

Cooling Tower Systems

Roles and Responsibilities Matrix

This Technical Note should be read in conjunction with SA Public Health Act / Guidelines for the control Legionella in Manufactured Water systems in South Australia, 2008 (Revised 2013).

The below matrix should be used for roles and responsibilities for Cooling Tower Systems. It applies to all stakeholders under the Across Government Facilities Management Arrangements for the tasks associated with the administration and management of Cooling Tower Systems.

FMSP and Agency must keep a record of the agreed Roles and Responsibilities.

Qu		FMSP	Agency (Tenant / Building owner)	Sub- Contractor	AGFMA Section
	<u>Governance</u>				
1	Who is the owner of the cooling tower system	I	✓		
2	Who manages the maintenance of the cooling tower water systems?	R	A	C	
3	Who is responsible for engaging an independent competent person / inspector to undertake inspections of Cooling Tower Water systems?	R	A	C	
4	Who organises and coordinates the annual inspection carried out by an independent competent person/inspector.	R	A	C	
5	Who should be present during the annual inspection carried out by an independent competent person/inspector to answer any questions as required?	✓	✓	✓	
6	Who is responsible for dealing with the Council regarding cooling tower water systems?	R	A	C	
	<u>Registration</u>				
7	Who is responsible for registering the Cooling Tower System?	R	A	C	
8	Who is responsible for the renewal of the registration for a Cooling Tower Water system?	R	A	C	
9	Who is named on the registration document as the registration holder?	Both are Named			
10	Who is responsible for notifying the relevant authority of changes to registration documents?	R	A	I	
	<u>Documentation / operating and maintenance manuals</u>				

11	Who is responsible for providing the site log book templates and ensures that the log book is readily available on site?	R	A	C	
12	Who is responsible for updating the onsite document folders with documents including (but not limited to) lab reports, service reports, bacterial reports, mechanical service,...etc.	R	A	C	
13	Who is responsible for recording the physical components of the cooling tower water system in the log book?	R	A	C	
14	Who is responsible for recording any recommended cleaning and disinfection procedures?	C	A	R	
15	Who is responsible for ensuring that compliant plans of the Cooling Tower Water System are kept on the premises and readily available for inspection?	R	A	C	
16	Who is responsible for managing the maintenance log book to evidence that the cooling system meets legislative compliance, logging the maintenance details for all commissioning events ...etc.	R	A	C	
	Notifications				
17	Who <u>manages</u> the laboratory test reports?	C	A	R	
18	Who receives and is ultimately responsible for assessing the laboratory test results?	R	A	C	
19	Who takes the <u>lead role</u> in the response to non-complying detection of legionella in water samples? Who notifies the relevant authorities and ensures that any communication or reports from sub-contractors are reported?	R	A	C	
20	Who is responsible for reporting high counts to the relevant authorities and AGFMA stakeholders?	R	A	C	I
21	Who notifies the Council when a cooling tower water system has been decommissioned, cleaned or removed?	R	A	C	
22	Who ensures that the drift eliminator drift loss certificate is filed in the log book?	R	A	C	
	Management of Preventative Maintenance.				
23	Who ensures that the maintenance of the cooling tower water system meets AS/NZS3666 Air-handling and Water Systems of Buildings and other relevant standards?	R	A	C	
24	Who is responsible for organising the maintenance of cooling tower water systems?	R	A	C	
25	Who signs off on the PM schedule and approves any breakdown jobs for cooling tower water systems?	C	R&A		
26	Who makes the decision to decontaminate the system upon receipt of any result indicating the presence of 1000 or more legionella per ml of water?	C	R&A	C	
27	Who would make the <u>initial recommendation</u> to shut down a cooling tower system?	I	A	R	
28	Who makes the <u>decision</u> to shut down a cooling tower water system?	C	R&A	C	

29	Who is responsible for scheduling the water treatment and automatic biocide dosing?	R	A	C	
30	Who is responsible for checking that microbiological samples are taken as required.	R	A	C	
31	Who is responsible for <u>arranging</u> Drift Loss Tests when the drift eliminators need replacement?	C	A	R	
WH&S Requirements and Risk Reporting					
32	Who is checking that chemical storage is compliant in accordance with legislative requirements?	R	A	C	
33	Who checks that the FMSP has systems in place for the management of Cooling Tower Water systems?	C	I		R&A
34	Who is responsible for compliance with the WHS Act? (More than one answer may be selected)	SEE PCBU Requirement			

- R - Responsible who is / will be doing this task? Who is assigned to work on this task?
- A - Accountable the person who has the ultimate ownership. Who is accountable for the final decision?
- C - Consulted anyone who can tell me more about this task? An adviser or subject matter expert who is consulted before decision or action. They are not directly involved but who need to be consulted.
- I - Informed anyone whose work depends on this task? Who has to be kept updated about its progress?