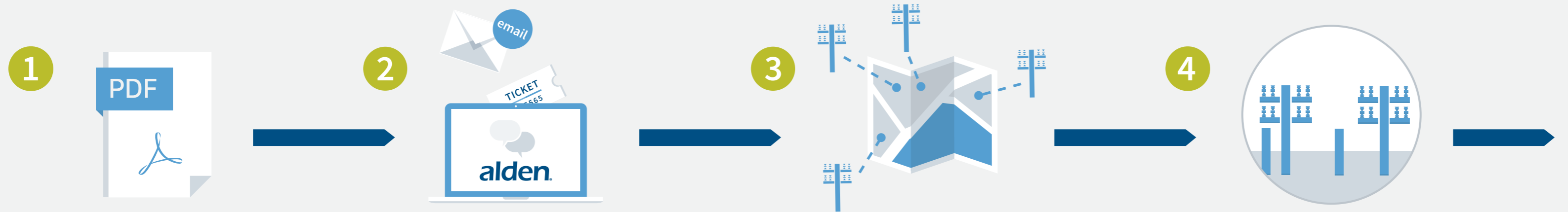


# Pole Transfer Process Workflow



1 Pole transfer requests may be received in a variety of formats such as email, PDF or NJUNS tickets. Upon receipt, Alden standardizes the format to ensure information consistency.

2 Standardized requests are uploaded into Alden's asset management database.

3 To maximize efficiency during the fielding process, each pole is plotted on a map.

4 Field technicians are dispatched to determine:

- 1) Has the transfer work already been completed? Transfers may be finished, but not updated in the system of record.
- 2) Is the transfer request simple or complex? The type determines the skillset needed to perform the work.



5 Engineers design the pole transfer job.

6 An approved contractor performs the equipment transfer.

7 Field verification is performed to ensure quality. (NESC or other inspections may also be done at this time.)

8 Enterprise systems are updated to complete the process.

- GIS or other engineering system
- Accounting system (to pay contractors or third parties)
- Asset management system of record
- Original source of request (email, PDF, NJUNS ticket)
- Other systems where data could be useful