

**ERC STANDARD OPERATING PROCEDURES FOR TECHNICAL
INSPECTION OF NEW/EXISTING WESM METERING SERVICES
PROVIDERS (WMSPs):**

I. OBJECTIVE:

To ensure that the Owner and/or Operator of the Facilities and Equipment for Metering Services:

- A. Operates and Maintain the facilities and equipment in accordance to acceptable level of International Standards for Safety, Availability, Efficiency and Security.
- B. Observes Due Diligence in systems and procedure in planning for the Operation, Maintenance and Expansion thereof.
- C. Assure the quality, reliability, accuracy and security of the WMSP's services and facilities.

II. PROCEDURES FOR INSPECTION:

- A. Meeting with the Management:

Management to provide short presentation regarding the equipment and facilities:

- 1. Overview (e.g. Actual Project Cost, Total Investments, Purchaser/s of metering services);
- 2. Brief History (e.g. Start of Project up to Start of Commercial Operation, Incorporators, and Sources of Project Financing);
- 3. Organizational chart (e.g. Educational attainment, technical qualifications, skills, experiences, trainings and seminars attended);
- 4. Planning ;
- 5. Maintenance;
- 6. Safety, security operations and procedures ; and
- 7. Problems encountered as to operations and maintenance.

- B. Verification of Existence of Major Offices and Equipments:

- 1. Administrative Office – (staff, people)
- 2. Organizational Chart – (qualified operation and maintenance engineers, safety officers and environmental pollution officer)

3. At least two (2) sets of Revenue Meter Calibration and Testing Equipment (single or three-phase voltage & current source [Phantom Load] and reference meter standard)
4. Calibration Laboratory
5. Meter Data Retrieval System, Equipment and other Infrastructure
6. Equipment and resources necessary for performing Maintenance and Repairs (e.g. determine whether they contract out the maintenance and repairs of equipments; tagging (labeling) procedure, signals, and coordination procedures.

III. DOCUMENTS TO BE CHECKED AND PROVIDED DURING THE INSPECTION:

- A. Operation, Planning and Maintenance Procedure.
 - Standard Operating Procedures
 - Maintenance Schedule of the Facilities and Equipments
- B. Safety and Security Procedures/Manuals including all Safety Permits and Certifications issued by Concerned Government Agencies.
- C. Process Flow Diagram
- D. Equipment Specifications.
- E. Event Report
- F. Simplified Daily Operation Report for the last three months
- G. Table of organization signed by the President

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 WESM Metering Services Providers (WMSPs), and/or violations of the rules and regulations issued by ERC.