This pre-audit questionnaire is a tool to obtain basic information regarding baseline water use. This background information is intended to assist the auditor(s) in planning and conducting Water Audits of customer sites and should be completed prior to the site visit.

|  |  |  |
| --- | --- | --- |
| **Company** | **Details** | **Remarks** |
| Company Name |  |  |
| Street Address |  |  |
| City |  |  |
| Country |  |  |
| State / Province |  |  |
| Zip Code / Postal Code  |  |  |
| Phone / Fax Number |  |  |
| Date Questionnaire Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Facility Contacts** | **Name** | **Telephone Number** |
| Location Manager |  |  |
| Facility Manager |  |  |
| Accounting Contact [e.g. Chief Financial Officer (CFO), or Controller]  |  |  |
| Maintenance Manager |  |  |
| Other Key Contacts: |  |  |

**General Background Questions**

1. What is the primary business of this location (e.g., products and services)?

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2. Briefly describe the key operational processes performed at this location.

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3. Please describe any ancillary or supporting operations performed at this location (e.g., administrative offices,

sales, and servicing).

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4. How large is the facility/site (e.g., acreage, number of buildings, square footage, size of process/production area, and age of building)?

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5. How many employees work at the site (full/part time, salaried/hourly)?

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6. How many shifts does the plant operate? What are the hours of operation?

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7. Have there been any significant increases or decreases in water use over the past two years?

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If yes, please explain.

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8. Does this location experience any significant seasonal water use trends?

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 If yes, please explain.

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9. Do you know of any particular areas in which water use could be reduced? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please explain.

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10. Have any water related studies been performed at this location?

If so, please describe briefly.

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11. Have you ever considered installing water efficient equipment for which water rebates or incentives are available?

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If so, please describe briefly.

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12. Briefly describe the number and type of lavatories at this location (e.g., bathroom fixture ratings).

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**Yes No N/A**

**General Water Data**

13. Do you have any of the following water-related data:

• 24 months of purchased water data?

\_\_\_ \_\_\_ \_\_\_

• 24 months of data on other water sources?

\_\_\_ \_\_\_ \_\_\_

• Surface water withdrawals?

\_\_\_ \_\_\_ \_\_\_

• Groundwater withdrawals?

\_\_\_ \_\_\_ \_\_\_

• 24 months of sewer discharge data?

\_\_\_ \_\_\_ \_\_\_

• 24 months of on-site wastewater disposal data?

\_\_\_ \_\_\_ \_\_\_

• Other water data (e.g., lagoons, oxidation ditches, etc.)?

\_\_\_ \_\_\_ \_\_\_

• Water metering?

\_\_\_ \_\_\_ \_\_\_

• Diagrams of Equipment and industrial/business operations?

\_\_\_ \_\_\_ \_\_\_

• Modifications made since the original construction?

\_\_\_ \_\_\_ \_\_\_

• Water/plumbing diagrams?

\_\_\_ \_\_\_ \_\_\_

• Other? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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14. Has this location implemented any water conservation or efficiency measures over the past two years? Have these been related to:

• Process changes?

\_\_\_ \_\_\_ \_\_\_

• Modifications in maintenance practices?

\_\_\_ \_\_\_ \_\_\_

• Participation in efficiency programs?

\_\_\_ \_\_\_ \_\_\_

• Other?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_ \_\_\_

If yes to any of the above, please describe briefly.

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15. Does this location have spray irrigation? \_\_\_ \_\_\_ \_\_\_

If yes, how many acres are irrigated?

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16. Does this location conduct any subsurface water disposal? \_\_\_ \_\_\_ \_\_\_

If yes, please describe.

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**Applicable Site Activities**

17. Does this location use or have any of the following:

• Irrigation or landscaping activities? \_\_\_ \_\_\_ \_\_\_

• Steam equipment, industrial burners, boilers, process hot water?

 \_\_\_ \_\_\_ \_\_\_

• Process heating?

\_\_\_ \_\_\_ \_\_\_

• Cooling towers?

\_\_\_ \_\_\_ \_\_\_

• Once-through cooling?

\_\_\_ \_\_\_ \_\_\_

• Process cooling and refrigeration?

\_\_\_ \_\_\_ \_\_\_

• Motors and pumps?

\_\_\_ \_\_\_ \_\_\_

• Compressed air systems?

\_\_\_ \_\_\_ \_\_\_

• Wastewater treatment facilities?

\_\_\_ \_\_\_ \_\_\_

• Process chilled water?

\_\_\_ \_\_\_ \_\_\_

• Process water (not heated or cooled)?

\_\_\_ \_\_\_ \_\_\_

• Purified process water?

\_\_\_ \_\_\_ \_\_\_

• Pollution control equipment (air and water)?

\_\_\_ \_\_\_ \_\_\_

• Process chemical baths?

\_\_\_ \_\_\_ \_\_\_

• Process cleaning and rinsing?

\_\_\_ \_\_\_ \_\_\_

• General washing?

\_\_\_ \_\_\_ \_\_\_

• Kitchen/food services or cafeteria and food service?

\_\_\_ \_\_\_ \_\_\_

• Laundry operations?

\_\_\_ \_\_\_ \_\_\_

• Laboratory space?

\_\_\_ \_\_\_ \_\_\_

• Other industrial water use activities?

Please explain:

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• Other domestic water use activities?

Please explain:

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**TO BE RETURNED DULY FILLED IN**

**TUV INDIA PRIVATE LIMITED**

**801, Raheja Plaza – I, L.BS Marg,**

**Ghatkopar (W), Mumbai 400 086**

**Tel : 022-66477000 Fax : 022-6647009**

**E-Mail:** **mumbai@tuv-nord.com**

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