

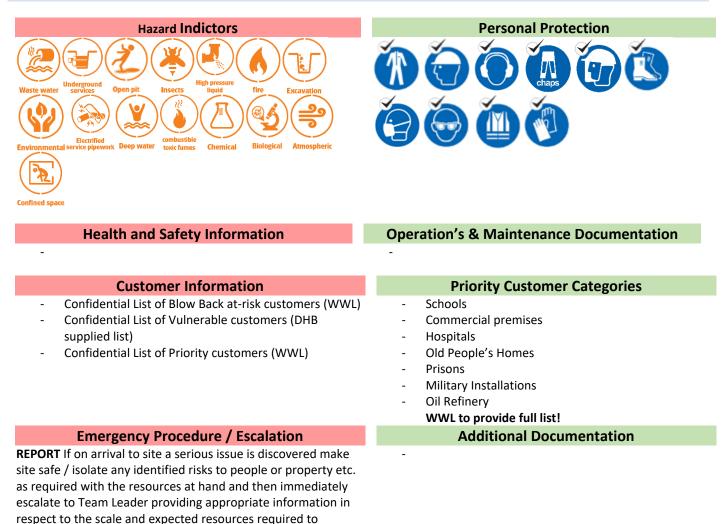


Document Owner: Manager Delivery Planning

Daily Pre-start Reactive Maintenance

Pre commencement procedures for implementation of planned maintenance works on all networks. This includes Potable Water distribution, Waste and Storm Water collection infrastructure.

Health & Safety and Operational Information



Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only.

undertake repairs and /or resolve the issues discovered.





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Standard Operating Procedure		
Required Equipment		
Equipment and Information	Details	
Service Vehicle	Ute, Small truck, Large Truck	
Standard Water Toolset	Ute Kit, Small Truck Kit, Large Truck Kit	
Water Materials Set	Pipes, Valves, Coupling and Joints	
Water Sterilisation Kit	Disinfection and Chlorination equipment kits	
Sampling Kits	Appropriate water sampling kits and associated equipment	
	(Chlorine – FAC Testing, Turbidity, pH, and E. coli)	
Meters	Ensure all meters and instrumentation appropriate to the tasks to be	
	undertaken are available. (Pressure and Flow meters etc.)	
Traffic Management Setup	Standard Cones, Signs et., to enable site set up to meet expected Traffic	
	Management Plan requirements for the day	
PPE	Correct PPE in relation to work/task programme to be completed is available	
Documentation	Access to appropriate operations manuals, schematics, plans, design drawings	
	and maintenance manuals are available to support task implementation.	
Specialist Equipment	Ensure specialist equipment required is available for utilisation.	

Prepare to do the work

Action Details	
Sync iPad and review all allocated work order. Check Priority, work content and locations of all	
allocated works.	
Check Priority, work content and geographical locations for all allocated works. Plan work	
programme / route for the day ahead.	
Generic Traffic Management Plans and Site-Specific plans are available.	
Confirm that site specific traffic management plans and resources are allocated to enable task completion	
Confirm with supervisor (If required) that all appropriate notifications to affected customers have	
been completed prior to implementation of the planned works	
Confirm that where required alternate service provision has been arranged for affected customers	
or if required the ability to provide alternate service by the maintenance crew is available.	
Review all works to ensure where appropriate supporting documentation is available (before you	
dig, design drawings, site plans, equipment manuals etc). If working remotely download	
documentation and maps if required. Use Remote Working Procedure	
Complete daily site Risk assessment(s) ensuring fitness to tasks to be undertaken during the day	
(Toolbox meeting)	
If required brief the crew on the tasks for the day. Seek input on all aspects of the works to be	
undertaken and adjust plans to accommodate recommendations if appropriate	
Check to ensure all appropriate equipment is available for the day and is loaded onto vehicle.	
Check stocks are adequate to enable days programmed & expected job to be completed	
Confirm crew staffing and availability for the day to the Hub / Supervisor as appropriate	
Review PPE (Icons) required to undertake task and ensure correct PPE is available	
Review Hazards (Icons) which will be encountered in undertaking the required maintenance task(s)	

Perform the work

Action	Trade	Action Details
Task Specific Works	Licenced	Implement the appropriate SOP for the maintenance works to be undertaken.
Process	Operator	
Closure	Licenced	Carry out work order closure procedures as per Generic Planned Maintenance
	Operator	Process
Contact Card	Licenced	Customer Calling Card / Notification letter drop cards. Explain activities
	Operator	undertaken in their absence. Provide an estimated date timeframe for when
		further activities will be undertaken if required.