

Drinking Water Safety Planning Template For Water Carrier Services



Name of water carrier owner:

Name of water carrier
(if different to owner):

Supply name:

Unique identifier:

Emergency contact name:

Emergency mobile phone number:

Local authority areas covered:

Name of source:

*Please refer to the **Drinking Water Safety Planning Guidance for Water Carrier Services** as you complete this template.*

▲ **Question 1:** How are you giving effect to Te Mana o te Wai?

How are you managing your water supply to protect the health and wellbeing of your water, the wider environment, and the community?

▲ Question 2: Drinking water safety planning team

This plan should ideally be developed using a team of people with a range relevant of skills and knowledge to help ensure that the planning is robust.

- List the people involved in the preparation of this plan. If you are the only person involved in the operation and have developed the plan alone, then simply state this.
- Record why team members have been selected to participate.
- Clearly record the responsibilities of each member of the team.

Team members

Name(s):

Role:

Responsibilities/contribution:

Skills/knowledge/experience/qualifications:

▲ Question 3. Leadership and capability

Leadership

Key roles and responsibilities of people involved in the operation, and management of your drinking water carriage operation.

Name:

Role:

Responsibilities:

Phone No:

Operator capability

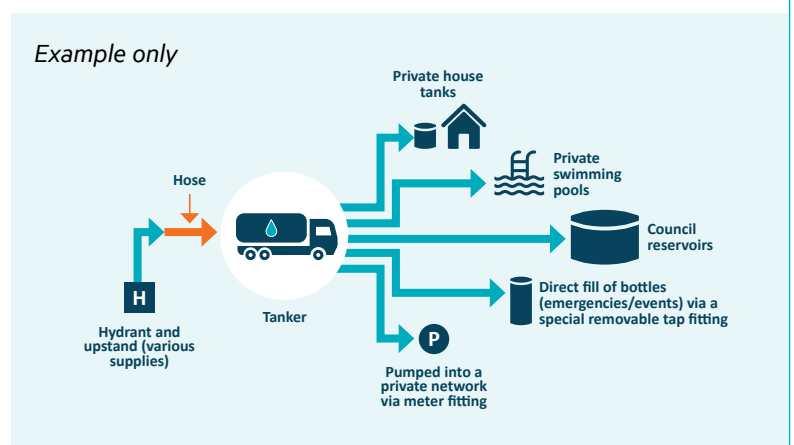
Skills, training, and experience to operate the water carrier service and manage any issues which may arise.

Summary of operator capability:

▲ Question 4. Flow diagram

How do all the components fit together?

Space for your drawn picture



What does the water carriage operation look like?

Provide photographs of your key plant and equipment including any vehicles, tanks, hoses, sampling taps etc. Provide clear descriptions for each.

▲ Question 5. Understanding your water carrying operation

As a drinking water carrier, you should have a thorough understanding of all aspects of your operation. The sections below are designed to make you think about key aspects of the water you collect and distribute.

How do you know that the water you collect is safe and compliant?

All drinking water supplied by a drinking water carrier must be safe and comply with the drinking water standards. You must therefore ensure that you:

- a. know how the water you collect is treated, and
- b. have processes in place to ensure that you will be notified as soon as possible of in the event of incidents or issues.

Note: If you use your own drinking water supply, this must be registered as a separate supply, comply with the relevant Drinking Water Quality Assurance Rules and have a dedicated water safety plan. The drinking water from your supply must be safe and comply with the Drinking Water Standards.

Supply 1

Supply name:

Supply code:

Filling point(s):

Restrictions on use:

Backflow
preventions:

How will FAC be
checked?

When will this
supply be used?

Existing or
previous issues:

Arrangements for
being notified of
water quality issues:

Supply 2

Supply name:

Supply code:

Filling point(s):

Restrictions on use:

Backflow
preventions:

How will FAC be
checked?

When will this
supply be used?

Existing or
previous issues:

Arrangements for
being notified of
water quality issues:

Chlorination

If you add any chlorine to the water to ensure that the FAC level is maintained throughout your operation, how is this managed?

Note: if you use your own supply then treatment should be covered as part of the water safety plan for that supply. This section only relates to chlorination of drinking water which is being transported only.

Describe how you chlorinate your drinking water:

Description of your vehicles and/or equipment

Provide a detailed description of the vehicles and equipment used. If necessary, insert a separate table for each vehicle.

Description of vehicle and equipment:

Vehicle type/make(s):

Licence plate number(s):

Make/model of tank including construction materials:

Tank Volume:

Details of tank baffling:

Types of fitting used:

Types of hoses used:

Types of pumps used:

Other equipment:

Cleaning and maintaining of vehicles and equipment

What procedures do you have in place to ensure that your vehicles and equipment and in kept in good working order, are cleaned regularly, and will not contaminate the drinking water?

Provide a summary of your cleaning and maintenance programmes:

How do you protect drinking water during deliveries?

How do you manage deliveries to ensure that they are done in a manner which protects drinking water from contamination and allows traceability?

Describe how you will ensure drinking water safety is maintained at delivery:

List potential hazards associated with drinking water delivery and what you will do to control them in the **Risk Assessment Table in Section 6.**

▲ Question 6. Hazard and Risk identification and controls

Most of the time, your drinking water carrying operation will provide clean and ample drinking water. But sometimes the service will be compromised, and people can get sick from unclean water. The best way to make sure there is less chance of this happening is to consider what can go wrong and adopt management practices that will prevent it going wrong or manage the impact if it does.

A Risk to water being transported

Risk rank: High Medium Low

How is the risk controlled?

How is the control monitored?

How can the system be improved to control this risk?

Timeframes for improvements

Who is responsible?

B Risk to water being transported *(complete if there is more than one risk):*

Risk rank: High Medium Low

How is the risk controlled?

How is the control monitored?

How can the system be improved to control this risk?

Timeframes for improvements

Who is responsible?

▲ Question 7. Monitoring, verification and record keeping

Monitoring

Provide details of your operational monitoring plan:

Process step:

Monitoring undertaken:

Frequency:

Target level:

Action level:

Critical level:

Monitoring equipment:

Verification check:

Frequency:

Calibration:

Frequency:

Your notes:

How do you know your processes are working?

Check:

Frequency:

Location:

Response to problem:

Record keeping

You must keep and maintain records regarding your supply, its operation, and its compliance with the legislation.

List of records will you keep and maintain:

Where your records will be kept:

▲ Question 8. Incident response

What else could go wrong?

Planning for other factors which could impact on your operation or require a response.

Summary of assessment:

Hazardous event(s):

Control measures:

Responding to an incident

Incident response key personnel and their responsibilities

Issue:

Issue:

Responsible person:

Responsible person:

Contact information:

Contact information:

Incident response procedures

Incident:

Response or reference to procedure:

▲ Question 9. Review

Detail the minimum frequency of review and any triggers which will lead to a review of your plan.

Triggers for review of plan:

▲ Approval by drinking water supply owner or representative

Approver's name:

Date:

Signature:

▲ Next steps

Please return your completed Drinking Water Safety Plan to Taumata Arowai, by either:

- **Website:** submit via [Hinekōrako](#) on the Taumata Arowai website
- **Email:** info@taumataarowai.govt.nz
- **Post:** Level 2, 10 Brandon Street, PO Box 628, Wellington 6140, New Zealand

Store a copy of this plan in a place that is easily accessible to you (and any others involved in managing or operating the drinking water supply).

Questions?

Refer to the Drinking Water Safety Plan Guidance or the Taumata Arowai website: [Drinking water safety planning | Taumata Arowai](#) or contact your Taumata Arowai Regional Team [Regulatory Team | Taumata Arowai](#) for more information.