HEAT PUMP ASSOCIATION

Ground to Water &

Water to Water Heat Pump

Commissioning Checklist

&

Service Record

It is a requirement that the heat pump be installed and commissioned to the manufacturers' instructions. The warranty must be registered with the manufacturer and in accordance with their terms and conditions.

The system shall be serviced in line with the manufacturers' recommendations annually and must be carried out by a competent person. The details should be recorded in the manufacturers Service Record. Where the manufacturer does not provide a Service Record, then the details should be recorded in this Service Record.

Failure to comply with the manufacturers' servicing instructions and requirements could invalidate the warranty. This does not affect the customer's statutory rights.

This Commissioning Checklist is to be completed in full by the competent person who commissioned the system as a means of demonstrating compliance with the appropriate Building Regulations.

General Information			
Customer Name			
Installation Address and postcode			
Company Name			
Company Address			
Company Telephone			
Commissioning Engineer Name		Commissioning Date	
MCS Company Registration No. (if applicable)			
F-Gas certification number (Refrigerant Split HP only)			
G3 Certification number (if applicable)			
DNO notified and approved	☐ Yes	☐ No*	
Installation complies with Building Regulations	☐ Yes	Building Regs Notification Number (if applicable)	
Incoming mains water quality checked as per manufacturer instructions	☐ Yes	☐ No*	
System Schematic reference number (optional)			
System Design			
Property Design Heat Loss	(kW)		
Outdoor Design Temperature	(°C)		
Design flow temp at Outdoor Design Temp	(°C)		
Heating Delta T	(K)		
Have heat emitters been sized to meet the design heat loss	☐ Yes ☐ No*	Do all emitters heat-up evenly with similar dT across flow return	☐ Yes
Heat Pump System Type			
System function type – HEATING	☐ Heat Pump only	OR ☐ Hybrid (fossil fuel boiler)	
System function type – DHW	☐ Heat Pump only	OR ☐ Hybrid (fossil fuel boiler)	
Heat Pump Unit Information			
Heat Pump Manufacturer		Model No	
Heat Pump Type (source type)	Ground ☐ Water ☐	Serial No	
Refrigerant Type		Refrigerant weight (total)	kgs
Product MCS Certificate No. (if applicable)			
Pipework Insulated [Note A]	☐ Yes	☐ No*	
Minimum clearances around unit provided	☐ Yes	☐ No*	
Anti-Vibration Installed	☐ Yes	☐ No	
Isolation Valves (Flow & Return) Installed	☐ Yes	☐ No*	
Which of the following protective devices are installed on the circuit serving the compressor?	☐ MCB	☐ RCD	☐ RCBO
Device rating (Amps)			
Device Type (e.g. Type B)			
Isolator(s) fitted	☐ Yes	☐ No*	
DHW Cylinder Information			
Cylinder Manufacturer		Model No	
Cylinder Type (unvented, vented, thermal store, etc.)		Serial No	
Storage volume	(litres)	Stored DWH set temperature	(°C)
DHW Time & Temp control provided [Note A]	☐ Yes	G3 Certificate complete (unvented)	☐ Yes
Legionella protection cycle	Temperature: (°C)	Frequency: ☐ daily ☐ weekly	

Heating Control Information					
Maximum Heating Flow Temperature Set	(°C)				
Heat Pump Circuit Flow Rate	(l/min)				
Weather Compensation or Internal Temperature Control provided [Note A]	☐ Weather Compensation ☐ Internal Temperature Control				
Weather compensation settings	Min flow temperature: (°C) Outdoor ambient temperature: (°C) Max flow temperature: (°C) Outdoor ambient temperature: (°C)				
Timer or Programmer provided [Note A]	☐ Yes				
For hybrid systems, a single master control has been fitted and commissioned	☐ Yes				
Heating System Information					
Electric Back-up heater (where installed)	(kW)	Bi-valent switch-on temperature	(°C)		
System Balanced	☐ Yes	☐ No*			
Auto Bypass Fitted	☐ Yes ☐ No*	Hydraulic Separation	☐ Yes ☐ No*		
Heating Expansion Vessel Fitted	☐ Yes ☐ No*	Charge	(bar)		
Buffer vessel 4-pipe fitted (where needed)	☐ Yes ☐ No*	If Yes, state volume	(litres)		
Volumiser 2-pipe (where needed)	☐ Yes ☐ No*	If Yes, state volume	(litres)		
System Flushed & Cleansed as BS7593	☐ Yes	☐ No*			
System purged of air as BS 7593	☐ Yes				
System Water Quality Regime	☐ Inhibitor (as BS 7593) State Inhibitor Brand:				
	☐ Other State Corrosion Protection Method (e.g. VDI 2035):				
Microbiological growth protection for systems <60C	☐ No*				
	☐ Biocide (as per BS 7593) – State Brand:				
	☐ Other (as per BS 7593) – State method:				
In-line filter fitted (as per BS7593)	☐ Magnetic Type OR ☐ Other Type	Brand:			
Strainer fitted (as per manf. instructions)	☐ Mesh Type OR ☐ Other type	Brand:			
Minimum System Water Volume for heat pump operation when system controls are closed	Min required by HP manf.	(litres)	Minimum is met: ☐ Yes		
Hybrid Systems fossil fuel type (where applicable)	Gas ☐ Oil ☐ LPG ☐ Electric boiler ☐ Other ☐				
Only complete ONE section – Closed Loop OR Open Loop					
Closed Loop Collector					
Collector Type	Horizontal ☐	Vertical ☐	Water Closed Loop ☐		
Active Collector Loop Length	(m)	Spacing	(m)		
No of Bore Holes		Depth	(m)		
Collector Flushed, Cleansed, Purged as per manufacturer's instructions.	☐ Yes	☐ No*			
Collector Pressure Tested as BS EN 805	☐ Yes	☐ No*			
System Filtration as per manufacturer's instructions	☐ Yes	☐ No*			
Collector Loops Balanced	☐ Yes	☐ No*			
Total Collector Flow Rate	(l/min)				
Fluid type (tick all that apply)	☐ Antifreeze	☐ Inhibitor	☐ Biocide		
Open Loop Collector					
Open Loop Type	☐ Well	☐ River	☐ Lake	☐ Other (specify):	
Abstraction Licence if over 20 cubic meters (m^3)	☐ Yes	Reference number & expiry date			
Water Flow Rate Open Side	(l/min)				
Thermal Transfer Fluid Flow Rate	(l/min)				
Collector Flushed and Cleansed as BS EN 805	☐ Yes	☐ No*			
Intake Filter Installed on Open Side	☐ Yes	☐ No*			
Filter on heat pump evaporator side?	☐ Yes	☐ No*			
Fluid type (tick all that apply)	☐ Antifreeze	☐ Inhibitor	☐ Biocide		

Thermal Transfer Fluid Antifreeze Level		(°C)	Brand:		
Thermal Transfer Fluid Temp after 1hr	Incoming		(°C)	Outgoing	(°C)
Declaration					
Installer Signature		**Print Name**			
I confirm the installation complies with all relevant, current building, electrical, water and F-gas regulations, and the manufacturer's instructions and the end user has been given all relevant paperwork and knowledge to operate it					
Customer Signature		**Print Name**			
I confirm the equipment has been demonstrated, I understand how to operate it, and I have received all relevant paperwork.					
Additional Notes					
Note [A]. See guidance provided in the Approved Document Part L. "*Building work must meet all relevant requirements of the Building Regulations. Complying with the guidance in the approved documents (AD) does not guarantee that building work complies with the requirements of the regulations – the approved documents cannot cover all circumstances. Those responsible for building work must consider whether following the guidance in the approved documents is likely to meet the requirements in the particular circumstances of their case. There may be other ways to comply with the requirements than those described in an approved document. If those responsible for meeting the requirements prefer to meet a requirement in some other way than described in an approved document, they should seek to agree this with the relevant building control body at an early stage."*					
Note: *If answered No to any of the * highlighted questions, please add reason(s)*					

SERVICE RECORD

It is recommended that your heating system is regularly serviced and maintained, in line with manufacturers' instructions, and that the appropriate service record is completed.

Service 1:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 2:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 3:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 4:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 5:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 6:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 7:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 8:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 9:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	

Service 10:			
Engineer Name			
Engineer Company			
Contact no.			
Comments:			
Signed		Date	