

Marlow Fen Waterworks - Monitoring Review

Annual review | Reporting period 1 January to 31 December 2027

1. Annual scope and comparable measures

This fictional review summarises routine sampling operations for Marlow Fen Waterworks during 2027. Counts concern completed routine outlet samples. Equipment rinses and separately authorised household visits are excluded.

The 2027 programme completed 52 routine outlet samples. The 2026 programme completed 49 routine outlet samples. Both figures use the same completed-sample measure; neither is a count of all bottles issued from stores.

The current monitoring coordinator for 2027 is the treatment supervisor. The shift engineer held that coordination role in 2026. Coordination includes confirming that route sheets and receiving records are paired.

The review identifies its approved dataset as MFW-SET-27B. An earlier working dataset, MFW-SET-27A, was withdrawn before approval because it included equipment-rinse records. The approved code appears on the review cover record.

The annual review does not report the mean household water bill. Billing data fall outside the sampling review. No sampling count in this report can be treated as a household billing measure.

The review group met at the waterworks office in January 2028. Its meeting date is distinct from the 2027 reporting period. The reviewed route sheets remained with the sampling records team.

Marlow Fen Waterworks - Monitoring Review

Annual review | Reporting period 1 January to 31 December 2027

2. Transport findings and corrective action

Three routine bottles were rejected in 2027 because their collection timestamps were unreadable. Replacement samples were collected and are included in the count of 52 completed routine outlet samples. Rejected bottles are not counted as completed samples.

The corrective-action owner for unreadable labels is the stores coordinator. The action was to replace worn waterproof pens at the dispatch desk. The sampler still remains responsible for recording the collection time on each bottle.

No routine bottle was rejected in 2027 for a broken pre-collection seal. This finding is about recorded rejection reasons. It does not remove the manual's instruction to discard a bottle whose seal is broken before collection.

The review confirms that the six-hour laboratory-arrival limit remains in force. A courier timetable change was considered but not adopted. Staff continue to start that limit at collection as specified in the sampling manual.

The stores coordinator completed the pen replacement on 11 September 2027. The completion date anchors the follow-up audit window of 30 calendar days. The audit checks label readability at receipt rather than the age of the pens.

The review retains an illustration of a correctly completed route sheet. The illustration uses invented sample data and is labelled training example. Its sample date is not part of the annual count.

Marlow Fen Waterworks - Monitoring Review

Annual review | Reporting period 1 January to 31 December 2027

3. Records and next-period controls

The approved review is stored under archive folder MFW/REV/2027. Copies printed for meetings are stamped discussion copy. The archive version governs the reported figures.

For the 2028 first-quarter check, the records clerk will compare the dispatch route sheet with the laboratory receiving record. The check does not require residents to submit any paperwork. The treatment supervisor reviews mismatches.

The 2027 report gives no reason for the difference between the 2026 and 2027 completed-sample totals. It reports the two figures without attributing the difference to weather, staffing or equipment.

Routine sampling route sheets continue to follow the manual's event-based retention rule. The review does not create a new retention period for those sheets. The archive folder for the review is a separate record category.

A public summary may quote completed-sample counts and the reporting period. It must identify the numbers as routine outlet samples. The summary must not label the counts as household visits.

The monitoring review was signed by the review chair on 19 January 2028. Signature confirms approval of the review; it is not a collection timestamp for any sample.