

# Project Completion Package (Major Works) – WSC pre- submission checklist



**PCP audit checklist case**

**Reviewers Name:**

**Date:**

## 1. Purpose

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 three sections in this checklist:

- GIS requirements
- Other WAC plan requirements
- e-Developer PCP documentation

## 2. Checklist

### 2.1 GIS Requirements

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<b>Verify drawing file name/s and content</b>	<p>Refer to the <a href="#">Preparation of Work-As-Constructed for Electronic File Submission document</a> and <a href="#">Submission requirements for WAC plans checklist</a> for naming convention and content requirements.</p> <ul style="list-style-type: none"> <li>The naming convention should be CASE number-stream e.g. CASE213456PW.</li> <li>Verify multiple sheet pages are correctly numbered and are attached in a separate DWG file and saved in WAC Field.</li> <li>(not multiple tabs in one DWG)</li> <li>Multiple sheet pages should be referenced with an underscore and sheet number e.g. CASE213456_002</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify that you can open both the DWG and PDF version of the uploaded WAC</b>	AutoCAD file to be saved in WAC field and PDF in Ancillary Design field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify the DWG is attached and matches WAC case number</b>	<p>If you cannot see a DWG file or ALL, the DWG files – this will require a SR being raised with Business Connect.</p> <ul style="list-style-type: none"> <li>WSC can't attach all sheets because of file size limitations</li> <li>EDMS interface issue</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify Datum is correct.</b>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	Design / WAC plans must reference the datum that has been used. <i>Note GDA 2020 can be found anywhere on the plan e.g. in notes or margins.</i>				
<b>Verify the model space in .DWG file is correctly georeferenced</b>	Easting (x) coordinate between 2.45+005m & 3.6a+005m Northing (y) coordinate between 6.289e+006 & 6.149e+006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify information</b>	<ul style="list-style-type: none"> <li>• Pipe schedule – including jointing method and class. Vent shafts and boring or encasing pipes also need to be included.</li> <li>• Title Block</li> <li>• Case location for PW to include main street or two streets where the works are occurring.</li> <li>• Case location for WW to include the ‘drains to’ information, sewer main extensions or sewerage deviations for deviations.</li> <li>• Case detail</li> <li>• WSC name</li> <li>• Constructor name</li> <li>• Work completed date and drawn date be completed</li> <li>• LGA to be referenced under case number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify WAC shows ties or offsets, WW downstream and upstream information</b>	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<b>Verify that the chainage is shown for the property line information.</b>	The chainage is to be shown for each PCP (property connection point) along lines with an Arrow and chainage detail (property connection point (pcp).(junction). <i>Note; for WW No Leak tight or low infiltration sewer</i> property connections to be accepted. Note to be removed of WAC plan title box.				
<b>Verify WAC shows Property Connection Sewer (PCS) information (sideline)</b>	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify chainage information is correct and to include further details of concrete encasement sections.</b>	<ul style="list-style-type: none"> <li>• Chainage to be referenced from downstream structure. Refer to the code for any exceptions. DTC2200.</li> <li>• Concrete Encasements chainages should be in Box adjacent to the line detailing encasement type</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify WAC for PW/RW shows ties and Origin of chainage of existing fitting</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• For Residential subdivisions for PW/RW that each lot has a Main to Meter and appropriate tie</li> <li>• For PW structures such as valve structures all ties and or off sets are to be from PL (Property Line)</li> <li>• Where WSC provides Coordinates for structures – a Box listing coordinates is required</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 2.2 Other WAC Plan Requirements

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<b>Verify WAC certification is completed and attached</b>	Ensure WAC documentation in title block has been signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify that last endorsed design matches the WAC plan (including following sheets)</b>	Has work been done according to latest endorsed design plan? Confirm any Changes from Job Specific letter/Variations have been included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Catchment Plan and Flow Schedule should be attached and numbered sheets as part of WAC Plan</b>	Where a catchment plan and line diagram was included with the design plan, these must be attached with the WAC plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Verify if there is dependant works cases that the case information has been included.</b>	<ul style="list-style-type: none"> <li>• Check that alignments match existing (ties for WW/SW and PL for PW/RW)</li> <li>• Confirm all dependant works associated with the PCP are handed over to Sydney Water before accepting PCP.</li> <li>• Ensure WAC shows lead in and lead out information for future works.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WAC formatting and WAC Plan Review plan notations</b>	<ul style="list-style-type: none"> <li>• WAC titles</li> <li>• Review all notes are included and are in correct tense – for PCP’s notes should be in the past tense</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Installed Asset correct</b>	<ul style="list-style-type: none"> <li>• Pipe schedule on WAC corresponds with Installed Assets (e-Developer web form).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	<p>Verify pipe lengths, type, jointing methods, size in e-Developer as per the WAC. (Including DN100 sections of sewer)</p> <ul style="list-style-type: none"> <li>• Other examples such as:                             <ul style="list-style-type: none"> <li>– Encasing pipes – if you are encasing an existing pipe and not replacing, you will need to show this as a separate line item.</li> <li>– Replacing AND encasing – if you are replacing and encasing a pipe, you will only need to show the pipe material</li> <li>– Vents – will need to be shown as a separate line item including height, correct coordinates and type of vent shaft – educt or induct</li> <li>– Relining – will need to be shown as a separate line item specifying the product</li> </ul> </li> </ul>				
<p><b>Disconnected Assets correct and details referred on drawing and notes</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If main remains in situ e.g. pipe remaining, a positive covenant is required. Detail to include filling method of disused pipe.</li> <li>• Verify pipe lengths, type size in e-Developer as per the WAC.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Pressure Sewer Areas have the required SL numbers if applicable and</b></p>	<ul style="list-style-type: none"> <li>• Where SW owns and operates a pressure sewer on property equipment –</li> <li>• For SW owned and operated equipment for residential properties, an SL number or numbers (for granny flat/dual</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<p><b>documentation attached.</b></p>	<p>occupancies) must have been requested and shown on the WAC plan and the LPSS data collection sheet must be completed and returned.</p> <ul style="list-style-type: none"> <li>• For installation of a boundary kit on commercial OR residential properties the <i>“Pressure Sewer Construction Checklist - Pipework and boundary assembly kit civil inspection”</i> checklist must be completed by AIS civil must be attached.</li> <li>• For any works on a tank and pump unit on residential properties only the <i>“Pressure Sewer Construction Checklist - Pipework and tank”</i> checklist completed by AIS civil must be attached.</li> <li>• For any works on a tank and pump unit and electrical alarm control panel on residential properties only the <i>“Pressure Sewer Construction Checklist - Tank and pump requirements”</i> checklist completed by mech/elec. inspection must be attached.</li> <li>• 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.</li> </ul>				

## 2.3 eDeveloper PCP Documentation

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<b>Certified Design Checklist</b>	Completed and signed off by WSC including any variations throughout project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ITP Checklist</b>	Completed and signed off by constructor and WSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Constructor Capability Checklist</b>	WSC to provide completed Constructor Capability Checklist. Ensure both the constructor and WSC have ticked the checkboxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Field Test Results (must have on the report comply or pass)</b>	<p>Field testing must comply with civil tech specs <a href="https://www.sydneywater.com.au/content/dam/sydneywater/documents/provider-information/standards-specifications/technical-specification-civil.pdf">https://www.sydneywater.com.au/content/dam/sydneywater/documents/provider-information/standards-specifications/technical-specification-civil.pdf</a></p> <p><b>All streams testing:</b></p> <ul style="list-style-type: none"> <li>• Compaction Tests attached must be equal to or greater than “required number” of tests noted on the design plan.</li> <li>• Correct number of tests carried out</li> <li>• Concrete Dockets and Stabilised Sand Cement where used are included referenced in the civil tech spec <b>C2.8</b>.</li> <li>• Compaction results: Minimum 95% for non-trafficable areas, 98% for trafficable areas</li> </ul> <p><b>WW/SW testing:</b></p> <ul style="list-style-type: none"> <li>• CCTV</li> <li>• Maintenance hole (MH or MC) – All maintenance structures must be vacuum tested as per Civil Tech Spec <b>C4.21.6</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	<ul style="list-style-type: none"> <li>Deflection testing of flexible pipelines</li> <li>Low pressure air or vacuum testing of pipelines</li> </ul> <p><b>PW/RW testing:</b></p> <ul style="list-style-type: none"> <li>Pressure test</li> <li>Hydrostatic testing of pipelines</li> </ul> <p>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 &amp; 12E.  <a href="https://www.sydneywater.com.au/plumbing-building-developing/provider-information/forms.html">https://www.sydneywater.com.au/plumbing-building-developing/provider-information/forms.html</a></p> <p>That the report attached:</p> <ul style="list-style-type: none"> <li>is on a company letterhead with all the company details</li> <li>has a Nata accredited symbol</li> <li>is ISO compliance/certified</li> <li>refers to SW codes and clauses</li> <li>is signed by the company</li> </ul>				
<p><b>Process change/irrelevant e-developer fields</b></p>	<p><b>Project validation certificate</b></p> <p>Not required (Mandatory Field in e-dev) – WSC will normally attach their Work Requests from SWConnect for Connection here.</p> <p><b>Water – Disinfection Notice</b></p> <p>WSC does not need to attach anything in this field – process has changed and is covered by Ozone/chlorination testing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
<b>Connection report</b>	<ul style="list-style-type: none"> <li>Completed Post Connection Report from SWConnect attached</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Restoration Clearance / Permission to enter (PTE) - where applicable</b>	<ul style="list-style-type: none"> <li>PTE forms and Restoration have been completed and signed off</li> <li>Sign off by affected Landowner/occupier e.g. tenant (if applicable)</li> </ul> <p><a href="#">Entry onto third party property – WSCs and developers: work instruction</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Easement Clearance/ Positive covenant – where applicable</b>	<ul style="list-style-type: none"> <li>Group Property signed off the easement/positive covenant</li> <li>WAC shows any new easements/positive covenant referenced above</li> <li>Group Property Easement clearance letter attached in the case folder in e-developer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design/Project Management /Construction costs</b>	<ul style="list-style-type: none"> <li>Must correspond with 'Installed Assets' costs in e-developer</li> <li>Costs must be 'reasonable' value</li> <li>For Funded works – the total project costs of all installed assets cannot be less than the expected reimbursement costs.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Funding</b>	<p>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.</p> <p>If there is any difficulty with the customer registration into ARIBA, please contact your case manager for assistance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NOR/Job Specific letter</b>	Ensure other requirements specified in job spec letter have been met relating to construction works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Description	Checklist Apply & Ok	Checklist Apply & NOT Ok	Not applicable (NA)	Notes
	<p>For example:</p> <ul style="list-style-type: none"> <li>• Certification of construction methodology around other assets and structures</li> <li>• 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 or building on the site</li> <li>• If applicable, any OoSBPA requirements</li> </ul>				