

Document Owner: Manager Customer Planning

Emergency Water Supply Tanks - Planned Maintenance

Planned maintenance procedures for inspection and maintenance of emergency water supply tanks.

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Confined Space Entry
- Gas detection

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings
- Site plans

Customer Information (Confidential)

- Vulnerable customers (DHB supplied list)
- Priority customers (WWL)
- Land owner for tanks on private property

Priority Customer Categories

- Schools and Childcare
- Commercial premises
- Hospitals
- Retirement Homes/Villages
- Correction Facilities
- Military Installations
- Oil and Gas Refinery
- Any critical water user

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

- Pictures to be taken of any defects identified

Required Skills, Competencies (Qualifications and/or Certifications)

Serviceperson
Pump Station Operator

Document Owner: Manager Customer Planning

Emergency Water Supply Tanks - Planned Maintenance

Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. Working at height and confined space Gas detection FAC Testing equipment Water Pressure cleaner, ladder to access hatch lid Manifold bag
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.
Special Requirements	Emergency tank inspection/maintenance requires two persons.

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start - Planned Maintenance <ul style="list-style-type: none"> - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Compliance	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.

Perform the work

Action	Action Details
	Perform all actions up to the end of the current frequency (i.e perform 4 weeks actions in addition to Annual actions during annual works)

Every 4 weeks

Action	Trade	Action Details
Inspect	Serviceperson / PS Operator	Inspect tank for damage. Repair or restore any vandalism or graffiti.
Inspect	Serviceperson / PS Operator	Inspect tank structural integrity noting area of seepage / leaks or potential sources of pollution. Photograph issues and report.
Inspect	Serviceperson / PS Operator	Ensure all access hatches are secured and sealed. Inspect hatches to verify that they are secure
Inspect	Serviceperson / PS Operator	Check associated valves and pipework ensure functionality and fitness for duty if not repair or restore
Inspect	Serviceperson / PS Operator	Remove any small areas of Graffiti Contact preferred contractor with photo to remove large areas of Graffiti
Inspect	Serviceperson / PS Operator	Verify water-boiling signage is present. Replace or restore sign if it is missing or damaged
Inspect	Serviceperson / PS Operator	Grounds around tank acceptable condition. If grounds are in a poor condition report issue to the facility manager and Utilities Engineer.
Inspect	Serviceperson / PS Operator	Surface of tank and plinth in acceptable condition. If surfaces are in a poor condition report issue to the facility manager and Utilities Engineer.

Document Owner: Manager Customer Planning

Emergency Water Supply Tanks - Planned Maintenance

Every 13 weeks

Maintenance Report	Serviceperson / PS Operator Eurofin Ltd	Collect water sample for chlorine residual (FAC) from tank Take after 2 or 3 minutes of flushing and clear water is flowing. Collect water sample for turbidity from flowing sampling tap or hydrant. Collect two water samples for laboratory testing from tank Take first sample on arrival and second sample post flushing the tank. Report results to Utilities Engineer, Planning Engineer and Network Performance Manager.
---------------------------	---	---

Every 52 weeks

Maintenance	Serviceperson / PS Operator	Tank cleaning of all external surfaces. Wash down external surfaces
Maintenance	Serviceperson / PS Operator	Tank Cleaning of all internal surfaces ensuring no contamination can occur. Inspect the internal walls and pressure wash if required to remove any build-up of film or debris
Maintenance	Serviceperson / PS Operator	Flush and refill tank. Confirm FAC level is above 0.3 mg/L after the tank has been refilled
Record	Serviceperson / PS Operator	Record FAC (in mg/L) after the tank has been cleaned and refilled.
Maintenance	Serviceperson / PS Operator	Inspect valves and meters. Operate all valves to verify good operation and check water meter is operating as designed. If not report status
Inspect	Serviceperson / PS Operator	Confirm with property owner that they have the manifold bag. Discuss with property owner that they know how to use the manifold bag.
Inspect	Serviceperson / PS Operator	Confirm that manifold bag has all assets present and in good condition. Inspect the manifold bag that it has hose reel and manifold stand and pipe work are in good condition. If not replace and discuss correct storage procedures with facility representative.
Inspect	Serviceperson / PS Operator	Confirm site is left secure.