

Appendix B – Annual Maintenance Record template (Module A)

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, meter supports pipework, 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 material 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 soft brush or cloth (do not use steel bristle brushes)	<input type="checkbox"/> Completed <input type="checkbox"/> Not applicable
Water meter 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
	For a mechanical water meter, perform a wet test where this is possible, confirming the register rotates smoothly	<input type="checkbox"/> Completed
	For an electronic (electromagnetic or ultrasonic) water meter, perform a wet test where this is possible, to confirm the display is operating correctly	<input type="checkbox"/> Not possible
	Where it is safe to do so, confirm there are no leaks in exposed pipework or channel structure, and there is no extracted water bypassing the meter	<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: