 California ISO	Operating Procedure	Procedure No.	5720
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CAISO Authorized Inspector Application and Renewal Procedure		Distribution Restriction: None	

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Purpose

Provides guidelines for the issuance of an inspector stamp, meter seals, and an identification card to an ISO Authorized Inspector Candidate upon becoming a Certified ISO Authorized Inspector. This procedure is also used in order to issue additional meter seals and to renew the Authorized Inspector's identification card. The final section of this procedure also details the steps to resign as an ISO Authorized Inspector.

1. Responsibilities

ISO Metering Manager	<ul style="list-style-type: none"> • Sign off on the Meter Inspector Agreement.
ISO Energy Data Acquisition Specialists (EDAS) Team	<ul style="list-style-type: none"> • Review the Application Package and contact the ISO Authorized Inspector Candidate. • Issue the ISO Authorized Inspector Exam.

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ISO Authorized Inspector Candidate	<ul style="list-style-type: none"> • Submit a completed Application Package. • Pass the ISO Authorized Inspector Exam. • Sign the ISO Authorized Inspector Agreement.
ISO Authorized Inspector	<ul style="list-style-type: none"> • Contact the ISO for additional meter seals. • Complete the renewal process once the ISO Authorized Inspector identification card is nearing expiration. • Return the inspector stamp, meter seals, and ISO Authorized Inspector identification card once they no longer inspect meters.
ISO Security	<ul style="list-style-type: none"> • Create the ISO Authorized Inspector identification card.


2. Scope/Applicability

2.1 Background

ISO Authorized Inspectors are responsible for certifying, testing, and auditing of meters and Meter Facilities in accordance with the procedures established within the tariff. In order to become an Authorized Inspector it is necessary to follow and complete the actions within this document.

2.2 Scope / Applicability

The procedure is intended to be used once an inspector candidate succeeds in passing the **ISO** Authorized Inspector Exam and signs the **ISO** Authorized Inspector Agreement. This document also covers the steps required to acquire additional meter seals and to renew an Authorized Inspector's identification card prior to expiration.

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3. Procedure Detail

3.1 ISO Authorized Inspector Application

In order to submit an application to become an ISO Authorized Inspector it is necessary to follow the actions listed below:

ISO Authorized Inspector Candidate
<ol style="list-style-type: none"> Access the Inspector Application Form found at: http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx. Once the form is completed, email it to the EDAS team for review at: EDAS@caiso.com.

ISO EDAS Team
<ol style="list-style-type: none"> Contact the Authorized Inspector Candidate within ten (10) business days of the receipt of the Inspector Application Form, with the results of the application. An application can be rejected for not being completed properly.

3.2 ISO Inspector Exam


Once the Inspector Application Form has been submitted and accepted, the Authorized Inspector Candidate is able to take the ISO Inspector Exam by completing the actions below:

ISO EDAS Team
<ol style="list-style-type: none"> Inform the Authorized Inspector Candidate when and where the ISO Inspector Exam will be administered.

ISO Authorized Inspector Candidate
<ol style="list-style-type: none"> Take the test at the designated time and place.

ISO EDAS Team
<ol style="list-style-type: none"> Notify the Authorized Inspector Candidate of the results of the exam.

Note: No more than two (2) attempts of taking the ISO Inspector Exam are allowed within a twelve (12) month period.

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3.3 Meter Inspector Agreement

Once the **ISO** Inspector Exam has been passed, the Authorized Inspector Candidate is able to submit the Meter Inspector Agreement by following the actions below:

ISO Authorized Inspector Candidate
<ol style="list-style-type: none"> Find the Meter Inspector Agreement at: http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx. Submit the Meter Inspector Agreement to EDAS at: EDAS@caiso.com. <p><i>Note: A signed copy of the Meter Inspector Agreement will be returned to the Authorized Inspector Candidate once it has been reviewed by the Metering Manager.</i></p>


3.4 ISO Authorized Inspector Material

Either new Authorized Inspectors or existing Authorized Inspectors will be issued materials based upon the actions below:

ISO Security
<ol style="list-style-type: none"> Successful Authorized Inspector Candidates will be issued an Authorized Inspector identification card.

ISO EDAS Team
<ol style="list-style-type: none"> Successful Authorized Inspector Candidates will be issued an inspector stamp and meter seals.

Existing ISO Authorized Inspector
<ol style="list-style-type: none"> Request a renewal to their identification card at least 30 days prior to expiration by emailing the EDAS team at: EDAS@caiso.com. Request additional meter seals or stamp replacement by contacting the EDAS team at: EDAS@caiso.com.

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3.5 **ISO** Authorized Inspector Discontinuation

If an **ISO** Authorized Inspector wishes to discontinue their status as an Authorized Inspector, it is necessary to take the actions below:

ISO Authorized Inspector
<ol style="list-style-type: none"> 1. Notify the EDAS team at: EDAS@caiso.com. 2. Return the inspector stamp and meter seals to: ISO EDAS 250 Outcropping Way, Folsom, CA, 95630

4. Supporting Information

Operationally Affected Parties

Shared on the Internet.

References

Resources studied in the development of this procedure and that may have an effect upon some steps taken herein include but are not limited to:

CAISO Tariff	Section 10.2.5.1
ISO BPM	Business Practice Manual for Metering


Definitions

Unless the context otherwise indicates, any word or expression defined in the Master Definitions Supplement to the CAISO Tariff shall have that meaning when capitalized in this Operating Procedure.

The following additional terms are capitalized in this Operating Procedure when used as defined below:

None.

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Version History

Version	Change	Date
1.0	Converted document formerly known as “CAISO Authorized Inspector Process” effective 6/15/12 to an Operating Procedure	08/30/13
1.1	Section 3.2 – inserted new step 2 Section 3.4 step 2 – added word “seals”	10/18/13
1.2	Periodic Review – No content changes. Updated logo in header.	5/23/16
1.3	Changed Meter Engineering to EDAS and updated email address.	7/28/16
2.0	Periodic Review: Replaced CAISO with ISO in most instances. Section 3.1, ISO EDAS Team tasks: Replaced “dates” with ‘days.’ Minor formatting and grammar updates.	3/05/20

5. Periodic Review Procedure

Review Criteria & Incorporation of Changes

There are no specific review criteria identified for this procedure, follow instructions in **ISO Operating Procedure 5510**.

Frequency

Every 3 years.

Appendix

No references at this time.

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