



Manage Drinking Water Safety Plans

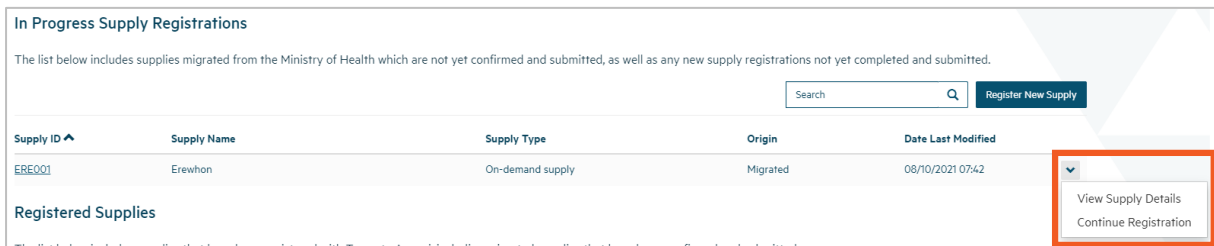
This guide takes you through the steps to provide and then view your Drinking Water Safety Plan for your supply on our Hinekōrako portal.

Before you read this guide and start the process to provide us with your Drinking Water Safety Plan, you must have either confirmed your migrated supply or registered your new supply with the Authority. Your supply details must be up to date so please check this before starting the process.

When providing your Drinking Water Safety Plan, enter the details as prompted before uploading and submitting your Drinking Water Safety Plan documents.

Starting the process

Step	What to do
1	Once you are logged in to Hinekōrako, find the supply you want to provide your drinking water safety plan for from the list of supplies on the <i>My Supplies</i> home page. Choose <i>View Supply Details</i> from the drop-down menu at the end of the supply row in the list.



Step	What to do
2	You will be taken to the <i>View a Supply</i> screen. Select <i>View/Add Drinking Water Safety Plans</i> from the menu on the left.

Home > My Supplies > **View a Supply**

Actions for this supply

Edit Supply

View/Add Notifications

View/Add Drinking Water Safety Plans

Details of your supply are di
may mean you are not set u
Administrator for assistance

Summary

Supply Details

Supply ID

ACH001



Step	What to do
3	<p>You will be taken to the <i>Drinking Water Safety Plans</i> page. On this page, there are three categories:</p> <ul style="list-style-type: none"> • <i>Draft Drinking Water Safety Plans</i> • <i>Submitted Drinking Water Safety Plans</i> • <i>Superseded Drinking Water Safety Plans</i>. <p>Any items listed in <i>Draft Drinking Water Safety Plans</i> can be viewed, edited, or deleted by clicking on the small down arrow at the end of the row and making the appropriate selection.</p> <p>Any items listed in <i>Submitted Drinking Water Safety Plans</i> can be viewed, have documents uploaded, or closed as superseded by clicking on the small down arrow at the end of the row and making the appropriate selection.</p> <p>On this page, you can also choose to <i>Add New Drinking Water Safety Plan</i> for your supply.</p>

Drinking Water Safety Plans

Supply Details

Supply ID: J05001 Supply Name: JOS TEST

Draft Drinking Water Safety Plans

[Add New Drinking Water Safety Plan](#)

ID	Date Last Modified	User Name
DWSP-00001004	17/06/2022 13:18	Malcolm Coleman
DWSP-00001002	16/06/2022 11:10	

Submitted Drinking Water Safety Plans

ID	Date Last Modified	Number of Attached Documents	User Name
There are no records to display.			

Creating a Drinking Water Safety Plan

Step	What to do
4	On this page, provide some initial details and click <i>Next</i> to upload the Drinking Water Safety Plan documents.

Create Drinking Water Safety Plan

Key Changes

Key Changes Since Last Lodgement *

Confirm Supply Registration Details are correct

I confirm that my drinking water supply registration details are accurate and up to date. I acknowledge that I am required to update content if there are material changes.

[Next](#)



Document Upload

Step	What to do
5	Upload the Drinking Water Safety Plan and supporting documents using the guidance below.

What to do

To upload a document:

1. Click on the *Upload Document* button. This will open a pop screen where you can provide the details of the document.
2. Choose the type of document. Choose *Drinking Water Safety Plan Supporting Document* if no other type fits. You need to upload at least one document with the type = Drinking Water Safety Plan.
3. Optionally describe the document if you think it will help us understand its contents better.
4. Click *Choose File* and then browse your files to find and upload the one you want to add. There are certain file types you are not able to upload for security reasons and you cannot load files larger than 30Mb.
5. Click *Submit*.

Documents

Upload Document 1

Title	Document Type	Document Attached	Document Modified On
Owner operator structure for Erewhon supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

Create

Document Type *

Complex Owner - Operator

Document Description

Attach a file *

Choose File | No file chosen

Submit



What to do

Once you've uploaded the first file you can repeat the process to add other documents, if need be, building up a list of documents.

Once you've uploaded a document you can:

1. View its details by clicking the link in the *Title* column.
2. Remove the document by choosing *Remove Document* from the drop-down at the end of the row or update the document details by choosing *Edit Document Details* from the drop-down at the end of the row.

If you upload the incorrect document, you will need to first choose *Remove Document* and then click on the *Upload Document* button to fix the problem.

Documents [Upload Document](#)

Title	Document Type	Document Attached	Document Modified On
Requirements Supplementary Info - Registration.docx	Complex Owner - Operator Document	Yes	17/11/2021 12:55

1

2

[Edit Document Details](#)
[Remove Document](#)

Edit/View

Title
Owner operator structure for Erewhon supply.pdf

Document Type
Complex Owner - Operator

Document Description
An explanation of which parties own and operate which parts of the Erewhon supply.

Note Text
a.day@go.govt.nz
 John Doe

[Owner operator structure for Erewhon supply.pdf \(182.90 KB\)](#)



Step	What to do
6	<p>Once you have completed all the information on this screen and uploaded your documents, click <i>Submit</i>. You'll be taken back to the <i>Drinking Water Safety Plans</i> screen.</p> <p>You can return to the <i>My Supplies</i> screen by clicking the menu option at the top of the page where you can select another of your supplies to <i>Create Drinking Water Safety Plan</i>.</p>

Create Drinking Water Safety Plan

Submission completed successfully.