

Manhole Inspection

A surface inspection of manhole and inspection chamber covers: location and use, cover, seating, frame and surround, signs of blockage or flooding, who is responsible, risk, photos and actions. No covers lifted.

1. Site

Project

Client

Site *

Site address

Inspection date *

Time

Inspector *

Reason for the inspection (choose one)

☐ Routine ☐ After a report of a damaged cover ☐ After flooding or heavy rain

Trip intervention level for this site (mm)

From your site or estate maintenance policy, or the highway authority's for covers in a road or footway. The form compares each cover with it; it does not set a level.

This is a surface check. Do not lift a cover or enter a chamber without the right competence, equipment and controls. HSE INDG258 lists sewers and enclosed drains as confined spaces, says poisonous gas can build up in sewers and manholes, and says the first duty under the Confined Spaces Regulations 1997 is to avoid entry, for example by doing the work from outside the space.

In England, since 1 October 2011 private sewers (drains shared by two or more properties) and lateral drains (serving one property but outside its own grounds) are the responsibility of the water and sewerage company. A drain serving one property within its own grounds stays the owner's responsibility (Defra).

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

2. Covers

Covers by area of the site (copy this block for each one)

Area of the site *

For example Car park, Rear yard or Footpath by block B

Covers in this area (copy this block for each one)

Cover reference *

Position in this area

Position (GPS)

Stand at the cover and tap Mark current location, so the repair crew or the water company finds the same cover. Mark current location works on web forms today; the app version is on its way.

Used by (choose one)

- ☐ Pedestrians only
- ☐ Car park or yard vehicles
- ☐ Road traffic
- ☐ Inside a building

Load class marked (BS EN 124) (choose one)

- ☐ A15 ☐ B125 ☐ C250 ☐ D400 ☐ E600 ☐ F900 ☐ Not marked or unreadable

If applicable: The marked load class looks low for where this cover is. BS EN 124 classes covers from A15 (pedestrians and cyclists) to F900. Carriageways normally need at least D400, and car parks and yards at least B125. Check what traffic actually crosses it.

Drain (choose one)

- ☐ Foul ☐ Surface water ☐ Combined ☐ Not known

Likely responsibility (choose one)

- ☐ Site owner ☐ Water and sewerage company ☐ Highway authority ☐ Not known

Cover: no cracks, breaks or missing pieces (choose one)

- ☐ OK ☐ Defect

Sits level and does not rock (choose one)

- ☐ OK ☐ Defect

Frame and surround: no sinking, cracking or loose blocks (choose one)

- ☐ OK ☐ Defect

No standing water, silt or sewage staining (choose one)

- ☐ OK ☐ Defect

Clear opening length (mm)

Inside the frame. Photograph the cover from straight above with something of known size lying flat beside it, such as an A4 sheet (297 mm long), and measure from the photo. Check with a tape before ordering a replacement.

Clear opening width (mm)

Step between the cover and the surround (mm)

The largest step up or down at the edge of the frame, with a straight edge and rule.

Step against the trip level (if applicable; worked out automatically in the app)

c_trip_flag (worked out automatically in the app)

c_report_flag (worked out automatically in the app)

Sewage smell?

☐ Yes ☐ No

Result * (choose one)

☐ Safe ☐ Repair needed ☐ Dangerous: made safe and kept clear

What is wrong? (if applicable)

How it was made safe (barrier, cones, temporary cover) (if applicable)

Photos (from above, without lifting the cover) (photos: attach, or note the file names)

This area: covers inspected (worked out automatically in the app)

This area: covers needing repair (worked out automatically in the app)

This area: dangerous covers (worked out automatically in the app)

This area: steps at or over the trip level (worked out automatically in the app)

This area: defects to report to the water company or highway authority (worked out automatically in the app)

Covers inspected (worked out automatically in the app)

Covers needing repair (worked out automatically in the app)

Dangerous covers (worked out automatically in the app)

Steps at or over the trip level (worked out automatically in the app)

Defects to report to the water company or highway authority (worked out automatically in the app)

If applicable: A broken, missing or rocking cover is a fall and trip hazard. HSE's guidance on protecting the public says people can be injured falling into manholes and that barriers or covers are needed. Keep people away and report it straight away.

If applicable: Some defective covers are likely to belong to the water and sewerage company or the highway authority. Report them and record the reference under Reported to.

Walk Cam: manhole inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Reported to (owner, water company or highway authority) and reference

Next inspection due

Set by the site owner or duty holder.

Days to the next inspection (if applicable; worked out automatically in the app)

If applicable: The next inspection date is before the inspection date. Check the date.

Are further actions needed?

☐ Yes ☐ No

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

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature



Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.