

# ERC STANDARD OPERATING PROCEDURES FOR TECHNICAL INSPECTION OF NEW POWER PLANTS:

## I. OBJECTIVE:

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

- 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. 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. Company Structure including affiliates Actual Project Cost, Breakdown of Total Investments, Buyer/s of electricity generated)
- 2. Plant overview (e.g. Start of Project Construction up to Start of Commercial Operation, Sources of Project Financing and Incorporators/Shareholders Agreement)
- 3. Organizational chart (e.g. Educational attainment, technical qualifications, skills, experiences, trainings and seminars attended).
- 4. Single Line Diagram up to connection point facility.
- 5. 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).
8. Environmental, safety, security operations and procedures.
9. Projects for community development (e.g. source of funds e.g. ER 1-94; company donations, etc.).

**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. Plant/equipment specifications.

**III. DOCUMENTS TO BE CHECKED DURING THE INSPECTION:**

- A. Operation, Planning and Maintenance Procedure.
  - Standard Operating Procedures
  - Preventive and Maintenance Schedule of the Power Plants
- B. Safety and Security Procedures/Manuals including all Safety Permits and Certifications issued by Concerned Government Agencies.
- C. Process Flow Diagram.
- D. Single Line Diagram up to connection point facility.
- E. Table of organization signed by the authorized company official.

**IV. DOCUMENTS TO BE PROVIDED DURING THE INSPECTION:**

- A. Technical documents:
  1. Acceptance Test Reports (Manufacturer/Contractor to GENCO).
  2. Capability Test Reports and Certificates (NGCP/Third Party).
  3. Generator Log Sheet during the Testing and Commissioning period per Unit (at least 3 consecutive days of operations).
  4. List of Community Service Relations Projects, if applicable.
  5. List of Environmental Compliance Programs, if applicable.

B. Financial data duly certified by the Treasurer of the GENCO providing the following:

1. Breakdown (Matrix) of Sources of Funds, including the principal and interest for debt service;
2. Schedule of Loan Amortization/Status of Loan/ Drawdown of Loan;
3. Updated equity and other capital data based on the latest General Information Sheet (GIS);
4. Updated Project Cost as of the time of inspection; and
5. Fuel Supply Agreement, if applicable.

*\* 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*

*\*\* 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.*