

Padvault Manufacturer Approval Process

Engineering Procedure No. 251

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PacifiCorp employees and manufacturers shall follow these steps to add a manufacturer to PacifiCorp's list of approved padvault suppliers:

1. A manufacturer's representative contacts PacifiCorp's Standards Engineering Department and **requests approval**.
 - 1b: If field operations is contacted by the manufacturer, such communications shall be forwarded to Ehsan Maleki via email or at (503) 813-7089.
2. A standards engineer will add the request to the "field evaluation **database**" for operation management's **approval**.
 - 2a: If the request is not approved, a standards engineer shall **contact the manufacturer** to let them know that PacifiCorp is not interested in approving them at that time, and shall state the reason(s) why.
3. If the operations manager approves the request, the standards engineer shall provide the manufacturer's representative with a copy of the appropriate PacifiCorp **material specification**.
4. The manufacturer shall provide a written **letter** stating that they meet or exceed all the requirements in applicable PacifiCorp material specifications.
5. When the standards engineer is satisfied with the information provided by the manufacturer, he/she shall **request** that the manufacturer build a **sample 4 x 4** transformer padvault for evaluation.
6. The standards engineer shall go to the manufacturing site during the construction of the sample padvault to **check the quality** of the product and the workmanship to make sure they meet PacifiCorp's specifications.
7. The standards engineer shall contact the operations manager of the field location nearest the manufacturer to **plan a field installation and evaluation** to make sure the unit is workable by a PacifiCorp crew.
8. If the operation manager's report is favorable, the standards engineer shall **add** the manufacturer to PacifiCorp's **pre-approved supplier list**. When that is done, contractors can purchase padvaults from that manufacturer.
9. Because PacifiCorp utilizes so many different types of padvaults, the manufacturer should be prepared to follow steps 4 to 7 for evaluation of **each type of vault**. However, the standards engineer may decide this step is not necessary for all items.