

WATER SYSTEMS WORK AUTHORISATION AND FLUSHING RECORD

RECORD — ESTATES FILE

HTM 04-01 Part B — the Water Safety Group's control of work on the domestic hot and cold water system

KD-HTM-WS-005 Rev A0

In a healthcare building the domestic water system is a patient-safety system, managed by a Water Safety Group under HTM 04-01 Parts B and C (Part C for *Pseudomonas aeruginosa* in augmented care) with an Authorising Engineer (Water) and an Authorised Person; ACOP L8 (4th edition, 2013) and HSG274 Part 2 (2014) are the legionella regime it applies. Any work that opens the system — a new outlet, a cut-in, an isolation that leaves pipe standing, a dead leg created by a strip-out — is authorised here before it starts and is not put back into use until the flushing, the disinfection where required, and the sampling the group asks for are recorded. The RAMS are KD-RAMS-WH-001 and KD-RAMS-WH-002; the commissioning checklist is KD-QA-ME-009; the temporary-supply log is KD-INS-WH-034; this is the group's authorisation and the record it wants back.

1 IDENTIFICATION

PROJECT / WORKS REF	PREMISES	DATE	AUTHORISATION NO.	AUTHORISED PERSON (WATER)

2 THE WORK

☐ Cold water services	☐ TMVs and outlets	☐ Calorifiers / water heaters	☐ New pipework and outlets
☐ Hot water services	☐ Tanks and cisterns	☐ Booster / pressure sets	☐ Removal of pipework or outlets
LOCATION	CONTRACTOR	PLANNED FROM	PLANNED TO
DESCRIPTION OF THE WORK			
LEGIONELLA RISK ASSESSMENT / WRITTEN SCHEME REF	RAMS REF	AUGMENTED CARE AREA?	

3 CONDITIONS SET BY THE WATER SAFETY GROUP

- ☐ No dead legs left: redundant pipework cut back to the main at the tee, not capped at the end
- ☐ Fittings and materials of the kind the Water Supply (Water Fittings) Regulations 1999 require and the organisation approves; no unapproved substitution
- ☐ Isolation kept as short as the work allows; standing water in an isolated section flushed to drain before the section returns
- ☐ New pipework filled, flushed and, where the group requires, disinfected to BS 8558:2015 before connection to the live system
- ☐ Outlets taken out of use flushed on the frequency the written scheme sets — written in below — and the flush recorded in section 5
- ☐ Hot and cold temperatures at the outlets checked after return against the figures written in below
- ☐ Point-of-use filters fitted where the group requires them in augmented care
- ☐ Samples taken where, when and for what the group specifies in section 6 — the result comes to the group before release

The figures the group sets for this work — written in from the written scheme, not copied from a template:

FLUSHING FREQUENCY — OUTLETS OUT OF USE	HOT OUTLET TARGET	COLD OUTLET TARGET	DISINFECTION REQUIRED?

Authorised by the Water Safety Group on the conditions above:

AUTHORISED PERSON (WATER) / GROUP CHAIR	SIGNATURE	DATE	TIME

4 ISOLATION RECORD

VALVE / SECTION	LOCATION	CLOSED BY / DATE / TIME	REOPENED BY / DATE / TIME

[illegible][illegible]

CONDITIONS OF RELEASE

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

Contractor — the record above is complete and true:

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.