

# COGWT13 – SQA Unit Code (H3YT 04)

## Carry out water system survey



### Overview

This unit is for those with responsibility for carrying out surveys relating to water treatment programmes including:

- 1 cleaning operations
- 2 testing and monitoring operations
- 3 chemical programmes
- 4 plant and equipment specification

### Previous Version

None

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### Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety regulations and guidelines in line with company policies
  - P2 establish the purpose for completing the survey
  - P3 ensure that a survey programme has been provided in accordance with company operating procedures
  - P4 identify any samples or tests that need to be completed for the survey
  - P5 identify any resources that are required for the survey
  - P6 ensure that any equipment selected is appropriate to the survey
  - P7 ensure that all resources are ready and available
  - P8 check that any equipment is in serviceable condition
  - P9 complete any sampling in accordance with the survey programme
  - P10 complete any on-site tests in accordance with the survey programme
  - P11 complete the survey datasheets legibly
  - P12 record any deviations from the survey programme using the relevant documentation in accordance with company operating procedures
  - P13 leave the work place as tidy as it was found
  - P14 give the information and samples to the relevant person(s)

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### Knowledge and understanding

*You need to know and understand:*

- K1 what your personal responsibilities with regard to health and safety in the working area are
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 how and when to complete a work task risk assessment
- K6 when specific site requirements are in place and what to do to comply with them
- K7 who has requested the survey and why
- K8 the survey programmes and company procedures to be followed
- K9 how to identify what samples and tests are required by the survey programme
- K10 what resources are required for the survey
- K11 what equipment can be selected and what is required
- K12 how to identify defective equipment and the action to take
- K13 how to complete any sampling and on-site tests in accordance with the survey programme
- K14 how to complete the survey datasheets that are relevant to the survey being carried out
- K15 how to obtain the information required by the survey datasheets
- K16 what company documentation has to be completed
- K17 why it is important to leave the work place tidy
- K18 who the relevant person(s) are
- K19 how to get the information/samples to the relevant person(s)

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### Additional Information

#### Glossary

##### **Regulations and guidelines**

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

##### **Water treatment programmes**

Can include for any water system: chemical and non chemical processes, monitoring and inspection, sampling, equipment provision and servicing, legionella risk assessment, cleaning operations, remedial engineering works, other products and services associated with water systems

##### **Survey programme**

Includes site contact details, systems to be surveyed, samples and tests required, survey output; datasheets

##### **Resources**

Includes personal protective equipment, company documentation, identification, access equipment, sampling equipment, testing equipment

##### **Company operating procedures**

Includes company requirements, instructions and method statements

##### **Documentation**

Includes standard operating procedures, analysis methods, analysis/report sheets, completion reports, inspection reports, log book records

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**Developed by** Cogent SSC

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Water Treatment Management

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