

## AWPCA Distribution Inspection Form

1. Deduct points for problems.
2. Write N/A if question does not apply to system you are inspecting.

100 Possible Points  
\_\_\_\_\_ Deduction Points  
\_\_\_\_\_ Total Score

**A minimum of 80 is required to be considered for an award.**

Inspector: \_\_\_\_\_  
System : \_\_\_\_\_  
System personnel conducting Tour: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Total Score: \_\_\_\_\_

**I. Pumping Equipment (5 points each)**

- 1. Adequacy of equipment \_\_\_\_\_
- 2. Operating condition \_\_\_\_\_
- 3. Maintenance \_\_\_\_\_
- 4. Physical Appearance \_\_\_\_\_
- 5. Overall Condition \_\_\_\_\_

**II. Appearance, Attitude and general Condition (5 points each)**

- 1. Interior of facilities \_\_\_\_\_
- 2. Exterior of facilities \_\_\_\_\_
- 3. Area surrounding facilities \_\_\_\_\_
- 4. Attitude of Operators \_\_\_\_\_
- 5. Overall operation \_\_\_\_\_
- 6. Overall maintenance \_\_\_\_\_

**III Records and test Equipment (2 points each)**

- 1. Keeps daily records of Chlorine residual. \_\_\_\_\_
- 2. Updated distribution map. \_\_\_\_\_
- 3. All customers metered \_\_\_\_\_
- 4. Has finished water been calibrated  
In the last 12 months. \_\_\_\_\_
- 5. Uses DPD or other approved method  
for chlorine test. \_\_\_\_\_

6. Has unexpired reagents on hand. \_\_\_\_\_
7. Is unaccounted water less than 15% previous 12 months? \_\_\_\_\_
8. Has maintenance schedule for equipment \_\_\_\_\_
9. Has distribution flushing schedule \_\_\_\_\_
10. Can produce bacteriological results for past 12 months. \_\_\_\_\_
11. All process control and tank monitoring equipment operable and calibrated during the past 12 months. \_\_\_\_\_
12. Records of capacity test performed on pumps \_\_\_\_\_
13. Meters all wells. \_\_\_\_\_
14. Updated Hydrant and valve map \_\_\_\_\_
15. Has an updated written Bac-T Sampling site plan. \_\_\_\_\_
16. Has a written cross-connection policy \_\_\_\_\_
17. Record of 5 year tank inspections \_\_\_\_\_

**IV Safety ( 2 points each)**

1. Can produce evidence of completing any safety or first aid class. \_\_\_\_\_

**V. Operators and AWPCA Affiliation ( 3 points each)**

1. Has certified Operator \_\_\_\_\_
2. Has attended AWPCA short course \_\_\_\_\_
3. Has AWPCA Member \_\_\_\_\_

