



PCP audit checklist case

Reviewers Name:

Date:

Purpose 1.

This checklist is a tool that will help Water Servicing Coordinators (you) to understand the assessment criteria our case managers use when reviewing your Project Completion Package (PCP) at the completion of works.

Referring to the checklist prior to submitting your PCP will help to ensure it meets our requirements first time, to minimise the need for resubmission.

It is provided only as a tool - we do NOT want you to submit it with your PCP.

There are five sections in this checklist:

- GIS requirements
- Other WAC plan requirements
- e-Developer PCP documentation
- PCP satisfactory
- PCP NOT satisfactory.

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2. Checklist

2.1 GIS Requirements

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
Verify drawing file name/s and content	Refer to the Preparation of Work-As-Constructed for Electronic File Submission document and Submission requirements for wac plans checklist for naming convention and content requirements.				
	 The naming convention should be CASE number-stream e.g. CASE213456PW. 				
	 Verify multiple sheet pages are correctly numbered and are attached in a separate DWG file and saved in WAC Field. 				
	 (not multiple tabs in one DWG) 				
	 Multiple sheet pages should be referenced with an underscore and sheet number e.g. CASE213456_002 				
Verify that you can open both the DWG and PDF version of the uploaded WAC	AutoCAD file to be saved in WAC field and PDF in Ancillary Design field.				
Verify the DWG is attached and	If you cannot see a DWG file or ALL, the DWG files – this will require a SR being raised with Business Connect.				
matches WAC case number	WSC can't attach all sheets because of file size limitationsEDMS interface issue				
Verify Datum is correct.	Survey plans from 1 Jan 2020 must reference GDA 2020. Projection of spatial files and plans accompanying S73 applications created from Sep 2020 must use GDA 2020. All work in progress on 1 Sep 2020 can continue to use GDA94.				

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Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	Design / WAC plans must reference the datum that has been used.				
	Note GDA 2020 can be found anywhere on the plan e.g. in notes or margins.				
Verify the model space in .DWG file is correctly georeferenced	Easting (x) coordinate between 2.45+005m & 3.6a+005m Northing (y) coordinate between 6.289e+006 & 6.149e+006				
Verify information	 Pipe schedule – including jointing method. Vent shafts and boring or encasing pipes also need to be included. 			×	
	Title Block				
	 Case location for PW to include main street or two streets where the works are occurring. 				
	 Case location for WW to include the 'drains to' information, sewer main extensions or sewerage deviations for deviations. 				
	Case detail				
	WSC name				
	Constructor name				
	Work completed date and drawn date be completed				
	 LGA to be referenced under case number 				
Verify WAC shows ties or offsets, WW downstream and upstream information	All ties and or off sets are to be from PL (Property Line) and corner ties (mainly WW) Where WSC provides Coordinates for structures – a Box listing coordinates is required				
	The chainage is to be shown for each PCP (property connection point) along lines with an Arrow and chainage				

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
Verify that the chainage is shown	detail (property connection point (pcp).(junction)				
for the property line information.	Note; for WW No Leak tight or low infiltration sewer property connections to be accepted. Note to be removed of WAC plan title box.				
Verify WAC shows Property Connection Sewer (PCS) information (sideline)	All PCS's (property connection sewers) must show PCS with chainage and length and reference position from Line was extended from. E.g. 5.7 PCS 8.2				
Verify chainage information is	Chainage to be referenced from downstream structure. Refer to the code for any exceptions. DTC2200.				
correct and to include further details of concrete encasement sections.	Concrete Encasements chainages should be in Box adjacent to the line detailing encasement type				
Verify WAC for PW/RW shows ties and Origin of chainage of existing fitting	All Ties are from PL (Property Line) and there is a Chainage 00 from remaining existing fitting from where all new fitting are measured from. Please note that measurements from kerb are not acceptable as they are not visible in Hydra.				
-	 For Residential subdivisions for PW/RW that each lot has a Main to Meter and appropriate tie 				
	 For PW structures such as valve structures all ties and or off sets are to be from PL (Property Line) 				
	 Where WSC provides Coordinates for structures – a Box listing coordinates is required 				

2.2 Other WAC Plan Requirements

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
Verify WAC certification is completed and attached	Ensure WAC documentation in title block has been signed and dated.				
Verify that last endorsed design matches the WAC plan (including following sheets)	Has work been done according to latest endorsed design plan? Confirm any Changes from Job Specific letter/Variations have been included.				
Catchment Plan and Flow Schedule should be attached and numbered sheets as part of WAC Plan	Where a catchment plan and electronic flow schedule that was included with the design plan, these must be attached with the WAC plan.				
Verify if there is dependant works cases that the case information has been included.	 Check that alignments match (Ties for WW/SW and PL for PW/RW) Confirm all dependant works associated with the PCP are handed over to Sydney Water before accepting PCP. Ensure WAC shows lead in and lead out information for future works. 				
WAC formatting and WAC Plan Review plan notations	 WAC titles Review all notes are included and are in correct tense – for PCP's notes should be in the past tense 				
Installed Asset correct	Pipe schedule on WAC corresponds with Installed Assets (e-Developer web form).				

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Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	Verify pipe lengths, type, jointing methods, size in e- Developer as per the WAC. (Including DN100 sections of sewer)				
	Other examples such as:				
	 Encasing pipes – if you are encasing an existing pipe and not replacing, you will need to show this as a separate line item. 				
	 Replacing AND encasing – if you are replacing and encasing a pipe, you will only need to show the pipe material 				
	 Vents – will need to be shown as a separate line item including height, correct coordinates and type of vent shaft – educt or induct 				
	 Relining – will need to be shown as a separate line item specifying the product 				
Disconnected Assets correct and details referred on drawing and notes	 Disconnect Assets details including what was removed, how much was removed, the exact point of disconnection or removal of the asset and any other detail specifying the nature of the disconnected asset must have a WAC note and corresponding construction box. 				
	 If main remains in situ e.g. pipe remaining, a positive covenant is required. Detail to include filling method of disused pipe. 				
	 Verify pipe lengths, type size in e-Developer as per the WAC. 				
Pressure Sewer Areas have the	Where SW owns and operates a pressure sewer on property equipment –				
required SL numbers if applicable and	 For SW owned and operated equipment for residential properties, an SL number or numbers (for granny flat/dual 				

Item	D	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
documentation attached.		occupancies) must have been requested and shown on the WAC plan and the LPSS data collection sheet must be completed and returned.				
	•	For installation of a boundary kit on commercial OR residential properties the "Pressure Sewer Construction Checklist - Pipework and boundary assembly kit civil inspection" checklist must be completed by AIS civil must be attached.				
	•	For any works on a tank and pump unit on residential properties only the "Pressure Sewer Construction Checklist - Pipework and tank" checklist completed by AIS civil must be attached.				
	•	For any works on a tank and pump unit and electrical alarm control panel on residential properties only the "Pressure Sewer Construction Checklist - Tank and pump requirements" checklist completed by mech/elec. inspection must be attached.				
	•	If the pump unit and control panel are being returned, the WSC must provide evidence from Sydney Water that the equipment has been returned to the Potts Hill Warehouse.				

eDeveloper PCP Documentation 2.3

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
Certified Design Development checklist	Completed and signed off by WSC including any variations throughout project.				
ITP checklist	Completed and signed off by constructor and WSC				
Constructor Capability Checklist	WSC to provide Completed Constructor capability Checklist. Ensure both the constructor and WSC have ticked the checkboxes.				
Field Test Results (must have on the report comply or pass)	Field testing must comply with civil tech specs https://www.sydneywater.com.au/content/dam/sydneywater/documents/provider-information/standards-specifications/technical-specification-civil.pdf				
	All streams testing:				
	 Compaction Tests attached must be equal to or greater than "required number" of tests noted on the design plan. 				
	Correct number of tests carried out as per design				
	 Concrete Dockets and Stabilised Sand Cement where used are included referenced in the civil tech spec C2.8. 				
	 Compaction results: 95 for non-trafficable areas, 98 for trafficable areas 				
	WW/SW testing:				
	• CCTV				
	 Maintenance hole (MH or MC) – All maintenance structures must be vacuum tested as per Civil Tech Spec C4.21.6 				

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Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	Deflection testing of flexible pipelines				
	Low pressure air or vacuum testing of pipelines				
	PW/RW testing:				
	Pressure test				
	Hydrostatic testing of pipelines				
	The report attached has the correct content as per the testing method - Refer to SW website for wording under each testing method, refer to forms 12A,12B,12C,12D & 12E.				
	https://www.sydneywater.com.au/plumbing-building-developing/provider-information/forms.html				
	That the report attached:				
	is on a company letterhead with all the company details				
	has a Nata accredited symbol				
	is ISO compliance/certified				
	 refers to SW codes and clauses 				
	is signed by the company				
Process	Project validation certificate				
change/irrelevant e- developer fields	Not required (Mandatory Field in e-dev) – WSC will normally attach their Work Requests from SWConnect for Connection here.				
	Water - Disinfection Notice				
	WSC does not need to attach anything in this field – process has changed and is covered by Ozone/chlorination testing.				

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
Connection report	 Completed Post Connection Report from SWConnect attached 				
Restoration Clearance / Permission to enter (PTE) - where applicable	 PTE forms and Restoration have been completed and signed off Sign off by affected Landowner/occupier e.g. tenant (if applicable) 				
	Entry onto third party property – WSCs and developers: work instruction				
Easement Clearance/ Positive covenant – where applicable	 Group Property signed off the easement/positive covenant WAC shows any new easements/positive covenant referenced above Group Property Easement clearance letter attached in the case folder in e-developer. 				
Design/Project Management /Construction costs	 Must correspond with 'Installed Assets' costs in e-developer Costs must be 'reasonable' value For Funded works – the total project costs of all installed assets cannot be less than the expected reimbursement costs. 				
Funding	Where funding applies, inform WSC of final reimbursement amount to enable the WSC to seek an invoice from the developer and confirm that customer is registered in ARIBA. If there is any difficulty with the customer registration into ARIBA, please contact your case manager for assistance.				
NOR/Job Specific letter	Ensure other requirements specified in job spec letter have been met relating to construction works				

Project Completion Package (Major Works) - WSC pre-submission Case

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	For example:				
	 Construction methodology 				
	 Additional CCTV to be supplied for assets not constructed as part of the works but required to be tested. E.g. WW line adjacent to the works 				
	 If applicable any OoSBPA requirements 				