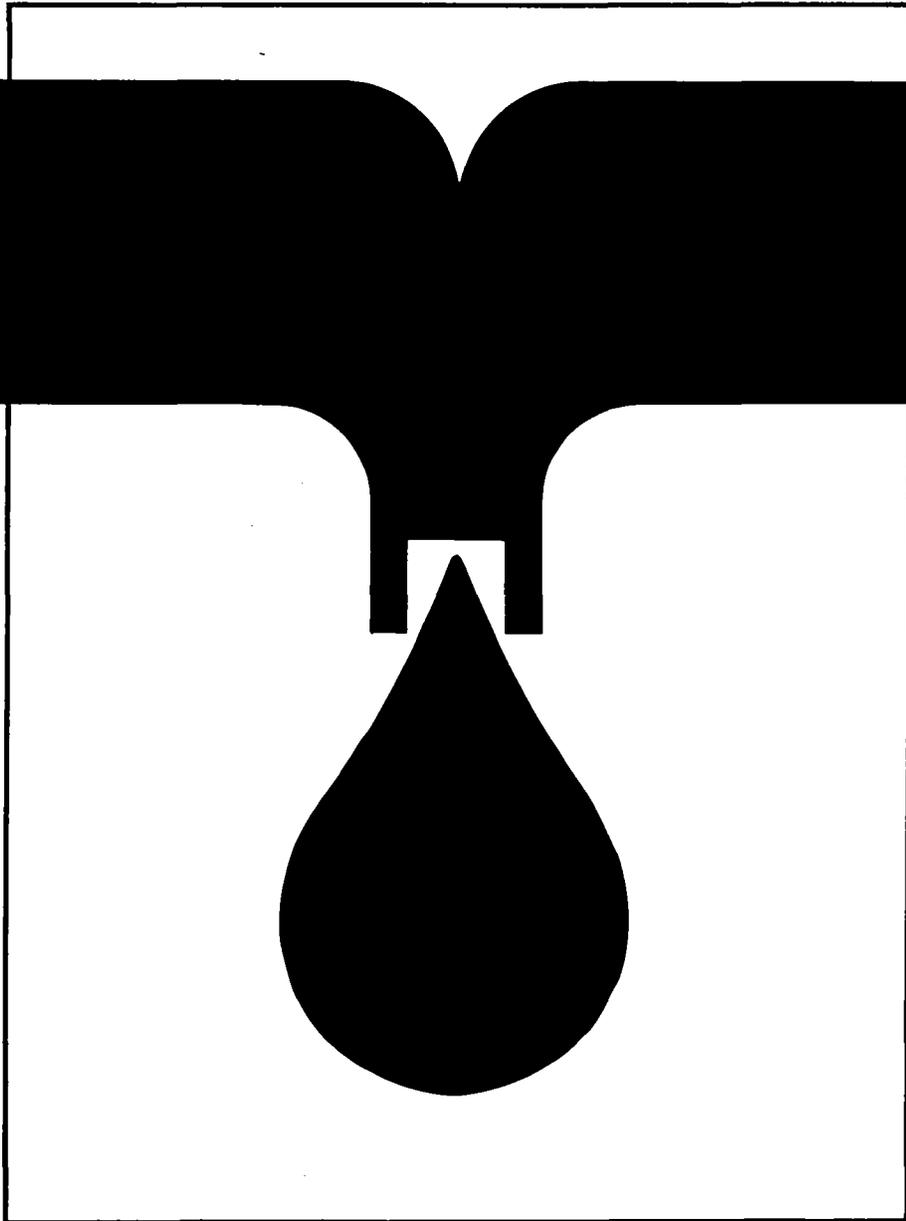




# TRAINING MODULES FOR WATERWORKS PERSONNEL



Basic Knowledge

1.2

Organisation and administration of waterworks

262.0-8132-hn

8132  
262.0 87TR(1)

## Foreword

Even the greatest optimists are no longer sure that the goals of the UN "International Drinking Water Supply and Sanitation Decade", set in 1977 in Mar del Plata, can be achieved by 1990. High population growth in the Third World combined with stagnating financial and personnel resources have led to modifications to the strategies in cooperation with developing countries. A reorientation process has commenced which can be characterized by the following catchwords:

- use of appropriate, simple and - if possible - low-cost technologies,
- lowering of excessively high water-supply and disposal standards,
- priority to optimal operation and maintenance, rather than new investments,
- emphasis on institution-building and human resources development.

Our training modules are an effort to translate the last two strategies into practice. Experience has shown that a standardized training system for waterworks personnel in developing countries does not meet our partners' varying individual needs. But to prepare specific documents for each new project or compile them anew from existing materials on hand cannot be justified from the economic viewpoint. We have therefore opted for a flexible system of training modules which can be combined to suit the situation and needs of the target group in each case, and thus put existing personnel in a position to optimally maintain and operate the plant.

The modules will primarily be used as guidelines and basic training aids by GTZ staff and GTZ consultants in institution-building and operation and maintenance projects. In the medium term, however, they could be used by local instructors, trainers, plant managers and operating personnel in their daily work, as check lists and working instructions.

45 modules are presently available, each covering subject-specific knowledge and skills required in individual areas of waterworks operations, preventive maintenance and repair. Different combinations of modules will be required for classroom work, exercises, and practical application, to suit in each case the type of project, size of plant and the previous qualifications and practical experience of potential users.

Practical day-to-day use will of course generate hints on how to supplement or modify the texts. In other words: this edition is by no means a finalized version. We hope to receive your critical comments on the modules so that they can be optimized over the course of time.

Our grateful thanks are due to

Prof. Dr.-Ing. H. P. Haug  
and  
Ing.-Grad. H. Hack

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It is my sincere wish that these training modules will be put to successful use and will thus support world-wide efforts in improving water supply and raising living standards.

Dr. Ing. Klaus Erbel  
Head of Division  
Hydraulic Engineering,  
Water Resources Development  
Eschborn, May 1987

Title: Organisation and administration of waterworks

<u>1</u>	<u>Recording of operating data and compilation of water statistics</u>	2-6
1.1	General	
1.2	Logbook	
1.3	Graphs	
1.4	Water statistics	
1.4.1	General	
1.4.2	Practical examples	
1.4.3	Evaluation of statistics	
<u>2</u>	<u>Planning of inspection and maintenance work</u>	6-7
2.1	General	
2.2	Suggested procedure	
<u>3</u>	<u>Stockkeeping</u>	8
3.1	General	
3.2	Suggested procedure	
<u>4</u>	<u>Standing instructions</u>	9-10

Annexes:

1	Logbook	
2	Water statistics	
3.1	Inspection and maintenance schedule	
3.2-1	to 3.2-3 Instruction sheets	
3.3	Equipment code card: Submersible pump	
3.4	Equipment code card: Deep wells	
4.1	Stock list	
4.2	Filing card	

1 Recording of operating data and compilation of  
water statistics

1.1 General

The regular recording of deliveries and other important operating data is essential for the monitoring of water supply facilities. These data are necessary as an aid in decisions regarding the equipment and personnel complement of existing waterworks and for the dimensioning of new or supplementary measures.

The nature and scope of the records are to be determined according to the specific features of the individual water supply facilities.

In general, the following records are kept:

Water levels of wells, or yield of other water resources used for water supply purposes.

The volumes of water extracted and supplied to the consumers.

Water losses.

Consumption of energy, lubricants and other operating materials.

Water pressure at representative measuring points.

Important bacteriological and chemical analysis values.

Performance of major maintenance and repair work.

Start-up or failure of important installations.

Pipe bursts and their cause.

Deliveries of goods.

Details of personnel deployment.

The above data are entered in logbooks and statistical records at specific intervals or plotted in the form of graphs by self-recording instruments.

## 1.2 Logbook

A sample logbook page is appended as Annex 1.

The logbook should be bound in book form. The original copy should remain in the book, while it should be possible to detach additional copies - as required - by means of edge perforations.

Suggested contents:

Date

Brief description of weather with minimum and maximum daily temperatures

Periods of use of large-scale machinery and process installations

Filter resistances

Water delivery

Consumption of operating materials

Performance of major maintenance and repair work

Details of unusual occurrences

e.g. power failures, pipe bursts, other incidents

Personnel deployment

Visitors

Signatures

## 1.3 Graphs

Fig. 1 shows the continuous recording of flow rate metering. At the top is the volume scale in  $m^3$  per hour. The time of day is shown on the left-hand side and the date is indicated by means of a stamp.

Delivery rates can be ascertained by drawing a horizontal line from the time of day to the point of intersection with the plotted line and then adding a vertical line from this point to the volume scale.

In Fig. 1 the delivery rate is 780 m<sup>3</sup>/h at 0200 hours (point 1) and 2000 m<sup>3</sup>/h at 1800 hours (point 2).

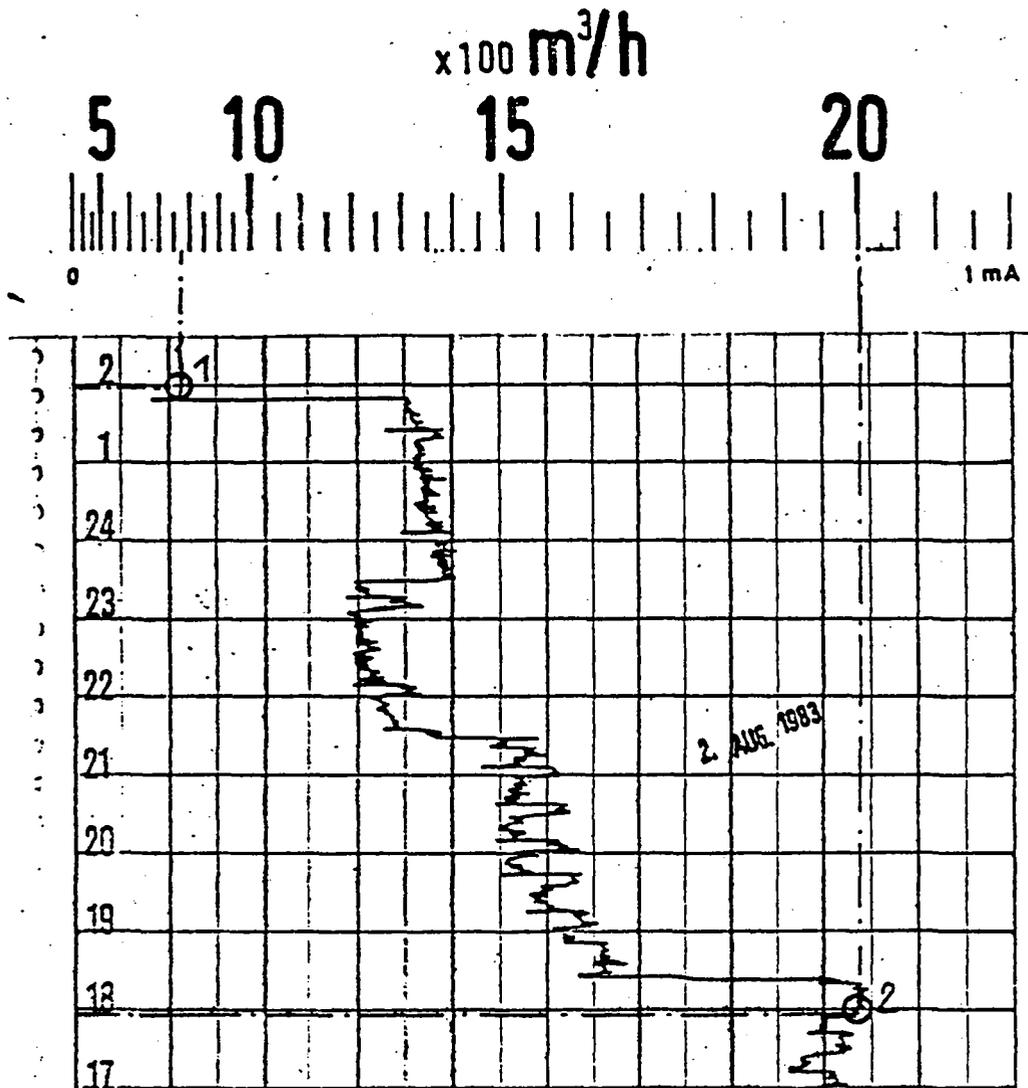


Fig. 1 Graph showing flow rate measurement

#### 1.4 Water statistics

##### 1.4.1 General

The compilation of water statistics is necessary for the following information and monitoring purposes:

Demonstration of compliance with limitations as regards extraction from wells or other water resources, resulting from statutory provisions or the particular local situation

- Demonstration of water losses
- Indication of water demand trends
- Provision of basic data for hydraulic calculations for pipe networks as well as for the designing of pumps and other installations
- Charging of water rates
- Drawing-up of budgets and calculation of the water price

#### 1.4.2 Practical example

By way of example Annex 2 contains the monthly statistics of a group waterworks, the central waterworks of which supplies water to several towns. The water, which is supplied via a large-scale transportation pipe network, is routed through one or more delivery points and metered before it reaches the municipal distribution networks.

Explanatory notes to accompany statistics sheet, Annex 2

Column no.:	Explanatory notes:
1	Delivery point
2	Last meter reading
3	New meter reading
4	Volume supplied at delivery point in period between last reading and new reading
5	Town's water consumption in period between last reading and new reading
6	Population of town
7	Average consumption per inhabitant per day, calculated on the basis of columns 5 and 6 for the individual towns.

### 1.4.3 Evaluation of statistics

The calculated average consumption per inhabitant per day - column 7 - can be used in particular for monitoring water losses. It can be assumed that the average consumption per inhabitant per day of towns with the same structure will be the same and that it will for the most part be modified only by seasonal climatic differences. If the most up-to-date values are now compared with those determined over a lengthy period of time, or if the values for different towns are compared with one another, major changes will suggest an increase or reduction in water losses in the pipe network.

If the total volume of water delivered to the local networks - the total of column 5 - is compared with the total volume delivered by all waterworks over the same period, the magnitude of the water loss in the transportation pipe network can be ascertained.

The water losses in a local network are established by comparing the quantities of water supplied - the total of column 5 - with the total registered by the supply meters (domestic water meters).

## 2 Planning of inspection and maintenance work

### 2.1 General

Regular inspection and maintenance of installations is the best way of ensuring a reliable and efficient water supply.

In order to make sure that inspection and maintenance work is performed regularly and in the correct manner, it is necessary to have an inspection and maintenance plan, which must take into account the following points, among others:

- Gearing of the work to operational requirements. For example, containers/tanks should be cleaned at a time when consumption is low (winter or rainy season).

Apart from specifying when the work is to be performed, the inspection and maintenance plan must also contain a description of the correct way to carry out the work, as well as detailing requirements in terms of special tools, spare parts, expendable materials and lubricants.

## 2.2 Suggested procedure: Inspection and maintenance plan

Annex 3 contains an inspection and maintenance plan which, as described below, is divided up as follows:

1. Schedule
2. Instruction sheets
3. Equipment code cards

### Brief descriptions

#### Schedule

The schedule lists all inspection and maintenance work to be performed regularly over the course of a year, showing the times at which it is to be carried out.

It also indicates the scope and nature of the maintenance measures, as well as relevant instruction sheets and maintenance specifications.

- See Annex. 3.1 for sample -

#### Instruction sheets

The instruction sheets contain individual descriptions of the maintenance operations and specify the intervals at which they are to be performed. They also contain references to special maintenance specifications and equipment code cards.

- See Annex 3.2 for sample-

#### Equipment code cards

Equipment code cards are to be made out for all important components of the water supply facility, e.g. wells, pumps, generators, high-volume water meters and feeding devices.

The cards must contain all important information on a machine or structure, e.g. performance data, maintenance specifications and notes regarding the storage of spare parts and tools.

- See Annexes 3.3 and 3.4 respectively for samples relating to a pump and a well -.

### 3 Stockkeeping

#### 3.1 General

Every waterworks must maintain a minimum stock of operating material, spare parts, tools and pipe materials. The quantities to be kept available or in stock are to be geared to the specific facilities and size of the individual waterworks.

If regional or central stores are set up, the individual stores can be kept small; pumps, spare parts and special tools which can be used by several waterworks can be stored together.

Material and spare-parts stores are to be kept as small as possible for reasons of cost. Endeavours should be made to standardize the pipes, pumps or other equipment used and thereby ensure that the articles kept in stock can be used in a number of different places.

#### 3.2 Suggested procedure for stockkeeping

##### Stock list

A list of the articles in stock must be kept for every waterworks installation. The individual articles are to be classified according to their use, material type, size, nominal pressure and characteristic data. The maximum and minimum stock levels for an article are to be determined according to the frequency with which it is used and the necessary replacement time. In the case of special spare part or pump storage it is advisable to give the number of the equipment code card as referred to in Section 2.2

- See Annex 4.1 for a sample stock list -

##### Filing card

A filing card must be made out for every item kept in stock. On this card stock movements, such as issuing within the waterworks, reordering and the receipt of materials, must be confirmed by way of signature.

- See Annex 4.2 for a sample filing card -

#### 4 Standing instructions

The aim and purpose of standing instructions is to allocate the responsibility for precisely defined work areas and duties to a particular member of personnel, e.g. supervisor. The member of personnel himself must be able to act independently within the scope of the work areas and duties assigned to him. His employer must provide the equipment and personnel necessary for enabling him to perform his tasks.

Standing instructions should cover the following details, taking into account local conditions.

#### Terms of employment

##### Area of competence

Wells, treatment plant, pipe network, storage facilities

##### Powers

Authorization to issue instructions to personnel below him, defined authority to sign

##### Authority within the waterworks

Exercising of authority with regard to specific works areas, holding of keys

##### Working hours

Regular working hours, work outside regular working hours in emergencies

##### Deputy

Training of a deputy, handing-over of official duties to the deputy

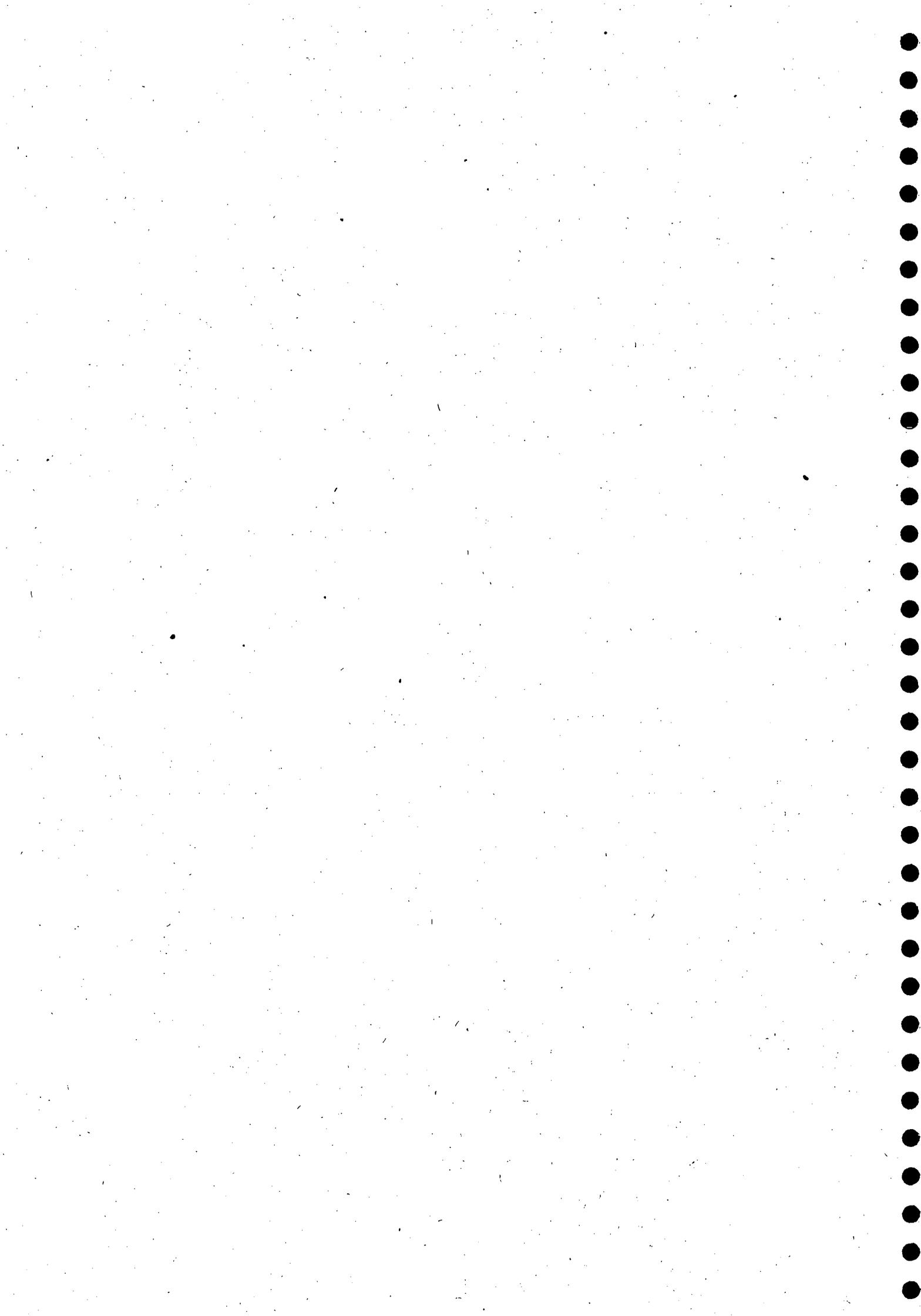
##### Duty to provide information

Vis-à-vis superiors on unusual occurrences



Duties

Keeping of logbooks, inspection and maintenance of specific installations in accordance with inspection and maintenance plan, monitoring of water quality, making of provisions and stockkeeping as regards equipment, tools, spare parts and expendable materials, safety and accident prevention measures.



TIME	PUMP NO:		GENERATOR		FILTER PLANT									
	ON	OUT	ON	OUT	ON	OUT	ON	OUT	ON	OUT	ON	OUT	ON	OUT
6-7														
7-8														
8-9														
9-10														
10-11														
11-12														
12-13														
13-14														
14-15														
15-16														
16-17														
17-18														
18-19														
19-20														
20-21														
21-22														
22-23														
23-24														
24-1														
1-2														
2-3														
3-4														
4-5														
5-6														

PUMPING AND CONSUMPTION DATA			
	METER READING TODAY	READING YESTER-DAY	RAISED CONSUMED
WATER RAISED WELL NO. 1			m <sup>3</sup> /d
WATER RAISED WELL NO. 2			m <sup>3</sup> /d
WATER RAISED WATERWORKS			m <sup>3</sup> /d
WATER SOLD			m <sup>3</sup> /d
ELECTRICITY CONSUMPTION			kw/d
CHLORINE CONSUMPTION			g/d
DIESEL CONSUMPTION			e/d

FILTER RESISTANCE BACK-FLUSH YES/NO

DATA ON WORK COMPLETED, HOURS WORKED

ALL MEASUREMENTS TO BE CARRIED OUT AT:

DATA ON ANNUAL INSPECTION AND MAINTENANCE PLAN

CARRIED OUT TO SCHEDULE  YES  NO

IF NOT, GIVE REASONS

SPECIAL FINDINGS:  
PUMP BEARING TOO HOT OR DELIVERY RATE TOO LOW ETC.

OTHER UNUSUAL OCCURRENCES

FOR EXAMPLE: BURST PIPE, POWER FAILURE, PUMP FAILURE

VISITORS:

ENTERED BY: \_\_\_\_\_ VERIFIED: \_\_\_\_\_

SUPERVISOR

NAME			Date of reading: Read by:			
1	2	3	4	5	6	7
Name of delivery point	Meter reading		Volume supplied at delivery point (m³)	Volume consumed by town (m³)	Population of town	Spec. consumption l/inhab /d
	Old:	New:				
ALTHEIM	644595	644445	5350			
	85272	86883	1671	7021	2150	117
DIEBURG I ALTHEIMER STR.	722600	990000	61400			
DIEBURG II L 3114	227270	227210	—	61400	13852	158
EPPERTSHAUSEN ORTSMITTE	454710	64719	15009			
EPPERTSHAUSEN KREUZBRUCH	240793	241728	1535	16622	5399	110
	30455	30533	77			
GR.-ZIMMERN SCHILLER STR.	111157	116432	5275			*
	3527	3726	139			
GR.-ZIMMERN L 3114	346200	37560	29220	35234	8783	144
HERGERSHAUSEN SICKENHOFEN	325192	333482	10040			
	9305	9573	268	10302	2881	128
KL.-ZIMMERN	525782	330220	4432	4432	1500	106
MÜNSTER GERSPRENZ		368120	18986			
MÜNSTER OST	119457	126103	7246			
	70270	18375	1079	23311	9306	106
ND.-RODEN AM WALD	155570	161490	59210			
ND.-RODEN RINGSTRASSE	705757	165155	4			
	5703	5715	-12	59226	11958	177
ND.-RODEN ROLLWALD	23530	58237	4707			
	3624	4133	464	5165	1600	115
OB.-RODEN BREIDERT	35020	33873	2053			
	2833	4722	1889			
OB.-RODEN TRIFTBRÜCKE	133330	128340	25000			
OB.-RODEN L 3097	22300	12836		47807	10383	164
OB.-RODEN WALDACKER	157723	165579	456	8456	2405	126
OB.-RODEN MESSENHAUSEN	25450	87462	1530			
	27734	21624	-490	2022	610	118
URBERACH AM HOCHBEHÄLT.	450570	460165	9564			
	23277	24241	964			
URBERACH LIEBIGSTRASSE	51753	63268	12115			
	5752	6383	1231			
Urberach Hochbehälter	34277	56108	21231	45161	10300	157
	7302	1414	594			
URBERACH BULAU	77240	11824	-132	532	73	293
	77293	22158	1100			
GUNDERNHAUSEN AM HOCHBEHÄLT.	231220	741051	1229			
	30272	40654	-1282			
GUNDERNHAUSEN CHEMIE GES.	72277	18338	-1172	12274	2734	168

Water loss in transportation pipe network:

$$= \frac{\text{Total A} - \text{Total B}}{\text{Total A}} \times 100 \% =$$

Feed-in from waterworks:

From W.W. 1	..... m³
From W.W. 2	..... m³
From W.W. 3	..... m³
Total Feed-in (A)	..... m³

Total volume supplied B = ..... m³



## INSPECTION AND MAINTENANCE INSTRUCTION SHEET

Annex 3.2.-1

## WELLS AND SUBMERSIBLE PUMPS

TO BE PERFORMED:

Important safety note:

Before inspecting the shaft, always obtain permission to enter. Check whether there is enough oxygen and take safety precautions as detailed in special instructions.

OPTICAL INSPECTION

Check whether the well shafts are clean; clean if necessary. Read measuring instruments showing pressure, rate of delivery, current consumption, voltage.

Once a week

Check pumps for unusual noise.

Turn slide valve hand-wheel and check opening.

Inspect electrical and control equipment optically.

SUPERVISORY WORK

Once a month

Measure water level if possible in both filter pipe and gauge pipe, at:

- a) Static water level (when pump has been at a standstill for a least 4 hours), and
- b) Dynamic water level (after pump has been in operation for at least 4 hours).

Record the measured values on the pump card. Pay particular attention to the differences between static and dynamic water level and between water levels in the filter pipe and in the gauge pipe.



INSPECTION AND MAINTENANCE INSTRUCTION SHEET  
WELLS AND SUBMERSIBLE PUMPS

TO BE PERFORMED:

Note:

A considerable drop in the water level leads in the case of centrifugal pumps to an increased delivery head and thus to a lowering of the rate of delivery. Differences between the water level in the filter pipe and in the gauge pipe point to encrustation or ochering of the filter pipe or filter gravel.

Every 6 months

Determine the working point of the submersible pump - delivery head and delivery rate - in operation and record it in the space provided for the characteristic curve on the pump's Code Card.

Once a year

Check entry against the characteristic curve specified by the works for agreement; check efficiency.

Once a year

Take water sample for analysis.

MAINTENANCE WORK

Clean well chambers, including external equipment. Clean and paint pipes and fittings wherever necessary.

Inspect strainers at ventilation or other shaft openings - replace if necessary.

Pull out dry-operation protecting electrodes, clean and replace.

Once a year or  
more often if  
necessary



INSPECTION AND MAINTENANCE INSTRUCTION SHEET

WELLS AND SUBMERSIBLE PUMPS

TO BE PERFORMED

Measure control cable with direct-current measuring instrument 500 V. Enter the loop resistance and insulation resistance in the correct space on the record sheet.

Once a year

Take out submersible pumps and clean. Inspect pump, motor and back-pressure valve for corrosion damage, cracks or fractures. Examine rotor runner for wear, ensure freedom of movement. Replace worn parts.

After 3 years at the latest, or sooner depending on local conditions

Check functioning of back-pressure valve.

Examine pump on pump test stand, determine efficiency. If result satisfactory, re-install pump.

If required by water-level difference between filter and gauge pipe, regenerate well.

Depends on local conditions

MAKE _____	ALTERATIONS _____	DATE _____	ENTERED BY _____
YEAR OF CONSTRUCTION _____	_____	_____	_____
WORKS NO. _____	_____	_____	_____
MODEL _____	_____	_____	_____
NO. OF STAGES _____	_____	_____	_____
ENGINE MODEL _____	_____	_____	_____
OPERATING VOLTAGE _____ V	_____	_____	_____
FREQUENCY _____ HZ	_____	_____	_____
RATED OUTPUT _____ KW	_____	_____	_____
RATED CURRENT _____ A	_____	_____	_____
R.P.M. _____	_____	_____	_____
TYPE OF SWITCHING	<input type="checkbox"/> DIRECT <input type="checkbox"/> STAR-DELTA <input type="checkbox"/> TRANSFORMER	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DELIVERY RATE _____ 1/s	DELIVERY FROM LOCATION _____
DELIVERY HEAD _____ m	DELIVERY RATE _____

LOCATION	FROM	TO	DELIVERY RATE	1/s
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REPAIRS			SIGNATURE
DISMANTLED	RE-INSTALLED	CAUSE + DESCRIPTION OF REPAIR	

SPARE PARTS		
ITEM	NUMBER	LOCATION IN STORE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTICE OF PUMPS OF THE SAME SIZE

TECHNICAL DATA

HEIGHT OF MEASURING POINT \* YEAR OF CONSTR. : 19.....

DIAMETER OF BORE : .....mm

FILTER PIPES  $\phi$  : .....mm

PUMP INSTAL. DEPTH : .....m

STATIC WATER LEVEL\*

DYNAMIC WATER LEVEL\*

IMPORTANT CHEMICAL DATA


INITIAL ALTERATIONS

SPECIFIED DELIVERY RATE 1/s  
 SPECIFIED DELIVERY HEAD m


\* in "M" = ABOVE SEA LEVEL

WATER LEVEL IN "M" FROM MEASURING POINT

19____	19____	19____	19____	19____	19____	19____	19____	19____	19____
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

JAN.	STAT.									
	DYN.									
FEBR.	STAT.									
	DYN.									
MARCH	STAT.									
	DYN.									
APRIL	STAT.									
	DYN.									
MAY	STAT.									
	DYN.									
JUNE	STAT.									
	DYN.									
JULY	STAT.									
	DYN.									
AUG.	STAT.									
	DYN.									
SEPT.	STAT.									
	DYN.									
OCT.	STAT.									
	DYN.									
NOV.	STAT.									
	DYN.									
DEC.	STAT.									
	DYN.									

## STANDARD LIST

STORE LOCATION  
.....Annex  
4.1

ITEM	ITEM NO.	STOCK LEVEL			CODE CARD No.	SIGNATURE
		MIN.	MAX.	UNIT		
<u>Operating materials</u>						
Fuels						
Diesel						
Petrol						
Super-grade petrol						
Mixture						
Mixture ratio 1:3						
<u>Chemicals</u>						
Chlorine gas						
Hypochloride						
Aluminium sulphate						
Lime						
<u>Lubricants</u>						
<u>Pipe materials</u>						
Cast-iron pipes with Tyton joints						
<u>Cast-iron pipe adapting pieces</u>						
U pieces						
EU pieces						
.....						
<u>PVC pipes</u>						
<u>AZ pipes</u>						
<u>Slide valves, fittings</u>						
<u>House connection materials</u>						
<u>Electrical spare parts</u>						
<u>Pump spare parts</u>						





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The government-owned GTZ operates in the field of Technical Cooperation. Some 4,500 German experts are working together with partners from some 100 countries in Africa, Asia and Latin America in projects covering practically every sector of agriculture, forestry, economic development, social services and institutional and physical infrastructure.

- The GTZ is commissioned to do this work by the Government of the Federal Republic of Germany and by other national and international organizations.

GTZ activities encompass:

- appraisal, technical planning, control and supervision of technical cooperation projects commissioned by the Government of the Federal Republic of Germany or by other authorities
- advisory services to other agencies implementing development projects
- the recruitment, selection, briefing and assignment of expert personnel and assuring their welfare and technical backstopping during their period of assignment
- provision of materials and equipment for projects, planning work, selection, purchasing and shipment to the developing countries
- management of all financial obligations to the partnercountry.

The series "**Sonderpublikationen der GTZ**" includes more than 190 publications. A list detailing the subjects covered can be obtained from the GTZ-Unit 02: Press and Public Relations, or from the TZ-Verlagsgesellschaft mbH, Postfach 36, D 6101 Roßdorf 1, Federal Republic of Germany.

# TRAINING MODULES FOR WATERWORKS PERSONNEL

## List of training modules:

### Basic Knowledge

- 0.1 Basic and applied arithmetic
- 0.2 Basic concepts of physics
- 0.3 Basic concepts of water chemistry
- 0.4 Basic principles of water transport
- 1.1 The function and technical composition of a watersupply system
- 1.2 Organisation and administration of waterworks

### Special Knowledge

- 2.1 Engineering, building and auxiliary materials
- 2.2 Hygienic standards of drinking water
- 2.3a Maintenance and repair of diesel engines and petrol engines
- 2.3b Maintenance and repair of electric motors
- 2.3c Maintenance and repair of simple driven systems
- 2.3d Design, functioning, operation, maintenance and repair of power transmission mechanisms
- 2.3e Maintenance and repair of pumps
- 2.3f Maintenance and repair of blowers and compressors
- 2.3g Design, functioning, operation, maintenance and repair of pipe fittings
- 2.3h Design, functioning, operation, maintenance and repair of hoisting gear
- 2.3i Maintenance and repair of electrical motor controls and protective equipment
- 2.4 Process control and instrumentation
- 2.5 Principal components of water-treatment systems (definition and description)
- 2.6 Pipe laying procedures and testing of water mains
- 2.7 General operation of water main systems
- 2.8 Construction of water supply units
- 2.9 Maintenance of water supply units Principles and general procedures
- 2.10 Industrial safety and accident prevention
- 2.11 Simple surveying and technical drawing

### Special Skills

- 3.1 Basic skills in workshop technology
- 3.2 Performance of simple water analysis
- 3.3a Design and working principles of diesel engines and petrol engines
- 3.3b Design and working principles of electric motors
- 3.3c —
- 3.3d Design and working principle of power transmission mechanisms
- 3.3e Installation, operation, maintenance and repair of pumps
- 3.3f Handling, maintenance and repair of blowers and compressors
- 3.3g Handling, maintenance and repair of pipe fittings
- 3.3h Handling, maintenance and repair of hoisting gear
- 3.3i Servicing and maintaining electrical equipment
- 3.4 Servicing and maintaining process controls and instrumentation
- 3.5 Water-treatment systems: construction and operation of principal components: Part I - Part II
- 3.6 Pipe-laying procedures and testing of water mains
- 3.7 Inspection, maintenance and repair of water mains
- 3.8a Construction in concrete and masonry
- 3.8b Installation of appurtenances
- 3.9 Maintenance of water supply units Inspection and action guide
- 3.10 —
- 3.11 Simple surveying and drawing work



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