

Document Owner: Manager Customer Planning

## Private Property CCTV Inspection

This Standard Operating Procedure (SOP) covers operating on a Private Property CCTV Inspection of wastewater reticulation and is performed in conjunction with the Smoke testing of the public wastewater 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 Indicators



#### 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
- Site plans
- Notification Calling Cards

#### Customer Information (Confidential)

Blowback Customer List  
Priority Customer List

#### Priority Customer Categories

- Schools and Childcare
- Commercial premises
- Hospitals
- Aged Care Facilities
- Correction Facilities
- Military Installations
- Oil and Gas Refineries

#### Emergency Procedure / Escalation

- Make "Site Safe" and isolate risks to people or property with resources at hand

**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

Notification Letters prior to inspection  
Private Lateral CCTV Inspection Guidelines for Sub-contractors

### Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only.

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### Standard Operating Procedure

#### Required Equipment

Equipment and Information	Details
<b>Fully Equipped Vehicle</b>	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule are available.
<b>Vulnerable &amp; Priority List</b>	Check Vulnerable and Priority List for customers in affected area.
<b>Specialist Equipment</b>	CCTV Camera Reel and Monitor suitable to manoeuvre around Gully traps and bends Locator USB to save Video files Video software to review footage Sucker truck if required

#### Prepare to do the work

Action	Action Details
<b>Pre Start Process</b>	Complete the Daily Pre Start: <ul style="list-style-type: none"> <li>- Include Hazard ID</li> <li>- Include Pre-Start Tailgate Meeting</li> </ul> Undertake all tasks required in the Generic Planned Maintenance SOP
<b>Compliance</b>	<b>Traffic Management Plan</b> - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.
<b>Notification</b>	Private Property Inspections should only take place after formal notifications have been sent to Owners and tenants at least twenty four hours before hand. Refer to Private Lateral CCTV Inspection Guidelines for Sub-contractors

#### Perform the work

Action	Trade	Action Details
<b>TMP</b>	Serviceperson	Implement TMP if required. Review and change to suit site conditions if needed.
<b>Notification</b>	Serviceperson	Before entering the property. Search for signs of large animals Be loud before entering property to attract the dog. If you feel uncomfortable contact owner to arrange for inspection when the owner is home If unsure or uncomfortable with the dog/s call Team Leader

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### Private Lateral CCTV Inspection Guidelines for Sub-contractors

Drainage Investigations Team

1. The subcontractor will base works on previously agreed-upon rates of the subcontractor agreement.
2. The boundaries of the property will need to be identified along the lateral. This separates responsibility between private and public networks. A picture of the pipe showing the meterage from the starting point (gully trap, vent, etc.) with the caption “property boundary” will be provided by the subcontractor along with the inspection video. It would also be ideal to mark the boundary in the inspection video itself.
3. Immediate surroundings of the house will be included in the footage, (pan left, right, etc.) to indicate position and proof of inspection.
4. The heading of the footage will include house address, gully trap location (rear, right side, left side, etc.) and starting position of the inspection (Upstream when recording from the gully trap/Vent, downstream when starting from the public main).
5. Footage will be recorded going downstream from the point of entry towards the main as much as possible. Recording going upstream (recording on the way back) only when it is the possible solution.
6. It is discouraged to cut access holes in drainage vents when accessing the private lateral. However, when difficulty is encountered in pushing the camera upon entry of gully trap, the subcontractor can cut these access holes in the vents **only when given prior permission from the property owner**. Please give notice to the Drainage Investigations team when doing so. Otherwise, please refrain from doing any modifications to the current drainage network.
7. Mind the meterage to make things accurate as possible. When spotting a fault, pause for a few seconds get the fault as clearly as possible. This will be logged so pausing will make things easier.
8. Footage can be paused when the camera head is still being wrestled in the gully and resumed when pipe is visible.
9. Light flush the line for each Sewer Lateral prior to carrying out CCTV.
10. When encountering temporary obstructions (fat deposits, settled wet wipes, etc.). Unblock and root cut when it the push-cam cannot get past (Provisional item).
11. Inspection can be abandoned within reasonable grounds (pipe defect, collapse, too many bends, Buchan etc.). When encountering faults that have significant risk to the environment (sewage leaking into the environment via broken pipe, collapsed pipe, tomo, etc.), **notify the Drainage Investigations team as soon as possible**.
12. Please mind the houses and the public. We may have notified them beforehand, but they may have missed it for one reason or another. Please take the time to be courteous explain.

Please remember that this work represents the council and Wellington Water.

If you feel you feel threatened or unsafe in a property, either by the members of the public or circumstances, don't hesitate to leave. Safety is paramount. If the situation is escalated, please call the Drainage Investigations team.