



STANDARD OPERATING PROCEDURE

Department: Engineering

Title: Recording of Water Consumption Data

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 5

1.0 OBJECTIVE:

To lay down a procedure for Recording of Water Consumption Data.

2.0 SCOPE:

This SOP is applicable for Recording of Water Consumption Data in Water Treatment Plant.

RESPONSIBILITY:

Officer / Executive-Engineering

3.0 ACCOUNTABILITY:

Head-Engineering

4.0 DEFINITION:

WATER: Water a colorless, transparent, odorless, liquid which forms the seas, lakes, rivers, and rain and is the basis of the fluids of living organisms.

5.0 PROCEDURE:

5.1 Method of Data Recording for Raw Water Consumption.

5.1.1 Observe the reading from water meter which is installed in bore well line, one hour before handover the shift.

5.1.2 Note down the reading in opening reading column of consumption record as maintained in **Annexure-I**, Titled **“Daily Raw Water Consumption Record”**.

5.1.3 Then observe the reading again from water meter one hour before at the end of shift.

5.1.4 Note down the reading in closing reading column of consumption record as maintained in **Annexure-I**, Titled **“Daily Raw Water Consumption Record”**.

5.1.5 Deduct value of opening reading from closing reading and note down the consumption column.

5.1.6 For next shift continued by closing reading will comes in opening reading column.

5.1.7 Repeat the steps 6.1.4, 6.1.5 and 6.1.5 shift wise.

5.2 Method of Data Recording for Water Consumption.



STANDARD OPERATING PROCEDURE

Department: Engineering

Title: Recording of Water Consumption Data

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	2 of 5

- 5.2.1 Observe the reading from water meter which is installed inside the pre treatment plant raw water line, one hour before handover the shift.
- 5.2.2 Then observe the reading again from water meter one hour before at the end of shift.
- 5.2.3 Deduct value of opening reading from closing reading and note down the consumption record as maintained in **Annexure-I**, Titled “**Daily Raw Water Consumption Record**”.
- 5.2.4 Count the number of hours operated RO-I plant.
- 5.2.5 Multiply the hours into permeate out put (18000 LPH) and result note down the value in record as maintained in **Annexure-II**, Titled “**Daily Water Consumption Record**”.
- 5.2.6 Multiply the hours into reject out put (7000 LPH) and result note down the value in record as maintained in **Annexure-II**, Titled “**Daily Water Consumption Record**”.
- 5.2.7 For soft water other use by calculated like total quantity used soft water for RO-I plant operation is deducted from soft water collection and result note down the value in record as maintained in **Annexure-II**, Titled “**Daily Water Consumption Record**”.

6.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
No.	Number
QA	Quality Assurance
ID No.	Identification Number
Ltd	Limited
ER	Engineering

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Daily Raw Water Consumption Record	
Annexure-II	Daily Water Consumption Record	



STANDARD OPERATING PROCEDURE

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Title: Recording of Water Consumption Data

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	3 of 5

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head-Engineering
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

Revision No.	Change Control No.	Details of Changes	Reason of Changes	Effective Date	Done By
00	Not Applicable	Not Applicable	New SOP		

