



REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

PIPELINE, LEAKAGE CONTROL & NON- REVENUE WATER MANAGEMENT DIVISION

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (PAMDPW03) MAINTENANCE OF TRANSMISSION LINES


**METROPOLITAN NAGA WATER DISTRICT****PROCEDURE****MAINTENANCE OF WATERLINES**Document Code: **PAMDPW03**Revision No.: **0**Effectivity Date: **March 2017**Page No.: **Page 1 of 3****Revision Status**

This list identifies the revisions made in this section. The date refers to the date this section was made effective and implemented and not to the date the document was signed or printed.

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Metropolitan Naga Water District Quality Management System

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1. PURPOSE

1.1. This procedure describes the weekly transmission line inspection process.

2. SCOPE

2.1. This procedure will apply to the weekly transmission line inspection process at Rumangrap and Anayan Springs to Villa Sorabella Subdivision to be conducted by the PLC Section Plumbers under Pipeline, Leakage Control and Non-Revenue Water Management Division.

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the GLOSSARY OF TERMS and "[Annex B](#)" for ACRONYMS.

4. RESPONSIBILITIES

4.1. To achieve ideal operation of the transmission line in Rumangrap and Anayan Springs to Villa Sorabella Subdivision (VSS), Naga City.

4.2. To ensure that the transmission network can operate satisfactorily and function continuously.

4.3. To look for possible illegal connections, leakages and defective Pipeline Appurtenances.

5. PROCEDURES

This section describes the procedures involved in one of the core processes of the District which is the Maintenance of Transmission Lines.

•PROCEDURE DETAILS: **Weekly Transmission Line Inspection** ([Figure 1](#))

5.1. Approved schedule prepared and submitted by the WMH.

- Team A: Palestina Pili, Camarines Sur to VSS, Naga City

- Team B: VSS, Naga City to Palistina Pili, Camarines Sur

5.2. PLC Section encoder prepares, prints, records and forward the AIO to WMH.

5.3. WMH receives, evaluates and forwards AIO to WMF.

5.4. WMF assist implement received AIO's and distributes it to assigned team.

5.5. Plumbers proceed to the site and records field observation report.


5.5.1. If found leak, please (see QP-8) Leakage Control process.

5.5.2. If found illegal connection, the plumber fills out and submit Tipster's Information Sheet to CSD

5.6. Plumbers prepares DAR and submit to WMF.

5.7. WMF checks DAR and AIO's and submit to WMH.


5.8. WMH evaluates and signs DAR and AIO's and submit to DM-A

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5.9. DM-A reviews and signs the accomplished AIO's and DAR then forwards to PLCS encoder for encoding (Customer Service Database Program (Green Program)) and filing.

6. FORMS


- 6.1.** Weekly Transmission Line Inspection Schedule – “[PAMDF06](#)”
- 6.2.** Daily Accomplishment Report – “[PAMDF04](#)”
- 6.3.** Accomplished Assignment/Implementation Order – “[PAMDF02](#)”
- 6.4.** Tipster's Information Sheet – “[PAMDF07](#)”

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	ANNEX A		Revision No.:	0
	GLOSSARY OF TERMS		Effectivity Date:	March 2017
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TERMS	DEFINITION
TRANSMISSION LINE	A PIPELINE WITH SIZE RANGING FROM 12 TO 18 INCHES DIAMETER.
DIVISION MANAGER A (DM-A)	THE HEAD OF THE DIVISION. HE IS RESPONSIBLE IN SIGNING AND APPROVING THE DAR AND AIO.
WATER MAINTENANCE HEAD (WMH)	THE PERSON IN CHARGE IN RECEIVING, EVALUATING AND DISTRIBUTION OF AIO TO WMF.
WATER MAINTENANCE FOREMAN (WMF)	THE PERSON IN CHARGE IN IMPLEMENTATION AND DISTRIBUTION OF AIO TO PLUMBERS.
PLC SECTION ENCODER	EMPLOYEE IN CHARGE IN ISSUANCE, RECORDING AND FILING OF AIO AND DAR.
DAILY ACCOMPLISHMENT REPORT (DAR)	A DOCUMENT CONTAINING DAILY COMPLETION OF TASK OF THE PLUMBER.
CUSTOMER SERVICE DATABASE PROGRAM (GREEN PROGRAM)	CONTAINS ALL CUSTOMER RECORDS WHOSE ACCESS IS RESTRICTED TO A FEW, WHICH ALLOWS IN UPDATING RECORDS AND ENTRIES WHETHER COMPLAINTS AND TRANSACTIONS.

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	ANNEX B		Revision No.:	0
	ACRONYMS		Effectivity Date:	March 2017
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ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
PLC&NRWMD	PIPELINE, LEAKAGE CONTROL & NON-REVENUE WATER MANAGEMENT DIVISION
PLCS	PIPELINE AND LEAKAGE CONTROL SECTION
AIO	ASSIGNMENT/IMPLEMENTATION ORDER
DAR	DAILY ACCOMPLISHMENT REPORT
WMH	WATER MAINTENANCE HEAD
WMF	WATER MAINTENANCE FOREMAN
DM-A	DIVISION MANAGER A
CSD	COMMERCIAL SERVICE DIVISION

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	FLOWCHART	Revision No.:	0
	WEEKLY TRANSMISSION LINE INSPECTION (FIGURE 1)	Effectivity Date:	March 2017
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