation.
- 1.4 PG&E currently validates open tags as part of three processes: detailed ground inspection, aerial inspection, and the stand-alone FSR. The detailed ground inspection is PG&E's [GO 165](#) inspection, and PG&E's aerial inspection is its new program piloted in 2023. As part of the 2023 aerial pilot, PG&E is completing tag reassessments as part of its aerial inspection.

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- 1.5 Unlike either the ground or aerial inspection, the FSR consists of a visit to a structure specifically for the purpose of reassessing an open tag and not to complete an entire inspection. The FSR can be completed by either a ground or aerial visit to the structure.
- 1.6 There is no requirement for PG&E to perform FSRs in any year. The FSR program is a discretionary program PG&E has chosen to implement each year beginning in 2020. PG&E may discontinue its FSR program at any time, including after an initial list of notifications for FSR has been identified.
- 1.7 The requirements for identifying new conditions are different between ground inspections, aerial inspections, and FSRs. During a detailed ground inspection, PG&E identifies all new conditions, including lower priority conditions. During an aerial inspection, PG&E identifies all new Level 1 and Level 2 conditions. During an FSR, personnel more narrowly aim to identify any existing or new conditions that have escalated in severity to A or B tag levels. FSR inspections do not document new, lower risk conditions.
- 1.8 During an FSR, personnel only assess time-dependent priority E, F, and H tags that pose a safety or ignition risk that can be reassessed visually during the validation. All open tags are validated during a detailed ground or aerial inspection, so an inspector can add new conditions to pre-existing tags without creating new tags for the same structure. [Table 1, “FSR Versus Tag Validation as Part of a Detailed Inspection,”](#) below summarizes the differences in tag eligibility between an FSR and a tag validation that takes place during an inspection.
- 1.9 Despite the difference in tag eligibility, the activity of completing the open tag reassessment in the field and the subsequent review is the same, regardless of whether that tag reassessment takes place as part of a ground inspection, aerial inspection, or as an FSR.

Table 1. FSR Versus Tag Validation as Part of a Detailed Inspection

	FSR	Tag Validation as Part of Inspection
Method of Inspection	Ground or Aerial	Ground or Aerial
Tag Status	Overdue or will be overdue by end of year and not included in tag work plan	Open tags on pole regardless of their due date or inclusion in the tag work plan
Priority of Tags that are Reassessed	E/F/H	B/E/F/H
Additional Asset Strategy Risk-Based Criteria Applied	Yes	No
IR Tags	No	Not required
PTT Tags	No	Not required
Time Dependency	Only time-dependent FDAs	All FDAs

- 1.10 REFER to [Appendix A](#) on Page 16 for additional supporting tables and figures.

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2 Planning for Tag Validation During a Detailed Ground Inspection

- 2.1 VALIDATE all open priority B, E, F and H tags during a detailed ground inspection.
1. The inspector sees these tags on the Inspect App for every pole identified for a detailed inspection.
 2. No additional planning or list of tags is required.

3 FSR Planning

- 3.1 The asset strategy organization GENERATES the FSR list by the 1st business day in February. The following are key inputs for the FSR list:
1. Wildfire Work Execution (WWE) file showing all open ECs.
 2. Approved, detailed ground inspection plan and aerial inspection plan.
 3. List of facilities, damage, activities (FDAs) that are time-dependent.
 4. List of FDAs that cannot be reassessed with an aerial inspection.
 5. Risk information such as wildfire risk and public safety consequence model outputs and High Fire Thread District (HFTD) and High Fire Risk Area (HFRA) designations

4 Process for EC Notifications that Qualify for FSR

- 4.1 Generating the Annual (February) List
1. The initial FSR list captures EC notifications for overhead assets with time-dependent corrective actions posing a safety risk that are past due at the time of the list generation, or will be past due by the end of the current year, and will **not** be completed by the end of the year or validated as part of a detailed ground or aerial inspection.
 2. In addition to the detailed criteria below, Asset Strategy personnel can develop additional risk-based criteria to apply.

WHEN an FSR meets all of the following criteria,

THEN EC notifications RECEIVE an FSR:

- a. The asset is an overhead asset.
- b. The priority is E, F, or H.
- c. It includes an open time-dependent FDA.
- d. It is past due or will be past due at the end of the current year.

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4.1 (continued)

- e. It is not in the current year's tag work plan to be completed.
 - f. EC notifications are not included in the current year's detailed ground overhead inspection plan.
 - g. Notifications are not included in the current year aerial inspection plan unless it has an FDA that could NOT be reassessed through Aerial Inspections.
 - h. Notifications are in HFTD, HFRA, or Non-HFTD above an acceptable public safety or ignition threshold established by Asset Strategy.
3. EC notifications do not require an FSR in the following situations:
- a. Priority A or Priority B overhead: EC notifications do not require an FSR because work is expected to be completed immediately (Priority A) or within 90 days (Priority B).
 - b. EC notifications identified using infrared inspections (e.g., user status like '%IR%' or '%IRPF%') or pole test and treat (PTT) (e.g., user status like '%TNT%' or created by 'ABM3', 'TNBP' or 'MUB8').
 - c. Vegetation EC Work Type Code [WTC] 564 notifications as they follow compliance due dates.
 - d. Pole structures that are noted in SAP as having been retired (i.e., the SAP Functional Location value will be "JY", signifying Junk Yard status).
 - e. EC notifications with a notification create date in the current year.
 - f. Tags with "Pole-Overloaded-Test" as their **only** open FDA since this condition requires a special assessment.
 - g. Notifications identified as Work Type Code (WTC) 311A. These are assessment notifications conducted by Vegetation Management and are treated as Priority B notifications.

NOTE

Tags are sometimes created without an equipment ID if the equipment ID is not available in Inspect App. Those tags must be included in the FSR list if they meet the criteria in [Step 4.1.2](#) on Page 4.

- 4.2 The party that generates the FSR list SENDS the list through the Electronic Document Routing System (EDRS) for approval.

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4.2 (continued)

1. EDRS approvers must **INCLUDE**, but are not limited to, a representative from: Asset Strategy and System Inspections.

4.3 The Inspection Planning representative **SUBMITS** a request to Information Technology (IT) to add the “SRY” for the years 2021, 2022, and 2023 (e.g., SR21, SR22, SR23).

1. This **DOES NOT APPLY** for year 2024 and beyond.

4.4 FSRs may be completed via ground or aerial visit.

5 Mid-Year Quality Control (QC) Review

5.1 Generating Additional Mid-Year FSR Lists

1. As a quality control measure, a minimum of one additional FSR list must be planned for later in the year to account for changes in the tag work plan. Tags that were excluded from the original FSR list because they were on the tag work plan that have since fallen out of the in-year tag work plan must be included in this second list. Asset Strategy personnel AIM to deliver a second FSR list by June 15, 20YY.
2. Tags in HFTDs and HFRA’s **should be added** to the mid-year FSR list if any of the following conditions apply:
 - a. EC Notifications meet the criteria in [Step 4.1.2](#) on Page 4.
 - b. EC notifications are not on the original FSR list and **are not in the current tag work plan to be completed** by December 31 of the current year.
3. IF EC notifications meet the criteria in [Step 4.1.3](#) on Page 5,
THEN they do not require an FSR and **MUST be removed** from the list.

5.2 Reviewing Cancelled Tags

1. Tags cancelled through an FSR, ground, or aerial inspection are reviewed mid-year to validate that no tags were cancelled that were created by PTT or infrared inspections.
 - a. A tag may be cancelled if it was a duplicate tag or the corrective action required by PTT or infrared inspection was already completed upon arrival.

6 Preparing for FSRs – Ground

6.1 An Inspection Planning representative **CREATES** file trackers.

1. Inspection Planning representatives **SEND** the file trackers to operations to complete the FSRs.

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- 6.2 An Inspection supervisor, upon receiving file trackers, GROUPS the notifications AND SCHEDULES the FSR planning for the qualified electrical workers (QEWs) (inspectors).
- 6.3 An Inspection supervisor ASSIGNS the FSRs to the QEWs.
- 6.4 The QEWs REVIEW the location of the FSRs before performing inspections for the day.
 1. The QEWs USE the FSR Excel file to identify the structure's SAP equipment ID AND DETERMINE the best and most efficient inspection driving route.
- 6.5 The QEWs USE the Inspect App to identify FSR locations for each day's FSR work on a map AND PLAN routes based on safety considerations and asset locations.
- 6.6 Inspectors must REVIEW, while connected to the Internet and before beginning any field visits, each structure they plan to visit that day.
 1. Inspectors must PERFORM the following actions:
 - a. IDENTIFY inspection locations to plan travel route.
 - b. CHECK weather reports.
 - c. CHECK wildfire risks.
 - d. CONFIRM route is safe to drive/walk/hike.
 - e. CHECK Enterprise Alerts.
 - f. IDENTIFY types of terrain.
 - g. REVIEW photos from EC tags of assets to be visited.

7 Preparing for Inspection – Aerial

- 7.1 Images are captured as specified in [TD-2305P-03, "Distribution Aerial Inspection Process."](#)
- 7.2 There is no additional image captured for the purpose of the tag validation.

8 Performing Open Tag Validations – Ground and Aerial

- 8.1 The QEW ARRIVES at the asset AND CONFIRMS they are at the correct structure.
 1. IF it is a remote tag validation via aerial inspection,
THEN the Inspection Review Specialist (IRS) VALIDATES that they are looking at the correct structure.

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- 8.2 The QEW (or IRS in the case of aerial tag validation) COMPLETES the following activities:
1. READ any long text associated with that notification.
 - VERIFY that the condition still exists in the field.
 - VERIFY that the EC is not a duplicate.
 - IDENTIFY if the EC was found completed on arrival (NCOA).
 - VERIFY that personnel Cannot Get In (CGI), if applicable
 - DETERMINE if the EC needs to be escalated to Priority A or B.
 - DETERMINE if any FDAs need to be added or removed from the tag.
- 8.3 IF the tag validation is a stand-alone FSR,
THEN the QEW DOES **NOT** PERFORM the following tasks:
- Identify low priority conditions or opportunity work (e.g., high signs).
 - Complete a detailed inspection.
 - Complete minor work.
- 8.4 IF the QEW IDENTIFIES additional conditions that are safety or ignition risks that should be addressed within 6 or 12 months,
THEN the QEW must DOCUMENT those conditions in Inspect App.
1. IF the IRS (aerial inspection) identifies additional conditions that are safety or ignition risks that should be addressed within 6 or 12 months,
THEN the IRS must DOCUMENT them into the inspection system (iHawk or Sherlock).
- 8.5 The QEW TAKES a minimum of two photos of the asset.
1. ENSURE that one photo has a clear view of the overall asset and its surroundings.
 2. ENSURE that the second photo shows a clear, close up view of all damages being reassessed. INCLUDE additional photos, as necessary, to make sure all damages are documented.
 3. Per [Step 7.1](#) and [Step 7.2](#) on Page 7, tag validations via an aerial inspection do not require additional photos.

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8.6 For emergency situations identified by ground, FOLLOW the steps below in the Inspect App.

1. Field Condition EC Process Actions:
 - a. Field Conditions have changed Emergency Update.
 - b. FOLLOW Emergency Process and Create Priority-A Notification.
 - c. SELECT **Emergency** AND FOLLOW the instructions.
 - d. UPDATE Pending EC:
 - (1) ENTER new Notification Number.
 - (2) ENTER detailed Comments.
 - (3) ATTACH two photos.

IF standby is required, THEN STAND BY until relieved.

8.7 For emergency situations identified by aerial desktop inspection, FOLLOW the A tag process described in [TD-2305P-03, "Distribution Aerial Inspection Process."](#)

8.8 IF the tag validation is being completed via an aerial inspection,
THEN the remote desktop inspector COMPLETES Steps [8.2](#), [8.4](#), and [8.5](#) on Page 8.

9 Recording the Open Tag Validation

9.1 The QEW DOCUMENTS their observations using the Inspect App's **Edit** button, which launches the FSR data entry screen.

9.2 The QEW ASSESSES the current field condition of the pending notification AND IDENTIFIES applicable reassessment scenarios as follows:

1. Emergency
2. Expedite to Priority B
3. Valid as is, no change
4. Cancel
 - a. Option 1: Duplicate
 - b. Option 2: Not Valid
 - c. Option 3: All Work Found Completed on Arrival (NCOA)

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9.2 (continued)

5. Cannot Get In (CGI) – Unable to Field Validate

- a. IF the QEW cannot access or is unable to confirm that they are at the correct location to complete the FSR,

THEN the QEW must NOTIFY their supervisor AND ADD supporting comments in the Inspect App explaining why FSR could not be completed.

- 9.3 If available, the QEW (or IRS in the case of aerial tag validation) USES the “Recommended FDAs to be added” or “Suggested FDA for removal” buttons to recommend any additions or removals of specific conditions.

9.4 Inspect App and iHawk perform the following functions:

1. Transmit the following data to SAP: QEW's LAN ID, date of FSR completion, and validation updates recommended by QEW.
2. Populate the notification's “long text” based on the scenario selected.
3. Add all QEW's comments to the notification's “long text.”
4. Convert “Add FDA” and “Remove FDA” buttons to notifications standardized long text. It will also be added to the task text when available.
5. Attach photos.

- 9.5 The Inspection Planning representative ADDS the completed FSRs AND REVIEWS the open EC notifications.

1. The Inspection Planning representative CREATES the 53a report.
2. The Inspection Planning representative REFRESHES the 53a report twice per week.

10 Reviewing Tag Validation Results

- 10.1 At a minimum, a QCR REVIEWS the following scenarios:

1. Expedite to Priority B
2. Once standardized long text is available, validations where inspectors suggested new FDAs be added to the tag.

- 10.2 The QCR does not REVIEW Emergency scenarios.

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10.3 IF an escalation (Priority B) is required,

THEN the QCR UPDATES applicable fields in SAP, which can include the following entries:

- Priority code on both the notification and order (order correction can be delegated to clerical as desired).
- Funded repair date based on the date in which the FSR was initiated, up to 90 days.
- The FDA(s).
- Work Type Code (WTC), if applicable.

10.4 IF the tag priority is not escalated during a tag validation,

THEN DO NOT CHANGE the due dates on the tag, including the funded repair date.

NOTE

A "Reassess" task (REAS task code) is added to the notification in SAP to record QCR's review of a completed FSR.

The REAS task records the date and LAN ID of the QCR personnel who completed the review.

10.5 QCR can REJECT or send notifications back to the QEW for more information (e.g., the tag validation is missing photos, commentary from QEW does not support recommended escalation).

1. IF QCR does the above,

THEN the QEW must RESPOND to the "re-field" request for more information.

11 Tag Cancellations

11.1 All recommendations for tag cancellations will be reviewed by a qualified company representative (QCR), including photos and long text from the original EC tag and the reassessment.

11.2 QCR can select or confirm a "Cancel – Not Valid" option if the condition being reassessed no longer requires an EC tag according to the latest guidance including, but not limited to, that provided in Electric Distribution Overhead [Job Aid TD-2305M-JA02, "Overhead Assessment."](#)

1. In these cases, the QCR can remove the conditions that are no longer applicable on the tag or initiate the tag cancellation process, if that condition is the only one on the tag. The QCR cannot cancel a tag entirely if there are other conditions on the tag that still require an EC.

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- 11.3 Open tag validations performed on assets that are classified as “other type” (such as Tree Connect) or on notifications that cannot be reassessed visually (e.g., Pole Test and Treat (PT&T) notifications) are changed only by the following scenarios:
- Emergency
 - Cancel – Duplicate
 - Cancel – All Work Found Completed on Arrival (NCOA)
- 11.4 The QCR VERIFIES all notifications that are “Cancel – All Work Found Completed on arrival.”
1. IF the findings are confirmed,

THEN the QCR PROCESSES the EC notification cancellation AND NOTIFIES the EC job owner to complete the EC cancellation process.
- 12 Job Owner Responsibilities**
- 12.1 The job owner IS RESPONSIBLE for cancelling the original EC notifications when the QEW identifies an emergency and a new emergency EC notification is created.
- 12.2 The job owner VERIFIES that the new emergency EC notification number is referenced in the original EC notification cancellation.

END of Instructions

DEFINITIONS

Electric Corrective (EC) Notification: A form or electronic record used as a checklist to identify and record a rating for a specific, abnormal maintenance condition(s) that impacts safety or service reliability.

Failure Mode and Effects Analysis (FMEA): A structured approach to discovering potential failures that may exist within the design of a product or process. Failure modes are the ways in which a process can fail. Effects are the ways that these failures can lead to defects or harmful outcomes for the customer. A Failure Mode and Effects Analysis is designed to identify, prioritize, and limit these failure modes.

Field Safety Reassessment (FSR): A standalone field visit completed by a qualified electrical worker (QEW) to a pole structure with an open EC tag that meets specific criteria to mitigate safety risks. Additional significant safety conditions may be identified as part of the field visit.

High Fire Risk Area (HFRA): Mapping terminology that aligns with other California utilities use of maps supplemental to the California Public Utilities Commission (CPUC) HFTD Map. While the HFTD is a foundational tool used to identify areas of elevated or extreme wildfire risk for utilities, it was not developed at the electric asset level and is not operationally informed for Public Safety Power Shutoff (PSPS) program scoping and execution. HFRA refinements may also inform future adjustments or recommendations to improve the HFTD map.

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DEFINITIONS (continued)

High Fire Threat District (HFTD): Categorized as HFTD and non-HFTD. HFTD includes Zone 1, Tier 2, and Tier 3. Non-HFTD includes all other geographical areas and is sometimes noted as Tier 0 or Tier 1.

Maintenance Activity Type (MAT) Code: An attribute used by PG&E to aggregate costs for unit cost reporting. A MAT is linked to each order when it is created.

Past-Due EC Notification: Notifications not completed by the compliance timeline per priority code. In order to create an EC notification in SAP, the end date is a required field.

Priority Code: The tag classification specifying maximum time periods for corrective actions associated with a potential violation or safety hazard.

Public Safety Consequence Area (PSCA): Directly impacts the public's safety. Includes safety impacts to people, property, and/or the local environment, due to a failure of a PG&E electric facility or multiple PG&E electric assets on a PG&E electric facility.

SRYY: The current year's Safety Reassessment opportunity list, with 'YY' signifying the year (e.g., SR22 for year 2022). This list is created annually a year in advance. This is also an SAP notification status value.

Time-Dependent Facility, Damage, Action (FDA): FDA codes are categorized as either time dependent or time independent. Time-dependent FDAs represent conditions that potentially could worsen over time and, therefore, would benefit from re-inspection. For example, an FDA such as "*pole, broken/damaged, replace*" can involve a condition that could worsen over time. An example of a non-time-dependent FDA would be "*high sign, missing, install.*" These conditions will not worsen over time.

Wildfire Risk Score: The quantification of wildfire risk represented by the frequency of ignitions associated with electric grid infrastructure combined with the consequences if that ignition propagates into a wildfire.

Wildfire Work Execution (WWE): The file maintained by program management employees that shows all tags (i.e., Open, Completed, and Cancelled) with columns inclusive of, but not limited to, wildfire date, notification due date, estimated completion date, etc.

Work Type Code (WTC): An attribute which categorizes work identified by a combination of Order Types and MAT codes.

IMPLEMENTATION RESPONSIBILITIES

Electric Distribution Asset Strategy personnel distribute this procedure and ensure the supporting documentation is communicated to the targeted audience.

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GOVERNING DOCUMENT

[Utility Standard TD-8123S, "Electric System \(T/S/D\) Patrol, Inspection, and Maintenance Program"](#)

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

California Public Utilities Commission (CPUC) General Orders (GOs):

- [G.O. 95, "Overhead Electric Line Construction"](#)
- [G.O. 165, "Inspection Requirements for Electric Distribution and Transmission Facilities"](#)

Records and Information Management:

Information or records generated by this procedure must be managed in accordance with the Enterprise Records and Information Management (ERIM) program policy, standards, and Enterprise Records Retention Schedule (ERRS). Refer to [GOV-7101S, "Enterprise Records and Information Management Standard,"](#) and related standards. Management of records includes, but is not limited to:

- Integrity
- Storage
- Retention and Disposition
- Classification and Protection

REFERENCE DOCUMENTS

Developmental References:

[Electric System Inspections and Preventative Maintenance Manual, "Distribution Failure Mode Effect Analysis \(FMEA\)"](#) (TD-8123M)

Supplemental References:

[Electric Distribution Preventive Maintenance Manual](#) (TD-2305M)

[Job Aid TD-2305M-JA02, "Overhead Assessment"](#)

[Utility Procedure TD-2305P-03, "Distribution Aerial Inspection Process"](#)

APPENDICES

NA

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ATTACHMENTS

NA

DOCUMENT REVISION

This utility procedure cancels TD-8123P-200, "Open Electric Corrective (EC) Tag Validation Procedure," Rev. 1, dated 12/11/2023.

DOCUMENT APPROVER

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REVISION NOTES

Where?	What Changed?
Entire document	Expanded document to include field and QCR guidance and to cover all open tag validation, not just FSRs.

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Table 2. FSR Requirements and Due Dates

EC Notification Priority	#	Plat Map Consequence	Time Dependent FDA ⁽²⁾	Past Required End Date	OH Inspection Planned in Current Year	FSR Required	Due Dates for OH Inspection or FSR	Comments
A	1	HFTD ⁽¹⁾ and Non-HFTD	Yes	Yes	Yes / No	No	NA	Follow the emergency process.
B	2	HFTD and Non-HFTD	Yes	Yes	Yes / No	No	NA	Tag will be completed by the due date or will follow the exemption process.
E/F/H	3	Extreme/ Severe	Yes	Yes	Yes	No	OH Inspection by 7/31/yy	No FSR required because open tags will be reassessed during inspection.
	4	Extreme/ Severe	Yes	Yes	No	Yes, if meets Asset Strategy criteria	FSR by 8/31/yy	Unlikely scenario because Extreme/Severe plat maps are inspected annually
	5	High	Yes	Yes	Yes	No	OH Inspection by 7/31/yy	No FSR required because open tags will be reassessed during inspection.
	6	High	Yes	Yes	No	Yes, if meets Asset Strategy criteria	FSR by 8/31/yy	Likely scenario because High plat maps are inspected every other year
	7	Medium	Yes	Yes	Yes	No	OH Inspection by 9/30/yy	No FSR required because open tags will be reassessed during inspection.
	8	Medium	Yes	Yes	No	Yes, if meets Asset Strategy criteria	FSR by 9/30/yy	Likely scenario because Medium plat maps are inspected every 3 years
	9	Low	Yes	Yes	Yes	No	OH Inspection by 12/31/yy	No FSR required because open tags will be reassessed during inspection.
	10	Low	Yes	Yes	No	Yes, if meets Asset Strategy criteria	FSR by 12/31/yy	Likely scenario because Low plat maps are inspected every 3 years
	11	Non-HFTD / Non-HFRA	Yes	Yes	Yes	No	OH Inspection by GO165 Inspection Due Date	No FSR required because open tags will be reassessed during inspection.
	12	Non-HFTD / Non-HFRA	Yes	Yes	No	Yes, if meets Asset Strategy criteria	FSR by 12/31/yy	Asset Strategy to set criteria annually based on risk.

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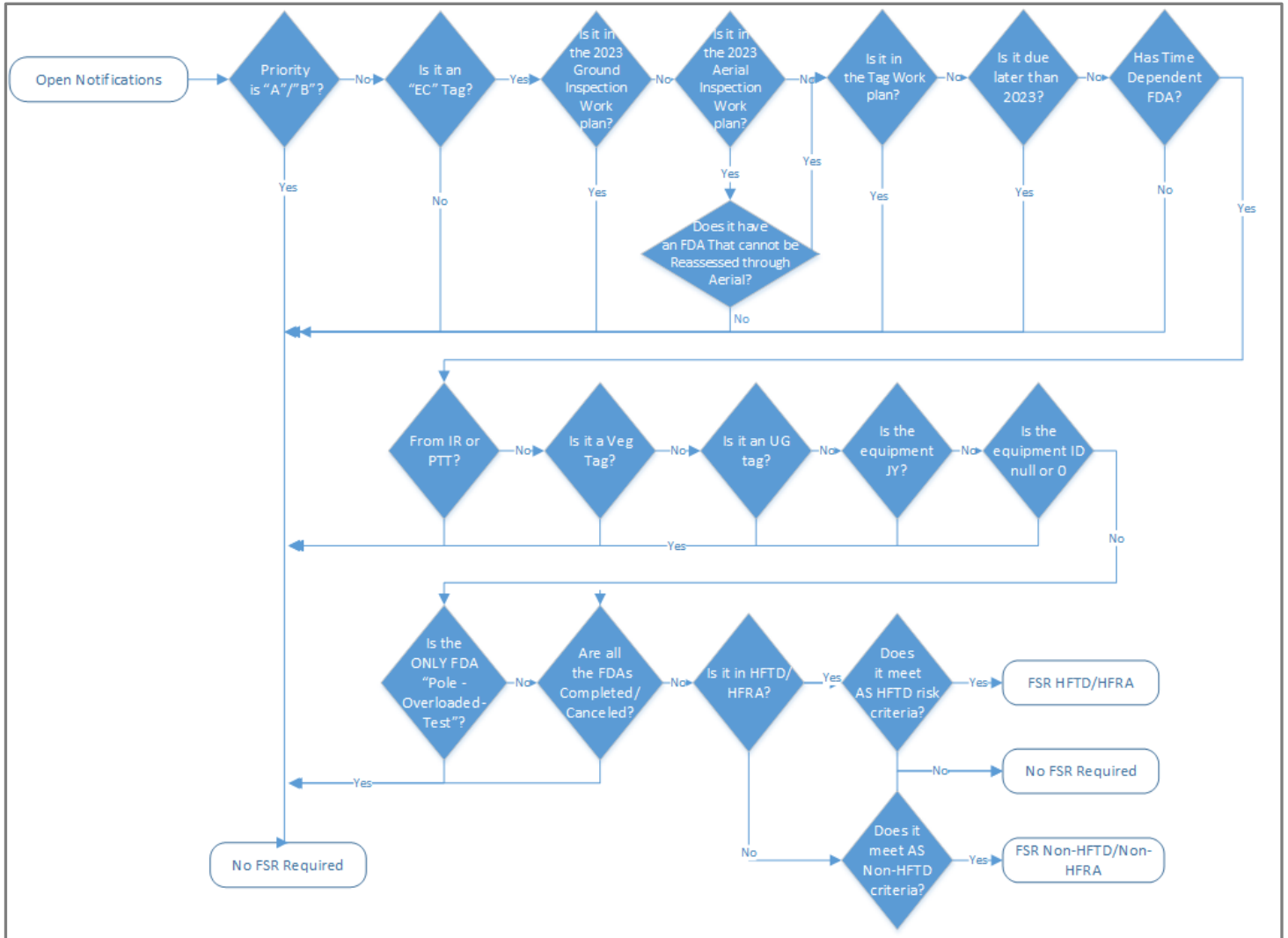


Figure 1. EC Notification Decision Tree for FSR Qualification

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Table 3. Inspect App Scenarios

Name	Description	Hints for Using the Inspect Application
Emergency	Emergency – current field condition requires immediate response	Text box: New Notification Number
Expedite to Priority B	Current field condition needs to be expedited to Priority B (complete in next 3 months)	Note any changes to FDA(s) in comments below. If work needs to be completed in the field within 3 months, enter specific due date with supporting comments explaining why work needs to be completed by that date.
Cancel	Notification needs to be cancelled: a) Duplicate b) Not Valid c) All Work Found Completed on Arrival (NCOA)	Select one of the following from the drop-down menu: a) Cancel – Duplicate b) Cancel – Not Valid c) Cancel – All Work Found Completed on Arrival (NCOA)
CGI	Cannot Get In – Unable to field validate; include additional comments as needed	If you are unable to access or unable to confirm that you are at the correct location in order to complete the inspection, add supporting comments explaining why the inspection could not be completed.