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Hunter Water Corporation A.B.N. 46 228 513 446

OPERATION AND MAINTENANCE MANUAL TEMPLATE

STS 906

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**Document Control**

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**Operation & Maintenance Manual for:**

Asset Name

Equipment Reference Number

Asset Type

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# Contact Information

Table 1: Contact Details

|  |  |  |
| --- | --- | --- |
|  | Designer | Contractor |
| Name |  |  |
| Address |  |  |
| Phone |  |  |
| Fax |  |  |
| Email |  |  |
| Project or Job Number |  |  |
| Hunter Water Contract Number |  |  |

## Design Scope of Work

## Construction Scope of Work

# Defects Liability

## List of All Equipment Covered By Warranties

## List of Any Spares and Special Tools Supplied Under the Contract

# WAC Information

## WAC and Construction Drawings Location

Table 2: Construction and WAC Drawings Location

|  |  |  |
| --- | --- | --- |
| Civil/Mechanical | HWC Intranet Plan Room System  Drawing Number  General Arrangement Sheet Number  Side Elevation Sheet Number  Site Plan Sheet Number | ######  ##  ##  ## |
| Electrical | HWC Intranet Plan Room System  Drawing Number  Full Set | SK##### |
| Construction Drawings | TRIM Reference |  |

## Commissioning Process

# Assets Operational and Maintenance Information

## Description of the Assets Function

## System Hydraulic Overview

# Operation Procedures

## Description of Assets Operation

## Restriction on Assets Operation

## Start Up/Shut Down Procedures

## Isolation Procedures

## Complete List of Fault Conditions

This includes both electrical and mechanical troubleshooting.

## Emergency Procedures

## Surcharge Information

Refer to Appendix 3 Technical Data Tables.

## Portable Generator Connection Details

Refer to Appendix 3 Technical Data Tables.

## Process systems SOPs / SWMSs

## Safety Data Sheets (SDS) Register

# Asset Equipment

## Equipment Technical Data Tables

Refer to Appendix 3 Technical Data Tables for data tables at commissioning. Refer to Ellipse for current equipment data for:

* Pumps and Motors
* Valves
* Level Monitors
* PLC and Telemetry

## Pump Details (Remove if Not a Pump Station)

### Pump Certified Test Curves

### Motor Certified Test Curves (for non-submersible pumps)

### Test Result Log Sheet

### Motor Torque/Speed/Efficiency Characteristic Curves

## Drawings

### Pumps

#### General Arrangements

#### Sectional Arrangements

### Motor (for non-submersible pumps)

#### Sectional Arrangements

#### Gland Sealing Arrangements

## PLC and Telemetry

### Operation Description

### Functional Specification

## Peripheral Equipment (When Installed)

Refer to Appendix 3 Technical Data Tables for data tables at commissioning. Refer to Ellipse for current equipment data for:

* Compressor
* Installed Generator
* Odour & Sterilising Units
* Overhead Crane
* Pressure Vessel
* Valves

## Other Installed Equipment

### List of Installed Components Not in Another Part of This Manual

### Technical and Replacement Details for Installed Components

## Maintenance Information

### Troubleshooting Instructions for Large Components (eg. pump and motors etc).

### Maintenance Scheduling

### Drawings and Schedules

# OEM Manuals Summary

The following is a Summary of the OEM Manuals in Appendix 4:

# Risk Information Summary

The following is a Summary of the Risk and Safety Information in Appendix 5:

# Document Control

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| Version | Date | Author | Details of Change | Approval Date | Approved by | Next Scheduled Review |
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1. Warranty Certificates
2. Commissioning Procedure
3. Technical Data Tables
4. OEM Manuals
5. Safety and Risk Information