



**OATT Standards of Conduct
NONCONFORMANCE
REPORT**

NUMBER: NCR-2017-2
OATT-SoC-004

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Description of Nonconformance: Non-conformance Report NCR-2017-2


Per OATT Standards of Conduct Non-Conformance Reporting: OATT-SoC-003,
Section 3.4

*Failure to adequately post on the OASIS the comprehensive Organizational Charts as outlined in
Section B.2 (c) of the SoC results in a nonconformance of the Standards of Conduct.*

The Standards of Conduct Organizational chart was last posted in August of 2016. Updates required as a result of changes to NS Power Marketing & Sales / Affiliate employees, and NS Power Transmission Function employees occurring after August, 2016 were not posted on the OASIS site. Section B.2.c.iv of the Standards of Conduct requires that NS Power update this information on OASIS within 7 business days of any change.

Originated By Dave Kelly Date May 30, 2017 Forward to Manager/Supervisor

Corrective Action Taken to Prevent Recurrence

Manager / Supervisor Dave Stanford
Sr. Manager, Control Centre operations  Date Jan. 1, 2017

Complete below and forward to the Control Centre Administrative Assistant

Cause

Updating the NS Power SoC Comprehensive Organization Chart is currently a manual process. Notification lists are received by the OATT manager from NS Power Human Resources on a regular basis listing all new employees, employee transfers, retirees, and dismissals. The OATT manager must manually check this list against the SoC Organizational Chart and note any changes/discrepancies. Upon noting a change, the OATT manager will update the SoC Organizational Chart and post the most up to date version in pdf format on the OASIS site.

The past year has seen many staff changes at all levels within NS Power along with changes to the organizational/reporting structure of numerous roles within NS Power. In order to capture these changes with accuracy, a line by line comparison of the Emera Inc. Organizational Chart and the SoC Organizational Chart was required. This process was initiated by the OATT Manager in December of 2016 but not completed as a result of time constraints.

ISSUE # 1, REV. 0

**AUTHORIZATION: Alison Gillan
OATT SoC Chief Compliance Officer**

DATE: June 10, 2005



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Immediate Corrective Action

1. Update the Standards of Conduct Organizational Chart and re-post it to OASIS by June 6, 2017 as directed by the NS Utility and Review Board (The Board) Board in their May 17, 2017 response to the Nova Scotia Power Inc., System operator 2016 Wholesale Market Report (P-194; M07951).

This action was completed on May 23, 2017.

2. Schedule a one hour recurring weekly meeting in Outlook for the OATT Manager to review HR employee lists and update the SoC Organizational Chart (if required) with weekly reporting to Sr. Manager, Control Centre Operations.

Long-Term Corrective Action

1. Research the possibility of automating changes to the SoC Organizational Chart. This will depend on the capabilities of the Emera Inc., organizational chart software.

Completion Date: September 29, 2017.

Follow Up of Corrective Action

1. Confirmation of completed HR list review and update of SoC Organizational Chart each week by Sr. Manager Control Centre Operations.
2. Automate the SoC Organization Chart if practical.

Followed up by:

Paul Kelly

Date:

Sept 29, 2017

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