



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

Index No. OP-PDM-007

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Issue No. 1

Revision No. 0

Section

Subject

Booster Station Shift Turnover  
(And Turning Off Pump at the End of the  
Day's Operation)

Effective Date March, 2003

**1.0 OBJECTIVE :**

To clearly define what to do in turning over booster operations to the next operator and what to do at the end of the day's operations.

**2.0 SCOPE:**

From the coming in of the incoming operator to the end of his shift where he either turns over the station to the next operator for a continuous shift or he turns off the pump as it is the last shift of the day.

**3.0 DEFINITION OF TERMS:**

Incoming Operator – the operator about to begin his shift.

Outgoing Operator – the operator to end his shift.

**NOTE:**

Booster pump operations are divided into 8-hr shifts. Each shift is manned by one operator who turns over the operations to the succeeding operator at the end of his shift.

Prepared: Raul Tabasa  
Date:

Reviewed: Noel R. Dalena  
Date:

Approved: Dulce M. Abanilla  
Date:



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Issue No. 1

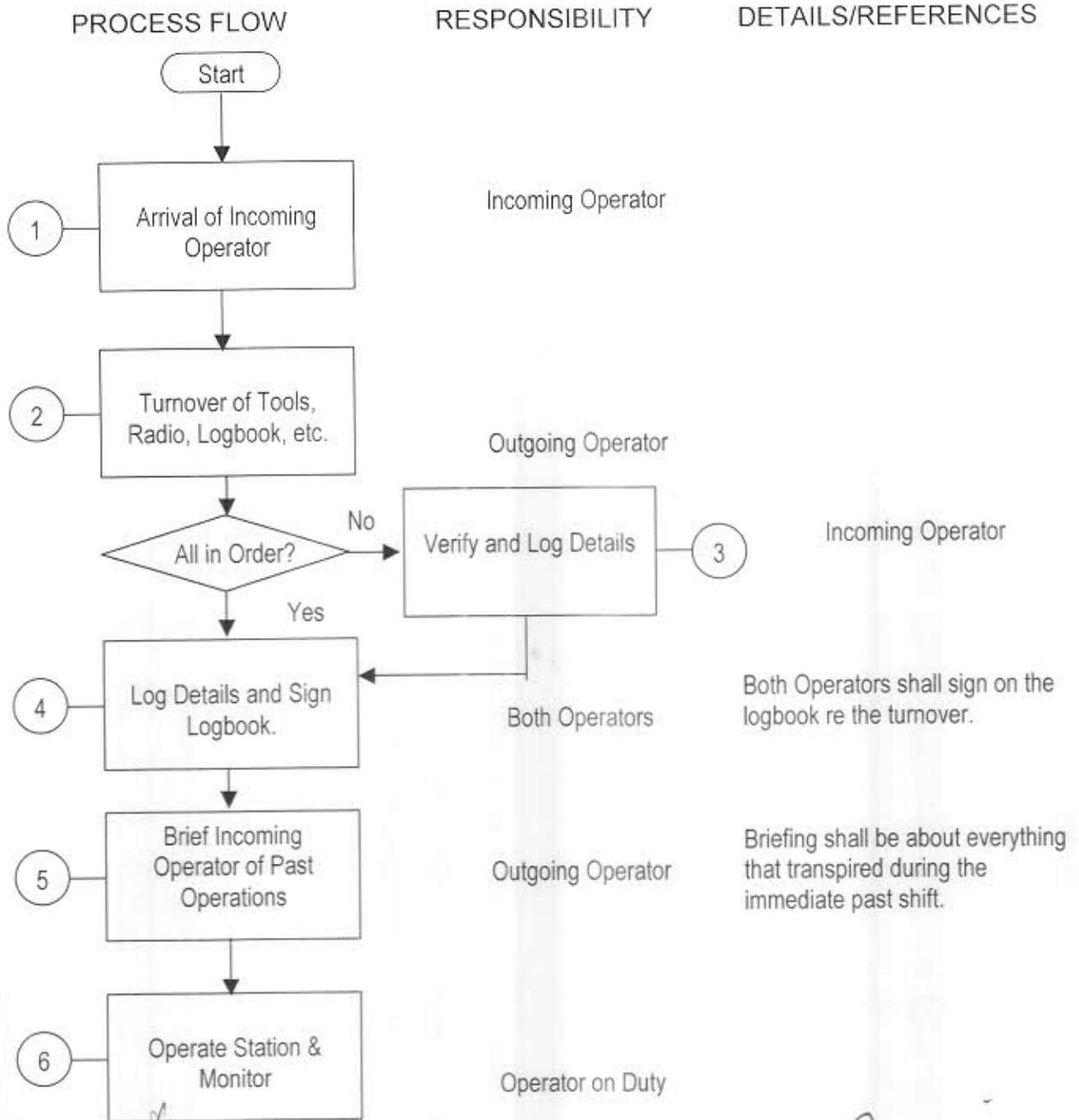
Revision No. 0

Section

Subject  
 Booster Station Shift Turnover  
 (And Turning Off Pump at the End of the  
 Day's Operation)

Effective Date March, 2003

**4.0 PROCEDURE**



Prepared: Raul Tabasa  
 Date:

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 Date:

Approved: Dulce M. Abanilla  
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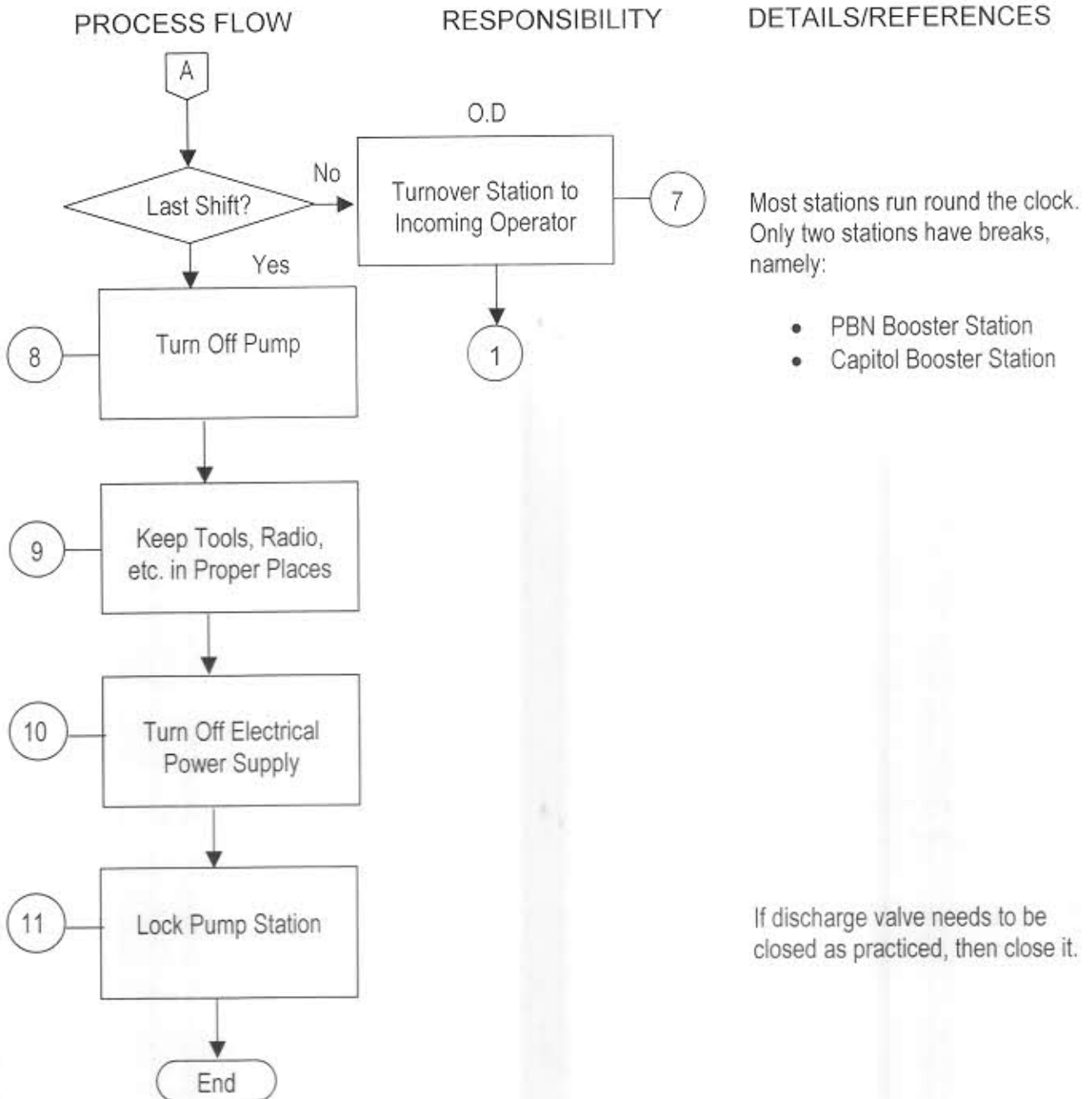


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Effective Date	March, 2003

Section	
Subject	Booster Station Shift Turnover (And Turning Off Pump at the End of the Day's Operation)

4.0 PROCEDURE



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 Date:

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 Date:

Approved: Dulce M. Abanilla  
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Issue No. 1

Revision No. 1

Section *Production Division*

Subject Interrupting The Booster Pump Operation for  
a WSI

Effective Date March 2003

**1.0 OBJECTIVE :**

To outline steps to follow when booster operations is to be interrupted for a water service interruption in its service area.

**2.0 SCOPE:**

From receipt of request for a WSI until its consummation<sup>s</sup> and resumption<sup>s</sup> of booster operations.

**3.0 DEFINITION OF TERMS:**

**WSI** – Water Service Interruption

- Cutting off or reduction of water supply in an area to reduce water pressure for works on leak repairs, interconnections, appurtenance maintenance, and the like.

Prepared: Raul Tabasa  
Date:

Reviewed: Noel R. Dalena  
Date:

Approved: Dulce M. Abanilla  
Date:

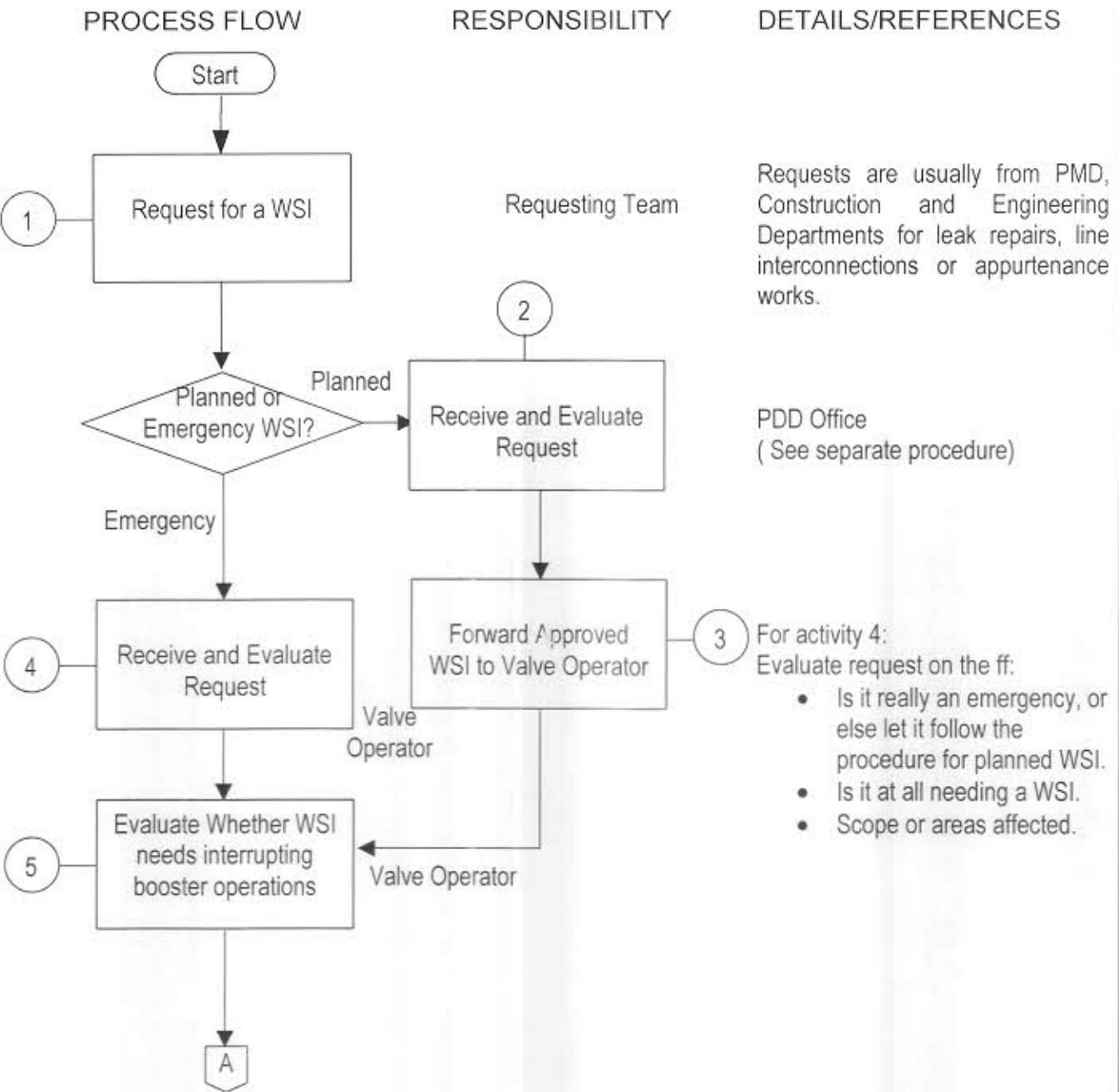


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Revision No.	1
Effective Date	March 2003

Section	Distribution Division
Subject	Interrupting The Booster Pump Operation for a WSI

**4.0 PROCEDURE**



Prepared: Raul Tabasa Date:	Reviewed: Noel R. Dalena Date:	Approved: Dulce M. Abanilla Date:
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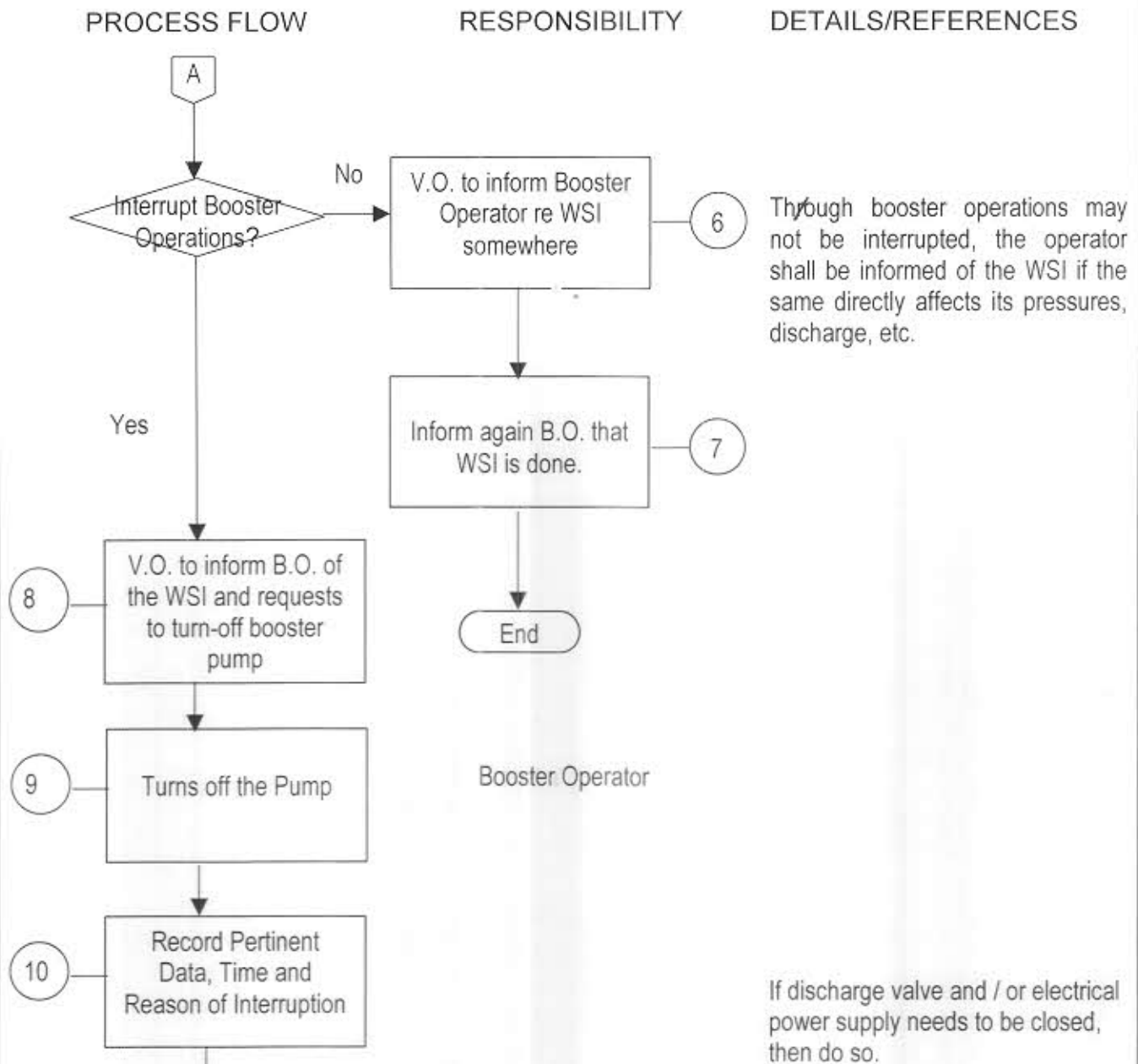


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Section	Distribution Division
Subject	Interrupting The Booster Pump Operation for a WSI

**4.0 PROCEDURE**



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 Date:



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Section Distribution Division

Revision No. 1

Subject Interrupting The Booster Pump Operation for  
 a WSI

Effective Date March 2003

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS/REFERENCES
<p style="text-align: center;">B</p> <p>11 Inform PDD and MCWD Action Center re WSI and Booster Operations Interruption</p>	Booster Operator / Valve Operator	
<p>12 Inform Booster Operator to Re-start Booster Pump</p>	Valve Operator	
<p>13 Re-start Booster Pump</p>	Booster Operator (See separate procedure)	
<p>14 Inform PDD and MAC that WSI is done and Booster Pump is Back in Operation</p> <p style="text-align: center;">End</p>	Valve Operator / Booster Operator	

Prepared: *Raul Tabasa*  
 Date:

Reviewed: *Noel R. Dalena*  
 Date:

Approved: *Dulce M. Abanilla*  
 Date:



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Effective Date	August 15, 2003

Section	Distribution Division
Subject	Addressing Booster Operation Problems

**1.0 OBJECTIVE:**

To outline steps to take for whatever problems that may occur during the booster pump operations.

**2.0 SCOPE:**

From occurrence of problems until the same have satisfactorily been addressed and operations is back to normal.

**3.0 DEFINITION OF TERMS:**

**OV-UV** – Over-voltage, Under-voltage

- This is an electrical power supply situation where voltage condition is outside the requirement of the particular pumping station.

**WSI** – Water Service Interruption

Prepared: Raul Tabasa  
Date:

Reviewed: Noel R. Dalena  
Date:

Approved: Ernie T. Delco  
Date:



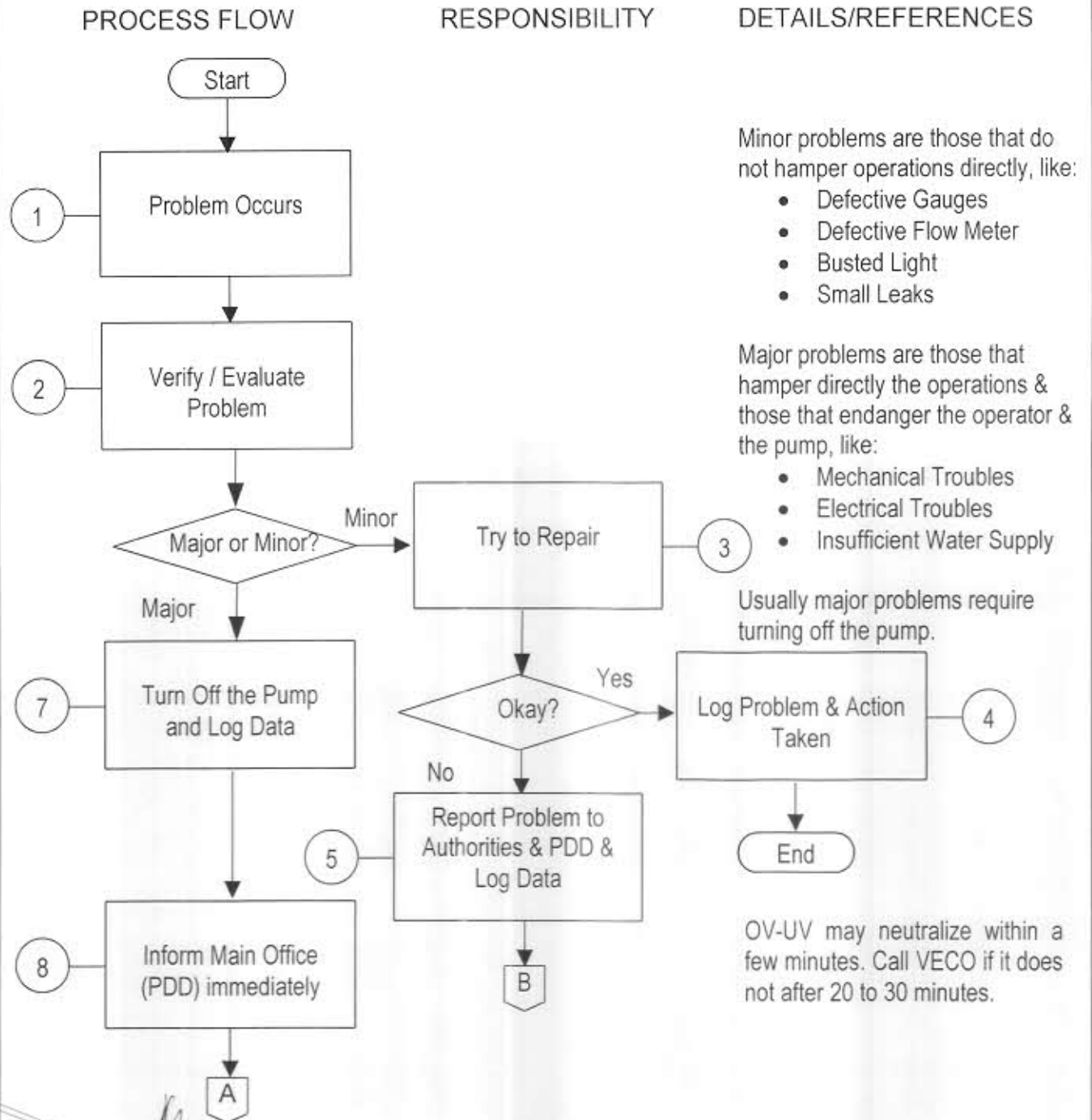


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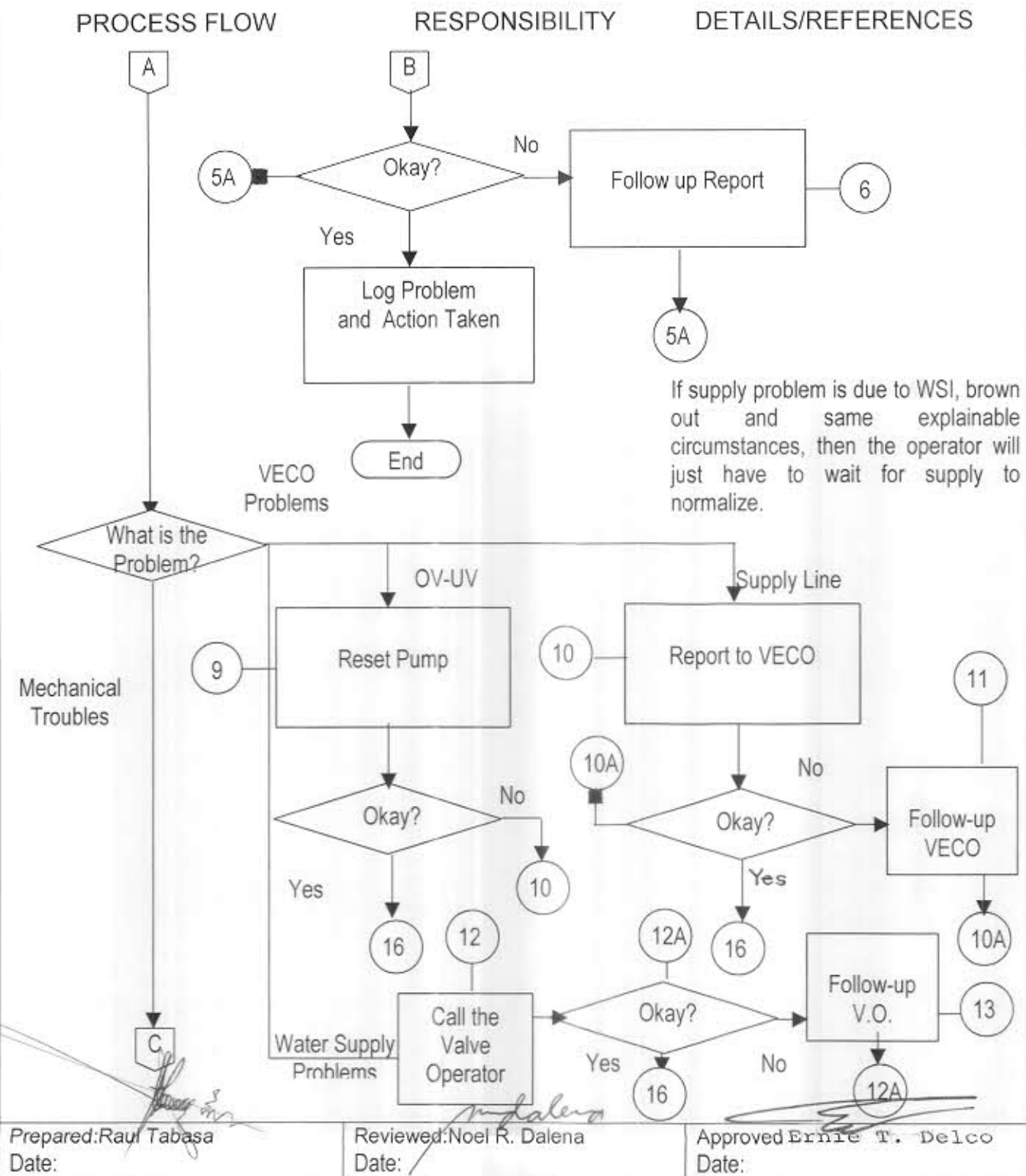


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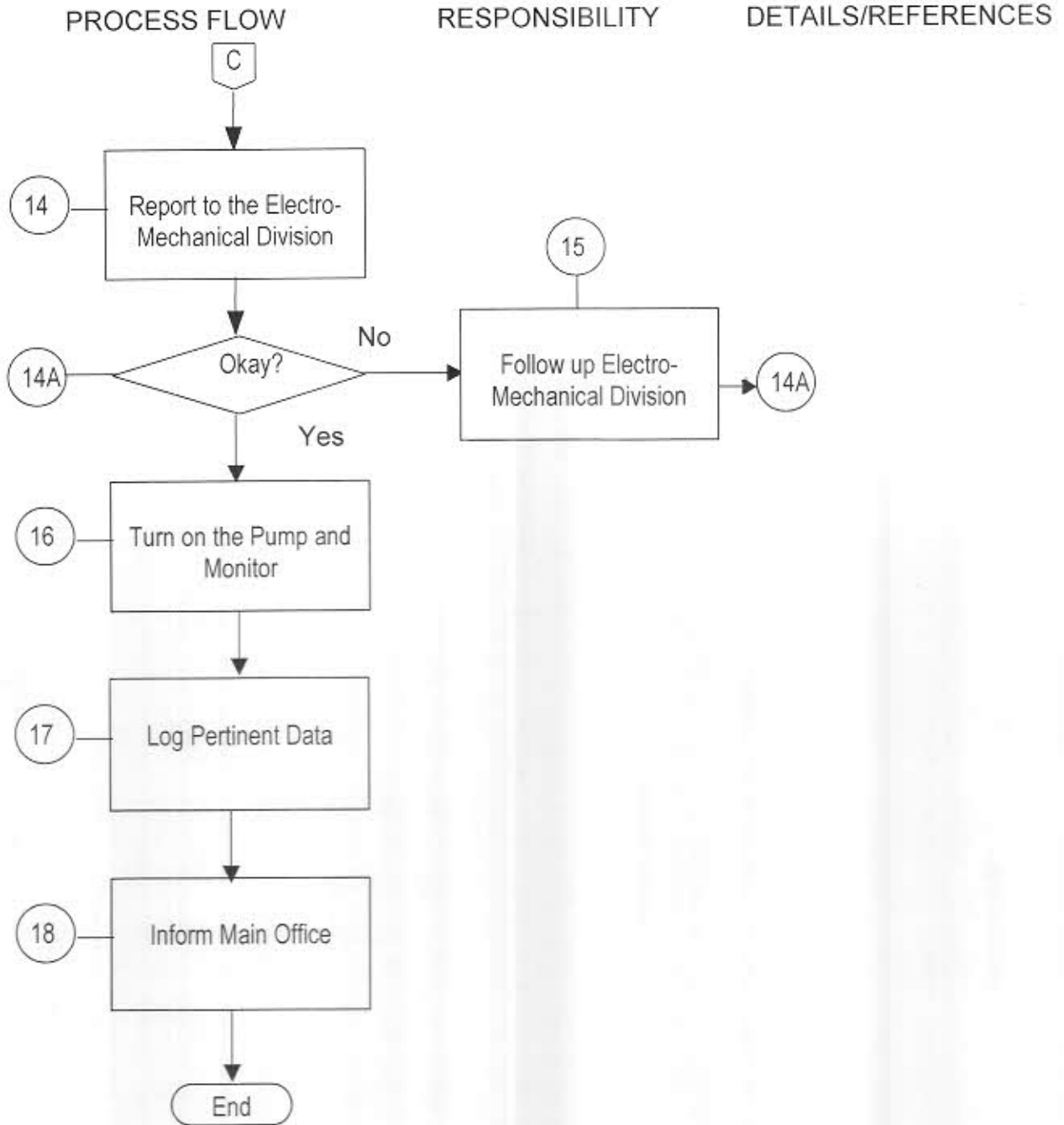


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#### 4.0 PROCEDURE



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Revision No.	1
Effective Date	Sept. 13, 2012

Section	<b>Water Production and Distribution Monitoring and Control</b>
Subject	<b>Addressing Water Supply Complaints</b>

1.0 OBJECTIVE: To clearly define steps to take in addressing complaints related to water supply.

2.0 SCOPE: From receipt of complaints or any information about a low-pressure-to-no-water situation in an area to resolution of the same.

3.0 DEFINITION OF TERMS:

Types of Water Supply Complaints

Low Pressure Situation—when an area experiences water pressure lower than their usual.

No Water Situation—when an area suffers a total absence of water supply when normally they have.

Water Service Interruption (WSI)—either a planned or an emergency stoppage of water supply in area to allow for some works like pipeline repairs, rehab, interconnections, etc.

Turbid Water – A cloudiness or haziness of water caused by individual particles that are too small to be seen without magnification. It is caused by particulate matter that maybe present from source as a consequence of inadequate filtration or from re-suspension of sediments in the distribution system.

Odorous Water – unpleasant smell of the drinking water caused by either contamination or increased presence of chemical treatment.

Prepared: Edgar D. Ortega  
Date:

Reviewed: Astrophel S. Logarta  
Date:

Approved: Ernie T. Delco  
Date:

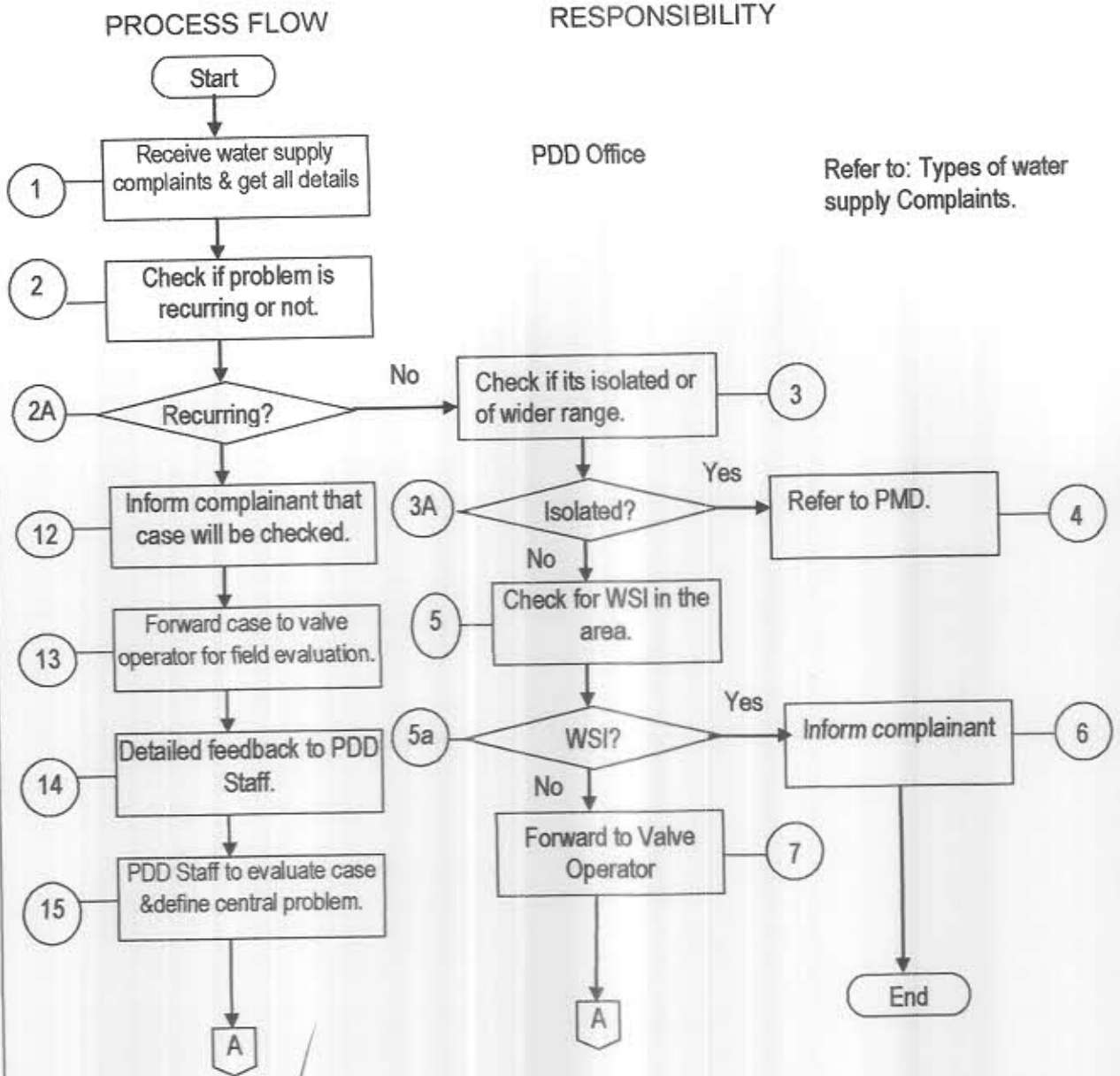


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Section **Water Production and Distribution  
 Monitoring and Control**  
 Subject **Addressing Water Supply  
 Complaints**

**4.0 PROCEDURE**



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