

**Review of Procedures for Operation and Maintenance of the Distribution Network System for Classifying, Recording, Marking and Monitoring Valve Status**

**Checklist for System Assessment**

Water Company:

**SCOPE**

The system is expected to cover the way in which the company classifies, records, marks and monitors the status (position) of its valves.

**GENERAL**

Is there a documented system relating to the management of valves (Yes or No)?  .  
 If not, go straight to BBV Assessment of Company System at the end of the checklist

Company document title:

Company document reference

Date when the document came into force

**VALVE CLASSIFICATION**

Is there a valve classification system (Yes or No)?  .

If there is a system, does it include for the classification of the valves into different categories (Yes, No or N/A)?  .

If there is a system of classification, list the categories with a brief description giving the basis for the classification.

Category	Basis of classification
<b>eg Strategic</b>	<b>eg Separates water quality zones</b>
<b>eg Zone</b>	<b>eg Boundary valve between different pressure zones</b>
<b>eg DMA</b>	<b>eg Boundary valve between DMAs</b>
<b>eg Operational</b>	<b>eg Regulates flows between supply areas</b>

If there is a classification system, does it identify those valves whose operation poses a potential risk of discolouration problems (Yes, No or N/A)?  .

**RECORDING OF VALVE STATUS (POSITION)**

Is there a formal system for recording the status of valves (Yes or No)?

If there is such a system, where is the valve information held?

**On the GIS** Yes or No

**On DMA plans** Yes or No

**On mains record drawings** Yes or No

**On a valve database** Yes or No

**In Inspectors valve books** Yes or No

**Other** Describe

Does the system cover all the valves in the network (Yes or No)?

If the system does not cover all the valves, describe the extent of coverage.

For those valves covered, does the system include a method for uniquely referencing each valve (Yes or No)?

For those valves covered, does the system include the direction of rotation of the valve spindle required to close the valve or alternatively, does it just identify those valves that have an abnormal direction of rotation for closure (Yes or No)?

Is the system used to record permanent changes in valve status (Yes or No)?

Does the system include any warnings of possible discolouration problems from valve operation (Yes or No)?

If the system is used to record permanent changes, how is the information conveyed to the system keeper for processing:

**By verbal instruction** Yes or No

**By paper from** Yes or No

**By electronic form** Yes or No

**Other** Describe

**MARKING OF VALVES**

Is there a system for marking valves at or near their locations (Yes or No)?

If there is a system, which valves does it cover - describe?

For those valves that are marked on site, does the information displayed include:

**The valve reference** Yes or No

**The valve classification** Yes or No

**Its status, open or closed** Yes or No

**The direction of rotation to close the valve or the direction for just those valves with an abnormal closure direction** Yes or No

**MONITORING OF VALVE STATUS**

Is there a formal system for routinely monitoring the status of those valves that are covered under the recording system (Yes or No)?

Is there a formal system for routinely checking that valve markers are intact (Yes or No)?

**BBV ASSESSMENT OF COMPANY SYSTEM**

Is there a documented system relating to the management of valves (Yes or No)?

If there is no documented system, the recommendation is for a system to be drafted and the further assessment below is not required.

**Valve classification** - Is the valve classification system comprehensive and does it identify those valves whose operation poses a potential risk of discolouration of supplies (Yes or No)?

If not, identify those areas where the system is considered deficient.

**Recording of valve status** - Is the system for recording and updating the valve status robust (Yes or No)?

If not, identify those areas where the system is considered deficient

**Marking of valves** - Does the system for marking valves provide adequate information on the valve status and operation (Yes or No)?

If not, identify those areas where the system is considered deficient

**Monitoring** - Is the system for routinely monitoring valve status and the condition of markers satisfactory (Yes or No)?

If not, identify those areas where the system is considered deficient.

**BBV Quality Assurance**

Checklist completed by  Date

Checklist checked by  Date