

Add or Replace a Device

Backflow Test Report Online Lodgement Quick Reference Sheet



Overview

This Quick Reference Sheet shows how to **add a new device or replace a Registered Boundary Backflow Device** within Backflow Test Report Online Lodgement.

Things You Need To Know

You will require the following information:

- Water / Fire Service Meter Number; and
- Address of Property to confirm the correct meter / device.

Device Details

- Protection type
- Device type
 - Device Serial No
 - Make
 - Size
 - Installed Date
 - Exact Location of Device

Add a new device

1. Go to the [Submit Backflow Device Test Reports](#) web page.
2. Enter your **Email Address** and **Password**.
3. Click **Sign in**.



Submit Backflow Device Test Reports

Login to submit backflow test reports for property boundary containment devices.

Email Address
[Input field]

Password
[Input field]

Sign in

[Forgotten your password?](#)

New User?

By registering, you will be able to submit property boundary device test reports to the Water Corporation

To register, you will need your unique Backflow Tester ID Number, your accredited backflow tester's certification and an email address.

If you need help with your Backflow Tester ID Number, please contact the Backflow team on (08) 9373 1412.

Register now

[Registration and Login help](#)

The **Search For Property** screen displays.

4. Complete the **Enter the property water meter number** field.

Note: Must contain a minimum of six (6) characters.

5. Click **SEARCH**.

Search For Property

Search by Property Water Meter Number

Enter the property water meter number

[Input field]

Enter at least 6 characters of the property water meter number

I don't know the meter number

SEARCH

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The **Property Search Results** screen displays.

6. **Select** the required property.

Note: A maximum of five (5) results will display. If the property required does not appear, click **NEW SEARCH** to search again using more characters to narrow the search results.

Property Search Results

Your search for Property Water Meter Number" EK14000" found 43 matching properties. A maximum of 5 results are displayed.

Select	Address	Suburb
<input type="radio"/>	126 Pectoral Prom	ALKIMOS
<input type="radio"/>	155 Stock Rd	ATTADALE
<input type="radio"/>	80 Lyon Rd	ATWELL
<input type="radio"/>	1 Lemann Turn	BANKSIA GROVE
<input type="radio"/>	92 First Av	BASSENDAN

If you cannot find the property you are searching for, please check the following:

- Is the property water meter number correct?
- Is the backflow device serial number correct?
- Is it a property boundary containment device?
- Is the device registered with the Water Corporation?

Click **NEW SEARCH** to search again.

NEW SEARCH

To submit a test report for a property boundary containment device on a property not listed in the table, please click [here](#).

Meters and Devices found for "47 Merlot Way PEARSALL"

Select	Meter Number	Meter Size	Backflow Device Type	Device Size	Device Make	Device Serial	Last Test
<input type="radio"/>	EK1300219	50 mm	Reduced Pressure Zone Device	50 mm	Wilkins	A229047	19/05/2014

*Test Report now with the Water Corporation to be processed.

TEST DEVICE **REPLACE DEVICE** **ADD DEVICE**

Use **TEST DEVICE** to submit a test for an existing device.
Use **REPLACE DEVICE** to replace an existing device with a new device.
Use **ADD DEVICE** to install a new device.

A list of known water meters and devices will display.

7. **Select** the required meter/device.
8. Click **ADD DEVICE**.

Property and Meter details

Meter No.	Meter Size
EK1400097	40 mm
House No.	Lot No.
155	
Street	Suburb
Stock Rd	ATTADALE

The **Property and Meter details** screen displays.

Backflow Device details

Protection Type *

Device Type *

Device Serial No. *

Make *

Size *

Installed Date *

Exact Location of Device *

Comments

9. Enter the **Backflow Device Details**.

Note: Fields marked with an asterisk (*) are mandatory.

Tester details

Backflow Tester ID	Name
2409	John Smith
Test Kit Serial No. *	
<input type="text"/>	

10. Enter the **Tester Details** and **Test Result** of the new device added.

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11. When the report is completed, click **PASS**.

Note: If you are unable to complete the details, click **CANCEL**, you will then return to the **Property Search Results**. If you select **FAIL** and select Email Report, a copy will be sent to your email address but will not be recorded by the Water Corporation.

12. Click **PRINT REPORT** or **EMAIL REPORT** to receive a copy of the completed report.

Test Result

Device Test Date *

I certify that I have tested the above device and it meets the requirements of AS 2845.3-2010

I certify that the test kit used to test this device is calibrated in accordance with AS 2845.3-2010

Test report submitted to the Water Corporation