

	<p>Requirements for CCTV Inspections of CCC Owned and Vested Wastewater and Stormwater Assets</p>	<p>1 March 2021</p>
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Please be advised that from 1 March 2021 onwards, Christchurch City Council will only accept CCTV inspections carried out in accordance with the requirements of the most recent version of the CCC Pipeline CCTV Specification and compliant CCTV footage and electronic log sheets processed through the Council’s web-based data submission portal, called the FME Portal.

All contractors and/or CCTV subcontractors may request access to the FME portal from the Christchurch City Council webpage link below.

<https://ccc.govt.nz/consents-and-licences/construction-requirements/construction-standard-specifications/pipeline-cctv-inspections/>

The specifications and templates can also be downloaded from the same webpage.

Below are some key points for the CCTV Contractors and Contract / Project Engineers who will be submitting CCTV summary sheets to Council.

<b>CCTV Contractors</b>
<ul style="list-style-type: none"> <li>• Carry out the CCTV inspections in accordance with the most recent version of the CCC Pipeline CCTV Specification.</li> <li>• Log the survey using 3<sup>rd</sup> edition of the New Zealand Pipe Inspection Manual but have staff trained on the 4<sup>th</sup> edition and be prepared for its implementation.</li> <li>• Ensure that asset IDs and manhole IDs match those given on the as-built (or red-line/marked-up) construction drawings. Your client should provide you with the correct plans.</li> <li>• Ensure that information such as ‘setup’ and ‘direction of inspection’ are correct and don’t contradict each other.</li> <li>• Make sure that abandoned inspections are labelled as such (IA instead of IE).</li> <li>• When CCTV’ing collector sewers ensure that the log sheets clearly state what they are.</li> <li>• Ensure that the video inspection starts in the centre of the manhole. This means that the video needs to start inside the manhole (not only the counter). If this is not possible due to access issues then please state this on the log sheet.</li> <li>• Ensure that the first joint at the start manhole and the last joint at the finish manhole are panned and clearly visible on the video.</li> <li>• Deliver only FME portal-accepted documentation to your client.</li> </ul>

<b>Contract / Project Engineers</b>
<ul style="list-style-type: none"> <li>• Ensure the CCTV footage has been processed by the CCTV contractor through the FME portal. The proof of submission is a notification email sent out by the FME, and no ‘resubmit’ emails from 3W Asset Management team.</li> <li>• Review the <b>processed</b> CCTV footage for defects that may require rework.</li> <li>• Create a summary sheet for the CCTV information to be submitted to CCC which includes: <ul style="list-style-type: none"> <li>▪ project location: e.g. name of subdivision, subdivision stage, RMA number (where applicable) or contract number</li> <li>▪ indication of whether more footage is to come for the particular subdivision / subdivision stage / project</li> <li>▪ name of drainage company that carried out the work, and their nominated CCC Authorised Drainlayer</li> </ul> </li> </ul>

## Contract / Project Engineers

- a table that lists the lengths CCTV'd.  
The table should include: pipe type (wastewater / stormwater), street name, asset ID, manhole IDs, pipe diameter, pipe length, comments (this information needs to match the information on the CCTV data management provider's reviewed log sheets).
- details of any repairs or rework carried out on the pipes prior to submitting to CCC

Templates that set out the information required by Council are available on the CCC website <http://www.ccc.govt.nz/assets/Documents/Consents-and-Licences/construction-requirements/CSS/CCTVSummarySheetTemplates-201502.doc>

- Submit the following information to CCC:
  - construction drawing / as-built drawing clearly showing pipe locations, asset IDs, pipe dimensions
  - a summary sheet using the Council template (refer to bullet point above).  
Submit 1 summary sheet per subdivision stage and per network (i.e. 1 summary sheet for all wastewater pipelines in a subdivision stage and 1 CCTV package for all stormwater pipelines in a subdivision stage)

*Note:* where a defect was found in a pipeline during the CCTV inspection and the defect was corrected/repared and the line CCTV'd again then submit the most recent log sheet and footage only, but include the repair information on the summary sheet.

## Lateral Inspections

- CSS Part 3, clause 14.7 requires that all wastewater pipelines **and laterals** pass a CCTV inspection.
- A lateral CCTV inspection can be completed prior to the pipeline testing and completion of the pipelines. This is not compliant with the NZ Pipe Inspection Manual but acceptable to CCC. However, the non-compliance needs to be stated in the consultant's summary sheet that is required as per the above notes.

## Additional Notes

- It is important that the Engineer who reviews the data management provider **processed** CCTV footage is familiar with the guidance notes, the NZ Pipe Inspection Manual and the CCC Pipeline CCTV Specification. Any parts of the CCTV footage that is not compliant with these documents needs to be identified on the summary sheet / covering letter, and the reason for the non-compliance explained.  
Examples of commonly found non-conformances:
  - the inspections have not started at the centre of the structure, or the counter has not been set to record the distance from the centre of the structure (asset) if the camera cannot start at this point (where there are sumps, drop structures, un-benched manholes etc ). If this occurs then it needs to be explained on the summary sheet / cover letter.
  - structure (asset) numbers / ID's differ between the CCTV log sheet and the as-built plan.
- If no sound and valid reasons are given for such non-conformances then the CCTV footage may be rejected. As the CCTV is generally at the end of the project this could cause delays in issuing the 224 certificate (for subdivisions) which would delay the issue of the title. Please ensure that all engineering staff processing CCTV footage are aware of these requirements.

If you have any questions please contact the CCC Asset Management Team or email [AssetAssessment@ccc.govt.nz](mailto:AssetAssessment@ccc.govt.nz)