Pre-Inspection Checklist
For New and or Existing Receipt Point

The following checklist items are required to be completed prior to booking an initial inspection. Once this checklist has been completed, please email scanned copy to **Measurement Technical Services;** meastechservices@enbridge.com.

CONTACT INFORMATION	
Date:	
Site Description (LSD):	
Receipt Point Owner: (RPO Company Name)	
Latitude and Longitude of tap (GPS):	
On Site Inspector – Name & Phone #:	
Instrumentation Contractor: Name & Phone #: Company name, contact name & Phone #:	
GENERAL REQUIREMENTS	
All piping and vessels, including laterals downstream of meter facilities, need to be purged after hydro tested and fully dried to lower than 4lbs/mmcf before site inspection. **All equipment shall be compliant as detailed in the Raw Gas Transmission (RGT) Measurement Policy. Please refer to http://www.noms.wei-pipeline.com for any additional information.**	
The metering facility shall be properly housed in a heated building.	Is the building heated? Yes ☐; No ☐
ENB requires that the Over Pressure Protection (OPP) system must be completely stand alone, and of electric, pneumatic or mechanical fail safe design and be fully operational. OPP system must not be controlled using a PLC.	Does the OPP system use a PLC controller? Yes ☐; No ☐
Pressure Control (PC) shall be set to limit the pressure to no more than 100% of the ENB pipeline Maximum Operating Pressure (MOP) and Over Pressure Protection shall be set to limit the pressure to no more than 110% of the ENB pipeline MOP respectively	Have the Pressure Control and Over Pressure Protection devices been tested to trip at set point and not exceed ENB MOP? Yes ☐; No ☐
PC and OPP systems shall be specifically designated to protect ENB piping.	Are there any valves capable of over-riding, bypassing or isolating the PC/OPP device? Yes ☐; No ☐ If so, please secure the valve in the normal operating position with an ENB car seal.

The Pressure Control and Over Pressure Protection devices shall be functional and calibrated prior to start up. The ENB technician will be dispatched to site, to inspect and witness the verification. A copy of the completed calibration certificates, including all required signatures, with correct traceability to the PC/OPP devices and tags numbers must be emailed after the site inspection. Email scanned copy to: meastechservices@enbridge.com	Are the Pressure Control and Over Pressure Protection devices calibrated? Yes ☐; No ☐ Are calibration forms fully and accurately completed to meet compliance? Yes ☐; No ☐
All Receipt Points shall have a sample point located upstream of the gas meter run, extending to the center 1/3 of the pipe. It shall be located such that samples are taken from a fully developed flowing stream, 5 pipe diameters downstream of any obstruction (elbows, tees, meter runs, etc.).	Probe installed as per specifications? Yes ☐; No ☐

INSTRUMENT REQUIREMENTS	
Recent calibrating equipment used in the field shall meet all the required specifications as outlined in the RGT measurement policy. For pressure equipment, a dry pressure source such as nitrogen shall be used for calibration. Liquid mediums are not to be used for calibration.	Does the Instrumentation Contractor have the proper calibration equipment on site as well as a copy of the certificate verifying annual certification? Yes ☐; No ☐
The Receipt Point operator's instrumentation contractor shall conduct the verification and calibration of the EFM device prior to the site inspection by ENB personnel.	Has the Instrumentation contractor completed the calibration of the EFM devices? Yes ☐; No ☐ Is a copy of the EFM calibration available on site? Yes ☐; No ☐
The Instrumentation contractor shall have the correct software, and is able to communicate with the EFM device.	EFM available on site? Yes ☐; No ☐ EFM communications software available? Yes ☐; No ☐ Has the EFM configuration file been sent back to ENB? Yes ☐; No ☐
In order to properly verify the EFM flow calculations, the Instrumentation contractor shall have AGA calculation software available on site. (Preferably FlowCheck)	Does the Instrumentation Contractor have AGA calculation software available? Yes ☐; No ☐
The gas and/or liquid composition programmed into the EFM device shall be updated with the most recent analysis.	Is there a recent gas analysis available on site? Yes ☐; No ☐

ENB requires that the atmospheric pressure based on the actual elevation be programmed into the electronic flow measurement device.	Has the site elevation been calculated? Yes ☐; No ☐
The Instrumentation contractor shall have the correct software, and is able to communicate with the RTU device.	RTU available on site? Yes ☐; No ☐ RTU communications software available? Yes ☐; No ☐
Receipt point owners must install a communications link between the EFM and RTU devices to the nearest ENB communications hub. ENB will provide a SCADA Address. Producer must contact the area Team Leader two weeks in advance to arrange the SCADA commissioning, including a point to end device check.	Are communications commissioned and operating? Yes ☐; No ☐ **EFM** ☐ Type _____ Address:_____ **Radio** ☐ SRT-Microwave ☐; MDS-UHF☐ or Phone (dial up) ☐ Cell ☐; Landline ☐; Switch: _____ Address:_____ Phone Number: _____ **RTU** N/A ☐ Radio ☐ SRT-Microwave ☐; MDS-UHF☐ or Phone (dial up) ☐ Cell ☐; Landline ☐; Switch: _____ Address:_____ Phone Number: _____

Before contacting ENB to dispatch a measurement technician to conduct the site inspection, all instruments and analyzers are to be wired, powered up and communicating on the SCADA system. ENB will only dispatch personnel to site after they have verified on SCADA all required equipment is communicating on SCADA.	EFM Powered and Wired? Yes ☐; No ☐; N/A ☐ Transmitters Powered and Wired? Yes ☐; No ☐; N/A ☐ RTU Powered and Wired? Yes ☐; No ☐; N/A ☐ Panel Powered, Wired and Function Tested? Yes ☐; No ☐; N/A ☐ Moisture Analyzer Powered, Wired and Function Tested? Yes ☐; No ☐; N/A ☐
ENB requires that the piping at the Receipt Point will be pressurized at the time of arrival. Gas must meet applicable moisture of less than 4 lbs./mmcf., and ENB's hydrocarbon dewpoint specifications.	Is facility piping at sales pressure? Yes ☐; No ☐ Expected Pressure = _____ Moisture Dewpoint = _____ Hydrocarbon Dewpoint = _____
For sour sites, an H2S free instrument air or nitrogen purge must be provided for the moisture analyzer head unit, enclosed in a NEMA or XP case depending on location.	Is there an Instrument air or nitrogen purge for the analyzer housing? Air ☐; Nitrogen ☐; None ☐; N/A(Sweet) ☐
ENB requires two weeks' notice from the producer to schedule a measurement technician to perform the initial inspection and verification. **Please contact the area Team Leader or designate to schedule ENB Technicians to inspect the site.** **Team Leaders / Supervisors** Chetwynd: Lance Bengert 250-788-4712 Fort St. John: Kris Stevens 250-262-9084 Fort Nelson: Denise Barry 250-233-6364 **Designate - Area Business Specialist** Dale Lynn Plotnikow 250-262-3409 Mark Bouchard 403 592-2564	Area Team Leader contacted 2 weeks prior to start up? Yes ☐ No ☐

Manufacturer or blend of corrosion inhibitor **Please inform the area Team Leader/Supervisor each time pigging into our system will occur:** **Team Leaders** Chetwynd: Lance Bengert 250-788-4712 Fort St. John: Kris Stevens 250-262-9084 Fort Nelson: Denise Barry 250-233-6393	Manufacturer/blend_____ Quantity_____ Frequency_____
MTS COMMENTS	**FIELD TECHNICIAN NOTES**

Please return completed Pre-Inspection Checklist to meastechservices@enbridge.com

Completed by: _____ Date: _____

Signature: _____