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SUBJECT:	Thermal Plant Protective Relay Maintenance and Testing – PRC-005		Reviewed By:	Irv Moore			
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SCOPE and DEFINITION

This document defines and details the roles and responsibilities of key personnel who are responsible for the documentation of WECC designated relay maintenance and testing and station battery testing as defined in NERC Reliability Standard PRC-005.

PROCEDURE

Section 1 - Relay maintenance to be performed during plant outages:

1. The plant planning department is responsible to initiate the "call" for the preventive maintenance plan and the release of the work orders required to perform protective relay maintenance and notifying the appropriate relay technician managers that work will be required.
 - a. Substation operations would prefer to have PM's requiring relay technicians support for the entire year submitted in January of the same year.
2. The following SAP Work Management codes and transactions will apply:
 - a. All WECC preventive maintenance plan items have been identified using the ABC indicator of "F" on the equipment master record.
 - b. SAP transaction IP17 should be used to identify WECC maintenance items by using the following selection criteria:
 - i. ABC indicator = "F"
 - ii. Function location and equipment group for a specific plant
 - iii. Planning plant
3. The plant planning department is responsible to provide the relay technician with the following documents:
 - a. Work order numbers for each group of relays to be tested.
 - b. One relay testing checklist for each group (functional location) of relays being tested. The latest checklist can be found in P8 under the Generation – Thermal and Wind Docs – Relay Testing Checklist.
4. The relay technician must return all relay testing checklists and Doble testing summary sheets to the plant planning department within 14 days after the end of the outage. Each relay testing check list and Doble Test summary shall have the appropriate work order number for the relay or relay

group tested on the document and will be attached to the appropriate work order.

5. The plant planning department is responsible to enter the following into the SAP database by attaching to the services for object, in the order, the following documents:
 - a. Relay testing results
 - b. Relay testing checklist
6. The plant planning department is also responsible to ensure that the relay technician has appropriately charged time to all applicable work orders.

Section 2 - New protective relay installations:

1. The project manager is ultimately responsible to ensure all the steps in Section 1 above are initiated and completed for new protective relay upgrades and installations.
2. The plant planning department is responsible to:
 - a. Retire the old equipment in SAP
 - b. Create new equipment and install in the functional location structure in SAP
 - c. Move and modify as necessary preventive maintenance plans and records from old equipment to new equipment.
 - i. Note the closed PM's on the capital work order used for new equipment installation.
 - ii. The plant planning department will need to make sure that the capital orders receive the labor charges to install the new equipment.

Section 3 - Batteries

1. The plant planning department is responsible for initiating work orders for all one year and four year battery tests and entering the battery test reports into SAP.