



**CITY OF SAN FERNANDO WATER DISTRICT
QUALITY MANAGEMENT SYSTEM**

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|---------------------------------------|------------------------------|----------------|
| Title : Masterlist of Controlled Docs | Effective: December 31, 2016 | Revision No. 0 |
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City of San Fernando Water District
MASTER LIST OF CONTROLLED DOCUMENTS
INTERNAL DOCUMENTS - Customer Service Division Forms

| # | Document | | Effectivity Date | Retention Period (years) | | |
|----|-----------|--|--|--------------------------|-----------|-----------|
| | Code | Title | | Active | Storage | Total |
| 1 | FCSD01-00 | Water Service Application and Contract | December 31, 2016 | Perpetual | Perpetual | Perpetual |
| 2 | FCSD02-00 | Manual Assessment Form | December 31, 2016 | 1 | 1 | 2 |
| 3 | FCSD03-00 | Senior Citizens Registration Form | December 31, 2016 | Perpetual | Perpetual | Perpetual |
| 4 | FCSD04-00 | Water Meter Label | December 31, 2016 | 2 | Perpetual | Perpetual |
| 5 | FCSD05-00 | Recovered Materials on Disconnected Service Connections | December 31, 2016 | 2 | Perpetual | Perpetual |
| 6 | FCSD06-00 | Daily Accomplishment Report | December 31, 2016 | 2 | 2 | 4 |
| 7 | FCSD07-00 | Inspection Report | December 31, 2016 | 2 | Perpetual | Perpetual |
| 8 | FCSD08-00 | Transfer Line (Different Location) | December 31, 2016 | 2 | Perpetual | Perpetual |
| 9 | FCSD09-00 | Reconnection, Transfer Line | December 31, 2016 | 2 | Perpetual | Perpetual |
| 10 | FCSD10-00 | Customer Feedback Form | December 31, 2016 | 2 | 2 | 4 |
| 11 | FCSD11-00 | Daily Work Monitoring Form for Individual Frontline Activities | December 31, 2016 | 2 | 2 | 4 |
| 12 | FCSD12-00 | Attendance Sheet for Water Service Orientation | December 31, 2016 | 2 | 2 | 4 |
| 13 | FCSD13-00 | New Service Connection Job Order Request Form | December 31, 2016 | | | |
| 14 | FCSD14-00 | Memorandum Receipt | December 31, 2016 | | | |
| 15 | FCSD15-00 | Store Requisition Slip / Acknowledgement Receipt | December 31, 2016 | | | |
| | Action | By (Employee Name) | Position / Designation | Signature | | Date |
| | Prepared | Hizza A. Mallari | Document Control Officer | | | |
| | Reviewed | Ervin F. Mallari | Deputy Quality Management Representative | | | |



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City of San Fernando Water District
MASTER LIST OF CONTROLLED DOCUMENTS
EXTERNAL DOCUMENTS

| # | Document | | Distribution/ Location | Source/ Origination | Date of Release |
|----|---------------|---|--|---------------------|------------------|
| | Code | Title | | | |
| 1 | QMS-EX001-00 | Manual on Water Rates | Commercial Division | LWUA | 20-Aug-10 |
| 2 | QMS-EX002-00 | Colorimeter Operating Manual | Production Division | Supplier | January 12, 2009 |
| 3 | QMS-EX003-00 | Operating Instructions Manual Solenoid Dosing-Prominent | Production Division | Supplier | July 10, 2010 |
| 4 | QMS-EX004-00 | Installation and Operating Instruction | Production Division | Supplier | July 20, 2010 |
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| 10 | | | | | |
| | Action | By (Employee Name) | Position / Designation | Signature | Date |
| | Prepared | Hizza A. Mallari | Document Control Officer | | |
| | Reviewed | Ervin F. Mallari | Deputy Quality Management Representative | | |