THE POOLMARK ASSESSMENT CHECKLIST

Applicants can use this checklist as a preparation prior to an accreditation visit.

What will you need to do; what will you need to produce?

The PoolMark Accreditation is made after inspecting the overall operation of your pool; from documentation to dosing!

ESSENTIAL CRITERIA	These are the items or processes that should be in place		What you must be able to produce or demonstrate, during the assessment visit.	
MANAGEMENT PROTOCOLS and DOCUMENTATION	Pool Safety Operating Procedure Pool Risk Assessments Pool Technical Operating Procedure Lone working and noise risk assessment Legionella risk assessment Cryptosporidia risk assessment Blood and Vomit procedures Baby and young children policy		You must be able to produce an up-to-date copy of each of these. They must be relevant; complete, in date and properly signed. The template for the Pool Technical Operating Certificate can be found at www.palmacademy.co.uk PWTAG Handbook "Swimming Pool Water; Treatment & Quality Standards". (pages 248 – 258), or download at www.publichealthwales. org/cryptopoolguidance	
PLANT ROOM AND CHEMICAL STORES	Security Skills cards/SOP's Written procedures for:- • Dosing preparation procedure • Daytank filling procedure • Injector cleaning procedure • Circulation feeders • Chemical deliveries • Chemical spillage • Signage		There should be written instruction and procedures, for the range of tasks within a plant room; these will need to be seen.	

FILTRATION SYSTEM	Type of filter Design in accordance with industry standards. No. of filters Filter dimensions and media Backwash triggers, timing and flow rates Coagulation		Date of last filter inspection (copy of inspection report) Is the filtration system capable of dealing with the bathing load? Date of last media change (copy of worksheet) Is a working flow meter installed. Is backwashing carried out in accordance with industry guidance, and according with recommended trigger points? Is a coagulant dosing system installed?
POOL WATER TESTING	Range of Tests Frequency of testing Records kept for:- • Free chlorine/total bromine • Combined chlorine • pH • Total alkalinity • Calcium hardness • Total dissolved solids • Balanced water calculation		You must be able to demonstrate that these tests are taken and recorded, as well as written records of the actions taken if they do not meet the required standards. Are there written instructions for the action to take if they don't meet the industry standards?
MICROBIOLOGICAL TESTING	Frequency Protocol Compliance Acting on failures		You must be able to demonstrate that these tests are taken and recorded, as well as written records of the actions taken if they do not meet the required standards. Are there written instructions for the action to take if they don't meet the industry standards?
STAFF TRAINING RECORDS	Swimming Pool Technical Operator Certificate On-site Designated Supervisor Updating knowledge to staff Update of PTOP to staff.		'Staff training' is not just about sending people on a course; it is about the continuing process of keeping staffs' knowledge and practices up to date.
WATER TEST SHEET	Range of tests Correct parameters on test sheet Traffic lights displayed		A 'traffic light system' is one of the 'must have' requirements, if an incident occurs, that attracts the attention of an Environmental Health Officer.
MAINS WATER TESTING	Range of Tests Frequency of testing		The analysis of mains water is essential to understand the chemical treatment of pool water.

CIRCULATION SYSTEM	Surface draw off design Number of sump outlets Number of inlets/returns Hair entrapment test Number of circulation pumps Pump type Measured circulation rate (m^3/hr) Linked to dosing system		This is about the design of the pool against the industry guidance, and seeks to confirm that the pool is capable of dealing with the pollution, etc within the pool. The hydraulics and mechanical services produce the circulation pattern within a pool, and its ability to satisfactorily supply filtration and chemical analysis systems.
PRE-CLEANSE HYGIENE	Toilet provision Shower provision Handwashing facilities		How does your pool encourage users to remove pollution BEFORE entering the pool?
CHEMICAL TREATMENTS	Chemical controls Pool Dilution		Is there an automatic dosing control system? What are the principal disinfectant and pH stabiliser Do you have records of dilution?
POOL HALL	Water temperature Air temperature Relative humidity		Are you in control of the environmental conditions of your pool?
CLEANING PROTOCOLS	The cleaning protocols for:- • Pool promenade • Changing rooms • Toilet & showers • Pool covers • Pool equipment • Transfer channels/ Scum lines • Pool floor • Balance tanks		You will need to produce cleaning protocols and completion sheets for all areas of the pool and its ancillary areas.