

PRE-COMMISSIONING CHECKLIST FOR NEW ASSETS
WATER SITES

REQUIREMENTS BY CONTRACTOR

The following checklist is required to be fully completed, signed and returned to Council before a joint commissioning is considered. Please note: in the event of a commissioning being abandoned due to works not completed or operational, Council will recover costs incurred.

SITE NAME RESERVOIR: _____ **SITE NAME P/S:** _____

- | | | |
|--|-----|----|
| • Ergon Power available | Yes | No |
| • Provision of sufficient water for all testing purposes | Yes | No |
| • Fresh water discharge flushing system operating as per design | Yes | No |
| • Ancillaries (GPO's, lighting etc) tested and working correctly | Yes | No |
| • Pre commission switchboard test completed | Yes | No |
| • Station telemetry points list supplied | Yes | No |
| • Established telemetry communications and verified inputs locally | Yes | No |

VERIFICATION OF AS CONSTRUCTED LEVELS AND OPERATION.

Note: Levels taken from floor level

Setting/Alarm	Measurement	Operational function (contractor to verify correct operation)	
Overflow level	m		
High Level alarm	m	Yes	No
Fill stop level	m	Yes	No
Fill request level	m	Yes	No
Low level alarm	m	Yes	No
Very Low Level Alarm	m	Yes	No
Level settings according to design	Yes	No	NA

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Commissioning of Civil Works

Item	Complete	Date / Initials	Council Audit
Management			
1.	Verify that consultant has provided all documentation (as constructed details, operating manuals, test results etc)		
2	Consultants have supplied O&M manuals – incorporating all drawing both electrical & mechanical.		
3	Consultants have supplied test results including performance pump curves.		
	If NO then close audit.		
Concrete			
1.	Verify that there is no damage to any exposed concrete surface.		
2.	Verify that drainage of the site is away from the structures.		
3.	Verify that the below ground concrete structures are dimensionally correct and in accordance with the design drawings.		
4.	Verify no seepage through the concrete structure.		
5.	Verify the verticality of the structure is within tolerance in accordance with SEWL specifications.		
6.	Verify that all chamfers are provided in accordance with the design drawings.		
7.	Verify that the specified coating to the internal walls has been applied in accordance with the FNQROC Development Manual.		
8.	Thickness of internal coating tested (µm)		
OH&S			
1.	Verify that ladder access meets OH&S requirements.		
2.	Verify that access to valve chamber meets OH&S requirements.		
3.	Verify that all ladders are provided with the extension above the FSL.		
4.	Verify that the ladders have non-slip treads.		
5.	Have safety cages been specified in accordance with Australian Standards.		
6.	Verify that safety cages have been installed in accordance with the design drawings.		
7.	Verify that adequate set down areas for the covers has been provided in accordance with OH&S requirements.		

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8.	Verify that no overhead cables restrict access via crane trucks.			
9.	Verify Full Risk Assessment has been performed and permanent operational/ maintenance risks identified			
10.	Verify that all signage pertaining to those risks is in place			
11.	Facility Name and contacts signage			
12.	Standby Emergency Generator – cover, refueling, manuals			
13.	Adequate access, maneuver and parking for maintenance vehicles			
14.	Switchboard access and clearance meets requirements under Electrical Safety Act			
15.	Personnel/maintenance access ring install in side wall of reservoir			

Products & Materials		Complete	Date/ Initials	Council Audit
1.	Verify that all products incorporated on the project are included on the list of approved products for council.			
2.	Verify that all markings as required by council specification are visible on the covers.			
3.	Verify that the covers and frames are greased in accordance with the manufacturer's requirements.			
4.	Verify that the interchangeable multi part covers have lifting lugs on the beams for removal and covers have clockwise lifting key holes.			
5.	Verify that internal ladders are stainless steel.			
Pipes and Fittings				
1.	Verify that the valves are anticlockwise closing.			
2.	Verify that adequate supports have been provided for the valves.			
3.	Are valve extension spindles required?			
4.	Verify that there is sufficient clearance for maintenance.			
5.	Are adequate supports provided in accordance with standard drawings.	/NA		
6.	Verify that DICL pipe work has been provided to correct nominal diameter DN.			
7.	Verify that adequate supports for vertical pipe work has been provided in accordance with FNQROC Development Manual.			
8.	Verify that all gate valves operate through the full range and are left in the open position.			

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9.	Verify that a flap valve has been installed on the valve chamber drain if required by the design.			
10.	Verify that the specified coating for all valves has been applied.			
11.	Verify that the specified coating for the pipe work has been applied.			
12.	Verify that the specified bolting system on the flanges has been used.			
13.	Verify that all valves can be removed through the available cover opening.			
14.	Verify that a flanged dismantling joint has been provided to allow ease of removal of valves in accordance with standard drawings.			
15.	Has the consultant submitted completed project ITP containing all signatures.			
16.	Verify all steel metalwork has been Hot Dipped Galvanized.			
17.	Verify all bolts are 316 stainless steel with 308 nuts.			
18.				
19.				

Other Services.		Complete	Date / Initials	Council Audit
1.	Verify that the water service has been fitted with an approved back flow prevention device.			
2.				
3.	Verify that all conduits through the walls have been sealed.			
4.	Verify that electricity is below ground, not above.			
5.	Verify that the sealed access track is in accordance with the design drawings and the FNQROC Development Manual.			
6.	Verify that adequate site drainage has been provided.			
Restoration.				
Verify that the site restoration has been completed.				
Testing.				

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Mechanical Equipment.			

Electrical Equipment.			
1. Verify identification plates has been fitted to the electrical cabinet.			
2. Verify that the telemetry antenna has adequate protection in accordance with specification.			
3. All wiring is installed, terminated and tagged as per drawings.			
4. All Earthing systems are installed & tested to Australian standards.			
5. Switchboard testing - Fault protection, circuit Breakers & cable insulation tests have been carried out. Results Attached.			
6. Verify that lighting within the switchboard has been provided.			
7. Verify that the Council locks fitted to switchboard and operational.			
8. Verify that quick link generator connectors provided if applicable.			

Security.	Complete	Date / Initials	Council Audit
1. Verify that the security fencing has been installed in accordance with the design drawings.			
2. Verify that council keyed locks installed.			
3. Verify that the switchboard meter cabinet has been fitted with Ergon Locks.			
Have all NCR items been resolved (including any raised as a result of this audit)?			
If YES Issue Acceptance of Works., and close audit.			
Would outstanding NCR items impact on the ability to operate the pump?			
If YES then close audit (wait for NCRs to be resolved).			
Has Council authorised the pumps to remain on?			

<p>If YES, details of the person who authorised this.</p> <p>NAME..... SIGNATURE:.....</p> <p>POSITION:..... DATE:</p>
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