

	OATT Standards of Conduct NONCONFORMANCE REPORT	NUMBER: OATT-SoC-004 PAGE: 1 of 1
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Description of Nonconformance DRAFT May 4 2012 Distribution list for Morning Reports contains an employee who should no longer receive these reports. Originated By <u>Alison Gillan</u> Date <u>May 2 2012</u> Forward to Paul Casey
Corrective Action Taken to Prevent Recurrence Manager / Supervisor <u>Alison Gillan</u> Title <u>Mgr, OAT</u> Date <u>May 2, 2012</u> <u>Complete below and forward to the Control Centre Administrative Assistant</u>
Cause The process for tracking Standards of Conduct-related employee transfers that are required to be posted on OASIS is well-established and followed, but there is no related process to ensure this employee information is provided to staff who maintain distribution lists for dissemination of transmission information.
Immediate Corrective Action <ol style="list-style-type: none"> 1. Removed name of employee who should no longer receive these reports from the distribution list. 2. Sent notice to Control Centre staff and Director responsible for transmission planning asking for confirmation that this name was removed from lists they manage.
Long-Term Corrective Action Revise Standards of Conduct employee transfer posting process to include notification to Control Centre and Transmission staff who maintain distribution lists.
Follow Up of Corrective Action [Click here and type Follow Up of Corrective Action]

Followed up by: _____ Date: _____

ISSUE # 1, REV. 0	AUTHORIZATION: Alison Gillan OATT SoC Chief Compliance Officer	DATE: June 10, 2005
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