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**TO/TOP Matrix Task Audit Worksheet**

EOP-011-4 – Emergency Preparedness and Operations

**Audited Transmission Owner:**

**Compliance Assessment Date:**

# **TO Subject Matter Experts**

Identify Subject Matter Expert(s) responsible for this Reliability Standard. (Insert additional rows if necessary)

**Registered Entity Response (Required):**

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| **SME Name** | **Title** | **Organization** | **Requirement(s)** |
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**Requirement R1**

Each Transmission Operator shall develop, maintain, and implement one or more Reliability Coordinator-reviewed Operating Plan(s) to mitigate operating Emergencies in its Transmission Operator Area. The Operating Plan(s) shall include the following, as applicable:

**R1 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall develop, maintain, and implement an Emergency Operating Plan that include the following as applicable: | PJM is responsible for maintaining, and implementing PJM M-13 as the PJM Operating Plan to mitigate operating Emergencies in the PJM footprint. | Did you develop, maintain, and implement an Emergency Operating Plan in your area? | Exhibit your Emergency Operating Plan for your area. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
| **File Name** | **Document Title** | **Revision** | **Date** | **Page / Sections**  | **Description** |
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**PJM Auditor Comments:**

**Requirement R1.1**

Roles and responsibilities for activating the Operating Plan(s);

**R1.1 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO Emergency Operating Plan shall include roles and responsibilities for activating the Member TO Emergency Operating Plan | PJM is responsible for issuing an Emergency, and for directing the operations of the PJM Members as necessary to manage, alleviate, or end an Emergency. | Does your Emergency Operating Plan include roles and responsibilities for activating the Emergency Operating Plan? | Exhibit the part of your Emergency Operating Plan that indicates roles and responsibilities for activating the Emergency plan. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.2**

Cancellation or recall of Transmission and generation outages;

**R1.2.2 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO Emergency Operating Plan shall include processes to determine if any maintenance or testing, scheduled or being performed, on any monitoring, control, or transmission equipment can be deferred or cancelled. | PJM is responsible for issuing an Emergency, and for directing the operations of the PJM Members as necessary to manage, alleviate, or end an Emergency. | Does your Emergency Operating Plan include processes to determine if any maintenance or testing, scheduled or being performed, on any monitoring, control, or transmission equipment can be deferred or cancelled? | Exhibit the part of your Emergency Operating Plan that indicates processes to determine if any maintenance or testing, scheduled or being performed, on any monitoring, control, or transmission equipment can be deferred or cancelled. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.3**

Transmission system reconfiguration;

**R1.2.3 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO Emergency Operating Plan shall include processes to determine system reconfiguration in its area. | PJM is responsible for issuing an Emergency, and for directing the operations of the PJM Members as necessary to manage, alleviate, or end an Emergency. | Does your Emergency Operating Plan include processes to determine if any maintenance or testing, scheduled or being performed, on any monitoring, control, or transmission equipment can be deferred or cancelled? | Exhibit the part of your Emergency Operating Plan that indicates processes to determine if any maintenance or testing, scheduled or being performed, on any monitoring, control, or transmission equipment can be deferred or cancelled. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5**

Operator-controlled manual Load shed, undervoltage load shed (UVLS), or underfrequency load shed (UFLS) during an Emergency that accounts for each of the following:

**R1.2.5 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall include steps for Load shedding during an Emergency in its Emergency Operating Plan that accounts for each of the following: | PJM is responsible for maintaining PJM M13 that describes PJM's Emergency and Load shed plan. | Does your Emergency Operating Plan include steps for Load shedding during an emergency? | Exhibit the part of your Emergency Operating Plan that includes steps for Load shedding during an emergency. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5.1**

Provisions for manual Load shedding capable of being implemented in a timeframe adequate for mitigating the Emergency

**R1.2.5.1 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| 1. Each member TO shall have provisions for manual Load shedding that is capable of being implemented in five (5) minutes. 2. The Member TO System Operators shall comply with the PJM directive of manual Load shed action unless such actions would violate safety, equipment, regulatory, or statutory requirements. | PJM is responsible for implementing the plans to mitigate an Emergency | 1. Does your Emergency Operating Plan include provisions for manual Load shedding that is capable of being implemented within five (5) minutes?2. Did you comply with PJM directives to shed Load unless such actions would violate safety, equipment, regulatory, or statutory requirements? | 1. Exhibit the part of your Emergency Operating Plan that includes provisions for implementing Load shedding within five (5) minutes.2. Evidence such as system operator logs, voice recordings, etc. for any incidents where your operators had to follow PJM directive to shed Load. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5.2**

Provisions to minimize the overlap of circuits that are designated for manual Load shed, UVLS, or UFLS and circuits that serve designated critical loads which are essential to the reliability of the BES;

**R1.2.5.2 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall have provisions to minimize the overlap of circuits that are designated for manual Load shed, UVLS, or UFLS and circuits that serve designated critical loads which are essential to the reliability of the BES. | PJM is responsible for implementing the plans to mitigate an Emergency. | Does your Emergency Operating Plan have provisions to recognize critical loads and have provisions to minimize the overlap of circuits that are designated for manual Load shed and circuits that serve designated critical loads which are essential to the reliability of the BES? | Exhibit the part of your Emergency Operating Plan that includes a philosophy of provisions that recognize critical loads and have provisions to minimize the overlap of circuits that are designated for manual Load shed and circuits that serve designated critical loads which are essential to the reliability of the BES. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5.3**

Provisions to minimize the overlap of circuits that are designated for manual Load shed and circuits that are utilized for UFLS or UVLS

**R1.2.5.3 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall have provisions to minimize the overlap of circuits that are designated for manual Load shed and circuits that are utilized for UFLS or UVLS. | PJM is responsible for implementing the plans to mitigate an Emergency. | Does your Emergency Operating Plan include provisions in minimizing the overlap of circuits that are designated for manual Load shed and circuits that are utilized for UFLS or UVLS? | Exhibit the part of your Emergency Operating Plan that includes a philosophy of provisions for minimizing the overlap of circuits that are designated for manual Load shed and circuits that are utilized for UFLS or UVLS. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| --- |
| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5.4**

Provisions for limiting the utilization of UFLS or UVLS circuits for manual Load shed to situations where warranted by system conditions;

**R1.2.5.4 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall have provisions to limit the utilization of UFLS or UVLS circuits for manual Load shed to situations where warranted by system conditions. | PJM is responsible for implementing the plans to mitigate an Emergency. | Does your Emergency Operating Plan have provisions to limit the utilization of UFLS or UVLS circuits for manual Load shed to situations where warranted by system conditions? | Exhibit the part of your Emergency Operating Plan that includes the philosophy of provisions that limits the utilization of UFLS or UVLS circuits for manual Load shed to situations where warranted by system conditions. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**

**Requirement R1.2.5.5**

Provisions for the identification and prioritization of designated critical natural gas infrastructure loads which are essential to the reliability of the BES as defined by the Applicable Entity.

**R1.2.5.5 Tasks, Audit Questions and Evidence of Compliance**

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| **Assigned or Shared Member TO Tasks** | **PJM Tasks** | **Audit Questions** | **Evidence of Compliance (What auditors will be looking for)** |
| Each member TO shall have provisions for the identification and prioritization of designated critical natural gas infrastructure loads which are essential to the reliability of the BES. | PJM is responsible for implementing the plans to mitigate an Emergency. | Does your Emergency Operating Plan have provisions for the identification and prioritization of designated critical natural gas infrastructure loads which are essential to the reliability of the BES? | Exhibit the part of your Emergency Operating Plan that includes the philosophy of provisions for the identification and prioritization of designated critical natural gas infrastructure loads which are essential to the reliability of the BES. |

**TO Narrative Response (Required):**

Describe, in narrative form, how you meet compliance with this Assigned or Shared Task.

**TO Evidence Provided and Reviewed (Required):**

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| --- |
| Provide the following for all evidence submitted (Insert additional rows if necessary): File Name, File Extension, Document Title, Revision, Date, Page(s), Section(s), Section Title(s), Description (Insert additional rows if necessary) |
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**PJM Auditor Comments:**