Ground & Water 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.

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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	☐ Yes	* ☐ No		
Installation compliant with Building Regulations	☐ Yes	Time, temperature, and interlock provided	☐ Yes	
Water Quality Check Completed	☐ Yes	☐ No		
Customer Handover & Explanation Complete	☐ Yes * ☐ No	Commissioning Date:		
System Design				
Property Heat Loss (kW)		Heat Loss Ambient Temp(°C):		
System COP for heat source design				
Unit Information				
Unit Manufacturer		Model No		
Unit Type		Outdoor Unit Serial No		
Pipework Insulated	☐ Yes	* ☐ No		
Min Clearances Provided	☐ Yes	* ☐ No		
Anti-Vibration Installed	☐ Yes	☐ No		
Isolation Valves (source and sink) Installed	☐ Yes	* ☐ No		
MCB/RCBO Rating (Amps)				
Isolator fitted	☐ Yes	* ☐ No		
DHW Cylinder Information				
Cylinder Manufacturer	Model No:			
Controller Information				
Flow Temperature Set-up (°C)		Stored DHW Temperature (°C)		
Heating Circuit Flow Rate (l/min)				
Weather/Load Compensation	☐ Yes	☐ No		
Legionella Protection Activated	☐ Yes	* ☐ No		
Heating System Information				
System Balanced	☐ Yes	* ☐ No		
Auto Bypass Fitted	☐ Yes * ☐ No	Hydraulic Separation	☐ Yes * ☐ No	
Heating Expansion Vessel Fitted	☐ Yes	☐ No		
System Flushed & Cleansed	☐ Yes	* ☐ No		
System purged and inhibitor added as BS 7593	☐ Yes * ☐ No	System Filtration as BS 7593	☐ Yes * ☐ No	
Heating System Frost Protected	☐ Yes	* ☐ No		
Primary Min Water Volume Met:	☐ Yes	* ☐ No		
Secondary Heat Source if present:	Gas Boiler ☐	Oil Boiler ☐	Electric Heater ☐	Solar Thermal ☐ * Other ☐
Heat sink Design (Heating system) – Optional information				
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):	☐ Yes	☐ No		
Filtration method (strainer/magnetic etc)				
Synchronised control for bi-valent:	☐ Yes	☐ No		

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Only one section needed – Open or Closed 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 and Cleansed, Purged as BS7593	☐ Yes		* ☐ No			
Collector Pressure Tested as BS EN 805	☐ Yes		* ☐ No			
System Filtration as BS 7593						
Collector Loops Balanced	☐ Yes		* ☐ No			
Total Collector Flow Rate (l/min)						
Thermal Transfer Fluid Antifreeze Level (°C)						
Fluid type e.g. Antifreeze, biocide/inhibitor						
Thermal Transfer Fluid Temp after 1hr	Incoming (°C)			Outgoing (°C)		
Open Loop Collector						
Open Loop Type	Well ☐		River ☐		Lake ☐	
Abstraction Licence if over 20cubic meters	☐ Yes	Reference number and expiry date				
Water Flow Rate Open Side (l/min)						
Thermal Transfer Fluid Flow Rate (l/min)						
Collector Flushed and Cleansed as BS7593	☐ Yes		* ☐ No			
Intake Filter Installed on Open Side	☐ Yes		* ☐ No			
Filter on heat pump evaporator side?						
Thermal Transfer Fluid Antifreeze Level (°C)						
Fluid type e.g. Antifreeze, biocide/inhibitor						
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 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						
Note: If answered No to any of the * highlighted questions, please add the reasons in the Additional Notes						
Additional Notes						

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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

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