



3. METER CALIBRATION

Calibration is the process of configuring the water meter to ensure that the instrument is performing as designed and meets the necessary performance requirements put in place by the Balanga Water District.

Office or Division:		Construction and Maintenance Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen, G2B – Government to Business, G2G - Government to Government		
Who may avail:		Construction and Maintenance Division		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Install water meter in the Meter Test Bench (maximum of 5 water meter)	None	5 minutes	Rolando L. Niepes (Water Maintenance General Foreman) Noel D. Evangelista (Water Maintenance Head) Fernando D. Javier (Senior Water Maintenance Man A) Earl Chester D. Ramos (Senior Water Maintenance Man B) Genarro G. Mendoza, Bienvenido A. Morfe Jr., Jayson M. Diuco, Danilo A. De Mesa Jr., Reynaldo L. Niepes (Water Maintenance Man A) Froilan D. Javier, Hernan A. Lopez, Edson P. Velasco, Lee S. Sevilla, Wilfredo A. Mendoza (Water Maintenance Man B) Albert S. Tuazon, Clifford S. Santiago (Water Maintenance Man C)
2. None	2. Adjust the reading of water meter flow indicator to zero (0).	None	5 minutes	
3. None	3. Record initial reading of each water meter.	None	5 minutes	
4. None	4. Fill the container at label 25 liters with water.	None	5 minutes	
5. None	5. Record the final reading with each water meter.	None	5 minutes	
6. None	6. Compare the volume, Subtract the final reading to the initial reading.		5 minutes	
7. None	7. Compute the difference from 25 liters volume. (Allowable percentage should be plus (+) or minus (-) 5% of the test volume (25L)	None	5 minutes	
8. None	8. Final adjustment of water meter with over / under accuracy.	None	5 minutes	



				Luisito G. Sioson, Marcelo R. Rojero, Juanito S. Bernardo (Utility Worker II)
Total:		None	<i>40 minutes</i>	