Applicant Installed Facility Inspections Process

Choosing your installation path

- Select a qualified contractor to install your facilities, or
- Select both PG&E and a qualified contractor to install your facilities

PRE-CONSTRUCTION MEETING

Gas and Electric Civil Phase

Agenda items

- ☐ Introduce key individuals and exchange contact details.
- ☐ Discuss project timelines.
- ☐ Advise personnel about construction obligations and requirements.
- ☐ Review construction drawings and gas service records (GSRs).
- ☐ Discuss warranty obligations.
- ☐ Clarify roles and responsibilities.
- ☐ Discuss PG&E operator qualifications for covered tasks.
- ☐ Confirm if there is a Facility At Risk letter.
- ☐ Confirm Applicant responsibilities for as-built documentation.
- ☐ Review Pre-Construction Meeting Checklist.

Required attendees

- ☐ Applicant Designer
- ☐ Applicant and/or representative
- ☐ Applicant's contractor: ITS Go Certified
- ☐ PG&E Job Owner
- ☐ PG&E gas inspectors
- ☐ Qualified electrical worker (QEW) inspector or Electric New Business Liaison (NBL)

Attendees as needed

- ☐ Customer if different from Applicant
- ☐ Representatives from all other joint trench utilities
- ☐ Corrosion mechanic

Pre-Construction Meeting Scheduling Process

- ☐ Pre-construction meeting should be held a minimum of ten (10) business days prior to commencement of work.
- ☐ Required attendees must arrive on time of scheduled meeting (late arrival may result in meeting cancellation).

REQUEST FOR INSPECTION

Single service and multi-service jobs

- ☐ Customer completes a separate Form TD-4462M-F02 "Request for Inspection" for each inspection and emails each form to the PG&E Inspection Desk clerk.

For any job that involves excavation, requests for inspection require an active Underground Service Alert (USA) ticket before scheduling. Call 811 before you dig.

Divisional Inspection Desk Email list

Form TD-4462M-F02 "Request for Inspection"

Inspection Packages and Scheduling

PG&E Inspection Desk:

- ☐ Ensures the package is ready for the inspector by close of business the day before the scheduled inspection date.

  If the project is determined by PG&E to be "at risk," PG&E Job Owner provides Facility At Risk Letter to customer.*
- ☐ Monitors and adjusts the schedule as needed.
- ☐ Responds to request for inspection and confirms schedule within 2 business days.

*A project is considered "at risk" when an Applicant installs PG&E facilities without PG&E-approved plans. The Applicant in this case assumes liability for reconstructing the facilities if they do not meet PG&E approval.

INSPECTION DAY

Applicant and applicant installers must:

- ☐ Provide Pre-Qualifications and/or Operator Qualifications.**
- ☐ Ensure adequate grade staking; and excavation and construction sites must be maintained per Cal/OSHA.
- ☐ Provide a valid Underground Service Alert (USA) ticket.

PG&E inspectors must:

- ☐ Document results at the time of inspection.
- ☐ Send an inspection report to contractor or party's email that is listed on the RFI.
- ☐ Work from the same construction drawings as the trenching agent.
- ☐ Inspect 100% of installed facilities.

Go to **Applicant Designer Qualification & Applicant Installer Prequalification Programs to see pre-qualification requirements.

- PG&E Inspector must inspect all installed facilities that will be maintained by PG&E. Applicant and/or the Applicant Representative must maintain the construction site per CAL/OSHA and provide safe access for the Inspector.
- Applicant and/or Applicant Representative must arrive on time for the inspection and remain present for the duration of the appointment (a late arrival may result in inspection cancellation).

Equipment Warranties and Trench Guarantees

- **Equipment Warranty:** Valid for one year; schedule a warranty inspection 30 days before expiration.
- **Trench Guarantee:** Valid for two years (or as permit requires) from final acceptance. All trench work must meet PG&E standards for this period. See **General Terms And Conditions For Gas And Electric Extension and Service Construction By Applicant**.

Looking for more information?

View PG&E's current gas and electric rate schedules and rules

Scan to visit PG&E's Tariffs web page.

Learn about our design and construction requirements.

Scan to access the Greenbook Manual.