

— ONE PAGE · BEFORE THE FIRST HARD FREEZE

FREEZE-PROTECTION DOCUMENTATION CHECKLIST

What a regional auditor asks to see for **documented** freeze protection under EOP-012 — and what winter checks the hard way. Nine boxes. Worth forwarding to whoever owns compliance.

RECORDS *the paper trail*

- ☐ **As-built record is current** — every cold-weather-critical circuit identified and located: circuit IDs, panel assignments, what each protects.
- ☐ **Field-verified within 12 months** — someone has physically walked the system against the record since last winter.
- ☐ **Repairs and modifications logged** — with dates. An undocumented fix reads the same as no fix.

TESTING *the evidence*

- ☐ **Insulation-resistance results on file** — megger readings per circuit, dated. A visual walk can't produce this; only a meter can.
- ☐ **Results trended season over season** — drift toward zero is the failure you catch on paper before it takes out a line in January.
- ☐ **Controller setpoints and alarms verified** — checked, recorded, and matching design — not assumed from the front panel.

OWNERSHIP *the accountability*

- ☐ **A named responsible party** — a person, not a department, owns the freeze-protection program.
- ☐ **Annual inspection on the calendar** — scheduled before fall crews book up, not after the first freeze warning.
- ☐ **Cold-weather training documented** — for the crew that owns the system, with records an auditor can hold.

Any box you can't check is a gap an auditor can find — **and winter finds faster**. A vendor-neutral walkdown closes them while the calendar is still open.

A practical field reference drawn from assessment work at Northeast generating facilities — not compliance advice. Your regional entity's audit approach and the