



## **SES Water – Scopes Recognised under the WIRSAE Scheme and Addendums to the WIRSAE Generic Code of Practice**

This Document details the **SES Water, a trading name of Sutton and East Surrey Water plc** specific Code of Practice requirements for disconnections under the WIRSAE scheme for Accredited Entities (AE) and should be read in conjunction with the WIRSAE Generic Code of Practice. In the event of any conflict, the provisions of the Addendums shall apply. Further details of the scheme and how to apply for accreditation can be found on the Lloyds Register website at the following location:

<http://info.lr.org/wirs-li>

### **Contents**

1. Scope of AE activities permissible in the SES Water region
2. Disconnection and Reconnection Activities Addendum
3. Inspections

#### **1. Scope of AE activities permissible in the SES Water region**

SES Water recognises the Water Industry Accredited Entity Scheme (WIRSAE) and will allow accredited entities under this scheme to carry out the following defined activities on behalf of a Retailer:

1. Temporary Disconnection and Re-Connection Non-Household Premises up to and including 40mm sized supply.
2. Temporary Disconnection and Re-Connection Non-Household Premises over 40mm sized supply.

#### **2. Disconnections/Reconnections**

##### **Temporary disconnection requirements**

Where the AE has confirmed that the temporary disconnection can proceed, then the AE must comply with the following:

Prior to temporary disconnection, the Retailer must give SES Water at least 2 business days' notice with form I/01 of the planned temporary disconnection.



Temporary Disconnections must not be carried out:

- After 3pm on a weekday
- After 12 noon on a Friday
- On a weekend
- Public holiday or
- Business day immediately before a bank holiday

The AE must immediately inform the Retailer when the disconnection has been completed. The Retailer must then immediately inform SES Water who will then inform the appropriate external agencies that the premises are no longer supplied by water.

The metered or unmetered supply must be isolated at the most suitable control valve that only affects the premises supplied by the meter or unmetered supply, the control valve must be tagged and locked if possible or red plugged if isolated at the meter box. A meter read will be required at the time of disconnection and should be recorded against the job to disconnect the supply.

### **Reconnection Requirements**

Where the AE has confirmed that the reconnection can proceed, the AE must comply with the following:

The metered or unmetered water supply will be restored to supply by operating the designated stop cock that was originally turned and locked off and tagged at the time of temporary disconnection.

Sufficient water should be passed through the meter to ensure the digits turn and the meter connection points should be checked for leaks and that the property is back in supply. The AE must check with the customer that the restoration of supply does not cause any internal flooding or pressure issues for the customer. Any subsequent liability arising from the supply being turned back on will rest with the AE and the Retailer.

The AE must immediately inform the Retailer when the disconnection has been completed. The Retailer must then immediately inform SES Water who will then inform the appropriate external agencies that the premises supplied are no longer supplied by water.

The metered or unmetered supply would have been isolated at the most suitable control valve that only affects the premises supplied by the meter or unmetered supply, the tag and lock or red plug must be removed. A meter read will be required at the time of disconnection and should be recorded against the job to reconnect the supply.

### **3. Inspections**

SES Water reserves the right to inspect Accredited Entity work at any time during the works progress.

A handwritten signature in black ink, appearing to read 'Tom Kelly', is located below the text.

Tom Kelly  
Wholesale Services Director  
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