SPECIFICATION FOR NEW UNDERGROUND RESIDENTIAL DISTRIBUTION SYSTEMS
REVISION 8: May 1, 2011

ATCO Electric

RESPONSIBILITY	DURATION	DEVELOPER	ATCO ELECTRIC
STEP 1 INITIAL CONTACT, APPLICATION AND DECISION TO PROCEED WITH URD	1 - 2 WEEKS	Initial contact with ATCO Electric	Initial contact with Developer on URD development process. AE provides preliminary information requirements, has Disclaimer Notice signed and issues URD Specification.
STEP 2 PRELIMINARY INFORMATION	MUTUAL AGREED SCHEDULE	Developer decides to proceed Legal Plan & info Compiled Survey Legal Plan, Developer information, loading requirement, project schedule. Sign off Service agreement, proposal, provide proof of Insurance	CSR Advises on information required to initiate project and set up meeting to confirm schedule Receive compiled Survey Legal Plan, Notice of Agents for approval, checks info and requirements Info OK (No / Yes) Send copies to Eng confirm agents approved, request estimate and set up meeting to confirm Proposal and Service Agreement Service Agreement
STEP 3 PRELIMINARY DESIGN STAGE	MUTUAL AGREED SCHEDULE	Design Preliminary URD Design URD design and Finalize Drawings	ATCO Approval to start design Notify ATCO Engineering Representative Preliminary design review with Consulting Engineer. Provide relevant information to Consulting Engineer. Review/accept/mark-up Consulting Engineer's preliminary design, provide SLD schematic plate, etc. to Consulting Engineer. Review/accept/mark-up Consulting Engineer's final design, ensure all applicable documents received Design OK? (No: Indicate deficiencies, mark up drawings as required. / Yes)
STEP 4 FINAL DESIGN	MUTUAL AGREED SCHEDULE	IFC drawings Accepted IFC drawings	Accept & Sign off IFC drawings, etc
STEP 5 MUNICIPAL APPROVAL	MUTUAL AGREED SCHEDULE	Order Materials Notify Developer Approvals recieved	Submit for Municipal Approval Receive Municipal Approval
STEP 6 PRE CONSTRUCTION	MUTUAL AGREED SCHEDULE	Confirm construction schedule Select Independent Inspector Pre-Construction Meeting	Participate in pre-construction meeting
STEP 7 CONSTRUCTION /INSPECTION	MUTUAL AGREED SCHEDULE	Inspection Requests Correct deficiencies Approval	Inspect materials for compliance. Inspect trench for proper sand and cable lays. Complete random termination inspections OK? (No / Yes)

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STEP 8 FINAL INSPECTION AFTER CONSTRUCTION	MUTUAL AGREED SCHEDULE	Request Final Inspection Provide contruction completion certificate red line as builts, inspection reports Equipment and ground reports Correct deficiencies	Complete field inspection of equipment, grounding and cables, labelling, phasing, etc. and list deficiencies. Deficiency List OK? No / Yes
STEP 9 ACCEPTANCE/ENERGIZATION	MUTUAL AGREED SCHEDULE	Request energization Sign final as-built and other final documents send to ATCO As built drawings, documents, civic addresses Energization approval Confirm energization schedule Correct deficiencies Sign Const. Completion Certificate	Accept the drawings & documents and approve for energization. Send out crews to prepare to energize Successful? No / Yes
STEP 10 FINAL RECORD DRAWINGS AND DOCUMENTS	30 DAYS FROM ENERGIZATION	Complete package of singed-off and authenticated as-builts, CCC and all legal documents	Final record drawings and documents URD assets transferred to ATCO Electric
STEP 11 WARRANTY PERIOD	SEE CONTRACT	Developer/Contractor responsible to correct any deficiency Deficiency report 30 days prior to end of warranty send Final Acceptance certificate/request final acceptance inspection	Final Acceptance Inspection Acceptable? Yes / No Deficiency Report Complete deficiency report Sign FAC certificate release Developer from obligations
PROJECT CLOSURE		End of Process	End of Process

Process | Decision | Document | Documents | Junction | Summing Junction