

# EUSWFRBE6 SQA Unit Code - (FA9M 04)

## Plan and schedule water regulations/byelaws inspections



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### Overview

This unit is designed to demonstrate competence in scheduling a programme of inspections for a number of premises, and water fittings, to ensure they comply with the relevant legislation, and for audit purposes on work carried out by contractors.

The individual will need to prioritise inspections taking into account the different factors and likely time required for the inspections. This will be based on the organisational criteria for inspection priority. The individual will also need to show that the inspection schedules make best use of available resources, that customers are informed about relevant inspection details and that the inspection schedule is provided to those who will be carrying out the inspections.

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### Performance criteria

*You must be able to:*

#### **Identify and prioritise premises to be inspected**

- P1 obtain relevant information and identify the factors to be taken into account to help determine the priority order for the installations which require inspection
- P2 estimate the time required for each inspection taking into account the identified factors, organisational policies and requirements
- P3 determine an appropriate priority order for inspections according to identified factors, available resources and geographical location
- P4 review the priority order and re-prioritise as required according to new information received
- P5 confirm the priority order as required with relevant people who have an involvement in the scheduling and inspection process
- P6 record the priority order and relevant details according to organisational requirements

#### **Schedule inspections**

- P7 ensure scheduling takes account of the pre-determined priority order for inspections
- P8 identify the resources required for the inspections to be scheduled
- P9 confirm the details of the inspection with those concerned in accordance with organisational policies and procedures
- P10 ensure scheduling provides an appropriate degree of flexibility to account for unexpected and unplanned inspections
- P11 ensure the inspection schedule makes optimum use of resources within resource and organisational constraints
- P12 confirm the effectiveness of the inspection schedule with relevant people
- P13 ensure the inspection schedule contains relevant details and is provided to appropriate people

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### Knowledge and understanding

*You need to know and understand:*

#### **Identify and prioritise premises to be inspected**

- K1 information sources and how to access them
- K2 how to interpret installation design diagrams
- K3 purposes of inspections, different types of customers, premises and contractors and the implications of these for inspections
- K4 the requirements of the water regulator for prioritisation purposes
- K5 the implications of each of the factors for prioritisation purposes
- K6 how to prioritise using given factors
- K7 organisational policies and requirements for inspections, including service levels for requested inspections
- K8 why they may need to re-prioritise
- K9 who to confirm priority order with
- K10 recording requirements and procedures

#### **Schedule inspections**

- K11 the priority order for inspections
- K12 resource availability
- K13 who to confirm inspections details with; who to inform, and organisational policies and procedures for confirming inspections
- K14 the need to negotiate on inspection dates, and negotiation skills
- K15 procedures for notified inspections
- K16 the potential extent and effects of unexpected and unplanned inspections and the reasons for this
- K17 how to carry out scheduling to maximise the use of resources
- K18 the importance of maximising the use of resources
- K19 the importance of confirming the inspection schedule
- K20 the detail required for inspection schedules and who needs the scheduling information

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### Additional Information

#### Glossary

**Details:**

Inspection date, time of inspection, type of inspection, purpose of inspection, contact information, inspection location information

**Factors**

Customers with specific needs, purpose of water use, network sensitivity, consumption, organisational perception of risk, customer water supplied by other than the water supplier, organisational response times for inspections, service levels for requested inspections

**Inspections**

Planned/forecasted inspections, new inspections, audit of contracted work

**Installations for**

New customers, existing customers, new premises, existing premises

**Relevant information**

Organisational records, billing details, installation design diagrams, regulation notifications, previous inspection reports

**Resources**

People, equipment, vehicles, time

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