Project Turn-Over

1.0 OBJECTIVE:

To develop a standard operating procedure in commissioning a pipeline to ensure the following very critical aspects:

- Pipeline projects are done in accordance with standard plans and specs.
- The same are well documented and filed
- General Systems Map is updated before a new pipeline is commissioned

2.0 SCOPE:

From request for inspection by the PI to the acceptance of the project & commissioning of the same and filing of its pertinent documents.

3.0 DEFINITION OF TERMS:

- **CI** - Critical Items; This refers to work items w/c can affect the proper & safe operation of the new pipelines which includes the following:
  a. Defective appurtenances such as valves, hydrants, air release /relief valves, blow-off valves and stub-outs.
  b. Quantity of appurtenances per design not followed.
  c. Stub-out construction not as designed.
  d. Leakages in the pipeline and appurtenances.
  e. Absence of valve box covers with concrete pads.
  f. Potability test failure.
- **PDD** - Production & Distribution Department
- **IRF** - Inspection Report Form
- **IARF** - Inspection Attendance & Report Form
- **JIT** - Joint Inspectorate Team
- **NCI** - Non-Critical Items
- **GISCM** - Geographical Information System Common Map
- **NIF** - Notice of Inspection Form
- **PI** - Project Implementor
- **PTF** - Project Turn-over Form
- **PTD** - Project Turn-over Documents
- **RIF** - Request for Inspection Form
- **PHTR** - Pipe Hydro Test Result
- **CR** - Commissioning Report
- **SCID** - Service Connection Installation Department
- **GIS** - Geographical Information System

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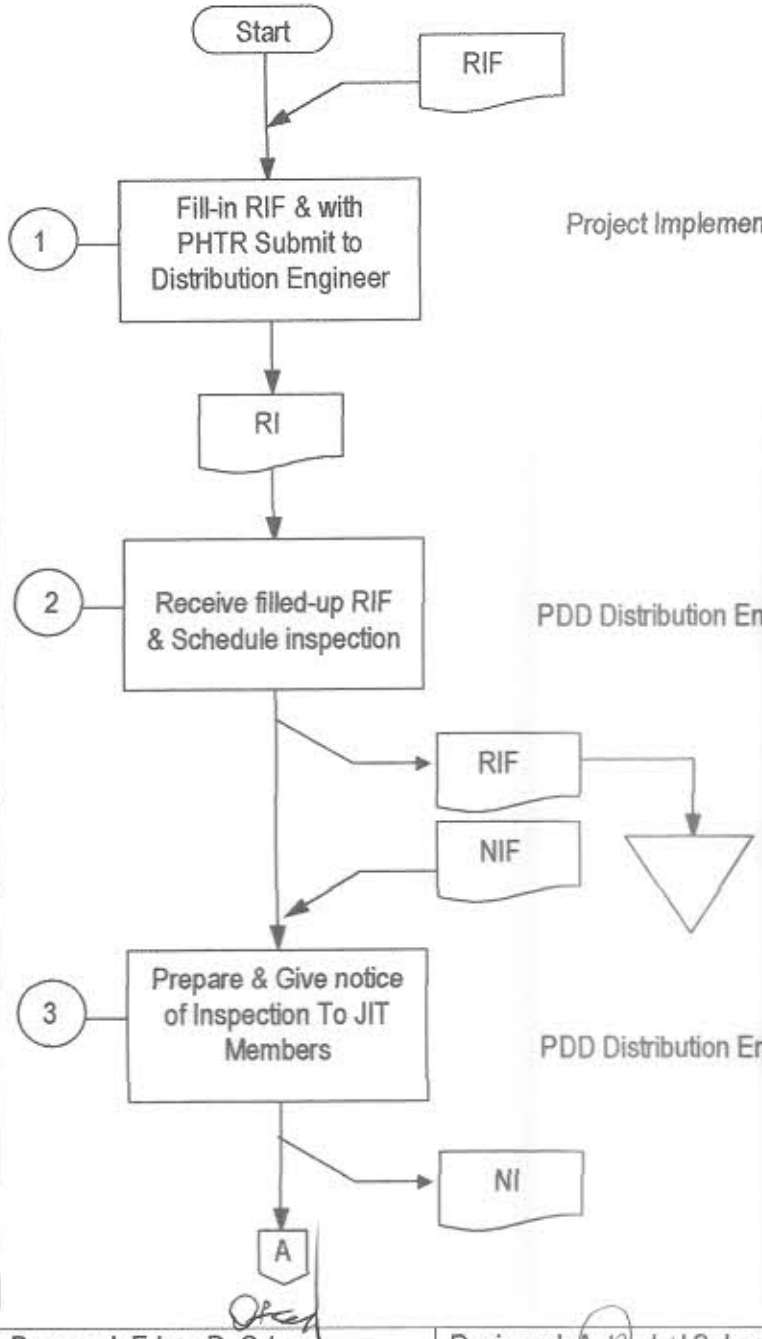
4.0 PROCEDURE



Prepared: Edgar D. Ortega Date:	Reviewed: Astrophel S. Logarta Date:	Approved: Ernie T. Delco Date:

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
A		
4 Conduct Inspection	JIT	Eng'g. Dept. representative shall bring the project's working drawings.
IARF		Ref-Rep-PDM-003
5 Inspectors make official their individual findings on the IAR	JIT	Individual findings logged on IAR shall be signed by individual inspectors & their Department Managers.
IAR / IRF		IAR will now be collated & made into a formal Inspection Report.
6 Collate Inspection Reports & submit to Dist. Div. Manager	PDD Distribution Engineer	The PDD Distribution Engineer shall classify comments as to critical & non-critical items unaccomplished
IR		Ref-Rep-PDM-004 Ref-Rep-PDM-005
B		

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
B		
7 Evaluate Inspection Reports	Distribution *Division Manager*	To check if the work items left *unaccomplished are classified* correctly.
IR		Ref-Rep-PDM-04 Ref-Rep-PDM-05
8 Submit Inspection Report to the PDD Manager	Distribution Division Manager	For review & signature by the PDD Manager as JIT Chairman
9 Submit Inspection Report to PI with recommendation	PDD Manager / (JIT Chairman)	
C		

Prepared: Edgar D. Ortega Date:	Reviewed: Astrophel S. Logarta Date:	Approved: ~~Ernie T. Delco~~ Date:

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
C		
To activity 1	PI	
10 Check in the IR if projects is accepted		The project is accepted if there are no critical items left unaccomplished.
Project Accepted ? — No		If NO, the inspection report therefore advices PI to complete the unaccomplished CI first.
Yes		IF YES, there are no critical items listed in the inspection report. Project is substantially complete & ready for turnover.
10A Accomplish CI		
11 Prepare required technical papers	PI	Ref-Rep-PDM-6 Technical papers include the ff: 1. Valve cards(corrected) 2. As-built Plans 3. Potability test result 4. Pipeline hydrotesting result (submitted earlier)
PTF		
D		

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
D		
12 Prepare project turnover document (PTD)	PI	Ref-Rep-PDM-8 Ref-Rep-PDM-9
PTD		
13 Submit PTD w/ the required technical papers to PDD	PI	
14 Received PTD w/ the required technical papers	PDD Distribution Engineer	
15 Evaluate Documents	Distribution Division Manager	Primarily to be checked include: - Valve Cards - As-built Plans
E		

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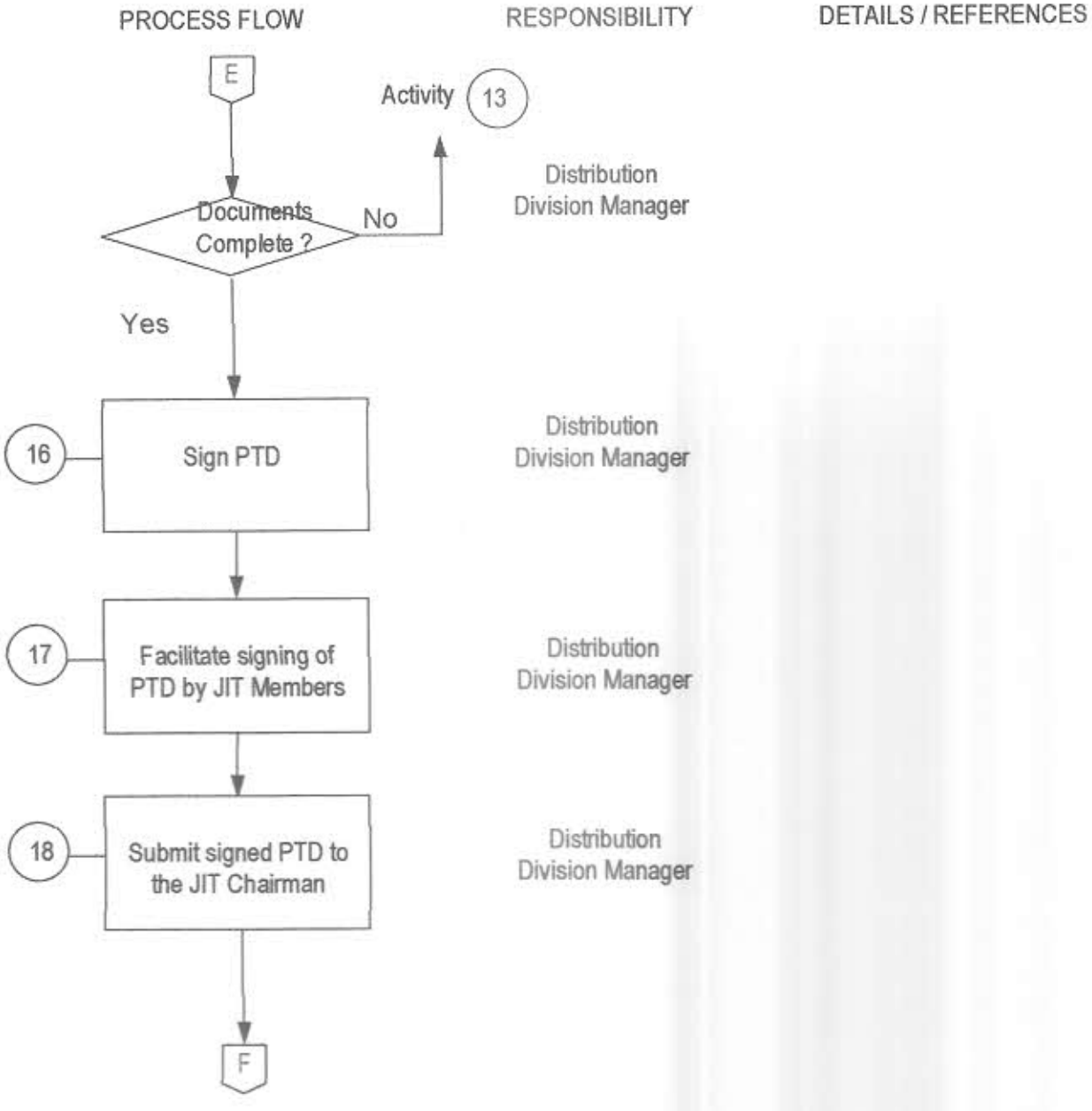
4.0 PROCEDURE



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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
F		
19 Facilitate the dist. Of the signed PTD to the PI & JIT members	Distribution Division Manager	Each JIT member department is given copy of the PTD
20 Update respective layer for GSM (by plotting the assign layer dept)	CD, SCID, PMD, PDD, Principal Engineer	Based on the submitted as-build plan of the turn-over projects: 1. In-house pipeline Projects 2. Contracted Pipeline Project 3. Rehab Pipeline Projects 4. Extension Stub-outs 5. Rehab Stub-outs
21 Verify new entry and download same to GSM inform JIT	GIS	
22 Check GSM at G.I.S (plotted accomplished project)	Distribution Division Manager	Check Updated GSM and Folder containing the project's inspection & turnover documents. Documents of each project completed to be filed separately on a single folder.
G		

Prepared: Edgar D. Ortega Date:	Reviewed: Astrophel S. Logarta Date:	Approved: ~~Ernie T. Delco~~ Date:

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4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
G		
23 Order Commissioning of New Project	Distribution Division Manager	
CRF		
24 Prepare CR & Submit to SCID	Distribution Engineer	SCID shall only start tapping to the new lines upon receipt of CR from PDD.
25 File all Project Documents	Principal Engineer/ Distribution Engineer	Filing PTD should be per project (1project : 1 folder)
Filling		
End		

Prepared: Edgar D. Ortega Date:	Reviewed: Astrophel S. Logarta Date:	Approved: Ernie T. Delco Date:

	Metropolitan Cebu Water District **Quality Management System** **Procedures Manual**		Index No.	OP-PDM-004
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	Section	Water Production and Distribution Monitoring and Control	Revision No.	1
	Subject	Confirming a Fire Alarm	Effective Date	August 13, 2003

1.0 OBJECTIVE:

To provide a strict guideline to valve operators on what to do whenever they suspect of any fire alarm and not just ignore such outright.

2.0 SCOPE:

From the time the Valve Operator senses the possibility of a fire alarm to the confirmation of the same whether or not there really is one.

3.0 DEFINITION OF TERMS:

V.O. - Valve Operator (24 hours operation)
Radio Room - MCWD's Radio Communications Center which also has a hotline with the Fire Department and manned 24 hours daily the whole week.

Prepared: Raul Tabasa Date:	Reviewed: Noel R. Dalena Date:	Approved: Ernie T. Delco Date:

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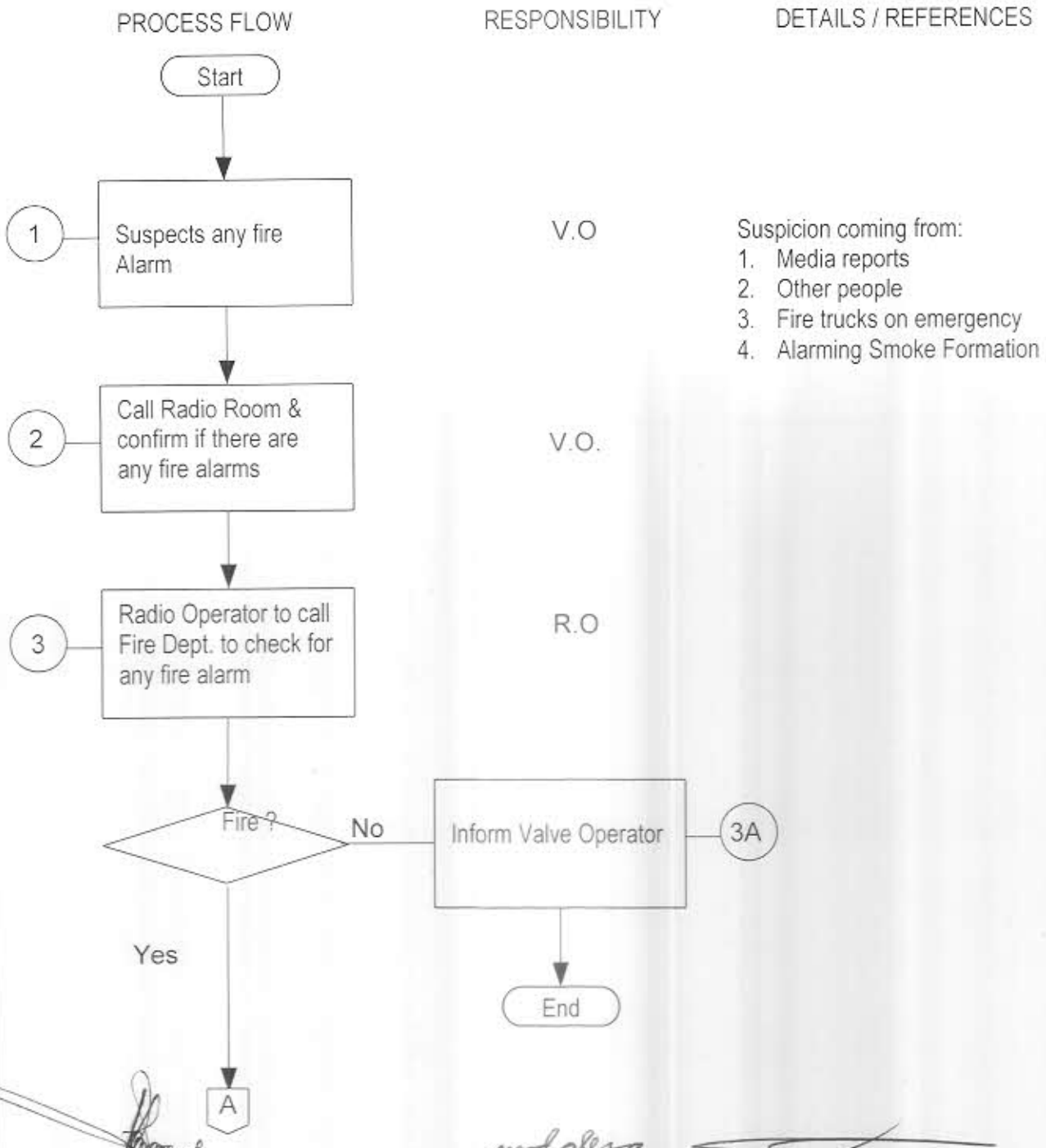
	Subject	Confirming a Fire Alarm	Effective Date	August 13, 2003

4.0 PROCEDURE



Prepared: Raul Tabasa Date:	Reviewed: Noel R. Dalena Date:	Approved: Ernie T. Delco Date:

	Metropolitan Cebu Water District **Quality Management System** **Procedures Manual**		
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Subject	Confirming a Fire Alarm	Effective Date	August 13, 2003

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
A		
4 Inform V.O. with details of the alarm	R.O	Details include : 1. Alarm Level 2. Location 3. Any request for water supply 4. Any inquires from firemen for hydrant locations.
5 Refer to Procedure # 005	V.O.	Procedure # 005 refers to procedure on responding to Fire Alarms.
End		

Prepared: Raul Tabasa Date:	Reviewed: Noel R. Dalena Date:	Approved: Ernie T. Delco Date:

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	Section		Revision No.	0
	Subject	Responding to Fire Alarm	Effective Date	Jan.01,01

1.0 OBJECTIVE:

To define clearly what our valve operator shall do in case of fire alarms so as to deliver water supply, if necessary, to where and when it is needed most but at a controlled level.

2.0 SCOPE:

From receipt of notice of alarm to site evaluation of the situation and possible introduction of needed water supply & pressure. Ends with the normalization of water supply situation of areas affected & submission of report by the valve operator to the PDD office. It must be noted that fire hydrants are not firefighting equipment. They are just to refill firetrucks and therefore need not be subjected to a firefighting pressure of 100-200 psi. Fifty to seventy (50-70) psi is enough.

3.0 DEFINITION OF TERMS:

PSI	- Pounds per square inch, a unit of pressure
VO	- Valve Operator
Alarm Level	- Defines the magnitude & extent of the fire going on.
FARF	- Fire Alarm Report Form
DDM	- Distribution Division Manager, PDD
PDD	- Production & Distribution Department

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

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	Subject: **Responding to Fire Alarm**	Effective Date	Jan.01,01

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
Start		
1 — Receive Notice of File Alarm	V.O.	MCWD Radio Operator receives alarm call from the Fire Dept. thru the hotline and relays message to the Valve Operator.
2 — Inquire for necessary Information re fire alarm	V.O.	Necessary information includes but not limited to the following: 1. Alarm level 2. Location 3. Any request for water supply 4. Any inquiries from fireman for hydrant locations.
3 — Clear Communication Lines	Radio Operator	This means asking other users (modulators) to minimize usage & give an open line between the R.O. and the V.O.
4 — Proceed to fire scene	V.O.	Proceed to site regardless of alarm level.
A		

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

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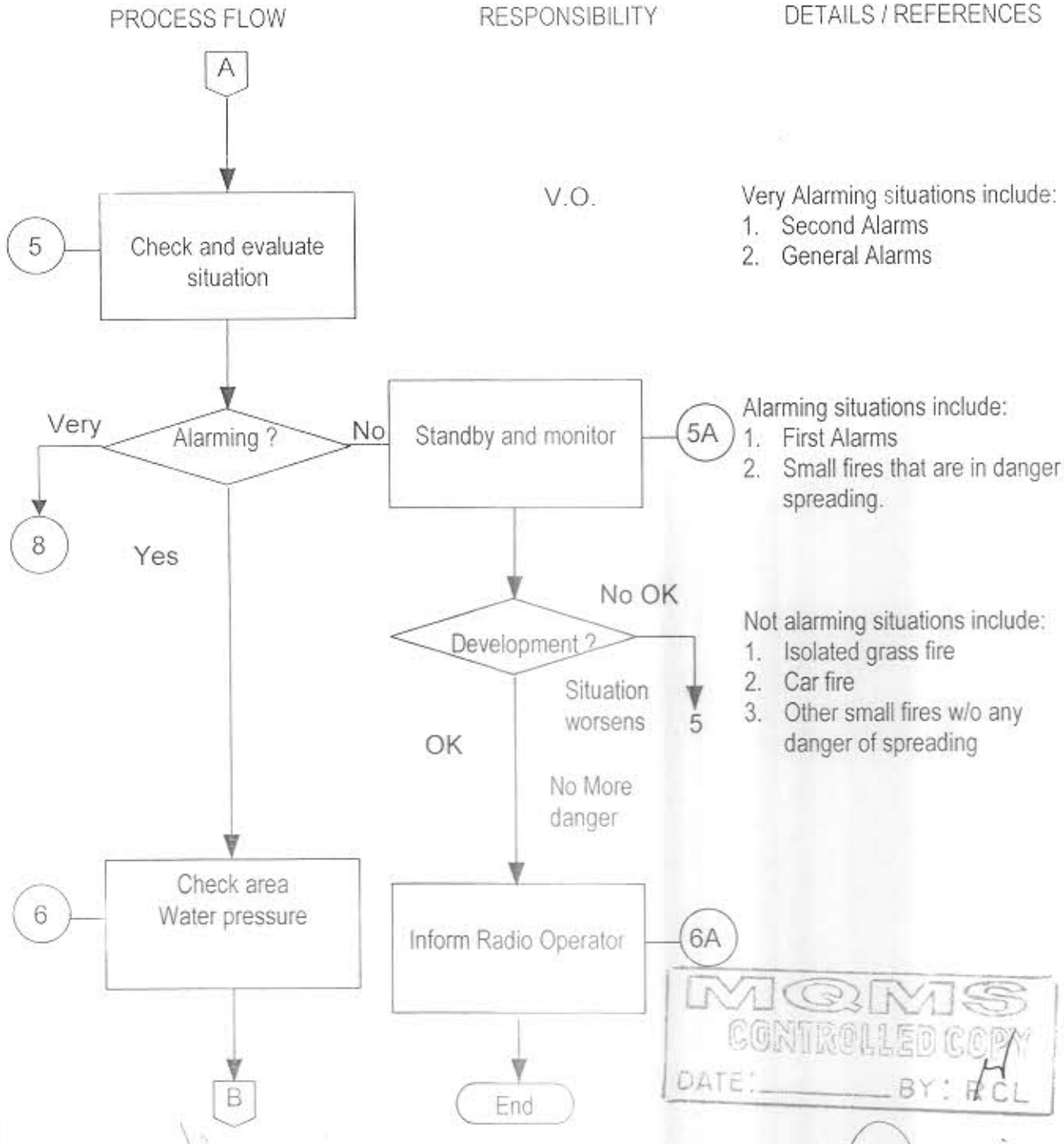
4.0 PROCEDURE



Prepared:	Reviewed:	Approved:
Date: 9/29/01	Date: 7/02/01	Date: 7/20/01

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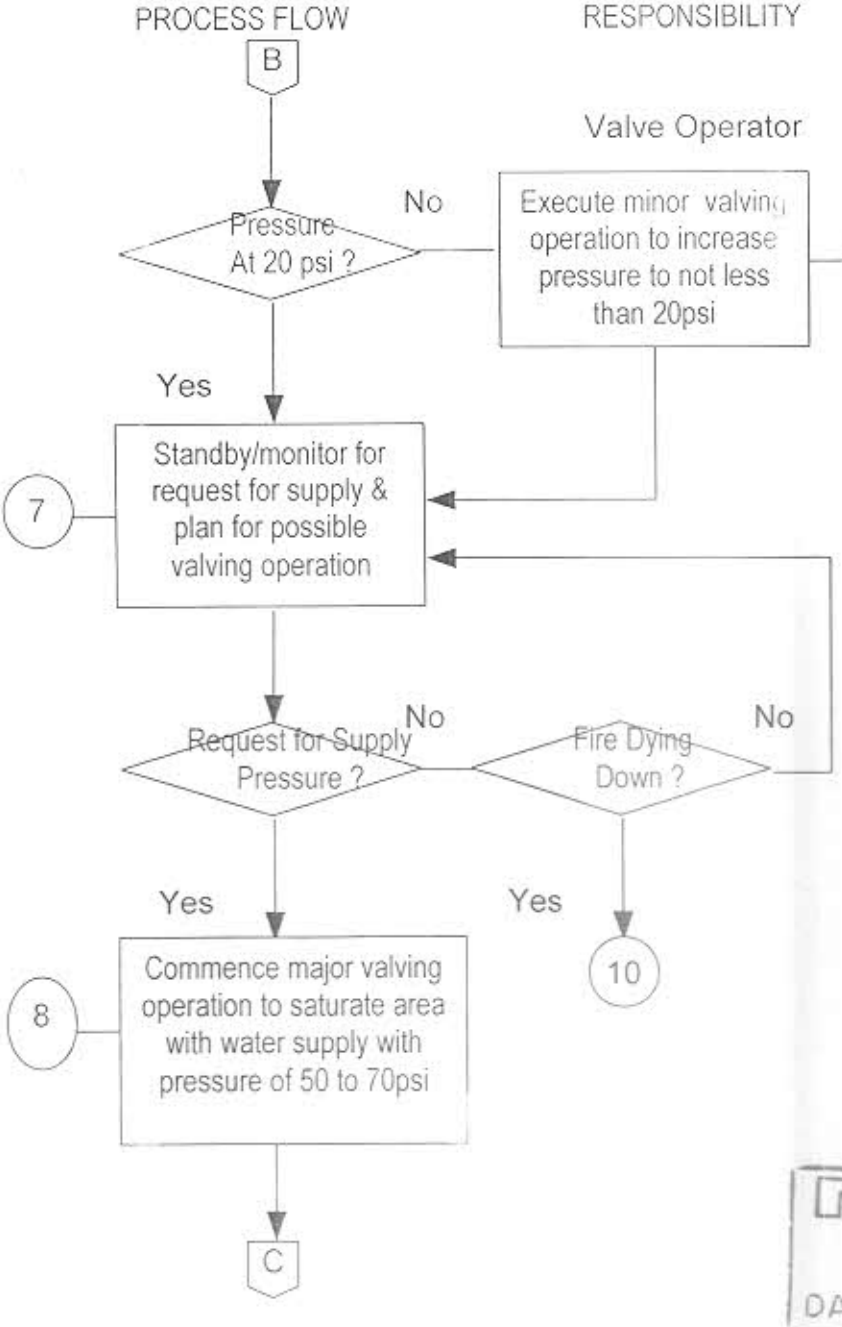
4.0 PROCEDURE



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DATE: _____ BY: FCL

Prepared:	Reviewed:	Approved:
Date: 2/13/01	Date: 7/02/01	Date: 7/20/01

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Subject	Responding to Fire Alarm	Effective Date	Jan.01,01

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
C		
9 Relay list of nearest fire hydrants to Radio Operator	Valve Operator	List of fire hydrants may also be given personally by the VO to firemen in the fire scene who shall, in turn, turn it to there are commander.
10 Monitor Development		Guide firemen to hydrants if necessary.
Fire totally under Control ? — Not / Situation Worsening; Quite → 10; → 8		If very necessary, extended ring of fire hydrants may be given to firemen after expanding area with high water pressure. Maintaining water pressure nearest the fire scene is still a top priority.
Yes		
11 Inform Radio Operator		
D		

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

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Subject	Responding to Fire Alarm	Effective Date	Jan.01,01

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
D		
12 Reset Valving		Inform operators of wellfield used in supplying water to fire scene on the resetting of valves for them, too. To reset their valves to normal status at their reservoirs.
13 Check Area Pressure		Normal Water Pressure in the area must be restored
14 Check Area Hydrants		Check if Hydrants used by the Firemen are totally closed & recapped.
FARF		
15 Accomplish Fire Alarm Report	V.O.	FRM-PDM-001
E		

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DATE: _____ BY: RCL

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

	Metropolitan Cebu Water District **Quality Management System** **Procedures Manual**		
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Section		Effective Date	Jan.01,01
Subject	Responding to Fire Alarm		

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
E		
FAR		
16 Submit FAR to DDM	V.O.	DDM to check on the overall support the VO had given to the situation. Like: • Water pressure • Reaction time • Hydrants
FAR		
End		

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

1.0 OBJECTIVE :

To outline the procedure to do in operating the booster pumps under all possible conditions.

2.0 SCOPE:

From arrival at the station when pump is still idle to starting such, operating, monitoring and effecting actions for respective situations occurring during operations.

3.0 DEFINITION OF TERMS:

Under / Over Voltage – Voltage level situations in the electrical power supply which are below / beyond what is necessary for the booster station.

Open Cut-out – a situation where the tapping rod at the electrical power supply is disconnected from its source.

4.0 PROCEDURE

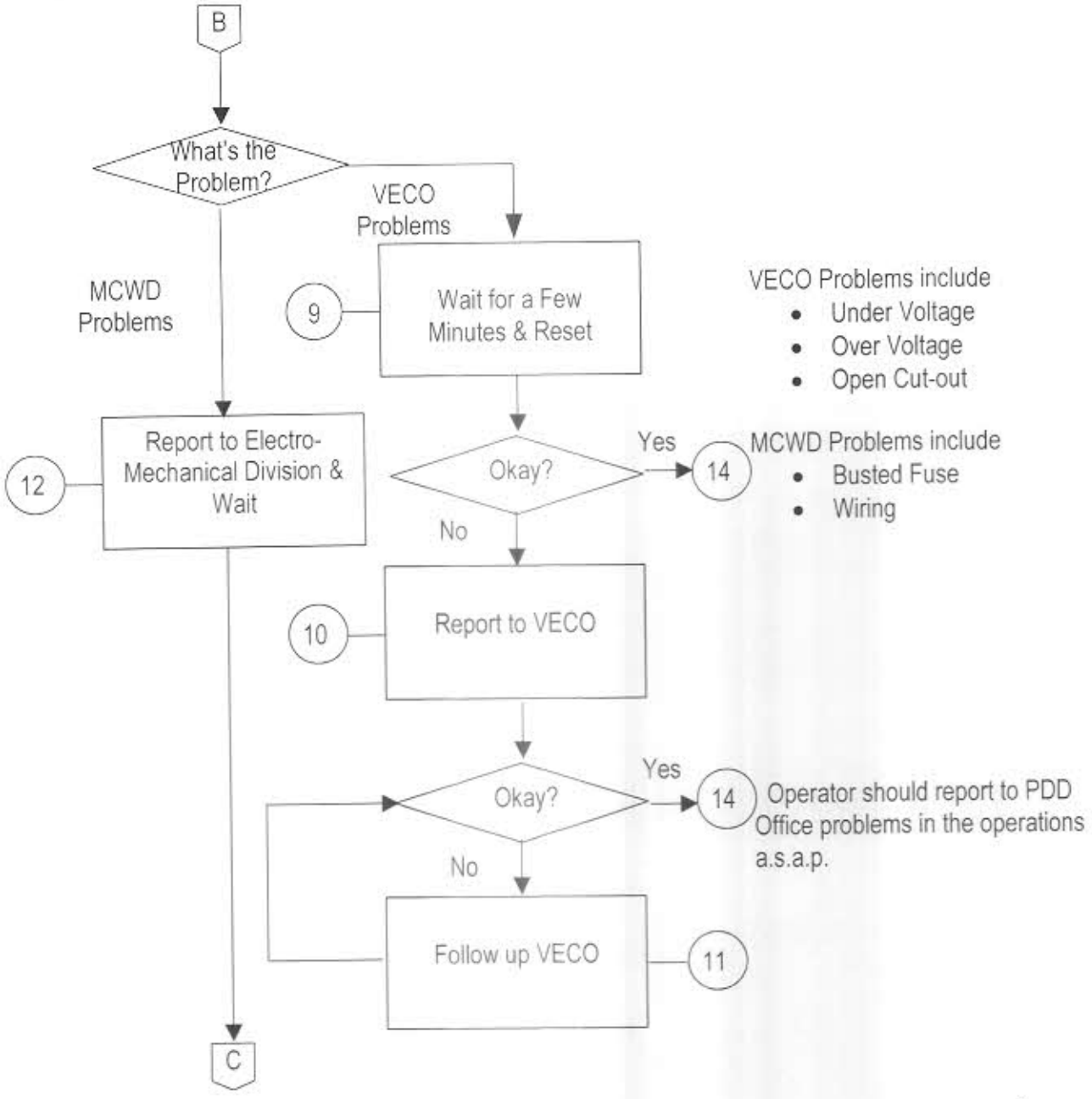
PROCESS FLOW	RESPONSIBILITY	DETAILS/REFERENCES
Start		
1 Check Booster Station	Operator	Check Booster Station for • Tools • Radio (if any) • Other Contents
2 Check for water supply		If there are problems, report later to the office.
Okay ? — No → 3 Investigate and/or report to valve operators / office		If water supply is really short, pump operator may just have to wait for the minimum supply pressure level required. Valve operators to check situation on water supply.
Okay ? — No → Investigate and/or report to valve operators / office		
Okay ? — Yes → 4 Check if discharge valve is fully open		Discharge valves must be totally open and must be checked before starting the pump.
A		

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS/REFERENCES
A		
5 Turn on Electrical Power Supply	Operator	
6 Check Control Panel	Operator	Control Panel Buttons will turn on (red light) when something is wrong.
Okay? — Yes → 14		
No		
7 Reset		Resetting control panel after a few seconds usually results to a normalized situation. If not, proceed to step 8.
Okay? — Yes → 14	Operator	Check thoroughly but carefully. Never attempt to fix the panel board system. Check for open cut-outs, voltage fluctuations.
No		
8 Investigate Situation		
B		

4.0 PROCEDURE

PROCESS FLOW | RESPONSIBILITY | DETAILS/REFERENCES



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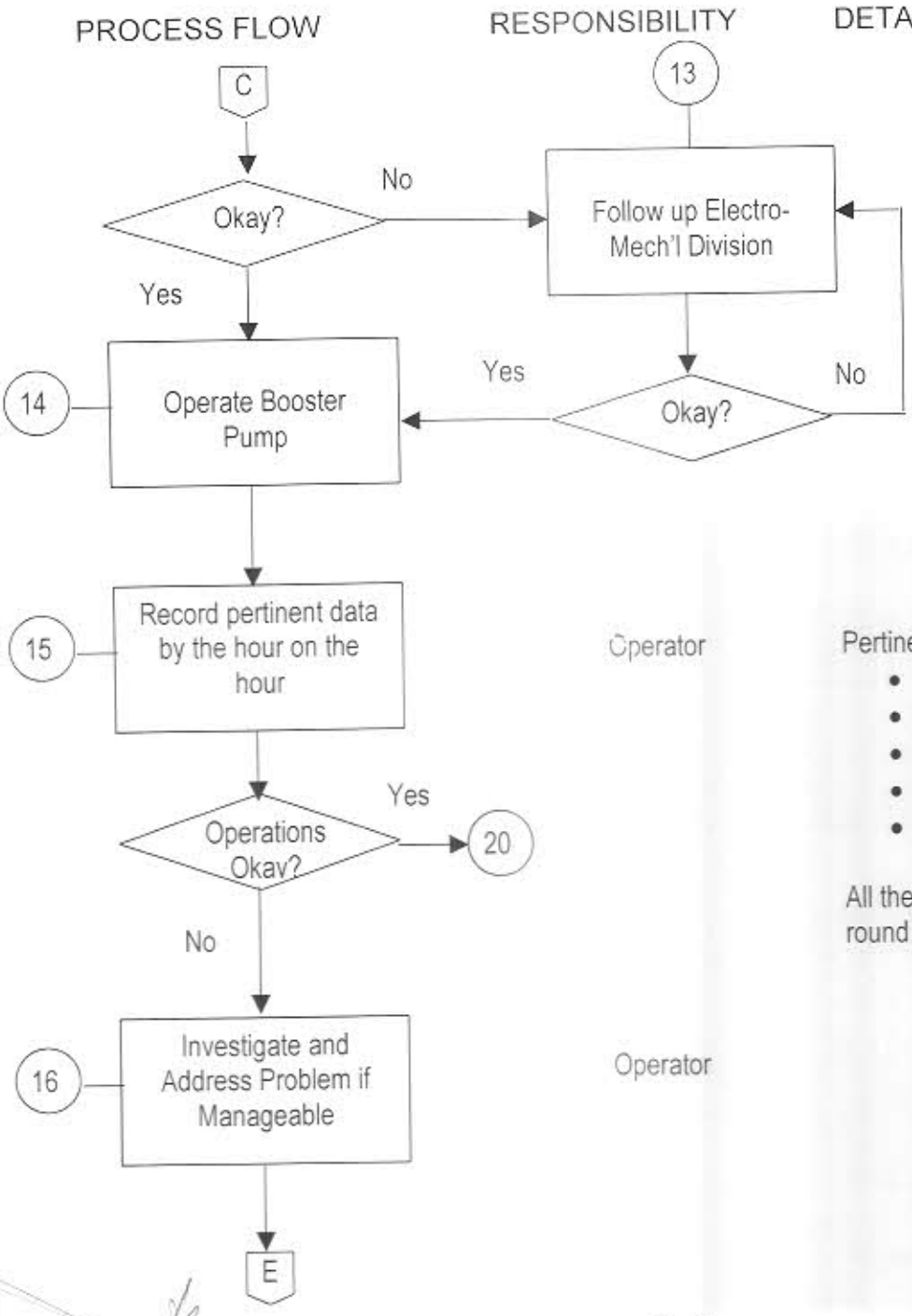

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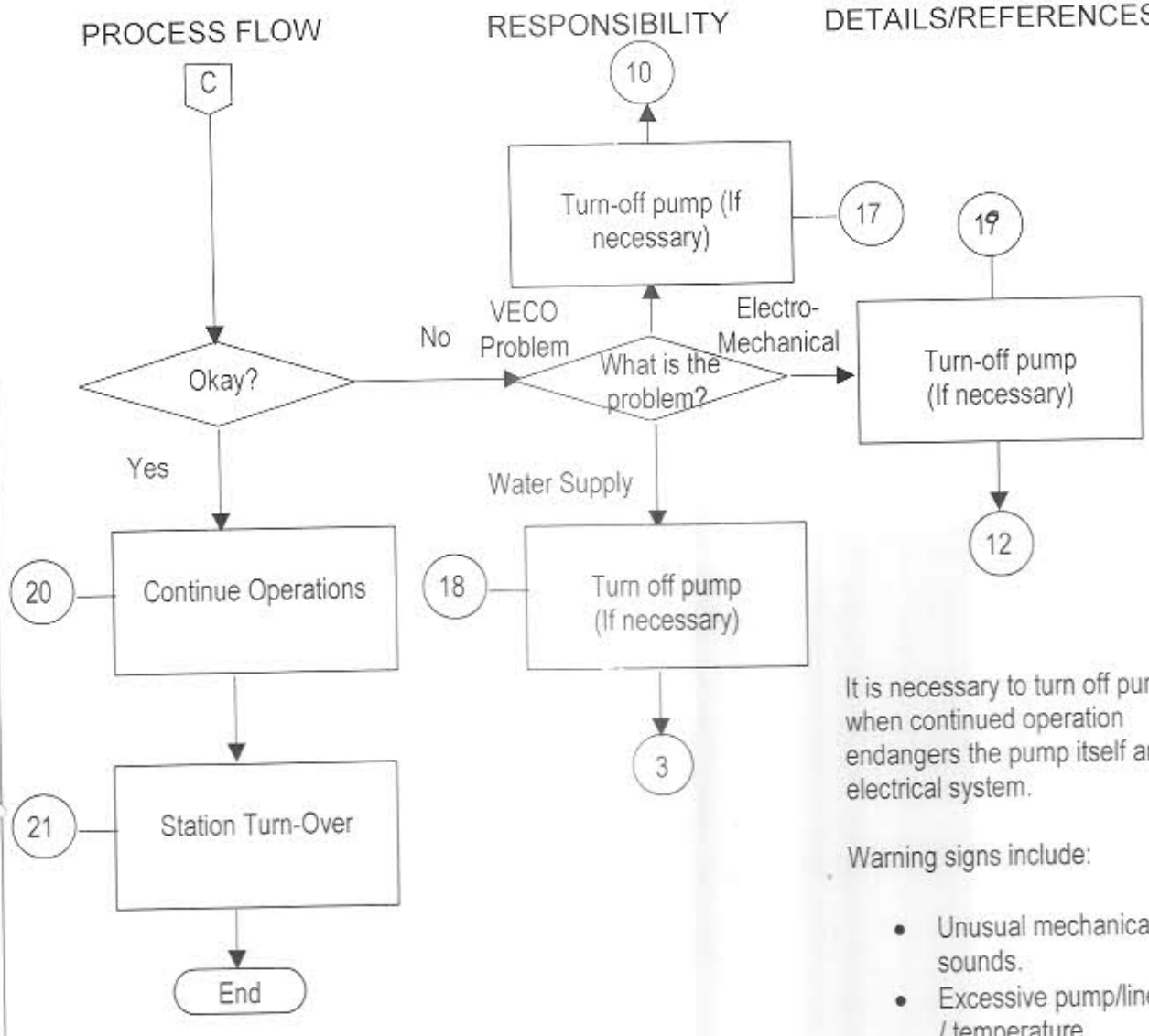

It is necessary to turn off pump when continued operation endangers the pump itself and the electrical system.

Warning signs include:

- Unusual mechanical sounds.
- Excessive pump/line heat / temperature.
- Low to zero discharge
- High amperage
- High voltage

Reference : Booster Pump Operations Manual Ref OP-PDM-01