Instructions:

1. The Major Connections Certifier must be in receipt of all relevant documentations as per the Unitywater Accreditation and Certification Manual;
2. The meeting **must** be attended by the following, in addition to the Major Connections Certifier:
   a. Construction Certifier;
   b. Contractor's Supervisor; and or
   c. Sub-Contractor – if not the Principal Contractor.
3. Before proceeding to the inspection, the Major Certifier must have confirmation from the Construction Certifier that the works are satisfactorily presented for Off Maintenance inspection. The CCTV Inspection report has been reviewed and accepted by the Major Connection Certifier and the CCTV video survey has been undertaken within two (2) months of the Off-Maintenance inspection.

Unitywater Connection Approval Ref No: ..... SP Plan: .....

Development Estate Name / Street Name: ..... Stage: ..... Total Number of Lots: .....

Construction Certifier Name/ Accreditation No ..... Phone No: .....

Off Maintenance Inspection Date: .....

Table 1 - Off Maintenance Inspection Attendance Record

Stakeholder Title	Name	Phone	Signature
Major Connections Certifier			
Construction Certifier			
Contractor's Supervisor			
Sub-Contractor (if relevant)			
Unitywater Auditor (if attending)			

Inspection Guideline:

Table 2 – Water Reticulation Valves

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Valve spindle grub screws are tight and valve spindles are fixed to valves.
☐	☐	☐	Top of valve spindles are 100mm to 250mm below valve box lid. (SEQ-WAT-1301-1)
☐	☐	☐	Valve spindle is centrally located in box.
☐	☐	☐	Water main detectable tape accessible in valve box.
☐	☐	☐	Valve body has been wrapped in manufacturer approved polythene blue sleeving (visible in valve box).
☐	☐	☐	Shrouds are 225mm diameters and extends to the top of the surround cover inside the valve box (SEQ-WAT-1301-1).
☐	☐	☐	Valve and valve box are void of mud and dirt.
☐	☐	☐	Valve box lids have been constructed to trafficable or non-trafficable specification as required (8.8.9 WSA03).
☐	☐	☐	Valve box lid is the correct colour as per colour codes table on SEQ-WAT-1300-1.
☐	☐	☐	Valve box is level with the FSL and poses no risk of trip hazard (8.10.4 WSA03).
☐	☐	☐	Longest axes of valve boxes are aligned with the water main alignment. (SEQ-WAT-1301-1)
☐	☐	☐	Valve brass kerb markers are installed flush with the face of kerb and painted as specified on SEQ-WAT-1300-1, or if there is no kerb marker post constructed as per SEQ-SEW-1301-1.
☐	☐	☐	White "V" pavement marker installed (All paint is compliant with SEQ code - sprayed not brushed, 2 coats of paint and glass bead - 50mm offset from centre line and correct height).
☐	☐	☐	Pavement marker, kerb marker and brass marker (or marker post where applicable) are all in line with valve box lid. (SEQ-WAT-1300-1)

Unitywater Office Use
Compliant: Yes ☐ No ☐

Table 3 – Hydrants

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Hydrant brass kerb markers are installed flush with the face of kerb and painted as specified on SEQ-WAT-1300-1, or if there is no kerb marker post constructed as per SEQ-SEW-1301-1.
☐	☐	☐	Blue RRPMs are installed (100mm offset from centre of the road) and in line with the hydrant and brass kerb marker. (SEQ-WAT-1300-1)
☐	☐	☐	Thermoplastic reflective directional arrow installed (Golden yellow - AS2700 Y14). (SEQ-WAT-1300-1)
☐	☐	☐	Blue RRPM, reflective directional arrow, kerb marker and brass marker (or marker post where applicable) are all in line with hydrant box lid. (SEQ-WAT-1300-1)
☐	☐	☐	Hydrants and hydrant boxes are void of mud and dirt.
☐	☐	☐	Hydrant risers are DN 100. (8.8.7 WSA03)
☐	☐	☐	Marker tape should be laid on top of the pipe embedment to form a continuous connection between valves and/or hydrants. Marker tape to be accessible in the hydrant shroud.
☐	☐	☐	Hydrant tee and riser body wrapped in manufacturer approved polythene blue sleeving (visible in hydrant box).
☐	☐	☐	Hydrant shroud is diameter 225mm and extends to the top of the surround cover inside hydrant box. (SEQ-WAT-1302-1)
☐	☐	☐	Top of hydrant lugs/claws are 100mm to 225mm below hydrant box lid. (SEQ-WAT-1302-1)
☐	☐	☐	Hydrant is centrally located in hydrant box.
☐	☐	☐	Top of hydrant lugs/claws are 100mm to 225mm below hydrant box lid. (SEQ-WAT-1302-1)
☐	☐	☐	Temporary hydrant is installed with the hydrant boxes' long axes at 90deg to the water main alignment (SEQ-WAT-1302-1)
☐	☐	☐	Hydrant box lids have been constructed to trafficable (pavement or constructed driveway) or non-trafficable specification as required as per 8.8.9 WSA03.
☐	☐	☐	The hydrant box lid is the correct colour as specified in SEQ-WAT-1300-1.
☐	☐	☐	Hydrant box is level with the FSL and poses no risk as a trip hazard. (8.8.9 WSA03)
☐	☐	☐	Longest axes of hydrant boxes are aligned with the water main alignment. (SEQ-WAT-1302-1)
☐	☐	☐	Hydrant box surrounds installed when hydrants are located in concrete pathway/constructed driveway or road pavement. (8.8.9 WSA03)

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 4 – Water Service Conduits and Water Main Road Crossing

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Brass conduit markers indicate the position of the water service pipe crossing road pavement, are flush in centre face of kerb and within +-150mm from actual water service conduit horizontal position. (SEQ-WAT-1108-1)
☐	☐	☐	Brass markers indicate the location of all water main crossing of road pavements and constructed concrete driveways and are flush in centre face of kerb. (SEQ-WAT-1300-1)

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 5 – Water Reticulation - Flush Points

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below matches the Code or Approved plan/variation).
☐	☐	☐	Flush point boxes installed as per 5.10.4 WSA03 and associated drawings and is level with the FSL and pose no risk as a trip hazard.
☐	☐	☐	Stainless steel ball valve. (SEQ-WAT-1104-1 Note 13)
☐	☐	☐	Stainless steel Storz fitting installed. (SEQ-WAT-1104-1)
☐	☐	☐	Top of gate valve is lower than underside of lid. (SEQ-WAT-1104-1)
☐	☐	☐	Detectable tape should be laid on top of the pipe embedment to form a continuous connection between valves and/or hydrants. Tape is to be accessible within valve pit. (4.16 WSA03)
☐	☐	☐	Flush point box lid is painted correct colour as per colour code table on SEQ-WAT-1300-1.
☐	☐	☐	Flush point brass kerb marker is flush in face of kerb and painted as per SEQ-WAT-1300-1 or marked with marker post as per SEQ-WAT-1300-2 if there is no kerb.

Table 5 – Water Reticulation - Flush Points - Continued

Compliant Yes	No	N/A	
☐	☐	☐	Thermoplastic reflective directional arrow installed (White).
☐	☐	☐	Pavement marker installed (All paint is compliant with SEQ code - sprayed not brushed, 2 coats of paint and glass bead - 100mm offset from centre line and correct height). (SEQ-WAT-1300-1)
☐	☐	☐	Pavement marker, kerb marker and brass marker (or marker post where applicable) are all in line with flush point box lid. (SEQ-WAT-1300-1)

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 6 – Water Meters

Compliant Yes	No	N/A	
☐	☐	☐	Water Meter box is not distorted / crushed in.
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Water meter poly pipe tail extends 600mm minimum outside water meter box into the lot it services. Still vacant lots. (SEQ-WAT-1108-3)
☐	☐	☐	Water meter tail pipes are PE100 PN16 Black Pipe with blue stripe. Still vacant lots. (SEQ-WAT-1108-3)
☐	☐	☐	Water meter and water meter box manufacturer complies with SEQ code (IPAM list approved).
☐	☐	☐	Factory Preassembled water meter and water meter box manufacturer complies with SEQ Code (IPAM list approved) and is not modified.
☐	☐	☐	Water meter box lids are correct colour, has non-slip pattern and "water meter" lettering cast into it. (SEQ-WAT-1108-3 Note 13)
☐	☐	☐	Water meter box and lids are not altered, damaged or modified.
☐	☐	☐	Water meter box lid is attached via a chain/wire.
☐	☐	☐	Water meter boxes are installed in the correct location and configuration in accordance with SEQ-WAT-1108-2.
☐	☐	☐	Water meter boxes located in constructed driveways or trafficable areas are installed with approved trafficable lid (Civil IPAM list).
☐	☐	☐	Water meter boxes are correctly surrounded by turf 600mm on all sides (SEQ-WAT-1108-3 Note 15)
☐	☐	☐	Water meter boxes are flush with surrounding turf and the water meter box and surrounding turf is level with surrounding area and has no significant localised low or high points at the meter box location. (SEQ-WAT-1108-2)
☐	☐	☐	Detectable marking tape installed and accessible inside meter box. Tape should also be laid on top of the pipe embedment from the main to the meter. (SEQ-WAT-1108-2 Note 8).
☐	☐	☐	All connectors to water service pipes are approved fittings (brass or plastic - with manufacturer name and watermark to confirm compliance). (SEQ-WAT-1108-3 Note 9)
☐	☐	☐	Unitywater approved meter serial numbers that are stamped on meters and meter register record details are correct (6.1.1 Pr10255)
☐	☐	☐	Water meter ball valve is lockable, unobstructed within water meter box and manufacturer complies with SEQ code (IPAM list approved). (SEQ-WAT-1108-3)
☐	☐	☐	Geotextile fabric is installed around and underneath meter box and taped each side and around the service pipe (preventing ingress of sand, dirt and mud to water meter box). (SEQ-WAT-1108-3 Note 16)
☐	☐	☐	Water meter and inside of water meter box is clean (void of all sand, soil, mud, and water).
☐	☐	☐	Water meter is installed facing straight up and not strapped/tied to water meter box.
☐	☐	☐	Water meter and all components within water meter box are sitting high, level and centred within the box (minimum 20mm air gap between underside of the water meter and bottom of water meter box).

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 7 – Sewerage - Maintenance Structures - MH (Cast Insitu & Pre-Cast)

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Maintenance hole bench, channel and walls are clean and clear of silt, mud and water. (21.1 WSA02)
☐	☐	☐	Inside finish of joints are not cement bagged / rendered over or mega-epoxy covered (Pre-cast or Cast Insitu MHs).
☐	☐	☐	There are no ladders or step irons are installed. (7.6.9 WSA02)
☐	☐	☐	There are no leaks/water ingress at joints including at converter slab join or around pipe penetrations or around/through benching. (21.1 WSA02)
☐	☐	☐	2 x S.S. brackets must be installed with maximum 1.5m spacing for internal backdrops deeper than 1.5m. (SEQ-SEW-1301-8, 1303-1&4)
☐	☐	☐	MH neck depth does not exceed 500mm maximum (no relaxation). (SEQ-SEW-1307-1 Section A-A)

Table 7 – Sewerage - Maintenance Structures - MH (Cast Insitu & Pre-Cast) - Continued

Compliant Yes	No	N/A	
☐	☐	☐	Backdrop penetration is not within 150mm of joints in MH wall. (SEQ-SEW-1307-1 Section A-A)
☐	☐	☐	Backdrop discharge is pointed downstream. (7.6.6 WSA02)
☐	☐	☐	Backdrop tee has been installed in accordance with SEQ Code (to allow rodding of main).
☐	☐	☐	Finished level of cover and surround to be flush with FSL and pose no risk as a trip hazard when located in roadway or 20mm above FSL when located in private property or footpath. (SEQ-SEW-1301-1)
☐	☐	☐	Channel depth is SEQ Code compliant. (SEQ-SEW-1305-1)
☐	☐	☐	Channel shape is SEQ Code compliant. (SEQ-SEW-1305-1)
☐	☐	☐	Channel is not holding water (no ponding).
☐	☐	☐	Benching is Sloped at 1:8.
☐	☐	☐	Smooth transitions exist between pipe and benched channel. (SEQ-SEW-1101-4 Note MH6)
☐	☐	☐	MH access opening is installed directly over downstream pipe outlet
☐	☐	☐	PE lined MHs at required location and PE lining is correctly installed (mechanically anchored to wall - no lumps etc, lining in MH neck is welded to converter slab liner. Lining at MH access frame is installed correctly under cover and frame and welded to MH neck liner, collar welded into wall at backdrop - no mega epoxy to be used on lined MH. (17.2.6 WSA02)
☐	☐	☐	Cover frame openings align with converter slab opening.
☐	☐	☐	No epoxy or render/Sikaflex in joints of maintenance hole.
☐	☐	☐	PE liner in necks shall be welded to the PE lining installed under the maintenance hole cover frame as per SEQ-SPS-1407-1
☐	☐	☐	PE line converter slab shall be sealed to maintenance hole wall as per SEQ-SEW-1307-1 *(feel for foam backing rod)*

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 8 – Sewerage - Maintenance Structures - MS

Compliant Yes	No	N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/variation. (6.1.1.3 Pr10255)
☐	☐	☐	Maintenance shafts are clean and clean of silt, mud, water. (21.1 WSA02)
☐	☐	☐	MS manufacturer is approved (SEQ code IPAM List).
☐	☐	☐	MS Risers are minimum 300mm diameter and correct pipe and class. (7.7.2 WSA02)
☐	☐	☐	MS shrouds are 450mm diameter (375mm for terminal entry points). (SEQ-SEW-1314 & 1315 series)
☐	☐	☐	5/7mm washed screens around MS riser, is free draining and not holding water. *(No water pipe is allowed to be installed into riser)*
☐	☐	☐	MS risers are installed vertically.
☐	☐	☐	MS depths don't exceed 3.0m. (7.7.2 WSA02 Section)
☐	☐	☐	Riser Cap has RRJ seal & a PVC RRJ socket (bungs NOT to be installed in cap). (SEQ-SEW-1315-1 Note 8)
☐	☐	☐	Inlets into riser are as per design/variation and SEQ Code. (Section 22 WSA02 & SEQ-SEW-1314-1)
☐	☐	☐	Finished level of riser caps are 100mm minimum to 250mm maximum below bottom of cast iron lids. (SEQ-SEW-1308-1)
☐	☐	☐	Finished level of MS cast iron lid to be Flush with FSL and pose no risk as a trip hazard when located in roadway or 20mm above FSL where located in private property or footpath. (SEQ-SEW-1303-1)
☐	☐	☐	Lock down quick release end caps are SWJ fixed to riser and are rubber ring sealed between the cap and its frame (Screw down caps not allowed on MS Risers - Except terminal ends). (SEQ-SEW-1308-1 Note 8)
☐	☐	☐	PVC cap opens with less than 15-degree turn. (SEQ-SEW-1308-1 Note 8)
☐	☐	☐	PVC caps are installed in the locked position.
☐	☐	☐	Cover and surround manufacturer is approved (SEQ code IPAM List)
☐	☐	☐	Surround installed as per SEQ code and manufacturers requirements (SEQ-SEW-1308-1).
☐	☐	☐	Detectable marker tape should be laid on top of the pipe embedment to form a continuous connection between access cover frames. Tape is to be accessible within maintenance shaft shroud.
☐	☐	☐	Trafficable (Class D) and non-trafficable (Class B) cast iron covers installed in corresponding trafficable or non-trafficable locations. (SEQ-SEW-1308 series)

Unitywater Office Use Compliant: Yes ☐ No ☐

Table 9 - Sewer House Connections

Compliant Yes	Compliant No	Compliant N/A	
☐	☐	☐	As constructed accurately represents physical assets inspected and relevant items below are compliant with Code or Approved plan/ variation. (6.1.1.3 Pr10255)
☐	☐	☐	Unitywater sewer property connections are marked with a 2.0-meter-long, single length, 40mm diameter orange PVC conduit at the sewer property connection upstream IL (check for dummy/broken markers) For lots still vacant. (SEQ-SEW-1106 series)
☐	☐	☐	Check length of conduit marker

Unitywater Office Use				
Compliant:	Yes	☐	No	☐