

Appendix B – Maintenance record template (Module C)

Maintenance Record – Meter Serial No:		Date of maintenance:
Emplacement / Installation / site	Keep grass/vegetation around the site at a reasonable height	<input type="checkbox"/> Completed <input type="checkbox"/> Not required at this inspection
	Clear away excess vegetation and debris	<input type="checkbox"/> Completed <input type="checkbox"/> Not required at this inspection
	Confirm the site is WHS compliant – safe for workers and visitors	<input type="checkbox"/> Completed
	Confirm integrity of emplacement and fencing	<input type="checkbox"/> Completed
	Treat weed and vermin issues	<input type="checkbox"/> Completed <input type="checkbox"/> Not required at this inspection
Solar panel/s	The solar panel must be checked regularly for build-up of solids such as dust and bird droppings - this activity must be undertaken as often as is necessary to keep the panel clean. Clean with a wet brush or rag (do not use steel bristle brushes)	<input type="checkbox"/> Completed <input type="checkbox"/> Not applicable
Metering equipment	Where visible and safe to do so, confirm electrical cables and connections are in good working order	<input type="checkbox"/> Completed <input type="checkbox"/> Not safe to do so <input type="checkbox"/> Not applicable
	Confirm register/display is clear and readable	<input type="checkbox"/> Completed
	Confirm there are no leaks in structure and that extracted water is not bypassing the meter, where it is safe to do so	<input type="checkbox"/> Completed <input type="checkbox"/> Not safe to do so <input type="checkbox"/> Not possible
	You believe the meter is correctly recording the volume of water extracted	<input type="checkbox"/> Confirmed <input type="checkbox"/> Notified department – faulty meter
	The meter installation has mechanical tamper-evident seals, and none of these seals are broken	<input type="checkbox"/> Confirmed <input type="checkbox"/> Notified department – faulty meter
Name of person who completed this maintenance:		Signature:
Tick one: <input type="checkbox"/> Water authorisation holder <input type="checkbox"/> Employee <input type="checkbox"/> Contractor		Date: