# VALVE INSPECTION REPORT
# INSPECT & OPERATE CRITICAL TRUNK VALVE

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|---|---|
| **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** | |
| **GPS Latitude/ longitude** | | **Trunk Main Set Number & Name** | |
| **Address** | | | |

| | | | | |
|---|---|---|---|---|
| **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 | TICK YES | TICK NO | ACTION TAKEN | FURTHER ACTION REQUESTS COMMENTS |
|---|---|---|---|---|
| ***1 PRELIMINARY*** | | | | |
| **1.1 Asset 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 | | | | |

| ITEM | TICK YES | TICK NO | ACTION TAKEN | FURTHER ACTION REQUESTS COMMENTS |
|---|---|---|---|---|
| - Crown wheel C.I. | | | | |
| | | | | |
| Steel | _____mm OD | | | |
| Size<br>No. teeth | _____teeth | | | |
| - Crown wheel ID/ spindle OD | | | | |
| - Pinion C.I. | | | | |
| | | | | |
| Steel | _____mm OD | | | |
| Size<br>No. teeth | _____teeth | | | |
| - Pinion ID/ pinion shaft OD | | | | |
| **1.4 Spindle cap** | | | | |
| - Size<br>top<br>base | _____mm<br>_____mm | | | |
| - Length of spindle cap taper : top<br>base | _____mm<br>_____mm | | | |
| **1.5 Valve lengthening piece** | | | | |
| **- Type:**<br>- Welded? | | | | |
| - Solid unit? | | | | |
| - Length: Top of pit to top of spindle | _____mm | | | |
| **1.6 Bolts**<br>- No. & size body bolts _____ x _____ x _____mm **Condition:** ☐Good ☐Poor<br>- No. & size bonnet bolts _____ x _____ x _____mm **Condition:** ☐Good ☐Poor<br>- No. & size flange bolts _____ x _____ x _____mm **Condition:** ☐Good ☐Poor | | | | |
| **1.7 Position indicator** (if fitted)<br>- Free to operate, visible | | | | |
| **1.8 Access for operation**<br>- Safe? What Issues | | | | |
| **1.9 Chamber/Cubicle**<br>- Access satisfactory | | | | |
| - Steelwork (Ladders, Platforms, etc.) | | | | |
| - Light/ Power (if applicable) | | | | |
| ***2 OPERATIONAL CHECK*** | | | | |
| **2.1 Exercise the valve**<br>- Position when located | Open | Close | | |
| - Direction to close Clockwise | Anti-clockwise | | | |

| ITEM | TICK YES | TICK NO | ACTION TAKEN | FURTHER ACTION REQUESTS COMMENTS |
|---|---|---|---|---|
| | | | | |
| - Turns operated / Total | ____ / ____Total | | | |
| - High Torque | | | | |
| - Depth | _____mm | | | |
| **2.2 Operating Effort**<br>- Satisfactory? | | | | |
| **2.3 Method of Operation**<br>No of persons needed/Size of turning bar | | | | |
| - Portable Actuator | | | | |
| **2.4 Leakage - Past Closed Valve** | | | | |
| Measure and record if possible: Leakage | _____L/min | | | |
| - Noise apparent | | | | |
| **2.5 Gland Leakage**<br>- Before exercising / After exercising | | | | |
| - Need Replacing | | | | |
| - 50% or more adjust remaining? | | | | |
| ***3 CONDITION ASSESSMENT*** | | | | |
| **3.1 Gland Bolts**<br>- Good condition? | | | | |
| **3.2 Fasteners (including bonnet and flange bolts)**<br>- Good condition? | | | | |
| **3.3 Body**<br>- Corrosion >20% | | | | |
| - Paintwork Satisfactory | | | | |
| **3.4 Pipe / Flanges – (Condition & Corrosion)**<br>- Bolts, Nuts & Washers | | | | |
| - Satisfactory | | | | |
| **3.5 Extension Spindles**<br>- Satisfactory (If not, replace) | | | | |
| **3.6 Lubrication of gears & any greasing nipple** | | | | |
| - Did you grease?<br>- Any additional work performed? | | | | |

**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 |
|---|---|
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