# Gauge board installation and calibration checklist

Duly qualified persons (DQPs) should complete this checklist during the installation process to ensure all criteria have been met.

The checklist will assist DQPs enter all necessary information into the DQP Portal and complete the site validation.

**INSPECTION COMPLIANCE**(Y = Yes, P = Photo taken, N/A = Not Applicable)

|  |  |
| --- | --- |
| **Site details** | **Details** |
| Landholder name |  |
| Storage ID - work approval number |  |
| Date of installation |  |
| Details of certifying DQP |  |
| Details of qualified person undertaking survey |  |

## Site prerequisites and installation method

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site prerequisites**  | **Y** | **P** | **N/A** | **Remarks** |
| **Site selection:** |  |  |  |  |
| Able to measure lowest accessible point in storage as confirmed by DQP | [ ]  |  |  |  |
| Easily and safely accessed for reading and maintenance | [ ]  |  |  |  |
| Resistant to damage, tampering or attack | [ ]  |  |  |  |
| **Installation method:** |  |  |  |  |
| New installation Existing installation  | [ ] [ ]  | [ ]  |  |  |
| Single gauge board affixed to existing structure | [ ]  | [ ]  |  |  |
| Single gauge board installed standalone | [ ]  | [ ]  |  |  |
| Sectional gauge boards affixed to existing structure | [ ]  | [ ]  |  |  |
| Sectional gauge boards installed standalone | [ ]  | [ ]  |  |  |
| WHS Risk Assessment completed | [ ]  |  |  |  |

Gauge board selection and installation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gauge board selection**  | **Y** | **P** | **N/A** | **Remarks**  |
| Gauge board construction in accordance with specifications | [ ]  | [ ]  |  |  |
| Gauge boards increment 100mm (existing) | [ ]  | [ ]  |  |  |
| Gauge boards increment 10mm (new) | [ ]  | [ ]  |  |  |
| Total height (single or sectional boards combined) allows for measurement from lowest accessible point in storage to embankment crest level | [ ]  | [ ]  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gauge board installation**  | **Y** | **P** | **N/A** | **Remarks**  |
| Gauge height (0.00m) set at storage floor level low point (consistent with storage curve) | [ ]  | [ ]  |  |  |
| Gauge height (0.00m) set above storage floor level low point (consistent with storage curve) | [ ]  | [ ]  |  |  |
| Securely mounted as per specifications for selected installation method | [ ]  | [ ]  |  |  |
| Gauge board(s) are installed vertically plumb | [ ]  | [ ]  |  |  |
| Highest increment on lower board accurately levelled to lowest increment on higher board successively [Sectional boards only]  | [ ]  | [ ]  |  |  |
| Non-corrosive fixings used | [ ]  | [ ]  |  |  |
| Tamper-seals installed on fixing bolts by DQP | [ ]  | [ ]  |  |  |

Survey requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Survey** | **Y** | **P** | **N/A** | **Value** |
| Reference survey benchmark ID | [ ]  |  |  |  |
| Reference survey benchmark level (mAHD) | [ ]  |  |  |  |
| Vertical height difference from 0.00m (gauge height) to survey benchmark (m) | [ ]  |  |  |  |
| Level of gauge height (0.00m) of measuring point (m AHD)[Gauge height (0.00m) set at storage floor level low point] | [ ]  |  |  |  |
| Level of gauge height (0.00m) of measuring point (m AHD)[Gauge height (0.00m) set above storage floor level low point] | [ ]  |  |  |  |
| Height of gauge above 0.00m (eg. 0.35m) | [ ]  |  |  |  |
| Level on the storage floor adjacent to the gauge board (mAHD) | [ ]  |  |  |  |
| GDA20 coordinates of the gauge boards (Latitude and Longitude) | [ ]  |  |  |  |

Certification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification**  | **Y** | **P** | **N/A** | **Remarks** |
| Site registered on WaterNSW DQP portal by DQP | [ ]  |  |  |  |
| Details entered in DQP portal and validation certificate generated | [ ]  |  |  |  |