



Revisions and Corrections of Facility Records

Version 10.0

History

Version	Author	Date	Description	Test By	Test Date
10.0	Analiz Rivera	07/19/2017	Creation of original doc.		

Revisions and Corrections of Facility Records (With As-Built Documentation)

Introduction

Revisions (See Sections 1-4 below)

A revision is a modification to an existing record to update the original As-Built documentation in the GIS. It is a modification to the original As-Built documentation for capital projects, PILR's and service records. A revision requires new revised records to modify the original record and GIS on findings in the field.

Corrections (See Sections 5-6 below)

A correction happens when the GIS does NOT reflect an existing record and needs to be corrected to match it. If original as-built records need no modification, but errors are found in the GIS/MapFrame data (e.g. pipe material in the GIS does not match the material on the as-built sketch and found in the field) a correction request must be made. Corrections are based only on the original facility records.

If the original record has not been scanned, scan the original paper record of all the pages that make up the record for the complete as-built **without any modifications**. DO NOT mark up any of the original paper documents. Changes should only be made to copies and versions of originals.

Sections in this Document

1	Errors That Can Cause a Revision
2	Reporting a Revision—Acceptable Request
3	Reporting a Revision—Unacceptable Request
4	Submitting Documents—Revisions
5	Information to be Included in a Correction Request
6	Submitting Documents—Corrections

Note: If there is a change found while doing a repair but it can only be verified for a small area, a non-leak PILR should be used to indicated the change of information. No change will be made in the GIS until the extent of change can be verified. This will be based on the judgment of an engineer reviewing the record.

1. Errors That Can Cause a Revision

Changes to land based objects can affect more than one record. Changes should be made on all records that include that object (example, streets etc.). A building fire, sink hole, a pole that was knocked down and was used to dimension to and from may require multiple records to be revised.

LAND BASED OBJECTS

Objects that were dimensioned from and are now non-existent or have been moved.

- Buildings
- Electrical Pads
- Poles
- Railroad Tracks
- Right of Ways
- Sink Holes
- Streets—widened, causing the EOM and/or center line to change
- Other land based objects

VALVES

- Open/Closed Status
- Pressure
- Size
- Material
- Location Indicator
- Inspection Cycle

MAIN

Main that is at wrong location, has the wrong pressure, wrong sizing etc. in the GIS

- Main ID—Study/Sequence
- Sub ID
- Pressure
- Diameter
- Material
- Length
- Location
- Casing Size

REGULATOR STATIONS

- Inlet/Outlet Pressures
- Location
- Class
- Type

2. Reporting a Revision---Acceptable Request

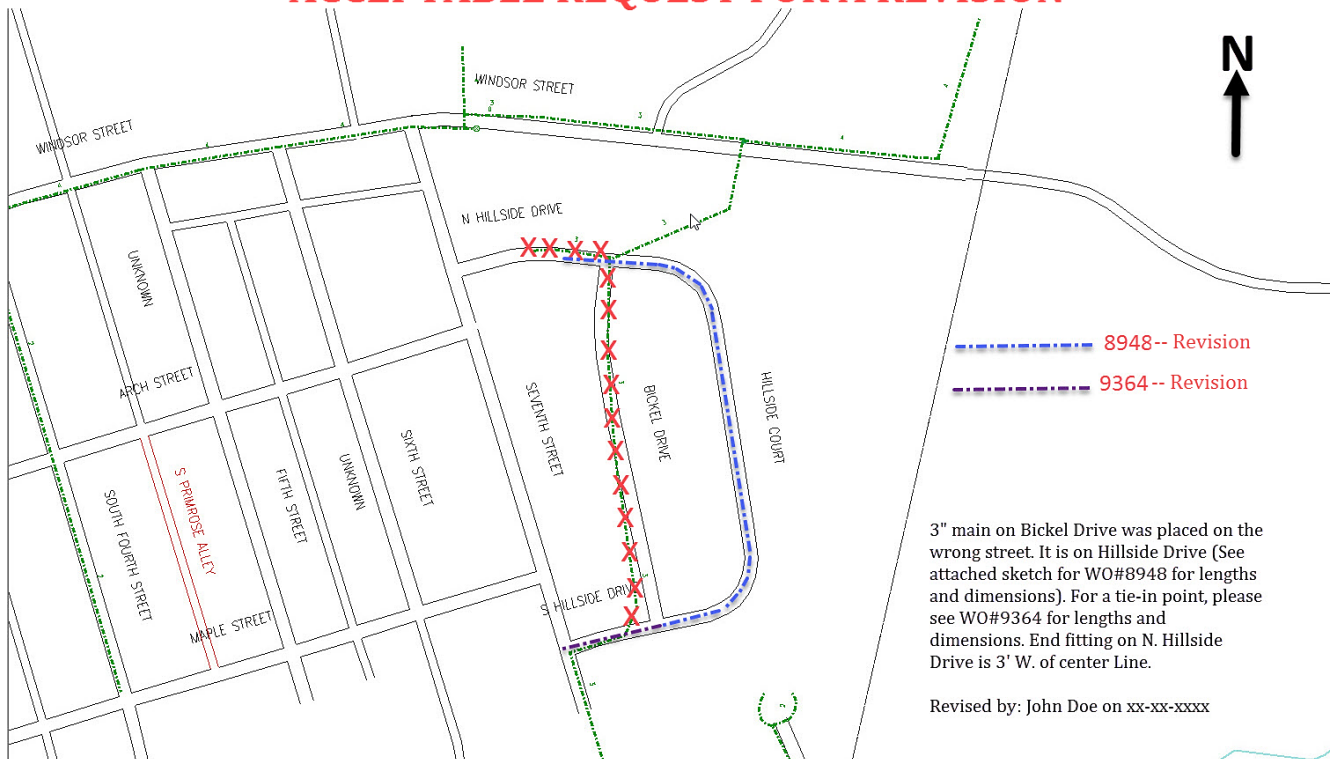
After an error has been found, ALL changes must be submitted in writing and with the acceptable documentation. Revisions and modifications are based ONLY on the original facility records.

ACCEPTABLE DOCUMENTATION
<ul style="list-style-type: none">• Revision of original sketch/document• New sketch indicating revisions to be made• Print out of map frame/area along with original as-built report

ALL revisions must be made in writing and must include:

- Name of person revising document
- Brief description of revision
- Date Revised
- Reference Record
 - Only to be included if original documents are in Documentum
- Copies of original As-Built Report along with previous sketches
 - Only to be included if original documents are NOT in Documentum
- Approved By
 - Engineer if location of pipe is to be modified
 - Inspector, Engineer, Requestor (UGI Employee)

ACCEPTABLE REQUEST FOR A REVISION



3. Reporting a Revision---Unacceptable Requests

Phone calls are unacceptable. We need to have documentation on file as to why and by who this change was requested.

UNACCEPTABLE
<ul style="list-style-type: none"> • Phone calls • Emails • Verbal Request • Screen shot of the area with modification

UNACCEPTABLE REQUEST FOR A REVISION

-Must have ORIGINAL work order number to document appropriately
Example: "7415803-REVISION"
-Revised by: ? (missing)
-North arrow (missing)

Submitting **ONLY** a mapframe print out (such as this one) is unacceptable. If the original As-Built Report/sketch can not be located, a "Revised Facility Records" form **MUST** be completed and submitted for revision

revised length missing

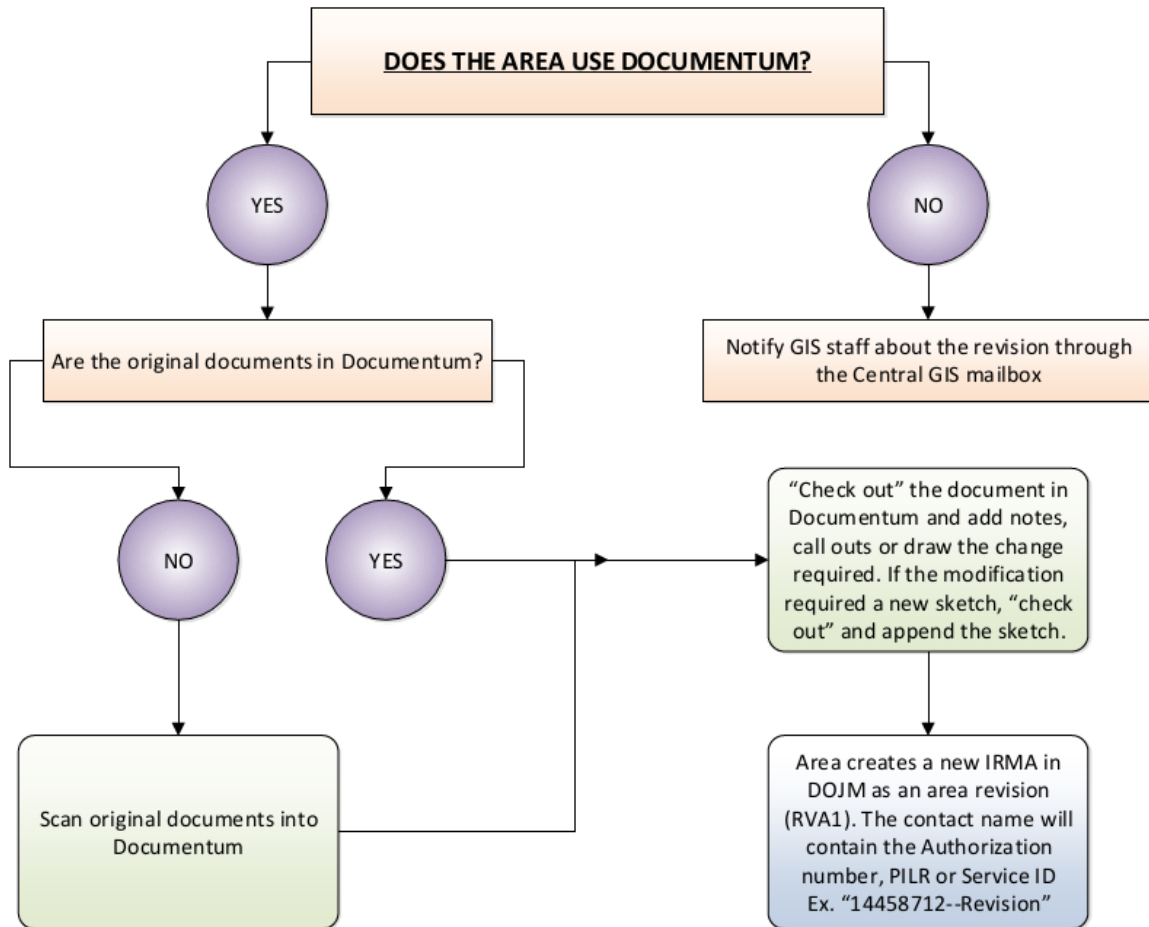
MAP change Request 9/27/16
Map # C-53D Grid 71
Please Remove Line that is "X" out. This Line never existed. Instead it runs Parallel with SR68 Like The Remaining Gas Main. I drew the corrected location of the main on the Map. Thanks

UGI Utilities, Inc.

Scale: 1 IN = 56 FT

All documentation and information required is NOT attached. There is NO original As-Built documentation included with the submission or a document reference number. Requests that are not completed accordingly, will be returned for correct processing.

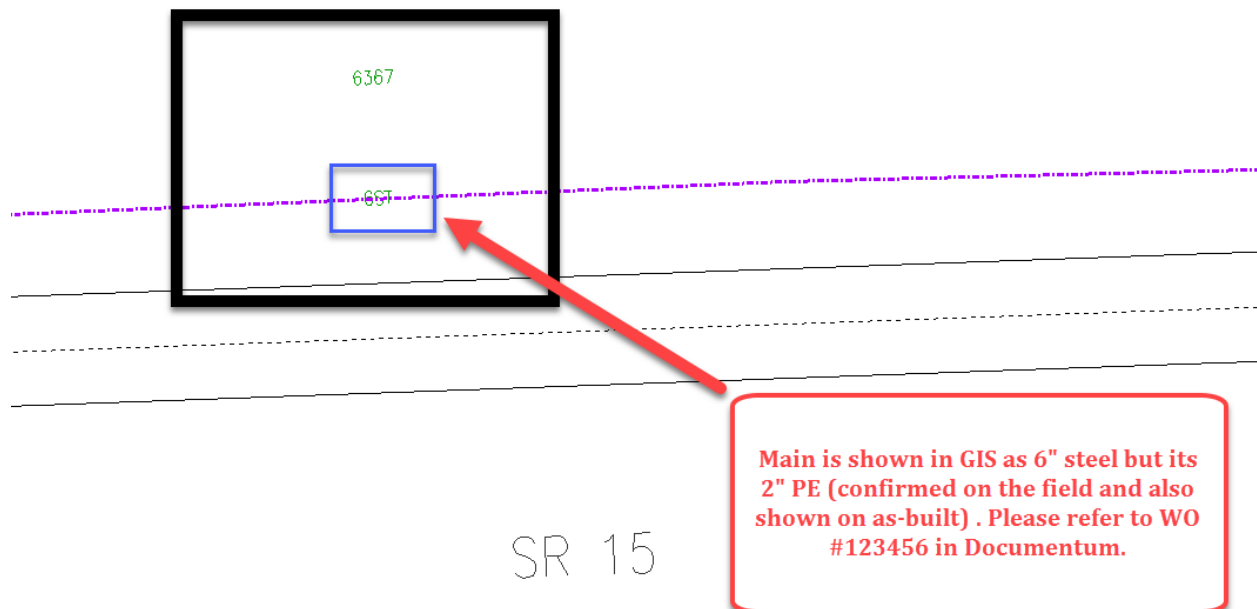
4. Submitting Documentation – Revisions



5. Information to be Included in a Correction Request

When submitting a correction, take a screen shot of the area to be revised. Make a note to reference the original WO# (if it's available in Documentum). If the area does not use Documentum, the original as-built documentation must be attached. A sample correction is below and should include the following information:

- Screen shot of area (example below)
- Correction Found By
- Brief Explanation of the correction
 - The wrong information shown in the GIS/MapFrame as opposed to the as-built sketch.
- Date Corrected
- Reference Record
 - Document name in Documentum
 - If Area does not use Documentum, attach originals
- Approved by
 - Person submitting the correction



6. Submitting Documents—Corrections

Please submit all the documents required above to our Central GIS Mailbox at:
CentralGIS-GPS@ugi.com

Since the record does not need an as-built revision or modification, the person responsible in the area will create an IRMA revision work order in DOJM using the original authorization number, service ID or PILR number as the contact name and the term correction included in it, for example "xxxxx-Correction". Also add any remarks that would be helpful to describe the corrections, for example: "See record xxxxx GIS does not match."

Do not submit any requests without first having created an Irma revision work order.