



Metropolitan Cebu Water District
**Quality Management System
 Procedures Manual**

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Issue No.	1
Revision No.	0
Effective Date	Jan. 01,01

Section	Introduction
Subject	Title Page

MCWD Operations Manual (Procedures)

Vol 1
 Book 2 of 3

Procedures Manual Operations and Maintenance Processes



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 Date:



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**Quality Management System
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Section	User's Guide
Subject	Legend and Symbols

This procedures Manual uses symbols and conventions to facilitate understanding of the flow of the work and such work performed in the process. Generally, process flow diagram symbols are used and where necessary brief explanations of such are provided in the "details" portion of the documents. Thus the following symbols;

Symbol

Meaning



Start Node



Work Flow



Process



Document



Multiple Document




Process Tag



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This procedures Manual uses symbols and conventions to facilitate understanding of the flow of the work and such work performed in the process. Generally, process flow diagram symbols are used and where necessary brief explanations of such are provided in the "details" portion of the documents. Thus the following symbols;

Symbol

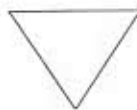
Meaning



Decision Box



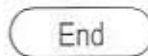
Computer Data In



Data Storage



Page Connector



End Node



Emillias

rosita


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WATER SOURCES DEVELOPMENT

OP-WQC/WSD WATER QUALITY MONITORING and CONTROL

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- OP – WQC/WSD – 002 River Water & Surface Water Quality Assessment
- OP – WQC/WSD – 003 Potability Testing for Constructed & Rehabilitated Wells, Pipelines & Other Appurtenances

WATER PRODUCTION

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- OP – POP – 003 Pump Stoppage cause by Mechanical / Electrical Component Breakdown
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- OP – SMC – 005 Buhisan Valve Operations
- OP – SMC – 006 Preparation of Job Order at Buhisan Valve Operation
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OP-SMC

WATER QUALITY MONITORING and CONTROL

- OP – WQC/WPR – 001 Annual Reporting of the Complete Analytical Testing of Individual Water Production Sources.
- OP – WQC/WPR – 002 Special Monitoring of Water Sources with Critical Quality – Water Parameter
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- OP – WQC/WPR – 004 Assessing the Corrosivity of Ground & Surface Water Sources

OP-FPO

FILTER PLANT OPERATIONS and MAINTENANCE

- OP – FPO – 001 Declogging of the Slow Sand Filter Bed

OP-POM

PUMP MAINTENANCE


- OP – POM – 001 Regular Pump Check-up & Monitoring
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- OP – POM – 004 Pump Corrective Maintenance (Field Repair)
- OP – POM – 005 Electro-Mechanical Shop Services.
- OP – POM – 006 Electro-Mechanical Project Administration

MQMS CONTROLLED COPY
 DATE DEC 13 2006 BY: [Signature]

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Reviewed: Ronnie R. Legaspi
 Date: 12/5/06

Approved: Armando H. Paredes
 Date: 12/6/06

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OP – WSM – 003	Request for Seedling Withdrawal
OP – WSM – 004	ISOCOLOR MAP Updating
OP – WSM – 005	Maintenance of Raw Water Main



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OP - PDM - 006	Operating the Booster Pump
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OP-CHL/WTR **CHLORINATION**

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WATER STORAGE

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OP - WQC/WST - 002	Disinfecting Reservoirs
OP - WQC/WST - 003	Biological growth Assessment in Water Tanks

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Prepared: Rosita C. Lao Date:	Reviewed: Ronnie R. Legaspi Date: 12/5/06	Approved: Armando H. Paredes Date:
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OP-CHL CHLORINATION
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OP - RESERVOIR and MAINTENANCE

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- OP - MMN - 001 New Meter Testing
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OP- PMI PIPELINES MONITORING and INSPECTION

- OP - PMI - 001 SC Leak Detection Works - North
- OP - PMI - 002 Water Service Monitoring and Inspection/ Water Pilferage Prosecution

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- OP – WQC/WDI – 002 Assessment of Water Sample Viability for Microbiological and Chemical Analysis
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- OP – WQC/WDI – 008 Handling Internal WQCD Job Order with History Cards at Distribution Sampling Point
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- OP – WQC/WDI – 010 Strategic Hydrant / Blow-off Valve Flushing Activity
- OP – WQC/WDI – 011 Re-assessment of Contaminated Distribution Networks After Rehab

OP-SCI

SERVICE CONNECTIONS INSTALLATION

- OP – SCI – 001 Processing of Application of New Service Connection
- OP – SCI – 002 Applying for Reconnection
- OP – SCI – 003 Installation of New Service Connection
- OP – SCI – 004 Temporary Disconnection Due to Delinquency
- OP – SCI – 005 Reconnection
- OP – SCI – 006 Un-accomplished Reconnection JO
- OP – SCI – 007 Permanent Disconnection
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- OP – SCI – 009 Tapping
- OP – SCI – 010 Change in Customer Service Requirement
- OP – SCI – 011 Processing of Application for Change of Consumer's Name
- OP – SCI – 012 Pre-Service Orientation

OP-PRH

PIPELINES REHABILITATION

- OP – PRH – 001 Service Connection Rehabilitation
- OP – PRH – 002 Service Connection Rehab (Job Order) – North
- OP – PRH – 003 Preparation of JO for Walk-in Complaint
- OP – PRH – 004 Preparation of MAC Job Order (External)

OP-PMN

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- OP – PMN – 001 Leak Repair Procedure
- OP – PMN – 002 Pipelines Repair Procedure

OP-PRR

PAVEMENT RESTORATION

- OP – PRR – 001 Road Restoration Procedure – PMD South
- OP – PRR – 002 Road Restoration Procedure – PMD North




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Planned Water Service Interruption

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1.0 OBJECTIVE:

To effectively implement the requested planned service interruption for the requesting party to go on their work efficiently. This is to be carried out with proper documentation for evaluation of our capability to control our water distribution system & for future references.

2.0 SCOPE:

Starts with preparation for the forthcoming interruption and runs through the process itself until work is done, ends with the normalization of supply situation in the area prior to the WSI and the submission of a standard report.

3.0 DEFINITION OF TERMS:

- WSI - Water Service Interruption
- V.O. - Valve Operator (who implements the WSI)
- Workable Pressure - Water pressure at which work on a pipeline can already be performed. Doesn't have to be zero.
- PDD - Production & Distribution Department
- WSIR - WSI Report
- PI - Project Implementor (who requested the WSI for a particular work like pipe interconnection, pipe rehab, etc.)
- Appurtenance Team - a team in our division in-charge with the maintenance of systems appurtenances.



Prepared
Date:

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7/27/01

Reviewed:
Date:

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7/04/01

Approved:
Date:

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7/22/01



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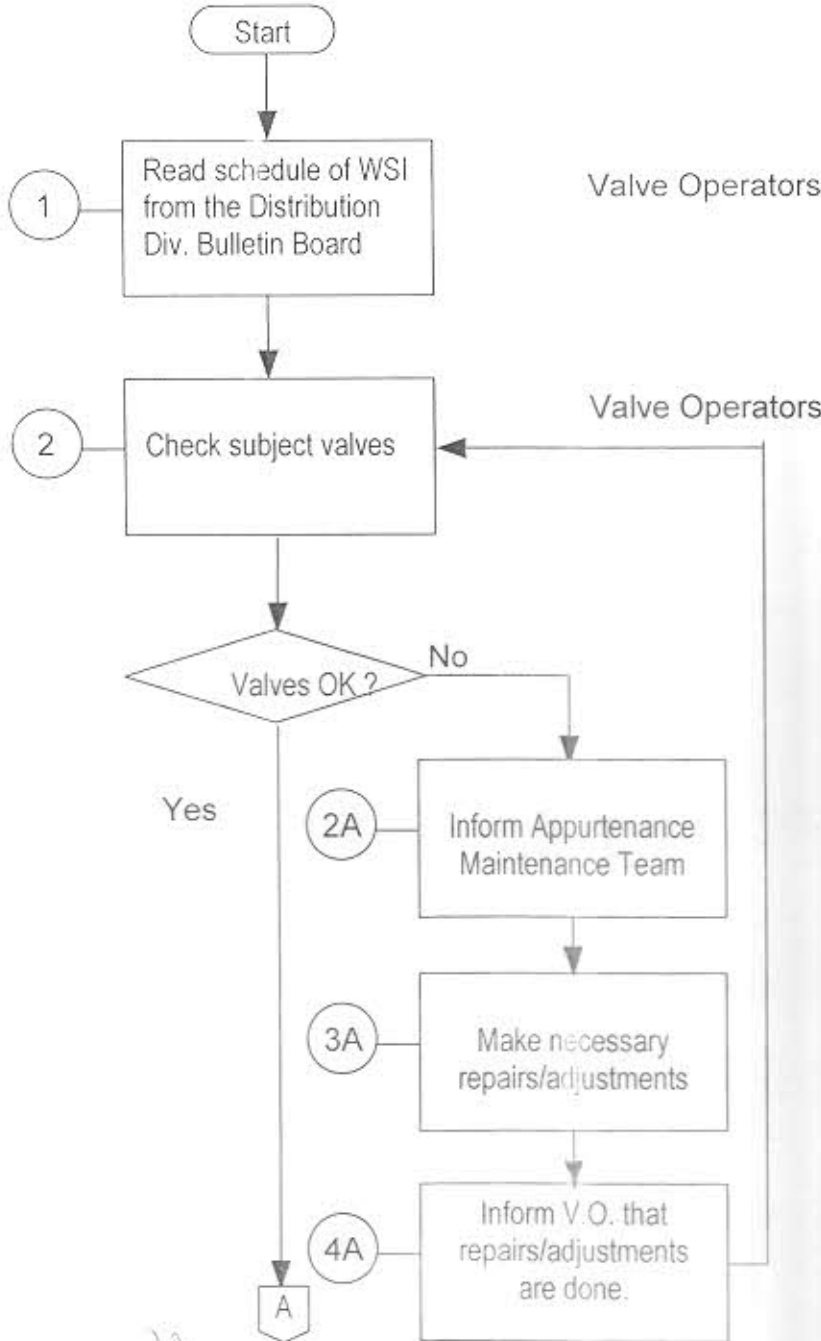
Section	
Subject	Planned Water Service Interruption

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Approved Planned WSI Notice is posted on the PDD Bulletin Board.

1. The checking should be done @ least 2 days before the scheduled WSI and focuses on:
- Which valves to manipulate?
 - Are these valves accessible? (Not asphalted, missing, flooded)
 - Are these valves in good condition?

Appurtenance Team

If repair cannot be completed before scheduled WSI, reset WSI and inform concerned requisitioner.




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 Date: 6/29/01

Reviewed: *[Signature]*
 Date: 7/02/01

Approved: *[Signature]*
 Date: 7/20/01

Planned Water Service Interruption

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
<p style="text-align: center;">A</p> <p>3. Get clearance to implement WSI from Dist. Engr.</p>	Valve Operators	<p>This is already to be on the day of the WSI</p> <ul style="list-style-type: none"> - P.I. shall visit PDD office for final arrangements & checks. (See Planned WSI Availment Procedure) - Valve adjustments shall commence an hour or so earlier than schedule depending on estimated time required for pipeline pressure to drop to a workable level.
<p>4. Implement WSI. Adjust / Manipulate Valves</p>	Valve Operators	
<p>5. Start Accomplishing WSI Report</p>	Valve Operators	
<p>6. Proceed to site of work, check pressure & flow</p> <p style="text-align: center;">B</p>		
<p style="text-align: center;">WSIR Form</p>		<ul style="list-style-type: none"> - Report includes : <ol style="list-style-type: none"> 1. Time of site arrival 2. Valves touched data: <ul style="list-style-type: none"> - # of turns - size - Location - Flow level 3. Data on touched valves shall be recorded per valve right after touching the valve on the spot & not in bulk so as not to forget a thing.



Prepared: Date: <i>6/29/01</i>	Reviewed: Date: <i>7/02/01</i>	Approved: Date: <i>7/20/01</i>
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