

Document Owner: Manager Customer Planning

Valve Maintenance & Repairs - Maintenance Procedure

Procedures for valve repairs.

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.
- Hazardous Waste
- 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)

- Blow Back at risk customers (WWL)
- Vulnerable customers (DHB supplied list)
- Priority customers (WWL)

Priority Customer Categories

- Schools
- Commercial premises
- Hospitals
- Retirement Homes/Villages
- Prisons
- Military Installations
- Oil 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
Notification Cards	Customer Reactive Water Shut Down Notification letter drop cards
Assets	Replacement Standard Network Valves
Labels	Critical Valve Labels

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.

Perform the work

Action	Trade	Action Details
Maintenance		Undertake all tasks required in the Pre-Start - Planning for Reactive Maintenance.
Maintenance		Remove valve box cover and inspect stem and nut for damage or obvious leakage, check seals and joints
Maintenance		If buried valve excavate to carry out replacement or repair as appropriate. Inspect stem and nut for damage or obvious leakage.
Maintenance		Close the valve fully and record the number of turns to the fully closed position (always close the valve slowly to prevent water hammer).
Reporting		If a valve is found to be closed and is functioning correctly no action is to be taken. Carry out work order closure procedures as per Generic reactive Maintenance Process.
Maintenance		To determine if a valve is closed, the leak detector, or simply an ear to the valve key, can be used.
Maintenance		Flush and disinfect pipes and valves to ensure no contamination can occurred during installation procedures
Maintenance		Record condition of valve and conduct any maintenance that is required. Any valve that does not open or close should be replaced providing new valve is available. If new valve is not available, create new work order for the replacement, include valve type, size model etc on the replacement work order.
Maintenance		Flush affected pipework as per 'Planned' or 'Unplanned' shutdown procedure post repair or replacement if required
Maintenance		Return valve to operating position.
Maintenance		Reset or replace surface box. If not available, generate work order for the replacement of the surface box. Ensure where new valves are requested that surface box requirements are included in the work order request.
Maintenance		Ensure that all critical valves are clearly labelled. Install label if no label on valve.
Maintenance		Ensure all lids and covers are refitted and secured or locked as required
Maintenance		Carry out reinstatement to ground level if additional works required generate child reinstatement work order
As Built		As Built - New / Change / Decom (Reticulation or Utilities) Process Complete the appropriate form for update of the asset data Record whether the valve is clockwise or anti-clockwise closing.
Contact Card		Customer Reactive Water Shut Down Notification letter drop cards. Explain activities undertaken in their absence
Closure		Carry out work order closure procedures as per Reactive Maintenance - Generic Maintenance Procedures

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Reporting		If a Valve is found that is shut the Serviceperson needs; Check the plans to see if it is meant to be shut ie Zone/DMA Valve, Scour Valve. These should be in the shut position. Others need to check with their supervisor to see if the Valve can be opened again.
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