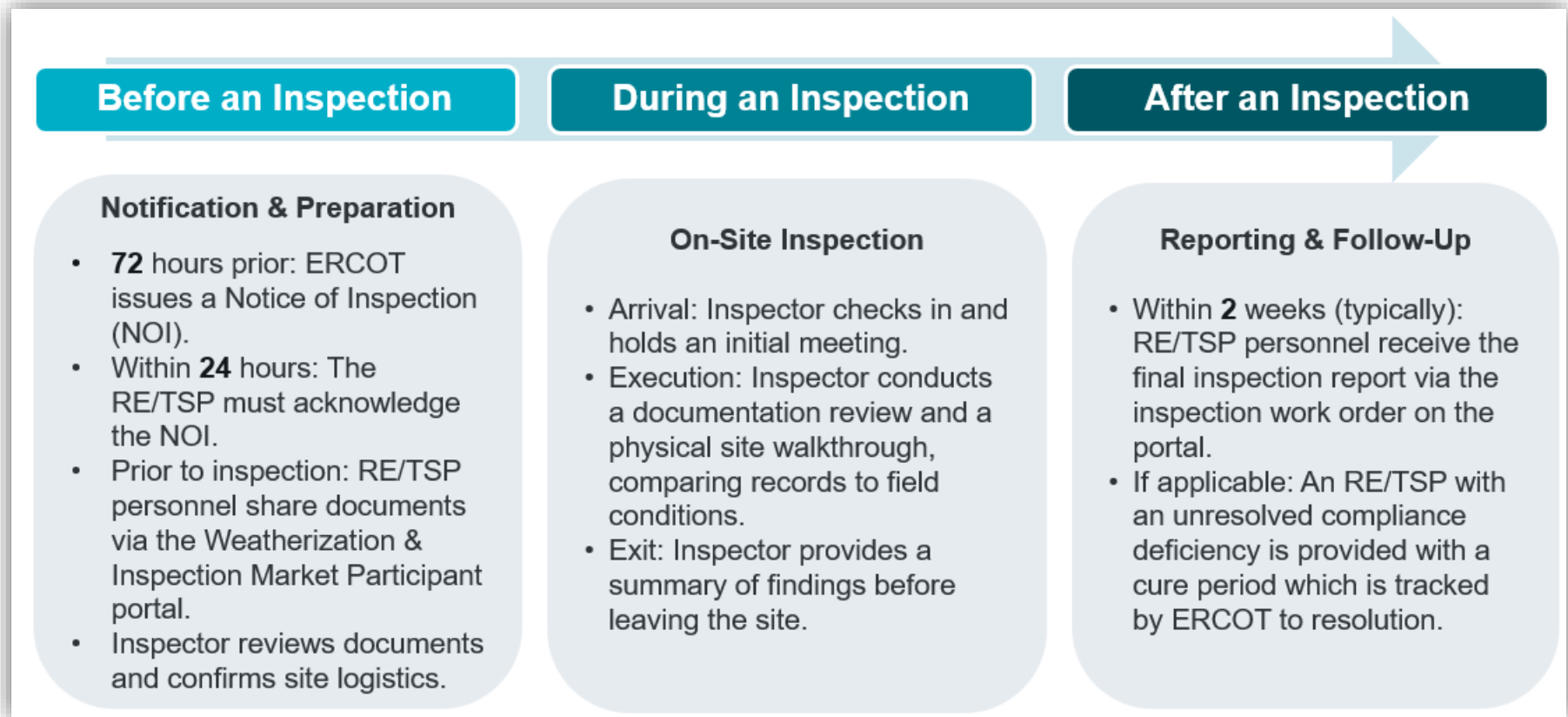


## ERCOT Weatherization Inspection Process

### 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](mailto: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 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 holds 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.
  - 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 15<sup>th</sup> 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 remedy the deficiencies identified within the cure period determined by ERCOT.