

Cold Water Storage Tank Inspection

A cold water storage tank record covering tank identity, safe access, visible hygiene condition, monitoring references, defects and remedial follow-up.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For cold-water storage tanks inspected from safe access without entry. This is not a cleaning certificate, sampling result, structural survey or confined-space entry authority.

HSE hot and cold water guidance includes inspection of cold-water storage tanks and remedial work where necessary. Inspection records support the site water-management arrangements; a visual check cannot demonstrate absence of legionella.

2. Tank and access

Tank ID, service and location *

Water risk assessment and schematic reference *

Safe access method and limits *

Nominal capacity and served areas

3. Visible checks

Lid, vent and overflow protection checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Visible internal condition and deposits recorded without entry * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Insulation and external condition checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Inlets, outlets and stagnation concerns recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Leaks and nearby contamination sources checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

4. Evidence and remedial work

Temperature record and method reference where taken

Separate sampling or cleaning report reference

Condition photographs (photos: attach, or note the file names)

Areas not visible and further investigation *

Record the viewing and access limits and any evidence not obtained. A visual check alone cannot establish water quality.

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.