

NETWORK COMMISSIONING REPORT

FIELD INSTRUCTIONS: Preferred Best Practice

1. Construction Foreman to contact Customer Service Center Supervisor upon completion of project.
2. Customer Service Center Supervisor to provide a delegate that will review project details with Construction Foreman in the field.
3. Delegate to identify deficiencies and record on report. If project is accepted as complete proceed to Step 5.
4. Construction to complete deficiencies and review with delegate.
5. Once project deemed acceptable delegate to sign under "Accepted as complete by Customer Service Center Representative"
6. One copy of report to be attached to working file.
7. One copy of report to be forwarded to Customer Service Center Supervisor with close out package.
8. Construction Manager to sign under "Accepted as Complete by Construction Manager" and file with final close out package.

Network number		Description			
Foreman name (line)		Foreman name (pole)		Foreman name (underground)	
IN-SERVICE DATE	yyyy mm dd	Plan attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Built as estimated <input type="checkbox"/> Yes <input type="checkbox"/> No	Field Supervisor responsible for work	

GENERAL COMMENTS

Prepared by (Construction Coordinator/Foreman) : Network Authenticated Signature	yyyy mm dd
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Network number

WORK CATEGORIES	APPLICABLE		STATE ALL DEFICIENCIES OR DISCREPANCIES	CORRECTIONS COMPLETED	
	Yes	No		Department	yyyy mm dd
Poles					
Primary System					
Secondary System					
Transformer					
Equipment Data					
Street Lights					
Connect/ Disconnects					
Regulator					
Capacitors					
URD Secondary					
URD Primary					
Terminals					
Materials Location/Condition					
Site Condition					
Sub Transmission System					
Transmission System					
Station System					
GPS Locations Synchronized					

SIGN OFFS (Network Authenticated Signatures):			
Deficiencies identified by (Customer Service Center Representative)	yyyy mm dd	Corrections completed by	yyyy mm dd
WORK COMPLETION			
I hereby accept the Construction and Workmanship of this Order and Consider it to be Complete.			
Accepted as complete by (Customer Service Center Representative)	yyyy mm dd	Accepted as complete by (Construction Manager)	yyyy mm dd