

VALVE INSPECTION REPORT BUTTERFLY VALVE

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.
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Plant Number		Work Order	
Valve Size	mm	Main Size	mm
Manufacturer Type/ Year		Trunk Main Set No. & Name	
Address			

VALVE Found?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Indicator post?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location	<input type="checkbox"/> Road	<input type="checkbox"/> Footpath / Verge	<input type="checkbox"/> Private property	<input type="checkbox"/> Driveway	
	<input type="checkbox"/> Easement	<input type="checkbox"/> Reserve / Park	<input type="checkbox"/> Adjacent to Waterway	<input type="checkbox"/> Other _____	
Access	<input type="checkbox"/> Vehicular	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> No Access	<input type="checkbox"/> Other _____	
	<input type="checkbox"/> In pit	<input type="checkbox"/> Yellow Road	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Confined Space	

ITEM	TICK		ACTION TAKEN	FURTHER ACTION REQUESTS
	YES	NO		COMMENTS
1 PRELIMINARY				
1.1 Valve Number - Clearly marked				
1.2 Operating Equipment - Safe clear access				
- Secure from vandalism				
1.3 Gearing box - Operation smooth				
- Grease nipples				
1.4 Position indicator (if fitted) - Visible?				

ITEM	TICK		ACTION TAKEN	FURTHER ACTION REQUESTS COMMENTS
	YES	NO		
1.5 Pit (Chamber/Cubicle)				
- Access satisfactory?				
- Steelwork (Ladders, Platforms etc.)				
- Light/Power				
2 OPERATIONAL CHECK (For CRITICAL VALVES only)				
2.1 Exercise the Valve				
- Position when located			<input type="checkbox"/> Open <input type="checkbox"/> Close	
- Direction to Close			<input type="checkbox"/> Clockwise <input type="checkbox"/> Anti	
- % Operated			_____ %	
- No. of turns			_____ turns	
2.2 Operating Effort				
- Satisfactory?				
2.3 Leakage - Past Closed Valve?				
- Measure and record if possible			Leakage _____ L/min	
2.4 Method of Operation for test				
- Portable Electric Actuator?				
- Portable Hydraulic Actuator?				
- Manpower?				
2.5 Shaft Seal Leakage?				
- Before?				
- After?				
3 CONDITION ASSESSMENT				
3.1 Fasteners (including operator and flange bolts)				
- Corroded?				
3.2 Gear Operator				
- Lubricant Leakage?				
3.3 Position Indicator				
- Operational?				
3.4 Paintwork				
- Satisfactory?				
3.5 Hand wheel, Stem Cap and Extension Stems				
- Securely fixed?				
- Satisfactory condition?				
3.6 Body				
- Extent of Corrosion				
3.7 Pipe/Flanges				
- Condition & Corrosion				

ITEM	TICK		ACTION TAKEN	FURTHER ACTION REQUESTS
	YES	NO		COMMENTS
- Bolts, Nuts & Washers				

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 (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

