



Air to Water Heat Pump Commissioning Checklist & Warranty Validation 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 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.

Basic Information			
Company Name			
Company Address			
Installation Engineer (Name)		Contact Phone No:	
Installer Ref. No. (MCS or equiv)		Installer Ref. No. (Fgas) (if applicable)	
Manufacturers Design Ref (if applicable)			
Installation Address			
DNO notified of installation or connect and notify		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Installation compliant with Building Regulations		<input type="checkbox"/> Yes Time, temperature, and interlock provided <input type="checkbox"/> Yes	
Water Quality Check Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Customer Handover & Explanation Complete		<input type="checkbox"/> Yes * <input type="checkbox"/> No Commissioning Date: <input type="text"/>	
System Design			
Property Heat Loss (kW)		Heat Loss Ambient Temp(°C): <input type="text"/>	
Outdoor Unit Information			
Outdoor Unit Manufacturer		Model No <input type="text"/>	
Outdoor Unit Type (Mono/Split)		Outdoor Unit Serial No <input type="text"/>	
Pipework Insulated		De-frost/Condensate Provision: <input type="checkbox"/> Yes * <input type="checkbox"/> No	
Min Clearances Provided		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Anti-Vibration Installed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Isolation Valves (Flow & Return) Installed		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
MCB/RCBO Rating (Amps)			
Outdoor Isolator fitted		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Indoor Unit Information			
Indoor Unit Manufacturer		Model No: <input type="text"/>	
Indoor Unit Type (Hydro/Wiring Centre etc)		Indoor Unit Serial No <input type="text"/>	
DHW Cylinder Information			
Cylinder Manufacturer		Model No: <input type="text"/>	
Controller Information			
Flow Temperature Set-up (°C)		Stored DHW Temperature (°C) <input type="text"/>	
Heating Circuit Flow Rate (l/min)			
Weather/Load Compensation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legionella Protection Activated		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Heating System Information			
System Balanced		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Auto Bypass Fitted		<input type="checkbox"/> Yes * <input type="checkbox"/> No Hydraulic Separation <input type="checkbox"/> Yes * <input type="checkbox"/> No	
Heating Expansion Vessel Fitted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
System Flushed & Cleansed		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
System purged and inhibitor added as BS 7593		<input type="checkbox"/> Yes * <input type="checkbox"/> No System Filtration as BS 7593 <input type="checkbox"/> Yes * <input type="checkbox"/> No	
Heating System Frost Protected		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Primary Min Water Volume Met:		<input type="checkbox"/> Yes * <input type="checkbox"/> No	
Secondary Heat Source:		Gas Boiler <input type="checkbox"/> Oil Boiler <input type="checkbox"/> Electric Heater <input type="checkbox"/> Solar Thermal <input type="checkbox"/> * Other <input type="checkbox"/>	
Declaration			
Installer Signature:		Print Name: <input type="text"/>	
<i>I confirm the installation complies with all relevant, current building, electrical, water and Fgas regulations, noise calculations and the relevant manufacturer's instructions and that the end user has been given all relevant paperwork and knowledge to operate it</i>			
Note: If answered No to any of the * highlighted questions, please add the reasons in the Additional Notes			
Additional Notes			

Supplementary Information (not mandatory)**System Design**

Design flow temp at outdoor design temp (°C):	
Max & Min flow temperatures (°C):	
Max flow temp at ambient temp (°C):	
Min flow temp at ambient temp (°C):	
Have heat emitters been sized to meet the design heat loss (Y/N):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Refrigerant Information (if applicable)

Refrigerant piping length (m):	
Additional refrigerant charge (kg):	
Pressure test (bar):	Vacuum test (mbar):

Heating System:

Filtration method (strainer/magnetic etc)	
Synchronised control for bi-valent:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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

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

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

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

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

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