

**APPENDIX B – WATERMAIN SHUTDOWN METHODOLOGY**

Action Plan: **Form 14057327**

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| 1. **BRIEF SUMMARY OF WORK:**
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| 1. **NOTE THE FOLLOWING:**

*(e.g. any reservoirs, pipelines that are to be affected)* |
| 1. **LOCATION:**
 |
| 1. **CONTRACTOR DESCRIPTION OF WORK & RESPONSIBILITIES:**

*(Detailed description & list steps)* |
| 1. **WDC TREATMENT PLANT DESCRIPTION OF WORK & RESPONSIBILITIES:**

*(Detailed description & list steps)* |
| 1. **WDC WATER RETICULATION – OPERATIONS AND MAINTENANCE DESCRIPTION OF WORK & RESPONSIBILITIES:**

*(Detailed description & list steps)* |
| 1. **IDENTIFICATION OF HAZARDS AND CONTROLS:**
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| 1. **IDENTIFICATION OF ENVIROMENTAL HAZARDS AND CONTROLS:**
 |
| 1. **IDENTIFICATION OF RISK TO SUPPLY AND CONTROLS:**
 |
| 1. **CONTINGENCY PLAN:**

*(Detailed description)* |
| 1. **REINSTATEMENT:**

*(Detailed description & list steps)* |
| 1. **NOTIFICATION PROCEDURE:**
 |
| 1. **ISOLATION PROCEDURE:**

*(Detailed description & list steps)* |
| 1. **ATTACHMENTS:**
 |
| 1. **CONTACT NAMES AND TELEPHONE NUMBERS:**

*(Identify the one point of contact for Waipā DC staff)*  |
| 1. **COMMUNICATIONS:**

*(Notifications given to Fire service, customer support, Council Comms Team etc)* |

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**APPLICANT SIGNATURE**

 **APPROVED BY:**

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**WDC – Development/Project/Consulting Engineer**

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**WDC – Network Supervisor**

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**WDC – Network Team Leader**