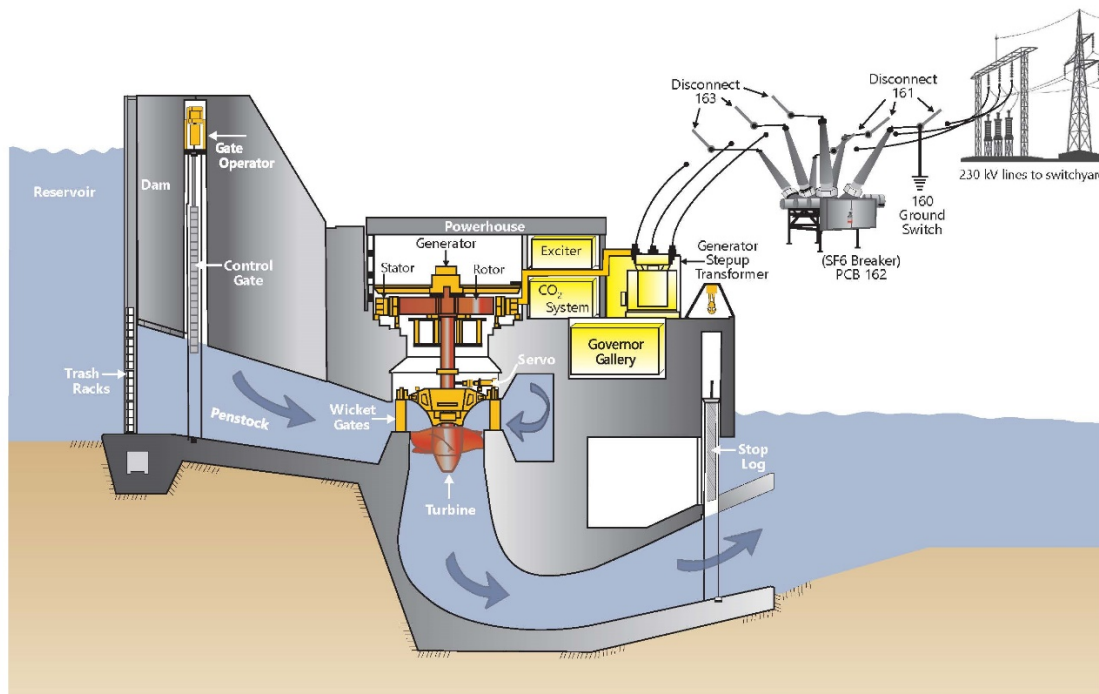




— BUREAU OF —
RECLAMATION

Facilities Instructions, Standards and Techniques Volume 6-5

Power Review of Operations and Maintenance Program



Mission Statements

The Department of the Interior conserves and manages the Nation's natural resources and cultural heritage for the benefit and enjoyment of the American people, provides scientific and other information about natural resources and natural hazards to address societal challenges and create opportunities for the American people, and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities to help them prosper.

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Contents

	Page
Reclamation Standards and Documents	iii
Forms iii	
Acronyms and Abbreviations	iv
1.0 Introduction.....	1
1.1 Purpose and Scope	1
1.2 Reclamation Standard Practices	2
1.3 FIST Revision Requests.....	2
2.0 Responsibilities	3
2.1 Manager, Power Resources Office.....	3
2.2 Hydropower Business Line Manager (HBLM)	3
2.3 PRO&M Program Manager	3
2.4 Review Coordinator (RC)	4
2.5 Site Review Coordinator (SRC)	4
3.0 Performing PRO&M Reviews.....	5
3.1 Scope.....	5
3.2 Focus Areas: Emerging and Systemic Issues	5
3.3 Review Schedule	5
3.4 Estimated Review Cost Budgets.....	6
3.5 Review Team (TEAM).....	6
3.5.1 TEAM Structure	6
3.5.2 Review TEAM Lead (RTL)	6
3.5.3 Review TEAM Member (RTM)	6
3.5.4 Shadow Reviewers	7
3.5.5 Regional Representatives	7
3.5.6 Outside Agencies	7
4.0 Annual Facility Review (AFR) Process.....	8
4.1 AFR Checksheets.....	8
4.2 Responsibility	8
4.3 Personnel.....	8
4.4 AFR Reviewer Qualifications.....	8
4.5 Briefings	9
4.6 Documentation	9
5.0 Periodic and Comprehensive Facility Review Process	10
5.1 Frequency.....	10
5.2 Responsibility	10
5.3 Coordination.....	10
5.4 120-Day Memorandum.....	10
5.5 Scope of Review.....	11
5.6 Data Submittal.....	11
5.7 Briefings	12

5.8	Dispute Resolution	12
5.9	PRO&M Report.....	12
5.10	Distribution.....	12
6.0	Transferred Works Powerplant O&M and PRO&M	13
7.0	Recommendations.....	14
7.1	Developing Recommendations.....	14
7.2	Photographs.....	14
8.0	Review Resources.....	15
8.1	Maintenance of Review Resources.....	15
9.0	PRO&M Reviewer Training	16
10.0	Collective Bargaining Agreements.....	17
	Appendix A – Definitions	18

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Reclamation Standards and Documents

FAC P04	<i>Hydroelectric Power</i>
FAC 04-01	<i>Power Review of Operation and Maintenance (PRO&M) Program.</i>
FAC 04-02	<i>Power Recommendation Tracking.</i>
FAC 04-14	<i>Power Facilities Technical Documents.</i>
FAC 04-15	<i>Power Review of Operations and Maintenance (PRO&M) of Transferred Works.</i>
ADM 07-01	<i>Programmatic Internal Control Program Management.</i>
RCD 03-03	<i>Request for Deviation from a Reclamation Manual Requirement and Approval or Disapproval of the Request</i>

Forms

POM-226, FIST Revision Request

Review Resources located @ <https://intra.usbr.gov/power/hydrores/pomreview/checksheets.html>

Acronyms and Abbreviations

AFR	Annual Facility Review
CFR	Comprehensive Facility Review
D&S	Reclamation Manual Directive and Standard
FIST	Facilities Instructions, Standards, and Techniques
GPRA	Government Performance and Results Act
HBLM	Hydropower Business Line Manager
JHA	Job Hazard Analysis
NERC	North American Electric Reliability Corporation
O&M	Operation and Maintenance
PART	Program Assessment and Rating Tool
PEB	Power Equipment Bulletin
PFR	Periodic Facility Review
PM	preventive maintenance
PO&M	Power Operations and Maintenance
PRCB	Power Reliability Compliance Bulletin
PRIS	Power Review Information System
PRO	Power Resources Office
PRO&M	Power Review of O&M
RC	Review Coordinator
Reclamation	Bureau of Reclamation
RTL	Review Team Lead
RTM	Review Team Member
SOP	Standing Operating Procedures
SCADA/ICS	Supervisory Control and Data Acquisition/Industrial Control Systems
TEAM	Review Team
TFR	Transferred Works Power Facility Reviews
TSC	Technical Service Center
USACE	US Army Corps of Engineers

1.0 Introduction

Reclamation owns, operates and maintains hydroelectric powerplants, switchyards, pumping plants, water delivery equipment and associated facilities in the 17 Western United States. These facilities are critical to electric power and water delivery systems relied on by many, and house complex electrical and mechanical equipment that must be kept operational.

In May 1996, after several incidents of concern, the Commissioner established a “Power O&M Team” to review Reclamation’s PO&M program for effectiveness and to make recommendations to address any problems found. One recommendation from this study was to “reinvent” the Power Review of Operations & Maintenance (PRO&M) program and to provide more authority and emphasis on the program. A working group was later established, and the result was D&S FAC 04-01, the authorizing document for the PRO&M program. Reclamation Manual FAC P04, Hydroelectric Power, establishes policy requirements for the PRO&M.

This document establishes responsibilities and processes to conduct PRO&M reviews. Reviews ensure that safe, reliable, economic and efficient operations and maintenance is performed to keep related assets in good condition and ultimately protect the Federal investment. The PRO&M processes and guidelines are not intended to replace the experience of subject matter experts or professional engineering judgment, but rather provide criteria and processes that should be considered for incorporation into all review levels. These processes and guidelines are intended to promote uniformity in the manner that reviews are conducted, and to ensure that assets are managed, operated and maintained per Reclamation Power Facility Technical Documents.

To meet the requirements established by ADM 07-01, the PRO&M program establishes the processes, procedures and methods (or a series of processes, procedures, and methods) that Reclamation employs to provide reasonable assurance that the PO&M program achieves the intended results; resources are used consistent with Reclamation’s mission; programs and resources are protected from waste, fraud, and mismanagement; laws/regulations are followed; and reliable and timely information is provided for decision making.

1.1 Purpose and Scope

The PRO&M program provides periodic reviews of each power facility and its associated facilities to evaluate the application and effectiveness of PO&M. Reclamation benefits from this program through its evaluation of local PO&M performance and accomplishments. The reviews are intended to be a comprehensive assessment of the PO&M practices at each Reclamation power facility. This is accomplished by measuring O&M accomplishments against Reclamation Technical Documents as defined in FAC 04-14 and industry standards to ensure consistency and accountability throughout the power program.

This document used in conjunction with FAC 04-01, checksheets and reviewer guides, provides the requirements and guidance for Reclamation staff who are preparing for, conducting and following up on reviews under the PRO&M.

One cornerstone of the PRO&M program is the use of the same standards at every level of review. Requirements are known in advance by all parties, which reduces confusion and promotes an efficient review.

Objectives are:

- (1) The safety of personnel;
- (2) Integrity and reliability of the Reclamation power and water systems;
- (3) Protection of equipment and the environment;
- (4) Service to the customer; and
- (5) Ensure the PO&M program is being properly applied.

1.2 Reclamation Standard Practices

There may be multiple ways to accomplish tasks outlined in this document, and the PRO, Regions and Area Offices may exercise discretion as to how certain tasks will be accomplished based on available resources. Reclamation's regions, PRO, and TSC agree that certain practices are required to be consistent across all Reclamation facilities.

Refer to the FAC P04, Hydroelectric Power, and FAC 04-14, Power Facilities Technical Documents, for more details concerning technical documents and defining mandatory requirements.

1.3 FIST Revision Requests

The FIST Revision Request Form (POM-226) is used to request changes to a FIST document. The request will include a summary of the recommended changes and a basis for the revision or new FIST. These forms will be submitted to the Manager, PRO. The Manager, PRO, will keep a list of Revision Requests for each FIST and include these in the next scheduled revision unless it is so important that the change needs to be prioritized sooner.

2.0 Responsibilities

A successful PRO&M process requires active participation at every level of the power organization. In addition to the responsibilities listed under the Reclamation Manual Policies and D&S requirements, the responsibilities also include:

2.1 Manager, Power Resources Office

[The Manager, PRO must:

- 1) resolve disputes between the TEAM and area manager in accordance with FAC 04-02, as necessary;
- 2) transmit the 120-day memorandum to area manager, to include data requests and focus areas;
- 3) ensure publishing and distribution of reports; and
- 4) designate the RC for upcoming CFRs].

2.2 Hydropower Business Line Manager (HBLM)

[Hydropower Business Line Managers must:

- 1) designate the RC for upcoming PFRs;
- 2) transmit the 120-day memorandum to area manager, to include data requests and focus areas;
- 3) ensure publishing and distribution of reports; and
- 4) provide copies of completed AFR and PFR reports to the Manager, PRO.]

2.3 PRO&M Program Manager

[The PRO&M Program Manager must:

- 1) provide programmatic assistance to support the PRO&M program;
- 2) perform duties as RC for CFRs;
- 3) establish cost estimates for CFRs and transmit the estimates to the area manager;
- 4) track completion of all PRO&M reviews;
- 5) maintain the PRO&M program review resources on the intranet, including CFR/PFR report templates;
- 6) track and monitor the costs associated with conducting reviews; and
- 7) resolve or complete all recommendations made to the PRO.]

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2.4 Review Coordinator (RC)

The RC is the person assigned the responsibility of coordinating reviews (CFR or PFR), establishing the TEAMS and assigning the RTLs. This person is assigned by the Manager, PRO, or the HBLM to perform these duties and is not part of the review TEAM.

The RC will:

- 1) transmit memoranda informing area offices of upcoming reviews;
- 2) establish the review TEAM;
- 3) develops the 120-day memorandum, to include data requests and focus areas;
- 4) assist the TEAM, as necessary, through the review process;
- 5) provide quality assurance for recommendations prior to the final report being issued; and
- 6) track completion of all reviews.

2.5 Site Review Coordinator (SRC)

[The Area Office or facility being reviewed must designate one individual to be the SRC for each review.]

The SRC works with the RTL and the RC, as necessary, to:

- 1) coordinate logistics;
- 2) arrange service agreements for TSC RTMs, when necessary;
- 3) work with RTL and the facility to develop an agenda for the on-site visit;
- 4) identify any collective bargaining issues that may affect the review;
- 5) ensure a JHA is developed to cover local procedures for security, egress, fire alarms, emergency notifications and any special conditions at the facility during the review;
- 6) ensure that accurate site-specific checksheets are properly generated and updated prior to a review, and then provided to the TEAM at least 60 days prior to a review;
- 7) ensure that data requests from the TEAM are fulfilled by the designated timelines to support the review;
- 8) ensure that all requested review materials (drawings, checksheets, job plans, equipment status reports, records, maintenance reports, etc.) are furnished to the RTL by the established timelines;
- 9) coordinate the review of the draft review report at the facility, compile comments, and submit the comments to the RTL, according to the established schedule; and
- 10) communicate, as needed, with the RTL, RC and the facility staff.

3.0 Performing PRO&M Reviews

3.1 Scope

The PRO&M addresses specific areas of electrical maintenance, protection system maintenance, mechanical maintenance, operations, management, and SCADA/ICS during a review. *Note: If a need arises, other specific specialty areas can be designated.*

The PRO&M is primarily a process-based and records-based review. A comprehensive equipment condition assessment is beyond the limited time and resources of the TEAM. Safety, to the degree that it is directly applicable to PO&M, is addressed, but the PRO&M is not intended to be a comprehensive safety review.

Another cornerstone of the PRO&M program is the right and responsibility of the area office to deviate or vary from power facility technical documents, if approved deviations and variances are in place, and promote sound O&M of the facility. It is recognized that all documents do not apply in all situations and that mitigating factors such as consciously chosen, proven, advanced management techniques can alter the need to rigidly follow the technical documents. However, the technical documents are the benchmark for the PO&M program, and all deviations and variances from a technical document must be based on proven, recognized and generally acceptable methods, and must be provided to reviewers prior to the review. Requirements for deviations and variances are defined in D&S FAC 04-14.

3.2 Focus Areas: Emerging and Systemic Issues

Emerging and systemic issues are defined as inherent in the overall PO&M program, rather than to any specific, individual, or isolated factor. These may be inherent within a region, area office (multiple facilities), craft or Reclamation as a whole.

Focus Areas will be identified annually by the PRO&M Steering Committee. Current emerging and systemic issues will be identified as focus areas and listed in the 120-day memorandum. These will be targeted during upcoming reviews.

3.3 Review Schedule

CFRs and PFRs are scheduled several years in advance in cooperation with regional and area offices. The schedule can be found on the PRO Intranet site. It is important that reviews take place when scheduled so that timely review of all Reclamation power facilities can be accomplished.

PRO&M reviews should be coordinated with other review and inspection activities to reduce the impact on facility staff. Actual review dates must be coordinated with area office/facility personnel who are most cognizant of potential conflicts. However, coordination with other activities should not be allowed to dilute or delay the review.

3.4 Estimated Review Cost Budgets

Estimated Review Costs should be determined ahead of time to take into consideration the specific TEAM sizes and estimated travel costs. Costs of reviews vary according to the size of facilities being reviewed, TEAM make-up, logistics, length of the review and geographical locations. The Area Office will be notified for allocation of funds with the estimated review costs.

The RTL will make every effort possible to keep costs to a minimum and reduce travel times.

3.5 Review Team (TEAM)

3.5.1 TEAM Structure

Generally, each TEAM consists of a RTL and RTMs described below. The RTMs are assigned for areas of electrical maintenance, protection systems, mechanical maintenance, operations and management. SCADA/ICS will be assigned as necessary. For smaller facilities, some areas may be combined to be more efficient. At large facilities, there may be more than one RTM assigned to specific review areas if deemed necessary. The TEAM may have multiple shadows assigned.

PFRs should be staffed from other area offices within the region or from staff from other regions. CFRs should be staffed by personnel from outside of the region being reviewed.

3.5.2 Review TEAM Lead (RTL)

One member of the TEAM is designated as the RTL. The RTL leads the TEAM through all phases, including coordinating, acquiring and distributing drawings, checksheets, and other data. The RTL will work with the RC and the SRC as required. The RTL and the SRC must work together to ensure that the onsite visit meets the needs of the TEAM and facility staff.

3.5.3 Review TEAM Member (RTM)

TEAMS are developed by the RC with assistance from the PRO&M Steering Committee members when necessary. The TEAM may include staff from Reclamation's TSC, PRO, regional offices, area offices, field offices and non-Reclamation entities. In some cases, it may be beneficial to acquire TEAM members from the USACE who meet the reviewer requirements. The RC is responsible for developing Interagency agreements for RTMs from outside Reclamation. Each RTM is responsible for conducting the review in their area of expertise, making official recommendations, and contributing to the review report.

[RTMs:

- 1) have requisite basic safety and occupational health training to carry out their duties as a reviewer as identified in the JHA;
- 2) have completed the requirements for a shadow reviewer; and
- 3) have supervisory approval to participate in the review.]

3.5.4 Shadow Reviewers

Assigning Shadow Reviewers is an effective means of training personnel new to the review process, increasing the number of qualified reviewers, and improving the overall quality of the program.

The RC will coordinate building the TEAM and include the shadows for the review. Shadows should be limited to a reasonable number and not overwhelm the site with an overly large TEAM. This is especially important for small facilities.

[Shadow Reviewers:

- 1) attend a **Reviewer Training: Power Review of Operations and Maintenance class** (Sect. 9) prior to becoming a shadow;
- 2) have supervisory approval to participate in the training and a review;
- 3) be knowledgeable in the PO&M area they are reviewing;
- 4) work with RTMs in their knowledge area, and function in that capacity by accepting assignments such as writing a portion of the review report, presenting final recommendations, interviewing personnel or other duties the RTM assigns; and
- 5) participate fully in the review, under the direction of the RTM they are assigned to; and
- 6) are recommended by the RTM that they shadowed, to the regional steering committee member to be placed on the reviewer list.]

3.5.5 Regional Representatives

Regional office representatives from the region where the reviewed facility is located are welcome to attend the CFR in an observer role. The regional representative is not officially part of the TEAM and should not influence reviewers or the report.

3.5.6 Outside Agencies

Power customers, shareholders or other agencies (WAPA, BPA, stakeholders, USACE, etc.) may be given the opportunity to observe the PRO&M review. These individuals may observe TEAM meetings and discussions to develop recommendations. The TEAM will have the final decision regarding final recommendations. Customers should not influence reviewers or the report.

4.0 Annual Facility Review (AFR) Process

The intent of the AFR is to ensure that facilities meet minimum standards of PO&M practices through review by the local operating office. Specific topics, including focus areas, are identified in the AFR checksheet templates.

A cornerstone of the PRO&M is the AFR, during which staff from the local office performs a self-evaluation of the local PO&M practices. Early identification and self-correction of focus areas is considered essential to a well-managed PO&M program. The AFR provides the autonomy desired by area managers and has the highest probability of reducing significant and costly recommendations in PFRs and CFRs.

4.1 AFR Checksheets

AFRs are more streamlined than PFRs and CFRs. AFRs address the highest priority issues that must be reviewed annually. Their abbreviated nature expedites the AFR process and minimizes paperwork. An AFR checksheet is self-explanatory and may be requested by a PFR and CFR TEAM to prepare for those reviews. An electronic version of the checksheet template can be downloaded from the PRO Intranet site. **[The AFR checksheet must be reviewed annually, and modified when necessary, by the PRO&M program manager and the PRO&M Steering Committee to address high priority areas, focus areas or other areas deemed necessary.]**

4.2 Responsibility

Responsibility for ensuring that an AFR is completed as defined in FAC 04-01. The area manager may delegate the responsibility for planning, scheduling, and conducting the AFR to staff directly involved in local PO&M.

4.3 Personnel

AFRs are conducted by the local operating office or other entities as determined by the area manager. Review personnel should be selected for their qualifications and ability to accomplish the review in a timely and professional manner. The area manager may request outside participation.

4.4 AFR Reviewer Qualifications

Personnel involved in the AFR must have a good understanding of PO&M and management of power facilities. It is highly recommended that the person performing the review has completed the

PRO&M reviewer training and meets the same requirements for personnel performing PFRs or CFRs.

4.5 Briefings

[Upon completion of the AFR, the area manager and designated staff must be briefed on results of the review and any potential recommendations.]

4.6 Documentation

[AFRs are documented by completing the AFR checksheet located on the PRO&M Intranet site for each facility.] The checksheets may be accompanied by a short summary report. The AFR must identify any new recommendations (See Sect. 7). **[Completed AFR checksheets are to be maintained at the facility and area office, and a copy sent to the HBLM and the Manager, PRO, by 30 Sep each year to meet the GPRA reporting requirements.]** It is highly recommended that a PM be scheduled within CARMA and the completed AFR checksheet be scanned and attached to the completed PM work order.

5.0 Periodic and Comprehensive Facility Review Process

The PFR/CFR expands on the scope of AFRs to be an extensive PO&M review of power facilities. The PFR/CFR provides a corporate perspective of PO&M, including liaison to upper management to highlight and address focus areas and successes. The PFR/CFR is an additional forum for facility and area office staff to express issues of special concern. Review recommendations and observations are made during the snapshot of time the TEAM is onsite. Any references used in the recommendations are to follow standards that are in effect during the time of the review.

5.1 Frequency

Review frequencies are defined in FAC 04-01 and documented in the review schedule on the PRO&M intranet.

5.2 Responsibility

Reviews must be scheduled by the responsible office as defined in FAC 04-01.

5.3 Coordination

In the Fiscal Year prior to a CFR, send a budget memo to the Area Office, for facilities receiving a CFR, with the estimated review costs. The memorandum will also include a request for the funding information and the name of Site Review Coordinator.

5.4 120-Day Memorandum

Approximately 120 days before the onsite PFR/CFR, the HBLM must transmit to the area office a memorandum containing the following:

- 1) Plant(s) to be reviewed;
- 2) Focus Areas;
- 3) Dates of the review;
- 4) Estimated cost of the review;
- 5) Confirmation of or request for Fund and WBS information for the TEAM to charge to;
- 6) Confirmation of or request for the SRC by name; and
- 7) The TEAM:

- a) Name of the RTL;
 - b) Names of the RTMs;
 - c) Names of shadow reviewers;
- 8) Request for data to be submitted to the TEAM at least 60 days before the onsite visit, as follows:
- a) Drawings and data described in “Data Submittal” (5.1.5) below;
 - b) Checksheets; and
 - c) Other information requested by the TEAM.

120-Day Memorandum templates are available from the Power Resources Office.

5.5 Scope of Review

The PFR/CFR can encompass the following items:

- 1) evaluation of maintenance practices and records to verify compliance with Reclamation power facilities technical documents (FIST, PEB, PRCB, etc.) and industry standards;
- 2) focus areas: emerging and systemic issues;
- 3) review of selected test results and records;
- 4) review of job plans, work orders and PM schedules;
- 5) review of Unexpected Event reports and Corrective Action Plans;
- 6) visual inspection of facility and equipment;
- 7) interviews with selected facility and area office staff;
- 8) evaluation of management practices;
- 9) review of rehabilitation work items and schedules;
- 10) confirmation of completion of associated program inspections and reviews;
- 11) recognition of exceptional or innovative practices and approaches or both;
- 12) review of maintenance management practices;
- 13) review of unit availability, forced outages rates and individual outage records;
- 14) formal documentation of review findings and recommendations;
- 15) review of GPRA and the PART requirements; and
- 16) issues of special concern to facility and area office staff.

5.6 Data Submittal

The initial data will be requested in the “120-Day” memorandum (Section 5.1.4). **[The TEAM must be provided the initial data 60 days prior to the site visit to have adequate time for review.]** Timely submittal of review data is essential for TEAM preparation. The CFR or PFR may be rescheduled if the requested data is not submitted to the TEAM at least 60 days prior the onsite review date.

5.7 Briefings

[Approximately 30 days prior to the onsite PFR/CFR, the RTL will conduct a conference call between the Area Office, the facility, RTMs, the SRC, RC and other interested parties to discuss onsite visit logistics and any outstanding items.]

Upon arrival to a facility, the SRC and the RTL will conduct an in-briefing to orient the TEAM and site personnel. The review agenda and JHA will be discussed at this time. **[The JHA must address all elements of the review.]**

[Upon completion of the onsite review, an exit briefing by the TEAM must be conducted with the area manager or designated staff to discuss the PFR/CFR recommendations and findings]. This briefing should include a summary of the preliminary recommendations. Appropriate regional and PRO staff should be notified and offered an opportunity to attend the exit briefing.

5.8 Dispute Resolution

The TEAM will make every effort to resolve disagreements regarding report findings or recommendations informally with facility managers before issuing a review report. When disputes cannot be resolved, refer to FAC 04-02.

5.9 PRO&M Report

A PFR/CFR report template will be provided by PRO and will be available on the intranet. **[The facility being reviewed must be provided an opportunity to review and comment on the draft report. The report is to be completed, published, and distributed no later than 120 days following the actual review date.]**

Each region will determine the review, editing and approval process for the PFR report.

The CFR report is coordinated and developed by the RTL and the TEAM. The final report is reviewed and technical edited by PRO, then signed by the TEAM, PRO&M Program Manager and the Manager, PRO.

5.10 Distribution

The PRO&M PFR/CFR will conclude with a published report distributed as defined in FAC 04-02. It is highly recommended that a PM be scheduled within CARMA and the completed PFR/CFR report be scanned and attached to the completed PM work order.

6.0 Transferred Works Powerplant O&M and PRO&M

Transferred works¹ are a Reclamation project facility where the O&M of that facility is carried out by a non-Federal entity under the provisions of a formal O&M transfer contract.

Reclamation maintains ownership of the facility and retains an oversight role, periodically inspecting the facilities and reviewing the water users' operating procedures and maintenance practices to ensure protection of the Federal investment and interests. When equipment is transferred to a water user organization, that organization is responsible for replacement, unless otherwise stated under an O&M Transfer Agreement. For transferred projects and project components, the water users perform all routine O&M work and directly pay ongoing O&M expenses.

Transferred Works Power Facility Reviews (TFR) are conducted in accordance with FAC 04-15, Power Review of Operations and Maintenance (PRO&M) of Transferred Works.

¹ Those facilities owned by Reclamation where Reclamation has turned over all or partial responsibility for carrying out operation and maintenance activities to a customer pursuant to a contract with such customer. See CMP 10-04 – Collaboration with Customers Regarding Technical Services Required for Work on Existing Bureau of Reclamation Facilities.

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7.0 Recommendations

A recommendation is an action required to implement or correct a Reclamation PO&M practice, North American Electric Reliability Compliance (NERC) requirement, industry standard, or a suggested improvement. Recommendations are made based upon observations made during the snapshot of time the TEAM is onsite. Any references used in the recommendation are to follow standards that are in effect during the time of the review. Information on developing good recommendations is available on the PRO&M intranet site.

Prior to making a recommendation, the TEAM should be in ongoing discussions with the facility management regarding the proposed recommendation(s). The respective facility may have information that was not available to the reviewer. Recommendations cannot be made concerning facility staffing.

Recommendations should be clear, concise, limited to one item or deficiency, and able to be completed. Bundling items or deficiencies under one recommendation should be avoided.

7.1 Developing Recommendations

Recommendations will:

- 1) meet the requirements identified in accordance with FAC 04-02, Power Recommendation Tracking; or FAC 04-15, Power Review of Operations and Maintenance (PRO&M) of Transferred Works; and
- 2) be included in the respective PRO&M Report.

7.2 Photographs

Photographs are encouraged in review reports to provide a visual method to support the recommendations, deficiencies encountered and successes of the local power O&M activity. Photographs are invaluable in communicating meaning to managers who receive the report. Photographs in review reports are to be numbered, captioned, and included as identified in the PFR/CFR report template.

8.0 Review Resources

Review resources are tools developed for use by the reviewer and facilities to provide information for conducting reviews. The review resources contain outlines, checksheets and aides that can be found at: <https://intra.usbr.gov/power/hydrores/pomreview/checksheets.html>. The review resources may be modified and updated to reflect focus areas determined by the Steering Committee, when necessary. The review resources to be filled out by a facility being reviewed will be identified in the 120-day review memo to the area manager.

8.1 Maintenance of Review Resources

Maintenance of the PRO&M review resources and PRO&M documents will be coordinated by the PRO&M program manager with input by the PRO&M Steering Committee. The review resources will be updated to reflect current PO&M technical documents as defined in FAC 04-14.

9.0 PRO&M Reviewer Training

The PRO&M reviewer training is presented by the PRO&M Steering Committee members or other qualified reviewers. PRO&M reviewer training attendance, a shadow assignment and recommendation by the RTM they shadowed to the Regional Steering Committee member is required to place a reviewer on the qualified reviewer list to conduct a PFR or CFR review.

10.0 Collective Bargaining Agreements

The rights and responsibilities of collective bargaining units (unions) must be observed and respected while conducting PRO&M reviews. Since collective bargaining agreements vary from location to location, it is the responsibility of the area office SRC to ensure that all union considerations are addressed. **[The TEAM must abide by local Collective Bargaining Agreements when applicable.]**

Among the things that may arise during the review are:

- 1) interviewing union employees;
- 2) work schedules and overtime rules established in Bargaining Agreements;
- 3) Union review of recommendations made under the review; and
- 4) access to documentation generated prior to, during, and after the review.

Appendix A – Definitions

Annual Facility Review (AFR). A review of management, operations, Supervisory Control and Data Acquisition-Industrial Control Systems (SCADA/ICS), mechanical maintenance, and electrical maintenance, conducted in years when a PFR or CFR are not scheduled.

Comprehensive Facility Review (CFR). A review of management, operations, SCADA/ICS, mechanical maintenance, protection systems and electrical maintenance performed every six years by personnel external to the region. (Alternating 3-year schedule with PFR)

Periodic Facility Review (PFR). A review of management, operations, SCADA/ICS, mechanical maintenance, protection systems and electrical maintenance performed every six years by personnel internal to the region. (Alternating 3-year schedule with CFR)

PO&M Program. All actions that have the objective of retaining or restoring an item in or to a state in which it can perform its required function. These include preventative maintenance, corrective maintenance, reliability-centered maintenance, and operating procedures.

Recommendation. An action required by facility management to implement a Reclamation PO&M practice, North American Electric Reliability Corporation (NERC) compliance requirement, industry standard, or a suggested improvement. Recommendation areas and categories are defined in RM D&S, FAC 04-02, Power Recommendation Tracking.

Power Facilities Technical Documents. Technical Documents that define Reclamation's PO&M requirements. Refer to Reclamation Manual Policy Document FAC 04-14, Power Facilities Technical Documents.

Transferred Works. A Reclamation project facility where the O&M of that facility is carried out by a non-Federal entity under the provisions of a formal O&M transfer contract.

Transferred Works Power Facility Review (TFR). A review of operations, mechanical maintenance, electrical maintenance, and associated equipment at transferred works power facilities performed by Reclamation personnel.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____