

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

M.C. NO. 22, S. 1993

MEMORANDUM CIRCULAR

T O : ALL REGIONAL IRRIGATION MANAGERS, PROJECT MANAGERS,  
OPERATION MANAGERS, DISTRICT CHIEFS, IRRIGATION  
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS  
AND ALL OTHERS CONCERNED

SUBJECT : AMENDMENTS TO MEMORANDUM CIRCULAR NO. 10, S. 1992  
REGARDING THE PREPARATION OF REPORTS RELATIVE TO  
THE INSTRUCTION MANUAL/GUIDELINES IN THE INSPECTION  
OF GATES AND HOISTS

It has been observed that submission of monthly inspection reports of gates and hoists of individual National Irrigation Systems (NIS) and Communal Irrigation Systems (CIS) at the end of each reporting month, as required under M.C. No. 10, s. 1992 has not been regularly complied with by some Regional Irrigation Offices. As such, delayed updating of the actual status of these important components of diversion structures could not be prepared for purposes of information and evaluation and also in programming for whatever damages sustained by these components during natural calamities or during its routine exercise/operation.

Therefore, in order to expect compliance and reduce the volume of reports and subsequently save from postal expenses. It is hereby directed that the Regional Offices including UPRIIS and MARIIS will prepare and submit only the SUMMARY OF DEFECTS OF DIVERSION STRUCTURES WITH SLUICE/SPILLWAY GATES AND THEIR CORRESPONDING LIFTING MECHANISM, using the attached Form GH-02. In the case of UPRIIS and MARIIS Dams, such report should also contain the defects of the spillway and sluiceway gates and their respective lifting mechanisms using the same format. However, Form GH-01 shall be maintained for the use of the Field/Regional Offices.

The Regional Irrigation Manager/Operations Manager, through the Operations and Maintenance Division/ Engineering and Operations Division should be responsible for the enforcement of this memorandum and is required to submit to the Assistant Administrator for Systems Operation and Equipment Management monthly summary reports which should be submitted not later than fifteen (15) days after the end of the month to which it relates. In case there are no defects observed, the same should also be reported to the AA for SOEM through the NIA Radio Communication facilities.

This Memorandum amends the existing guidelines and procedures in the preparation of inspection report of M.C. 10, s. 1992 and shall take effect starting June 1993.

For compliance.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

April 28, 1993

REGION : \_\_\_\_\_  
 SYSTEM : \_\_\_\_\_  
 LOCATION : \_\_\_\_\_  
 DATE OF EXERCISE OF GATE/HOIST: \_\_\_\_\_  
 INSPECTED BY: \_\_\_\_\_

# CHECKLIST OF GATES' AND HOISTS' PARTS INSPECTED

FORM GH-01

Sheet 1 of 2

PARTICULAR TO BE INSPECTED	ACTUAL CONDITION:		REMARKS
	BEFORE OPER'N	AFTER OPER'N	
A. Steel Gate Embedded Parts			
a. Sill beam			
b. Seal seats			
c. Track paths			
d. Guide paths			
e. Lintel beam			
B. Gate Leaves			
a. Paint coatings			
b. Welds of horizontal and vertical stiffeners			
c. Drain holes of horizontal stiffeners			
d. Alignment of wheels or rollers. (It should be rotated a number of times to ensure its free rota- tion.			
e. Lubrication system of wheel pin bushing (For Fixed-Wheel Gates)			
f. Rubber Seal condition and alignment (use feeler gauge)			
g. Thickness and Camber (For metallic seals)			
h. Trunnion pin bushing lubrication (For Radial Gates)			
i. Hanger connecting the hoist to the gate			

NOTE : Indicate whether the actual condition of the parts  
 inspected before and after operation are in order or not  
 in order by writing o.k. or not o.k. on the space  
 provided for.

REGION : \_\_\_\_\_  
 SYSTEM : \_\_\_\_\_  
 LOCATION : \_\_\_\_\_  
 DATE OF EXERCISE OF GATE/HOIST: \_\_\_\_\_  
 INSPECTED BY : \_\_\_\_\_

# CHECKLIST OF GATES' AND HOISTS' PARTS INSPECTED

FORM GH-01

Sheet 2 of 2

PARTICULAR TO BE INSPECTED		ACTUAL CONDITION:			REMARKS
		BEFORE	AFTER		
		OPER 'N	OPER 'N		
=====					
:C. Hoist					
: a. Rope drum hoisting					
: mechanism					
: 1. Wire rope lubrication					
: 2. Winding of rope on					
: drum					
: 3. Pillow block grease					
: fittings					
: 4. Lubrication of gears					
: 5. Clearance/s of gear					
: tooth and alignment					
: 6. Tension on wire rope					
: b. Crank Pedestal Type Hoist					
: Mechanism					
: 1. Lubrication of the					
: bearing housing and					
: reduction of gears					
: 2. Lubrication of stem					
: threads					
: 3. Alignment of line					
: shaft (If tandem type					
: lifting mechanism is					
: installed)					
: 4. Tension of stem (For					
: Tandem type mechanism)					
: 5. Anchor bolts of					
: pedestal					
:=====					

NOTE : Indicate whether the actual condition of the parts inspected before and after operation are in order or not in order by writing o.k. or not o.k. on the space provided for.

SAMPLE ONLY

=====

REGION: III

MONTH : DECEMBER 1992

SUMMARY REPORT ON GATES AND HOIST INSPECTION

FORM GH-02

S Y S T E M	DATE OF EXERCISE OF GATE/HOIST	STEEL GATE EMBEDDED PARTS	GATE LEAVES	HOISTING MECHANISM		R E M A R K S
				ROPE DRUM	CRANK PEDESTAL	
LIBUNGAN RIS	Dec. 16, 1993	Sill beam and sill seals are damaged.	Needs repainting. Welds of stiffeners are rusty. Rubber seal is broken.		n/a	There is leak at sluiceway due to broken rubber seal.
HALASILA RIS	Dec. 12, 1993	Lintel beam is damaged.	Needs repainting. Guide paths of rollers are mis- aligned	No lubrication on wire rope.	n/a	Exercise is not succesful. Sluiceways could not be raised due to misaligned guide paths.
M'LANG RIS	Dec. 12, 1993	Track path is mis- aligned.	Needs repainting.	Gear tooth is mis- aligned.	n/a	Exercise is not succesful due to misaligned track path and damaged rope drum.
MARANDING RIS	Dec. 17, 1993	Seal beam is defect- ive.	Needs repainting. Rubber seal is broken.		n/a	Exercise of sluice gates is succesful.
KABACAN RIS	Dec. 21, 1993	Track & guide paths are misaligned.	Needs repainting. Rubber seal is broken.	No lubrication of gears.	n/a	Sluice gate was raised but could hardly be lowered due to damages on embedded parts.

COMMENTS ON SUBMITTED REPORTS:

- 1.
- 2.

Prepared by:

Checked by:

Submitted by: