# Oakfield Heating Ltd

## OIL HEATING INSTALLATION RECORD

**RECORD NUMBER**

**Work date:**

**BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD**

| ISSUING BUSINESS | CUSTOMER / INSTALLATION | ENGINEER / JOB DETAILS |
|---|---|---|
| Address:<br>Company no.:<br>Telephone: Email:<br>Engineer: | Name:<br>Address:<br>Telephone:<br>Email: | Engineer:<br>Nation:<br>Job reference:<br>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:<br>Signature: | Print name:<br>Signature: |

Receipt acknowledgement: Author acknowledgement:

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

# Oakfield Heating Ltd

## 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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## OIL HEATING INSTALLATION RECORD - CONTINUED

**RECORD NUMBER**

**Work date:**

**BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD**

| 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:<br>Signature: | Print name:<br>Signature: |

Receipt acknowledgement: Author acknowledgement: