

17.12.2 Operational Records

The following records, documents, drawings and inventories are essential to the operation of assets:

- a) Equipment and maintenance inventories
- b) Operational records
- c) Laboratory records/inventory
- d) Asset engineering and specifications
- e) Asset documents and drawings
- f) Discharge monitoring reports
- g) Industrial discharge permits
- h) Refurbishment, including spare parts, records
- i) Financial records

At least one complete set, hard copy and or computerized data of current and working records of assets information, of 'as-built' record drawings shall be kept in a safe place. Computerized information shall be backed-up daily to be kept timely. Back-up copies should be stored at separate locations.

17.12.3 Records of Routine (Scheduled) Maintenance

Information relating to all scheduled (routine/planned) maintenance programs shall be scheduled through CMMS and then work orders dispatched to the work teams together with the responsive maintenance requests. Work orders shall give details of all parameters to be monitored and items to be inspected. Where a deviation from normal operating parameters is served, this is noted and further maintenance investigation/action will be taken. This information can be used for future maintenance programs.

17.12.4 Records of Non-Routine (Non-Scheduled) Maintenance

Provision of resources and systems to deal with unplanned events within an agreed target time. Priorities will be made as follows:

- a) Quick assessment of problem – can it be resolved?
- b) Safeguard process: reduce any impact on environment and community
- c) Detailed inspection: formulate plan of action
- d) Mobilize resources: personnel, materials
- e) Fix problem
- f) Report on problem and ways to prevent recurrence in future

Information relating to all scheduled (planned) maintenance programs shall be scheduled through CMMS and used for future maintenance programs.

17.12.5 Updating of 'As-Built' Records

Updating of 'as-built' records will be an activity as important as the maintenance work itself and will be seen as an active part of the asset maintenance. Such records shall, as a minimum, include:

- a) Visual inspection of pumping stations, outfalls, valve chambers, etc.
- b) No. of chambers whose structural condition have been recorded
- c) No. of chambers structurally refurbished/repaired
- d) No. of outfalls structurally refurbished/repaired
- e) Lengths of pipes repaired/replaced