GENERAL OPERATING PROCEDURES ON METER TESTING, CALIBRATION AND SEALING

I. CONSUMER'S REQUESTS

A. AT THE ERC LABORATORY(Walk-in)

1. The consumer/customer presents the meter to the guard on duty at the 12th Floor to secure a gate pass.
2. He hands over the meter and the gate pass to the Engineer-in-charge/ Clerk on duty at the 12th Floor.
3. The Engineer-In-Charge/Clerk assesses the testing fee for payment by the consumer/customer.
4. The customer pays to the cashier at the 14th Floor and receives an Official Receipt (OR)
5. The Engineer starts testing and calibrating the said meter while the customer is paying the testing Fee.
6. The Engineer adjusts the meter to as close as possible to zero error.
    a. If the meter is defective and can no longer be adjusted to the nearest possible zero error, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter is accurate or was adjusted to the nearest possible zero error, the meter will be sealed and a corresponding test report shall likewise be issued to that effect.
7. The Engineer-in-charge/Clerk on duty releases the meter tested together with the test report and gate pass upon presentation by the customer of the Official Receipt (OR) for purposes of recording.
8. The consumer/customer presents the meter and gate pass to the guard on duty at the 12th Floor for recording.

B. CONSUMER's LETTER- REQUESTS TO CONDUCT ON-THE-SPOT TESTING

1. The Clerk records the complaint/request.
2. The Division Chief assigns an Engineer.
3. The Engineer/Clerk prepares an Assignment/Inspection Order for the Service Director's and Division Chief's initials.
4. The Executive Director signs/approves the Assignment/Inspection Order.
5. The Records Section assigns and records the number of the Assignment/Inspection Order and releases the same to the Engineer concerned.
6. The assigned Engineer coordinates with the concerned parties.
7. Before the Engineer conducts the actual testing of the meter, he shall check/inspect the metering installation/connections and other equipment appurtenant thereto to determine if they are adversely affecting the correct registration of the meter. The inspection shall be conducted in the presence of the concerned parties.
8. The engineer tests the accuracy of the Instrument Transformers, if any.
9. The Engineer tests and calibrates the meter in the presence of the concerned parties.
    a. If the meter is found to be defective, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter is accurate, the meter will be sealed and the corresponding test report shall likewise be issued to that effect. Calibration may also be performed on the said meter to adjust it to the nearest possible zero error before the sealing thereof
11. The Engineer prepares the General Report.
12. The Service Director and Division Chief approve the General Report.
13. The concerned parties are furnished respectively with copies of the General Report, accompanied by the Statement of Account duly approved by the Financial and Administrative Service.

II. DISTRIBUTION UTILITY'S (DU) REQUESTS

A. AT THE ERC LABORATORY(Walk-in)

1. The customer/DU's representative presents the meter to the guard on duty at the 12th Floor to secure a gate pass.
2. He hands over the meter and the gate pass to the Engineer-in-charge/ Clerk on duty at the 12th Floor.
3. The Engineer-In-Charge/Clerk assesses the testing fee for payment by the customer.
4. The customer pays to the cashier at the 14th Floor and receives an Official Receipt (OR)
5. The Engineer starts testing and calibrating the said meter while the customer is paying the testing Fee.
6. The Engineer adjusts the meter to as close as possible to zero error.
    a. If the meter is defective and can no longer be adjusted to the nearest possible zero error, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter is accurate or was adjusted to the nearest possible zero error, the meter will be sealed and a corresponding test report shall likewise be issued to that effect.
7. The Engineer-in-charge/Clerk on duty releases the meter tested together with the test report and gate pass upon presentation by the customer of the Official Receipt (OR) for purposes of recording.
8. The consumer/customer presents the meter and gate pass to the guard on duty at the 12th Floor for recording.

B. FIELD TESTING

B.1 REGULAR TESTING AT DU's METER LABORATORY

1. The Distribution Utility formally requests for the testing and sealing of watt-hour meters indicating therein the following:
    a. period of assignment;
    b. the estimated number of meters to be tested; and
    c. the place of testing and sealing.
2. The Clerk records the request.

3. Division Chief assigns an Engineer.
4. The Engineer/Clerk prepares an Assignment/Inspection Order for the Service Director's and Division Chief's initials.
5. The Executive Director signs/approves the Assignment/Inspection Order.
6. The Records Section assigns and records the number of the Assignment/Inspection Order and releases the same to the Engineer concerned.
7. The Assigned Engineer coordinates with the requesting party.
8. The requesting party shall be requested to pre-calibrate its meters and adjust them to as close as possible to the condition of zero error even before making the formal request with the Commission to facilitate/expedite testing and sealing thereof.
9. The Engineer tests the meter to determine if it was adjusted to as close as possible to zero error. Alternatively, he may supervise the calibration of the meters conducted by the requesting party to ensure that the meters were adjusted to as close as possible to the condition of zero error.
    a. If the meter does not pass the aforementioned standard, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter passes the aforementioned standard, the meter shall be sealed and a corresponding test report shall likewise be issued to that effect.
10. The Engineer prepares the General Report.
11. The Service Director and Division Chief signs/approves the General Report.
12. The concerned party is furnished with copies of the General Report, accompanied by the Statement of Account duly approved by the Financial and Administrative Service.

B.2 ON-THE-SPOT TESTING (within the franchise area of the distribution utility but outside its laboratory)

1. The Distribution Utility requests in writing for the testing and sealing of watt-hour meters indicating the following:
    a. period of assignment;
    b. the estimated number of meters to be tested; and

c. the place of testing and sealing.

2. The Clerk records the request.
3. Division Chief assigns an Engineer.
4. The Engineer/Clerk prepares a Assignment/Inspection Order for the Service Director's and Division Chief's initials.
5. The Executive Director signs/approves the Assignment/Inspection Order.
6. The Records Section assigns and records the number of the Assignment/Inspection Order and releases the same to the Engineer concerned.
7. The assigned Engineer coordinates with the concerned parties.
8. Before the Engineer conducts the actual testing of the meter, he shall check/inspect the metering installation/connections and other equipment appurtenant thereto to determine if they are adversely affecting the correct registration of the meter. The inspection shall be conducted in the presence of the concerned parties.
9. The engineer shall test the accuracy of the Instrument Transformers, if any.
10. The Engineer tests and calibrates the meter in the presence of the concerned parties.
    a. If the meter is found to be defective or tampered, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter is accurate, the meter shall be sealed and the corresponding test report shall likewise be issued to that effect. Calibration shall also be performed on the said meter to adjust it to the nearest possible zero error.
11. The Engineer prepares the General Report.
12. The Service Director and Division Chief signs/approves the General Report.
13. The concerned parties are furnished respectively with copies of the General Report, accompanied by the Statement of Account duly approved by the Financial and Administrative Service.

III. DEALERS'S REQUESTS

A. AT THE ERC LABORATORY(Walk-in)

1. The customer/dealer's representative presents the meter to the guard on duty at the 12th Floor to secure a gate pass.
2. He hands over the meter and the gate pass to the Engineer-in-charge/ Clerk on duty at the 12th Floor.
3. The Engineer-In-Charge/Clerk assesses the testing fee for payment by the customer.
4. The customer pays to the cashier at the 14th Floor and receives an Official Receipt (OR)
5. The Engineer starts testing and calibrating the said meter while the customer is paying the testing Fee.
6. The Engineer adjusts the meter to as close as possible to zero error.
    a. If the meter is defective and can no longer be adjusted to the nearest possible zero error, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter is accurate or was adjusted to the nearest possible zero error, the meter will be sealed and a corresponding test report shall likewise be issued to that effect.
7. The Engineer-in-charge/Clerk on duty releases the meter tested together with the test report and gate pass upon presentation by the customer of the Official Receipt (OR) for purposes of recording.
8. The consumer/customer presents the meter and gate pass to the guard on duty at the 12th Floor for recording.

B. FIELD TESTING (regular testing at dealer's meter laboratory)

1. The Dealer formally requests for the testing and sealing of watt-hour meters indicating therein the following:
    a. period of assignment;
    b. the estimated number of meters to be tested; and
    c. the place of testing and sealing.
2. The Clerk records the request.
3. The Engineer-In-Charge/Clerk assesses the testing fee for payment by the customer.

4. The customer/dealer pays to the cashier at the 14th Floor and receives an Official Receipt (OR)
5. The customer/dealer presents the Official Receipt (OR) to the Clerk at the 12th floor for purposes of recording.
6. The Division Chief assigns an Engineer.
7. The Engineer/Clerk prepares an Assignment/Inspection Order for the Service Director's and Division Chief's initials.
8. The Executive Director signs/approves the Assignment/Inspection Order.
9. The Records Section assigns and records the number of the Assignment/Inspection Order and releases the same to the Engineer concerned.
10. The Assigned Engineer coordinates with the requesting party.
11. The requesting party shall be requested to pre-calibrate its meters and adjust them to as close as possible to the condition of zero error even before making the formal request with the Commission to facilitate/expedite testing and sealing thereof.
12. The Engineer tests the meter to determine if it was adjusted to as close as possible to zero error. Alternatively, he may supervise the calibration of the meters conducted by the requesting party to ensure that the meters were adjusted to as close as possible to the condition of zero error.
    a. If the meter does not pass the aforementioned standard, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    b. If the meter passes the aforementioned standard, the meter shall be sealed and a corresponding test report shall likewise be issued to that effect.
13. The Engineer prepares the General Report.
14. The Service Director and Division Chief signs/approves the General Report.
15. The concerned party is furnished with copies of the General Report, accompanied by the Statement of Account, if any, duly approved by the Financial and Administrative Service.

IV. OTHERS (such as TRANSCO, IPPs, ETC)

A. AT THE ERC LABORATORY (Walk-in)

1. The customer representative presents the meter to the guard on duty at the 12th Floor to secure a gate pass.
2. He hands over the meter and the gate pass to the Engineer-in-charge/ Clerk on duty at the 12th Floor.
3. The Engineer-In-Charge/Clerk assesses the testing fee for payment by the customer.
4. The customer pays to the cashier at the 14th Floor and receives an Official Receipt (OR)
5. The Engineer starts testing and calibrating the said meter while the customer is paying the testing Fee.
6. The Engineer adjusts the meter to as close as possible to zero error.
    c. If the meter is defective and can no longer be adjusted to the nearest possible zero error, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    d. If the meter is accurate or was adjusted to the nearest possible zero error, the meter will be sealed and a corresponding test report shall likewise be issued to that effect.
7. The Engineer-in-charge/Clerk on duty releases the meter tested together with the test report and gate pass upon presentation by the customer of the Official Receipt (OR) for purposes of recording.
8. The customer presents the meter and gate pass to the guard on duty at the 12th Floor for recording.

B. FIELD TESTING

1. The Clerk records the complaint/request.
2. The Division Chief assigns an Engineer.
3. The Engineer/Clerk prepares an Assignment/Inspection Order for the Service Director's and Division Chief's initials.
4. The Executive Director signs/approves the Assignment/Inspection Order.
5. The Records Section assigns and records the number of the Assignment/Inspection Order and releases the same to the Engineer concerned.
6. The assigned Engineer coordinates with the concerned parties.

7. Before the Engineer conducts the actual testing of the meter, he shall check/inspect the metering installation/connections and other equipment appurtenant thereto to determine if they are adversely affecting the correct registration of the meter. The inspection shall be conducted in the presence of the concerned parties.
8. The engineer tests the accuracy of the Instrument Transformers, if any.
9. The Engineer tests and calibrates the meter in the presence of the concerned parties.
    c. If the meter is found to be defective, the meter will not be sealed and the corresponding test report shall be issued to that effect.
    d. If the meter is accurate, the meter will be sealed and the corresponding test report shall likewise be issued to that effect. Calibration may also be performed on the said meter to adjust it to the nearest possible zero error before the sealing thereof
10. The Engineer prepares the General Report.
11. The Service Director and Division Chief approve the General Report.
12. The concerned parties are furnished respectively with copies of the General Report, accompanied by the Statement of Account duly approved by the Financial and Administrative Service.