

Inspection form summary

Section	Name	Actions required
1.0	Registration and notification	Confirm registration particulars
2.0	System plans	Assess plans for compliance
3.0	Operating and maintenance manuals	Assess manuals for compliance
4.0	Reporting detection of <i>Legionella</i> in water samples	Obtain copies of all notifiable results (18 months)
5.0	Maintenance log books	Assess log books for compliance and determine compliance with maintenance requirements
6.0	Physical aspects	Detail system information
7.0	Storage of heated water	Determine compliance with requirement relating to storage of heated water
8.0	Systems serving susceptible populations	Detail susceptibility of exposed population and presence of risk management strategies.
9.0	Microbiological testing	Collect water samples for Legionella testing
10.0	Systems to be operated and maintained by competent persons	Assess competence of responsible person
11.0	Independent inspector declaration	Completed and signed by independent inspector
12.0	Assessment details and acknowledgement	Completed and signed by system owner or responsible person, inspector and assessing authorised officer
	Compliance summary	One page summary of regulatory compliance findings.
	Inspection and assessment of plans, manuals, procedures and records.	
	Inspection and assessment of physical system infrastructure.	

Colour coding instructions

	Do not alter grey shaded sections of the form
	Independent inspectors or local council authorised officers: complete all unshaded sections of the form prior to providing system owner with a copy of the completed report.
	Independent inspectors or local council authorised officers: indicate compliance (✓), non-compliance (X) or not applicable (N/A)
	These sections should not be completed by an independent inspector. Local council authorised officers should complete these sections only.

Suggested guidelines for setting and adjusting inspection frequency

Regulation 15 of the Public and Environmental Health (*Legionella*) Regulations 2008 requires the local authority to '*at least once in every 12 months*' cause an inspection of each high risk manufactured water system registered with the authority to be carried out' by an authorised officer of the authority or a competent independent inspector.

When extensive or serious non compliance is identified as a result of a routine inspection, routine inspection frequency (in addition to follow-up inspections) should be increased until the system is found to be fully compliant as a result of a further routine inspection.

Inspection frequency according to risk factors for *Legionella* susceptibility:

Likelihood of individuals potentially exposed to aerosol generated by the system having risk factors for <i>Legionella</i> susceptibility	Inspection frequency (months)		
	Starting point	Maximum	Minimum
Very high (likely that susceptible individuals could be exposed).	12	3	12
Moderate (unlikely that any susceptible individuals could be exposed)	12	6	12
Low (very unlikely that any susceptible individuals could be exposed)	12	12	12

Due to the prevalence of individuals with risk factors for *Legionella* susceptibility (see below) in the general population in Australia, nearly all cooling water systems located in workplaces and populated areas and warm water systems serving workplaces, hospitals, care facilities and public buildings would have a **very high** likelihood of exposing susceptible individuals to aerosol generated.

Risk factors for an individual's *Legionella* susceptibility:

	Community acquired	Travel associated	Nosocomial (hospital acquired)
Risk factors (personal/individual)	Age >40 years; male; underlying disease such as diabetes; chronic heart disease; smoking; immunosuppression (especially with glucocorticosteroids and chronic debilitating illness); structural pulmonary comorbidity; chronic renal failure; recent travel; haematological malignancy; iron overload; other immunosuppression	Age >40 years; male; heavy smoking, alcohol abuse; change in lifestyle; underlying disease such as diabetes; chronic heart disease, other immunosuppression	Age >25 years; transplant patient; other immunosuppression; surgery, especially head and neck; cancer, including leukaemias/ lymphomas; diabetes; treatment with respiratory devices; chronic heart/lung disease; smoking, alcohol abuse

Adjustment of inspection frequency:

Inspection frequency adjustment	Number and type of non compliance
Increase if	Five or more non-compliances (not serious), or One or more serious non-compliances
Decrease if	No non compliances

The responsible person (person nominated by the owner as being responsible for the operation and maintenance of the system) must be present to answer questions at the time of the inspection.

It is an offence to make a statement that is false or misleading in any information provided during a compliance inspection.

Warm water system – Legionella Regulations compliance inspection report form
Version 1.3 January 2012

Registered system details (to be completed from authority's register prior to inspection)		(✓) – details correct	© Department of Health, Government of South Australia. All rights reserved.	
Premises Name			Ref No	
Premises address			Date	
Owner of premises¹ - full name			Time	
Business address			Officer	
Residential address			Inspection Type	
Responsible person² - full name			Scheduled	
Business address			Random	
Business telephone			Complaint	
Residential address			Investigation	
Residential telephone			Other	

All relevant sections of this form must be completed in full as per the directions provided throughout.

Enter any changes to the system registration details below	Date details changed

Indicate compliance (✓), non-compliance (x) or not applicable (N/A). **(SNC) indicates a serious non compliance.**
Competent Independent Inspectors should notify the local authority of all serious non compliance within 24 hours.

1.0 Registration and notification				
#	Description	Reg.	Compliance	Comments
1.1	Is the system registered? (within 1 month of being brought into service) (SNC)	5		
1.2	Have any particulars changed with regards to registration of the system? (Changed over 1 month ago without notification?)	6(4)		
1.3	Has the system been permanently decommissioned or removed? (Over 1 month ago without notification?)	6(5)		

2.0 System plans

From October 2009, compliant plans of warm water systems must be kept on the premises in a readily accessible place.
A copy of the system plans must be attached to this report.

2.1	On what date was the system installed?	
2.2	On what date was the system commissioned?	
2.3	Are plans of the system made readily available for inspection (and kept in a readily accessible place)?	Yes / No

ANSWER THE FOLLOWING QUESTION FOR SYSTEMS INSTALLED BEFORE 1 OCTOBER 2009

2.4	Do the plans show the location of all major components of the system, including: cooling towers, condensers, filtration devices, automatic biocide dosing devices, drift eliminators, water inlets, waste outlets and discharge points, water heating devices and water storage facilities?	Yes / No
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ANSWER THE FOLLOWING QUESTION FOR SYSTEMS INSTALLED ON OR AFTER 1 OCTOBER 2009

2.5	Do the plans show the location of all parts of the system, including and in addition to: cooling towers, condensers, filtration devices, automatic biocide dosing devices, drift eliminators, water inlets, waste outlets and discharge points, water heating devices and water storage facilities?	Yes / No
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Comments

#	Description	Reg.	Compliance	Comments
2.6	Are compliant plans for the system kept on the premises in a readily accessible place and made available for inspection on request by an authorised officer?	10(1)		

Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)

Please complete all actions listed above by the specified due dates

¹ As per the *Public and Environmental Health Act 1987*, owner means occupier when the occupier is responsible for the system in question.

² This is the person nominated by the owner as being responsible for the operation and maintenance of the system.

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Version 1.3 January 2012

3.0 Operating and maintenance manuals

Compliant operating and maintenance manuals for warm water systems must be kept on the premises in a readily accessible place.

3.1	Are operating and maintenance manuals for the system made readily available for inspection (and kept in a readily accessible place)?	Yes / No
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IS THE FOLLOWING INFORMATION INCLUDED IN THE OPERATING AND MAINTENANCE MANUALS?

3.2	Physical details of the plant, equipment and systems and pre-treatment carried out.	Yes / No
3.3	Procedures for maintenance including water treatment management and monthly physical inspections. (refer 5.9)	Yes / No
3.4	Cleaning, disinfection and decontamination procedures. Decontamination procedures must be as per the procedure set out in Schedule 3 Part 1 of the <i>Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia</i> or by a procedure approved by the Minister. (refer 5.12)	Yes / No

**** Where applicable, a copy of the Minister's approval must be attached to this report ****

3.5	<i>Legionella</i> sampling procedures as per Schedule 2 of the <i>Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia</i> .	Yes / No
3.6	<i>Legionella</i> detection response procedures as per Schedule 4 Part 2 of the <i>Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia</i> .	Yes / No
3.7	Start-up, operating and shut-down procedures.	Yes / No
3.8	Schedules for the maintenance management program, including: plant servicing, water treatment, monthly physical inspection and temperature testing, decontamination and cleaning schedules. (refer 5.7 & 5.9)	Yes / No

Comments

#	Description	Reg.	Compliance	Comments
3.9	Are compliant operating and maintenance manuals for the system kept on the premises in a readily accessible place and made available for inspection on request by an authorised officer?	10(3)		

Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)

Please complete all actions listed above by the specified due dates

4.0 Reporting detection of Legionella in water samples

Attach copies of all lab reports for water samples taken from this system where the results indicated the presence of **10 or more** colony forming units of **Legionella per mL** of water for samples collected during the last 18 months.

Number of notifiable Legionella results attached	Frequency of Legionella sampling/testing	Sample collection points	Do the records indicate that the local authority was notified of all attached results within 24 hours of the receipt of the reports? Yes / No
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Comments

(This section should only be completed by an authorised officer) Authority records should be checked to confirm that the listed notifications were received

#	Description	Reg.	Compliance	Comments
4.1	Has the authority been notified within 24 hours of the results of all microbiological testing of water taken from the system indicating the presence of 10 or more cfu of <i>Legionella</i> per mL of water?	17(1)		

Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)

Please complete all actions listed above by the specified due dates

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7.0 Storage of heated water				
AT THE TIME OF INSPECTION:				
7.1	Is water in storage areas of the system at a temperature of at least 60°C?	Yes / No		
Comments				
#	Description	Reg.	Compliance	Comments
7.2	Is the temperature of stored heated water in the system maintained in complete compliance according to the regulations? (SNC)	13		
Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)				

Please complete all actions listed above by the specified due dates

8.0 Systems serving susceptible populations				
Elderly and immune compromised people are particularly susceptible to <i>Legionella</i> infection. The following requirements should be observed with regards to warm water systems in facilities serving susceptible populations, including, nursing homes, hospitals, aged care facilities and supported residential facilities. A notice under section 15 or 17 of the <i>Public and Environmental Health Act</i> may be issued in order to require compliance with these requirements.				
BASED ON THE PHYSICAL INSPECTION, OPERATING AND MAINTENANCE MANUALS, MAINTENANCE LOG BOOKS AND INFORMATION PROVIDED BY THE RESPONSIBLE PERSON,				
8.1	Does the system serve susceptible people?	Yes / No		
8.2	At least once a week, are all warm water outlets not used in the previous seven days flushed until the correct operating temperature is reached at the outlet?	Yes / No		
8.3	Are any dead legs evident in the system?	Yes / No		
8.3	Has an effort been made to identify and eliminate dead legs in the system?	Yes / No		
Comments				
#	Description	Reg.	Compliance	Comments
8.4	Is the system operated in accordance with the recommended practices for facilities serving susceptible populations?	n/a		
Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)				

Please complete all actions listed above by the specified due dates

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9.0 Microbiological testing

As part of the system compliance assessment, at least two water samples must be collected and tested for *Legionella* including one sample from the outlet most distal from the heat source. If the system contains more than 66 outlets, a number of samples should be collected for testing equivalent to 1 representative sample per each 33 outlets in the system rounded up to the next full number.

- Where possible, samples should be collected from outlets where the plans, pipe work, records and temperature profile indicate that stagnation may be occurring.
- Samples must be collected and transported as per Schedule 2 of the *Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia*.
- Samples must be tested by a NATA accredited laboratory in accordance with AS/NZS 3896.
- Samples must be processed within 24 hours of collection.
- A copy of all sample result reports must be provided to the responsible person so that results can be recorded in the maintenance log books.

MANDATORY TESTING SAMPLES SHOULD NOT BE COLLECTED WITHIN 14 DAYS FOLLOWING A SYSTEM DECONTAMINATION EVENT

Date of last system decontamination	Decontamination method (chlorination/pasteurisation/other)	Reason for last system decontamination	Date of next scheduled system decontamination

**** A copy of the sample test results must be attached to this report ****

RECORD THE INFORMATION ON ALL SAMPLES COLLECTED BELOW:

Unique sample identification number	Detailed description of sampling point.	Date collected	Time collected	Results: <i>Legionella</i> cfu/mL and type

Comments and follow-up upon receipt of sample results

10.0 Systems to be operated and maintained by competent persons

BASED ON THE PHYSICAL INSPECTION, OPERATING AND MAINTENANCE MANUALS, MAINTENANCE LOG BOOKS AND INFORMATION PROVIDED BY THE RESPONSIBLE PERSON, IS THE RESPONSIBLE PERSON:

10.1	Knowledgeable in the operation and maintenance of the system?	Yes / No
10.2	Sufficiently competent to ensure that the system is operated and maintained as required by the regulations?	Yes / No

Comments

#	Description	Reg.	Compliance	Comments
10.3	Is the person nominated by the owner as the person responsible for the operation and maintenance of the system competent as defined by the regulations?	11		

Comments, non-compliance details and action to be taken with due dates. (This section should only be completed by an authorised officer)

Please complete all actions listed above by the specified due dates

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