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			Page No.	1 of 4
			Issue No.	1
	Section		Revision No.	0
Subject	Pump Corrective Maintenance (Field Repair)	Effective Date	Jan. 01, 01	

1.0 OBJECTIVE:

A procedure to carry out pumps corrective maintenance, which repair.

2.0 SCOPE:

From verbal or written report, to implementing corrective action, then reporting the action taken.

3.0 DEFINITION OF TERMS:


- EMD** - Electro-Mechanical Division
- JO** - Job Order or request for services
- MMD** - Material Management Department
- MSSD** - Maintenance Support Services Department
- PR** - Purchase Requisition



Prepared: Rey T. Iban
Date: 06/25/01

Reviewed: Jerome A. Peralta
Date: 7/12/01

Approved: Adoracion B. Rodil
Date: 7/17/01

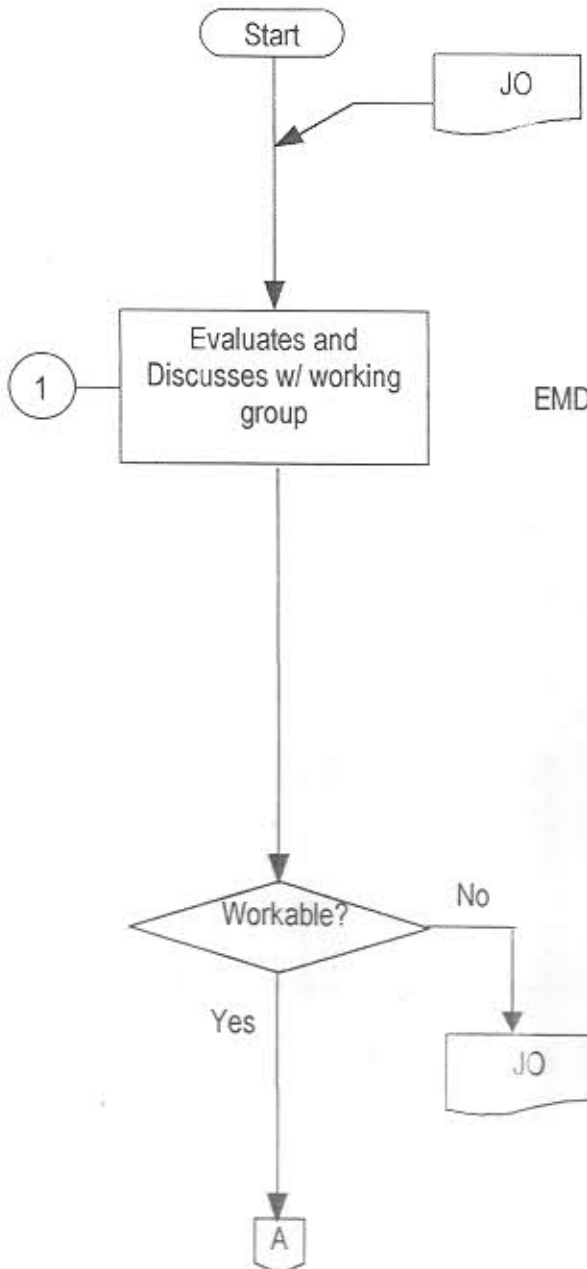
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		Issue No.	1
	Section	Revision No.	0
	Subject	Effective Date Jan. 01, 01	
	Pump Corrective Maintenance (Field Repair)		

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS / REFERENCES



JO from any of the following origin:

- Electro-Mechanical monitoring group
- Production Department personnel report
- Other Sources


Evaluates extent of trouble and the scope of repair to be done.

- Discusses w/ electrical group if pump trouble involves controls and other electrical malfunctions.
- Discuss w/ mechanical group if pump troubles are mechanical in nature.
- Determines if pump trouble can be handled by the working group.

Discuss with EMD Manager the possibility of having the JO performed by outside (private) individuals or company.

Agree /Dis-agree for the Job out of JO.

If NO, JO to be endorsed for _____
Project Administration; Refer to Procedures #Prepared: Rey T. Iban
Date: 06/25/01Reviewed: Jerome A. Peralta
Date: 7/12/01Approved: Adoracion B. Rodil
Date: 7/17/01

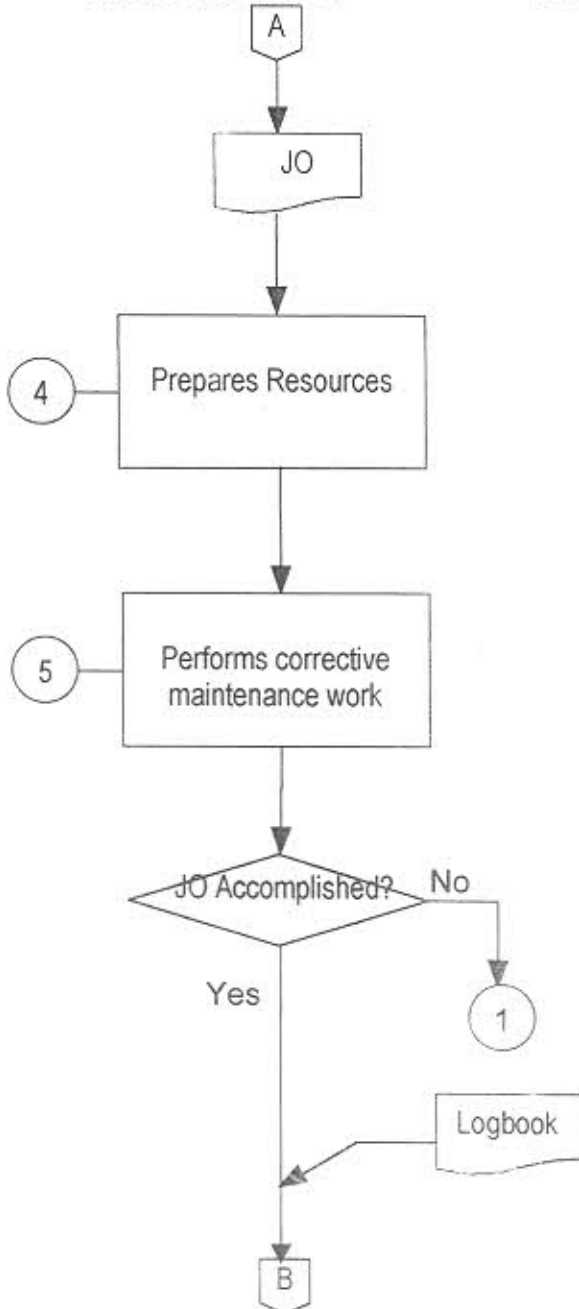
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	Section	Issue No.	1
	Subject	Revision No.	0
Pump Corrective Maintenance (Field Repair)		Effective Date	Jan. 01, 01

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



Team Leader

Prepares the necessary resources that will be used for the work;

- a.) Materials and spare parts
- b.) Equipment, if necessary
- c.) Additional personnel, if necessary.

Team Leader

Refer to W.I. # _____ in performing corrective maintenance work. Ensure that JO is accomplished.

If Yes, records repair data in Team Leaders logbook

If NO, discusses problems with EMD Manager.


Team's Logbook kept by Team, Leader.



Prepared: Rey T. Iban
Date: 062501

Reviewed: Jerome A. Peralta
Date: 7/12/01

Approved: Adoracion B. Rodil
Date: 7/17/01

	Metropolitan Cebu Water District Quality Management System Procedures Manual		Index No.	OP – POM - 005
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			Issue No.	1
	Section		Revision No.	0
Subject	Electro – Mechanical Shop Services (New Project)	Effective Date	Jan. 01, 01	

1.0 OBJECTIVE:

A procedure performed by the shop to carry-out request or perform services to concerned party.

2.0 SCOPE:

From job request or job order to assessment of work, to preparation of resources, to implementation up to recording of accomplishment.

3.0 DEFINITION OF TERMS:


- EMD** - Electro-Mechanical Division
- JO** - Job Order or Job Request for EMD Services
- MSSD** - Maintenance Support Services Department



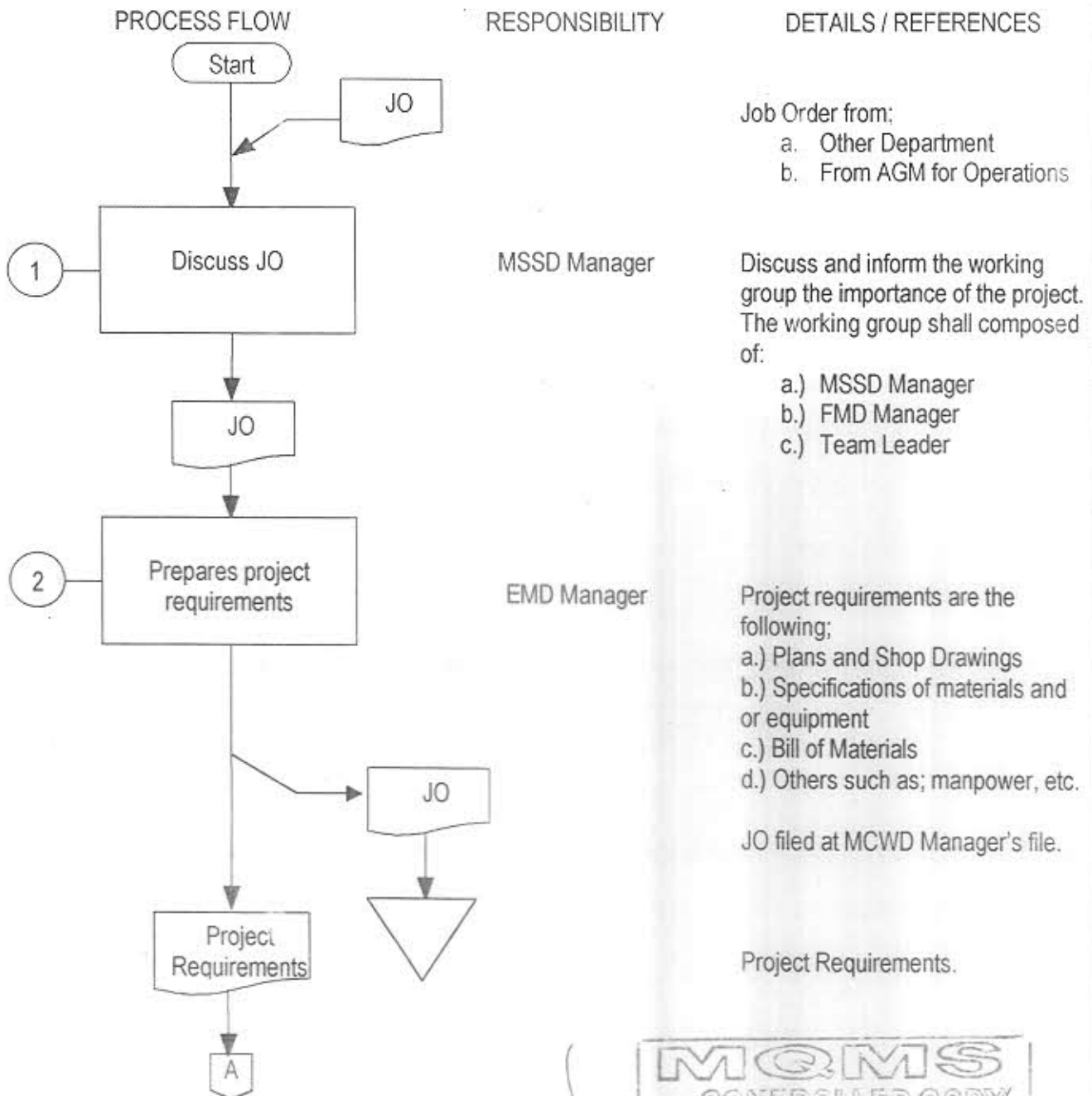
Prepared: Rey T. Iban
Date: 06/25/01

Reviewed: Jerome A. Peralta
Date: 7/12/01

Approved: Adoracion B. Rodil
Date: 7/17/01

	Metropolitan Cebu Water District Quality Management System Procedures Manual	Index No.	OP - POM - 005
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		Issue No.	1
	Section	Revision No.	0
	Subject	Effective Date	Jan. 01, 01
	Electro - Mechanical Shop Services (New Project)		


4.0 PROCEDURE



Prepared: Rey T. Iban
Date: 26/2/01

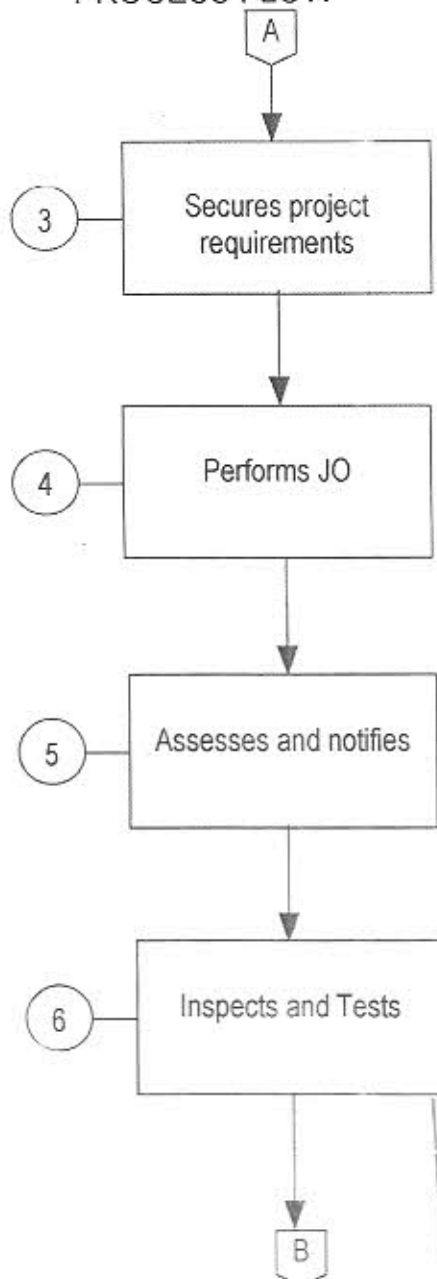
Reviewed: Jerome A. Peralta
Date: 7/12/01

Approved: Adoracion B. Rodil
Date: 7/17/01

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

4.0 PROCEDURE

PROCESS FLOW



RESPONSIBILITY

DETAILS/REFERENCES

Concerned Party

3.1 Secures all necessary materials and components of the project.
3.2 Informs EMD Manager when all requirements are available.

EMD Manager

4.1 Directs or accompany the team leaders, electrical & medical personnel accomplish or performs the job.
4.2 Inform MSSD Manager upon completeness of JO.

MSSD Manager

Assesses work and verbally informs concerned department on the scheduled of inspection and testing.

EMD Manager

6.1 Inspects and tests completed job of the following:

- MSSD Manager
- Concerned Department
- Team Leader
- Electro-Mechanical and Maintenance Personnel

MQMS
CONTROLLED COPY
DATE: _____ BY: RCL

Prepared: Rey T. Iban
Date: 06/25/01

Reviewed: Jerome A. Peralta
Date: 7/12/01


Approved: Adoracion B. Rodil
Date: 7/17/01

Prepared: Rey T. Iban
Date: 06/25/01

Reviewed: Jerome A. Peralta
Date: 7/12/01

Approved: Adoracion B. Rodil
Date: 7/17/01

CONTROLLED COPY
DATE: _____ BY: RCL

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		Page No.	1 of 6
		Issue No.	1
	Section	Pump Maintenance	Revision No. 1
	Subject	Electro-Mechanical Project Administration	Effective Date August 13, 2003

1.0 OBJECTIVE:

To establish a procedure by the shop to carryout request for a new project.

2.0 SCOPE:

From job request or job order to assessment of work, to preparation of resources, to implement up to recording of accomplishment.

3.0 DEFINITION OF TERMS:

- EMD** - Electro-Mechanical Division
- JO** - Job Order or Job Request for EMD Services
- MSSD** - Maintenance Support Services Department



Prepared: Rey T. Iban
Date:

Reviewed: Jerome A. Peralta
Date:

Approved: Ernie T. Delco
Date:

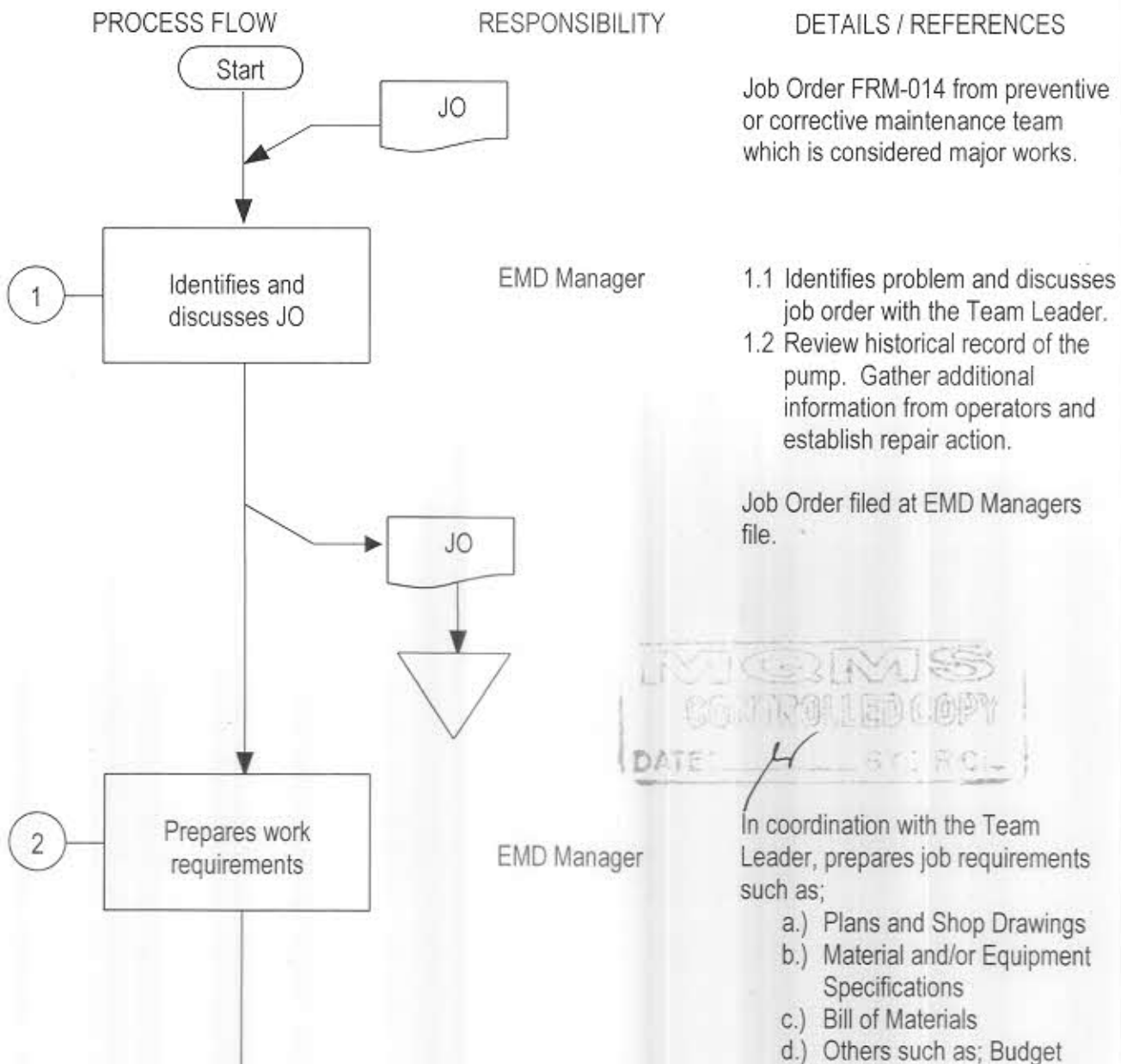


Metropolitan Cebu Water District
**Quality Management System
 Procedures Manual**

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Page No.	2 of 6
Issue No.	1
Revision No.	1
Effective Date	August 13, 2003

Section	Pump Maintenance
Subject	Electro-Mechanical Project Administration


4.0 PROCEDURE



Prepared: *Ray T. Iban*
 Date:

Reviewed: *Jerome A. Peralta*
 Date:

Approved: *Ernie T. Delco*
 Date:

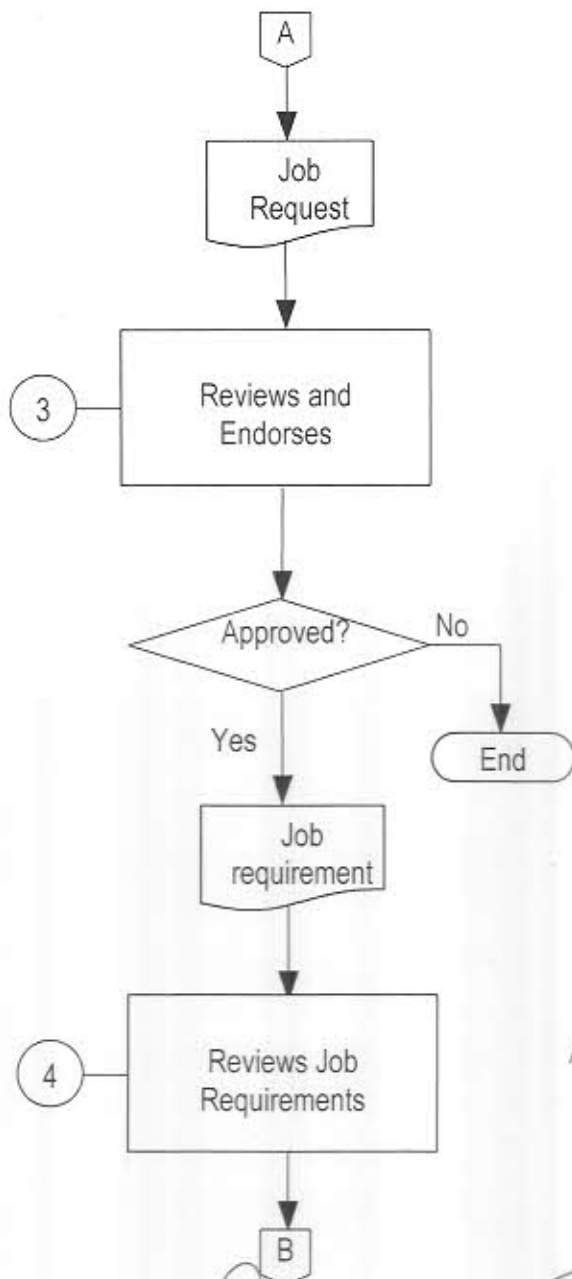
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	Section	Pump Maintenance	Revision No.	1
	Subject	Electro-Mechanical Project Administration	Effective Date	August 13, 2003

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



EMD

Job Request submitted to MSSD Manager.

MSSD Manager

Reviews Job and job requirements. When approved endorses such to AGM for Operations Approval.

If Yes, endorses Job Requirement to AGM for Operation.

If NO, discusses job with EMD Manager.




AGM for Operation

Reviews job and job requirements. Approves job.

Prepared: Rey T. Iban
Date:

Reviewed: Jerome A. Peralta
Date:

Approved: Ernie T. Delco
Date:

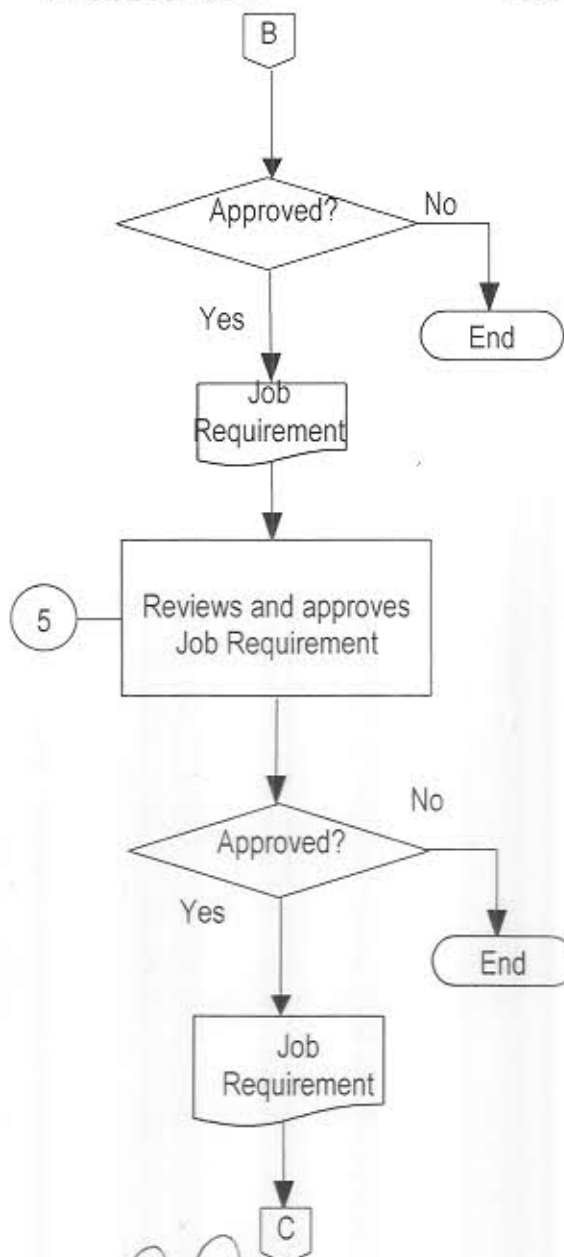
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4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



If Yes, endorses job requirements to GM for budget approval.

If No, discusses job request with MSSD Manager.

General Manager

Review job and approves job.




If YES, signs budget approval and returns job requirement to MSSD Manager.

If NO, discusses job requirements with AGM for Operations.

Prepared: Ray T. Iban
Date:

Reviewed: Jerome A. Peralta
Date:

Approved: Ernie T. Delco
Date:

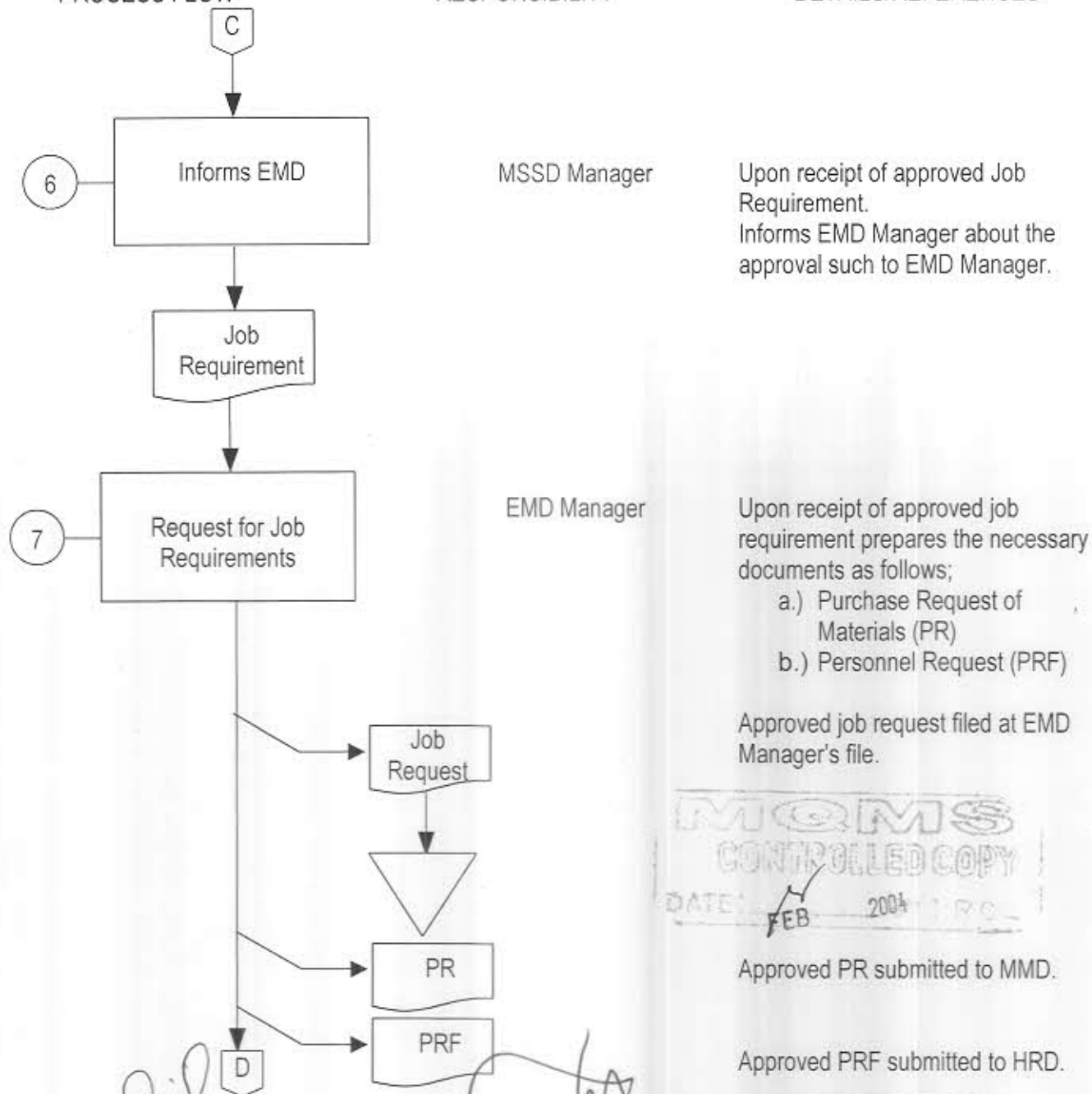
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		Effective Date	August 13, 2003

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY


DETAILS/REFERENCES



Prepared: Ray T. Iban
Date:

Reviewed: Jerome A. Peralta
Date:

Approved: Ernie T. Delco
Date:

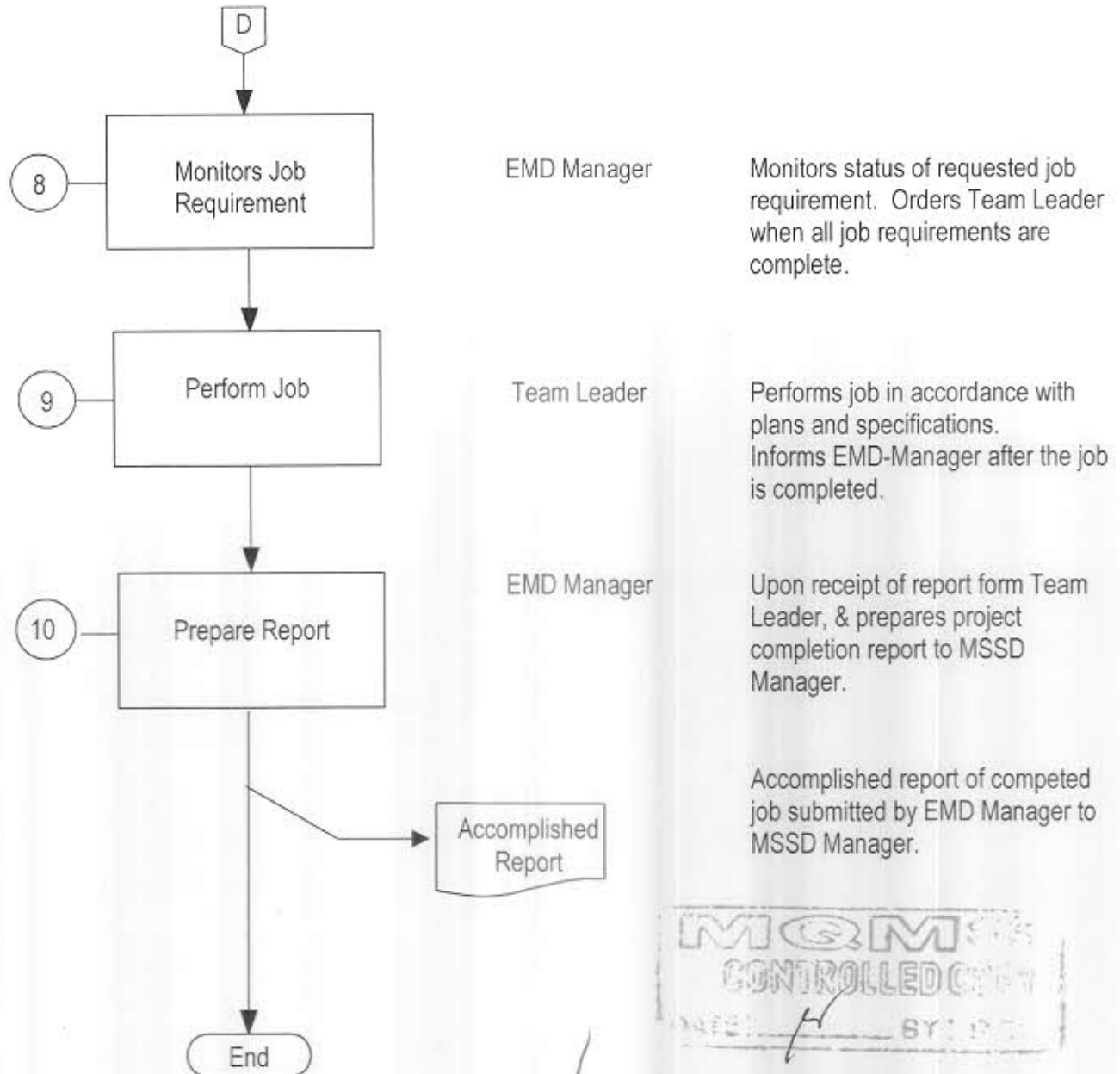
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	Subject	Electro-Mechanical Project Administration	Revision No. 1
		Effective Date	August 13, 2003

4.0 PROCEDURE

PROCESS FLOW

RESPONSIBILITY

DETAILS/REFERENCES



Prepared: Roy T. Iban
Date:

Reviewed: Jerome A. Peralta
Date:

Approved: Ernie T. Delco
Date:

