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Evaluation Guideline

for the Kiwa Process Certificate for Temporary
Drinking Water Installations



Preface

This Evaluation Guideline was prepared by Kiwa's "Temporary Drinking Water Installations" Technical Advisory Committee, in which stakeholders in this particular sector are represented.

During the period in which the guideline was drawn up, the Technical Advisory Committee was composed as follows:

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The Technical Advisory Committee operates under the Kiwa Water Supply Chain Board of Experts (CWK) that oversees and, if necessary, revises the implementation of certification schemes. For the sake of convenience, the "Water Supply Chain Board of Experts" is simply referred to as the "Board of Experts" in this document.

Kiwa will apply this Evaluation Guideline (BRL) in conjunction with the Kiwa Regulations for Product Certification: 2014, in which Kiwa's general rules for certification are set.

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1 Introduction

1.1 General

Kiwa will use the requirements set out in this evaluation guideline (BRL) to evaluate applications for and to review extensions of process certificates for temporary drinking water installations. This BRL focuses on the execution of the process by companies that design, install, operate and manage temporary drinking water installations.

All temporary drinking water installations shall comply with the relevant applicable legislation and regulations. Kiwa will apply this BRL in conjunction with the Kiwa Regulations for Product Certification:2014, in which Kiwa's general rules for certification are set.

The BRL was drawn up on the basis of the following assumptions:

- the drinking water at locations under assessment is safe for consumption;
- transparency can be provided about the factors specifically involved in the construction and use of a temporary drinking water installation to ensure safety;
- confidence in the installation will be provided by demonstrably assigning competent and experienced personnel, and using suitable resources;
- the companies that implement the process are able to make sound judgements regarding the safety aspects of the drinking water installation, coupled with advice and recommendations for their clients about measures that can be taken to mitigate health risks;
- certification gives clients and installers the freedom to make specific elements of inspections be weighted more at their own discretion.

On the basis of this evaluation guideline, certified installers may issue a Kiwa "Safe drinking water venue" declaration for each drinking water installation. This statement indicates that, according to the process described in this BRL, the temporary drinking water installation has been constructed, put into operation, and managed for a specific period of time, by a certified installer, in such a way that the installation continues to meet the requirements stipulated in this guideline for the Kiwa process certificate for temporary drinking water installations.

A Kiwa "Safe drinking water venue" declaration can only be issued by a certified installer if, when it is contracted, it is mandated to inspect all installations/equipment, which will be connected to the installation fitted by the certificate holder, and, if necessary, can give compulsory instructions to the owners/operators thereof, in the interest of drinking water safety at the location.

A Kiwa "Safe drinking water venue" declaration shows that the temporary drinking water installation at the location meets the relevant requirements, but not necessarily all the requirements in NEN 1006 ('General regulations for tap water installations' or the related Water Worksheets (see also paragraph 4.2).

The certificate is issued on the assumption that the temporary drinking water installation will be used in accordance with the design conditions and operating instructions.

The BRL lists the requirements to be met by the certificate holder, as well as the certification body.

The Kiwa "Safe drinking water venue" declaration ties in the wishes and the requirements imposed on installers by licencing authorities, supervisory bodies, water

companies, event organisers and end users. The Kiwa “Safe drinking water venue” declaration and the accompanying process certificate increase the visibility of the social function of installers.

Obtaining the process certificate is not obligatory by law nor regulation. It is a private scheme embedded in a legislative framework and supplemented with a number of additional quality requirements.

The collection of used drinking water, the discharge thereof into drains and the connections to the sewer system are beyond the scope of this BRL. However, drinking water safety devices that are connected to the sewer system shall comply with Water Worksheet 3.8.

This BRL is based on legislation in the Netherlands. In other countries the relevant national authorities may set additional or other requirements.

Section 2 explains the terminology used in this BRL. Section 3 describes the procedure for obtaining a quality declaration.

Section 4 details the process requirements and testing methods. Section 5 outlines the requirements to be met by quality systems operated by installers.

Section 6 contains the testing matrix and, in Section 7, the agreements on the implementation of the certification scheme are listed.

1.2 Field of application

The quality requirements specified in this BRL concern the process used by an installer for designing, constructing, operating and managing a temporary drinking water installation.

1.3 Acceptance of test reports provided by the supplier

If the supplier provides reports from test institutions or laboratories to prove that the products meet the requirements of this evaluation guideline, the supplier shall prove that these reports have been drawn up by an institution that complies with the applicable accreditation standards, namely: NEN-EN-ISO/IEC 17020 for inspection bodies;

- NEN-EN ISO/IEC 17021 for certification bodies certifying systems;
- NEN-EN-ISO/IEC 17024 for certification bodies certifying people;
- NEN-EN-ISO/IEC 17025 for testing and calibration laboratories;
- NEN-EN-ISO/IEC 17065 for certification bodies certifying products, processes or services.

Remark:

This requirement is considered to be fulfilled when a certificate of accreditation can be shown, issued either by the Board of Accreditation (RvA) or by one of the institutions with which an agreement of mutual acceptance has been concluded by the RvA. The accreditation shall refer to the examinations as required in this evaluation guideline. When no certificate of accreditation can be shown, Kiwa shall verify whether the accreditation standard is fulfilled.

1.4 Quality declaration

The quality declaration issued on the basis of this BRL is referred to as a Kiwa process certificate. A model of the quality certificate is included in Annex I. A reference to the quality declaration (certificate number) or the following pictogram

shall be placed on reports issued by the installer concerning the certified service:



2 Terminology

2.1 Abbreviations

In this BRL the following abbreviations are used:

- **BRL:** Evaluation Guideline;
- **CI:** Certification Institute (Certification Body);
- **IQC:** Internal Quality Control;
- **TAC:** Technical Advisory Committee;
- **CAS:** Certification Assessor;
- **SAS:** Site Assessor;
- **DM:** Decision Maker;
- **WB:** Water worksheet.

2.2 Definitions

In this BRL, the following terms and definitions apply:

- **BRL:** the agreements made by the Board of Experts on the subject of certification;
- **Board of Experts:** Water Supply Chain Board of Experts “CWK”;
- **Components:** pipes, fittings, taps and other types of devices and accessories with which drinking water is distributed from the mains to points-of-use and made available for consumption;
- **Drinking water:** water, intended or partly intended for drinking, cooking, food preparation or for other domestic uses, but excluding hot tap water, which is made available to consumers or other users via pipes;
- **Flushing:** the removal of loose impurities and contaminants;
- **Installer:** a company that designs, constructs, operates and manages the temporary drinking water installation under certification during the period in which it is in use and/or connected to the mains of the local water company in accordance with the methods described in this BRL and that is responsible for ensuring that the products and processes continue to meet the criteria upon which the certification is based;
- **IQC scheme:** a description of the quality checks performed by the installer, as part of its own quality system;
- **Pre-certification audit:** the initial assessment and examination of the installer conducted before the process certificate is first issued;
- **Control audit:** an audit performed by a CI after the process certificate has been issued, to establish whether certified processes continue to meet the criteria specified in this BRL;
- **Process certificate:** a document in which Kiwa declares that a specified process continuously meets the related specifications set out in the respective certificate;
- **Temporary drinking water installation:** all the components of a collective installation, including the connection point to the mains distribution network of a water company and all connected equipment intended for dispensing drinking water, which will be dismantled after a maximum of three months^{1 2}.

¹ Supplementary management is necessary for periods longer than three months.

² The drinking water facilities set up for (sports) events and shows, temporary campsites, festivals, circuses, fairgrounds, exhibitions, trade fairs, temporary kitchens and catering facilities and temporary residential accommodation are examples of temporary drinking water installations.

Contrary to other documents, the definition in this BRL also includes hot tap water installations connected to temporary drinking water installations;

- **Project file:** contains all project-related documents, for example, capacity calculations, drawings, materials, laboratory analysis results, etc. The project file may also be in digital format.

3 Procedure for granting the quality declaration

3.1 Pre-certification audit

The pre-certification audits and tests to be carried out takes place on the basis of the process requirements stipulated in this BRL, including the testing methods and the assessment of:

- the quality system and the IQC scheme of the applicant installer;
- the presence and functioning of the other required procedures;
- the processes related to the construction, operation, inspection and maintenance of the temporary drinking water installation to be carried out on location;
- reports and documentation about the work that is carried out.

3.2 Granting the quality declaration

After completing the pre-certification audit, the results are presented to the Decision Maker (see 7.2) in the certification body. The Decision Maker assesses the results and determines whether the certificate can be granted or whether supplementary data and/or audits are required before this can be done.

4 Process criteria and test methods

4.1 General

This section specifies the requirements for the processes of designing, constructing, operating and managing temporary drinking water installations, and the test methods for verifying whether the requirements have been met.

These requirements and test methods concern:

- the fundamental aspects of a safe drinking water installation (see NEN 1006, paragraph 1.4);
- the use of suitable components for constructing/assembling the temporary drinking water installation;
- measures taken against possible contamination of drinking water with substances that can flow back from equipment or devices connected to the temporary drinking water installation;
- the construction of the temporary drinking water installation on location;
- commissioning of the temporary drinking water installation;
- the management of the temporary drinking water installation.

4.2 Standards and other requirements documents

A specific standard for assessing the quality of temporary drinking water installations is not available. The assessment of components from which temporary drinking water installations are assembled takes place on the basis of the requirements in the Ministerial “Materials and chemicals for use in drinking water and warm tap water supply Regulation” currently in force and the functional requirements that the components have to meet. The Ministerial Regulation as well as the functional requirements form part of Kiwa's evaluation guidelines (BRLs) for the components. Conformity with BRLs can be demonstrated on the basis of the stipulations in paragraph 1.3.

Within the framework of this BRL, NEN 1006 is considered less suitable for the practical assessment of a temporary drinking water installation on location because of its general formulation. The evaluation points are based on experience gained working with NEN 1006 and the Water Worksheets. In this respect, this BRL focuses on the following Water Worksheets that address the guarantee of safety aspects of drinking water facilities:

- WB 1.4 H: Construction of and safety measures for temporary drinking water installations;
- WB 3.8: Connecting “hazardous” devices**;
- WB 2.4: Cleaning and disinfection;
- WB 1.4 G: Management;
- WB 4.4A: Hot tap water installations – pipe design, waiting times, devices and temperature control;
- WB 4.4B: Hot tap water installations – safety measures.

*** Hazardous devices that are integrated in a drinking water installation and included in a Kiwa safety certificate according to BRL-K14011 are deemed to satisfy the requirements of WB 3.8.*

In addition, the following Water Worksheets, which contain requirements concerning specific aspects of efficiency and sustainability, are also important:

- WB 2.3: Pressure-testing;

- WB 3.2: Construction – grouping;
- WB 3.5: Construction – outdoor underground pipes;
- WB 4.1: Drinking water cisterns;
- WB 4.3: Pressure boosting systems;
- WB 4.6: Water treatment.

4.3 Design

The temporary drinking water installation shall be constructed in such a way that:

- a) drinking water with the intended flow rate, operating pressure and temperature for the purpose is available at respective tap points and connection points for appliances;
- b) the water delivered from tap points can - from the perspective of public health - be used reliably for its intended purpose and complies with the standards for physical, chemical and microbiological quality;
- c) it will not endanger the lives and/or property of the user or third parties;
Remark: For the purposes of this BRL, a user is anyone who uses the drinking water installation.
- d) the supply of drinking water to other drinking water installations is not adversely affected;
- e) it does not waste drinking water and/or energy;
- f) uninterrupted use is expected to work trouble-free;
- g) the quality of different types of drinking water is not adversely affected by interconnecting equipment or by other factors (for example, drinking water supplied from the mains and from storage containers at the location);
- h) it is easy to operate, manage and maintain.

In addition, the design shall take the following into account:

- i) the water shall be prevented from unintentionally being heated to a temperature exceeding 25 °C or from being chilled to below the freezing point;
- j) large-scale drinking water installations shall be divided into groups. The basic principle in this respect is to ensure that the entire installation does not need to be shut down for repairs and other work. The size of the groups shall be based on practical considerations. It shall be possible to shut off and drain groups separately (see WB 3.2).

4.4 Construction

A temporary drinking water installation is supplied from the mains distribution network of a water company.

If a standpipe is used to connect a temporary drinking water installation to a public underground hydrant, the standpipe shall be supplied, fitted and removed by the respective water company.

When using a water company's standpipes and/or public hydrants, instructions given by the water company shall be followed.

Remark

Connecting a temporary drinking water installation to a fire-extinguishing system is not permitted. Fire brigade hoses and fire hose reels may not be used.

If a temporary installation is supplied by making a connection to the mains distribution network of a water company, the installation company shall make certain that the connection does not pose a risk for the water to be drawn off and, if necessary, take appropriate measures.

If a supply of drinking water that is supplied from somewhere else (for example, a tanker) is connected to the temporary installation, the installer shall show that the tanker is suitable for this purpose and that the supply of drinking water meets the requirements. This can be done by an attestation by the supplier that the water meets the requirements and by declaring from which source it comes. This is supplemented by an accredited analysis report of an annual investigation of the relevant drinking water source.

The materials and devices to be used shall comply with the requirements given in the respective Kiwa evaluation guidelines or demonstrably equivalent requirements. If there is a risk of mechanical damage, fit-for-purpose safeguards shall be used, such as pipe sleeves.

The drinking water installation may not contain any sections where water does not flow through every day. Over-dimensioning shall be avoided and dead ends are not permitted.

4.4.1 **Pressure-testing**

Before connecting a temporary drinking water installation, the connection point and any ancillary upstream pipes shall be flushed (see WB 2.4).

After constructing an installation, it shall be pressure-tested to detect any leaks. If the installation will be commissioned within 72 hours, it may be pressure-tested with drinking water. If the amount of time until the installation is commissioned is longer, it shall be pressure-tested with oil-free air or an inert gas (such as carbon dioxide or nitrogen). The pressure-testing method depends on the pipe material and diameter (see WB 2.3).

When carrying out pressure tests, the following factors have to be taken into account:

- a) the drinking water installation is not damaged in any way;
- b) installed components that may not be subjected to high pressures shall be disconnected and/or removed before commencing pressure tests;
- c) after connecting pipes, etc. to the installation, the joints shall be checked for leaks at the prevailing water pressure;
- d) pipes shall be checked for 'sweating'.

4.5 **Commissioning**

4.5.1 **Flushing/cleaning/disinfection**

Within a maximum of 24 hours before an installation is put (back) into use, it shall be flushed for hygienic reasons.

Remark

Particles in drinking water can cause corrosion and lead to the installation malfunctioning.

If (sections of) an installation are not used at least weekly, the installation shall be flushed every week or put out of operation.

Before putting an installation into use, it shall be flushed with drinking water and, if necessary, cleaned and/or disinfected following the applicable method described in WB 2.4.

The flushing time recommended/specified by the disinfectant supplier shall be adhered to, and, in any case, until the disinfectant is no longer detectable.

4.5.2 **Marking**

Before and during flushing and/or disinfecting, removable warnings shall be placed at connection points and tap points stating that the water may not be used for human consumption or other purposes during that process. This can, for example, be done by attaching a signboard, label or sticker.

4.6 **Management**

The drinking water installation shall be used and managed in such a way that its quality as defined by the above safety and operating principles is guaranteed. Installations shall be used in accordance with the design conditions. The starting point in this respect is that the contents of pipes shall be refreshed at least every week (see WB 1.4 G). Filling in a checklist is a key management task; checklist records shall be entered in a logbook (see paragraph 4.6.1). The logbook may also be in digital format.

4.6.1 **Documents**

One of the tasks involved in managing a drinking water installation is to keep the most up-to-date versions of the following documents at the location:

- Drawings or diagrams of the installation;
Updated drawings/diagrams that present a clear overview of the pipe layout and the (aerosol-forming and non-aerosol forming) taps and devices incorporated in the installation;
- Checklist
A checklist in the form of summarised maintenance instructions for the installation shall be used to show clearly what has to be checked and maintained and when;
- Devices overview:
A diagram showing the location of fitted devices, installation safety devices and back-flow preventers;
- Logbook
The details of maintenance and inspection work carried in accordance with the checklist, the findings, measures taken, etc. shall be recorded in a logbook (which can be used to show what inspection and maintenance tasks have been carried out). This also includes keeping records of the procedures that are followed;
- Maintenance instructions
Inspection and maintenance instructions and directions provided by the suppliers of the fitted devices, safety devices and taps.

4.7 **Field inspection checklist**

The most important points to be checked during field inspections (see paragraph 7.6) shall be summarised in a checklist. A model checklist has been included in Annex IV.

5 Requirements for the quality system of the installer

5.1 General

This section sets out the requirements that the installer's quality system shall satisfy.

5.2 Quality system manager

A company officer, responsible for managing the installer's quality system, shall be designated within the organisation structure.

5.3 Internal quality control/quality plan

The installer shall have put in place and shall apply an internal quality control (IQC) scheme.

The IQC schedule must clearly show:

- the points inspected by the installation company;
- the inspection methods used;
- the frequency of inspections;
- the way in which inspection results are registered and stored.

The IQC scheme shall at least be equivalent to the model IQC scheme in Annex II.

5.4 Personnel

The installer shall only assign duly qualified personnel for the design, construction, operation and management of temporary drinking water installations and shall maintain a register of the personnel involved in this work.

The installer shall apply a recorded procedure for training and maintaining the qualifications of personnel.

This procedure shall at least specify the requirements that employees must meet in terms of the required education, experience and supervision by qualified staff for each type of installation. The following points also apply:

- registration of relevant and traceable information about education, experience and supervision of personnel;
- qualification of personnel as a result of a review of training and experience with the applicable requirements by a duly authorized officer.

An initial and subsequent annual assessments (reviews) of maintenance personnel on location shall form part of the qualification procedure. The qualification criteria of management and operational personnel shall be traceably registered.

The specific requirements regarding the competences of personnel charged with the design, construction, operation and/or management of temporary installations or who bear process responsibility in this respect are given in paragraph 5.6.

5.5 Training

Personnel assigned to work autonomously on temporary installations shall successfully complete mandatory training courses covering the requirements specified in Section 4 and instructions related to temporary drinking water installations. The installer shall ensure that the personnel concerned take refresher courses at least once every three years to keep their knowledge level up to date.

5.6 Specific competences of personnel

All personnel assigned to work autonomously on temporary installations shall be duly trained and qualified. The following specific training and experience requirements apply to this personnel:

Ø Training

They shall at least possess the following certificates/diplomas or qualifications:

- Hygienic working training course (provided by the Dutch Water Training Institute or another educational institution);
- B-VCA (Basic - Safety, Health and Environment Checklist for Contractors).

Ø Experience

They shall have demonstrable experience in and knowledge of:

- Legislation and regulations on temporary drinking water installations;
- NEN 1006;
- Water worksheets;
- Suppliers' instructions.

Personnel in charge of supervising work on temporary drinking water installations or in a position in which they manage and/or are responsible for work on temporary drinking water installations shall be able to demonstrate that they have taken the VOL-VCA (Safety for Operational Supervisors - Safety, Health and Environment Checklist for Contractors) professional training course and have relevant experience. At least one person assigned to a project shall have successfully completed the "Expert safe tap water installation" training course (provided by the Dutch Water Training Institute) or possess equivalent qualifications.

5.7 Measuring and testing instruments

The installer shall determine which laboratory apparatus, and measuring and testing instruments are required on the basis of this BRL in order to demonstrate that the temporary drinking water installation satisfies the requirements.

If necessary, the laboratory apparatus, and measuring and testing instruments shall be recalibrated at specified intervals.

The supplier shall assess and record the validity previous measurement results, if it should appear, through calibration, that the laboratory apparatus, and measuring and testing instruments do not function correctly.

A means of identification showing the calibration status shall be attached to relevant measuring instruments.

The supplier shall record the results of calibrations.

5.8 Document management

The installer must have a transparent (digital or hard copy) document management system that contains all reports concerning temporary drinking water installations and all relevant documented requirements (standards, etc.).

The following information shall be recorded in the document management system for temporary drinking water installations:

- the name of the document manager;
- a version history of each document;

- dates of when each document was last edited;
- dates of when changes to each document were signed off;
- overview of holders of copies of each document.

The installer shall maintain an overview of work carried out under the certificate. The overview shall specify at least the following information:

- the temporary drinking water installation(s) for each client and venue;
- the dates of construction and initial operation;
- the employees involved;
- the measuring and testing instruments used.

The overview shall be stored for a minimum period of three years.

5.9 Procedures and work instructions

The installer shall be able to submit:

- procedures for:
 - cleaning and hygienic storage of reusable parts and components of temporary drinking water installations;
 - putting a temporary drinking water installation (back) into operation;
 - handling non-conforming products/services;
 - corrective measures for detected non-conformities;
 - handling complaints about work that has been carried out;
- the work instructions and inspection forms in use.

The installer shall have a system in operation for taking corrective measures should any of the following situations occur:

- an incident or near-incident;
- observed non-conformities concerning safety or the effectiveness of work;
- incoming complaints from clients and/or third parties.

Complaint reports shall state the following information:

- report name;
- date;
- location;
- description of complaint/incident or near-incident;
- follow-up;
- possible solution to prevent reoccurrence;
- name of the responsible organisation;
- whether or not an action must be taken, and if so, when;
- signature of the officer/organisation responsible.

With respect to corrective measures, a note shall be made of when they are completed and the respective file is closed.

5.10 Reports

The installer shall provide the client with reports on work carried out under certificate.

5.10.1 *The objective of reports:*

- transparent transfer of information;
- historical records;
- accountability.

5.10.2 **Requirements for reports**

Each report (digital or hard copy) that the installer submits to the client under the certificate shall meet that following requirements:

- specification of the report type;
- specification of the creation date;
- specification of the name and address details of the installer and client;
- specification of the name and address details of the safe drinking water venue;
- presence of the pictogram or reference to the certificate number;
- can be reordered;
- is reproducible.

The content, format and layout of reports shall be agreed with the client.

6 Summary of audits and inspections

A summary of the audits and inspections performed for certification:

- **pre-certification audit:** the audit performed to establish whether all the requirements set out in the BRL have been met;
- **control audit:** the audit performed after granting a certificate to determine whether the certified products continue to meet to the requirements set out in the BRL; the frequency at which the certification institute (CI) has to perform control audits shall also be specified;
- **quality system audit:** verification of compliance with the IQC scheme and procedures.

6.1 Test/Audit matrix

Requirement description	BRL paragraph	Audit for	
		Pre-certification	Control audit after granting the certificate ^{a, b}
System requirements			
Manager	5.2	x	x
Quality plan	5.3	x	x
Training and experience of personnel	5.4	x	x
Training	5.5	x	x
Specific competences of personnel	5.6	x	x
Measuring and testing instruments	5.7	x	x
Document management	5.8	x	x
Procedures and work instructions	5.9	x	x
Handling of complaints	5.9	x	x
Reports	5.10	x	x
Use of certificate and certification mark	1.4	x	x
Process requirements			
Design requirements	4.3	x	x
Construction requirements	4.4	x	x
Operating requirements	4.5	x	x
Management requirements	4.6	x	x
Project documentation	4.6.1	x	x

- a) For significant modifications, to be evaluated by Kiwa, the process shall be reassessed to verify that it still meets the performance requirements.
- b) During visits to the location, the Site Assessor will inspect the processes on the basis of a selection of the marked system and process requirements. The frequency of inspection visits is given in paragraph 7.6 of this BRL.

7 Agreements on the implementation of certification

7.1 General

In addition to the requirements set out in this BRL, the general rules for certification in the Kiwa Regulations for Product Certification shall also apply.

These rules are, in particular:

- the general rules for conducting the pre-certification audits, in particular:
 - the way suppliers are to be informed about how an application is being handled;
 - how the audits/tests are conducted;
 - the decision to be taken as a result of the pre-certification audit.
- the general rules for conducting inspections and the aspects to be audited,
- the measures to be taken by the certification body in case of non-conformities,
- the measures taken by the certification body in case of improper use of certificates, certification marks, pictograms and logos,
- terms for termination of the certificate,
- the possibility to lodge an appeal against decisions of measures taken by the certification body.

7.2 Certification personnel

The following personnel are involved in the certification procedure:

- **Certification assessors (CAS):** responsible for performing pre-certification audits and assessing the reports of site assessors;
- **Site assessors (SAS):** responsible for conducting external audits at the business locations of the installer;
- **Decision maker (DM):** responsible for making decisions concerning pre-certification audits that have been performed, continuing certification on the basis of inspections that have been carried out and decisions on the need of implementing corrective measures.

7.2.1 Qualification requirements

The qualification requirements consist of:

- qualification requirements for operational certification personnel of a certification body that meet the criteria given in NEN-EN-ISO/IEC 17065;
- additional qualification requirements for operational certification personnel of a certification body set by the Board of Experts for the subject matter of this BRL.

Clear records shall be kept of certification personnel's qualifications and experience.

Basic competences	Assessment criteria
Knowledge of the company processes. Competence in conducting professional assessments of products, processes, services, installations, design and management systems.	<i>Relevant work experience:</i> SAS, CAS: 1 year DM: 5 years including 1 year in certification Relevant technical knowledge and work experience comparable with: SAS: intermediate vocational education (MBO) CAS, DM: Bachelor's degree/higher vocational education (HBO)
Competence in conducting site assessments Adequate communication skills (for example, ability to write reports, and presentation and interview skills).	SAS: Kiwa audit training or equivalent and 4 site assessments including 1 autonomous assessment under supervision.
Carrying out initial audits	CAS: 3 initial audits carried out under supervision.
Carrying out reviews	CAS: assessment of 3 reviews

	Certification assessor	Site assessor	Decision maker
Training - Specific	<ul style="list-style-type: none"> Specific training for BRL (Section 5.5) 	<ul style="list-style-type: none"> Specific training for BRL (Section 5.5) 	<ul style="list-style-type: none"> n/a
Experience - Specific	<ul style="list-style-type: none"> detailed knowledge of the BRL and 2 audits concerning the specific BRL or related BRLs 	<ul style="list-style-type: none"> detailed knowledge of the BRL and 2 audits concerning the specific BRL or related BRLs 	<ul style="list-style-type: none"> knowledge of the main aspects of the specific BRL

7.2.2 Qualifications

Certification personnel shall be demonstrably qualified by evaluations related to training and experience according to the requirements listed above. If qualification takes place on the basis of deviating criteria, a written record shall be kept of this.

Authority to qualify personnel:

- DM: qualification of the CAS and SAS;
- Management of the certification body: qualification of the DM.

7.3 Admission audit reports

The certification body shall set out its findings from the pre-certification audit in a report that meets the following requirements:

- completeness: the report contains decisions on all the requirements set out in the BRL;
- traceability: the findings on which decisions are based shall be registered in such a way that they are traceable;
- basis for decisions: the DM shall be able to base his decision on granting a certificate on the findings in the report.

7.4 Decision of granting the certificate

The decision of granting the certificate shall be made by a qualified DM who is not personally involved in the certification audit. The decision shall be registered in such a way that it is traceable.

7.5 Layout of quality declaration

The layout of the process certificate shall be in accordance with the model in Annex I.

7.6 Nature and frequency of external audits

The certification body shall audit the installer to verify that it complies with its obligations. The frequency of audits shall be decided by the Board of Experts. The agreed basic frequency is one audit per year at the installer's offices and two field inspections. The frequency can be adapted on the basis of the number of projects.

Number of projects	Sample size	
	Initial audits	Annual inspections
1 to 5	Office audit and 1 inspection of project location	1 office audit 1 project
6 to 15		1 office audit 2 projects
16 to 100		1 office audit 1 out of 10 projects
101 and more		1 office audit 10 projects

The installer is obliged to notify Kiwa in advance of projects that are carried out under certificate. A model notification form has been included in Annex V. For each project, the installer shall maintain records of the operational personnel involved and shall be able to present this information to Kiwa on request.

Audits performed by Kiwa shall cover at least the following:

- the installer's implementation and compliance with the IQC scheme, and the results of the internal quality inspections it carries out;
- the correct method for drafting and placing quality marks on the installer's reports;
- compliance with the required procedures;
- the handling of complaints about services provided.

Kiwa shall compile the findings of each audit performed in report in such a way that they are traceable.

7.7 Interpretation of criteria

The Board of Experts may record the interpretation of the requirements of this BRL in a separate document.

8 List of reference documents

Standards / normative documents

Number	Title	Version*
NEN-EN-ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection	
NEN-EN-ISO/IEC 17021	Conformity assessment – Requirements for bodies providing audit and certification of management systems	
NEN-EN-ISO/IEC 17024	Conformity assessment – General requirements for bodies operating certification of persons	
NEN-EN-ISO/IEC 17025	Conformity assessment – General requirements for the competence of testing and calibration laboratories	
NEN-EN-ISO/IEC 17065	Conformity assessment – Requirements for bodies certifying products, processes and services	
NEN 1006	General regulations for tap water installations	
NEN 3011	Safety colours and safety signs in the work environment and public spaces	
WB 1.4 G	Management of tap water installations	
WB 1.4 H	Temporary tap water installations	
WB 2.3	Pressure-testing	
WB 2.4	Flushing (draining) and disinfecting tap water installations	
WB 3.2	Construction of tap water installations – grouping	
WB 3.5	Construction of tap water installations – outdoor underground pipes	
WB 3.8	Safeguards on (hazardous) devices	
WB 4.1	Reservoirs for supplying a drinking water installation	
WB 4.3 (A to C)	Pressure-boosting systems	
WB 4.6	Water treatment	

*) If no date of issue is specified in this column, the current version of the document will apply.

I Model process certificate (example)

	process certificate KXXXXXXX/OX	 Partner for progress
	Issued	
	Replaces	
	Page	1 of 2
Temporary drinking water installations		
<p>KIWA DECLARATION By means of this process certificate, issued on the basis of BRL-K14036 "Temporary drinking water installations" dated xxxx-xx-xx and in accordance with the Kiwa Regulations for Product Certification, Kiwa declares that the work carried out by</p> <p>< company name ></p> <p>may be relied on to continuously comply with the specifications given in this process certificate, provided the contract with the client states that the work shall be carried out in accordance with this process certificate and that the end result shall meet the respective performance requirements set out in the BRL.</p> <p>Kiwa Nederland B.V. ing. B. Meekma director</p> <p>Publication of this certificate is permitted. Advice: consult www.kiwa.nl in order to ensure that this certificate is still valid.</p>		
<p>Kiwa Nederland B.V. Sir W. Churchillaan 273 Postbus 70 2280 AB RIJSWIJK, The Netherlands Tel. +31 (0)88 998 44 00 www.kiwa.nl</p>	<p>Certificate holder/installer</p> <p>Tel. Fax www. E-mail</p>	<p>Certification process consisting of the initial and periodical assessment of:</p> <ul style="list-style-type: none">• quality system• process

Process name

TECHNICAL SPECIFICATIONS

General description of the process

Fill in.

Process specifications

Fill in.

Report feature

The certificate number and/or the pictogram shall be displayed on reports about work carried out under this certificate:



RECOMMENDATIONS FOR THE CLIENT

On delivery, check whether:

- the agreed product(s)/service(s) has/have been delivered;
- the output of the process does not have any visible defects.

If you decide to reject the work on the grounds of the aforementioned, please contact:

- <company name>
- and, if necessary:
- Kiwa Nederland B.V.

* For the correct version of the listed documents, please check the table of changes in the BRL for recent updates

II Model IQC scheme (informative)

Audit topics	Audit aspects	Audit method	Audit frequency	Audit registration
Maintenance process, equipment, materials: <ul style="list-style-type: none"> • Procedures • Work instructions • Equipment • Material • Reports • Certificate use 	Checklist Testing method			
Personnel qualifications	Criteria Education and training Experience Specific training			
Measuring and testing instruments <ul style="list-style-type: none"> • Measuring instruments • Calibration 	Calibration Traceability Release/intake			
Complaints handling				

III Sample declaration “Safe drinking water venue”



Certificaat

Declaration

Safe drinking water venue

In accordance with:

- audits performed by Kiwa of the process implemented by the certificate holder for the design, construction, operation and management of temporary drinking water installations,
- periodic assessments of the qualification structure of the personnel involved and the organization of the activities of the system holder,

as specified in BRL-K14036, Kiwa hereby declares that the safety of the drinking water facilities at the following venue may be relied on:

<Venue name>

during the period

from <date> to <date>,

as specified in the accompanying reports, and provided with the quality mark below.

Certificate holder:

<Name of Installer>



IV Field inspection checklist

Kiwa Nederland B.V.
 Sir W. Churchilllaan 273
 PO Box 70
 2280 AB Rijswijk NL
 Telephone +31 (0)88 998 44 400
 Fax +31 (0)88 998 44 420
 Internet www.1kiwa.com

Certificate applicant/holder :
 Order/certificate number :
 Contact person:
 Name of temporary installation :
 Town/city :
 Date :
 Auditor :

Date _____
 Modification necessary yes no

Inspection summary

Y= present, N= not found, V = content and form is satisfactory, O = deficiency

Temporary drinking water installation construction	Y/N	V	O
1. The installation has been correctly fitted to (a connection point on) the mains network		<input type="checkbox"/>	<input type="checkbox"/>
2. Storage tanks are demonstrably suitable for storing drinking water		<input type="checkbox"/>	<input type="checkbox"/>
3. Delivered stocks are demonstrably of the required quality for drinking water		<input type="checkbox"/>	<input type="checkbox"/>
4. The materials applied comply with the requirements of the respective assessment guideline or are equivalent thereto		<input type="checkbox"/>	<input type="checkbox"/>
5. The installation is protected against mechanical damage (walkways)		<input type="checkbox"/>	<input type="checkbox"/>
6. The installation does not contain any dead ends		<input type="checkbox"/>	<input type="checkbox"/>
7. The installation is not over-dimensioned		<input type="checkbox"/>	<input type="checkbox"/>
8. Connections for each user are fitted with back-flow protection		<input type="checkbox"/>	<input type="checkbox"/>
9. Drinking water pipes and pipes used for other purposes can be visibly distinguished from each other		<input type="checkbox"/>	<input type="checkbox"/>
10. Hazardous devices have been connected on location in accordance with WB 3.8 (and a BRL-K14011 safety certificate has been attached)		<input type="checkbox"/>	<input type="checkbox"/>
Pressure-testing the temporary drinking water installation	Y/N	V	O
11. In view of the amount of time left until the installation is commissioned, the correct medium has been used (drinking water, oil-free air or inert gas)		<input type="checkbox"/>	<input type="checkbox"/>
12. The pressure-testing method is suitable for the types of materials used		<input type="checkbox"/>	<input type="checkbox"/>
13. Installed components that may not be subjected to high pressures have been disconnected and/or removed before pressure-testing		<input type="checkbox"/>	<input type="checkbox"/>
14. The correct pressure is used in pressure-testing		<input type="checkbox"/>	<input type="checkbox"/>

Certificate applicant/holder :
 Order/certificate number :
 Contact person:
 Name of temporary installation :
 Town/city :
 Date :
 Auditor :

15. Pipes and connections have been inspected for leaks and sweating; leaks have been repaired		<input type="checkbox"/>	<input type="checkbox"/>
The initial use of the temporary drinking water installation	Y/N	V	O
16. The installation is flushed within 24 hours before its initial use		<input type="checkbox"/>	<input type="checkbox"/>
17. Pipes with a diameter ≥ 100 mm are disinfected before initial use of the installation		<input type="checkbox"/>	<input type="checkbox"/>
18. Connections and taps are marked while flushing and disinfecting the installation		<input type="checkbox"/>	<input type="checkbox"/>
19. After disinfection, the installation is flushed until the disinfectant is no longer present		<input type="checkbox"/>	<input type="checkbox"/>
20. The procedure for initial operation has been demonstrably followed		<input type="checkbox"/>	<input type="checkbox"/>
Management of the temporary drinking water installation	Y/N	V	O
21. All sections of the installation are flushed at least once a week or put out of operation if they are not		<input type="checkbox"/>	<input type="checkbox"/>
22. The temporary installation and connected systems and devices are inspected periodically by going through a checklist		<input type="checkbox"/>	<input type="checkbox"/>
Documents	Y/N	V	O
23. Drawings or diagrams of the temporary installation are present		<input type="checkbox"/>	<input type="checkbox"/>
24. An overview of devices, appliances and fitted safeguards is present		<input type="checkbox"/>	<input type="checkbox"/>
25. A logbook containing records of all maintenance and inspection work, including findings and any measures taken, is present		<input type="checkbox"/>	<input type="checkbox"/>
26. Maintenance instructions are available at the location		<input type="checkbox"/>	<input type="checkbox"/>

V Model project registration form

Registration of projects in accordance with BRL-K14036 Please send to
infodwi@kiwa.nl

CERTIFICATE HOLDER

Company name :
Town/city :

Person registering

Name :
Telephone number :
E-mail address :

Contact (if different from the person registering)

Name :
Telephone number :
E-mail address :

CLIENT

Company/organisation name:
Department :
Address :
Town/city :
Contact :
Telephone number :
E-mail address :

PROJECT

Project name :
Location :
Brief description :

Drinking water installation planning

Start of construction :
Date of first operation:
Date of decommissioning:

REMARKS

