

**Review of Procedures for Operation and Maintenance of the Distribution Network
Procedure for Revalving and/or Rezoning of Supplies**

Checklist for Procedure Assessment

Water Company:

SCOPE

The procedure is expected to cover the revalving and/or the rezoning of supplies either in distribution or at a higher level. The assessment is to determine the extent to which the procedure minimises the possibility of discolouration of water supplies.

GENERAL

Is there a documented procedure that covers this aspect of operation (Yes or No)?
If not, go straight to BBV Assessment of Company Procedure at the end of the checklist

Company title of procedure:

***1**

Company procedure reference

Date when procedure came into force

Is the procedure specific to this type of operation or is it general covering several aspects of supply and distribution management (Specific or General)?

PRE PLANNING

If the procedure classifies the operations into categories such as routine, minor or major, list the categories and describe the basis of classification or enter none.

Category	Basis of classification
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If there are different requirements for each category, summarise these below.

Category	Summary of requirement
	•
	•
	•
	•

Does the procedure require that the area subject to the operational modification be identified as one of high, medium or low risk (or other ranking) of potential discolouration problems (Yes or No)?

Is there a requirement to simulate performance with the new supply arrangements by network modelling or by other means (Yes or No)?

If simulation of performance is required, are those mains that will experience reverse flow to be identified (Yes, No or N/A)?

If simulation of performance is required, are those mains likely to experience increased velocities to be identified (Yes, No or N/A)?

Does the procedure provide guidance on the maximum velocities for different pipe diameters above which discolouration problems could arise (Yes or No)?

If simulation of performance is required, does it identify from increased velocities and from reverse flow, areas of distribution where discolouration could arise (Yes, No or N/A)?

If simulation of performance is required, are the results of the simulation to be documented (Yes, No or N/A)?

Does the procedure provide criteria to judge whether the operation should be carried out during periods of low demand (at night) or can be undertaken during normal working hours (Yes or No)?

Where a similar operation in the same part of the network has been carried out in the past without discolouration problems, does the procedure say that no further assessment is required (Yes, No or N/A)?

NOTIFICATION

Does the procedure require the identification of consumers likely to be affected by the operation (Yes or No)?

Does the procedure require prior written notification to be sent to consumers advising them of the timing, duration and effect of the operation (Yes or No)?

Timing	<input type="checkbox"/>
Duration	<input type="checkbox"/>
Effect	<input type="checkbox"/>

Does the written notification give a Company contact name and telephone number (Yes, No or Unknown)?

Does the procedure require that control room staff be advised of the operational activity (Yes or No)?

Does the procedure include for liaison with other Company departments to avoid any conflict between operational activities (Yes or No)?

IMPLEMENTATION AND MONITORING

Does the procedure require a written statement of how the operation is to be carried out (Yes or No)?

If there is a written statement does it give the sequence and timing of valve and other operations (Yes, No or N/A)?

Does the procedure give the rate at which valves of different diameters should be operated?

Does the procedure identify different valve operation rates for a range differential pressures across the valve?

Does the procedure specify a requirement for monitoring for discolouration?

INCIDENT RESPONSE

Where the operation results in discolouration or customer complaints, does this procedure refer to other procedures for dealing with discolouration of supplies (Yes or No)?

If it does, give the Company title and reference of the procedure or procedures.

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BBV ASSESSMENT OF COMPANY PROCEDURE

Is there a written Company procedure (Yes or No)?

If there is no Company procedure, the recommendation is for a procedure to be drafted the scope of which is defined in a separate BBV document and the further assessment below is not required.

Pre planning - does that part of the procedure covering pre planning of the operation give proper regard to minimising the potential for discolouration of supplies (Yes or No)?

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

Notification - Does the procedure provide for adequate notification to consumers and other Company departments of the operational activity (Yes or No)?

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

Implementation and monitoring - Does the procedure provide adequate guidance on the implementation and monitoring of the operation (Yes or No)?

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

Incident response - Does the procedure refer to other procedures for responding to discolouration incidents (Yes or No)?

If not, the recommendation is to make such a reference.

BBV Quality Assurance

Checklist completed by Date

Checklist checked by Date