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24 June 2004

M. Dean Sigmon
ABB Inc.
2300 Mechanicsville Road
Florence, SC 29501-0524
michael.d.sigmon@us.abb.com

Re: PC37.12.1 - Guide for High Voltage (>1000V) Circuit Breaker Instruction Manual Content

Dear M. Dean:

I am pleased to inform you that on 24 June 2004 the IEEE-SA Standards Board approved the above referenced project until 31 December 2008. A copy of the file can be found on our website at <http://standards.ieee.org/board/nes/projects/C37-12-1.pdf>.

Now that your project has been approved, please forward a roster of participants involved in the development of this project. This request is in accordance with the IEEE-SA Operations Manual, Clause 5.1.2i under Duties of the Sponsor which states:

"Submit annually to the IEEE Standards Department an electronic roster of individuals participating on standards projects"

For your convenience, an Excel spreadsheet for your use has been posted on our website at <http://standards.ieee.org/guides/par/roster.xls>. Please forward this list to me via e-mail at j.haasz@ieee.org no later than 22 September 2004.

Please visit our website, IEEE Standards Development Online (<http://standards.ieee.org/resources/development/index.html>), for tools, forms and training to assist you in the standards development process. Also, we strongly recommend that a copy of your draft be sent to this office for review prior to the final vote by the working group to allow for a quick review by editorial staff before sponsor balloting begins.

If you should have any further questions, please contact me at 732-562-6367 or by email at j.haasz@ieee.org.

Sincerely,

Jodi Haasz
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PAR FORM

PAR Status: New PAR

PAR Approval Date: 2004-06-24

PAR Signature Page on File: Yes

1. Assigned Project Number: C37.12.1

2. Sponsor Date of Request: 2004-01-21

3. Type of Document: Guide for

4. Title of Document:

Draft: Guide for High Voltage (>1000V) Circuit Breaker Instruction Manual Content

5. Life Cycle: Full-Use

6. Type of Project:

6a. Is this an update to an existing PAR? No

6b. The Project is a: New Standard

7. Working Group Information:

Name of Working Group: Switchgear-HVCB- Quality & Reliability WG

Approximate Number of Expected Working Group Members:20

8. Contact information for Working Group Chair:

Name of Working Group Chair: W J Bergman

Telephone: 403 862-1504 **FAX:** 403-206-7577

Email: bergman@ieee.org

9. Contact information for Co-Chair/Official Reporter, Project Editor or Document Custodian if different from the Working Group Chair:

Name of Co-Chair/Official Reporter, Project Editor or Document Custodian: R W Long

Telephone: 412-787-6436 **FAX:** 412-494-3422

Email: bill.long@ieee.org

10. Contact information for Sponsoring Society or Standards Coordinating Committee:

Name of Sponsoring Society and Committee: Power Engineering Society Switchgear

Name of Sponsoring Committee Chair: Alec C Monroe

Telephone: 205-592-7241 **FAX:** 205-592-9485

Email: amonroe@uscopower.com

Name of Liaison Rep. (if different from the Sponsor Chair): M. Dean Sigmon

Telephone: 843-413-4707 **FAX:** 843-413-4850

Email: michael.d.sigmon@us.abb.com

Name of Co-Sponsoring Society and Committee:

Name of Co-Sponsoring Committee Chair:

Telephone: FAX:

Email:

Name of Liaison Rep. (if different from the Sponsor Chair):

Telephone: FAX:

Email:

11. The Type of ballot is: Individual Sponsor Ballot

Expected Date of Submission for Initial Sponsor Ballot: 2006-01-31

12. Fill in Projected Completion Date for Submittal to RevCom: 2007-01-31

Explanation for Modified PAR that completion date is being extended past the original four-year life of the PAR:

13. Scope of Proposed Project:

This guide identifies and summarizes circuit breaker manufacturer's information that knowledgeable users will find useful for the receipt, installation, commissioning, operation and maintenance, and decommissioning of high-voltage (>1000V) circuit breakers. This guide recommends categories and an arrangement for the presentation of information in circuit breaker instruction manuals.

Is the completion of this document contingent upon the completion of another document? No

14. Purpose of Proposed Project:

The purpose of the document is to provide guidance for authors and those who specify Instruction Manuals for HV circuit breakers. The instruction manual structured format will allow knowledgeable users a means to effectively and quickly find the information they need: - to safely receive, install and commission, new HV circuit breakers, - to safely operate, inspect, maintain and repair HV circuit breakers throughout their lives, and finally, - to safely de-commission and dispose of the HV CBs at the end of life.

14a. Reason for the standardization project:

The reason for the document is to provide guidance for authors and users of Instruction Manuals for HV circuit breakers. The guide provides a listing of information that users wish to have in the instruction manuals. The guide recommends a table of contents for the instruction manuals as a minimum level of information that would be expected in instruction manuals. The guide does not limit the data, instruction, advice, guidance or other forms of information a manufacturer may include in their instruction manuals. The recommended structured format will facilitate all manufactures in arranging instruction manuals in a similar way so that users will be able to access information more effectively. Manufacturers will be able to provide a more consistent circuit breaker instruction manual and purchasers will benefit by receiving an instruction manual that meets with their needs.

15. Intellectual Property:

Has the sponsor reviewed the IEEE patent policy with the working group? Yes

Is the sponsor aware of copyrights relevant to this project? No

Is the sponsor aware of trademarks relevant to this project? No

Is the sponsor aware of possible registration of objects or numbers due to this project? No

16. Are there other documents or projects with a similar scope? No**Similar Scope Project Information:****17. Is there potential for this document (in part or in whole) to be adopted by another national , regional or international organization?** Do not know at this time

If yes, please answer the following questions:

Which International Organization/Committee?

**International Contact
Information?**

18. If the project will result in any health, safety, or environmental guidance that affects or applies to human health or safety, please explain in five sentences or less.

High-voltage circuit breaker instruction manuals will have cautionary and other notices required by law regarding health, safety and environmental aspects in the use of circuit breakers.

19. Additional Explanatory Notes: (Item Number and Explanation)

