INTRODUCTION INDEX

SUBTRANSMISSION CONSTRUCTION MANUAL ORGANISATION CHART
CONSTRUCTION STANDARDS FEEDBACK FORM Sh 1
CONSTRUCTION STANDARDS FEEDBACK FORM Sh 2
REPORTING A PROBLEM OR IMPROVEMENT WITH THE CONSTRUCTION MANUALS QUICK REFERENCE GUIDE
This manual is intended primarily for use by construction and maintenance personnel and details the Ergon Energy standard constructions. The manual was compiled initially with input from representatives from each of the six regions of Ergon Energy.

Manufacturing/fabrication drawings are not included in this manual but are detailed in both the QESI and Ergon Energy Distribution Network Hardware manuals that are available on the Intranet.

With co-operation between Network Line Standards and Field staff this manual, in conjunction with the Distribution Design Manual, will serve as a valuable instrument by which efficient and economic constructions complying with relevant codes of practice and guidelines can be constructed throughout Ergon Energy Corporations area of supply.

Difficulties with the adoption of this manual or suggestions for improvement should be entered on the Construction Standards Feedback Form NA000303F100 in accordance with the Quick Reference Guide NA000303R100.

LINE DESIGN STANDARDS OFFICERS:

- Carmelo Noel – Engineering Manager Distribution Network Standards – Ph 4931 2459
- Paul De Sousa Roque – Senior Line Structural Engineer – Ph 4931 2277
- Rao Margani – Sub-Transmission Lines Standards Engineer – Ph 4931 2336
- Adam Bletchly – Line Standards Engineer – Ph 4931 2783
- Craig Avenell – Program Leader - OH Construction Standards – Ph 4931 2782
- Peter Beikoff – Line Standards Officer – Ph 4121 9526
- Jeffery Guy – Standards Support Officer – Ph 4931 2202
- Darren Sayers – Estimating Systems Officer – Ph 4931 2641
- Kim Slater – UG &PL Construction Standards Officer – Ph 4931 2280
- Leon Burton – Lines Standards Drafter – Ph 4931 2254
- Tim Borg – Lines Standards Drafter – Ph 4931 2220
All issues must be communicated on this form and followed up with an e-mail if required.

Work Practices Co-ordinator O/H or U/G Operational forum – fieldstandards@ergon.com.au

Refer to the flow diagram on page 2 for the communication flow of this form.

<table>
<thead>
<tr>
<th>Name of originator</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Depot / Location</td>
</tr>
<tr>
<td>Construction Manual</td>
<td>Drawing / Page number</td>
</tr>
</tbody>
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**Description of problem / improvement**

**Remedy / suggestion**

**Team leader comments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
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**Work practices operational forum comments:**

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
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**Asset Management Line Standards Group’s comments**

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
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</table>

Photographs or other supporting material may be attached if required.
Reporting a Problem or Improvement with the Construction Manuals

Originator

1. Discuss Problem/Improvement with Peers

2. Is further action required?

   No

   Yes

   3. Complete NA000303F100 Construction Standards Feedback Form

Team Leader

4. Discuss with Team Leader

5. Is further action required?

   No

   Yes


Work Practices Co-ordinator


7. Is further action required?

   No

   Yes

   8. Review Information

   Yes

   No

   9. Is further action required?

   Yes

   No

   10. Update Process

   No

   11. Form Completed and Returned to Stakeholders

Asset Management Line Standards Group

Ergon Energy Corporation Limited ABN 50 087 646 062
Ergon Energy Queensland Pty Ltd ABN 11 121 177 802
Purpose and scope

- To provide guidance for reporting a problem or improvement that has been identified within the Ergon Energy Overhead, Underground and Lighting Construction Manuals.

Communication Flow

- Peer Discussion
  Any problem / improvement should be discussed with your peers in the first instance. This will determine whether or not a simple solution is available.

- Construction Standards Feedback Form
  Feedback Form, NA000303F100, should be initiated. This form should then be forwarded to the Team Leader for comment.

- Team Leader Comment
  Team Leaders should review any problems / improvements that are perceived by staff. If they can resolve the issue, the feedback form with comments should be returned to the originator.

  The Team Leader should respond to this form within two weeks of receipt. If they are unable to resolve the issue, the feedback form should be forwarded to the Work Practices Co-ordinator for comment.

- Work Practices Co-ordinator Comment
  The Work Practices Operational Forum should review the problem / improvement. If able to be resolved through the forum, the Work Practices Co-ordinator should comment and forward the feedback form back to the originator via the Team Leader.

  The Work Practices Co-ordinator should respond to this form within two weeks of receipt. If the issue is unable to be resolved, the coordinator should comment and forward the form to the Asset Management Line Standards Group.

- Asset Management Line Standards Group Review and Comment
  The Asset Management Line Standards Group will collate all problems / improvements that have not been able to be resolved during an earlier phase in the process. If the group considers that no action is required, an explanation of this decision will be recorded on the feedback form and returned to the originator via the Work Practices Co-ordinator and the Team Leader.

  If the group decides that action is required, the relevant actions should be initiated. This intended action should be recorded on the feedback form and returned to the originator via the Work Practices Co-ordinator and the Team Leader. The Asset Management Line Standards Group should respond to this form within two weeks of receipt.

Responsibilities

- Executive General Manager Asset Management is the Process Owner responsible for approving this Reference document.

- Manager Engineering Line Design Standards is responsible for maintaining this Reference document.

- Manager Engineering Line Design Standards is the Subject Matter Expert (SME) for the content of this Reference document.

References

- NA000303F100, Construction Standards Feedback (Form)