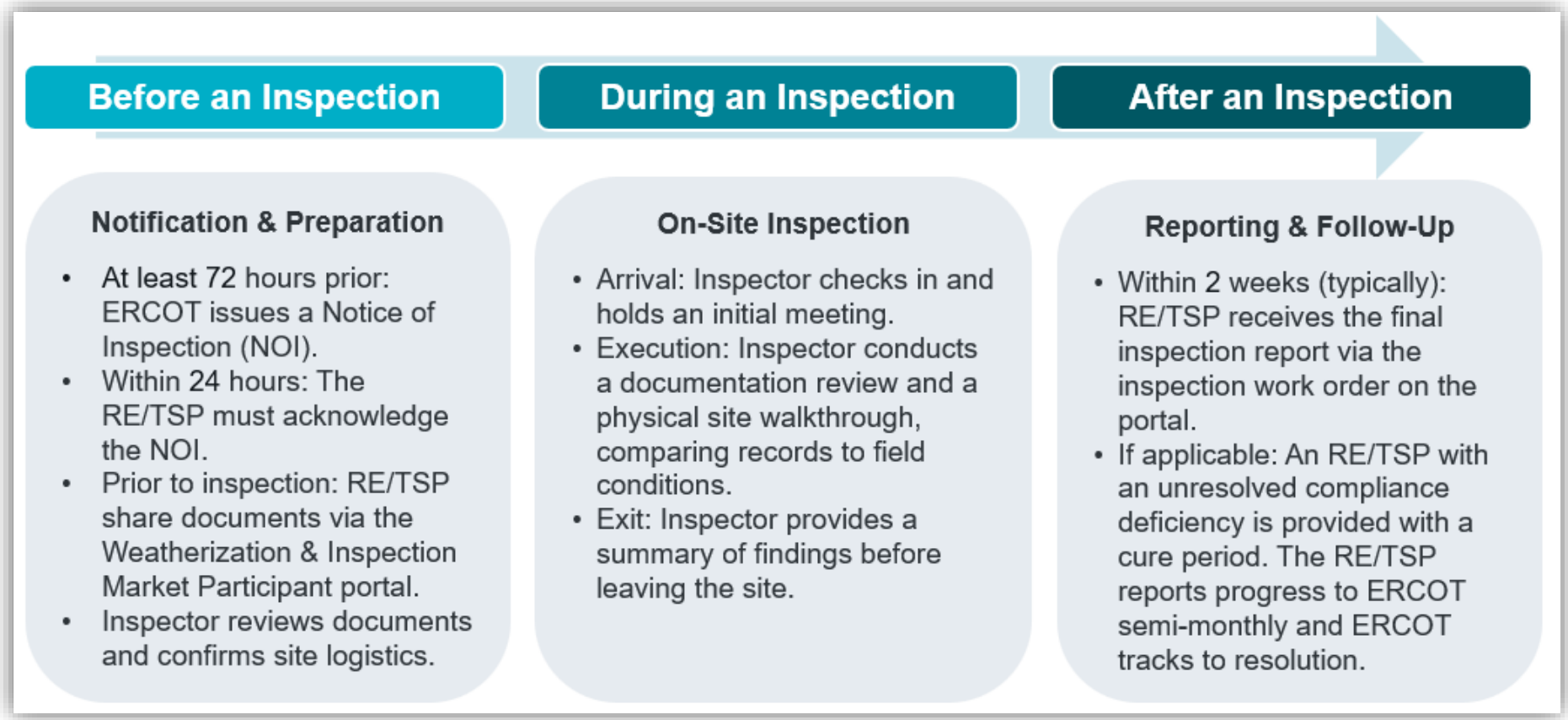
ERCOT Weatherization Inspection Process
What to Expect Before, During, and After an Inspection

Key Highlights:



Before an inspection

- ✓ Notice of Inspection (NOI) Acknowledgement and Acceptance
  - ERCOT provides a written Notice of Inspection (NOI) at least 72 hours prior to the inspection date.
  - The NOI is an email sent from ercot@servicenowservices.com to the Resource Entity (RE) or Transmission Service Provider (TSP) Authorized Representative (AR) and Backup Authorized Representative (BAR).

- The NOI must be acknowledged by the RE/TSP within 24 hours of when the NOI is sent per the Public Utility Commission of Texas (PUCT) Weather Emergency Preparedness Rule, 16 Texas Administrative Code (TAC) §25.55(d)(1)(A).
    - The NOI email may be forwarded to other RE/TSP representatives responsible for acknowledgement
    - Acknowledgement requires an RE/TSP representative to have a digital certificate with the Weatherization & Inspection Market Participant Portal (portal) manager role, SN_M_W_MGR_ECEII.
    - An NOI must be acknowledged by using the unique link provided in the NOI email.
        - The NOI is not accessible directly on the portal.

✓ RE/TSP preparation for an inspection

- Communicate Proactively:
    - Communicate with the inspector through the inspection work order on the portal.
    - Communicate with on-site and off-site RE/TSP staff responsible for various aspects of the inspection.
- Review key documents:
    - Review the Public Utility Commission of Texas (PUCT) Weather Emergency Preparedness Rule, 16 Texas Administrative Code (TAC) §25.55.
    - Review inspection checklists. Checklists are available on the Summer Weather Readiness and Winter Weather Readiness webpages.
        - Winter: Generation Entity Winter Inspection Checklist and Transmission Service Provider Winter Inspection Checklist
        - Summer: Generation Entity Summer Inspection Checklist and Transmission Service Provider Summer Inspection Checklist
- Prepare and Share Documentation:
    - Attach relevant documentation and records to the inspection work order on the portal.
        - Documents may include training materials and records, hot and cold weather critical component lists, maintenance records and operator logs, weatherization procedures, staffing plans, etc.
    - Organize all required documents and records and have available during the inspection.

✓ Inspector preparation for an inspection

- Inspector reviews documentation added by the RE/TSP representative to the inspection work order.
- Inspector reviews Declaration of Weather Preparedness (DoWP) documents submitted in the portal.
- Inspector reviews site location, resource/substation/switchyard layout, and site-specific safety protocols, including PPE requirements.
- Inspector communicates with RE/TSP personnel via the inspection work order for clarification on site details and arrival procedures.

During an inspection

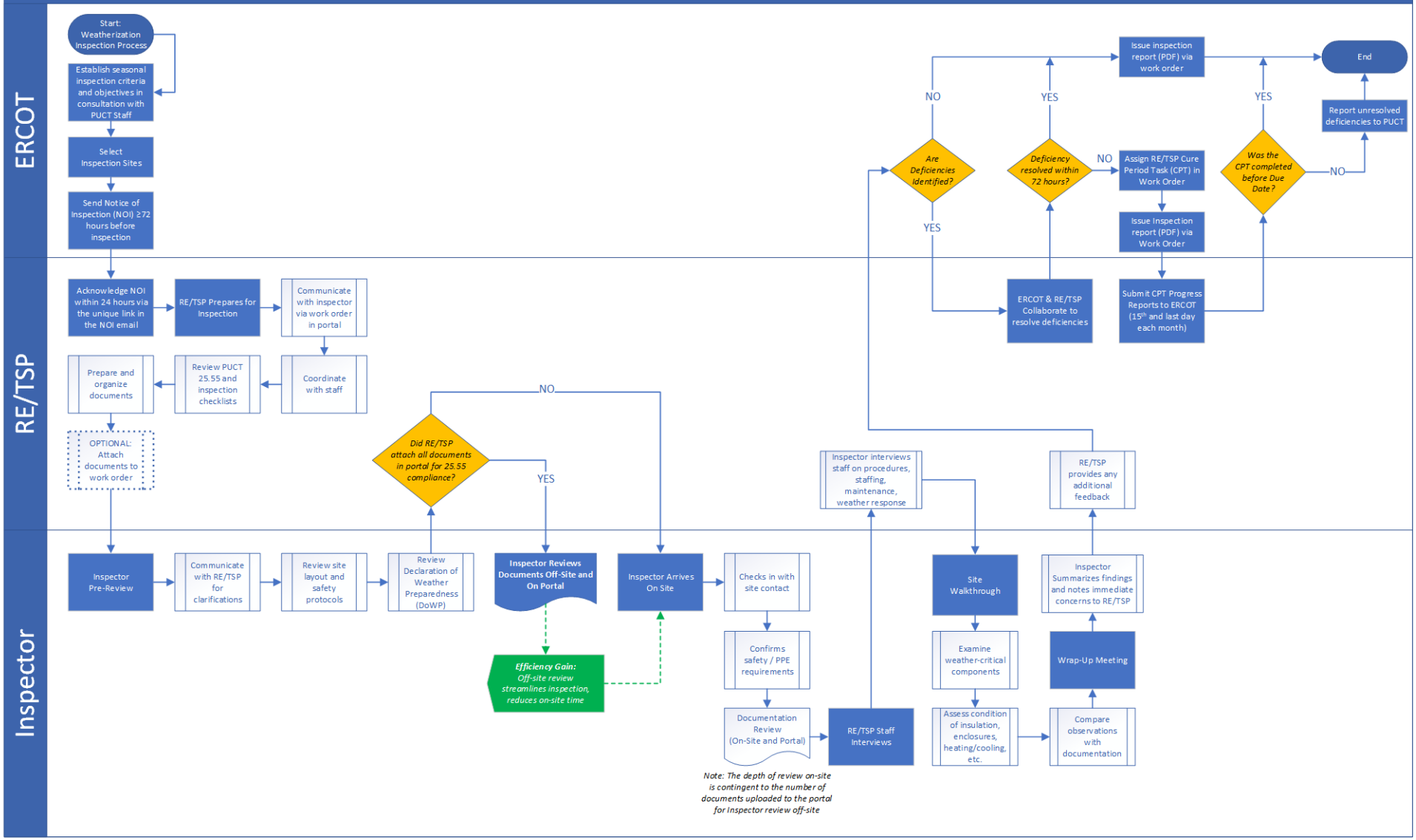
- ✓ Arrival and site entry
  - Inspector checks in with designated site contact upon arrival.
  - Inspector has an initial meeting to make introductions and confirm safety requirements.

- ✓ Documentation review
  - Inspector reviews documentation that is available on-site and that was provided prior to the inspection in the portal.

- ✓ Site walkthrough
  The inspector focuses on compliance by—
  - Examining weather-critical components for readiness.
  - Assessing the condition of insulation, enclosures, and heating/cooling systems.
  - Comparing on-site observations with submitted documentation.
  - Interviewing staff about procedures, staffing coverage, maintenance cycles, and responses to extreme weather.

- ✓ Wrap-up and follow-up
  Before leaving, the inspector—
  - Summarizes key findings and notes immediate concerns.

After an inspection

- ✓ Inspection results and addressing compliance deficiencies
  - The RE/TSP receives a written inspection report attached as a PDF document to the inspection work order, typically within two weeks of the on-site inspection.
  - The inspection report addresses whether the entity has complied with the requirements of 16 TAC §25.55.
  - ERCOT collaborates with the RE/TSP to address identified deficiencies.
  - A compliance deficiency that cannot be resolved within 72 hours after the day it is identified is provided with a reasonable period to cure the deficiency (cure period).
  - Deficiencies requiring a cure period are monitored via a 'Cure Period Task' (CPT) in the work order.
  - An RE/TSP with an active CPT must submit progress reports within the CPT no later than the 15th and last day of each month until the deficiency is determined to be remedied.
  - ERCOT is required to report to the PUCT any RE/TSP that does not demonstrate remediation of the identified deficiency within the cure period determined by ERCOT.

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