

Commissioning Confirmation Checklist

Site Name:		Contract Ref:	
Customer Name:		Contact Name:	
Contact Tel:		Contact Email:	
Your PO Number:		Strebel Order:	
Commissioning Date:		Time:	
Engineer:		Booked by:	
Items to be Commissioned:			

Dear

With reference to your request, we confirm that we have arranged for the commissioning of the boilers at the above site for

If you will not be ready to accept commissioning on the agreed and booked date, we require 48 hours / 2 working days' notice for cancellation. If insufficient / no notice is given, you will be charged for an aborted visit (up to the full cost of the commissioning). If we are denied access then this will incur an abortive visit charge, therefore please ensure that all relevant personnel are aware of this appointment.

IN THE INTEREST OF SAFETY AND TO MINIMISE ANY POTENTIAL PROBLEMS; PLEASE CONFIRM THAT THE FOLLOWING ASPECTS OF THE INSTALLATION ARE COMPLETE BY PLACING A TICK IN THE RELEVANT BOXES BELOW:

Please ensure that this checklist is signed and emailed back to Strebel to info@strebel.co.uk or faxed to 01276 685405.

- The electrical supply and interconnecting wiring is connected to boiler/burner and power available and all safety interlocks are in place and proved, as per the O&M / Installation manual.
- The boiler & system is full of water, the controls are operational, and the pumps capable of distributing the boiler output, as per the O&M / Installation manual.
- If gas fired, gas pipework, including pilot gas supply, is complete and gas is available at a minimum of 20mbar at the boiler/burner with all plant running, and also the gas pipework has been purged & soundness tested and is to current regulations and as per the O&M / Installation manual.
- If oil fired, the pipework is completed and oil is available at the boiler/burner and the pipework has been purged, is to current regulations and as per the O&M / Installation manual.
- If dual fuel, as gas and oil above.
- The flues are complete and adequate, are to current regulations and as per the O&M / Installation manual.
- The ventilation is satisfactory and meets current regulations. (This applies to room sealed appliances also).
- Suitable access is available to all related equipment and the gas meter.

Continued on Page 2

Tick here if there are any personnel safety requirements – i.e. Hard Hats, or other safety wear. **(PLEASE SPECIFY THE SITE REQUIREMENTS IN WRITING ON A SEPARATE SHEET)**

Tick here to indicate any requirements for our engineer(s) to complete a site induction; if required, please specify time in writing. **(Additional time for induction or waiting time may be chargeable; please contact us for a specific quote.)**

Tick here to confirm that access to welfare facilities will be made available to out engineers, whilst they are on site.

Please confirm that a representative from your company will be on site to prove all safety functions.

Please provide the details of the site representative who should be contacted upon our engineer’s arrival on site:

Name:

Telephone:

Email:

Please sign below to confirm that the information provided is correct and that you agree to the Conditions of Boiler/Burner Commissioning, as set out on page 3 of this form.

.....
Signed

.....
Print Name

.....
Position/Job Title

.....
Date

CONDITIONS OF BOILER/BURNER COMMISSIONING

- Charges quoted for commissioning are based on normal working hours, and on the understanding that the boiler/burner is, in all ways, ready for commissioning when the engineer arrives on site.
- The boiler and system must be full of water, the circulating pumps and thermostatic controls operational and the pumps must be capable of distributing the boiler output.
- The electrical supply must be connected to the boiler/burner and power available.
- The boiler/burner and its' controls must be clear of builders' rubble and dust.
- All safety devices interlocks etc. not supplied by STREBEL Ltd must be in place and the function of same must be proved by others at the time of commissioning.

GAS FIRED

- Gas pipework, including pilot gas supply, should be complete and the gas available at the boiler/burner.
- The gas pipework must be purged of air before the engineer arrives on site.
- Access must be available to the gas meter.

OIL FIRED

- Oil pipework should be complete and oil available at the boiler/burner.
- The oil pipework must be purged before the engineer arrives on site.

DUAL FUEL

- All above conditions relating to both gas and oil fired apply.

GENERAL

- A contractors' representative must be in attendance to prove any safety devices and to accept the commissioning.
- Normally ten to fourteen days' notice is required for commissioning.
- If the boiler/burner is not ready for commissioning and all safety requirements are not in place in all respects, our engineer will discuss the position with the contractors' representative and may arrange with him for steps to be taken to correct the fault and allow commissioning to be carried out. If all of the above are not in place in time to the satisfaction of the commissioning engineer, the commissioning will be aborted and extra charges will be made for any lost time.
- If the boiler/burner cannot readily be put in order for commissioning or if for any reason beyond our control it is impossible to commission on the day agreed, the abortive visit will be invoiced at the standard rate.

PLEASE NOTE:

- Health and safety is of paramount importance.
- **FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS MAY RESULT IN THE COMMISSIONING BEING ABORTED & ADDITIONAL COSTS MAY APPLY.**