Essential Heating Services Limited

OIL HEATING INSTALLATION RECORD

RECORD NUMBER

Work date:

BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD

ISSUING BUSINESS	CUSTOMER / INSTALLATION	ENGINEER / JOB DETAILS
Address: Company no.: Telephone: Email: Engineer:	Name: Address: Telephone: Email:	Engineer: Nation: Job reference: Competence:

Competence: Oil registration:
Nation: Job reference:

Linked record:

VISIT DETAILS

Question	Recorded answer
What work does this record cover?	

CLIENT CONTACT

Question	Recorded answer
Is there a separate client or managing agent for this job?	

TANK INSTALLATION

Question	Recorded answer
Was tank installation part of your work?	
Which construction and containment arrangement did you install?	
What is the rated storage capacity? (litres)	
Who manufactured the tank?	
Which tank model was installed?	
What tank serial number or identification did you record?	
What is the status of the site-specific tank risk assessment?	
Identify the tank assessment or outstanding action.	

FUEL LINE INSTALLATION

Question	Recorded answer
Did your work include installing the fuel supply line?	
What is the outside diameter of the installed oil pipe? (mm)	

ISSUED BY / ENGINEER	RECEIVED BY / CUSTOMER
Print name: Signature:	Print name: Signature:

Receipt acknowledgement: Author acknowledgement:

Record of work and checks entered by the issuing engineer. Complete required manufacturer / scheme documents separately.

Essential Heating Services Limited

OIL HEATING INSTALLATION RECORD - CONTINUED

RECORD NUMBER

Work date:

BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD

FUEL LINE INSTALLATION - CONTINUED

Question	Recorded answer
Which material was used for the supply pipe?	
What was the outcome of pressure testing the fuel line?	
Record the fuel-line test conditions, readings and any limits on the test.	
Is a remote-sensing fire valve fitted?	
What was the result of testing the fire valve?	

APPLIANCE INSTALLATION

Question	Recorded answer
Did you install or replace the heating appliance?	

FLUE INSTALLATION

Question	Recorded answer
Did you install or alter a flue or chimney?	
What flue or chimney arrangement did you install?	
Do the flue dimensions and access details below apply to this installation, including any room-sealed balanced or low-level arrangement?	
Which instructions informed your decision? Explain any omission, uncertainty or further check.	

ELECTRICAL WORK

Question	Recorded answer
Did this installation include electrical work?	

HEATING CONTROLS

Question	Recorded answer
Did you install heating or hot-water controls?	

WATER CIRCUIT

Question	Recorded answer
Did you install or connect to a wet heating system?	

ISSUED BY / ENGINEER	RECEIVED BY / CUSTOMER
Print name:	Print name:
Signature:	Signature:

Receipt acknowledgement: Author acknowledgement:

Record of work and checks entered by the issuing engineer. Complete required manufacturer / scheme documents separately.

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COMMISSIONING AND HANDOVER	
Question	**Recorded answer**
How far was commissioning against the specific manufacturer instructions completed?	
Which commissioning report and instructions were used, and what evidence was handed over?	
Record any separate notification, compliance document reference or remaining notification action.	

COMPLETION	
Question	**Recorded answer**
What defects or limitations were identified?	
What action was taken or remains outstanding?	
What is your recorded work outcome?	
Who is the engineer completing this record?	
How was receipt of the record acknowledged?	
Who received the record?	

ISSUED BY / ENGINEER	RECEIVED BY / CUSTOMER
Print name: Signature:	Print name: Signature:

Receipt acknowledgement: Author acknowledgement: