

Drinking Water Safety Plans for Buildings Audit Checklist (Example)

Name of Building: _____

Audit ref.: _____

Internal/External Audit (cross out if inappropriate)

| No. | Item to be examined | ✓ / ✗ / NA | Documents/Records/ Components inspected | Remarks |
|-----|--|---------------|--|---------|
| 1 | Is the implementing WSP up to date? | | | |
| 2 | Has a designated person been assigned to be responsible for the WSP? | | | |
| 3 | Are general descriptions of the building available in the WSP? | | | |
| 4 | Are types of water supply specified in the WSP? | | | |
| 5 | Are records of water quality testing available? | | | |
| 6 | Have water quality tests been conducted as specified in the WSP? | | | |
| 7 | Are records of previous audits available? | | | |

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|-----|---|---------------|--|---------|
| 8 | Have audits been undertaken at least once every two years? | | | |
| 9 | Have findings of previous audits been appropriately followed up? | | | |
| 10 | Are records of previous WSP reviews available? | | | |
| 11 | Have WSP reviews been conducted at least once every two years? | | | |
| 12 | Is the plumbing system of the building described in the form of diagram(s) in the WSP, e.g. schematic water supply flow diagrams? | | | |
| 13 | Is/Are the aforementioned diagram(s) up to date and accurate? | | | |

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|-----|--|---------------|--|---------|
| 14 | Are all principal components of the plumbing system, e.g. water storage tanks, booster pumps, etc., included in the aforementioned diagram(s) with reference to WSD's WSPB template? | | | |
| 15 | Please inspect at least two plumbing components. Are the components in good conditions or as described in the records? | | | |
| 16 | Have major hazards/hazardous events of the plumbing system been identified in the WSP with reference to WSD's WSPB template? | | | |
| 17 | Have the risks been systemically assessed in the WSP with reference to WSD's WSPB template? | | | |
| 18 | Have control measures for each risk been identified in the WSP? | | | |

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| 19 | Have monitoring procedures including targets been derived in the WSP? | | | |
| 20 | Have the building management staff undertaken general checking as specified in the WSP? | | | |
| 21 | Have water quality complaints from residents/ water users been handled and documented? | | | |
| 22 | Has training been provided to building management staff to perform general checking? | | | |
| 23 | Has cleansing of water storage tank(s) been done in accordance with the typical frequency in the WSP? | | | |
| 24 | Have point-of-use devices, e.g. water filters, water dispensers, wall-mounted dispensers, been properly maintained? | | | |
| 25 | Have qualified persons been engaged to conduct checking as specified in the WSP? | | | |

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| 26 | Are the checking records appropriately completed and maintained? | | | |
| 27 | Have appropriate corrective actions been undertaken timely if the checking targets were not met? | | | |
| 28 | If abnormalities were observed during the checking or inspections, have these abnormalities been rectified or addressed timely? | | | |
| 29 | Are appropriate supporting programmes, e.g. routine flushing or maintenance programme, available? | | | |

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Other observations/recommendations (*use additional sheets if necessary*):

Auditor's Name & Signature*: _____

Post Title: _____

Date: _____

*The Auditor should not be involved in the implementation of the WSP for the above-audited building.

Designated Person's Name & Signature: _____

Post Title: _____

Date: _____