Oakfield Heating Ltd

OIL INSTALLATION WARNING 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?	

WARNING DETAILS

Question	Recorded answer
Who was responsible for the oil installation at the time of the visit?	
Identify the appliance, tank or fuel-supply installation affected.	

FIRST HAZARD

Question	Recorded answer
Where is the affected item or area for hazard 1?	
Describe the condition and potential harm for hazard 1.	
How have you assessed hazard 1?	
What action, use restriction or referral did you record for hazard 1?	

ADDITIONAL HAZARD 2

Question	Recorded answer
Where is the affected item or area for hazard 2?	

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

Receipt acknowledgement: Author acknowledgement:

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OIL INSTALLATION WARNING RECORD - CONTINUED

RECORD NUMBER

Work date:

BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD

ADDITIONAL HAZARD 2 - CONTINUED

Question	Recorded answer
Describe the condition and potential harm for hazard 2.	
How have you assessed hazard 2?	
What action, use restriction or referral did you record for hazard 2?	

ACTIONS AND DELIVERY

Question	Recorded answer
Were warning labels attached to the affected equipment?	
Record the label locations or explain any inability to attach a label.	
What advice was communicated, when and to whom?	
How was a copy delivered or made available, and what follow-up was agreed?	

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:	Print name:
Signature:	Signature:

Receipt acknowledgement: Author acknowledgement: