
**Activities relating to drinking water and
wastewater services — Guidelines for the
assessment and for the improvement of
the service to users**

*Activités relatives aux services de l'eau potable et de
l'assainissement — Lignes directrices pour l'évaluation et l'amélioration
du service aux usagers*

iTech Standards
(<https://standards.iteh.ai>)
Document Preview

ISO 24510:2007

<https://standards.iteh.ai/catalog/standards/iso/316c4b25-e947-4479-ba0c-61e55cca24f1/iso-24510-2007>



PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

iTeh Standards
(<https://standards.iteh.ai>)
Document Preview

ISO 24510:2007

<https://standards.iteh.ai/catalog/standards/iso/316c4b25-e947-4479-ba0c-61e55cca24f1/iso-24510-2007>



COPYRIGHT PROTECTED DOCUMENT

© ISO 2007

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

Contents

Page

Foreword.....	v
Introduction	vi
0.1 Water issues: global context and policies framework.....	vi
0.2 Water utilities: general objectives.....	vi
0.3 Objectives, content and implementation of this International Standard	vii
0.4 Service to users	ix
1 Scope	1
2 Terms and definitions	2
3 Elements of the service relating to users	10
3.1 General.....	10
3.2 Access to water services	10
3.3 Provision of the service	10
3.4 Contract management and billing.....	11
3.5 Promoting a good relationship with the users	11
3.6 Protection of the environment.....	11
3.7 Safety and emergency management	11
4 Objectives for the service in respect of users' needs and expectations	12
4.1 General.....	12
4.2 Access to water services	12
4.3 Provision of the service	12
4.4 Contract management and billing.....	13
4.5 Promoting a good relationship with users.....	14
4.6 Protection of the environment.....	15
4.7 Safety and emergency management	15
5 Guidelines for satisfying users' needs and expectations	16
5.1 General.....	16
5.2 Access to water services	16
5.3 Provision of the service	17
5.4 Contract management and billing.....	20
5.5 Promoting a good relationship with users.....	21
5.6 Protection of the environment.....	24
5.7 Safety and emergency management	25
6 Assessment criteria for service to users	26
6.1 General.....	26
6.2 Access to water services	26
6.3 Provision of the service	26
6.4 Contract management and billing.....	28
6.5 Promoting a good relationship with users.....	29
6.6 Protection of the environment.....	31
6.7 Safety and emergency management	32
7 Assessment of water services	32
7.1 General.....	32
7.2 Assessment policy	33
7.3 Goal and scope of the assessment.....	33
7.4 Parties involved in the assessment.....	34
7.5 Methodology of assessment	34
7.6 Service assessment criteria	34
7.7 Resources to conduct the assessment.....	35

7.8	The production of output and recommendations for the use of the output	35
8	Performance indicators	35
8.1	General	35
8.2	Performance indicators systems.....	35
8.3	Quality of the information	37
8.4	Example of a performance indicator	37
Annex A (informative)	Tables of corresponding terms in English, French and Spanish.....	39
Annex B (informative)	Example of performance indicators	45
Annex C (informative)	Example of confidence-grading scheme for performance indicators systems	60
Bibliography		62

iTeh Standards
(<https://standards.iteh.ai>)
Document Preview

[ISO 24510:2007](https://standards.iteh.ai/catalog/standards/iso/316c4b25-e947-4479-ba0c-61e55cca24f1/iso-24510-2007)

<https://standards.iteh.ai/catalog/standards/iso/316c4b25-e947-4479-ba0c-61e55cca24f1/iso-24510-2007>

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 24510 was prepared by Technical Committee ISO/TC 224, *Service activities relating to drinking water supply systems and wastewater systems - Quality criteria of the service and performance indicators*.

ISO 24510 is one of a series of standards addressing water services. The full series consists of the following International Standards:

- ISO 24510, *Activities relating to drinking water and wastewater services — Guidelines for the assessment and for the improvement of the service to users*
- ISO 24511, *Activities relating to drinking water and wastewater services — Guidelines for the management of wastewater utilities and for the assessment of wastewater services*
- ISO 24512, *Activities relating to drinking water and wastewater services — Guidelines for the management of drinking water utilities and for the assessment of drinking water services*

Introduction

NOTE Words in bold are key terms which are defined in Clause 2.

0.1 Water issues: global context and policies framework

Water constitutes a worldwide challenge for the XXIst century, both in terms of the **management** of available water resources and the provision of access to **drinking water** and sanitation for the world's population. In 2000, the United Nations (UN) recognized that access to water is an essential human right, and in conjunction with national governments, it set ambitious goals (the "Millennium Development Goals") to increase access to **drinking water** and **wastewater services**, including safe disposal or reuse of **residues** (hereinafter jointly referred to as "water **services**"), particularly in developing countries. International conferences on **sustainable development** and water (e.g. the World Summit on Sustainable Development in Johannesburg in September 2002, the third World Water Forum in Kyoto in March 2003 and the fourth World Water Forum in Mexico City in March 2006) have highlighted this issue, and UN agencies (including WHO and UNESCO) have developed recommendations and programmes to establish a framework in which to advance.

The United Nations' Commission on Sustainable Development (CSD13) has emphasised that governments (referred to as "**relevant authorities**" in this International Standard) have a primary role in promoting improved access to safe **drinking water** and basic sanitation through improved governance at all levels and appropriate enabling **environments** and regulatory frameworks, with the active involvement of all **stakeholders**. This **process** should incorporate institutional solutions to make the water sector more productive and the **management** of water resources more sustainable. In this respect, the Ministerial declarations from the Third and Fourth World Water Forum recommended that governments endeavour to reinforce the role of parliaments and local public authorities, particularly with regard to the provision of adequate water **services**, and recognized that an effective collaboration with and between these actors is a key factor for meeting water-related challenges and goals.

Examples of key issues for efficient **drinking water** and sanitation services policy frameworks are:

- clear definition of the roles of the different **stakeholders**;
- definition of sanitary rules and organization for **assessment** of compliance;
- processes to assure consistency between the policies regarding urban development and **water utility infrastructure**;
- regulation for water withdrawal and **wastewater** discharge;
- information to the **users** and to the **communities**.

0.2 Water utilities: general objectives

In addition to public health protection, sound **management** of the **drinking water** and **wastewater utilities** (hereinafter jointly referred to as "**water utilities**") is an essential element of integrated water resources **management**. When applied to these utilities, sound **management** practices will contribute, both quantitatively and qualitatively, to **sustainable development**. Sound utility **management** also contributes to social cohesion and economic development of the **communities** served, because the **quality** and **efficiency** of water **services** have implications for virtually all activities of society.

As water is considered a "social good" and activities related to water **services** support the three aspects (economic, social and environmental) of **sustainable development**: it is logical that the **management** of **water utilities** be transparent to and inclusive of all **stakeholders** identified in accordance with the local context.

There is a broad array of types of **stakeholders** that can play a role in activities related to water **services**.

Examples of such **stakeholders** include:

- governments or public agencies (international, national, regional or local) acting with legal or legislative authority;
- associations of the utilities themselves (e.g. international, regional/multinational and national **drinking water** or **wastewater** associations);
- autonomous bodies seeking to play an overview role (e.g. organizations concerned, such as non-governmental organizations);
- **users** and associations of water **users**.

The relationships between **stakeholders** and **water utilities** vary around the world. In many countries, there are bodies that have responsibility (in whole or in part) for overseeing the activities related to water **services**, whether the utilities are publicly or privately owned or operated and whether they are regulated by **relevant authorities** or acting in a system of technical self-regulation. Standardization and technical self-regulation are possible ways of ensuring involvement of all **stakeholders** and meeting the subsidiarity principle.

The aim of **water utilities** is logically to offer **services** to everybody in the area of responsibility of the utility, and to provide **users** with a continuous supply of **drinking water** and the collection and treatment of **wastewater**, under economic and social conditions that are acceptable to the **users** and to the utility. **Water utilities** are expected to meet the requirements of **relevant authorities** and the expectations specified by the **responsible bodies** in conjunction with the other **stakeholders**, while ensuring the long-term sustainability of the service. In a context of scarcity of resources, including financial resources, it is advisable that the investments made in installations be appropriate and that necessary attention be paid to proper maintenance and effective use of the installations. It is advisable that water **tariffs** generally aim at meeting cost-recovery principles and at promoting **efficiency** in the use of the resources, while striving to maintain affordable basic access to water **services**.

It is advisable that the **stakeholders** be involved in both setting **service** objectives and assessing the adequacy and **efficiency** of **service**.

0.3 Objectives, content and implementation of this International Standard

The objective of this International Standard is to provide the relevant **stakeholders** with guidelines for assessing and improving the **service** to **users**, and with guidance for managing **water utilities**, consistent with the overarching goals set by the **relevant authorities** and by the international intergovernmental organizations noted above. This International Standard is intended to facilitate dialogue between the **stakeholders**, enabling them to develop a mutual understanding of the functions and tasks that fall within the scope of **water utilities**.

The series of standards addressing water services consists of this International Standard (**service-oriented**), ISO 24511 and ISO 24512 (both **management-oriented**).

This International Standard addresses the following topics:

- a brief description of the components of the **service** relating to the **users**;
- core objectives for the **service**, with respect to **users'** needs and expectations;
- guidelines for satisfying **users'** needs and expectations;
- **assessment** criteria for **service to users** in accordance with the provided guidelines;
- examples of **performance indicators** linked to the **assessment** criteria that can be used for assessing the **performance** of the **service**.

ISO 24511 and ISO 24512 address the following topics:

- a brief description of the physical/infrastructural and managerial/institutional components of **water utilities**;
- core objectives for **water utilities**, considered to be globally relevant at the broadest level;
- guidelines for the **management** of the **water utilities**;
- guidelines for the **assessment** of the water **services** with **service assessment** criteria related to the objectives, and **performance indicators** linked to these criteria.

The **performance indicators** presented in this International Standard, ISO 24511 and ISO 24512 are simply for purposes of illustration, because assessing the **service** to **users** cannot be reduced to a single or universal set of **performance indicators**.

The scope formally excludes the installations inside a user's premises. However, attention is drawn to the fact that the **quality** of the supplied water (or discharged **wastewater**) can be adversely impacted between the **point-of-delivery** (or, in the case of wastewater, the **point-of-collection**), and the **point-of-use** (or, in case of wastewater, the **point-of-discharge**) by the installations inside the premises. Some **stakeholders**, e.g. **relevant authorities**, owners, contractors and **users**, can have a role to play regarding this issue.

Because the organization of **water utilities** falls within a legal and institutional framework specific to each country, this International Standard does not prescribe the respective roles of various **stakeholders**, nor does it define required internal organizations for local, regional or national bodies that can be involved in the provision of water **services**. In particular, this International Standard does not interfere with the free choice of the **responsible bodies** regarding the general organization and the **management** of their **utilities**. This International Standard is applicable to publicly and privately owned and operated **utilities** alike, and does not favour any particular ownership or operational model.

The guidelines given in this International Standard, ISO 24511 and ISO 24512 focus on **users'** needs and expectations and on the water **services** themselves, without imposing a means of meeting those needs and expectations, the aim being to permit the broadest possible use of this International Standard, ISO 24511 and ISO 24512 while respecting the cultural, socio-economic, climatic, health and legislative characteristics of the different countries and regions of the world. It should therefore be understood that, in the short term, it might not always be possible to meet the expectations of local **users**. This can be due to factors such as climate conditions, resource availability and difficulties relating to the economic sustainability of the water **services**, particularly regarding financing and the **users'** ability to pay for improvements. These conditions can limit the achievement of some objectives or restrict the implementation of some recommendations in developing countries. However, this International Standard is drafted with such constraints in mind and, for example, allows for differing levels of fixed networks and the need for on-site alternatives. Notwithstanding the need for flexibility in terms of engineering and hardware, many recommendations in this International Standard, such as consultation mechanisms, are intended to apply universally.

In order to assess and improve the **service to users** and to ensure proper monitoring of the improvements, an appropriate number of **performance indicators (PIs)** or other methods for checking compliance with **requirements** can be established. The use of **PIs** is only one of the possible support tools for continuous improvement. Stakeholders can select **PIs** from the examples given or develop other relevant **PIs**, taking into account the principles described in this International Standard, ISO 24511 and ISO 24512. The **PIs** logically relate to the objectives for which they are defined through the **assessment** criteria, and are used to measure **performance**. They can also be used to set required or targeted values. This International Standard does not impose any specific **indicator** or any minimum value or **performance** range. It respects the principle of adaptability to local contexts, facilitating local implementation.

While it is in no way intended that this International Standard, ISO 24511 and ISO 24512, and more specifically the **performance indicators** given as examples, be considered as a prerequisite or condition for the implementation of a water policy or for the financing of projects or programmes, they can serve to assess progress towards policy goals and the objectives of financing programmes.

The objective of this International Standard, ISO 24511 and ISO 24512 is not to lay down systems of specifications supporting direct certification of conformity, but to provide guidelines for the continuous

improvement and for the **assessment** of the **service**. Use of this International Standard, ISO 24511 and ISO 24512 is voluntary, in accordance with ISO rules.

This International Standard, ISO 24511 and ISO 24512 are consistent with the principle of the “plan-do-check-act” (PDCA) approach: they propose a step-by-step process, from identifying the components and defining the objectives of the utility to establishing **performance indicators**, with a loop back to the objectives and to the **management**, after having assessed the **performances**. Figure 1 summarizes the content and application of this International Standard. Implementation of this International Standard, ISO 24511 and ISO 24512 does not depend upon adoption of the ISO 9000 series and/or the ISO 14000 series of standards. Nevertheless, this International Standard, ISO 24511 and ISO 24512 are consistent with those **management systems** standards. Implementation of an overall ISO 9001 and/or ISO 14001 **management system** can facilitate the implementation of the guidelines contained within this International Standard, ISO 24511 and ISO 24512; conversely, these guidelines can help to achieve the technical provisions of ISO 9001 and ISO 14001 for organizations choosing to implement them.

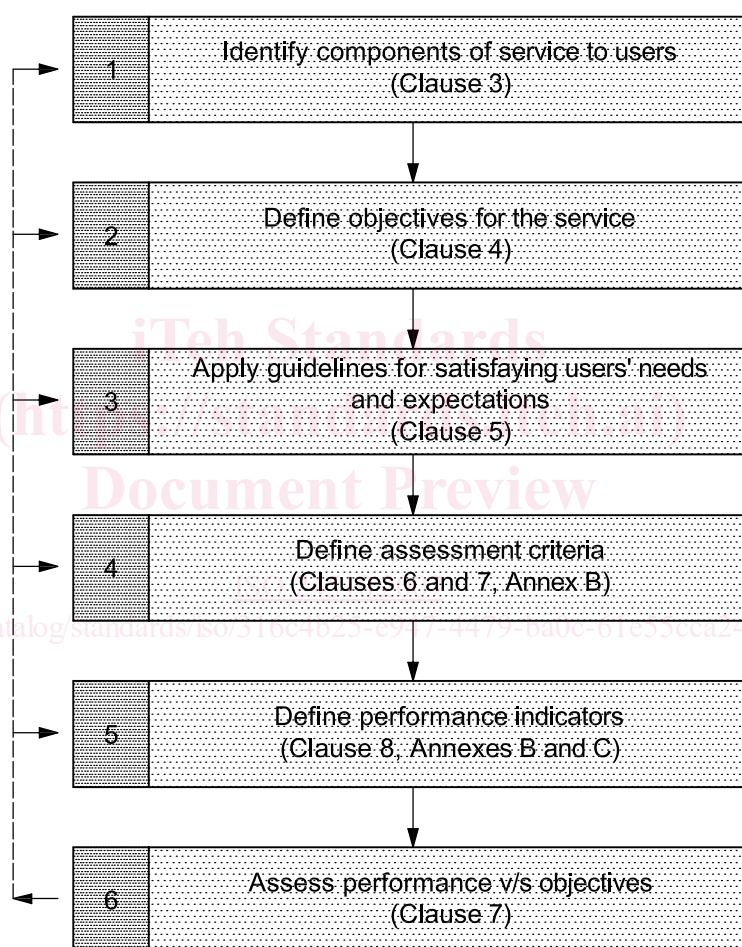


Figure 1 — Content and application of this International Standard

0.4 Service to users

This International Standard is different in nature from ISO 24511 and ISO 24512. The target audience of this International Standard addresses **users'** expectations that pertain to **relevant authorities**, **responsible bodies** and **operators**. It is written from the perspective of the **users** rather than from that of the **water utility**. Consequently, parts of this International Standard, ISO 24511 and ISO 24512 relate to the same issues, but the guidelines they contain are complementary, due to their differences in perspective and target audience.

Activities relating to drinking water and wastewater services — Guidelines for the assessment and for the improvement of the service to users

1 Scope

This International Standard specifies the elements of drinking water and wastewater services of relevance and interest to users. It also provides guidance on how to identify users' needs and expectations and how to assess whether they are being met.

The following are within the scope of this International Standard:

- the definition of a language common to the different stakeholders;
- the definition of key elements and characteristics of the service to users;
- the objectives for the service with respect to users' needs and expectations;
- guidelines for satisfying users' needs and expectations;
- service to users assessment criteria;
- introduction to performance indicators;
- examples of performance indicators.

The following are outside the scope of this International Standard:

- methods of design and construction of drinking water and wastewater systems;
- the regulating management structure and methodology of operation and management of activities relating to drinking water and wastewater services, including contracting;
- topics relating to the system inside buildings.

NOTE 1 This International Standard, ISO 24511 and ISO 24512 comprise a series of standards addressing water services. It is therefore advisable to use these three International Standards in conjunction with each other.

NOTE 2 The list of terms and definitions in Clause 2 is common to this International Standard, ISO 24511 and ISO 24512.

NOTE 3 Annex A contains three tables of correspondence between equivalent terms in English, French and Spanish.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

accuracy

closeness of agreement between a measure and the accepted reference value

NOTE 1 The term “accuracy”, when applied to a set of measures, involves a combination of random components and a common systematic error or bias component.

NOTE 2 Adapted from ISO 5725-1:1994.

2.2

affordability

ability to be economically bearable for the **users** (2.50)

NOTE The affordability can be estimated through the degree to which charges for **services** (2.44) can be paid by targeted social groups of users without significant adverse economic or social impact, taking into account allowances for subsidies and payment assistance programmes for low-income users.

2.3

assessment

process (2.31), or result of this process, comparing a specified subject matter to relevant references

2.4

asset

capital-forming goods used for the provision of the **service** (2.44)

NOTE 1 Assets can be tangible or intangible. Examples of tangible assets are: land, buildings, pipes, wells, tanks, treatment plants, equipment, hardware. Examples of intangible assets are: software, databases.

NOTE 2 Contrary to consumables, assets can be depreciated in accounting systems.

2.5

asset management

processes (2.31) that enable a **water utility** (2.53) to direct, control and optimize the provision, **maintenance** (2.19) and disposal of **infrastructure** (2.17) **assets** (2.4), including the necessary costs for specified **performances** (2.24), over their life-cycle

2.6

availability

extent to which the **infrastructure** (2.17), **assets** (2.4), resources and employees of a **water utility** (2.53) enable effective provision of **services** (2.44) to **users** (2.50) according to specified **performances** (2.24)

2.7

community

one or more natural or legal persons and, in accordance with national legislation or practice, their associations, organizations or groups, having interests in the area where the **service** (2.44) is provided

2.8

confidence grade

assessment (2.3) of the **quality** (2.32) in terms of **accuracy** (2.1) and **reliability** (2.37)

2.9

connection

set of physical components ensuring the link between a **point-of-delivery** (2.26) and the local water main or the **point-of-collection** (2.25) and the sewer

NOTE 1 For **drinking water systems** (2.12), the term “service pipe” is currently used, but the connection can include components other than the service pipe, such as valves, meters, etc.

NOTE 2 In English speaking countries, for **wastewater systems** (2.52), the term “drain” can also be used; the connection can also be equipped with ancillaries.

2.10

coverage

extent to which the **assets** (2.4) of a **water utility** (2.53) allow **services** (2.44) to **users** (2.50), within its defined area of responsibility

2.11

drinking water

water intended for human consumption

NOTE **Requirements** (2.40) for drinking water **quality** (2.32) specifications are generally laid down by the national **relevant authorities** (2.36). Guidelines are established by the World Health Organization (WHO).

2.12

drinking water system

tangible **assets** (2.4) necessary for abstracting, treating, distributing or supplying **drinking water** (2.11)

2.13

effectiveness

extent to which planned activities are realized and planned results achieved

[ISO 9000:2005]

2.14

efficiency

relationship between the result achieved and the resources used

[ISO 9000:2005]

2.15

environment

surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation

NOTE 1 Surroundings in this context extend from within an organization to the global system.

[ISO 14001:2004]

NOTE 2 For the application of this International Standard, environment is considered as a specific **stakeholder** (2.47). The interests of this specific **stakeholder** (2.47) can be represented by **relevant authorities** (2.36), by the **communities** (2.7) or by other groups, such as non-governmental organizations (NGOs).

2.16

indicator

parameter, or a value derived from parameters, which provides information about a subject matter with a significance extending beyond that directly associated with a parameter value

NOTE 1 Adapted from OECD works on “Core sets of indicators for environmental performance reviews”^[10].

NOTE 2 Indicators can refer to context, conditions, means, activities or **performances** (2.24).

2.17

infrastructure

system of tangible fixed **assets** (2.4) needed for the operation of a **water utility** (2.53)

NOTE 1 Adapted from ISO 9000:2005.

NOTE 2 It may also be necessary for the **water utility** (2.53) to use technical equipment for transport which is not fixed (e.g. trucks, vans, bottles) on a permanent or occasional basis, or in emergency situations. It is advisable to reserve the term “infrastructure” for fixed equipment and installations.

2.18

interruption

situation where the **service** (2.44) is not available

NOTE Interruptions can be planned or unplanned.

2.19

maintenance

combination of all technical, administrative and managerial actions during the life cycle of an **asset** (2.4) intended to retain it in, or restore it to, a state in which it can perform the required function

2.20

management

coordinated activities to direct and control an organization

NOTE 1 In English, the term “management” sometimes refers to people, i.e. a person or group of people with authority and responsibility for the conduct and control of an organization. When “management” is used in this sense, it should always be used with some form of qualifier to avoid confusion with the concept “management” defined above. For example, “management shall...” is deprecated whereas “top management shall...” is acceptable.

[ISO 9000:2005]

NOTE 2 The term “management” can be qualified by a specific domain it addresses. Examples are: public health management, environmental management, risk management, etc.

2.21 <https://standards.iteh.ai/catalog/standards/iso/316c4b25-e947-4479-ba0c-61e55cca24f1/iso-24510-2007>

management system

system to establish policy and objectives and to achieve those objectives

[ISO 9000:2005]

NOTE A management system of a **water utility** (2.53) can include different management systems, such as a **quality** (2.32) management system, a financial management system or an environmental management system.

2.22

on-site system

set of physical **assets** (2.4) necessary for supplying **drinking water** (2.11) or collecting and treating **wastewater** (2.51) without physical **connection** (2.9) to centralized installations from a **water utility** (2.53)

2.23

operator

person or organization performing day-to-day **processes** (2.31) and activities necessary for the provision of the **service** (2.44)

NOTE 1 There can be one or several operators for a given **water utility** (2.53), e.g. distinct operators for installations operation, billing and recovering **service** (2.44). Their missions are determined by the **responsible body** (2.42). An operator may subcontract some of its operations to other contractors, if allowed by the responsible body.

NOTE 2 The operator(s) can be legally distinct, or not, from the **responsible body** (2.42). They can be public or private. Examples where responsible body and operator are not legally distinct: a technical department in a municipality, a