VALVE INSPECTION REPORT
TRUNK VALVE, COUPLING & PIT

Job Task:	To locate, inspect and report on the valve on each item specified in the inspection form. To take photos and reference photo numbers in the inspection form. To ensure all requirements to undertake the inspection are in place (traffic control, permits, shut plans, confined space, and pump out the valve pit if required). To provide comments on any maintenance required and any further detail on the condition of the valve. If GIS valve location, attributes or status is incorrect, to provide detailed marked up maps and correct information to QUU redlining.

Plant Number		**Work Order**	
Valve Size	**mm**	**Main Size**	**mm**
Valve Type		**Manufacture Type/ Year**	
Address		**Trunk Main Set Number & Name**	

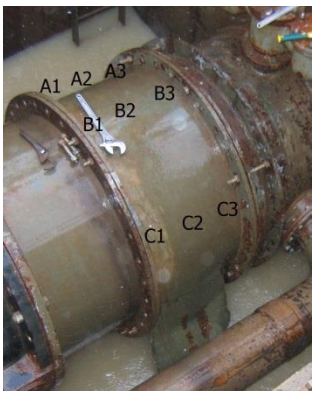
VALVE Found?	☐ **Yes**	☐ **No**	**Indicator post?**	☐ **Yes** ☐ **No**
Location	☐ Road	☐ Footpath / Verge	☐ Private property	☐ Driveway
	☐ Easement	☐ Reserve / Park	☐ Adjacent to Waterway	☐ Other _____
Access	☐ Vehicular	☐ Pedestrian	☐ No Access	☐ Other _____
	☐ In pit	☐ Yellow Road	☐ Traffic Control	☐ Confined Space

ITEM	TRUNK VALVE		BYPASS VALVE		ACTION TAKEN	FURTHER ACTION REQUESTS / COMMENTS
	YES	NO	YES	NO		
1 PRELIMINARY						
1.1 Plant Number (if applicable) - Clearly marked						
1.2 Operating Equipment						
- Clear access						
- Secure from vandalism						
1.3 Gearing (if fitted)						
- Free in bearings						
- Greasing nipple						
- Worn bearing						
- Broken teeth						
- Correct meshing						
- Crown wheel C.I.						
Steel						
Size	_____mm OD					
No. teeth	_____ teeth					

ITEM	TRUNK VALVE		BYPASS VALVE		ACTION TAKEN	FURTHER ACTION REQUESTS / COMMENTS
	YES	NO	YES	NO		
- Crown wheel ID/ spindle OD						
- Pinion C.I.						
Steel						
Size	_____mm OD					
No. teeth	_____ teeth					
- Pinion ID/ pinion shaft OD						
1.4 Spindle cap						
- Size top	_____mm					
base	_____mm					
- Length of spindle cap taper: top	_____mm					
base	_____mm					
1.5 Valve lengthening piece						
- Type: Welded						
Solid						
- Length: Top of pit to top of spindle	_____mm					
1.6 Bolts						
- No. & size body bolts	_____ x _____ x _____mm		____ x ____ x ____mm			
- No. & size bonnet bolts	_____ x _____ x _____mm		____ x ____ x ____mm			
- No. & size flange bolts	_____ x _____ x _____mm		____ x ____ x ____mm			
1.7 Position indicator (if fitted) - Free to operate, visible						
1.8 Access for operation - Safe? What Issues						
1.9 Chamber/Cubicle - Access satisfactory						
- Steelwork (Ladders, Platforms, etc.)						
- Light/ Power (if applicable)						
2 OPERATIONAL CHECK (For CRITICAL VALVES only)						
2.1 Exercise the valve - Position when located	Open	Close	Open	Close		
- Direction to close Clockwise	Anti-clockwise		Clock	Anti.		
- Turns operated / Total	____ /____Total		____ /____Total			
2.2 Operating Effort - Satisfactory?						
2.3 Method of Operation No of persons needed / Size of turning bar						
- Portable Actuator						
2.4 Leakage - Past Closed Valve						

ITEM	TRUNK VALVE		BYPASS VALVE		ACTION TAKEN	FURTHER ACTION REQUESTS COMMENTS
	YES	NO	YES	NO		
Measure and record if possible: Leakage	_____L/min		_____ L/min			
- Noise apparent						
2.5 Gland Leakage - Before exercising / After exercising						
- Need Replacing						
- 50% or more adjust remaining?						
3 CONDITION ASSESSMENT						
3.1 Gland Bolts - Good condition?						
3.2 Fasteners (including bonnet & flange bolts) - Good condition?						
3.3 Body - Corrosion >20%						
- Paintwork Satisfactory						
3.4 Pipe/Flanges: Condition & Corrosion - Bolts, Nuts & Washers						
- Satisfactory						
3.5 Extension Spindles - Satisfactory (If not, replace)						
3.6 Lubrication of gears & any greasing nipple - Did you grease?						
- Any additional work performed?						

COUPLING INSPECTION



Thickness Test readings					
A1 -	mm	**A2 -**	mm	**A3 -**	mm
B1 -	mm	**B2 -**	mm	**B3 -**	mm
C1 -	mm	**C2 -**	mm	**C3 -**	mm
D1 -	mm	**D2 -**	mm	**D3 -**	mm

Note: The test readings are to be performed at 0°, 90°, 180° and 270°, with 3 readings taken on each centre line (one on the centre and two on the edges)

PIT INSPECTION

ITEM	TICK		ACTION TAKEN	FURTHER ACTION REQUESTS COMMENTS
	YES	NO		
1. Cover & Frame - Type _____				
- Good condition?				
2. Slab - Type _____				
- Good condition?				
3. Ladder - Required to maintain valve?				
- Good condition?				
4. Drain Pump - Pump required?				
- Drained?				
- Good condition?				

Any Corrective Action? – access, valve & associated equipment or structure: ☐ Yes ☐ No

General Assessment & Comments

Describe the maintenance required (or any maintenance completed during the inspection).

Corrective work Priority: Low ☐ Medium ☐ High ☐

Shut plan required: ☐ Yes ☐ No **AH work:** ☐ Yes ☐ No

Traffic control requirement – "yellow" road permit: ☐ Yes ☐ No **Police:** ☐ Yes ☐ No

Pipework Condition Rating for sandblasting repairs (1-3):

☐ **1 – Good condition (no pipework corrosion)**

☐ **2 – Fair condition (some corrosion on pipework – minor sanding & paint repair)**

☐ **3 –Poor condition (pipework very corroded - requires thickness test, sandblasting & repainting)**

Recommendation (further works and including assessment of remaining service life)

Redlining required: Maps detailed with correct location & attributes to be provided	☐ Yes ☐ No
Inspected by:	Date:

PHOTOS INSPECTION REPORT

Asset Information	Photo Numbers
Valve	
Coupling	
Pit	