

# DQP Portal Update

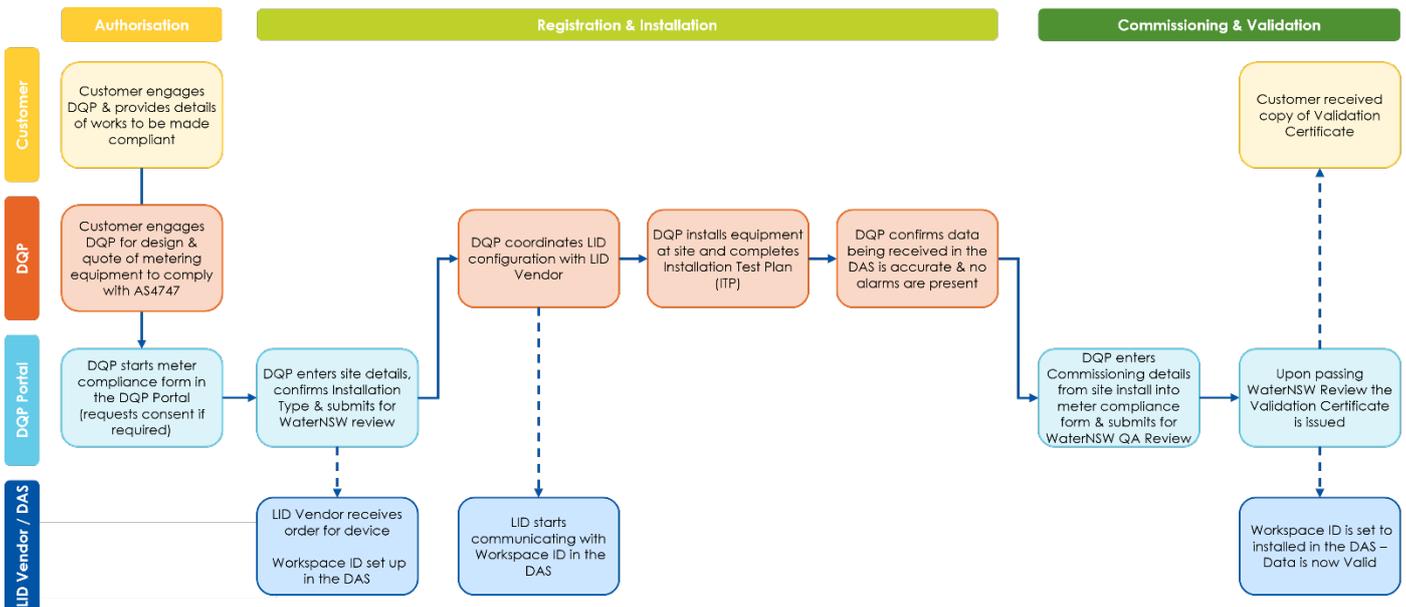
Release Notes April 2024

## DQP Portal How-To Guide

For details on how to use the DQP Portal Meter Compliance Form see the [DQP Portal How-To Guide](#), which can be found on the [DQP Portal Help Page](#).

## Meter Compliance Workflow Process

The below is an overview of the DQP lifecycle when entering into the Metering Compliance Process. This workflow procedure is to assist DQP's with a clear understanding of steps throughout the process and where the DQP Portal interaction exists. The two main components of the DQP Portal Meter Compliance Process are "Site Registration" and "Commissioning/Validation" as both these components have dedicated HOLD POINTS for Quality Assurance reviews.



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## Form Enhancements

### Government Owned Meters Consent Process:

Since the upgrade of the DQP Portal in August 2023 requesting consent to see a sites information has been linked to the email address on record in WaterNSW's Water Licencing System (WLS). For sites with metering equipment owned by WaterNSW, known as a Government Owned Meter (GOM), the consent authorisation is different, therefore this option has been added for these sites only.

In the April 2024 release of the DQP Portal the consent process now includes the option to identify that the DQP's works will be carried out on a GOM site. The DQP Portal sends the consent request to WaterNSW's Meter Maintenance Team who then coordinate consent with the approval holder.

**Note:** this option is to be used by DQP's that have been contracted by WaterNSW to make works compliant on their behalf - any requests for consent received for privately owned metering equipment will be rejected. All other DQP's are to follow the existing process of gaining the Works Approval holder authorisation

- See **Section 2.1.2 Request Customer Consent** of the [DQP Portal How-To Guide](#) for details of how the process works.

### Update of Installation Types:

The installation type formally named "Existing Meter – New LID" has been updated to "Existing Meter – New/Reconfigured LID" to identify more clearly that a LID that has been used on a different set of metering equipment can be allocated to a new set of metering equipment once it has been reconfigured by the LID manufacturer.

This most common application will be when a meter fails and needs to be replaced. The new meter will require a new LID Sequence Number in the system. Please contact your LID vendor to assist you with this process.

- See **Section 1.3.3 Existing Meter – New/Reconfigured LID** of the [DQP Portal How-To Guide](#) for details of this Installation Type.

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### Installation Information – Additional Fields:

#### Commissioning Information

The installation information section of the meter compliance form has been updated to request additional points of data that better reflect the process/timeline a DQP works to when making a site compliant, acknowledging that the date a meter is installed on site is not always the same date that a LID is installed and when the site is commissioned.

This section now requires additional data for Meter Installation Date, the Meter Read at time of Commissioning and the Site Commissioning Date (the date all equipment was installed at site and certified to be working as required).

- See **Section 2.5 Validate the Site, Step 29** of the [DQP Portal How-To Guide](#) for details of how the process works.

#### Site Revalidation Information

For sites that are being revalidated following repair or maintenance work, the form also now asks for details of the readings being displayed in the Data Acquisition Service (DAS) at the time of triggering the maintenance event. Please review the [Data Acquisition Service \(DAS\) Water User Guide](#) which is available on the [DQP Portal Help Page](#).

- See **Section 2.5 Validate the Site, Step 29** of the [DQP Portal How-To Guide](#) for details of how the process works.

## Data Acquisition Service (DAS) Access

### Renew Access:

Renewing access to a site in the DAS can now be managed by the DQP via the DQP Portal.

On the home screen, the DQP clicks on the "Non-urban Metering" drop down menu at the top left of the screen and selects "DAS Workspace Access".

- See **Section 3 Data Acquisition Service Access** of the [DQP Portal How-To Guide](#) for details of how the process works.