



**Henry County Water Authority**  
Customer Support Services Division

## **HCWA Approved Tester Code of Conduct**

- 1.** The approved tester shall only record data and sign test forms for devices that he/she has personally tested. A tester shall not falsify any data or results obtained from the field test and report it on the test data and maintenance report. Should any approved tester be observed doing “drive-by” testing or falsifying documents, they will be subject to immediate removal from the HCWA certified testers list.
- 2.** The approved tester shall confirm all information (make, model, size, serial number, etc.) on the test data and maintenance report is correct for the device being tested. Any test report that is submitted without this information will not be accepted by the HCWA Backflow Department and will be rejected. If a device has been replaced, the tester must note that the old device has been removed and replaced by a new device. If any service needing a backflow test is locked off, the tester shall contact the HCWA backflow department and make arrangements to have the service unlocked.
- 3.** The approved tester shall only test backflow assemblies with a properly working and certified test kit that has an associated National Institute of Standards and Technology (NIST) traceable certification number. A copy of the annual calibration report must be submitted to the HCWA backflow department. Any test data and maintenance report submitted with an expired test kit will not be accepted by HCWA and will be returned to the tester.
- 4.** If an approved tester is caught falsifying the test data and maintenance report, they will be permanently banned from testing on HCWA’s water system. If a company with multiple testers has two or more testers caught falsifying test data and maintenance reports, the company as a whole will be banned permanently from testing on HCWA’s water system. The approved tester shall comply with all policies of the HCWA backflow department. The tester shall supply any requested information and/or appear on site when requested by the HCWA backflow department.
- 5.** A tester shall always close the outlet shutoff valve when testing. Failure to shut off the outlet valve will result in a falsified test and will be treated as such.

## **Acknowledgment**

By signing I agree that I have received, read, and understand the information, policies, rules, and regulations contained in this document and agree to fully comply with all of the provisions contained therein.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Email to: [backflow@hcwa.com](mailto:backflow@hcwa.com) or Mail to: Attention Backflow