

2.5 Guidelines for Setting up Operating Procedures

The operating procedures shall address the following particular requirements:

- Operations shall be structured using a split system, i.e. 24 hrs.
- Ensure that no activity causes hindrance to the execution of any works and fully cooperate with the concerned parties
- Operate/adjust pumping stations and networks to accommodate varying requirements depending on the weather, maintenance program, upstream/downstream flow conditions, etc.
- Confine all operations and maintenance and site establishment facilities to within the site boundaries.
- Safeguard all structures in the vicinity of the site.
- Ascertain from the public utility authorities positions of all existing underground services and maintain, protect or divert them as required
- Establish procedures for procurement and installation of all spare parts, consumables etc.
- Establish and maintain a central computerized stores management system, establishing minimum stock holding, replenish stock timeously as and when necessary man stores to suit operational requirements
- Ensure all personnel are fully familiarized with the requirements of the services to be provided and the various site layouts, plant assets, site safety regulations and statutory requirements and DMAT procedures
- Emergency response service
- Develop on-going planned repair/refurbishment work
- Establish proactive planned inspection, operations and maintenance and cleaning routines
- Undertake reactive and non-routine maintenance
- Provide appropriate qualified personnel to plan, direct and supervise all activities

2.6 Management and Control of Operations

Management and Control of Operations shall take the following into account:

a) Optimization of Pumping Stations Operation to Maximize Life of Whole System Assets and Minimize Station and Network Maintenance.

The key to optimizing operational activities of assets is an effective schedule and dispatch system backed up by good logistics management. Ongoing analysis of the database generated through Computerized Maintenance Management System (CMMS) linked to the assets will enable improvements and fine tuning of the operational activities, maximizing asset life, minimizing costs of delivery and ensuring activities are effective.

b) Regulation of flows using Pumping Stations, Valves, Penstocks, Temporary Stoppers, etc. to accommodate work on the System.

Operation and maintenance of assets, e.g. networks and pumping stations are closely interlinked and a close working relationship. Interface and co-ordination with other authorities, contractors, etc. is essential if the total service delivery of the system is to be maintained.

Adjust normal method of working/operational practices/maintenance program to accommodate changes in up/downstream flow conditions resulting from work by others.