

**APPENDIX C**  
**Operating Procedure No. 2**  
**EQUIPMENT MAINTENANCE REQUEST FORM**

**Effective Date: April 6, 2023**

**Review By Date: April 6, 2025**

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*This document is controlled when viewed on the ISO New England Internet web site. When downloaded and printed, this document becomes **UNCONTROLLED**, and users should check the Internet web site to ensure that they have the latest version.*

**NOTE**

To obtain an electronic version of this "Equipment Maintenance Request Form," contact the Transmission Coordinator at: [TransmissionOutageCo@iso-ne.com](mailto:TransmissionOutageCo@iso-ne.com) or call 413-535-4304.

**Part One****Filled Out By Organization Requesting Maintenance**

1. Organization requesting maintenance\*:
2. Name and phone number of individual requesting maintenance\*:
3. Time and date maintenance request submitted to Local Control Center, if required:
4. Time and date maintenance request submitted to ISO New England:
5. Equipment to be removed from service and specific equipment to be worked on\*:
6. System Improvement Request / System Problem Report (SIR / SPR) number (if applicable):
7. Migration form attached and available for review (if applicable):
8. Reason for maintenance request\*:
9. Emergency restoration time\*:
10. Time and date of scheduled maintenance\*:
11. Estimated time of maintenance (ETM):
12. Time and date of scheduled restoration\*:
13. Effect on system operation\*:
14. Technician contact and phone number during maintenance\*:

\* Fields are required to be entered on the electronic version of the Equipment Maintenance Form.

## **Part Two**

### **Filled Out By ISO New England Outage Coordination Group**

- 15. Time and date of ISO New England approval:
- 16. Time and date of ISO New England disapproval:
- 17. Reason for disapproval:
- 18. Suggested alternate times or date:
- 19. Applicant's name notified of approval/disapproval:
- 20. Operations Shift Supervisor approval:

**OP-2, Appendix C Revision History**

**Document History** (This Document History documents action taken on the equivalent NEPOOL Procedure prior to the RTO Operations Date as well revisions made to the ISO New England Procedure subsequent to the RTO Operations Date.)

Rev. No.	Date	Reason
Rev 1	9/10/04	Need to add SIR SPR references and Migration forms to OP 2 Outage form for better communication of IT changes
Rev 2	02/01/05	Updated for RTO terminology
Rev 3	08/03/06	Revised contact information
Rev 4	08/03/12	Reformatted entire document, changed font, minor format changes, added disclaimer to 1 <sup>st</sup> page footer, added Hard Copy is Uncontrolled to footer on all pages, added Table of Contents, and replaced page numbers with Page X of Y format Globally replaced the term "Outage" with "Maintenance"
Rev 4.1	10/07/14	Periodic review performed requiring no changes;
Rev 4.2	04/27/16	Periodic review performed requiring no changes; Made administrative changes required for a Minor Revision;
Rev 4.3	02/21/18	Biennial review performed requiring no changes; Made administrative changes required for a Minor Revision (included adding required corporate document identity to all page footers);
Rev 5	07/18/19	Biennial review completed by procedure owner; Added NOTE to provided contact information for electronic request form; Globally made editorial changes consistent with current practices and management expectations;
Rev.5.1	04/09/21	Biennial review completed by procedure owner with no changes;
Rev 5.2	04/06/23	Biennial review completed by procedure; Added "Filled Out By Organization Requesting Maintenance" to form; Added fields required to be filled in on electronic form have an "*" placed next to them.