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# *Legionella Audit Checklist*

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## Introduction

The below checklist is designed to assist the responsible person audit their own system and arrangements to control legionella risk under their remit.

It should be noted that this list is not a risk assessment and should not be used as a replacement for one. It is expected that a risk assessment and control measures are already in place prior to carrying out an audit. For competent help on these matters, please contact [support@absolute-water.co.uk](mailto:support@absolute-water.co.uk) or tel: [01226 491 133](tel:01226491133) to speak to a consultant.

The below checklist covers hot and cold-water systems only. There may be other systems that use water and require appropriate risk assessment and control measures.

Where any of the answers are no, this means that a review of what is in place currently should take place and action taken to remedy the issue. These can be recorded on the table below.

Assessor Details	
Name:	
Title:	
Date:	

ID	Action	Location / Asset ID	Completed By

Risk Assessment	Yes	No	Issue
Has it been considered if the risk can be removed?			
Did the person carrying out the risk assessment have access to competent help and advice when undertaking the risk assessment?			
If there are more than 5 employees are the risk assessment findings recorded?			
Is anyone who is exposed to the property in the higher risk category?			
Does the risk assessor have access to competent help sufficient to undertake this risk assessment?			
Are there circumstances which would require a review of the risk assessment? NB a risk assessment should be reviewed regularly (at least every 2 years and / or if there are significant changes to the system)			



Risk Management	Yes	No	Issue
Has a responsible person been identified in writing?			
Is there a nominated deputy?			
Are contact details readily available?			
Are there roles and responsibilities of the staff involved in the control regime clearly defined in writing?			
Have all appropriate staff had appropriate training?			
Are roles and responsibilities of external subcontractors clearly defined in writing?			
Are the subcontractors suitably competent?			
Have other health & safety considerations been considered ie CoSHH assessments, working at height, working in confined spaces, etc?			

Written Scheme	Yes	No	Issue
Is there a written scheme for controlling the risk from exposure to legionella bacteria?			
Does the scheme contain an up to date plan of the system e.g. schematic drawing?			
Does the plan show and identify:			
<ul style="list-style-type: none"><li>■ all system plant, for example water softeners, filters, strainers, pumps, nonreturn valves and all outlets, for example showers, wash-hand basins etc?</li><li>■ all standby equipment, for example spare pumps?</li><li>■ all associated pipework and piping routes?</li><li>■ all associated storage and header tanks?</li><li>■ the origin of water supply?</li><li>■ any parts that may be out of use temporarily?</li></ul>			
Does the scheme contain instructions for the operation of the System?			
Does the scheme contain details of the precautions to be taken to control the risk of exposure to legionella bacteria			
Does the scheme contain details of the checks that are to be carried out (and their frequency) to ensure that the scheme is effective?			

Design & Construction	Yes	No	Issue
If you are fitting a new system, do any of the materials or fittings used in the water systems support the growth of micro-organisms?			
Are low corrosion materials used?			
If fitted, are thermostatic mixing valves (TMVs) sited as close as possible to the point of use?			



Cold Water Systems	Yes	No	Issue
Are low use outlets installed upstream of higher use outlets?			
Has cold water storage been assessed and minimised, ie holds enough for a day's use only?			
Is piping insulated and kept away from heat sources (were possible)?			
Is the cold-water tank:			
<ul style="list-style-type: none"> <li>■ fitted with a cover and insect screen(s) on any pipework open to the atmosphere?</li> <li>■ located in a cool place and protected from extremes of temperature?</li> <li>■ accessible?</li> </ul>			

Hot Water Systems	Yes	No	Issue
Does the calorifier storage capacity meet normal daily fluctuations in hot water use while maintaining a supply temperature of at least 50° C (see Note 5)?			
Are the hot water distribution pipes insulated?			
If more than one calorifier is used, are they connected in parallel			
<b>Does the calorifier have the following fitted:</b>			
<ul style="list-style-type: none"> <li>■ a drain valve?</li> <li>■ a temperature gauge on the inlet and outlet?</li> <li>■ an access panel?</li> </ul>			

Operation and Maintenance	Yes	No	Issue
If the water supplied to your building is not mains supply, has the water been pre-treated to make sure it is of the same quality as the mains?			
Is the entire contents of the calorifier, including the base, heated to 60° C for an hour each day, for example by using a shunt pump?			
Are all outlets that are no longer required cut back as far as the main pipe run?			
Are there arrangements to incorporate standby equipment, for example calorifiers, pumps, into routine use?			
If little used outlets have not been removed, are there arrangements in place to either:			
<ul style="list-style-type: none"> <li>■ flush them through on at least a weekly basis (with records kept of this)?</li> <li>or</li> <li>■ carry out a safe purge of stagnant water before use?</li> </ul>			
If thermostatic mixing valves are fitted, are they included in the maintenance schedule?			



Monitoring	Yes	No	Issue
<b>Temperature</b>			
If there is a risk of scalding (for example where the young, elderly or disabled may use the outlets), are thermostatic mixing valves fitted?			
Is the temperature of sentinel hot and cold water outlets checked on a monthly basis?			
If fitted, is the temperature of the water supply to thermostatic mixing valves checked on a monthly basis?			
Is the temperature of the water in the outlet and return pipes of the calorifier checked on a monthly basis?			
Is the temperature of the incoming cold water supply checked on a six-monthly basis?			
Is the temperature of a representative number of hot and cold water outlets checked on an annual basis?			
<b>Biocides</b>			
Is the control level required known and recorded in the operations manual?			
Is the rate of release/rate of addition of biocide known and recorded?			
Is the concentration of the biocide at sentinel outlets checked on a monthly basis?			
Is the concentration of biocide checked at representative outlets on an annual basis?			
<b>General</b>			
On an annual basis is there:			
<ul style="list-style-type: none"> <li>■ a visual check of the cold water tank and the water in it?</li> <li>■ a check to see if there is reasonable flow through the cold water tank, ie good tangential flow across the tank?</li> <li>■ a drain of the calorifier and a check for debris?</li> <li>■ a check on the plans for the hot and cold water circuits to make sure they are up to date?</li> <li>■ a check on the existence of all water connections to outside services?</li> </ul>			
Are results of all tests and checks recorded, together with details of any remedial action taken (if required)?			
<b>Microbiological</b>			
Are there procedures in place to identify circumstances when either general microbiological monitoring or sampling for legionella would be appropriate?			
If there are procedures in place, do these identify where samples should be taken, and the frequency and actions required?			



Cleaning & Disinfection	Yes	No	Issue
Have the circumstances when cleaning and disinfection of the hot water system would be appropriate been identified?			
If cleaning and disinfection were to be carried out, which of the following methods would be used?			
■ thermal?			
■ chemical?			
Are procedures in place for the chosen method of cleaning and disinfection?			

If you require further assistance, support or are unsure as to answers of the questions above, or what to do next? Please contact Absolute Water Compliance [here](#).