Clear form Print

Installation test plan (ITP) – Meter compliance process

DQP details			
DQP name		CMI number	
Business name		Location/Area	
Phone		Email	
Commencement date			

Authority holder details and approved works					
Customer name		Approver email			
Work approval		ESID		Meter number	
Contact number		Address			
Property name		Lot/DP			
Customer site name		Water source			

Metering equipment information					
Metering system type	Open channel ☐ / Closed conduit ☐	Meter make/type		Model	
Meter serial number		Meter size (mm)		Pattern approval number	
LID type	Pulse ☐ / Modbus ☐	LID telemetry type		SIM ☐ / Satellite ☐	
Latitude/Longitude		Type of supply		Pumped ☐ / Gravity ☐	

Site registration		
New meter – New LID ☐	Replacement meter – New/reconfigured LID ☐	Site revalidation (LID config change / Investigation / LID pulse counter reset) ☐
	Existing meter – New/reconfigured LID ☐	Existing meter – Replacement LID ☐

Note: Please consider the above options carefully as this must be correct for the site registration to pass the first QA hold point – if this is not correct the form will be returned with direction to correct it. If you require assistance with this process, please contact the DQP Concierge team by submitting a request via the DQP assistance webpage below waternsw.com.au/dqp or DQP Portal

Item 1	Description	Assessment criteria	Result/Details
1.1	Consent authorisation	Complete customer consent request and submit	Yes ☐ / No ☐
1.2	Customer details in portal	Confirm customer details are correct in DQP Portal to make sure all certificates are received correctly	Yes ☐ / No ☐

Customer/site registration notes

Installation and commissioning ITP – Meter compliance process					
Metering equipment installer			Installer CMI No		Date of installation

Item 2	Description	Assessment criteria	Result/details
2.1	Meter installation	Confirm meter installed to meet AS4747 and manufacturer requirements	Yes ☐ / No ☐
2.2	Meter details	Confirm all meter details are correct and recorded approve	Yes ☐ / No ☐
2.3	Meter emplacement details	Confirm upstream straight pipe length	mm
2.4	Meter emplacement details	Confirm downstream straight pipe length	mm
2.5	Tamper-evident seal numbers	Record all tamper seal numbers across meter installation	
2.6	LID installation	Confirm LID has been installed securely and wired in correctly to flow meter output	
2.7	LID tamper	Confirm tamper wiring/function has been tested and wired in correctly	
2.8	LID serial number	Record LID serial number	SN:
2.9	LID unit of measure	Record the LID configured unit of measure (ML, kL, m^3x10)	Unit of measure:
2.10	LID scaling factor	Record the LID scaling factor / multiplier value (0.001, 0.01, 0.1, 1.0, 10.0, 100)	Multiplier:

Commissioning details

Item 3	Description	Assessment criteria	Result/details
3.1	Meter installation date	When was the meter installed, if date unknown or installed by others enter an estimated meter installation date, this is important for understanding usage data captured by meter	
3.2	Meter reading at installation	Enter the meter reading (totaliser) value when it was installed. If the meter was installed by others enter 0.0 and add the details for this in the DQP Commissioning notes section at the end of the form	*Must specify units (kL, m^3, ML)*
3.3	Site commissioning date	Record the date the site is being commissioned, when the LID is connected to the flow meter, the date and time are critical due to the data validation protocols between the LID reading and the DAS reading when the Site is Set to Installed, if this times don't line up the data validation process will fail and DQP will need to adjust the time to correct specific time.	Date: Time LID connected to meter:
3.4	Meter reading on commissioning date	Record the meter reading (totaliser) value as displayed on the meter when the LID is connected to the flow meter – this provides WaterNSW with meter reading offset value, which is critical for pulse LID sites.	

DQP Commissioning notes

Record any field notes, details to assist with the WaterNSW QA review process.

DAS Data validation			
Item 4:	**Description**	**Assessment criteria**	**Results/details**
4.1	Confirm data transmitting from LID to DAS	Log in to the DAS workspace to confirm data is transmitting from metering equipment to the DAS workspace (data is uploaded between 1am – 5am daily) so will need to check all data 1 day after LID installation and site commissioning. **If data cannot be seen in the DAS at time of submission the Meter Compliance Form will not pass quality assurance checks**	Battery(v):
4.2	Confirm DAS measurement flow value	Log in to DAS workspace and check data has been received from metering equipment and is scaled correctly and makes sense, confirming this information is critical to passing the validation QA review	Flow(raw):
4.3	Confirm DAS measurement flow units	Log in to DAS workspace and confirm that the meter flow units (i.e. kL, ML, m^3) are correct against the meter readings in the field.	
4.4	Confirm alarm conditions	Log in to DAS workspace and check/record any alarms conditions, please refer to the DAS User manual for details on alarms and errors. If there are any alarm conditions present, they will need to be resolved prior to submitting commissioning and validation form. **If an alarm is active, the Meter compliance form will not pass quality assurance checks – rectify alarm condition**	Alarms clear? Yes ☐ / No ☐

Supporting documents and site photos			
Item 5:	**Type**	**Description** ***Ensure photos are clear, or the Meter compliance form will not pass quality assurance checks**	**Status**
5.1	Photo	Meter marker plate	Yes ☐ / No ☐
5.2	Photo	Meter serial number	Yes ☐ / No ☐
5.3	Photo	LID serial number	Yes ☐ / No ☐
5.4	Photo	Evidence of tamper evident seals – photo(s) displaying all tamper evident seals installed across the installation	Yes ☐ / No ☐
5.5	Photo	Meter emplacement – photo that displays the upstream and downstream pipework and meter installation	Yes ☐ / No ☐
5.6	Photo	Meter display reading nett total date of commissioning the site – when LID was installed/connected to the flow meter	Yes ☐ / No ☐
5.7	Photo	Site installation photos – general photo(s) of the whole site and installation	Yes ☐ / No ☐
5.8	Document	Calibration certificate – official calibration certificate provided by meter manufacturer	Yes ☐ / No ☐
5.9	Photo/document	Any other photo or document that supports this commissioning and validation process i.e. Scanned copy of this ITP	Yes ☐ / No ☐
Recommendation – take screen shot of the DAS workspace data to confirm data transfer and assist with QA process			Yes ☐ / No ☐

Please refer to the WaterNSW DQP Portal How-to guide and Quick guides for further details on site registration, installation, commissioning and validation requirements, all workflow procedures and data field requirements are included and available on the DQP Portal assistance page and non-urban metering webpage.

Internal office use			
Company name		Contact details	
Supervisor name		Signature	

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