

# OSSM Inspection Checklist

## septic tank, pump well, collection well

**Lodge Inspection Checklists** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au  
**t** 1300 864 444 • **w** ballina.nsw.gov.au

Please tick all applicable boxes. Ballina Shire Council will review this inspection checklist, any action items that may be required, and will either re-issue the On-Site Sewage Management (OSSM) Approval to Operate with or without conditions. If the action items are substantial and/or a public and environmental risk, Council will issue an 'Order' to the property owner to rectify the defective OSSM system within a specified timeframe.

### Owner, Property and Inspection Details

Owner's Name

Property Address

Licensed Plumber and Drainer Name

Licence Number

Inspection Date

Weather condition

No. of bedrooms

No. of residents

Building serviced by septic tank

As-constructed drawings ☐ Yes ☐ No

Water source ☐ Rainwater ☐ Bore water ☐ Town reticulated supply

### Treatment System Details

No. of septic tanks

No. of pump wells

No. of collection wells

Treatment system capacity (litres)

Treatment system age

Grease trap

☐ Yes  
☐ No

Other treatment system details

### Access, Vegetation and Erosion

Are the tanks accessible? ☐ Yes ☐ No

Does vegetation need to be removed? ☐ Yes ☐ No

Is there weed infestation over the effluent land application area? ☐ Yes ☐ No

Are the tanks subject to flooding or surface water infiltration? ☐ Yes ☐ No

Is there erosion potential around tank or effluent land application area? ☐ Yes ☐ No

## Tank Integrity

Are there any signs of cracks, staining, or leaks around the perimeter of the septic tank, pump well or collection well?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Is the tank in good condition (no cracks, leaks, or damaged lid/wall)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Does the tank need urgent repair/replacement, major structural failure, undersized?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are there any offensive odours emanating from the septic tank?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are there any gaps between the tank and the lid?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are the tank lid inspection caps accessible and can they be removed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are the tank lid inspection caps present and unbroken?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Is the tank lid suitable for the tank type, inspection caps over baffles/tee junctions?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Has the primary septic tank been desludged in the last 5 years?	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the outlet filter been cleaned recently?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does the tank need desludging? (If so, refer to OSSM Fact Sheet No. 7)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are the tank inlet and outlet baffles or tee junctions in place and functional?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Does the tank have a scum/crust layer?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Is there an induct vent installed and is it in a functional state?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Grease Trap (if installed)

Are there any signs of cracks or leaks around the perimeter of the grease trap?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Is the grease trap accessible?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Can the grease trap lid be removed for inspection?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are the grease trap baffles in place and functional?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Has the grease trap been cleaned recently?	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any offensive odours emanating from the grease trap?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Are the tank inlet and outlet baffles or tee junctions in place and functional?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Pumps (if installed)

Does the pump operate when needed? (trigger float switch to check)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does the high level alarm work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the pump been serviced in the last 12 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Pipework (if applicable)

Is there any exposed pipework that should be buried?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any signs of unsealed or leaking pipes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the pipes connecting the septic tank, pump well, and/or collection well, or septic tank to trench, functioning and installed correctly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Comments, Actions or Repairs Required

Use this space to expand on items in the checklist that have been identified as non-compliant and also to detail an action plan for any rectification works. An OSSM Section 68 Application may be required depending on the extent of rectification works. Contact Ballina Shire Council Environmental Officer On-Site Sewage if unsure.

### Access, Vegetation and Erosion

### Tank Integrity

### Grease Trap

### Pump System

### Pipework

### General Comments

Name of person who inspected OSSM system

Contact phone number

Signature

Date

## Privacy Protection Notice

The completed OSSM Inspection Checklist contains personal information which is being collected for the purpose of processing an OSSM Approval to Operate application and to enable Council to perform any other duty or task under any relevant legislation. The information will be processed by the Development and Environmental Health Group and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.