



F10278 - A&C - Non-Conformance List - Off-Maintenance Notification and Record

Notes:

1. Unitywater, at its discretion, may audit more frequently any entity or Registered Certifier it considers to potentially be a conflict risk due to (amongst others) multiple roles within the accreditation scheme. (ref. Accreditation and Certification Manual, Business Models - page 14).
2. The extent of Unitywater audits are not limited to this checklist but cover all the requirements of the SEQ Code. Any additional recognised Non-Conformances will nominally be scored at a 2, though at Unitywater's discretion, may attract a higher score, based on risk.
3. Issue of a Unitywater decision does not imply an audit with a pass result has been achieved. Unitywater reserves the right to conduct audits at any time during the application process (design/construction phases).
4. * - Means the applicable score will apply to each instance of the described non-conformance identified during the audit assessment.

Item No	Non-Conformance Items	Non-Conformance Type		Comments
		Minor NC	Major NC	
Off-Maintenance Submission - Major Connection Certifier				
1	Incorrect fees paid.	1		
2	Failure to provide 7 days' notice for the Off-Maintenance Inspection appointment.		10	
3	Omission of, incomplete or incorrect item required in the submission package from the below list:	1		
4	a. Certified Construction Inspection Record Package.		10	
5	b. Certified CCTV Inspection report from the Construction Certifier.		10	
6	c. Engineers report detailing inspection activities undertaken and identified rectification works required for the water supply and sewerage assets during the on-maintenance period.		10	
7	d. Electronic CCTV survey video package.		10	
8	e. Other supporting documents.	5		
9	Failure to identify defects and record corrective action required during the inspection OR completed/follow up recorded defect to confirm actions completed within required timeframe prior to submission - Configuration-cosmetic issue.	2		
10	Failure to identify defects and record corrective action required during the inspection OR completed/follow up recorded defect to confirm actions completed within required timeframe prior to submission - Configuration/non-cosmetic issue.		10	
11	Any other item that Unitywater deems reasonable and relevant to attract a non-conformance regarding Off-Maintenance Submission Checklist.	2*		



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		Minor NC	Major NC	
Off-Maintenance Inspection - Construction Certifier				
12	Omission of, incomplete or incorrect item required in the works completed certification.		10	
13	Any other item that Unitywater deems reasonable and relevant to attract a non-conformance regarding Off-Maintenance Inspection Notification Checklist.	2*		