

	COMMERCIAL SERVICES DEPARTMENT	DOCUMENT CODE	PM-08-01-W13
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	August 1, 2018
SUBJECT	PROPER HANDLING OF WATER METER		

1.0 Person Responsible

1.0 NSC Installation Team

2.0 Tools, Materials, and Equipment

- 2.1 Box / Carton
- 2.2 Plastic Crate
- 2.3 Plastic Caps
- 2.4 Service Vehicle

3.0 Work Steps

- 3.1 After the withdrawal of water meter from Finance & Property Division Warehouse, check individually packed water meters with plastic caps on both ends intact.
- 3.2 Prepare the plastic crates and properly arrange the water meters inside the crates.
- 3.3 Place the plastic crates in the inner portion of the service vehicle.
- 3.4 Carefully extract the water meter to be installed from the plastic crate.

4.0 Work Conditions and Environment/Safety Requirements

- 4.1 Protect water meter from damage during transportation until such installation will be completed.

5.0 References

- 5.1 WMMD guide on Basic Proper Handling of water meter.

6.0 Record

*None

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