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			Page No.	1 of 7
			Issue No.	1
	Section		Revision No.	0
	Subject	Tapping	Effective Date	Jan. 01, 01

1.0 OBJECTIVE:

To establish a Standard Installation Method or Procedure in effecting installation directly interconnected in the distribution line.

2.0 SCOPE:

The process covers from trench excavation to installation of Water Meter Stand assembly.

3.0 DEFINITION OF TERMS:

- | | |
|--------------------------------|---|
| Corporation Stop | - A valve engaged in the saddle clamp bore to facilitate drilling operation |
| Drilling Operation | - A process of making in the distribution line to supply water to the service connection line. |
| MCWD Technical Standard | - Technical Standards adapted by MCWD as determined and set by MCWD Technical standards committee. |
| Sand Bedding | - Fine sand placed directly in the pipe surrounding to support |
| Saddle Clamp | - A cast Steel fitting mounted in the distribution line to facilitate branching a service connection line |
| Trench | - An excavation in Road Crossing where the pipe run is being laid. |



Prepared: Pacito S. Caballes Jr.
Date: 6/25/01

Reviewed: Dionisio D. Abarri
Date: 7/10/01

Approved: Adoracion B. Rodil
Date: 7/20/01



Metropolitan Cebu Water District
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1

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0

Section

Subject

Tapping

Effective Date

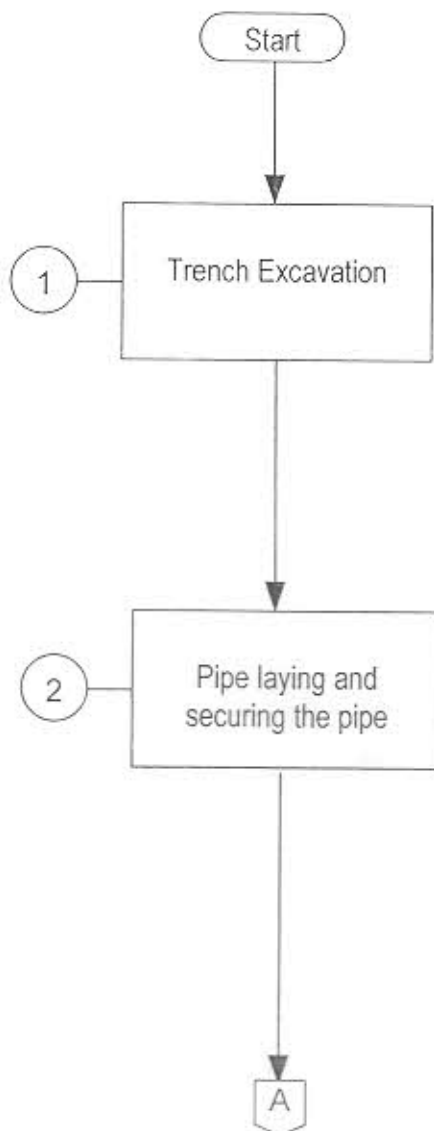
Jan. 01, 01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Installation Team

REF: MCWD TECH STANDARD:

- 1.1 Depth should be at least 60 cm.
- 1.2 Width should at least "10 or 15"
- 1.3 Continuous grade
- 1.4 Meter radius from any utility pole and 1.5 meter radius from any tree

Installation Team

2. REF: MCWD TECH. STANDARD


- 2.1 Trench bed should be provided with fine sand or sand bedding then compacted manually.
- 2.2 Provision of fine sand at pipe surrounding and covering top of the pipe of at least 15 cm., then compacted manually.
- 2.3 Avoid laying along or inside of sewer drainage
- 2.4 Do not crossover an open canal but under at least 1 ft. below seepage line.



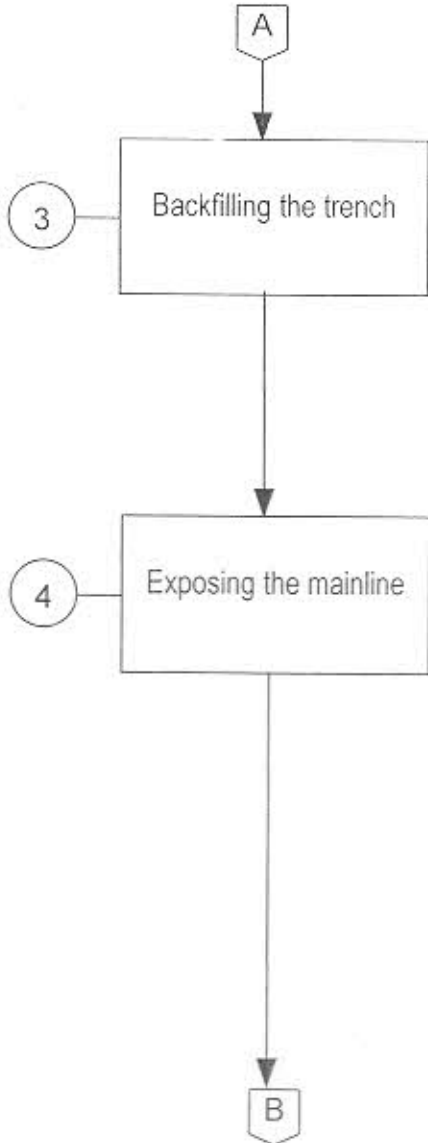
Prepared: Pacito S. Caballes Jr.
 Date: 6/25/01

Reviewed: Dionisio D. Abarri
 Date: 7/20/01

Approved: Adoracion B. Rodil
 Date: 7/20/01

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	Subject	Revision No.	0
		Effective Date	Jan. 01, 01

4.0 PROCEDURE

PROCESS FLOW	RESPONSIBILITY	DETAILS / REFERENCES
 <pre> graph TD A[A] --> B[Backfilling the trench] B --> C[Exposing the mainline] C --> D[B] </pre>	<p>Installation Team</p> <p>Installation Team</p>	<p>3. REF: MCWD TECH, STANDARD Fill in the backfilling material (dry) or round gravel mixed with sand and institute layer by layer compaction. Layer height of at least 15 cm.</p> <p>4. REF: MCWD TECH. STANDARD: 4.1 Controlled digging stroke should be observed upon exposing the warning tape to avoid accidental hitting of mainline, which might result to mainline breakage. 4.2 In case of uPVC mainline, it should be suspended and exposed in a span of at least 1.0 meter.</p>



Prepared: Pacito S. Caballes, Jr.
Date: 6/25/01

Reviewed: Dionisio D. Abarri
Date: 7/02/01

Approved: Adoracion B. Rodil
Date: 7/20/01



Metropolitan Cebu Water District
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Effective Date	Jan. 01, 01

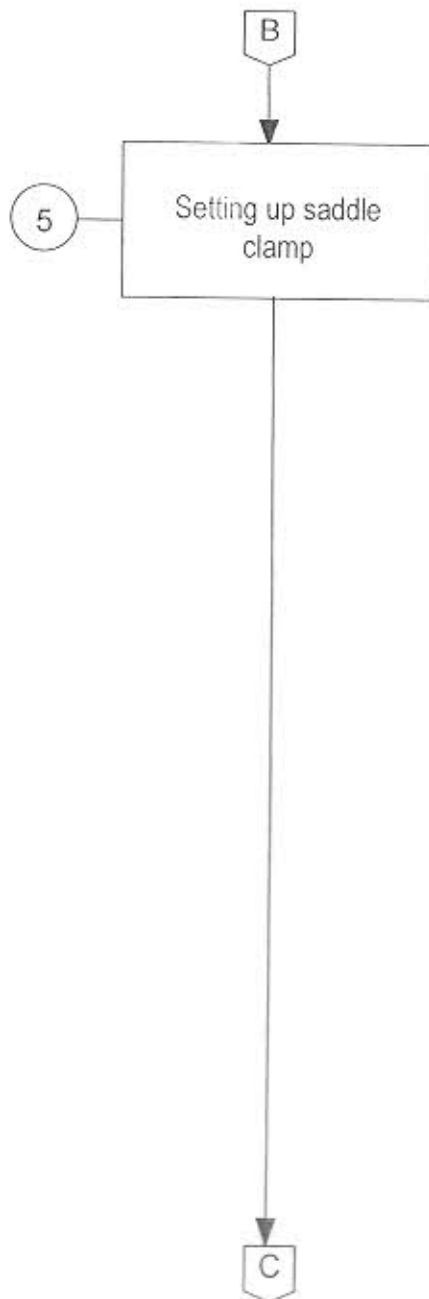
Section	
Subject	Tapping

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Sr. Water Maintenance
 Man B

5. REF: MCWD TECH. STANDARD
- 5.1 Clean thoroughly the mating surface of the mainline and the saddle clamp.
- 5.2 Ensure that the saddle clamp corresponds to the mainline.
- 5.3 Ensure that the saddle clamp gasket corresponds to the saddle clamp type and ensure that it is in place.
- 5.4 Saddle Clamp bore must be positioned at most 45 degrees angle from X-axis and never be at any angle in the lower quadrants.
- 5.5 Securely tighten the nuts
- 5.6 In case of uPVC mainline, saddle clamp to be used should:
- 5.6.1 Provide full support around circumference of the pipe.
- 5.6.2 Provide a bearing area of sufficient width along the axis of the pipe, 2" minimum ensuring that the pipe will not be distorted when the saddle is tightened.



Prepared: Pacito S. Gaballes, Jr.
 Date: 6/25/01

Reviewed: Dionisio D. Abarri
 Date: 7/02/01

Approved: Adoracion B. Rodil
 Date: 7/20/01



Metropolitan Cebu Water District
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1

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0

Section

Subject

Tapping

Effective Date

Jan. 01, 01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES

Should not:

- 5.6.3 have lugs that will dig into the pipe when the saddle is tightened.
- 5.6.4 Have a u-bolt type of strap that does not provide sufficient bearing area.
- 5.6.5 Have a clamping arrangement that is not fully contoured to the outside diameter of the mainline.

6

Setting up corporation stop

Installation Team

7

Drilling Operation

Installation Team

6. REF: MCWD TECH. STANDARD

- 6.1 Check the inlet and outlet bore of the valve casing if it is passable by the drill bit.
- 6.2 Check the bore of the plug of the ball if it is passable by the drill bit.
- 6.3 Ensure to put Teflon tape to inlet and outlet threads of the valve.
- 6.4 Ensure that the valve is securely tightened.

7. REF: MCWD TECH STANDARD

- 7.1 Simultaneous feeding and rotating
- 7.2 Gradual

MCWMS
 CONTROLLED COPY

DATE: _____ BY: FCL

Prepared: Pacito S. Gaballes, Jr.
 Date: 6/25/01

Reviewed: Dionisio D. Abarri
 Date: 7/02/01

Approved: Adoracion B. Rodil
 Date: 7/20/01



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

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Effective Date	Jan. 01, 01

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Subject

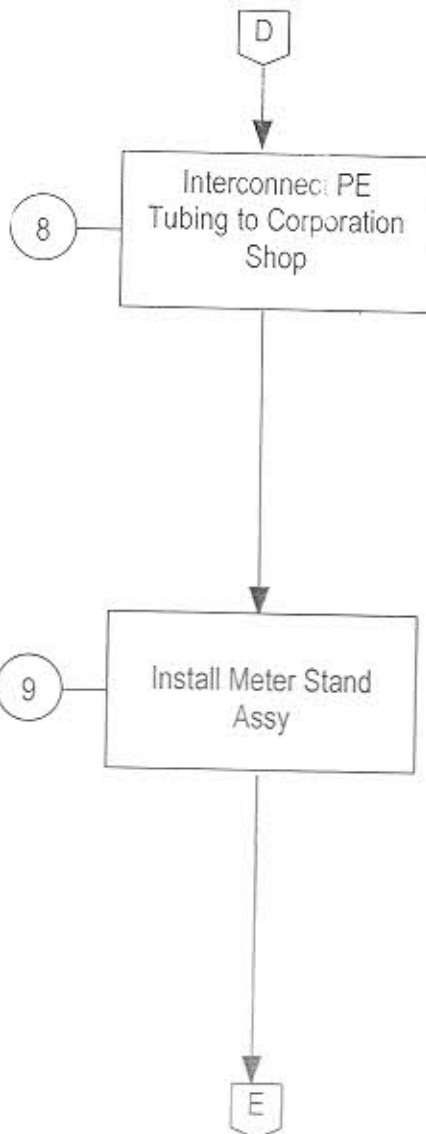
Tapping

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Installation Team

Installation Team

8. REF: MCWD TECH. STANDARD
- 8.1 Ensure that the outlet of the CAP particularly the edge is reamed to prevent damage of tubes wall.
- 8.2 Ensure that the caps internal components are in place.
- 8.3 Ensure that the CAP screw is securely tightened
9. REF: MCWD TECH. STANDARD
- 9.1 Near the mainline
- 9.2 Flush out pipeline thoroughly about 3 minutes to remove pipe cuttings, oil or dirt.
- 9.3 Never install the water meter in tilted position
- 9.4 Flow Test



Prepared: Pacito S. Caballes, Jr.
 Date: 6/25/01

Reviewed: Dionisio D. Abarri
 Date: 7/02/01

Approved: Adoracion B. Rodil
 Date: 7/30/01



Metropolitan Cebu Water District
Quality Management System
Procedures Manual

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Page No.	7 of 7
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Effective Date	Jan. 01, 01

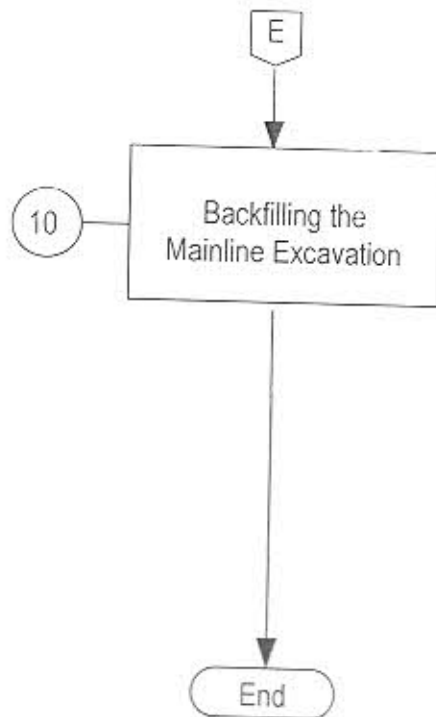
Section
 Subject Tapping

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Installation Team

10.0 REF: MCWD
 TECH.STANDARD
 10.1 Put sand bedding around the
 main and PE Tubing then compact
 manually.
 10.2 Remaining depth should be
 filled in with the selected material
 then compact layer thru mechanical
 or power compaction.
 10.3 Do not use the wet excavated
 material as backfill.



Prepared: Pacito S. Caballos, Jr.
 Date: 6/25/01

Reviewed: Dionisio D. Abarri
 Date: 7/02/01

Approved: Adoracion B. Rodil
 Date: 7/20/01



Metropolitan Cebu Water District
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1

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0

Section

Service Connection Installation

Subject

Change in Customer Service Requirement

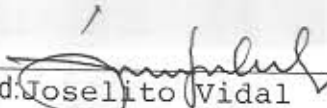
Effective Date

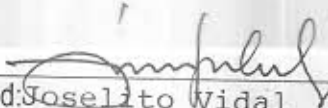
March, 2003

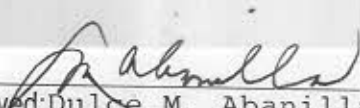
1.0 OBJECTIVE :

2.0 SCOPE:

3.0 DEFINITION OF TERMS:

Prepared:  Joselito Vidal
Date:

Reviewed:  Joselito Vidal
Date:

Approved:  Dulce M. Abanilla
Date:



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

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Effective Date	March, 2003

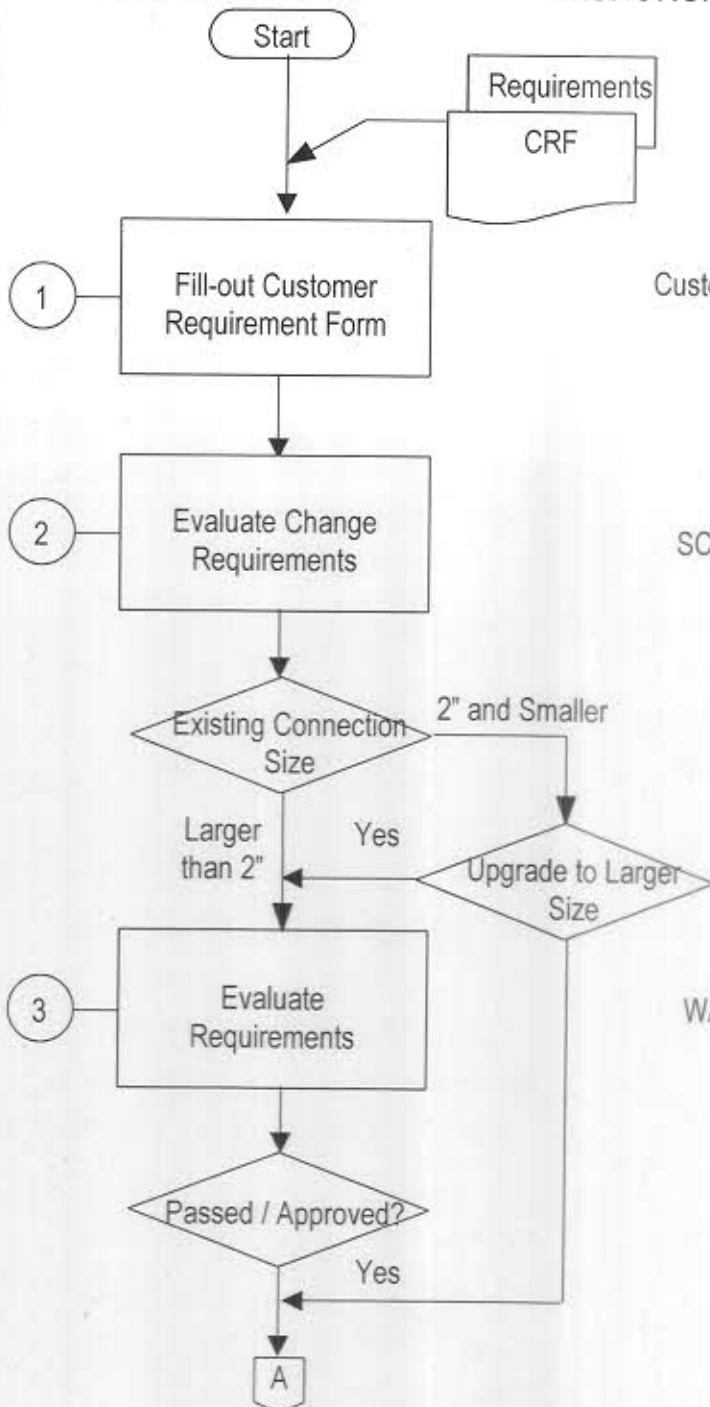
Section	Service Connection Installation
Subject	Change in Customer Service Requirement

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



1.1 Fills-out checklist and submits requirements to SCID (e.g. contract, etc.).

2.1 SCID evaluates submitted documents for completeness and separate request according to their existing meter size.

2.2 Change request with connections ~~smaller~~ than 2" or requests to upgrade for larger than 2" connection are endorsed to WASEC.

WASEC

Prepared: *Joselito Vidal*
Date:

Reviewed: *Joselito Vidal*
Date:

Approved: *Dulce M. Abanilla*
Date:



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

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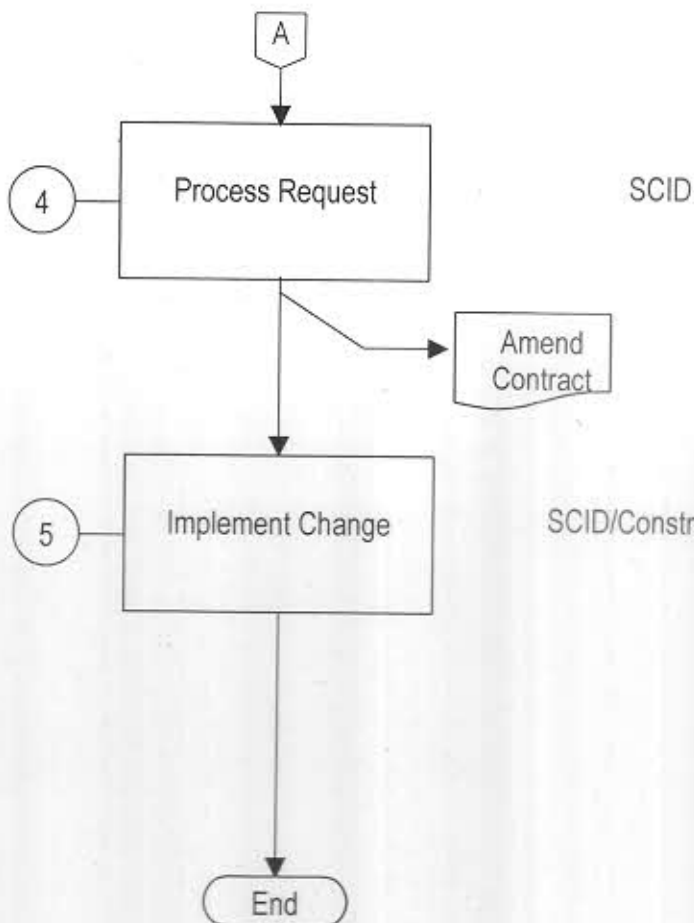
Section	Service Connection Installation
Subject	Change in Customer Service Requirement

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



5.1 SCID to implement changes to connection for 2" or smaller sizes. Construction to implement changes to those larger than 2".

Prepared: *Joselito Vidal*
Date:

Reviewed: *Joselito Vidal*
Date:

Approved: *Dulce M. Abanilla*
Date:



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

Index No.	OP-SCI-011
Page No.	1 of 4
Issue No.	1
Revision No.	1
Effective Date	August 18, 2003

Section	Service Connections Installation
Subject	Processing of Application for Change of Consumer's Name

1.0 OBJECTIVE :

To establish a procedure in applying for a change of consumer's name.

2.0 SCOPE:

From filling-out of an application form up to payment of required fees.

3.0 DEFINITION OF TERMS:

SCAF – Service Connection Application Form

DAF – Deed Of Assignment Form

CSA-B – Customer Services Assistant B

FRM-043 – Water Service Application Form


FRM-068 – Water Service Contract (Page 1 & 2)

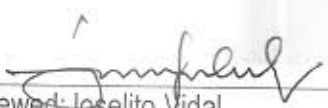
FRM-069 – Deed of Assignment Form

FRM-047 – Miscellaneous Billing Memo

FRM-044 – Water Service Contract (Owner's Consent)

FRM-049 – Inspection Report Form

Prepared: 
Date: **AUG - 27, 2003**

Reviewed: 
Date: **AUG - 27, 2003**

Approved: 
Date:



Metropolitan Cebu Water District
**Quality Management System
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Effective Date	August 18, 2003

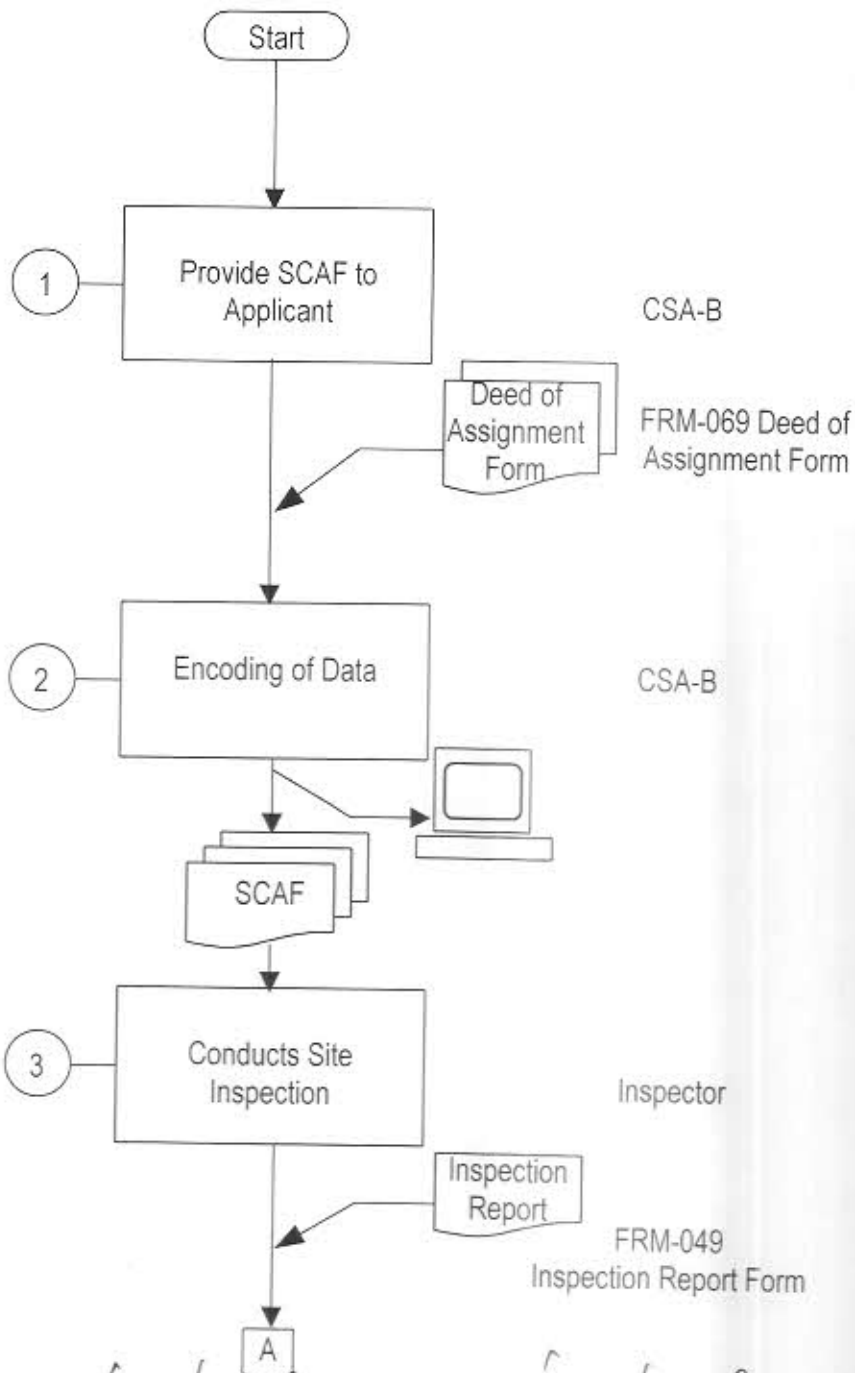
Section	Service Connections and Installation
Subject	Processing of Application for Change of Consumer's Name

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



FRM-043 - Water Service Application Form
FRM-068 - Water Service Contract (Page 1 & 2)
FRM-044 - Water Service Contract (Owner's Consent)

1. CSA-B informs the applicant of the required documents:

- Notarized Deed of Assignment, or
- Deed of Absolute Sale, or
- Affidavit / Waiver

2. Encoding of pertinent information.

- Name of Concessionaire
- Address
- Data Applied

3. Conducts Site Inspection to Determine the Following:

- If it is for the same Location / House / Building.
- If inactive or not.

Prepared: Joselito Vidal
Date: Aug. 27, 2003

Reviewed: Joselito Vidal
Date: Aug. 27, 2003

Approved: Ernie T. Delco
Date:

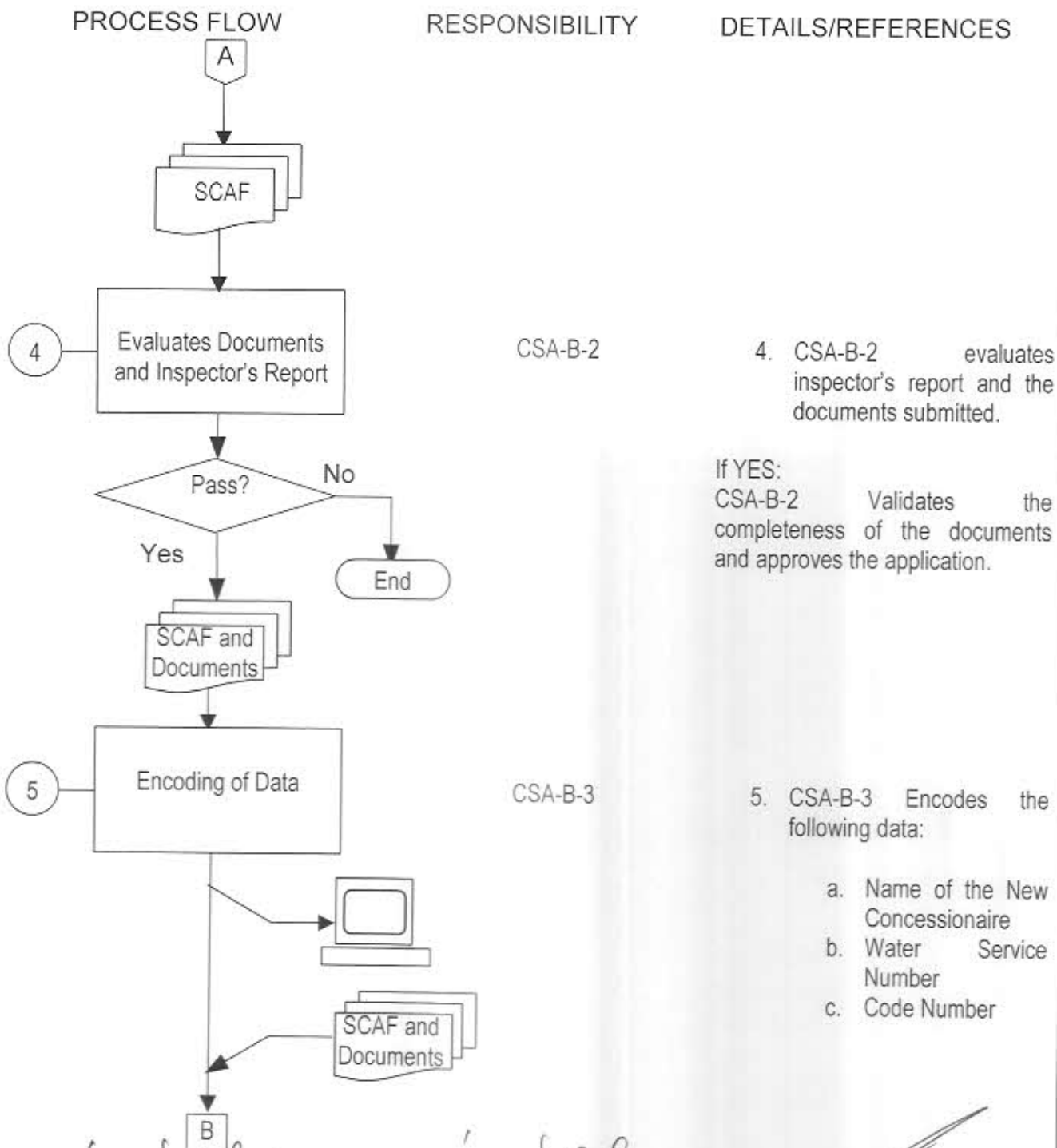


Metropolitan Cebu Water District
**Quality Management System
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Revision No.	1
Effective Date	August 18, 2003

Section	Service Connections : Installation
Subject	Processing of Application for Change of Consumer's Name

4.0 PROCEDURE



Prepared: Joselito Vidal
Date: AUG. 27, 2003

Reviewed: Joselito Vidal
Date: AUG. 27, 2003

Approved: Ernest Delco
Date:

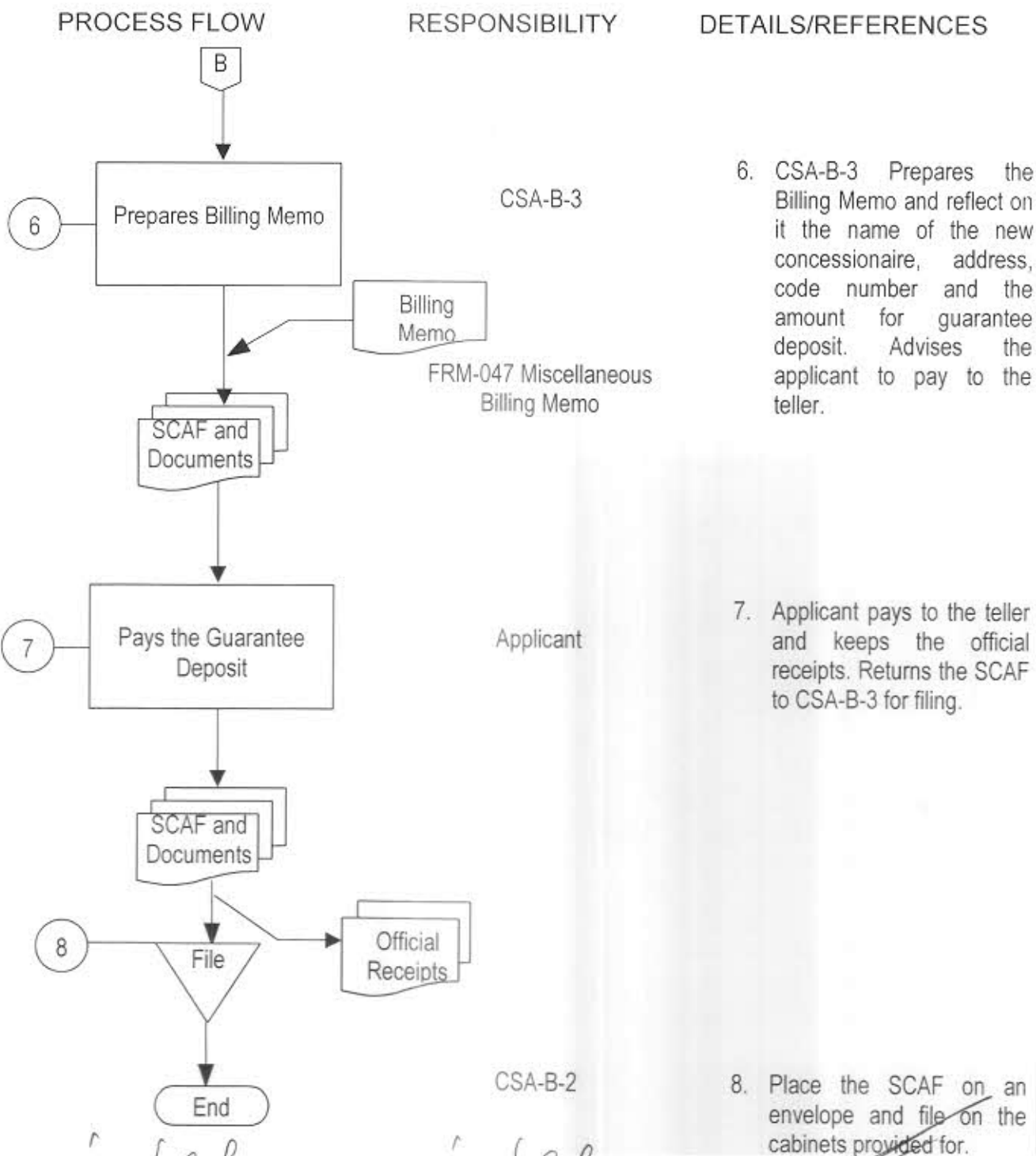


Metropolitan Cebu Water District
**Quality Management System
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Effective Date	August 18, 2003

Section	Service Connections Installation
Subject	Processing of Application for Change of Consumer's Name

4.0 PROCEDURE



Prepared: Joselito Vidal
 Date: AUG - 27, 2003

Reviewed: Joselito Vidal
 Date: AUG - 27, 2003

Approved: Emile T. Delco
 Date:



Metropolitan Cebu Water District
**Quality Management System
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Issue No. 2

Revision No. 2

Effective Date Oct 2012

Section

Subject

Pre-Service Orientation

1.0 OBJECTIVE :

To establish a procedure for pre-service orientation.

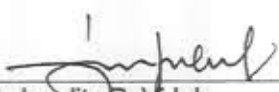
2.0 SCOPE:

3.0 DEFINITION OF TERMS:


CSA-B – Customer Service Assistant B

PAD – Public Affairs Department

SCID – Service Connection Installation Department

Prepared: 
Date: 11/12/12

Reviewed: 
Date: 4/12/12

Approved: 
Date:



Metropolitan Cebu Water District
**Quality Management System
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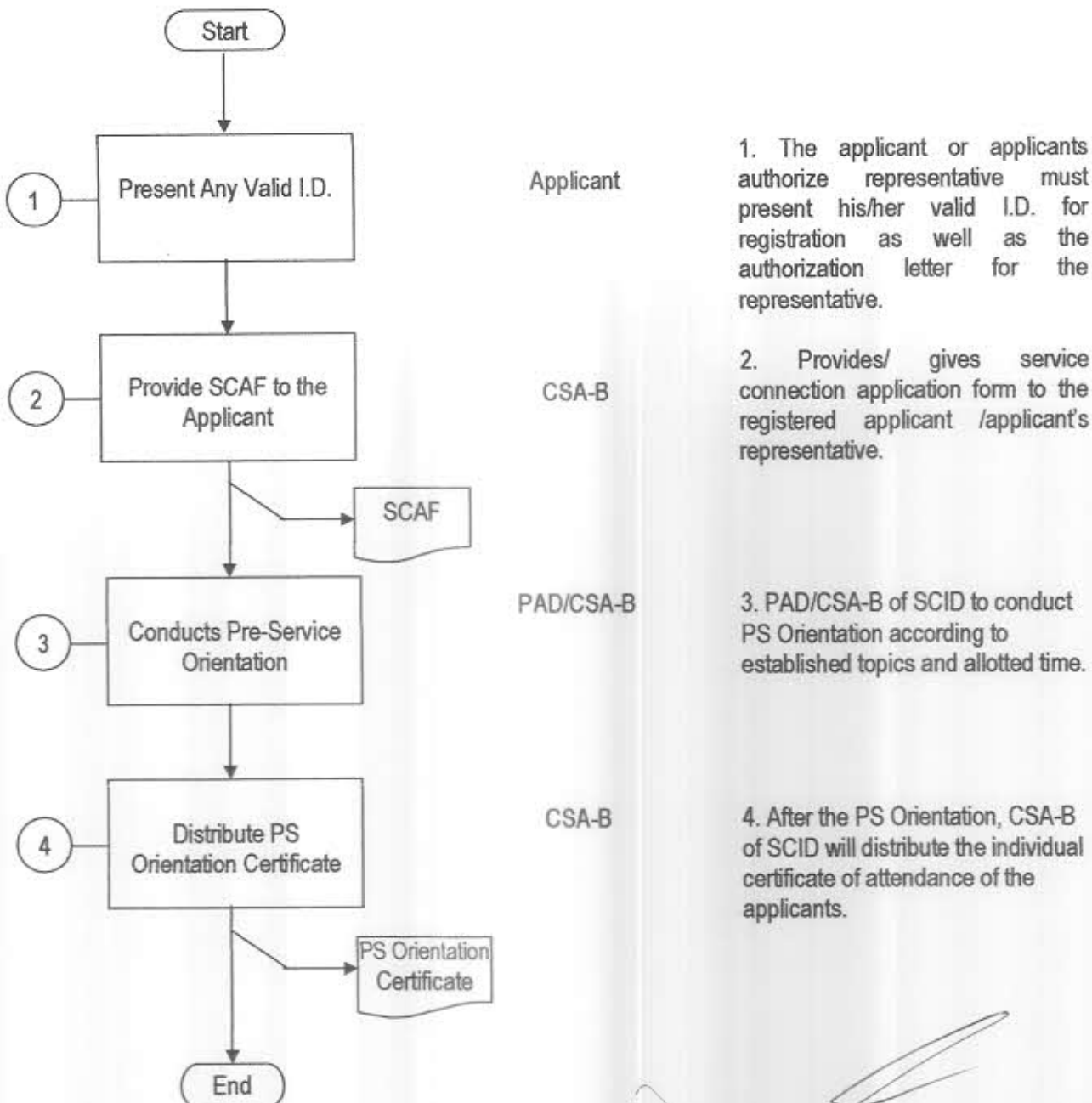
Pre-Service Orientation

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



Prepared: Joselito R. Vidal
Date: 11/12/12

Reviewed: Angelo H. Cabije
Date: 11/12/12

Approved: Emie T. Delco
Date:



Metropolitan Cebu Water District
**Quality Management System
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Revision No. 0

Section GIS

Subject **New Service Connection & Stub-out
plotted to GIS MAP**

Effective Date **May 2009**

1.0 OBJECTIVE: To establish a procedure in applying for a new water service connection and installation of such.

2.0 SCOPE: From filling out of an application form up to the storing of water service contracts, documents and accomplished job order to storage room.

3.0 DEFINITION OF TERMS:

CSA B - Customer Service Assistant B

WMMB – Water Maintenance Man B

SRS – Store Requisition Slip

BCCS – Billing Collection Customer Service

WS Contract – Water Service Contract

Prepared: Pacito S. Caballes Jr.
Date:

Reviewed: Angelo H. Cabije
Date:

Approved: Emie T. Delco
Date:



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

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Effective Date May 2009

Section

GIS

Subject

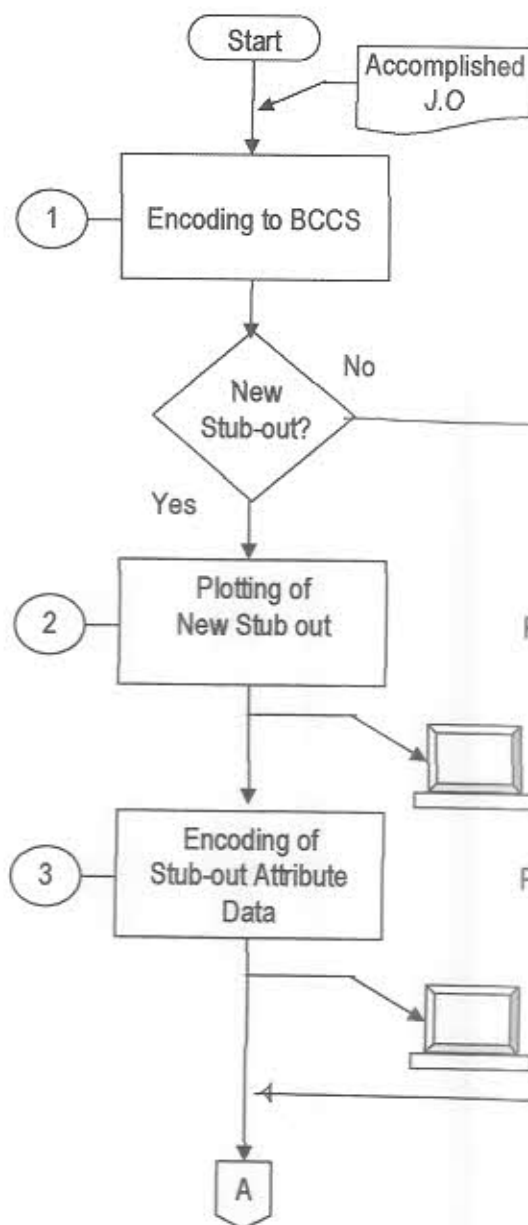
New Service Connection & Stub-out
plotted to GIS MAP

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



WMMB

Endorsement of the accomplished
JO

Logbook entry of the accomplished
JO

Encode accomplished JO to BCCS

a) nature of work

b) meter data

c) initial reading

d) date of installation

CSA B

Principal Engr. C

Plot the New Location of Stub-out

a) Stub-out Location

b) Stub-out ID

Principal Engr. C

Encode attribute Data

a) S.O ID

b) S.O Size

c) S.O Status

d) S.O Installed

e) S.O Dept.

f) SCID Team Leader

g) Check Valve

Prepared: Pacito S. Caballes Jr.
Date:

Reviewed: Angelo H. Cabije
Date:

Approved: Ernie T. Delco
Date:

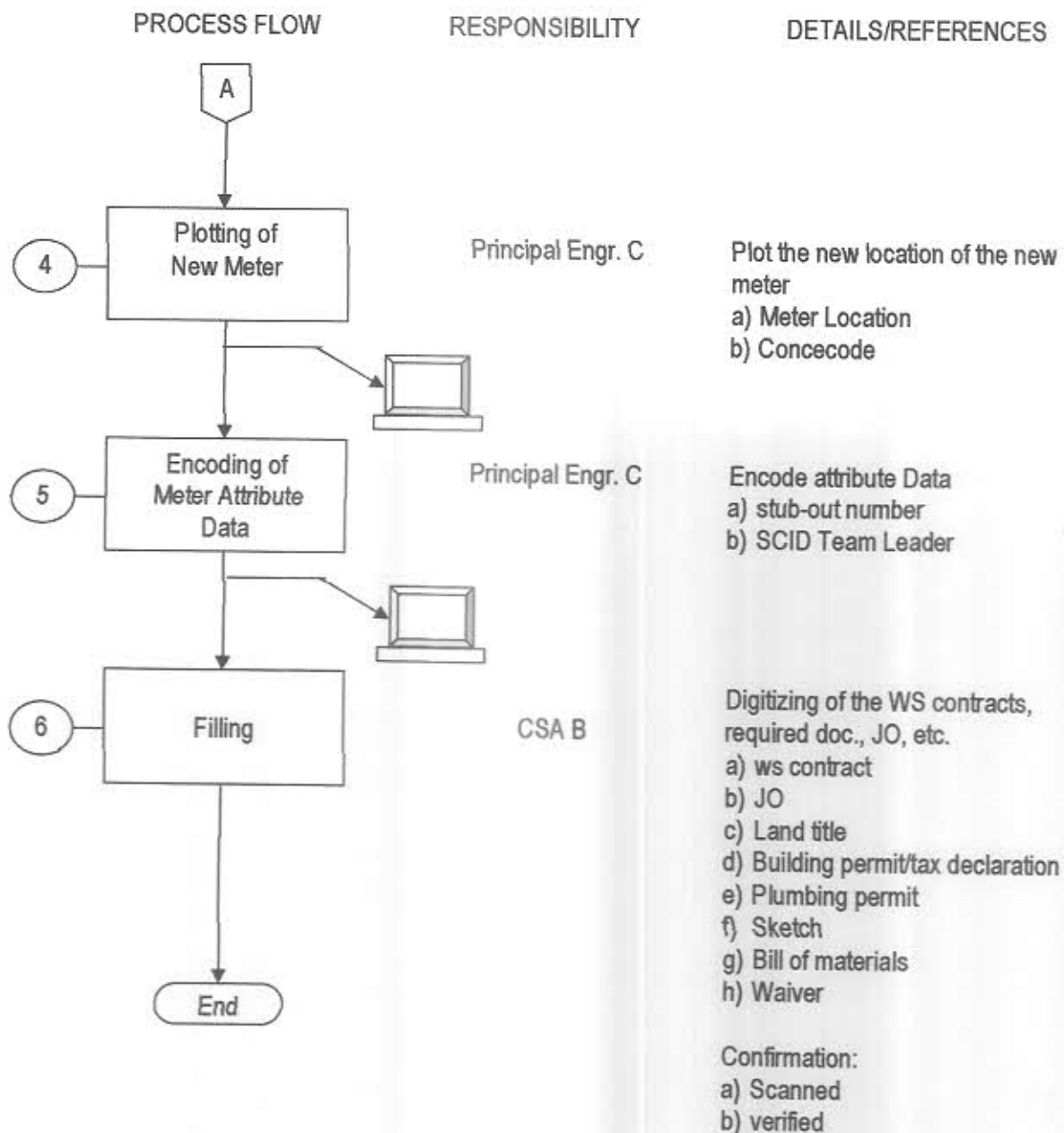


Metropolitan Cebu Water District
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Section	GIS
Subject	New Service Connection & Stub-out plotted to GIS MAP

4.0 PROCEDURE



Prepared: Pacito S. Caballes Jr.
 Date:

Reviewed: Angelo H. Cabije
 Date:

Approved: Ernie T. Delco
 Date:



Metropolitan Cebu Water District
**Quality Management System
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Effective Date	Nov. 21, 2003

Section	Pipelines Rehabilitation
Subject	Service Connection Rehabilitation

1.0 OBJECTIVE:

A procedure to facilitate request for service connection rehabilitation.

2.0 SCOPE:

For Service Connection Stub-out installation & road-crossed installation. From request for rehabilitation to actual rehab work up to preparation of accomplishment report.

3.0 DEFINITION OF TERMS:

Concessionaire – Are those individuals who have existing water service connections with MCWD.

Expediter – Refer to the one who facilitates srs request

J.O. – Job Order

L.D.T. – Leak Detection Team

MAC – Refers to MCWD Action Center

SCRD – Service Connection Rehab. Division

SRS Form – Refers to store requisition slip form

W.I. – Water Maintenance Man – B

WS No. – Water Service Number

SE – Supervising Engineer / OIC Team Leader

PR Div. – Pipelines Repair Division

REP-PRH-001 – Daily Accomplishment Report

FRM-PRH-004 – Summary of Materials



Prepared: Jorge Gabriente
 Date:

Reviewed: Bassanio T. Canete
 Date:

Approved: Bassanio T. Canete
 Date:



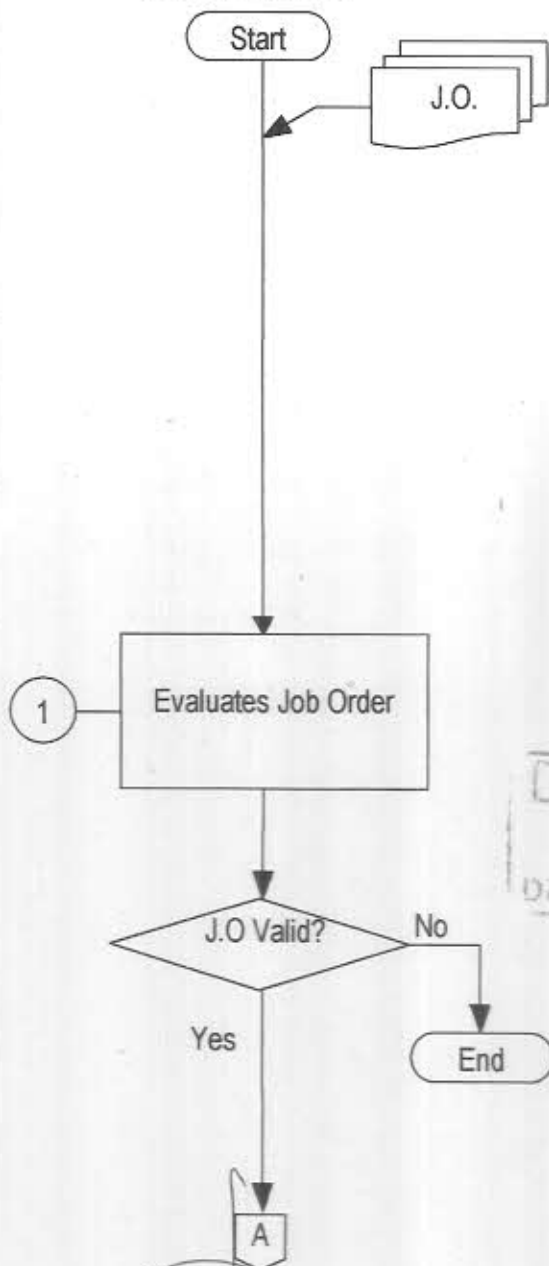
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Revision No.	1
Effective Date	Nov. 21, 2003

Section	Pipelines Rehabilitation
Subject	Service Connection Rehabilitation

4.0 PROCEDURE

PROCESS FLOW



RESPONSIBILITY

Received By:
 SCRD Manager/ SE

DETAILS / REFERENCES

JO coming from the ff:

- A. External:
- 1.1 MAC in 2 copies
 - Refer to Procedure Z
 - (OP-PRH-004)
 - 1.2 Public/Media in 2 copies
 - Refer to Procedure Y
 - 1.3 Walk-in/Consumer in 2 copies.
 - Refer to Procedure Y
 - (OP-PRH-003)
- B. Internal:
- 2.1 PRDiv. In 2 copies
 - Refer to Procedure X

1. Evaluate validity of J.O. and other needed data such as:

- A. Concessionaire
- B. Account Number
- C. W.S. No.
- D. Water Meter Data & location/Sketch

SCRD Manager



If YES:
 Logs J.O. data into logbook.

If NO:
 Return Job Order to origin.

Prepared: Jorge Gabriente
 Date:

Reviewed: Bassanio T. Canete
 Date:

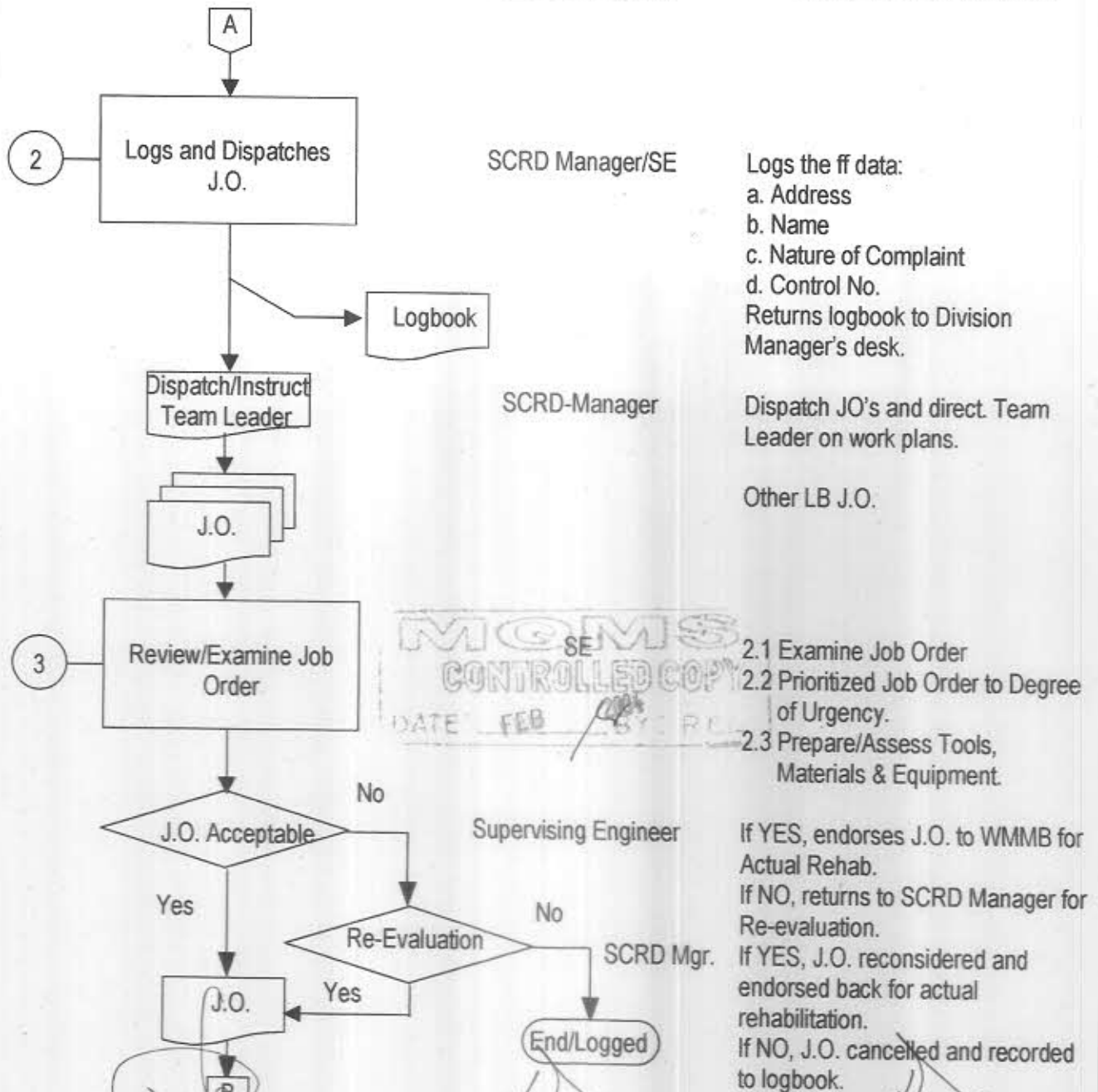
Approved: Bassanio T. Canete
 Date:

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Revision No.	1
Effective Date	Nov. 21, 2003

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Prepared: Jorge Gabriente
Date:

Reviewed: Bassanio T. Canete
Date:

Approved: Bassanio T. Canete
Date:



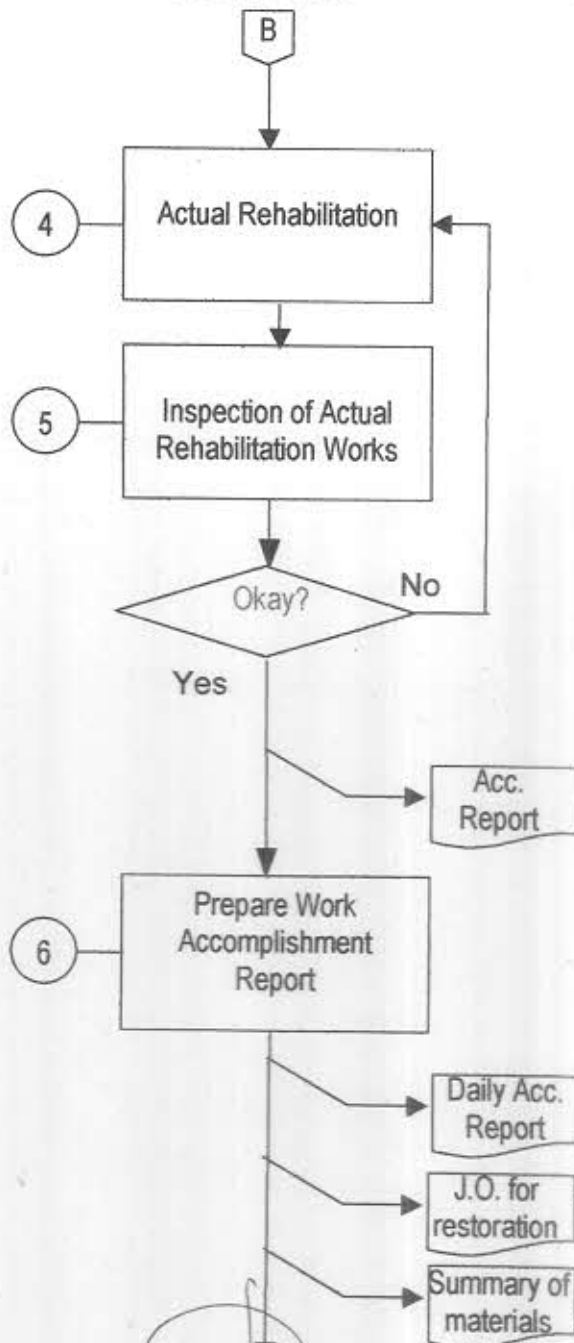
Metropolitan Cebu Water District
**Quality Management System
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Section **Pipelines Rehabilitation**
 Subject **Service Connection Rehabilitation**

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4.0 PROCEDURE

PROCESS FLOW



RESPONSIBILITY

WMMB

Team Leader

SE

SE

DETAILS / REFERENCES

J.O. endorse to WMMB for actual rehab work, supervising Engr. Supervise actual work. Rehab work according Technical Standards. Refer to TS Manual. MANM – PRH – 001 For actual rehabilitation work see WI different kinds of actual rehab works.

Workmanship Rehab Standard Tightness.

Supervise the rehabilitation works.

Secure accomplishment report from cabinet.
 REP – PRH - 002
 FRM – PRH - 004

MANM CONTROLLED COPY
 Prepare the following report:
 DATE: _____ BY: RCL

a. Daily accomplishment report (summary) submitted to Division Manager.

b. J.O. for restoration (If Necessary) use form No. Request for material form no. ____ Refer to WI submitted to Restoration Division.

c. Summary of materials used for replenishment of revolving stocks endorse to expediter. Refer to WI.

Prepared: Jorge Gabriente
 Date: _____

Reviewed: Bassanio T. Canete
 Date: _____

Approved: Bassanio T. Canete
 Date: _____

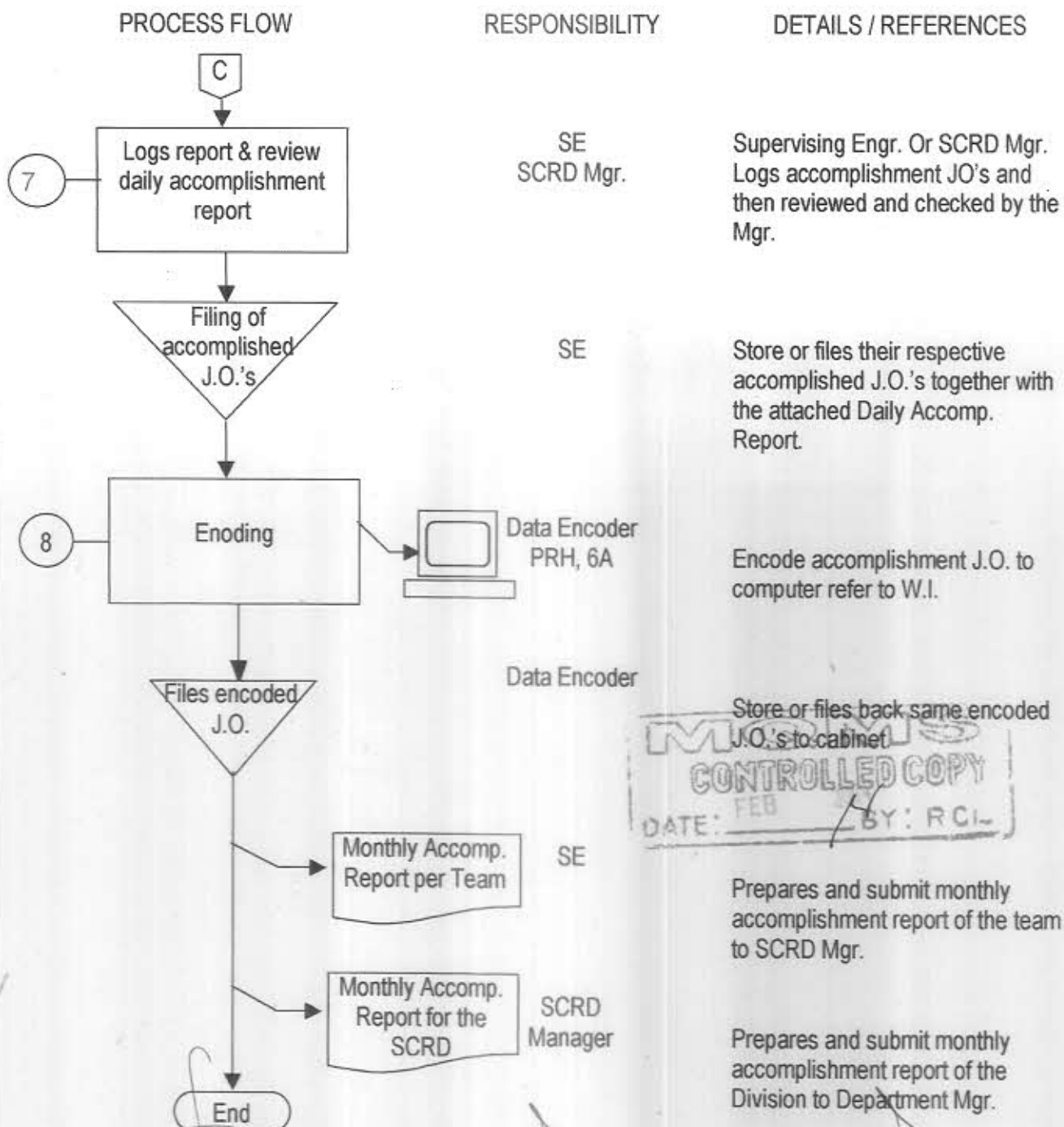


Metropolitan Cebu Water District
**Quality Management System
 Procedures Manual**

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Page No.	5 Of 5
Issue No.	1
Revision No.	1
Effective Date	Nov. 21, 2003

Section	Pipelines Rehabilitation
Subject	Service Connection Rehabilitation


4.0 PROCEDURE



Prepared: Jorge Gabriente
 Date:

Reviewed: Bassanio T. Canete
 Date:

Approved: Bassanio T. Canete
 Date:

	Metropolitan Cebu Water District Quality Management System Procedures Manual		Index No.	OP-PRH-002
			Page No.	1 of 5
			Issue No.	1
	Section	Service Connection Rehabilitation Procedure (Job Order) - North	Revision No.	0
Subject	Service Connection Rehabilitation Procedure (Job Order) - North	Effective Date	Jan. 01,01	

1.0 OBJECTIVE:

To be able to illustrate the workflow of the Service Connection Rehabilitation Division.

2.0 SCOPE:

The Scope of work covers Service Connection Rehabilitation on Job Orders.

3.0 DEFINITION OF TERMS:

- J.O. - Job Order
- S.C. - Service Connection
- P.E. - Polyethylene
- G.I. - Galvanized Iron
- S.R.S. - Store Requisition Slip
- PV - Polybutele
- PVC - Polyvinyl Chloride
- S - Steel
- CL/CC - Cement Lined/Concrete Coated
- Diameter - Means the inside diameter except for copper or brass fittings which means Outside diameter
- RRD - Road Restoration Division
- PRD - Pipelines Repair Division
- SCRD - Service Connection Rehabilitation Division
- WQCD - Water Quality Control Division
- Service Connection - The pipe from the water main to the water meter
- Rehabilitation - Replacement of the delapidated pipe including modification of construction For the purpose of water supply maintenance or improvement.

Prepared by: *Sigmund Batucan*Date: *8-1-2001*Reviewed: *Ernie T. Delco*

Date:

Approved: *Jovencito Ouano*

Date:



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0

Section

Subject

Service Connection Rehabilitation
 Procedure (Job Order)

Effective Date

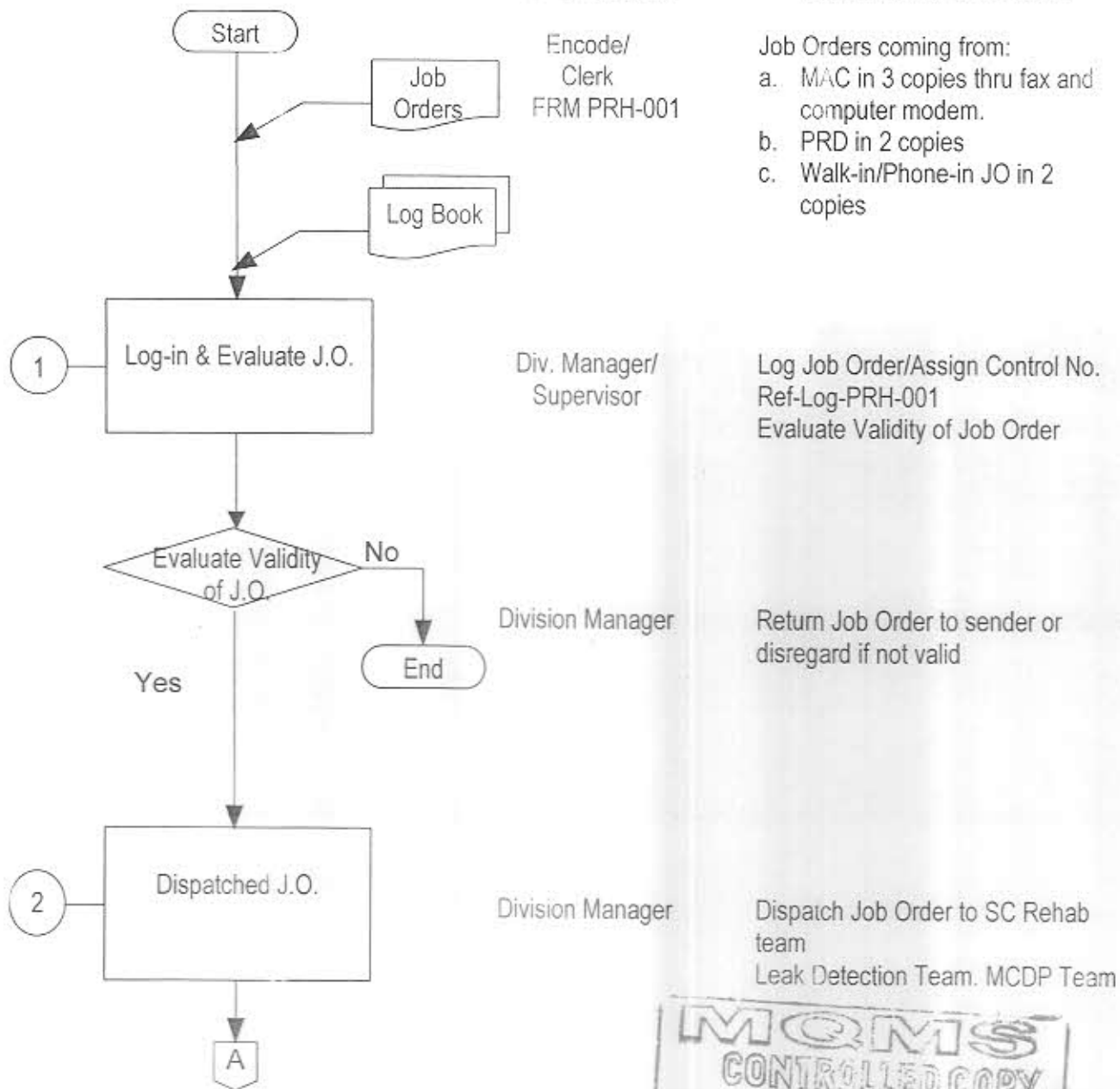
Jan. 01, 01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Prepared: Sigmund Batucan


Date: 8-12-2001

Reviewed: Ernie T. Delco

Date:

Approved: Jovena P. Quano

Date:

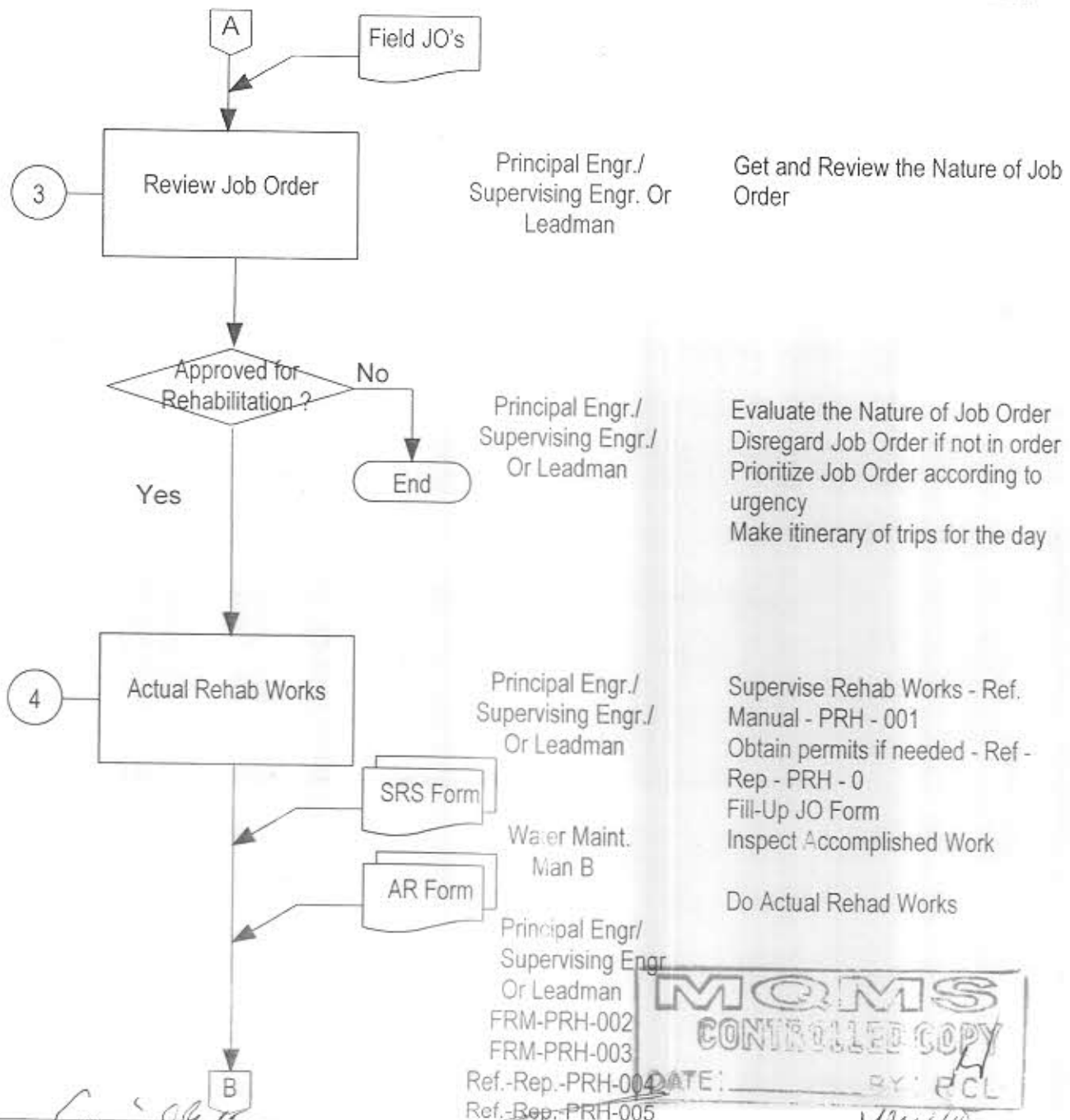
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	Subject	Revision No.	0
		Effective Date	Jan. 01,01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



Prepared: *Sigmond Balucan*
Date: *6-6-01*

Reviewed: *Ernie T. Delco*
Date:

Approved: *Jovencito F. Cuano*
Date:



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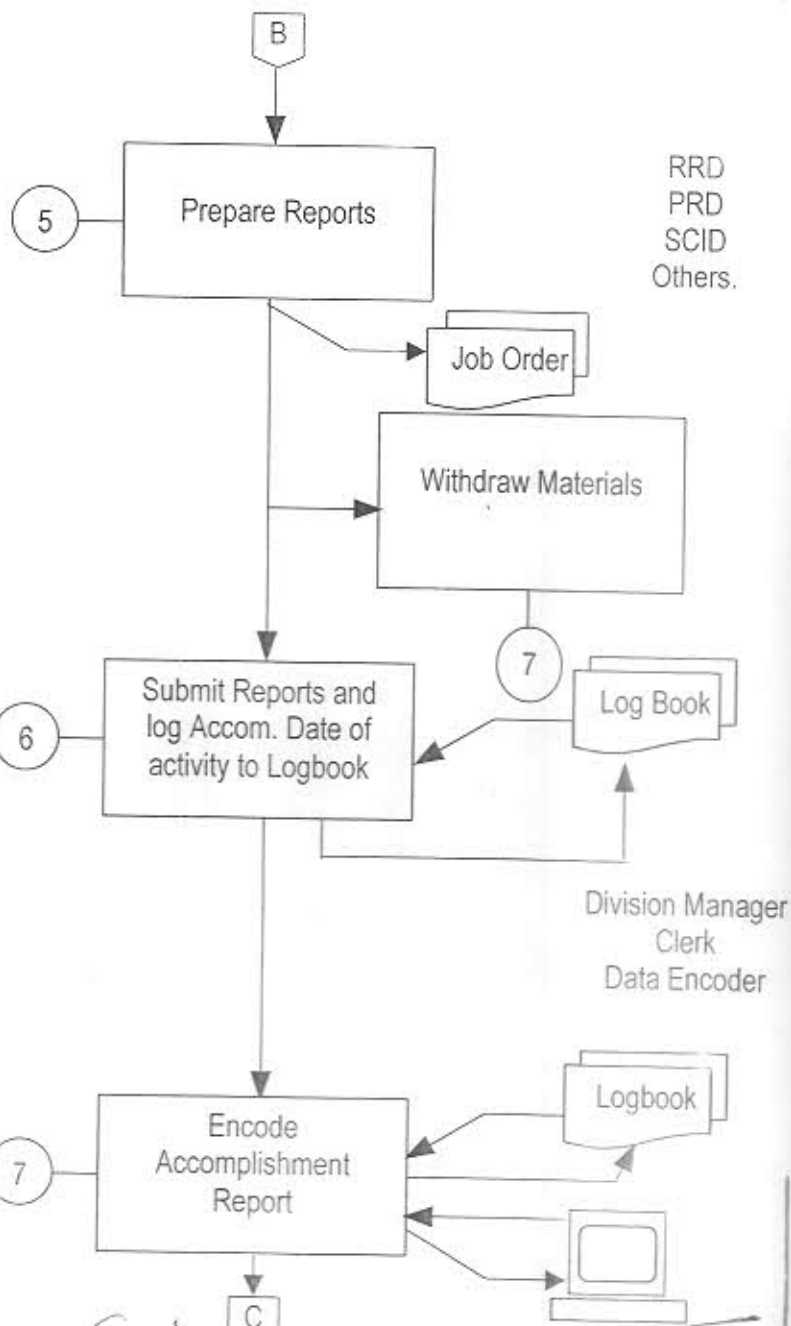
Revision No. 0

Effective Date Jan. 01, 01

Section

Subject

Service Connection Rehabilitation
Procedure (Job Order) - North

4.0 PROCEDURE**PROCESS FLOW****RESPONSIBILITY****DETAILS/REFERENCES**

RRD
 PRD
 SCID
 Others.

Prepare/Submit Daily
 Accomplishment Report- SRS for
 Replenishment of Stocks
 Prepare and endorse JO for Road
 Restoration for Lead Detection
 Team, endorse JO to RRD, PRD,
 SCRD North or South and endorse
 findings to WQCD in cases of water
 contamination

Division Manager
 Clerk
 Data Encoder

Log Accom. Date and activity to
 Logbook. Encode Accomplishment
 Report File Accomplishment JO

Return Logbook



Prepared: Sigmund Batucan
 Date: 8-1-2001

Reviewed: Ernie T. Delco
 Date:

Approved: Jovencito C. Oquendo
 Date:



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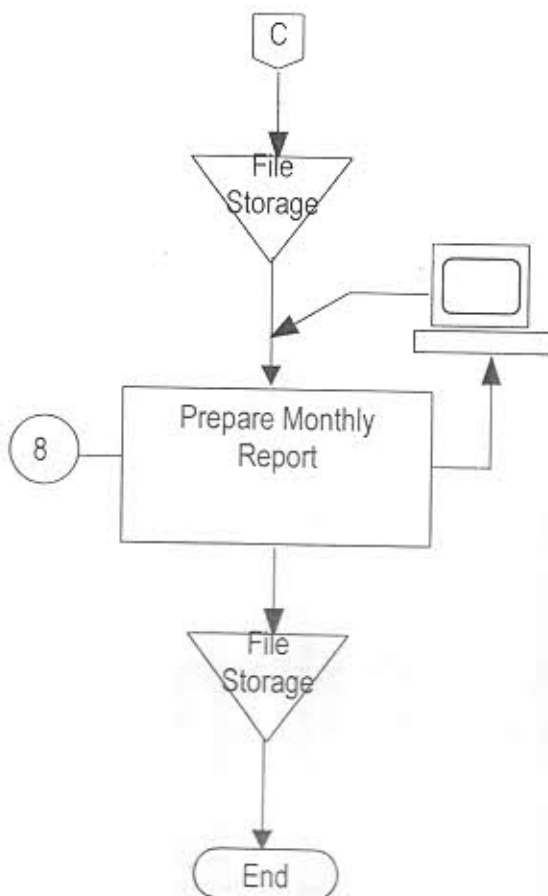
Jan. 01,01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



Division Manager

File Accomplishment to storage
 Retrieve Accomplishment Report
 Prepare monthly report
 Return reports to storage



Prepared: Sigmund Batucan

Date: 8-1-2001

Reviewed: Enrie T. Delco

Date:

Approved: Jovelyn F. Oquino

Date: