**Review of Procedures for Operation and Maintenance of the Distribution Network
Method for Controlling and Monitoring the Use of Fire Hydrants by Third Parties
Checklist for Method Assessment**

Water Company:

SCOPE

The method is expected to cover the way in which the company controls and monitors the use of fire hydrants by third parties to prevent back siphonage and water quality problems.

GENERAL

Is there a documented method relating to the use of fire hydrants by third parties (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

COMPANY INSTRUCTIONS

Does the Company issue instructions or guidance to third parties on the use of fire hydrants (Yes or No)?

Do the instructions require the third party (emergency services excepted) to seek prior permission for their use (Yes, No or N/A)?

Do the instructions request that the emergency services advise the Company which hydrants are or have been used during an emergency (Yes, No or N/A)?

Do the instructions give advice on measures to prevent back siphonage into the mains (eg that the hose outlet is a minimum vertical distance above any water surface or that the hose is to incorporate a reflux valve where there is a risk of back siphonage) (Yes, No or N/A)?

Do the instructions give advice on procedures to minimise the impact of hydrant operation on water quality (Yes, No or N/A)?

If the instructions do include advice on operation to minimise water quality risks, what do these cover - describe:

COMPANY PERMISSION

B

If prior permission is required by third parties to operate fire hydrants, complete the following but if no prior permission is required enter none. `.`

Does the third party complete a formal application form (Yes or No)? `.`

Does the application identify the hydrant or hydrants to be used (Yes or No)? `.`

Does the application identify the timing and duration of operation (Yes or No)? `.`

In considering the application, does the Company have a list of those hydrants whose operation could pose a risk of discolouration problems (Yes or No)? `.`

In considering the application, does the Company have criteria by which to judge any limitations on timing or duration of hydrant operation (Yes or No)? `.`

Does the Company issue a formal permission document (Yes or No)? `.`

Where necessary, does the permission document specify limitations on hydrant use to minimise adverse water quality effects (Yes or No)? `.`

MONITORING

Does the Company monitor the planned use of hydrants by third parties (Yes or No)? `.`

If the Company does monitor the use of hydrants does this include:

Part or full time attendance during operation	Yes or No	`.`
Policing of any permission conditions	Yes or No	`.`
Sampling during or after hydrant use	Yes or No	`.`

Does the Company maintain records of hydrant use by third parties (Yes or No)? `.`

If the Company does maintain records, do these provide linkage to attributable water quality incidents (Yes or No)? `.`

BBV ASSESSMENT OF COMPANY METHOD

If there is no documented Company method for the control and monitoring of fire hydrants by third parties, the recommendation is that a method should be drafted and the further assessment below is not required.

Company instructions - Does the Company issue instructions or guidance to third parties on the operation of fire hydrants (Yes or No)? `.`

Are the instructions and advice considered sufficient (Yes of No)? `.`

B

If the instructions and advice are not considered sufficient, describe the deficiencies.

.

Company permissions - Does the company operate a permissions system for the planned use of fire hydrants by third parties (Yes or No)?

.

If the permissions system is not considered sufficient, describe the deficiencies.

.

Monitoring - Is the system for monitoring the use of hydrants by third parties considered 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 [   ]

B