

General Programme management

| Ref. | Question | Comments |
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| 1. Programme management | | |
| 1.1 | Is there a responsible person agreed for every water system nominated in writing? | |
| 1.2 | Is there an appointed deputy? | |
| 1.3 | Are the duties of all persons involved clearly defined and communicated? | |
| 1.4 | Are all persons involved adequately trained? | |
| 1.5 | Are the responsibilities of the occupier and contractor(s) clearly defined? | |
| 1.6 | Has it been ensured that the contractors are adequately trained and competent? | |
| 1.7 | Have the other relevant health and safety issues - COSHH assessments for chemicals, safe access etc. been addressed? | |

Cooling Towers

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| 1. Physical Condition and design | | |
| 1.1 | Are the drift eliminators suitable, in good condition and effective? | |
| 1.2 | Is the system water in good condition? | |
| 1.3 | Is the sump free from sediment? | |
| 1.4 | Are all visible surfaces free from slime or algae? | |
| 1.5 | Are all visible surfaces free from scale deposits? | |
| 1.6 | Are all visible surfaces free from corrosion? | |
| 1.7 | Is the water flow even across the whole of the tower fill? | |
| 1.8 | Have all the dead legs or poor flow areas been eliminated? | |
| 1.9 | Has all redundant plant been isolated from the system? | |
| 1.1 | Are all pipe runs as short and direct as possible? | |
| 1.11 | Is the tower constructed of impervious materials? | |
| 1.12 | If constructed of wood, is this in good condition? | |
| 2. Risk Assessment (General) | | |
| 2.1 | Has the existence of the cooling tower/evaporative condenser been notified to the local authority? | |
| 2.2 | Is there a written risk assessment for the system? | |
| 2.3 | Does it contain an up to date schematic plan of the system? | |
| 2.4 | Does it contain details of the precautions to be taken? | |

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| 2.5 | Does it contain instructions for the operation of the system? | |
| 2.6 | Does the assessment conclude that the risk? | |
| 2.7 | Does the assessment consider the tower's physical condition? | |
| 2.8 | Does it consider the tower's positioning? | |
| 2.9 | Does it consider the population density near the premises? | |
| 2.1 | Does it consider any 'at risk' groups of persons? | |
| 2.11 | Has elimination or replacement with a lower risk system been properly considered? | |
| 3. Schematic Diagram | | |
| 3.1 | Does it show all system control valves? | |
| 3.2 | Does it show standby plant (spare pumps etc)? | |
| 3.3 | Does it show any associated storage tanks? | |
| 3.4 | Does it show system bleed valve? | |
| 3.5 | Does it show chemical dosing pumps and injection points? | |
| 3.6 | Does it show system drain valve? | |
| 3.7 | Does it show the origin of the water supply? | |
| 4. Cleaning and Disinfection | | |
| 4.1 | Is there a written cleaning and disinfection procedure? | |
| 4.2 | Is it carried out at least every six months? | |
| 4.3 | Does it specify chlorine level at start of pre-clean chlorination? | |
| 4.4 | Does it specify contact/circulation time? | |
| 4.5 | Does it specify chlorine level at end of pre-clean chlorination? | |
| 4.6 | Does it give the method for cleaning all accessible parts? | |
| 4.7 | Does it specify chlorine levels at start of post-clean chlorination? | |
| 4.8 | Does it specify contact/circulation time? | |
| 4.9 | Does it specify chlorine level at end of post-clean chlorination? | |
| 4.1 | Is the removal of the tower fill/pack for cleaning and disinfection specified in the assessment? | |
| 4.11 | Are they removed for cleaning and disinfection in practice? | |
| 4.12 | Are there suitable health and safety procedures for carrying out cleaning and disinfection? | |
| 5. Ongoing Water Treatment | | |
| 5.1 | Is a water treatment programme in place? | |
| 5.2 | Does it use chemicals to control scale? | |

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| 5.3 | Does it use chemicals to control corrosion? | |
| 5.4 | Does it use chemicals to control bacterial and algae (biocides)? | |
| 5.5 | Are alternating biocides used? | |
| 5.6 | Are the chemicals automatically dosed? | |
| 5.7 | Is there an automatic bleed to control dissolved solids? | |
| 6. Ongoing Safe Operation | | |
| 6.1 | Are there procedures for circulation of all parts once per week? | |
| 6.2 | Is there a shutdown of the installation at least once per year? How long does it last? | |
| 6.3 | Are there procedures for start up after shutdowns? | |
| 6.4 | Instructions for draining during long shutdowns? | |
| 6.5 | Instructions regarding valve settings for normal operation? | |
| 6.6 | Procedures for switching duty/standby pumps. | |
| 7. Monitoring and Record Keeping | | |
| 7.1 | Daily check to ensure conformance with operating procedures? | |
| 7.2 | Daily visual check made on the cleanliness of the system water? | |
| 7.3 | Chemical water quality checks carried out at least monthly? | |
| 7.4 | System physical condition checks carried out at least weekly? | |
| 7.5 | Dip slide tests taken at least weekly? | |
| 7.6 | Are Legionella tests carried out every quarter? | |
| 7.7 | Records of all tests undertaken maintained? | |
| 7.8 | Recommendations for remedial action recorded? | |
| 7.9 | Completion of remedial action recorded? | |

Hot and Cold water systems

| Ref. | Question | Comments |
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| 1. Physical Condition and Design | | |
| 1.1 | Is the cold water storage tank adequately lagged? | |
| 1.2 | Is the cold water storage tank adequately covered, insect screened and reasonably clean? | |
| 1.3 | Is the hot water storage tank/calorifier adequately lagged? | |
| 1.4 | Are there any materials that do not comply with the water fittings regulations? | |
| 1.5 | Does the Cold Water tank hold more than can be used in 24 hours? | |

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| 1.6 | Is the stored cold water temperature above 20°C? | |
| 1.7 | Is the stored hot water temperature below 60°C? | |
| 1.8 | Is the cold water temperature at the furthest draw-off point above 20°C? | |
| 1.9 | Is the hot water temperature at the furthest draw-off point below 50°C? | |
| 1.1 | Are there any dead ends? | |
| 1.11 | Are there any little used outlets (for example outhouses etc.)? | |
| 1.12 | Are showers fed from storage tanks (as opposed to electric)? | |
| 1.13 | Are there systems other than showers that can generate aerosols? | |
| 2. Risk assessment | | |
| 2.1 | Is there a written risk assessment for the system? | |
| 2.2 | Does it contain an up to date schematic plan of the system? | |
| 2.3 | Does it contain details of the precautions to be taken? | |
| 2.4 | Does it contain instructions for the operation of the system? | |
| 2.5 | Does the assessment conclude that there is a significant risk? | |
| 2.6 | Does the assessment consider the physical condition of tanks, calorifiers and pipework? | |
| 2.7 | Has elimination or replacement with a lower risk system been properly considered? | |
| 3. Inspection and Maintenance | | |
| 3.1 | Are the temperatures of hot water calorifiers regularly monitored? | |
| 3.2 | Are Cold water tank temperatures regularly monitored? | |
| 3.3 | Are tap outlet temperatures regularly monitored? | |
| 3.4 | Is the physical condition of Calorifiers and Water tanks regularly checked, cleaned and disinfected as necessary? | |
| 3.5 | Are Shower heads regularly de-scaled? | |
| 3.6 | Are little used outlets flushed through regularly? | |