

Document Owner: Manager Customer Planning

Cap Redundant Services for Drainage - Maintenance Procedure

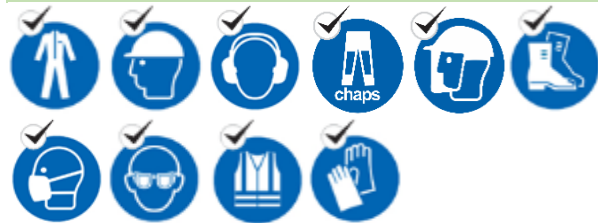
Procedure for capping redundant services.

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.
- Lone Worker
- Confined Space Entry

Operation's & Maintenance Documentation

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

Customer Information (Confidential)

- Vulnerable customers (DHB supplied list)
- Priority customers (WWL)

Priority Customer Categories

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

Emergency Procedure / Escalation

Emergency

- In event of service strike to utility/energy source (e.g. fuel, Gas, Power, Water etc.) report immediately to team leader
- 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

Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only

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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
Materials	Concrete for plugging drainage pipes, Epar or similar

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start - Planning Reactive Maintenance
Compliance	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.
Process Flow Map	MS Visio process flow - Abandon Redundant Service / Promapp

Perform the work

Action	Trade	Action Details
Maintenance	Serviceperson	Undertake all tasks required in the Pre-Start - Planning for Reactive Maintenance.
Maintenance	Serviceperson	All redundant services to be capped or plugged at the main
Maintenance	Serviceperson	Excavate to expose pipework. Confirm pipe material is not Asbestos. If Asbestos refer to Asbestos Pipe Repair SOP. Process is still the same even if A/C.
Maintenance	Serviceperson	For wastewater or stormwater, confirm mains is no longer in use and cut end flush. Install cap at pipe end or seal end with concrete plug or approved sealant to prevent inflow.
Maintenance	Serviceperson	All possible effluent and sludge shall be removed from the site.
Maintenance	Serviceperson	All contaminated liquids shall be disposed of at the closest Wastewater Treatment Plant.
Maintenance	Serviceperson	Carry out reinstatement to ground level if no additional reinstatement required close work order as per standard Generic Reactive Maintenance Process.
As Built	Serviceperson	As Built - New / Change / Decom (Reticulation or Utilities) Process Complete the appropriate form for update of the asset data.
Maintenance	Serviceperson	If further reinstatement required create new work order for the task as per Generate child work order process.
Closure	Serviceperson	Carry out work order closure procedures as per Reactive Maintenance - Generic Reactive Maintenance Procedures.