

Version No: 3 Issue Date: 30/07/2014 Portfolio: Water Quality	<b>Horizons Regional Council</b>	Section No: 4.4 Appendix 1 Page: 1 of 1
	<b>Hydrology Operations Manual</b>	 <a href="#">Operations Manual table of contents</a>

### Instrument Relocation Form – (If replacing an instrument fill out two forms, one for each)

#### Instrument Details:

Instrument Type:	Model:
Instrument Serial Number:	Range:
Controller Serial Number (if applicable):	Model:
Date of purchase (If new):	Warranty:
Supplier / purchased from (If new):	
Cost (If new):	

#### Tick Box

- ☐ New Instrument to store
- ☐ New Instrument to site
- ☐ Instrument from store to site
- ☐ Instrument from site to store
- ☐ Instrument from site to site
- ☐ Instrument to Service Agent
- ☐ Instrument returned from Service Agent or other organisation
- ☐ Instrument on loan to other organisation
- ☐ Instrument lost or written off
- ☐ Other

Entered into asset database: (HYDSYS)

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

Entered into asset database: (HILLTOP)

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

Maximum Quality code: 

☐ QC600 ☐ QC500 ☐ QC400

NEMS Standard: \_\_\_\_\_

#### Removed from Site (if applicable):

Site Name:	
Site Number:	
Date:	Initial:

#### Installed at Site (if applicable):

Site Name:	
Site Number:	
Date:	Initial:

#### Sent to service agent or other organisation (if applicable):

Organisation / Agent:	
Address:	
Date:	Initial:

#### Comments:

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