

New Team Member Coaching Program: Quality Assurance Objectives			
Objective	Mentor Initials	Date Trained	Date Mastered
Locating Job Packs			
Job pack contents for an As-Built			
Face Sheet			
Crew Foreman Sign Off Sheet			
Crew Instructions			
Crew Materials			
Feedback Form to Construction			
Electric Equipment/Pole Information Form			
Sticker Sheet			
Construction Sketch			
Circuit Map Change Sheet (CMCS)			
Joint Pole Forms			
EC Tags			
ER Tags			
3 rd Party Utility Forms			
CCSC Forms			
Wildfire Checklist Form			
Job Package Checklist			
Photo Requirements			
When to call an Estimator or ADE			
Updating the QA Tracker			
Updating the GoBack Tracker			
Logging QA Reports (Passed & Go Backs)			
Manage As-Built submissions and reviews			
Submitting As Builts to PG&E			
Complete and Submit Go Backs to PG&E			
Maintaining and Updating the As-Built Manual			
EDGIS EC Tag Completion			
Completing IDOCs (incomplete documents) for PG&E			
Navigating Unifier			
Navigating SAP & Retrieve Information & Documents			
PG&E Status training compliance requirements			