

Start procedure for servicing / commission	Quiz the customer on the appliance history										Acceptable				
	Check the appliance before you start										Yes	No	n/a		
	* Visually inspect ALL the gas pipe work								Meter Type						
	* Visually inspect ALL gas appliances, their flues and ventilation										Yes	No	n/a		
	Let-by / Tightness test			Let by rise			mb		Tightness drop			mb			
	Working pressure at meter				Appliance used			Pressure			mb				
Standing pressure											mb				
strip clean or check;	Burners			Yes	No	n/a	Fan			Yes	No	n/a			
	Injectors			Yes	No	n/a	Gas taps			Yes	No	n/a			
	Pilot assembly			Yes	No	n/a	Thermostats			Yes	No	n/a			
	Lint arresters			Yes	No	n/a	Oven bypass adjuster			Yes	No	n/a			
	Flue ways			Yes	No	n/a	Automatic valves			Yes	No	n/a			
	Heat exchanger			Yes	No	n/a	Slow ignition device			Yes	No	n/a			
Reassemble appliance and re-commission	Flue flow test (test open flued appliance before rebuild)										Yes	No	n/a		
	After rebuild check for gas leaks										Yes	No	n/a		
(Follow commission procedure) CHECK the following components are operating satisfactorily	F.S.D.			Yes	No	n/a	Fan pressure switch			Yes	No	n/a			
	V.S.D.			Yes	No	n/a	Gas taps			Yes	No	n/a			
	Multifunction control			Yes	No	n/a	Automatic gas valve			Yes	No	n/a			
	Solenoid / Mod. Coil / Mod.Fan			Yes	No	n/a	Slow ignition device			Yes	No	n/a			
	Thermostat / Thermistor			Yes	No	n/a	Cooker bypass rate			Yes	No	n/a			
	Regulator / Zero Governor			Yes	No	n/a	Lid safety device			Yes	No	n/a			
	Ignition system			Yes	No	n/a	Other ()			Yes	No	n/a			
CHECK all other controls are working	(Boilers) timers, zone valves, room thermostats, fuse sizes etc (Cookers) Lights, timers, rotisseries, etc (Fires) Lights, flicker devices etc										Yes	No	n/a		
Tests required	Burner pressure / Inlet pressure		M.I			Actual			Yes		No	n/a			
	Visual inspection of flames										Yes	No	n/a		
	Combustion Performance Analysis	Low Fire		Co2 / Ratio			Actual		Co2 / Ratio			Yes	No	n/a	
		High Fire		Co2 / Ratio					Co2 / Ratio			Yes	No	n/a	
		Flue Integrity Co / O2					Actual					Yes	No	n/a	
	Heat input or Gas Rate		Data badge			Actual			Yes		No				
	If any of the above test figures do not match up with the data badge you may need to check: Meter governor, Pipework, or Appliance Regulator, Injectors, etc														
	Flow rates & temp		Data badge			Actual			Yes		No	n/a			
	Other Test as per MI												Yes	No	n/a
	Ventilation		Required			Actual			Yes		No	n/a			
	Spillage test										Yes	No	n/a		
	Final tightness test										Yes	No			
	Has the installation passed:										Yes	No			
	Recommendations and Notifications required:														
	Upon completion of the service, (IMPORTANT)														
Complete a final tightness test															
Complete Benchmark Certificate (if new install complete fully. if serviced complete service section.)															
Explain the safe use of the appliance to the customer, and cleaning procedures															
Leave all documentation with the customer and explain service intervals (service every 12 months)															
Explain safety procedures for gas what to do in an emergency and where and how to turn the gas off															

