



Process Water System Monitoring Checklist

System Overview & Documentation

Verify system documentation is current and accessible, including drawings, operating procedures, and alarm response plans.

Last System Drawing Review Date

Summary of Recent System Modifications (if any)

Operating Procedure Version

- ☐ Version 1.0
- ☐ Version 1.1
- ☐ Version 1.2
- ☐ Version 1.3

Drawing Revision Number

Description of Any Observed Discrepancies Between As-Built Drawings and Actual System

Write something...

Emergency Contact List Current?

- ☐ Yes
- ☐ No

Upload Relevant Documentation (e.g., SOPs, Permits)

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Water Quality Parameters

Regularly monitor key water quality indicators to ensure compliance with regulatory standards and system requirements.

pH Level

Enter a number...

Turbidity (NTU)

Enter a number...

Total Dissolved Solids (TDS) (mg/L)

Enter a number...

Free Chlorine Residual (mg/L) (If Applicable)

Enter a number...

Conductivity ($\mu\text{S}/\text{cm}$)

Enter a number...

Water Appearance

- ☐ Clear
- ☐ Cloudy
- ☐ Discolored

Notes on Water Quality Observations

Write something...

Pressure and Flow

Assess system pressure and flow rates to identify potential issues such as leaks, blockages, or pump inefficiencies.

Supply Pressure (PSI/Bar)

Enter a number...

Return Pressure (PSI/Bar)

Enter a number...

Flow Rate (GPM/LPM)

Enter a number...

Flow Meter Status

- ☐ Operational
- ☐ Faulty
- ☐ Needs Calibration

Pressure Drop Across Filter (PSI/Bar)

Enter a number...

Time of Flow Measurement

Notes on Pressure/Flow Observations

Write something...

Equipment Performance

Inspect and evaluate the performance of critical equipment like pumps, filters, and control valves.

Pump 1 Discharge Pressure (PSI)

Enter a number...

Pump 2 Flow Rate (GPM)

Enter a number...

Filter Condition (Pump 1)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Valve Operation (Control Valve A)

- ☐ Operating Normally
- ☐ Sticking
- ☐ Leaking
- ☐ Seized

Any unusual noises or vibrations observed?

Write something...

Last Lubrication Date (Pump 1)

Enter date...

Pump Motor Current (Amps - Pump 2)

Enter a number...

Equipment needing attention (select all that apply)

- ☐ Pump 1
- ☐ Pump 2
- ☐ Filter A
- ☐ Control Valve A
- ☐ None

Alarm System & Response

Confirm alarm system functionality and verify the effectiveness of alarm response procedures.

Alarm System Status Check (0=Fault, 1=Operational)

Time of Last Alarm Occurrence

Description of Last Alarm Event (if applicable)

Alarm Response Procedure Followed?

- ☐ Yes
- ☐ No


Details of Alarm Response Actions Taken

Write something...

Number of False Alarms in Last Period

Enter a number...

Attach Alarm Log Screenshot (if applicable)

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Tank Levels & Storage

Monitor water levels in tanks and reservoirs, and inspect storage areas for leaks or contamination.

Tank 1 Water Level (feet/meters)

Enter a number...

Tank 2 Water Level (feet/meters)

Enter a number...

Tank Capacity (gallons/liters)

Enter a number...

Freeboard (inches/cm)

Enter a number...

Storage Area Condition

- ☐ Clean and Dry
- ☐ Slight Dampness
- ☐ Visible Moisture
- ☐ Standing Water

Observations/Comments on Storage Area

Write something...

Evidence of Leaks?

- ☐ No
- ☐ Yes - Minor
- ☐ Yes - Moderate
- ☐ Yes - Severe

Attach Photo of Tank/Storage Area (if applicable)

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Disinfection System (if applicable)

Assess the efficacy and performance of the disinfection process (e.g., chlorine, UV) to maintain water safety.

Disinfectant Residual (ppm)

Enter a number...

pH Level

Enter a number...

Disinfection Method

- ☐ Chlorination
- ☐ UV Radiation
- ☐ Ozonation
- ☐ Other (Specify in LONG_TEXT)

If 'Other' disinfection method, please specify:

Write something...

UV Lamp Intensity (mW/cm² - if applicable)

Enter a number...

Last UV Lamp Replacement Date (if applicable)

Enter date...

Time of Disinfection System Readings

Disinfection System Operational Status

- ☐ Operational
- ☐ Standby
- ☐ Faulted

Any observations or issues related to disinfection system?

Write something...

Log Keeping and Record Maintenance

Ensure all monitoring data, maintenance records, and corrective actions are accurately logged and readily available.

Date of Log Entry

Enter date...

Time of Log Entry

Monitoring Round Number/Sequence

Enter a number...

Summary of Monitoring Activities Performed

Write something...


Description of any Abnormal Readings or Issues

Write something...

Calibration Status of Monitoring Equipment

- ☐ Current & Valid
- ☐ Calibration Needed
- ☐ Out of Calibration

Supporting Documentation (e.g., Calibration Certificates)

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Signature of Monitoring Personnel