



Work Screening And Prioritization

Exelon Utilities Process
WM-EU-P014
Rev. 16

Effective: 8/29/2014
Supersedes: WM-ED-P014
Review Type: 3 Year
Core Function: Project and Work Management

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1. Purpose

This process provides governance for screening and prioritizing incoming corrective maintenance work that will effectively and efficiently:

- 1.1. Validate the appropriateness of incoming Work Requests and Work Orders.
- 1.2. Check for duplication of previously assigned work.
- 1.3. Assign the appropriate priority.
- 1.4. Identify work for inclusion in Seasonal Readiness preparations.
- 1.5. Validate Work Requests or Work Orders are properly coded in the Work Management system of record.
- 1.6. Direct work items to the correct work group and schedule date.
- 1.7. Protect the Work Control Schedule by directing high priority work to the FIN team.
 - 1.7.1 Work orders for non-Corrective Maintenance categories would be entered as Priority 40s and managed according to Need Date and work plan.



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- 1.7.2 This document will provide a prioritization process that focuses on a balanced evaluation of operational, reliability, and financial impacts in a safe manner.

2. Precautions and limitations

2.1. Precautions

- 2.1.1 This document agreed to by BGE UFAM based on Work Management Transformation project plan and Passport implementation scheduled for May 2015. BGE is currently using the priority definitions, and maintaining backlogs in Maximo and WMS.

2.2. Limitations

- 2.2.1 This document does not address priorities during storm restoration events.

3. Process

3.1. Summary

- 3.1.1 Any individual or organization requiring Corrective Maintenance work must generate a Work Request; for Design or Engineering work a Service Request is required. Work initiated through predefined maintenance inspection programs (ex/ Circuit Patrols) may generate a work order without needing a work request.
- 3.1.2 Work Requests shall be associated with a specific asset or location.
- 3.1.3 Originator recommends priority and provides detailed information about the deficiency in the work request, using the attached Priority Decision tool to assign the priority. (Attachment 1).
- 3.1.4 The work request is submitted for approval to the appropriate Work Management organization.
- 3.1.5 All Priority 10 work that meets the FIN Team criteria must be given directly to the FIN team FLS or the On Call Supervisor during off-shift hours. Priority 20 work should be completed by FIN as resource allocation allows.
- 3.1.6 Originator identifies any safety and/or environmental concerns and incorporates into the work request description to facilitate evaluation by the work screening committee. Specifically identify any safety issues for employees when operating any equipment or devices required to perform the work, (i.e. hard to operate, difficult to switch, etc.) so proper actions can be taken to ensure the employees ability to safely complete the work.



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- 3.1.7** Work Control Coordinator (WCC) chairs the Work Screening Committee (WSC), which meets regularly to disposition all work requests and work orders to the planning group, back to the originator, or to a support organization for additional information.
 - 3.1.7.1** All Work Requests will be converted (Rolled) to a Work Order within:
 - 3.1.7.1.1** 5 calendar days for Priority 10-20 (Priority 10, typically are addressed immediately).
 - 3.1.7.1.2** 14 calendar days for Priority 30 and customer commitments (Priority 41 and 47).
 - 3.1.7.1.3** 30 calendar days for all other Priority 40s.
 - 3.1.7.2** Steps taken for unactioned (approval did not take place) Work Requests:
 - 3.1.7.2.1** If the originator submits a WR that does not contain sufficient information for a Work Planner to begin the process of preparing a Work Package, the Work Screening Committee should request additional information from the originator or the appropriate designee and should not approve the WR. If sufficient additional information is not returned by the originator in accordance with 3.1.7.1, the Work Request shall be escalated to the department head for disposition:
- 3.1.8** Priorities of submitted work are evaluated by the WSC on its impact, or potential impact to safety, system integrity, reliability, operations, security, and regulatory requirements. Special attention will be given to safety and/or environmental concerns/issues identified by the originator as described in the work request. Any work that has been identified as having safety issues for employees when operating any equipment or devices required to perform the work, (i.e. hard to operate, difficult to switch, etc.) will be discussed so proper actions can be taken to ensure the employees ability to safely complete the work.
- 3.1.9** All work is evaluated with a focus on identifying a balanced approach to operational, reliability, and financial impact. Priorities are not to be based upon resource or material availability.
- 3.1.10** The WSC will validate or assign a priority to all approved work requests.
- 3.1.11** The WSC must validate any requests for priority changes and document appropriately.
- 3.1.12** The WSC or the Work Control Coordinator must be notified and authorize coding changes when the work is reassigned from one work group to another.
- 3.1.13** The WSC must validate coding for Summer (SUMR) or Winter (WNTR) Readiness preparation work in accordance with WM-ED-P026 Seasonal Readiness.



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- 3.1.14 Deficiencies identified during a PRC-005 Preventive maintenance activity not able to be corrected during the PM shall have a corrective maintenance work request or service request initiated in the Work Management system with a work coding of (NPRC).
- 3.1.15 The Work Management organization ensure approved work is scheduled appropriately.
- 3.1.16 If manpower required does not match manpower available inside of scope freeze, then affected Work Week Manager(s) is responsible for collaborating with WSC and WCC to resolve the issue and ensure highest priority work is scheduled accordingly.
- 3.1.17 For work with an established Need Date, WCC and/or the Work Week Manager is responsible for getting approval from Job Owner for a revised Need Date.
- 3.1.18 Resource or material availability.
- 3.2. Process Flow Diagram
 - 3.2.1 None
- 3.3. Process listing (list key process elements)

#	Process Element	Description	Performed By
N/A	N/A	N/A	N/A

- 3.4. Assumptions
 - 3.4.1 None

4. Roles and Responsibilities

- 4.1. Area Maintenance Engineer (AME)
 - 4.1.1 Provide technical and operational input on screening and prioritization of work.
 - 4.1.2 Periodically review CM backlog for identification of Seasonal Readiness (SUMR or WNTR) preparation work.
 - 4.1.3 When necessary, perform investigations to support appropriate prioritization of Corrective Maintenance issues.
- 4.2. On Call Frontline Supervisor (FLS)



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- 4.2.1 Shall act as single point of contact for Operations for all emergent Work Requests after normal working hours.
- 4.2.2 Notifies the appropriate Work Management department of all initiated emergent work activities.
- 4.2.3 Notifies appropriate FIN work teams of carry over emergent work.
- 4.3. Field Operations Representative
 - 4.3.1 Participates on the Work Screening Committee as required.
- 4.4. FIN Team Supervisor (or Designee)
 - 4.4.1 Reviews all generated Work Requests to select, prioritize, and approve for FIN team execution.
 - 4.4.2 Participates in the Work Screening meetings as required by the Work Screening Committee.
 - 4.4.3 Approves return of work to Work Management if it could not be accomplished under the FIN process.
 - 4.4.4 Notifies the appropriate Work Management group of all initiated emergent work activities.
- 4.5. Originator (Work Request)
 - 4.5.1 Prior to creating a work request, reviews Work Management system of record to ensure an existing Work Request (WR) or Work Order (WO) hasn't already been created in the system.
 - 4.5.2 Submits a Work Request to the appropriate Work Screening committee utilizing the Work Initiation and Work Coding processes.
 - 4.5.3 For work performed in more than one unique work location or asset, the Originator is required to create Work Request for each location or asset. Example: vegetation brings wire down in one location and a fault occurs burning wire down on the way to a substation in another location, this requires two different Work Requests.
 - 4.5.4 Assigns a suggested priority to the Work Request and supplies quality information about the deficiency.
 - 4.5.5 Considers if the work being initiated has a seasonal (Summer or Winter) impact the Seasonal Readiness process. Work Requests (and Work Orders) for Seasonal Readiness preparation works are to be coded in Work Management system of record, with the appropriate code (SUMR or WNTR).
 - 4.5.6 Consider if the work being initiated impacts a wetland area per Wetland Management Protection Program. Environmental impact work is to be coded in Work Management system of record with the appropriate code (ENV).



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- 4.5.7 Deficiencies identified during a PRC-005 Preventive maintenance activity not able to be corrected during the PM shall have a corrective maintenance work request or service request initiated in the Work Management system with a work coding of (NPRC).
 - 4.5.8 Notifies the FIN Team or appropriate On Call Supervisor (FLS) Or Manager of Priority 10 work.
 - 4.5.9 Provides detailed information on the equipment or system condition on the Work Request to facilitate priority evaluation by the regional Work Screening Committee.
 - 4.5.10 The Originator or designated representative will participate in the Work Screening Committee meeting / call so as to provide additional detail on submitted requests.
 - 4.5.11 Consider if the work being initiated has any safety concerns that need to be identified and reviewed with all the working groups involved. Provide detailed information on all safety concerns/issues to facilitate proper evaluation by the regional work screening committee. Specifically identify any safety issues for employees when operating any equipment or devices required to perform the work, (i.e. hard to operate, difficult to switch, etc.) so proper actions can be taken to ensure the employees ability to safely complete the work.
- 4.6. Designated Authority (TSO/DSO)
- 4.6.1 Participate in the work screening review.
 - 4.6.2 Submits Work Request with suggested priority in accordance with work initiation and screening process.
 - 4.6.3 Provide operational information to support proper prioritization of Work Requests.
- 4.7. Work Control Coordinator (WCC)
- 4.7.1 Chairs the local Work Screening Committee meeting that reviews, prioritizes and ensures proper Work Management System coding.
 - 4.7.2 Ensures that at a minimum the following code values are addressed:

Note: Further Work Coding instructions are provided in WM-ED-2001, Work Coding Procedure.

- 4.7.2.1 Work Requests:
 - 4.7.2.1.1 Priority
 - 4.7.2.1.2 Discipline
 - 4.7.2.1.3 Job Type
- 4.7.2.2 Work Order:
 - 4.7.2.2.1 Work order Type



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- 4.7.2.2.2 Priority
- 4.7.2.2.3 Discipline
- 4.7.2.2.4 Job Type

4.7.3 Ensures that the following code values are addressed as appropriate:

4.7.3.1 Work Requests:

- 4.7.3.1.1 Need Date
- 4.7.3.1.2 Description
- 4.7.3.1.3 Primary Equipment Group Type
- 4.7.3.1.4 Primary Equipment I.D.
- 4.7.3.1.5 Location Sequence I.D.
- 4.7.3.1.6 Failure
- 4.7.3.1.7 Schedule Group
- 4.7.3.1.8 Schedule Backlog (SUMR/WNTR Seasonal Readiness)
- 4.7.3.1.9 Schedule Backlog (ENV – Environmental Concern)
- 4.7.3.1.10 NERC Code

4.7.3.2 Work Orders:

- 4.7.3.2.1 Need Date
- 4.7.3.2.2 Primary Equipment Group Type
- 4.7.3.2.3 Primary Equipment Group I.D.
- 4.7.3.2.4 Location Sequence I.D.
- 4.7.3.2.5 Failure
- 4.7.3.2.6 Schedule Backlog (SUMR/WNTR Seasonal Readiness)
- 4.7.3.2.7 Schedule Backlog (ENV – Environmental Concern)
- 4.7.3.2.8 Schedule Group
- 4.7.3.2.9 Work Order Group
- 4.7.3.2.10 Discipline
- 4.7.3.2.11 NERC Code

4.7.4 WCC will interact with the Work Manager, Work Week Managers, Work Planners, Engineering, Scheduler, Operations, and the Work Screening Committee to ensure that the appropriate work is included in the Work Control Schedule.



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- 4.7.5 Ensure that all work entering the schedule through the Work Screening Committee adheres to the WM-ED-P017, Scope Change Request.
- 4.7.6 Assign action items to investigate or resolve prioritization and scheduling issues.
- 4.8. Work Planner
 - 4.8.1 Reviews department's work scope and determines if Work Screening committee is correct in their resource identification.
 - 4.8.2 Responds to appropriate Work Screening committee to reassign correct work group if necessary.
 - 4.8.3 Reviews daily screening items and validates / update schedule group, discipline and EPS Project codes to ensure data integrity.
- 4.9. Work Screening Committee (WSC)
 - 4.9.1 Should meet daily (Monday thru Friday) to review, prioritize and ensure proper Work Management System coding on all Work Requests and Work Orders originated since the previous meeting. Work Requests and Work Orders not accepted by the WSC or requiring further information will be returned to the originator with an explanation or a request for clarification.
 - 4.9.2 Validates coding for Summer (SUMR) or Winter (WNTR) Readiness preparation work in accordance with WM-ED-P026 Seasonal Readiness.
 - 4.9.3 Deficiencies identified during a PRC-005 Preventive maintenance activity not able to be corrected during the PM shall have a corrective maintenance work request or service request initiated in the Work Management system with a work coding of (NPRC).
 - 4.9.4 Validates out of configuration items and Work Management System coding with the Designated Authority.
 - 4.9.5 Reviews the priority of out of configuration list daily.
 - 4.9.6 Assigns Priority 10 Work Orders to the FIN team in accordance with, WM-EU-P002 FIN Team.
 - 4.9.7 Ensures that all work entering the schedule through the Work Screening Committee adheres to the WM-ED-P017, Scope Change Request.
 - 4.9.8 Ensures that the Daily Task Creation Report, Task Completion Notes Report and other operational Reports are reviewed daily for any mischarging between capital and O&M.
- 5. **Documentation**

 - 5.1. None
- 6. **Terms and Definitions**



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- 6.1. Corrective Maintenance (CM):**
 - 6.1.1** Maintenance performed to correct system equipment or component conditions that render them incapable of performing their designed function or correct conditions identified from Preventive Maintenance activities.
- 6.2. Corrective Maintenance (CM) Backlog:**
 - 6.2.1** The total number of open Corrective Maintenance tasks. The CM backlog is a key indicator of system material condition.
- 6.3. Critical Customer:**
 - 6.3.1** Customers that require special attention such as hospitals, major airports, major sporting complexes, and others that have a significant safety, health, business, political, military, government or media impact.
- 6.4. Functional Equipment Group (FEG):**
 - 6.4.1** Grouping of equipment and related components that are in an associated group and can be efficiently bundled, safely isolated and worked together in a scheduled work window.
- 6.5. Preventive Maintenance (PM):**
 - 6.5.1** Inspection, diagnostic and physical maintenance performed at set intervals with the intent of assessing or improving equipment material condition and thus preventing a component or sub-component performance failure.
- 6.6. Priority Definitions:**
 - 6.6.1** Priorities are assigned to work based on the criteria established in WM-ED-P014-1, Priority Decision Tool. Strict adherence to priority criteria is required to ensure disciplined execution of scheduled work unimpeded by unnecessary organizational reaction to misclassified work. The Transmission and Distribution System Operations departments play a key role in prioritizing work properly. Priorities are defined as follows:
 - 6.6.1.1 Priority 10:**
 - 6.6.1.1.1** Immediate response required; work item 24/7 until complete or until compensatory actions allow downgrading the priority. Priority 10 CM's should not exceed 3 days. These items will have direct and immediate impact to safety, CAIDI or SAIFI.
 - 6.6.1.2 Priority 20:**
 - 6.6.1.2.1** Priority 20s are typically completed within 14 days and should not exceed 30 days. Workdown plan shall be created for Priority 20s that exceed 30 days. These items have a high probability of affecting CAIDI, SAIFI or Safety.
 - 6.6.1.3 Priority 30:**



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6.6.1.3.1 Priority 30s are typically completed within 9 months and should not exceed 1 year. A workdown plan shall be created for priority 30's that exceed 1 year. These items have a moderate probability of affecting CAIDI or SAIFI if not addressed within a year's timeframe. For Priority 30s that require completion before the 9 month target, an agreed upon Need Date shall be established through the Work Screening Committee in concurrence with the Job Owner. Work shall be coded to ensure job remains scheduled to meet agreed upon Need Date. Any changes to the agreed upon Need Date requires approval from the Job Owner (ex/ AME, Reliability Engineer, etc.) Work based on a specific program timetable (Seasonal readiness, etc) shall be completed by the proposed Need Date, and if work exceeds the need date a workdown plan shall be developed.

6.6.1.4 Priority 40:

6.6.1.4.1 Work not meeting the criteria for a priority 10, 20, or 30 corrective maintenance. Priority 40 corrective maintenance work shall be completed not to exceed the predominant maintenance cycle interval (Ex/ FEG cycle or cyclic circuit inspection). Impact on SAIFI/CAIDI would result only if the condition degrades. A Priority 40 CM shall not exceed 1 year past the predominant maintenance cycle, a workdown plan is required.

6.7. Seasonal Readiness Corrective Maintenance:

6.7.1 Work that is performed to prepare equipment for upcoming seasonal (Summer and Winter) extreme periods. This work is identified, coded and managed in accordance with the Seasonal Readiness process.

6.8. Work Screening Committee (WSC):

6.8.1 This group meets regularly to review, prioritize and ensure proper work management system coding for all Work Requests and Work Orders originated since the previous meeting. A cross-discipline group shall consist of, but not limited to, the Work Control Coordinator, Work Week Manager, FIN Team representative, Engineering, Designated Authority representative (DSO and TSO), Field Operations representative, Work Planning representative. The Work Control Coordinator has the authority to require attendees as appropriate.

6.9. Deficiencies identified during a PRC-005 Preventive maintenance activity not able to be corrected during the PM shall have a corrective maintenance work request or service request initiated in the Work Management system with a work coding of (NPRC).

7. References

7.1. AM-ED-P033 – Transmission and Substations Thermography Program Guide



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- 7.2. Distribution OH Circuit Inspection
- 7.3. CM-CE-P321-R0001 – Overhead Distribution Circuit Inspection Checklist
- 7.4. PECO – Overhead Distribution Circuit Inspection and Thermography Patrol Procedure-CM-PE-1125
- 7.5. BGE (Pending)
- 7.6. WM-ED-P010 – Work Management Process
- 7.7. WM-EU-P013 – Work Initiation
- 7.8. WM-ED-P017 – Scope Change Request
- 7.9. WM-ED-5001 – Workweek Preparation of the Work Control Schedule
- 7.10. WM-EU-P002 - FIN Team
- 7.11. WM-ED-P022 – Tallyboard Process
- 7.12. WM-ED-P026 – Seasonal Readiness
- 7.13. CM-CE-P321-R0001 – OVERHEAD DISTRIBUTION CIRCUIT INSPECTION CHECKLIST: provides the priority basis for ComEd Maintenance Inspectors performing circuit inspections in the field.
- 7.14. OVERHEAD DISTRIBUTION CIRCUIT INSPECTION AND THERMOGRAPHY PATROL PROCEDURE for PECO.

8. Attachments

- 8.1. WM-ED-P014-1, Work Management Priority Decision Tool.
- 8.2. WM-ED-P014-2, T&S Equipment Priorities.
- 8.3. WM-ED-P014-3, Guidance for establishing priorities for Cable Faults.
- 8.4. Distribution Work Screening Meeting checklist and T&S Distribution Work Screening Meeting checklist.



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9. Development history

Revision 0		Date: 6/1/2004
Writer	Harry Laski	
Reviewer(s)	Bob Gilbertson, Robert Cassity, Paul Hinderman	
UFAM Approver(s)	Robert Fisher	
Reason written	Work Management Processes	

Revision 1		Date: 3/11/2005
Writer	Paul Hinderman (WM Programs)	
Reviewer(s)	Michael McMahan (VP WM) Harry Laski (WM Programs) Harry Sullens (WM Programs) Maureen Byers (WM)	
UFAM Approver(s)	Michael McMahan (VP WM) Harry Laski (WM Programs) Maureen Byers (WM)	
Reason written	Clarify process flow of work screening and work prioritization	

Revision 2		Date: 4/17/2006
Writer	Bob Gilbertson & Harry Laski (Work Management)	
Reviewer(s)	Laski, Harry, Freitag, Judy A.; Martino, Vito; Madsen, Robert M.; McDonald, Charles D.; McBride, William P.; Cimaglia, Loretta A; Brann, Michael A.; Kao, Ben (Team assigned for review) and all appropriate FAMS.	
UFAM Approver(s)	Harry Laski, Mike McMahan and the Management Model FAMS	
Reason written	Align the Work Screening and Prioritization with current organizations, processes the Management Model Element, added Priority 41 & 47 for customer commitments and Gas priority examples. This revision's theme was for more clarity for each priority.	

Revision 3		Date: 7/7/2006
Writer	Bob Gilbertson & Harry Laski (Work Management)	
Reviewer(s)	Rick Sanner & Harry Laski (Work Management)	
UFAM Approver(s)	Harry Laski & Mike McMahan	
Reason written	This revision does not change the intent or scope of the document; just adds clarity for Seasonal Readiness WM-ED-P026.	



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Revision 4		Date: 12/8/2006
Writer	Bob Gilbertson & Harry Laski (Work Management)	
Reviewer(s)	Harry Laski (Work Management) and a team selected for development of this revision	
UFAM Approver(s)	Harry Laski & Mike McMahan and appropriate FAMS	
Reason written	Inclusion of Observed Material Condition and field inspection criteria matrix	

Revision 5		Date: 6/18/2006
Writer	Bob Gilbertson (Work Management)	
Reviewer(s)	Erika Bonelli, Ed Nolan, Doug Dale, John Jamicich, Mark Baranek, Sharon Pluskis, Dale LaGessee	
UFAM Approver(s)	Peter Singh & Rick Sanner Governance and Oversight	
Reason written	Inclusion requirement to notify the Work Screening Committee or the Work Control Coordinator if discipline changes are made to a Work Order task.	

Revision 6		Date: 10/10/2007
Writer	Keith Muehleisen (Work Management)	
Reviewer(s)	Ed Nolan, Doug Dale, Kathy McVey-Ryan, Suzanne Shaw	
UFAM Approver(s)	Peter Singh & Rick Sanner Governance and Oversight	
Reason written	Timely conversion of Work Requests to Work Orders by the Work Planners based on priority.	

Revision 7		Date: 12/17/2007
Writer	Bob Gilbertson (ComEd Work Control)	
Reviewer(s)	PECO Work Managers, ComEd Work Managers: Dan Galovich, Mark Baranek, Erika Bonelli, Sharon Pluskis and all appropriate FAMS	
UFAM Approver(s)	Peter Singh & Rick Sanner Governance and Oversight WM FAMS	
Reason written	Enhancement of the WR to WO conversion for more clarity and the action taken if the conversion from a WR to WO does not occur in the time required.	



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Revision 8		Date: 7/14/2009
Writer	Bob Gilbertson (ComEd Work Control)	
Reviewer(s)	PECO Work Managers, ComEd Work Managers: Dan Galovich, Mark Baranek, Erika Bonelli, Sharon Pluskis and all appropriate FAMs	
UFAM Approver(s)	Dale LaGesse & Joe Garvey, WM UFAMs	
Reason written	Addition of 30-day window for Priority 20 work	

Revision 9		Date: 6/15/2010
Writer	Chris Stefanski (Material Condition)	
Reviewer(s)	ComEd: Michelle Blaise, Reliability and Capacity Expansion; Miguel Ortega and Brian Graham, T&S Engineering; Bill Fluhler, Material Condition; Lori Cimaglia, T&S Construction; Dan Galovich, C&M; Robert Pinto, DSO PECO – J. Coffman, Distribution Engineering; Drew Davis & Drew Reindel, T&S Engineering; Frank Gabrieli, T&S Construction; Peter Singh, Work Management; Nicole Levine, DSO; Joe Garvey, C&M. EED: Jennifer Sterling, Transmission Strategy and Compliance	
UFAM Approver(s)	Dale LaGesse & Joe Garvey, WM UFAMs	
Reason written	Reinforce representation by CM request originator or designee at the Work Screening Committee Meeting.	

Revision 10		Date: 7/5/2010
Writer	Sharon Pluskis, Michelle Jones, Vicki Lynn, and Timothy McGuire	
Reviewer(s)	Bill Gannon, Cheryl Maletich, ComEd Work Managers: Dan Galovich,	
UFAM Approver(s)	Dale LaGesse & Joe Garvey, WM UFAMs	
Reason written	Reference to priority changes for ATO and sump pumps. Additional verbiage in regards to slipped link terminations, Environmental references, and a attendance/check list to assure attendance and critical questions are asked during work screening call meeting	



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Revision 11		Date: 9/24/2010
Writer	Sharon Pluskis	
Reviewer(s)	ComEd Work Managers: Dan Galovich,	
UFAM Approver(s)	Dale LaGesse & Joe Garvey, WM UFAMs	
Reason written	Reference to inoperable building alarms or other security related systems at ComEd facilities	

Revision 12		Date: 11/16/2011
Writer	Kim Keegan	
Reviewer(s)	PECO Work Management Managers: K. Keegan, E. Nolan, N. Brown	
UFAM Approver(s)	Dale LaGesse & Bill Sullivan WM UFAMs	
Reason written	Reference PECO only change for review of Daily Task Creation Report, Task Completion Notes Report and the CABLEY Task Finish Report are reviewed daily for any mischarging between capital and O&M.	

Revision 13		Date: 7/16/2012
Writer	Becky Owens	
Reviewer(s)	ComEd and PECO Work Management Managers:	
UFAM Approver(s)	Dale LaGesse & Bill Sullivan WM UFAMs	
Reason written	Evaluate approach to flag WR/WO as Safety and Environmental concerns and provide guidance on higher priorities and reference in the revision to this process document.	

Revision 14		Date: 4/12/2013
Writer	Drew Davis	
Reviewer(s)	Dale LaGesse	
UFAM Approver(s)	Dale LaGesse, Drew Davis	
Reason written	Revised scope freeze from T-5 to T-4	



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Revision 15		Date: 7/28/2014
Writer	Robert J. Johnson	
Reviewer(s)	Dale Lagesse, Drew Davis, Radha Pillutla	
UFAM Approver(s)	Dale LaGesse, Drew Davis, Robert J. Johnson	
Reason written	Moved to new template. Updated priority 30 and 40 definitions, eliminated outdated priorities.	
Revision 16		Date: 8/29/2014
Writer	Lanette Littlejohn-Brown	
Reviewer(s)	Dale Lagesse, Drew Davis, Robert J. Johnson and all Regional Work Managers	
UFAM Approver(s)	Dale LaGesse, Drew Davis, Robert J. Johnson	
Reason written	To correct a typo error in section 3.1.7.1	

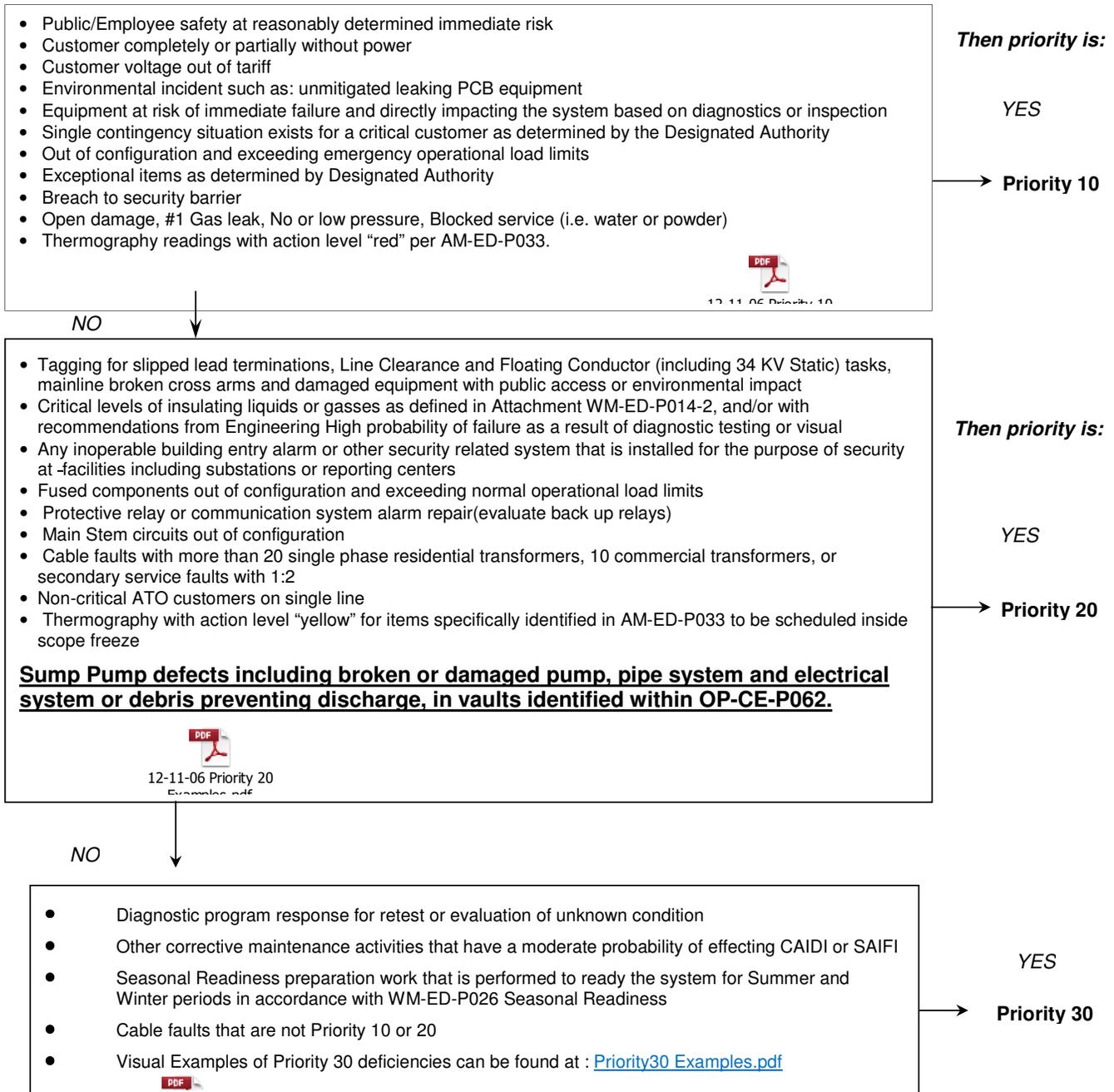


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Ask yourself if...?

Priority Decision Tool





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NO

Priority Decision Tool (continued)

- The extent of condition assessments that are time driven in response to corrective action and should be coordinated with equipment outages
- Customer requirement:
 - Priority 41 indicates a customer commitment to the day
 - Priority 47 indicates a customer commitment to the week (Intent - Not to move the activity out of the week as scheduled). Examples include:
 - Rubber-up to make safe
 - Customer complaints that need a schedule date – i.e. power quality issues
 - Key stakeholder commitments made in accordance with EX-ED-3002, Commitment Management Procedure
- Condition based work requested as a result of testing or analysis that should be scheduled the next available outag
- Instrument/meters used in diagnostic evaluation such as CB operations counter, compressor run-hour meter.
- Fully functional components that may be subject to generic problems identified through operating experience, trend analysis, and /or OEM notification. These items identify potential vulnerabilities that may threaten future equipment and/or system integrity.
- Code requirement items with no/low reliability impact.
- Bulged, Leaking or Collapsed Joints found in an underground manhole as stated in CM-CE-P319 Inspection Process for Distribution Manholes And Components. - If other work is required in the same manhole, the line with the bulged, leaking, or collapsed joint must be de-energized in accordance with Safety Procedure SA-ED-P427. As schedules and workload permit, repair of these joints should be bundled and completed along with the other work in the manhole while the line has been removed from service
 - #3 Gas leak
 - Permanent repairs for water blockage
 - Code requirement items with no/low reliability impact.
- Visual Examples of Priority 40 deficiencies can be found at: [Priority 40 Examples.pdf](#)

YES

Priority 40

NO

- Notify Originator and redirect the Work Request/Work Order to be cancelled with appropriate documentation



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T&S Equipment Priorities

Priority	Equipment	Situation	Reference*
10	Battery	Open cell / Open circuited	Engineering
	Battery Charger	Charger failure	Engineering
	Transformers, OCB's, LTC's, Primary Compartments	Re-samples due to elevated gassing. The presence of acetylene in a transformer main tank. These samples are initiated by Engineering.	Engineering
	Gas Breaker	Low gas alarm	Engineering
	Thermography on all equipment and connections	Action level red	AM-ED-P033 pg. 9-10
	Transformer Alarms	Major or minor alarms generated by oil-line monitoring systems	EP-5810-E On-Line Power Transformer Monitoring system
20	Fans		
	Oil Samples on all equipment	Re-samples due to oil quality out of specification	OP-ED-140-802 pg. 9
	Oil Sample on newly installed transformer (1 st Sample) Only if transformer is an emergent activity	Baseline oil sample after the unit has been in service for 1 week	Engineering
	Transformer	Oil level at or below low mark	FBE04-23 pg. 3
	Transformer Alarms	Major or minor alarms generated by oil-line monitoring systems	EP-5810-E On-Line Power Transformer Monitoring system
	Nitrogen	Major alarm triggered (all 300 MVA regardless if in alarm or not.	
	Fans	Summer Mode (May1 – Oct 15)	
	Fans	Consider duration and fan count running vs. non running	
	OCB	Oil level at or below low mark	FBE04-23 pg. 3 Use General Rules
	Desiccant	More than 75% color change, if free water or ice visible	
	Gas CB	Low gas level	Engineering
	Thermography on all equipment and connections	Action level yellow	AM-ED-P033 pg. 9-10
	Current and Potential Transformers for Revenue Metering	Associated with revenue metering at generating stations or interconnection tie lines	PJM Manual 01 Section 5
	Bushing	Loss of oil	TB-05-004
		Low oil	TB-05-004
		Overfilled	TB-05-004
		Sight glass unreadable	TB-05-004
		Darkened oil	TB-05-004
		Moisture in glass	TB-05-004
		Building entry alarm or other security related system	Inoperable
30	Thermography on all equipment and connections	Action level yellow	AM-ED-P033 pg. 9-10
	Nitrogen	Pressure related to ambient temperatures	
	Fans	Winter Mode (Oct 16 – April 30)	
	Desiccant	Less than 25% color change	
	Oil Sample on newly installed transformer (2 nd Sample) Only if transformer is an emergent activity	Baseline oil sample after the unit has been in service for 5 weeks	Engineering

*System conditions dictate equipment availability and shall be discussed with DSO/TSO operations and are the primary factor (s) for the priority decisions that will be made.



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T&S Equipment Priorities

AME Reference Guide/Corrective vs. Observed Material Condition

Work Order Description	Priority 40 CM
Counters - Transformer LTCs	X
Counters - Non SCADA CBs	X
Counters – SCADA CBs	
Housekeeping Issues (Defined in WM-ED-15, Page 8, Minor Maint)	
Insulator - Cleaning	X
IR Scans - Any	
IR Scans - Equipment Bushings	X
IR Scans - Line of site less than 63° F	
IR Scans - Line of site greater than 63° F	X
IR Scans - Non-line of site less than 17° F	
IR scans - Non-line of site Between 17° F – 36°F	X
Lighting - Security	X
Lighting - Elevated or on structure	
Oil Stains (With LO failure code removed)	
Painting - Aesthetics	
Painting – Metal integrity compromised	X
Rodent Habitation (Exterminator)	X
Rodent Intrusion (Reliability Related)	X
Signage – Human Performance	X
Signage – Non Human Performance	
Stenciling (Non Outage)	
Stenciling (Outage Required)	X
Switchyard Grading - Wildlife Intrusion	X
Switchyard Grading - Spread gravel and low spots	
Wildlife - Aesthetics or excrement	
Wildlife - Encroachment (Reliability Related)	X



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Guidance for establishing priorities for Cable Faults

PRIORITY	Situation and System		
	Main Stem	Primary URD (Fused Component)	Secondary or Service
10	<ul style="list-style-type: none"> Any fault creating outage, emergency, or safety conditions that requires immediate action. (See left) 	<ul style="list-style-type: none"> Any fault creating outage, emergency, or safety conditions that requires immediate action. (See left) 	<ul style="list-style-type: none"> Any fault creating outage, emergency, or safety conditions that requires immediate action. (See left) Customer with well. 240V required immediately.
20	<ul style="list-style-type: none"> All others not previously noted. 	<ul style="list-style-type: none"> Non-critical ATO customer on single line. More than 20 1-phase residential transformers at risk. More than 10 commercial transformers at risk. 	<ul style="list-style-type: none"> 240V needed soon. 1:2 installed. Bad neutral
30		<ul style="list-style-type: none"> All others not previously noted. 	<ul style="list-style-type: none"> Plated. Temporary (made safe). All others not previously noted.
40	NA	NA	NA

* System conditions dictate equipment availability and shall be discussed with DSO/TSO operations and are the primary factor (s) for the priority decisions that will be made.



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N:\WM Procedures
Three Lincoln revision -Distribution Work Screening Meeting Checklist



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