Escape of Water – Self-Inspection Checklist

This self-inspection checklist can be used to support the ongoing care of water systems, equipment and appliances.

Version: 1.0
Date: 31st October 2026

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Escape of Water - Self-Inspection Checklist

Location	
Date and Time of Inspection	
Completed By **Note:** Completion of the checklist should not be limited to one person only.	

	Checklist - Daily	Y/N	Comments
1.	Are the premises, including plant rooms, risers and other high-risk areas, free from signs of leaks, drips, damp staining, corrosion and standing water?		
2.	Are water storage tanks, pumps and other associated equipment operating without alarms or faults?		
3.	Are water supplies functioning normally with no pressure issues suggesting leaks or escape?		
4.	Are overflows free from signs of water discharge?		
5.	Are critical isolation valves accessible, clearly identified and unobstructed?		
6.	Are areas containing critical or sensitive equipment free from signs of water ingress?		
7.	Are leak detection and/or flow monitoring systems working correctly?		
8.	• Have any reported areas of damage or concern been investigated? • Where necessary, has appropriate action been taken to reduce the risk of water damage to tolerable levels?		
9.	Have any repairs or remedial actions to wet systems, equipment, etc., carried out in the last 24 hours been checked to ensure they are functioning normally?		
10.	Where there have been any weather-related events, e.g., storms, heavy rainfall, etc., in the last 24 hours, have guttering, roofing and other vulnerable elements been inspected for damage or water ingress?		

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	Checklist - Weekly	Y/N	Comments
11.	Are roofs, gutters, rainwater outlets and drainage systems in good condition and free from blockages?		
12.	Are exposed pipes, joints, valves and flexible connections in good condition and free from leaks?		
13.	Are plant rooms and service areas maintained to an acceptable housekeeping standard?		
14.	Have leak detection and monitoring systems been checked, and are they operating correctly?		
15.	Is emergency valve signage displayed in appropriate locations?		
16.	Have any incidents, leaks and near misses been reviewed and corrective actions completed?		
17.	Are insulation and trace heating systems in good condition and operating normally?		
18.	Are any unoccupied or unused areas of the property inspected for damage and/or signs of mould or condensation?		
19.	Are seals visually inspected to ensure they remain fit for purpose?		
20.	Is mains-fed pipework connected to machinery and equipment, such as water coolers and drink dispensers, etc., visually inspected?		

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	Checklist - Monthly	Y/N	Comments
21.	Have isolation valves been exercised, and are they operational?		
22.	Have leak detection systems and associated alarms been tested?		
23.	Have water dosing treatments been done?		
24.	Have any normally unoccupied areas been inspected, and are water services operating normally?		
25.	Are water containment devices in place and empty?		
26.	Have all outstanding escape of water remedial actions been completed?		
27.	Has available building management data been reviewed for indications of leaks, abnormal consumption or system faults?		
28.	Are trace heating systems checked to ensure that the circuit(s) are energised, isolators/fuses are operational and control panels indicate a healthy status?		

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	Checklist - Annual	Y/N	Comments
29.	Has the Water Management Plan been reviewed for adequacy?		
30.	Have changes in occupancy, building use and building services been assessed for their impact on the risks of escape of water incidents?		
31.	Have all major water systems and critical assets been subject to thorough inspection?		
32.	Have room water containment systems/tanking been inspected for integrity?		
33.	Has maintenance of wet systems including boilers, HVAC, pumps, tanks, controls, refrigeration systems and leak detection equipment been completed in accordance with manufacturer's recommendations?		
34.	Have statutory inspections of pressure vessels, etc., been completed?		
35.	• Where present, have sprinkler installations been subject to formal maintenance and inspection? • Where fitted, are sprinkler head impact protection devices in place and operating normally?		
36.	Have any trace heating systems at the premises been calibrated and tested?		
37.	Have emergency response and escalation procedures been reviewed and tested?		
38.	Has the previous 12 months' loss history been reviewed and recurring issues addressed?		

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	Checklist – Annual Cont'd	Y/N	Comments
39.	Has any work done on the wet systems, appliances, equipment, etc. been completed in accordance with formal management procedures, e.g., management of change, management of contractors, permits to work, etc.?		
40.	Have all completed wet work permits issued in the last 12 months been reviewed to identify errors, issues and areas for improvement?		
41.	Are asset registers, valve schedules and system drawings accurate and up to date?		
42.	Have facilities and maintenance personnel received appropriate refresher training?		
43.	Have occupants and new starters received awareness training, including the location of main isolation valves and emergency response procedures?		
44.	Has the preferred contractors database been reviewed and evidence of public liability insurance obtained?		
45.	Have pre-winter checks been completed? Is adequate heat being maintained throughout all building areas?		
46.	Has the Emergency Response Plan been reviewed and updated?		
47.	Has the Business Continuity Plan been reviewed and updated?		
48.	Additional Comments:		

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Contact Information

United Kingdom

Please visit Aviva Risk Management Solutions or email us at riskadvice@aviva.com. To speak to one of our advisors, call 0345 366 6666.*

*The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Canada

Please visit Aviva Risk Management Solutions | Aviva Canada or email us at arms.canada@aviva.com

Ireland

Please visit Insurance Risk Management | Business Risk Management Insurance - Aviva Ireland or Email us at armsireland@aviva.com

Specialist Partner Services

Aviva have created a network of Specialist Partners to complement our in-house capabilities and to enable our policyholders to benefit from a wide range of risk management solutions at preferential rates and terms. Together, we provide solutions to help with the significant challenges of modern-day risk management.

Note: These partner relationships are wholly for the benefit of our policyholders with no income to Aviva.

The following Specialist Partners provide products or services in relation to risk guidance provided, discussed or referenced in this Loss Prevention Standard.

Canada

- Leak detection - Water Leak Detection System | Water-Protec
- Leak detection - AkiSens
- Thermal Imaging - Electrical Service & Solutions Toronto | IPE Canada

For more information please visit: Our Specialist Partner Network | Aviva Canada

Ireland

- Leak detection - LeakSafe
- Thermal Imaging Cameras - Pass

For more information please visit: Insurance Risk Management | Business Risk Management Insurance - Aviva Ireland

United Kingdom

- Leak detection - Leaksafe
- Escape of Water Leak Prevention - Quensus
- Thermal Imaging Cameras - Pass

For more information please visit: Aviva Risk Management Solutions – Specialist Partners

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Standards, Sources and Useful Links

Canada

- CA 1. Primary Canadian Code: National Plumbing Code of Canada (NPC)

Ireland

- Irish Plumbing Code of Practice (NSAI S.R. 50 Series)

United Kingdom

- Aviva Escape of Water Risk Management Guidance
- Escape of Water Prevention and Management on Construction Sites: The Joint Code of Practice on the Prevention and Management of Escape of Water on Construction Sites and Buildings Undergoing Renovation
- BS EN 806 Pts. 1-5 Specifications for installations inside buildings conveying water for human consumption
- BS 8558: Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages: Complementary guidance to BS EN 806.
- Water Supply (Water Fittings) Regulations
- Water Regulations Advisory Scheme (WRAS).
- Recognised professional bodies include the Chartered Institute of Plumbing and Heating Engineering (CIPHE) and the Chartered Institution of Building Services Engineers (CIBSE).

Additional Information

Loss Prevention Standards

These documents set out best practice recommendations to help reduce the likelihood and impact of losses.

Relevant Aviva Loss Prevention Standards include:

- **Escape of Water – Introduction**
- **Escape of Water – Step 1: Design and Installation**
- **Escape of Water – Step 2: Ongoing Care**
- **Escape of Water – Step 3: Water Management Plan**
- **Escape of Water – Step 4: Emergency Response Planning**
- **Escape of Water – Step 5: Detection and Isolation**
- **Escape of Water – Work on Wet Systems Permit**
- **Escape of Water – Emergency Response Plan Template**
- **Escape of Water – Water Management Plan Template**
- **Escape of Water – 10 Top Tips**
- **Escape of Water on Construction Sites**
- **Self-Inspections**
- **Use of Thermographic Cameras – General Considerations** and **Checklist**
- **Managing Change – Property**
- **Emergency Response Teams**

Please visit Loss Prevention Standards to view the full library.

Aviva Risks Training Solutions (United Kingdom Only)

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Please visit Aviva Risk Training Solutions for further guidance.

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