

Title	Produce a final report on, and communicate, drinking-water supply inspection findings		
Level	5	Credits	9

Purpose	<p>People credited with this unit standard are able to: review the findings of a drinking-water supply inspection and identify non-compliance and non-conformance, record and collate observations and conclusions; and produce a provisional report for the water supplier, and describe appeal procedures and the procedures and requirements for peer review.</p>
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Classification	Water Industry > Drinking-Water Assessment
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Available grade	Achieved
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Guidance Information

- Legislation and references relevant to this unit standard include: Health Act 1956, Resource Management Act 1991, and subsequent amendments:
Drinking-Water Standards for New Zealand, 2005 (Revised 2008). Ministry of Health, Wellington;
 AS/NZS ISO 31000:2009 *Risk Management – Principles and guidelines*:
Water Safety Plan Guides for Drinking Water Supplies, available from the Ministry of Health, <http://www.health.govt.nz>;
Small Drinking-Water Supplies: Preparing a water safety plan, Ministry of Health, Wellington, 2014;
A Framework on How to Prepare and Develop Water Safety Plans for Drinking Water Supplies, Ministry of Health, Wellington, 2014.
- Definitions
Drinking-water supply – the supply catchment, treatment plant, and distribution including tankers. The drinking-water supplier has responsibility for managing the public health risks of the drinking-water supply.
Organisational procedures – instructions to staff, and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – site specific requirements, manufacturers' specifications, product quality specifications, and legislative or regulatory requirements.
Provisional report or provisional assessment refers to an interim report or assessment which serves for the time being until peer review is complete and the report or assessment is finalised.

Outcomes and performance criteria

Outcome 1

Review the findings of a drinking-water supply inspection and identify non-compliance and non-conformance.

Performance criteria

- 1.1 Findings of the inspection are checked, and any areas of non-compliance and non-conformance are identified in accordance with organisational procedures.

Outcome 2

Record and collate observations and conclusions.

Performance criteria

- 2.1 Inspection findings are recorded in accordance with organisational procedures.
- Range examples – summary of observations, conditions experienced, corrective or preventive action agreed, matters for follow up, analysis results.
- 2.2 Provisional assessment of compliance with drinking-water supplier's Water Safety Plan (WSP) and the *Drinking-Water Standards for New Zealand* is carried out in accordance with organisational procedures.

Outcome 3

Produce a provisional report for the water supplier, and describe appeal procedures and the procedures and requirements for peer review.

Performance criteria

- 3.1 A provisional report is compiled, structured, produced, formatted, and transmitted in accordance with organisational procedures.
- Range includes but is not limited to – record of inspection findings, provisional assessment of compliance, recommendations.
- 3.2 Report includes reasons for any non-compliance in accordance with organisational procedures.
- 3.3 Report includes summary of compliance agreement in accordance with organisational procedures.
- 3.4 Appeal procedures in the event of failure to reach agreement are described in accordance with Ministry of Health requirements.
- 3.5 Peer review is described in accordance with organisational procedures.

Replacement information	This unit standard replaced unit standard 18444.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 September 2008	31 December 2018
Review	2	16 March 2017	31 December 2022
Review	3	28 January 2021	31 December 2022

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.