Oakfield Heating Ltd

LANDLORD OIL INSTALLATION INSPECTION 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?	

RENTAL PROPERTY AND EQUIPMENT

Question	Recorded answer
Who is the landlord or managing agent?	
Where should correspondence for the landlord or managing agent be sent?	
What contact details did the landlord or managing agent provide?	
Who owns the appliance being inspected?	
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?	
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.	

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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LANDLORD OIL INSTALLATION INSPECTION RECORD - CONTINUED

Work date:

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INSPECTION FINDINGS	
Question	**Recorded answer**
What was your finding for the oil storage installation?	
What did you observe, repair or replace on the oil storage installation?	
What was your finding for the oil supply to the appliance?	
What was your finding for the combustion-air provision?	
What was your finding for the chimney and flue?	
What was your finding for the burner?	
What was your finding for the appliance safety controls?	
What was your finding for the carbon monoxide alarm?	

MEASUREMENTS AND SERVICE HISTORY	
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? (%)	
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.	
Was evidence of servicing within the previous 12 months available?	

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

Receipt acknowledgement: Author acknowledgement:

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MEASUREMENTS AND SERVICE HISTORY - CONTINUED	
Question	**Recorded answer**
Identify the service evidence, date and person who provided it.	

WARNINGS AND ADVICE	
Question	**Recorded answer**
Was a warning label attached to the equipment?	
Did you advise that repairs need urgent attention?	
Did you advise that the equipment should remain out of use pending repairs?	
What was communicated, to whom, and how? Include any related warning record.	
What is the role of the person receiving this inspection report?	

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: