

## QUALITY CONTROL ON MATERIALS

### Objective –

The purpose of this document is to ensure the efficient conduct of a Step Test Procedure in a Quality Testing for Pipe and Service Connection Materials; and Inspection Report for Projects and Equipment.

For Pipe and Service Connection Materials, this instruction will allow the inspection and evaluation of materials delivered as to the required technical specification and acceptability.

For Projects and Equipment, this instruction will allow the inspection and evaluation of completed projects and delivered equipment as to the required plan, technical specification and acceptability.

### A. Work Instructions – QUALITY TESTING FOR PIPE AND SERVICE CONNECTION MATERIALS

The Chairman of the Quality Control Committee (QCC) shall receive a request for Quality Testing and Evaluation from Property and Supplies Management Division of the Finance Department.

The QCC Staff will prepare the necessary documents and set the schedule for the activity.

The QC Committee shall conduct Acceptance Testing based on ISO 2859-1 which requires Acceptance Quality Limit 2.5% Level II as part of Quality Control Procedures, upon delivery of service connection fittings & materials.

### Acceptance testing will be as follows:

The newly purchased material shall be tested randomly as part of COWD quality control procedures.

The sample size shall be determined using "Acceptance Quality Limit" (AQL) 2.5% at level II inspection levels in accordance to ISO 2859-1.

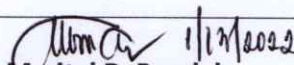
The succeeding table shows the sample size according to lot size of the material.

Lot Size	Inspection Level II (Normal)	Sample Size	Acceptability (AQL at 2.5%)
51-90	E	13	1
91-150	F	20	1
151-280	G	32	2
281-500	H	50	3
501-1,200	J	80	5
1,201-3,200	K	125	7
3,201-10,000	L	200	10
10,001-35,000	M	315	14

Each sample shall undergo the appropriate testing requirement and shall be within the maximum permissible error stipulated in the Maximum Permissible Error Limits

The acceptance of the lot shall be in accordance to the criteria listed in the "Acceptability Level" of AQL at 2.5% Inspection Level II table. If the delivery lot does not meet the acceptability level, the whole lot shall be rejected by COWD

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Approved By:

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1. The Committee shall collect the sample materials at random. Each item will be labeled with the sample number.
2. Each item will be measured, recorded, and evaluated based on the given COWD Technical Specification. Gathered data will be recorded in the sampling form.

If the sample item is subject for testing, the Committee shall then prepare a request to conduct the following:

<u>Testing</u>	<u>Materials</u>	<u>Department</u>
Pressure and Leakage Test	Pipes (uPVC and P.E.) and Fittings	Engineering
Accuracy Test	Water Meter	Maintenance and NRW Mngt.

3. The QCC will then validate the subject against the checklist as to its satisfaction, compliance and acceptance.
4. The QCC staff shall prepare report in Two (2) copies on Result of the Material Quality Testing and Evaluation with attached complete documents, including testing result and then submit it to the Committee Chairman for review.
5. The QCC Staff shall facilitate for the signatures of all QCC members in the report. Once signatures are complete, QCC staff submits the report to the Office of the General Manager for approval.
6. One (1) copy of the Approved Report shall then be forwarded for appropriate action to the Property and Supplies Management Division and Finance Department, while another Copy is retained for the QCC file.

### B. Work Instructions – INSPECTION REPORT FOR PROJECTS AND EQUIPMENTS

The Chairman of the Quality Control Committee (QCC) shall receive a request for inspection from Department concerned.

The QCC Staff will prepare the necessary documents and set the schedule for the activity together with the Supplier, Contractor; and End-User, if necessary.

The Committee shall conduct ocular inspection.

1. The Committee shall jointly conduct ocular inspection and evaluation based on Plan, Technical Specification, Equipment, Materials Delivered/Supplied, Installation and Acceptability.
2. The QCC shall subject delivered materials to conform against the checklist as to its completeness, satisfaction, compliance and acceptance for the project and equipment.
3. The QCC Staff shall prepare report on the result and recommendation of the Ocular Inspection and Evaluation in Two (2) copies with attached complete documents and submits it to the Committee Chairman for review.
4. The QCC staff shall facilitate for the signatures of all QCC members and once complete, submits it to the Office of the General Manager for approval.
5. One (1) copy of the Approved Report shall then be forwarded to the Property and Supplies Management Division, Finance Department and One (1) Copy will be retained for QCC File.

### PROPRIETARY NOTICE