Essential Heating Services Limited

OIL APPLIANCE SERVICE AND COMMISSIONING 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?	

VISIT AND APPLIANCE

Question	Recorded answer
Did this visit include a service?	
Did this visit include commissioning?	
Did this visit include a breakdown call?	
Was any work carried out under the manufacturer's warranty?	
Was this a return visit?	
What prompted this visit, and what work did you undertake?	
Which type of oil-fired appliance is this?	
Who made the appliance?	
What model is shown on the appliance plate?	
What is the appliance serial number?	
Where is this appliance installed?	
Who made the burner?	

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.

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VISIT AND APPLIANCE - CONTINUED

Question	Recorded answer
Which burner model is fitted?	
What burner design or firing arrangement is fitted?	
How is the fuel stored? Identify the tank type.	
What type of flue or chimney serves this appliance?	
Which fuel grade or blend was in use? Give the blend description for a biofuel.	
What heat output did the installer or system designer specify? (kW)	
Which appliance and burner instructions did you use?	

SERVICE FINDINGS

Question	Recorded answer
What was your finding for the tank and its fittings?	
What did you observe, repair or replace on the tank and its fittings?	
What was your finding for the fuel line and supply components?	
What did you observe, repair or replace on the fuel line and supply components?	
What was your finding for the combustion-air supply?	
What was your finding for the flue and chimney?	
What was your finding for the appliance electrical safety checks?	
What was your finding for the heat exchanger?	
What was your finding for the combustion chamber?	
What was your finding for the pressure-jet burner, if fitted?	
What was your finding for the vaporising or wall-flame burner, if fitted?	
What was your finding for the additional wall-flame components, where applicable?	
What was your finding for the appliance safety controls?	

ISSUED BY / ENGINEER	RECEIVED BY / CUSTOMER
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Receipt acknowledgement: Author acknowledgement:

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SERVICE FINDINGS - CONTINUED

Question	Recorded answer
What was your finding for the carbon monoxide alarm?	
What was your finding for the heating-system controls?	
What was your finding for the wet heating and hot-water system?	
What was your finding for the warm-air system, if fitted?	

BURNER SETTINGS AND TEST RESULTS

Question	Recorded answer
Identify the instrument, firing condition and manufacturer reference used for these results.	
What smoke number did you measure? (smoke scale)	
What flue draught did you measure? State the unit used. (include unit)	
What carbon monoxide concentration did you measure? (ppm)	
What carbon dioxide concentration did you measure? (%)	
What flue gas temperature did you measure? (°C)	
What net efficiency did the instrument report? (%)	
What gross efficiency did the instrument report? (%)	
What pump delivery pressure was recorded? (include unit)	
What pump inlet vacuum was recorded? (include unit)	
What excess-air result did the instrument report? (%)	
What nozzle size or rated delivery was fitted? (include unit)	
What is the nozzle spray angle? (degrees)	
What spray pattern or nozzle designation was fitted?	
What fuel flow was recorded at low fire? (include unit)	
What fuel flow was recorded at high fire? (include unit)	

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

Receipt acknowledgement: Author acknowledgement:

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BURNER SETTINGS AND TEST RESULTS - CONTINUED

Question	Recorded answer
What was the cold-water flow rate? (L/min)	
What was the domestic hot-water flow rate? (L/min)	
How were the analyser results made available to the customer?	
Identify the printout or file accompanying this record, how and when a separate copy was supplied, or why a copy is unavailable.	

SERVICE HANDOVER

Question	Recorded answer
Which findings or service recommendations did you explain?	
In what capacity is the recipient receiving this report?	
When is the next service or inspection due, and what is the basis for that date?	

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: