



## Certified Meter Installer & Validator Code of Conduct

Certification for Meter Installers and Validators is a national program provided by Irrigation Australia. Certification is a license earned by a person to certify that they are qualified to perform a job. Certification indicates that the individual has a minimum level of knowledge, skills and abilities in the view of the certifying body to perform their job to the satisfaction of industry, regulators and customers.

Certified Meter Installers and Validators (CMIs) in NSW are referred to as Duly Qualified Persons (DQP) however in this document DQP and CMI have the same meaning.

A CMI is a person that has met the requirements of the training, provided proof of relevant experience and been certified by Irrigation Australia. Only a CMI is granted the authority to install and validate non-urban water meters.

A CMI must be capable of installing, troubleshooting, upgrading or maintaining non-urban water meter systems and/or engaging suitably qualified third-party professionals and will validate systems to ensure that they are fully compliant with regulations in each jurisdiction.

Current CMIs will be listed on the Irrigation Australia website.

Certification is renewed every two years and renewal requires the certified person to:

- Provide Irrigation Australia with evidence of Continuing Professional Development points (CPD) in accordance with the policy as determined by the Certification Board
- Undertake and pass an online exam, if required, by Irrigation Australia
- Pay the appropriate fee as determined by Irrigation Australia on a biennial basis

All state & territory jurisdictions have regulations on the conditions that should apply in the installation and/or validation of a non-urban water meter and these regulations and policies must be strictly adhered to by CMIs on every occasion. Irrigation Australia has adopted the following minimum standards for validation of non-urban water meters:

## 1.0 AS4747 Pattern Approved Meters

- (a) Meters must be selected, installed and validated according to AS4747 Pattern Approved Meters for non-urban water supply and must comply with the regulations/policy in the applicable state or territory jurisdiction.
- (b) AS4747 Pattern Approved meters must be installed in accordance with the manufacturer's installation specifications and in accordance with the National Measuring Institute – Certificate of Approval and all meters must also comply with the standard NMI M 10-1 Meters Intended for the Metering of Water in Full Flowing Pipes.
- (c) Meters must be maintained in accordance with AS4747 and the relevant state regulations/policy.
- (d) CMIs should not validate a pattern approved meter that they know, or suspect, is not accurately measuring water or is faulty or not working and should inform the owner of the water meter the reasons why.

## 2.0 Non-pattern approved meters

- (a) CMIs are not permitted to rely on a manufacturer's Statement (or Certificate) of Accuracy if the certificate is not specific to the serial/ID number of that meter.
- (b) If state regulations permit the installation of a non-pattern approved meter, then CMIs should not validate the meter if they are not confident that the metering equipment is measuring water to the state's maximum permissible error requirements. To improve confidence an accuracy test will be required.
- (c) A CMI must exercise professional judgement in determining whether a particular accuracy-testing method is appropriate for a given situation, considering the type of meter and work in question, and site-specific factors. A CMI must also consider any relevant literature or guidance material about accuracy testing.
- (d) Non-pattern approved meters, if permitted to be installed by the appropriate State Agency, must comply with the relevant State regulations/policy.

## 3.0 Validation certificates

- a) CMIs are required to complete all required forms and certificates in accordance with the requirements in each jurisdiction
- b) CMI's are required to ensure that all relevant fields are fully completed
- c) All records should be retained by CMIs for 5 years and be made available to the regulator and/or Irrigation Australia upon formal request.

## 4.0 Non-urban water meter seals

- a) CMI's are required to apply tamper evident seals to all meters to provide evidence of any future tampering, in accordance with Irrigation Australia Guidelines for the use of tamper evident seals on non-urban water meters
- b) All seal numbers are to be recorded on validation certificates.

## 5.0 CMIs agree to implement the following principles:

- a) Conduct fair, honest and ethical business practices at all times
- b) Properly disclose and manage any conflicts of interest
- c) Undertake all activities in a competent and professional manner
- d) Accurately represent your personal competencies, capabilities, qualifications and experience.
- e) Maintain a current knowledge of best practice in the irrigation industry including:
  - (i) Understand the requirements of AS4747 and NMI M 10 and the relevant State agencies metering requirements
  - (ii) Carry out your duties in accordance with the current laws and regulations in the state(s) that you operate in
  - (iii) Keep up to date and if requested, attend refresher training courses regarding available and emerging technologies, for example, data logging and telemetry
  - (iv) Participate in the Irrigation Australia Continuing Professional Development (CPD) program by providing the required CPD evidence in accordance with the Irrigation Australia policy, before renewal
  - (v) When requested undertake the online exam relevant to the state(s) in which you operate.
- f) Ensure that you do not represent yourself as a CMI unless your CMI registration remains active and current
- g) Allow your name and CMI number as endorsement as an Irrigation Australia Certified Meter Installer & Validator to be used only in relation to those projects in which you have been personally and directly involved, and as such take responsibility for any work or service covered by your CMI certification
- h) Comply with requests for information from Irrigation Australia's Governance Officer – Metering
- i) Unless permitted in the applicable state or territory regulations/policy, do not install or validate any meter that you own

- j) In accordance with your professional obligations as a CMI, report any observed improper conduct or non-compliance with the correct installation or validation of non-urban water meters including evidence of tampering or broken or missing seals to the appropriate authority and Irrigation Australia Governance Officer - Metering.

## 6.0 General matters:

### 1) Interact Professionally with Customers and the Public

- a) Follow ethical business practices at all times
- b) Treat members of the public and customers with respect, courtesy, honesty and fairness
- c) Clearly and formally disclose to customers the expected performance outcomes from work undertaken.

### 2) Comply with Legislation, Regulations and Irrigation Australia endorsed Standards

- a) Comply with relevant laws and regulations in the jurisdiction within which the project is being undertaken
- b) Comply with and promote any Irrigation Australia published or endorsed industry standards, benchmarks and guidelines

### 3) Contribute to Environment Protection

Actively promote water, soil and energy conservation best practices in all projects to which you allow your name and endorsement as an Irrigation Australia Certified Meter Installer & Validator to be used.

### 4) Maintain Records for Auditing under the Certification Framework

- a) Maintain legible records for a minimum of five years after completion of all installations, maintenance and validations undertaken in your capacity as an Irrigation Australia Certified Meter Installer & Validator, including at a minimum the following records for each project:
  - (i) Customer name;
  - (ii) Project location;
  - (iii) Dates, or period of time in which project work was undertaken;
  - (iv) Copies of all relevant drawings, photographs, seal numbers and notes, and
  - (v) any formal disclosure of expected irrigation performance outcomes provided to the customer.
- b) Make records, required as part of this Code of Conduct, available on request to any relevant regulatory authority, Irrigation Australia's Governance Officer, Irrigation Australia's Certification Board, or its appointed auditor, for the purpose of auditing compliance with this Code of Conduct.

## 5) Non-Compliance with Code

Non-compliance with this code, or as a result of a complaint received by a regulatory authority may result in action being taken as described in the Certified Meter Installation & Validation **Formal Complaints Procedure** and may result in temporary suspension or permanent revocation of certification.

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**In my capacity as a Certified Meter Installer & Validator (CMI & DQP) I agree with this Code of Conduct:**

Name:	_____	Date:	_____
Phone:	_____		
Email:	_____		
Signature:	_____		

Please return this form to Irrigation Australia via:  
E. [info@irrigation.org.au](mailto:info@irrigation.org.au) | Fax: (07) 3517 4010  
Post: PO Box 13 Cannon Hill, QLD 4172