

# Dug well with a hand pump

## I. GENERAL INFORMATION

### A. Well location and specification

(Record information on the well location and specification. Add "N/A" where information is not applicable.)

Village/town	Community	District	Province	State	
<b>Additional location information:</b> (If using coordinates, state the type and unit e.g. national grid reference coordinates; GPS coordinates.)					
<b>Year of well construction</b>	<b>Well depth</b> (and units)	<b>Approximate number of households served by this water supply:</b> (Circle one of the options below.)			
		1-10	11-50	51-100	101-500
<b>Is the well located in a flood zone?</b>	Circle one of the options below			If <b>Yes</b> , details (e.g. typical flood frequency, duration, severity):	
	Unknown	No	Yes		

### B. System functionality

(Circle **Yes** or **No** to indicate whether water is currently available from the well. If **No**, provide details (e.g. faulty or missing component, no/limited water available etc.) and skip to Section II. Record key remedial actions in Section III that are needed to ensure the well can provide water.)

<b>Is water currently available from the well?</b>	If <b>No</b> , details (and skip to Section II):	
Yes	No	

### C. Weather conditions during the 48 hours prior to inspection

(Indicate the predominant temperature and precipitation conditions during the 48 hours prior to inspection by placing a circle around the options below. Where conditions have been changeable, more than one option may be circled. Additional information may be recorded in Section III.)

Temperature	<0° Celsius	0-15° Celsius	15-30° Celsius	>30° Celsius
Precipitation	Snow	Heavy rain	Rain	Dry

### D. Water sample information

(Use the table below to record details of any water sample taken during the inspection. Include information for any parameters tested. Add "N/A" where information is not applicable. Additional parameters may be recorded in Section III.)

Sample taken?	Sampling location				Sample no. /code		Other sample information			
	No	Yes								
<b>Parameter tested</b>	<i>E. coli</i>		<b>OR</b> Thermotolerant (faecal) coliforms		Additional parameter		Additional parameter		Additional parameter	
	RESULT	UNITS	RESULT	UNITS	RESULT	UNITS	RESULT	UNITS	RESULT	UNITS
<b>Result and units</b>										

### E. Water treatment prior to abstraction/collection

(Answer the question by ticking [✓] the appropriate box and providing further information, where applicable.)

No treatment applied at the well

Chlorine applied directly to the well. If so, describe (e.g. chlorine dose, frequency):  
\_\_\_\_\_

Other. Describe (e.g. method, frequency):  
\_\_\_\_\_

#### Notes:

- If there are more dug well sources in your community, or if other water sources are used by the community (e.g. springs, boreholes), carry out individual sanitary inspections for these sources as well using the relevant sanitary inspection forms.
- If users store water in the household, also carry out sanitary inspections using the form "Household practices".

## II. SANITARY INSPECTION

### IMPORTANT: Read the following notes before undertaking the sanitary inspection

1. Answer the questions by ticking (✓) the appropriate box. For guidance, refer to the numbered risk factors in the illustration below, which are linked to each question on the next page. Note: these are typical risk factors; consider what additional risk factors may be relevant in your local context. Refer also to the *Technical Fact Sheet* for information on the individual components of the dug well.
2. If there is no risk present, or a question does not apply to the well being inspected, tick the **NO** box.
3. If a risk is present, tick the **YES** box. For important situations that require attention, record the actions to be taken in the column provided. These notes can be used to develop a detailed improvement plan, outlining what will be done, by whom, by when and what resources are required. For guidance, refer to the *Management Advice Sheet*. Where possible, corrective actions should focus on addressing the most serious risks first. Consider low/no cost improvements that can be made immediately.



Sanitary inspection questions		NO	YES (risk)	What action is needed?
<b>1</b>	<b>Is the pump damaged or loose at the point of attachment to the cover slab so that contaminants could enter the well?</b> A damaged or severely corroded pump, or a loose pump that is not securely attached to the cover slab, may allow contaminants to enter the well (e.g. contaminated surface water).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	<b>Is the cover slab absent or inadequate to prevent contaminants entering the well?</b> The absence of a cover slab, or the presence of a poorly maintained cover slab (e.g. damaged, eroded or with deep cracks), may allow contaminants to enter the well.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3</b>	<b>If there is an inspection port, is the lid missing or inadequate to prevent contaminants from entering the well?</b> A missing, unsealed or unlocked inspection port lid provides a potential route of entry for contaminants to the well (e.g. via contaminated surface water, animals or vandalism).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<b>Are there any visible deficiencies at any point in the well wall?</b> Any inadequately sealed points (e.g. gaps, deep cracks, faults) in the aboveground (i.e. headwall) or belowground well wall may result in contaminants entering the well. (Note – if there is no inspection port and a belowground visual inspection of the well is not possible, record this in Section III.)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	<b>Is the apron around the well absent or inadequate to prevent contaminants from entering the well?</b> A missing apron, or any gaps, deep cracks or faults in an existing apron may allow contaminants to enter the well. For adequate protection, the apron should be at least 1 meter <sup>a</sup> wide all around the headwall, sloping down towards a collar to catch and divert water to a drainage channel.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6</b>	<b>Is the drainage inadequate, which may result in stagnant water in the well area?</b> An absent, damaged or blocked drainage channel, and/or the absence of a downward slope for water to drain away from the well, could result in ponding and stagnated water contaminating the well area.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7</b>	<b>Is the fencing or barrier around the well absent or inadequate to prevent animals entering the well area?</b> If the fencing or barrier around the well is absent, broken or poorly constructed, animals could damage or contaminate the well area.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8</b>	<b>Is there sanitation infrastructure within 15 meters<sup>a</sup> of the well?</b> Sanitation infrastructure (e.g. a latrine pit, septic tank or sewer line) close to groundwater supplies may affect water quality (e.g. by seepage or overflow and subsequent infiltration). You may need to visually check structures to see if they are sanitation-related, in addition to asking residents.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9</b>	<b>Is there sanitation infrastructure on higher ground within 30 meters<sup>a</sup> of the well?</b> Groundwater may flow towards the well from the direction of the sanitation infrastructure. Pollution on higher ground poses a risk, especially in the wet season, as faecal material and other pollutants may flow into the well.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10</b>	<b>Can signs of other sources of pollution be seen within 15 meters<sup>a</sup> of the well (e.g. animals, rubbish, human settlement, open defecation, fuel storage)?</b> Animal or human faeces on the ground close to the well constitute a serious risk to water quality. Presence of other waste (e.g. household, agricultural, industrial etc.) also constitutes a risk to water quality.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11</b>	<b>Is there any point of entry to the aquifer that is unprotected within 100 meters<sup>a</sup> of the well?</b> Any point of entry to the aquifer that is unprotected (e.g. uncapped/open well or borehole) is a direct pathway for contaminants to enter the well.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total number of risks identified: .....</b>				<b>/11</b>

a. General guidance only. Depends on local factors including soil type and permeability, depth of the water table and the volume and concentration of contaminants. Refer to [Guidelines for drinking-water quality, 2nd edition: Volume 3 - Surveillance and control of community supplies](#) (WHO, 1997) for guidance on determining minimum safe distances for potentially contaminating activities.

### III. ADDITIONAL DETAILS — remarks, observations, recommendations

Submit photographs with the sanitary inspection form as required.

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### IV. INSPECTION DETAILS

**Name of inspector:** .....

Organization of inspector: .....

Designation/title of inspector: .....

Signature: ..... Date: .....

**Name of water supply representative:** .....

Signature (if available): ..... Date: .....