**Water Meter Validation Certificate**

*Landscape South Australia Act 2019*

*Version 2.1 (July 2020)*

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| **PURPOSE** |
| This certificate must be completed by a Certified Person[[1]](#footnote-1) to confirm that the meter and its installation complies with the requirements of the South Australian Licensed Water Use Meter Specification (SA Specifications) and Australian Standard 4747 – Meters for non-urban water supply. This is an ‘approved Water Meter Validation Certificate’ under the SA Specifications and the *Landscape South Australia (Water Management) Regulations 2020*.The completed certificate must be provided to the Water Licence Holder and submitted to the Department for Environment and Water within 14 days of validation through the online [meter notification form](https://forms.business.gov.au/smartforms/sa-dfw/water-meter-notification-html/) (or alternatively via email or post).  |

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| **PART 1: WATER LICENCE[[2]](#footnote-2) HOLDER DETAILS** |
| **Water licence number**  |  |
| **Water licence holder name** |  |
| **Postal address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Contact person or agent – if the water licence holder is not the main contact, provide a contact person or agent’s name below** |
| **Name** |  |
| **Phone** |  |
| **Email address** |  |

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| **PART 2: VALIDATION CERTIFICATE REASON** |
| [ ]  **New meter installation and validation (fill out parts 3, 5 and 6) OR**  |
| [ ]  **Revalidation of an existing meter[[3]](#footnote-3) (fill out parts 4, 5 and 6)** |
| **PART 3: NEW METER INSTALLATION AND VALIDATION** **Only complete if a new/replacement meter has been installed and validated** |
| **METER DETAILS** |
| **Date meter installed** |  | **Meter make** |  |
| **Meter model** |  | **Meter size** |  |
| **Meter serial number** |  | **Pipe size** |  |
| **Meter reading (at installation)** |  | **Unit of measure** |  |
| **Number of digits** |  | **Power Source** |  |
| **GPS location of meter (fill out Easting/Northing OR Longitude/Latitude)** |
| **Easting** |  | **Northing** |  |
| **Latitude** |  | **Longitude** |  |
| **Datum used for location of meter** | [ ]  **WGS84** [ ]  **GDA94** [ ]  **GDA2020** [ ]  **Other – specify:**  |
| **Has the meter been pattern approved?** | [ ]  **Yes** [ ]  **No[[4]](#footnote-4)** | **Pattern approval no**  |  |
| **Is the meter fit for purpose?** | [ ]  **Yes** [ ]  **No** | **Is the meter fitted with telemetry?** | [ ]  **Yes** [ ]  **No** |
| **WATER SOURCE DETAILS** |
| **Water source ID (description as appears on water licence)** |  |
| **If a new water source, fill out below (note - source must be endorsed on the water licence prior to use):**  |
| **Water source type (please tick)** | [ ]  **Well/bore**[ ]  **Dam**[ ]  **Watercourse extraction** |
| **Water source description (i.e. well unit or permit number, dam capacity, gps coordinates):** |  |
| **INSTALLATION DETAILS** |
| **Has the meter been installed in accordance with the pattern approval certificate and the SA Licensed Water Use Meter Specification?** | [ ]  **Yes** [ ]  **No**  |
| **Pipe length upstream of meter** |  | **Pipe length downstream of meter** |  |
| **VALIDATION DETAILS** |
| **Date of validation** |  | **Meter reading at validation** |  |
| **Security seal numbers** |  |
| **PART 4: REVALIDATION OF AN EXISTING METER****Only complete this part for an existing meter installation** |
| **Reason for validation** | [ ]  **Re-validation after a change to the meter installation that may affect meter accuracy**[ ]  **Re-validation after security seals are broken by someone not authorised**[ ]  **Re-validation after security seals are broken for maintenance by a certified person**[ ]  **Re-validation of a meter (other)** **Please specify:**  |
| **Meter serial no** |  | **Water source ID (as described on licence)** |  |
| **Meter reading**  |  | **Date** |  |
| **Security seal numbers**  |  |

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| **PART 5: VALIDATION CHECKLIST****Please complete this checklist to ensure all items are assessed when performing the validation** |
| **No** | **Description of item** | **Yes**  | **No** |
| 1 | Has a pattern approved meter been used? If not specify why: |  |  |
| 2 | Is the meter fit for purpose (suited to intended purpose, installation configuration and operating conditions)?If not, state why |  |  |
| 3 | Has the meter been installed in accordance with the pattern approval certificate, the manufacturer’s specifications and the SA Licensed Water Use Meter Specifications? |  |  |
| 4 | Is the site safe and accessible for meter reading and maintenance? |  |  |
| 5 | Is there any evidence of tampering? If yes, please specify: |  |  |
| 6 | Are all configurable parameters on the meter, including software versions, consistent with the meter’s factory calibration? |  |  |
| 7 | Has an internal check of the meter and the lead in/lead out pipework revealed that the pipework and meter is: |  |  |
|  | 1. Clear of any build up (i.e. sediment, calcium, iron oxide, iron bacteria, algae etc.)
 |  |  |
|  | 1. Round and clear of obstructions
 |  |  |
|  | 1. Satisfactory quality?
 |  |  |
| 8 | Where the flow computer allows notification of errors, are any errors active/observed? |  |  |
| 9 | Has meter and pipework seals been installed to both the meter and connecting pipework? |  |  |
| 10 | Has approved seals with a unique number been used? |  |  |
| **PART 6: CERTIFICATION** |
| I certify that: |
| [ ]  I am a Certified Person for the purpose of validating meter installations  |
| [ ]  The meter and its installation is **approved for use** and iscompliant with the requirements of the South Australian Licensed Water Use Metering Specifications and Australian Standard 4747 |
| [ ]  The information in this Certificate is accurate, true and complete |
| **Name of Certified Person** |  |
| **Certified meter installer/validator number** |  | **Contact number** |  |
| **Email address** |  |
| **Signature** |  | **Date** |  |

**SUPPORTING INFORMATION/PHOTOGRAPHS**

[ ]  I have attached photographs.

Please attach photographs of the meter serial number, the meter dial/display and the site showing the whole meter installation including where seals have been attached.

Photographs can be uploaded individually on the meter notification form, attached below or emailed with the validation certificate to the Department for Environment and Water.

1. A certified person is someone holding a current certificate from Irrigation Australia Limited to be a Certified Meter Installer/Validator [↑](#footnote-ref-1)
2. Or Water Resource Works Approval Number [↑](#footnote-ref-2)
3. This includes any revalidations performed on a meter that has previously been validated (including any validations performed on meters installed pre 1 July 2019). [↑](#footnote-ref-3)
4. All new and replacement meters must be pattern approved. A non-pattern approved meter can only be installed under special circumstances (i.e. where there are no suitable/fit for purpose pattern approved meters for the site) and only if the customer has been given written authority from the Department for Environment and Water. [↑](#footnote-ref-4)