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		<b>Effective Date</b>	7/28/16
<b>CAISO Authorized Inspector Application and Renewal Procedure</b>		<b>Distribution Restriction: None</b>	

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## Purpose

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Provides guidelines for the issuance of an inspector stamp, meter seals, and an identification card to a CAISO Authorized Inspector Candidate upon becoming a Certified CAISO 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 a CAISO Authorized Inspector.

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## 1. Responsibilities

<b>Metering Manager</b>	<ul style="list-style-type: none"> <li>• Sign off on the Meter Inspector Agreement</li> </ul>
<b>Energy Data Acquisition Specialists (EDAS) Team</b>	<ul style="list-style-type: none"> <li>• Review the Application Package and contact the ISO Authorized Inspector Candidate</li> <li>• Issue the CAISO Authorized Inspector Exam</li> </ul>
<b>CAISO Authorized Inspector Candidate</b>	<ul style="list-style-type: none"> <li>• Submit a completed Application Package</li> <li>• Pass the CAISO Authorized Inspector Exam</li> <li>• Sign the CAISO Authorized Inspector Agreement</li> </ul>
<b>CAISO Authorized Inspector</b>	<ul style="list-style-type: none"> <li>• Contact the CAISO for additional meter seals</li> <li>• Complete the renewal process once the CAISO Authorized Inspector identification card is nearing expiration</li> <li>• Return the inspector stamp, meter seals, and CAISO Authorized Inspector identification card once they no longer inspect meters</li> </ul>
<b>ISO Security</b>	<ul style="list-style-type: none"> <li>• Create the CAISO Authorized Inspector identification card</li> </ul>

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## 2. Scope/Applicability

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**2.1 Background** CAISO 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.

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**2.2 Scope / Applicability** The procedure is intended to be used once an inspector candidate succeeds in passing the CAISO Authorized Inspector Exam and signs the CAISO 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

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### 3.1 CAISO Authorized Inspector Application

Description	
In order to submit an application to become a CAISO Authorized Inspector it is necessary to follow the actions listed below:	
Step	CAISO Authorized Inspector Candidate Actions
1	<b>Access</b> the Inspector Application Form found at: <a href="http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx">http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx</a>
2	Once the form is completed, <b>email</b> it to the <b>EDAS</b> team for review at: <a href="mailto:EDAS@caiso.com">EDAS@caiso.com</a>
Step	EDAS Actions
3	<b>Contact</b> the Authorized Inspector Candidate within ten (10) business dates of the receipt of the Inspector Application Form with the results of the application. An application can be rejected for not being completed properly.

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### 3.2 CAISO Inspector Exam

Description	
Once the Inspector Application Form has been submitted and accepted, the Authorized Inspector Candidate is able to take the CAISO Inspector Exam by completing the actions below:	
<b>Step</b>	<b>CAISO EDAS Actions</b>
1	<b>Inform</b> the Authorized Inspector Candidate when and where the CAISO Inspector Exam will be administered.
<b>Step</b>	<b>CAISO Authorized Inspector Candidate Actions</b>
2	<b>Take</b> the test at the designated time and place.
<b>Step</b>	<b>CAISO EDAS Actions</b>
3	<b>Notify</b> the Authorized Inspector Candidate of the results of the exam.
<i>Note: No more than 2 attempts of taking the CAISO Inspector Exam are allowed within a twelve (12) month period</i>	

### 3.3 Meter Inspector Agreement

Description	
Once the CAISO Inspector Exam has been passed, the Authorized Inspector Candidate is able to submit the Meter Inspector Agreement by following the actions below:	
<b>Step</b>	<b>CAISO Authorized Inspector Candidate Actions</b>
1	<b>Find</b> the Meter Inspector Agreement at: <a href="http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx">http://www.caiso.com/market/Pages/MeteringTelemetry/Default.aspx</a>
2	<b>Submit</b> the Meter Inspector Agreement to <b>EDAS</b> at: <a href="mailto:EDAS@caiso.com">EDAS@caiso.com</a>
<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>	


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**3.4 CAISO  
Authorized  
Inspector  
Material**

Description	
Either new Authorized Inspectors or existing Authorized Inspectors will be issued materials based upon the actions below:	
Step	ISO Security Actions
1	Successful Authorized Inspector Candidates will be <b>issued</b> an Authorized Inspector identification card.
Step	CAISO EDAS Actions
2	Successful Authorized Inspector Candidates will be <b>issued</b> an inspector stamp and meter seals.
Step	Existing CAISO Authorized Inspector Actions
3	<b>Request</b> a renewal to their identification card at least 30 days prior to expiration by emailing the <b>EDAS</b> team at: <a href="mailto:EDAS@caiso.com">EDAS@caiso.com</a>
4	<b>Request</b> additional meter seals or stamp replacement by contacting the <b>EDAS</b> team at: <a href="mailto:EDAS@caiso.com">EDAS@caiso.com</a>

**3.5 CAISO  
Authorized  
Inspector  
Discontinuance**

Description	
If a CAISO Authorized Inspector wishes to discontinue their status as an Authorized Inspector it is necessary to take the actions below:	
Step	CAISO Authorized Inspector Actions
1	<b>Notify</b> the <b>EDAS</b> team at: <a href="mailto:EDAS@caiso.com">EDAS@caiso.com</a>
2	<b>Return</b> the inspector stamp and meter seals to: CAISO <b>EDAS</b> 250 Outcropping Way, Folsom, CA, 95630

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## 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:

<a href="#">CAISO Tariff</a>	Section 10.2.5.1
CAISO BPM	<a href="#">Business Practice Manual for Metering</a>


**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:

<b>None</b>	
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### Version History

Version	Change	By	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

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## 5. Periodic Review Procedure

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**Review Criteria** There are no specific review criteria identified for this procedure, follow instructions in Procedures 5510 and 5520.


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**Frequency** Review as recommended in Procedures 5510 and 5520.

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**Incorporation of Changes** There are no specific criteria for changing this document, follow instructions in Procedures 5510 and 5520.

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## Technical Review

Reviewed By Content Expert	Signature	Date
<b>Manager, Model &amp; Contract Implementation</b>		7/21/16
<b>Physical Security</b>	*	8/26/13

\*Signed previous version only; changes to this version were minor and did not require full signature approval.

## Director Approval

Approved By	Signature	Date
<b>Director, Market Services</b>	*	8/22/13
<b>Director, IT Enterprise Support &amp; Campus Operations</b>	*	8/27/13

\*Signed previous version only; changes to this version were minor and did not require full signature approval.

## Appendix

<b>Attachment: None</b>
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