



# Requirements for Surveillance Reports

## Checklist for owners and consultants preparing Type 1 & Type 2 Surveillance Reports

The following checklist covers the minimum items to be included in Type 1 and 2 Surveillance Reports submitted to the NSW Dams Safety Committee (DSC). Type 3 Surveillance Reports are prepared using the DSC D5 form. Please tick against each item to indicate completion of the item in the Report, and enclose the signed D15 Form with the copy of the Report submitted to the DSC. Please note that Reports which do not address all relevant items may not be accepted.



- Owner to provide cover letter containing program to carry out recommendations and a completed "Dam Owners Address Form" (D8 form).
- Conclusions (in point form), including the necessity or otherwise for a *safety review*.
- Recommendations (in point form), separate from the Conclusions.
- Dam details – location, type of dam, height, crest length, storage volume, etc.
- Assessment of Sunny Day Consequence Category & Flood Consequence Category in accordance with DSC3A. Include the Population At Risk (PAR) and Potential Loss of Life (PLL) values for the Sunny Day, Total Flood and Incremental Flood dam failure cases.
- Appurtenant works, e.g. outlet works – details of type, nature, number, size.
- Spillway type and Hydrologic data – dated and in accordance with DSC3B.
- Description of site geology, highlighting any problems.
- Monitoring – type of instrumentation and frequency of monitoring.
- Comment on compliance with storage level monitoring requirements in DSC2F/2G.
- Comparison to the previous Surveillance Report, action taken as a result of the previous Report's recommendations and recommendations not carried out.
- Details of inspection – names of inspection team and qualifications/experience, date, weather conditions, storage level.
- Condition of dam - evidence of slips, erosion, cracks, sink holes, piping, subsidence, seepage, settlement, movement, misalignment, etc. & history (old, recent or continuing).
- Abutments & foundations – seepages related to the storage, slips, erosion, piping, etc. & history.
- Spillways – stability, erosion, blockages, movement, etc. & history.

- Reservoir basin & downstream areas.
- Condition & operability of inlet & outlet works, spillway gates and other mechanical & electrical equipment.
- Comment on compliance/frequency of inspection and monitoring procedures with the ANCOLD "Guidelines on Dam Safety Management, August 2003".
- Comment on the instrumentation data over the period since the previous Surveillance Report – seepage rates, pore pressures, deformation surveys, rainfall, storage level, etc.
- Comment on status of O & M Manual and Dam Safety Emergency Plan (DSEP).
- Provide information on mining activities close to the dam or storage.
- Findings of any reports produced since the previous Surveillance Report.
- Incidents which have occurred since the previous Surveillance Report and actions taken.
- Changes including operating procedures, developments, management, operating staff.
- The effect on dam safety of any modifications to the dam undertaken since the last Surveillance Report.
- Review the likelihood of dam failure in the light of current criteria e.g. flood capacity, structural stability, earthquake capacity, seepage, piping, etc.
- Statement on security measures.
- Signatures of Report writers.
- Dam data sheet.
- Drawings, e.g. Site, General Arrangement, Cross-Section, Spillway, Outlet Works, etc.
- Photographs of main aspects of dam taken during the inspection, particularly areas commented on in the Surveillance Report.
- Monitoring data summary sheets.
- Completed D15 form.
- Completed D12 form.
- An IBM compatible CD, or equivalent, containing a Microsoft Word format file of the text and a PDF of the entire report including drawings and photos.

**Checklist completed by:** .....