

CSCA Statement of Compliance – Remedial clean of operating closed heating and cooling systems



Company Name:	Assessor:	Date:
----------------------	------------------	--------------

The purpose of this Statement of Compliance is to demonstrate that a management process is in place that is conducive to a good outcome from a remedial cleaning process.

***Evidence:**

Please provide details as indicated below, relating to a single cleaning project undertaken by the Service Provider in the preceding 12 months.

GENERAL REQUIREMENTS

<u>Management review</u>	YES/ NO	EVIDENCE
To demonstrate management structure and control procedures.		
Information required:		
1. A statement of the scope of works.		
2. Details of the management, contractual and communication chain for the project.		
3. Allocation of responsibilities between the contractual parties involved in the clean.		
4. Statement of competencies of personnel undertaking the works and any training needs.		
5. Control measures for management and supervision of the works.		
6. Health and Safety risk assessments covering (for example) safe handling of chemicals and methods.		
7. Measures for control of sub-contractors (where applicable).		
8. Internal checks to verify works undertaken comply with specified requirements.		
9. Records logging the cleaning activities and results obtained.		

Scope of work Preparatory scoping works in preparation for a clean.	YES/ NO	EVIDENCE
Information required:		
1. The specification and standards/guides that must be complied with under the contract.		
2. A design/installation review to allow pricing and confirm cleaning facilities are adequate.		
3. The cleaning stages to be undertaken as part of the clean.		
4. Chemical datasheets for the chemical products proposed as part of the clean.		
5. A system specific cleaning method statement.		
6. A programme and resource allocation chart for the propose works.		
7. A list of the proposed report/test sheet deliverables for the project.		

SPECIFIC REQUIREMENTS

Design and Installation Review	YES/ NO	EVIDENCE
Minimum content of the design and installation review following a site survey.		
Information required:		
1. Records of the system age and water treatment history.		
2. Evidence of internal pipe and water conditions.		
3. Relevant system operating details e.g. seasonal and daily operating hours.		
4. Report on flushing facilities (fill points, drain points, bypasses) and any modifications required.		
5. Methods for protecting sensitive plant items, terminal devices and valves.		
6. A list of the materials of construction and how they should be addressed.		
7. Plans for maintaining system pressure and circulation during flushing, as necessary and appropriate.		
8. The target water quality parameters to be achieved.		
9. Assessment of limitations or risks associated with the proposed cleaning method.		
10. Assessment of risks associated with adjusting balancing valves to full open positions.		
11. Proposals for re-balancing system flow rates after completion of the clean or resetting of valves to previous positions.		
12. Specified client requirements regarding programme, levels of disruption, financial constraints etc.		

Cleaning method statement	YES/ NO	EVIDENCE
Minimum content of the cleaning method statement.		
Information required:		
1. Assessment of optimal cleaning process e.g. whether the system is to be cleaned as one or in sections.		
2. Assessment of cleaning times e.g. whether during or outside of occupancy periods.		
3. System specific procedures for the removal of particulate matter.		
4. Procedures for control of bacteria during the clean and up to handover.		
5. Procedures for the chemical cleaning and passivation of pipework surfaces.		
6. Procedures for maintaining water conditions on completion of the clean.		
7. Procedures for monitoring of water conditions (by means of regular sampling) after completion of the clean.		

Records/deliverables	YES/ NO	EVIDENCE
Minimum content of recorded cleaning results to be provided to the client for each system.		
Information required:		
1. Record of water conditions in the operating system prior to commencement of the clean.		
2. The pre-clean design review.		
3. The cleaning method statement.		
4. Flow record sheets for recording flushing flow rates achieved during dynamic flushing.		
5. Product safety data sheets for chemicals used.		
6. Chemical test sheets recording the progress of chemical cleaning stages.		
7. Chemical dosage record sheets recording times and quantities of each chemical dosed.		
8. Strainer records recording time and content of strainer inspections.		
9. Backflush records recording visual condition of water flushed through terminal devices.		
10. Chemical and microbiological results for samples taken after the clean.		
11. Trend information for water analysis results.		

