

Guidance on using the DWI Portal to Upload Enforcement Reports

Note, this procedure is currently for drinking water quality legal instruments and acknowledged actions only. Network and Information Systems (NIS) and Security and Emergency Measures Directive (SEMD) reports should be uploaded to the Enforcement area on Resilience Direct.

1. Milestone and Annual Reports

1. After logging into the portal, click Data Load (in the top-right corner) and then Legal Instrument Docs (on the sub-menu that appears).
2. A list of all your company's live legal instruments is shown. If the one you require is not shown, please contact the Inspectorate's Enforcement Team.

Legal Instrument Docs

Scheme Reference	Company							
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Ref No	Legal Instrument Name	Legal Instrument Type	No. Change Apps	Last Change App	View	No. Reporting Stages	Last Progress Report	View
2025-00001(V1)	test33	DWQ Regulation 28(4) Notice	5	23/04/2025 08:11:56		2		

3. Alongside the legal instrument, details of change applications and then reporting stages are shown. Click the magnifying glass on the right-hand side, to open the reporting stage's view.
4. You will now be shown a list of all due milestone and annual reports, with details of uploaded files where applicable.

For annual reports, they will show the reporting month and year, with a target submission date of 31 January the following year. For example, annual reports due in January 2026 will be titled "2025 December report".

Completion reports will all be titled "Final Report".

Please click on the magnifying glass symbol to upload a report to an existing Reporting Stage, or click the Add New button to create a new Reporting Stage to upload a file against (e.g. Audit Strategy milestone)

Report	Created By	Target Submission Date	Files Uploaded	Date of Last Upload	Upload Report
1. Test load delete		30 Apr 2031			
Final Report		16 Jan 2025			
2025 December report		31 Jan 2026			

Create Audit Strategy

5. Click the magnifying glass to the right of the report you wish to upload. Audit strategies can be amended at any time and a new version uploaded to us. To do this, instead click the Create Audit Strategy button.
6. Click Choose File, then select your file and upload it. Multiple files may be uploaded against a single reporting line.
For additional audit strategies, you will also be required to enter a report title and a description. Use these to tell us briefly why a new audit strategy is being uploaded.
7. The reports summary will now be updated, showing details of the reports uploaded. No further action is required.

2. Change Applications

1. After logging into the portal, click Data Load (in the top-right corner) and then Legal Instrument Docs (on the sub-menu that appears).

- A list of all your company's live legal instruments is shown. If the one you require is not shown, please contact the DWI Enforcement Team.

Legal Instrument Docs

Scheme Reference Company

Ref No	Legal Instrument Name	Legal Instrument Type	No. Change Apps	Last Change App	View	No. Reporting Stages	Last Progress Report	View
2025-00001(V1)	test33	DWQ Regulation 28(4) Notice	5	23/04/2025 08:11:56		2		

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- Alongside the legal instrument, details of change applications and then reporting stages are shown. Click the magnifying glass in the centre, to open the change applications view.
- A summary of existing change applications is shown for the selected legal instrument (if there are any) and 2 buttons appear below the table;
 - Add NEW Stage 1 Change Application
 - Add NEW Stage 2 Change Application

Change applications generally have two stages. Stage 1 is the early heads up that a change may be required. Stage 2 is then the full detail and justification of all the changes being requested. Occasionally, stage 1 is skipped, and a stage 2 may be submitted on its own.

- To log a new Stage 1 change application
 - Click the Add NEW Stage 1 Change application
 - Enter the date by which you expect to submit stage 2.
 - Click Choose File and select the file to upload.
 - Click Upload.
 - A stage 1 change application is now set up against your chosen legal instrument and submitted to us for review.
- To log a new stage 2 change application, where there is no stage 1 application. **Note, do not use this route if there is an existing stage 1 change application for this change.**
 - Click the Add NEW Stage 2 Change application
 - Enter the date by which you expect to submit stage 2.
 - Click Choose File and select the file to upload.
 - Click Upload.
 - A stage 2 change application is now set up against your chosen legal instrument and submitted to us for review.
- To log a stage 2 change application alongside an existing stage 1 change.
 - Find the change application line you want, in the table of change applications for the selected legal instrument.
 - In the right-hand column, under stage 2, attach document, there is a plus symbol. Click this.

2	In-Progress	29 Oct 2025 15:02	215413.pdf	Simon Benton	05 Nov 2025	
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- Click Choose file and select the file to upload.
- Click Upload.
- A stage 2 change application is now set up against your chosen legal instrument, linked to the existing stage 1 application and submitted to us for review.

3. Annual Summary Reports

1. After logging into the portal, click Data Load (in the top-right corner) and then Legal Instrument Annual Summary (on the sub-menu that appears).
2. A list of all the company's live legal instruments is displayed. Each will state the status of the last annual report and contains a drop-down box to tell us if it is on track or not. Select Yes or No.

Legal Instrument Annual Summary 2025

Company
Outstanding Only

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Ref No ▲	Legal Instrument Name	Legal Instrument Type	2024 Status	On Track?	Last Confirmation	Confirmed By
2025-00001(V1) test33		DWQ Regulation 28(4) Notice	N/A or Not Supplied	Yes ▼	29/10/2025 09:45:43	Simon Benton

3. Repeat for all required legal instrument and then click Save and confirm your selections (in the top, right hand corner).
4. Note, not all need to be done in a single session. You can return multiple times to update further statuses. Next to the company name is a Outstanding Only tick box. Ticking this and clicking the Filter button (top, right hand corner) will cause the screen to only display those notices for which the current annual declaration is has not been entered.