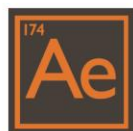


Allocation of Responsibilities

Management

Duty Holder – Andrew Storer Type of Water System – Evaporative Cooling Systems + Domestic Hot & Cold Water Systems	Client	C
	Anker Elemental	AE
	Others / Subject to order	O
Service / Task	Frequency	Responsibility
Identification of the statutory Duty Holder, responsible person & deputies.	As req.	C
Notification to the local authority of any 'Evaporative cooling devices'	As req.	C
Conducting of a Legionellosis risk assessment	As req.	C
Provision of system schematics	As req.	C
Remedial or corrective actions required with priority / degree of risk	As req.	C
Programme for corrective action to be undertaken	As req.	C
Review of Legionellosis risk assessment	As req.	C
Production of the written scheme for prevention or control	As req.	C
Method Statements, COSHH, Risk assessments & Safety data sheets for works carried out.	As req.	AE
Provision of control parameters, measurement methods, sample locations, and frequencies.	As req.	AE
Emergency start-up and shut-down procedures	As req.	C
Description of normal and safe operation	As req.	C
Actions in the event of positive legionella results / outbreak	As req.	C
Providing training and identifying competence	As req.	C
Provision of a suitable record system (Logbook)	As req.	AE
Maintaining the record system	As req.	AE
Auditing the record system	Quarterly	AE
The organisation responsible for completing a task is also responsible for supplying and maintaining records in the logbook for that tasks unless detailed below		

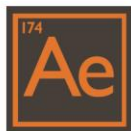


Allocation of Responsibilities

Evaporative Cooling System

Task / Duty Required	Frequency	Responsibility
Operational Conformance	Daily	C
Water Cleanliness	Daily	C
System Physical Condition	Weekly	C
Analysis of Cooling Water: Conductivity, Oxidising Biocide, pH and Dipslides	Weekly	C – CT 1-4 AE – CT 5
Chemical Water Checks	Monthly	AE
Chemical Analysis of Cooling Water	Monthly	AE
Chemical Analysis of Make-up Water	Monthly	AE
Dipslide Tests	Monthly	AE
Conductivity Sensor Calibration	Monthly	AE
Uniformity of Water Distribution	Monthly	C
Corrosion Rate Monitoring	Monthly	AE
Check of Chemical Reservoir	Monthly	AE
Condition of Sprays / Troughs	Monthly	C
Condition of Eliminators	Monthly	C
Condition of Pack	Monthly	C
Condition of Pond	Monthly	C
Condition of Immersion Heaters	Monthly	C
Condition of Fan	Monthly	C
Condition of Sound Attenuators	Monthly	C
Legionella Sampling of Cooling Water	Quarterly	AE
Cleaning and Chlorination	2x Annually	AE
Review Meeting	Annually	AE
Replenish Chemical Stocks	As req.	AE





Allocation of Responsibilities

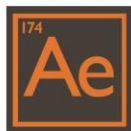
Hot & Cold Water

Type of Water System	Detail	Frequency	Responsibility
Calorifier inspection	Where an access hatch is fitted the internal condition should be evaluated and any debris removed. Where no hatch is fitted open the drain valve on the base of the vessel and comment on the temperature and visual condition of the water collected. (Drain cocks on the feed pipe or side of the vessel are not representative of the base of the vessel).	Annually	AE
Water leaving and returning to the calorifier	Outgoing water should be at least 60 +/-2°C, and return at least 50°C (ideally closer to 55°C) If fitted, the thermometer pockets at the top of the calorifier and on the return leg are useful points for accurate temperature measurement. If installed, these measurements could be carried out and logged by a BMS system.	Monthly	AE
Sentinel Principal HWS return loop temperatures	This makes sure that the return temperatures on each principal loop are functioning as required. The water temperature should be at least 50°C when outlet water is not running.	Monthly	AE
Subordinate HWS return loops	Take the return temperatures on each subordinate loop (ideally monthly on a rota to cover all in a quarter). The water temperature should be at least 50°C when outlet water is not running.	Quarterly	AE
Cold water services	Visually inspect cold water storage tanks and report remedial work where necessary.	Annually	AE
Temperature profile	Take temperatures at a representative selection of other points to confirm they are below 20°C / above 50°C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall / rise should be an indicator of a localised problem. (minimum 25% of locations covered per annum).	Annually	AE



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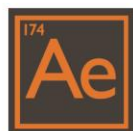
Anker Elemental

Water Management That Makes A Difference

Unit 16 Hammond Business Centre,
Attleborough Fields Industrial Estate,
Hammond Close, Nuneaton, Warwickshire CV11 6RY
Telephone 024 7693 9910 Mobile 07803 770 241

Type of Water System	Detail	Frequency	Responsibility
Storage tank temperature monitoring	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted.	Annually	AE
Sentinel cold tap temperatures	The water temperature should be below 20°C within 2 minutes of running the tap	Monthly	AE
Shower heads	Showerheads should be removed, disassembled, cleaned and disinfected. Or more frequently as required based on a risk assessment. In high-risk areas this should be done on a monthly basis.	Quarterly (monthly high risk areas)	AE
Expansion vessel flushing	Where practical, flush through and purge to drain	Quarterly	C
TMV In Service Inspection	Fail safe and performance tests as required by TMV monitoring method statement and the recommendations of manufacturers. Pre-filters must be cleaned.	Annually	C
Flushing of little used outlets & deadlegs	Before carrying out flushing procedures, consideration should be given to removing infrequently used showers and taps. If they are removed, the redundant supply pipework should be cut back, as far as possible, to a common supply.	Weekly	C
OPTIONAL SERVICES (Not driven by L8)	TVC and Coliform sampling.		n/a
	Legionella sampling.		n/a



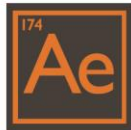


Allocation of Responsibilities

Other Systems

Type of Water System	Service / Task	Frequency	Responsibility
Ultrasonic humidifiers/foggers and water misting systems.	If equipment fitted with UV lights, check to ensure effectiveness of lamp (check to see if within working life) and clean filters.	Six-monthly or according to manufacturer's instructions	n/a
	Ensure automatic purge of residual water is functioning	As part of machinery shut-down	n/a
	Clean and disinfect all wetted parts	As indicated by risk assessment	n/a
	Sampling for Legionella	As indicated by risk assessment	n/a
Spray humidifiers, air washer and wet scrubbers	Clean and disinfect spray humidifiers/air washers and make up tanks including all wetted surfaces, descaling as necessary	Six monthly	n/a
	Confirm the operation of non-chemical water treatment if present	Weekly	n/a
Water softeners	Clean and disinfect resin and brine tank – check with manufacturers what chemicals can be used to disinfect the resin bed	As recommended by manufacturer	C
Emergency showers and eye-wash sprays	Flush through and purge to drain	Six monthly or more frequently if recommended by manufacturers	C
Sprinkler and hose reel systems	When witnessing tests of sprinkler blow-down and hose reels, ensure that there is minimum risk of exposure to aerosols.	As directed	C
Lathe and machine tool coolant systems	Clean and disinfect storage and distribution system	Six-monthly	n/a
Spa baths* *(modified routine)	Water treatment tests	Daily	n/a
	Specialist monitoring, sampling & calibration	Monthly	n/a
	Check filters – sand filters should be back-washed.	As directed	n/a
Horticultural misting systems	Clean and disinfect pipework distribution systems, spray heads and make up tanks including all wetted surfaces, descaling as necessary	Annually	n/a
Dental equipment	Drain down and clean	At the end of each working day	n/a





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Type of Water System	Service / Task	Frequency	Responsibility
Car/bus washes	Check filtration and treatment systems, clean and disinfect systems	See manufacturer's instructions	n/a
Indoor fountains and water features	Clean and disinfect ponds, spray heads and make up tanks including all wetted surfaces, descaling as necessary	Interval depending on condition	n/a



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