



# Cooling Tower Inspection Forms and Guidance Document

Jamie Woodward  
Environmental Health Officer  
Health Protection Programs  
SA Health



Government  
of South Australia

SA Health



# Cooling Tower Inspection Form

## Background for Review




# Cooling Tower Inspection Form feedback

- > Inspection Form is comprehensive.
- > Inspection Form was lengthy.
- > Substantial amount of time taken to complete during the inspection process.
- > Challenging for new EHO's to industry to complete.
- > Not being used by Independent inspectors (3<sup>rd</sup> party auditors) creating difficulties for EHO's to assess system compliance.




# Cooling Tower Inspection Form identified issues

- > Sites with multiple systems, majority of inspection time is used to go through elements on multiple forms capturing similar details (e.g. owner and registration details).
- > OR:
- > Sites with multiple systems, one form was being used to capture all towers (blending of system information onto 1 form).
- > In some instances Councils using their own abbreviated form.



# Cooling Tower Inspection Form review and outcomes (some new tools for the toolbox)

1. New abbreviated inspection form has been created for EHO's only. (5 pages).
2. Existing form revised for use by independent inspectors to provide comprehensive report for the relevant authority.
3. Guidance document has been created for EHO's to refer to whilst completing the inspection form.



New Abbreviated Cooling Tower  
inspection form (5pages)  
for  
EHO's Only



# Abbreviated Cooling Tower Inspection Form for EHO's only

- > Now shorter at 5 pages (removed the comment sections for independent inspectors, inspection frequency suggestions etc).
- > Combined a number questions together.
- > Fixed some formatting (line spacing etc).
- > Colour coded the inspection forms.
- > Part 2.5 of 3666.2 (blue heading).
- > Part 3 of 3666.3 (red/orange headings).



# Abbreviated Cooling Tower Inspection Form for EHO's only

- > New form is optional for EHO's to use.
- > EHO's can still use the current or existing form if preferred.
- > Foresee its main use will be:
- > Sites with multiple systems (e.g Adelaide Brighton Cement).
- > Sites with good compliance history and EHO is familiar with conducting a cooling tower inspection.
- > EHO has good knowledge of AS/NZS 2.5 of 3666.2 and 3 of 3666.3.



# EHO's only inspection form

## Cooling water system (maintained according to s2.5 of 3666.2) Legionella Regulations compliance inspection report form for ENVIRONMENTAL HEALTH OFFICERS ONLY

Version 4.0 2022

Registered system details		(✓) - details correct	(✗) - details correct	U/SA Health Government of South Australia All rights reserved.
Premises Name				Ref No
Premises address				Date
System name/description				Start time
Owner of premises <sup>1</sup> - full name				Finish time
Business address				Officer
Residential address				Inspection Type
Responsible person <sup>2</sup> - 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.  
(BNC) indicates a serious non-compliance.

### 1.0 Registration and notification

#	Description	Reg	Compliance	Comments
1.1	Is the system registered? (within 1 month of being brought into service) (BNC)	(5)(2)		
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)		

Comments, non-compliance details and action to be taken with due dates.

### 2.0 Commissioning of new or stand-by and back up systems, towers and components and new components

#	Description	Reg	Compliance	Comments
2.1	Have new components been installed to the system since the last compliance inspection? (documented)	9		
2.2	Is the system (and any new, stand-by and/or back-up components) adequately flushed, chemically cleaned and pre-treated for corrosion and microbial control purposes prior to commissioning?	9		

Comments, non-compliance details and action to be taken with due dates.

### 3.0 System plans

#	Description	Reg	Compliance	Comments
3.2	On what date and year was the system installed/commissioned?	10(2)		
3.1	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.

<sup>1</sup>As specified in the Legionella Regulations, a reference to the owner of the premises includes a reference to an occupier of the premises if the occupier is responsible for the operation of the system.  
<sup>2</sup>This is the person nominated by the system owner as being responsible for the operation and maintenance of the system.  
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 a material particular in any information provided during a compliance inspection.



## Cooling water system (maintained according to s3 of 3666.3) Legionella Regulations compliance inspection report form for ENVIRONMENTAL HEALTH OFFICERS ONLY

Version 4.0 2022

Registered system details		(✓) - details correct	(✗) - details correct	U/SA Health Government of South Australia All rights reserved.
Premises Name				Ref No
Premises address				Date
System name/description				Start time
Owner of premises <sup>1</sup> - full name				Finish time
Business address				Officer
Residential address				Inspection Type
Responsible person <sup>2</sup> - 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.  
(BNC) indicates a serious non-compliance.

### 1.0 Registration and notification

#	Description	Reg	Compliance	Comments
1.1	Is the system registered? (within 1 month of being brought into service) (BNC)	(5)(2)		
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)		

Comments, non-compliance details and action to be taken with due dates.

### 2.0 Commissioning of new or stand-by and back up systems, towers and components and new components

#	Description	Reg	Compliance	Comments
2.1	Have new components been installed to the system since the last compliance inspection?	9		
2.2	Is the system (and any new, stand-by and/or back-up components) adequately flushed, chemically cleaned and pre-treated for corrosion and microbial control purposes prior to commissioning?	9		

Comments, non-compliance details and action to be taken with due dates.

### 3.0 System plans

#	Description	Reg	Compliance	Comments
3.1	On what date and year was the system installed/commissioned?	10(2)		
3.2	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.


<sup>1</sup>As per the South Australian Public Health (Legionella) Regulations 2015, owner means occupier when the occupier is responsible for the system in question.  
<sup>2</sup>This is the person nominated by the owner as being responsible for the operation and maintenance of the system.  
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 a material particular in any information provided during a compliance inspection.





## Feedback..... so far

- > Has been trialled by Health Protection Operations when inspecting multiple systems at BHP and Santos sites.
- > Currently HPO use the form every time they conduct their inspections.
- > Big time saver out in the field.



Existing Cooling Tower Inspection  
form revised  
(10 pages)  
for  
EHO's and Independent inspectors



# Existing Cooling Tower Inspection Form

- > Modified the existing form for both inspection conducted under part 2.5 or part 3 of the standards.
- > Formatting amendments (line spacing etc).
- > For consistency these forms are also colour coded to counterpart the new abbreviated EHO only forms.
- > Part 2.5 of 3666.2 (blue heading).
- > Part 3 of 3666.3 (red/orange headings).



# Existing Cooling Tower Inspection Form

- > For use by both EHO's and Independent inspectors.
- > Independent inspector declaration must be completed.
- > Compliance summary retained to assist Authorised Officer / Relevant Authority when assessing independent inspection report.

# Existing Inspection Form

## For use by both EHO's and Independent inspectors.

Cooling water system (maintained according to s2.5 of 3666.2) – Legionella Regulations compliance inspection report form

Version 4.0 2023

Inspection form summary		
Section	Name	Actions required
1.0	Registration and notification	Confirm registration particulars
2.0	Commissioning	Assess commissioning processes and records
3.0	System plans	Assess plans for compliance
4.0	Operating and maintenance manuals	Assess manuals for compliance
5.0	Maintenance <a href="#">log books</a>	Assess <a href="#">log books</a> for compliance and determine compliance with maintenance requirements
6.0	Responding to detection of <b>Legionella</b> in water samples	Obtain copies of all notifiable results (18 months) and assess <a href="#">log books</a> for compliance
7.0	Water treatment and automatic biocide dosing	Assess water treatment and biocide dosing
8.0	Drift eliminators	Assess drift eliminator compliance
9.0	Physical aspects	Detail physical system information
10.0	Microbiological testing	Collect water samples for Legionella testing
11.0	Systems to be operated and maintained by competent persons	Assess competence of responsible person
12.0	Independent Inspector declaration	Completed and signed by Independent Inspector
13.0	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, <a href="#">processes</a> 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 <b>not</b> 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 South Australian Public Health (Legionella) Regulations 2013 requires the relevant authority to **at least once in every 12 months** cause an inspection of each high risk manufactured water system registered with the relevant 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 Legionella 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 (healthcare acquired)
<b>Risk factors (person/individual)</b>	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 a material particular in any information provided during a compliance inspection (Maximum penalty \$10,000).

Cooling water system (maintained according to s3 of 3666.3) – Legionella Regulations compliance inspection report form

Version 4.0 2023

Inspection form summary		
Section	Name	Actions required
1.0	Registration and notification	Confirm registration particulars
2.0	Commissioning	Assess commissioning processes and records
3.0	System plans	Assess plans for compliance
4.0	Operating and maintenance manuals	Assess manuals for compliance
5.0	Maintenance <a href="#">log books</a>	Assess <a href="#">log books</a> for compliance and determine compliance with maintenance requirements
6.0	Responding to detection of <b>Legionella</b> in water samples	Obtain copies of all notifiable results (18 months) and assess <a href="#">log books</a> for compliance
7.0	Water treatment and automatic biocide dosing	Assess water treatment and biocide dosing
8.0	Drift eliminators	Assess drift eliminator compliance
9.0	Physical aspects	Detail physical system information
10.0	Microbiological testing	Collect water samples for Legionella testing
11.0	Systems to be operated and maintained by competent persons	Assess competence of responsible person
12.0	Independent Inspector declaration	Completed and signed by Independent Inspector
13.0	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, <a href="#">processes</a> 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 forms 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 <b>not</b> 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 South Australian Public Health (Legionella) Regulations 2013 requires the relevant authority to **at least once in every 12 months** cause an inspection of each high risk manufactured water system registered with the relevant 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 Legionella 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 (healthcare acquired)
<b>Risk factors (person/individual)</b>	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 a material particular in any information provided during a compliance inspection (Maximum penalty \$10,000).

# Existing Inspection Form

12.0 Independent Inspector declaration		
If this inspection has been conducted in order to satisfy the requirements of a notice issued by the local authority pursuant to regulation 16(2), the independent inspector must complete the following declaration:		
12.1	I am a genuine independent third party with respect to this system. Neither I nor any company or individual with which I am professionally or personally associated has any involvement in the operation, treatment, <del>maintenance</del> or cleaning of this system. I am not the owner of the system, nor am I an employee, relative or personal friend of the owner of the system. I am satisfied that there is no real or perceived conflict of interest which would prevent me from making or being perceived to make an open, <del>honest</del> and comprehensive compliance assessment of this system.	Yes / No
12.2	I am knowledgeable in the operation and maintenance of this cooling water system.	Yes / No
12.3	Provide an overview of your knowledge of the operation and maintenance of this cooling water system.	
12.4	I have a comprehensive understanding of the South Australian Public Health (Legionella) Regulations 2013 (the Legionella Regulations), such as to enable me to assess this system in order to determine whether it is operated and maintained in compliance with all relevant requirements of the Legionella Regulations.	Yes / No
12.5	I have qualifications or training in water treatment of cooling water systems.	Yes / No
12.6	Provide details of your qualifications or training in water treatment of cooling water systems. <b>*A copy of any evidence of your qualifications and/or training must be attached to this report.</b>	
12.7	In the process of conducting the compliance inspection and assessment of this system, the owner or responsible person has provided complete access to all parts of the system and related records and has provided all necessary information to enable a complete and thorough compliance assessment to be conducted.	Yes / No
12.8	If you answered No above [at 12.7], please provide details of the necessary access or information which was not made available to you, and how that impacted on your ability or capacity to assess the system for compliance.	

Independent inspector declaration must be completed and signed.

12.0 Independent Inspector declaration		
If this inspection has been conducted in order to satisfy the requirements of a notice issued by the local authority pursuant to regulation 16(2), the independent inspector must complete the following declaration:		
12.1	I am a genuine independent third party with respect to this system. Neither I nor any company or individual with which I am professionally or personally associated has any involvement in the operation, treatment, <del>maintenance</del> or cleaning of this system. I am not the owner of the system, nor am I an employee, relative or personal friend of the owner of the system. I am satisfied that there is no real or perceived conflict of interest which would prevent me from making or being perceived to make an open, <del>honest</del> and comprehensive compliance assessment of this system.	Yes / No
12.2	I am knowledgeable in the operation and maintenance of this cooling water system.	Yes / No
12.3	Provide an overview of your knowledge of the operation and maintenance of this cooling water system.	
12.4	I have a comprehensive understanding of the South Australian Public Health (Legionella) Regulations 2013 (the Legionella Regulations), such as to enable me to assess this system in order to determine whether it is operated and maintained in compliance with all relevant requirements of the Legionella Regulations.	Yes / No
12.5	I have qualifications or training in water treatment of cooling water systems.	Yes / No
12.6	Provide details of your qualifications or training in water treatment of cooling water systems. <b>*A copy of any evidence of your qualifications and/or training must be attached to this report.</b>	
12.7	In the process of conducting the compliance inspection and assessment of this system, the owner or responsible person has provided complete access to all parts of the system and related records and has provided all necessary information to enable a complete and thorough compliance assessment to be conducted.	Yes / No
12.8	If you answered No above [at 12.7], please provide details of the necessary access or information which was not made available to you, and how that impacted on your ability or capacity to assess the system for compliance.	

# Existing Inspection Form

## Compliance summary to be completed by Authorised Officer when assessing system compliance

Cooling water system (maintained according to s2.5 of 3666.2) – Legionella Regulations compliance inspection report form  
Version 4.0 2023



### COMPLIANCE SUMMARY

System and contact details		SA Health, Government of South Australia. All rights reserved.			
Premises Name		Ref No		Date	
System name/description		Time		Officer	
#	Description	Maximum Penalty	Exemption	Reg #	Compliance?
<b>1.0 Registration and notification</b>					
	Is the system registered? (within 1 month of being brought into service) <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	6(2)	
	Have any particulars changed with regards to registration of the system? (released over 1 month ago without notification?) <b>(BROUO) (NON COMPLIANCE)</b>	\$750	\$80	6(4)	
	Has the system been permanently decommissioned or removed? (over 1 month ago without notification?) <b>(BROUO) (NON COMPLIANCE)</b>	\$750	\$80	6(5)	
<b>2.0 Commissioning of new or stand-by systems or following the installation of new system components</b>					
	Is the system (and any new components) adequately flushed, chemically cleaned and pre-treated for corrosion and microbial control purposes prior to commissioning? <b>(BROUO) (NON COMPLIANCE)</b>	\$2500	\$210	9	
<b>3.0 System plans</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	10(1)	
<b>4.0 Operating and maintenance manuals</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	10(3)	
<b>5.0 Maintenance log books</b>					
	Are compliant maintenance log books for the system kept on the premises in a readily accessible place and made available for inspection on request by an authorised officer? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	14(1)	
	Have all maintenance log books been retained for a period of at least five years after the last entry in the log book is made (since October 2008)? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	14(2)	
	Do the log books indicate that the system is maintained in complete compliance according to the requirements set out in section 2.5 of AS/NZS 3666:21? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	12(a)	
<b>6.0 Responses to detection of Legionella in water samples</b>					
	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 1000 or more cfu of Legionella per mL of water? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	17(1)	
	Has the system immediately shut down or been laminated upon receipt of any result indicating the presence of 1000 or more Legionella per mL of water? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	17(1)	
<b>7.0 Water treatment and automatic biocide dosing</b>					
	Does the system have an automatic biocide dosing device fitted which is capable of effectively dosing all pipes while the system is in operation? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	7	
	Is the system fitted with suitable, automatically controlled water treatment systems in complete compliance according to requirements set out in section 2.5 of AS/NZS 3666:21? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	12(a)	
<b>8.0 Drift eliminators</b>					
	Are all cooling towers in the system fitted with compliant drift eliminators (except for towers where the Minister has determined that drift eliminators need not be fitted)? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	8(1)	
	Are all conditions of the Minister's determination that drift eliminators need not be fitted being complied with (where applicable)? <b>(BROUO) (NON COMPLIANCE)</b>	\$2500	\$210	18	
<b>11.0 Systems to be operated and maintained by competent persons</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	N/A	11	
<b>COMMENT SECTION 3 TO BE TAKEN (This section should only be completed by an authorised officer)</b>					

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 a material particular in any information provided during a compliance inspection (Maximum penalty \$10,000).



Cooling water system (maintained according to s3 of 3666.3) – Legionella Regulations compliance inspection report form  
Version 4.0 2023




### COMPLIANCE SUMMARY

System and contact details		SA Health, Government of South Australia. All rights reserved.			
Premises Name		Ref No		Date	
System name/description		Time		Officer	
Business telephone					
#	Description	Maximum Penalty	Exemption	Reg #	Compliance?
<b>1.0 Registration and notification</b>					
	Is the system registered? (within 1 month of being brought into service) <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	6(2)	
	Have any particulars changed with regards to registration of the system? (released over 1 month ago without notification?) <b>(BROUO) (NON COMPLIANCE)</b>	\$750	\$80	6(4)	
	Has the system been permanently decommissioned or removed? (over 1 month ago without notification?) <b>(BROUO) (NON COMPLIANCE)</b>	\$750	\$80	6(5)	
<b>2.0 Commissioning of new or stand-by systems or following the installation of new system components</b>					
	Is the system (and any new components) adequately flushed, chemically cleaned and pre-treated for corrosion and microbial control purposes prior to commissioning? <b>(BROUO) (NON COMPLIANCE)</b>	\$2500	\$210	9	
<b>3.0 System plans</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	10(1)	
<b>4.0 Operating and maintenance manuals</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	10(3)	
<b>5.0 Maintenance log books</b>					
	Are compliant maintenance log books for the system kept on the premises in a readily accessible place and made available for inspection on request by an authorised officer? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	14(1)	
	Have all maintenance log books been retained for a period of at least five years after the last entry in the log book is made (since October 2008)? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	\$160	14(2)	
	Do the log books indicate that the system is maintained in complete compliance according to the requirements set out in section 2.5 of AS/NZS 3666:21? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	12(a)	
<b>6.0 Responses to detection of Legionella in water samples</b>					
	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 1000 or more cfu of Legionella per mL of water? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	17(1)	
	Has the system immediately shut down or been laminated upon receipt of any result indicating the presence of 1000 or more Legionella per mL of water? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	17(1)	
<b>7.0 Water treatment and automatic biocide dosing</b>					
	Does the system have an automatic biocide dosing device fitted which is capable of effectively dosing all pipes while the system is in operation? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	7	
<b>8.0 Drift eliminators</b>					
	Are all cooling towers in the system fitted with compliant drift eliminators (except for towers where the Minister has determined that drift eliminators need not be fitted)? <b>(BROUO) (NON COMPLIANCE)</b>	\$5000	\$315	8(1)	
	Are all conditions of the Minister's determination that drift eliminators need not be fitted being complied with (where applicable)? <b>(BROUO) (NON COMPLIANCE)</b>	\$2500	\$210	18	
<b>11.0 Systems to be operated and maintained by competent persons</b>					
	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? <b>(BROUO) (NON COMPLIANCE)</b>	\$1250	N/A	11	
<b>COMMENT SECTION 3 TO BE TAKEN (This section should only be completed by an authorised officer)</b>					

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 a material particular in any information provided during a compliance inspection (Maximum penalty \$10,000).







# Cooling Water Systems Compliance Inspection Reports Guidance document for EHO



# Cooling Water System Guidance Document

- > To promote consistency in the assessment of cooling water systems for compliance with the South Australian Public Health (Legionella) Regulation 2013 (the Legionella Regulations) and prescribed sections of AS/NZS 3666.
- > Aims to provide general guidance to EHOs during an inspection of a cooling water system.



# Cooling Water System Guidance document

- > To support new and experienced EHO's when completing or assessing an inspection report.
- > Questions and prompts to help make the assessment.
- > Short-cuts to relevant sections of the Legionella Regulations and Australian Standards 3666 (parts 1, 2 & 3).



# Cooling Water System Guidance document

- > This is not a “how to conduct and inspection document”.
- > Doesn't capture every scenario that you will encounter, but rather points the EHO in the right direction.
- > Should be used in conjunction with Legionella Regulations and AS/NZS 3666. part 1, 2 & 3.



**Government  
of South Australia**

---

SA Health