

ERC STANDARD OPERATING PROCEDURES FOR TECHNICAL INSPECTION OF EXISTING POWER PLANTS (RENEWAL):

I. OBJECTIVE:

To ensure that the Owner and/or Operator of the Power plant observes:

- A. The Operation and Maintenance in accordance to acceptable level of International Standards for Safety, Availability, Efficiency and Security.
- B. The Due diligence in systems and procedure in planning for Operation, Maintenance and Expansion.
- C. The Updated Power Plant Engineering and Environmental Program.
- D. Compliance to the ERC and other government agency's rules and regulations.

II. PROCEDURES FOR INSPECTION:

- A. Meeting with the Plant Management:

Management to provide presentation regarding the power plant facilities: *(Company Representatives who prepared the required documents in the COC application should be present during the presentation)*

- 1. Company Overview (e.g. Updated company structure including affiliates, Current breakdown of Total Investments, Current buyer/s of electricity generated)
- 2. Plant history (e.g. Generation output, unplanned outages and other plant incidents that caused to suspend operations during the last 5 years)
- 3. Updated organizational chart (e.g. Educational attainment, technical qualifications, skills, experiences, trainings and seminars attended).
- 4. Updated single line diagram up to connection point facility
- 5. Updated plant specifications (e.g. Nameplate ratings of the turbines and generators, etc.)

6. Type of operation (e.g. Start-up and shutdown procedures; cost of operation; production cost (P/kWhr); Synchronization procedure with TRANSCO; Black start capability, if any.)
7. Preventive Maintenance Schedule (PMS) versus actual maintenance.
8. Projects contributed to community development (e.g. source of funds e.g. ER 1-94; company donations, etc.)
9. Problems encountered during the last 5 years of operations and effects/impacts to the community.

B. Verification of Major Offices and Equipments:

1. Administrative Office – (support staff, people)
2. Power Plant Control Room
3. Power Plant Equipment and Auxiliaries (including switchyard and black start capability, if applicable)
4. Fuel source and storage, and conveyance system (e.g. coal yard, geothermal wells, weir or dam and tanks)
5. Maintenance and Repair Shop, if applicable

III. DOCUMENTS TO BE CHECKED DURING THE INSPECTION:

- A. Actual Maintenance and Incident Reports for the last 5 years.
- B. Latest Safety Permits and Certifications issued by Concerned Government Agencies.
- C. Updated Process Flow Diagram, if any changes.
- D. Updated Single Line Diagram.
- E. Current Plant/equipment specifications.
- F. Current table of organization signed by the authorized company official.

IV. DOCUMENTS TO BE REQUESTED DURING THE INSPECTION:

1. Generator Log Sheet for the last 5 days of operation prior to inspection.
2. Comparison of PMS against actual maintenance occurred for the last 5 years.
3. Summary of total outages per year for the last 5 years.
4. Computation of 5-year Plant Availability Factor and Capacity Utilization Factor.

5. Summary of ER-1-94 projects including copy of latest remittance of contribution to DOE; and Community Service Relations (CSR) Projects outside ER-1-94, if applicable.
6. Summary of Environmental Compliance Programs conducted for the last 5 years, if applicable.
7. Fuel Supply Agreement, if applicable.
8. Five(5)-Year Financial Performance particularly with the applicant's compliance with the Minimum Annual Interest Coverage Ratio or Debt Service Capability Ratio of 1.5x throughout the 5-year period covered by its COC.

** **Note:** Proper **justification in writing** should be **provided** to the inspector at the **time of inspection** if any of the above document/s cannot be provided or is/are not available*

V. VERIFICATION OF THE GENERATOR SET/S AND OTHER MAJOR EQUIPMENTS

*** **Note:** The Commission may, at any time whenever it deems warranted and necessary, inspect on its own or through duly authorized representatives, any other facilities/premises, books and records, in the exercise of its quasi-judicial power for purposes of determining compliance with the qualifications, obligations and standards set forth for Generation Companies/Facilities, and/or violations of the rules and regulations issued by ERC.*