Private Property Visual Inspection Smoke Test Procedure

This Standard Operating Procedure (SOP) covers operating Private Property Inspection and is performed in conjunction with the Smoke testing of the public sewer mains and private laterals.

Before entering properties for the purposes of an inspection, inspectors should be familiar with Local Govt Act 2002 Section 171 General powers of entry.

Health & Safety and Operational Information

Hazard Indictors

Open pit Insects High pressure liquid Environmental Confined space Atmospheric Deep water

Working at heights

Personal Protection

Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings & P&ID's
- Site plans
- Notification cards

Customer Information (Confidential)

- Vulnerable customers (DHB supplied list)
- Priority customers (WWL)

Priority Customer Categories

- Schools and Child Care
- Commercial premises
- Hospitals
- Retirement Homes/Villages
- Correction Facilities
- Military Installations
- Oil and Gas Facilities

Emergency Procedure / Escalation

Emergency
- Make "Site Safe" and isolate risks to people or property with resources at hand
- In event of service strike to utility/energy source (e.g. fuel, Gas, Power, Water etc.) report immediately to team leader

Escalate if extra resources required or problems occur!
Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary

Additional Documentation

This should be read in conjunction with the Sampling, Planning, Dye testing and CCTV Procedures
Standard office Procedures

Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only.

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Required Equipment

Equipment and Information	Details	
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule are available	
Specialist equipment	Access to the Internet Field Map and Survey 123 Application that can be downloaded to your phone or iPad. Access to Drainage records either through the Field Map application or the local Council GIS record WWL Identification	

Prepare to do the work

Action	Action Details	
Pre-Start Process	Complete the Daily Pre Start: - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP All inspectors are to familiarise themselves with common faults that occur at private properties.	
Compliance	**Traffic Management Plan** - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.	
Notification	Private Property Inspections should only take place after formal notifications have been sent to Owners and tenants at least twenty four hours beforehand.	

Perform the work

Action	Trade	Action Details
TMP	Serviceperson	Implement TMP. Review and update to suit site conditions if required.
Notification	Serviceperson	Before entering the property Make contact with owner or tenant regarding work to be undertaken by knocking on front door. During introduction establish that they have received the notification letter. If owner is not home then prior to inspection - Search for signs of animals - Be loud before entering property to attract any dogs. - If you feel uncomfortable with the dog Contact owner to arrange for inspection when the owner is home - If unsure or uncomfortable with the dog call Team Leader
Inspect	Serviceperson	• Identify smoke that should be discharging from sewer vents. If it is not smoking then record under dye test "no smoke" in Field Map App or Survey 123. • Identify any stormwater sump or downpipe fittings that are smoking and record on your inspection form for this property. These should be recorded under dye test of the Field Map App or Survey 123 and comments. e.g. downpipe smoking on rear of property left side or sump and its location "smoking" • Match the house with your Field Map App to see where the sewer and stormwater drains are located. • Calling cards should be left in the letterbox with the appropriate boxes ticked and a photo taken, to advise the owner that WWL were on their property and at what stage of the inspection WWL is at. • Subcontractors may be engaged to carry out CCTV of the private lateral at a later date

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Record	Serviceperson	• Identify and record any faults that exist, which are listed on the inspection form in Field Map or Survey 123 for this property.
TMP	Serviceperson	Remove TMP installed for works