

Start procedure for servicing commission or install commission	Quiz the customer on the appliance history										Acceptable						
	Check the appliance is operating before you start										Yes	No	n/a				
	*1 Visually inspect ALL the gas pipe work					Meter Type					Yes	No					
	*2 Visually inspect ALL gas appliances, their flues and ventilation										Yes	No	n/a				
	Let-by / Tightness test			Let by rise				mb		Leakage amount				Yes	No		
	*3 Installation Volume (IV)							M3		Allowable Leakage				Yes	No	n/a	
	*4 Purge Volume (PV)							M3		Purge Type		Vent	Ignite	Yes	No	n/a	
	Maximum Load Test at Meter				Boiler on Max, all other appliances on 50%								mb		Yes	No	n/a
	Working pressure at meter			Appliance used						Pressure				Yes	No		
	Standing pressure at meter												mb		Yes	No	
Service strip clean or check:	Burners					Yes	No	n/a	Condensate trap					Yes	No	n/a	
	Injectors					Yes	No	n/a	Magnetic Filter					Yes	No	n/a	
	Pilot assembly					Yes	No	n/a	Gas taps					Yes	No	n/a	
	Lint arresters					Yes	No	n/a	Thermostats					Yes	No	n/a	
	Flue ways					Yes	No	n/a	Oven bypass adjuster					Yes	No	n/a	
	Heat exchanger					Yes	No	n/a	Automatic valves					Yes	No	n/a	
	Fan					Yes	No	n/a	Slow ignition device					Yes	No	n/a	
Reassemble appliance and re-commission	Flue flow test (test open flued appliance before rebuilding or install)										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	Inlet pressure		MI or Min =				mb		Actual				Yes	No	n/a		
	Burner pressure		MI or Range =				mb		Actual				Yes	No	n/a		
	Visual inspection of flames										Yes	No	n/a				
	Combustion Performance Analysis	Low Fire	Co2 / Ratio	MI=				Actual				Yes	No	n/a			
		High Fire	Co2 / Ratio	MI=				Actual				Yes	No	n/a			
		Flue Integrity Co2 / O2		<0.2%	>20.6	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		L/m		C		Actual		L/m		C		Yes	No	n/a
	Other Test as per MI										Yes	No	n/a				
	*5 Ventilation		Required		Cm2		Actual		Cm2		Yes	No	n/a				
	Spillage test										Yes	No	n/a				
	Final Maximum Load Test			Boiler on Max, all other appliances on 50%								mb		Yes	No	n/a	
	Final tightness test										Yes	No					
	Has the installation passed:										Yes	No					
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																	
Fill in and sign any warning notices for AR/ID Situations																	



*1 Gas Meter Faults:	Label as: AR / ID / Advisory
*1 Gas Pipework Faults / Pipe Sizing:	Label as: AR / ID / Advisory
*2 Appliance / Flues / Ventilation Faults:	Label as: AR / ID / Advisory
*3 IV Calculation if required:	
*4 PV Calculations if required	
Area for Heat input gas rate calculations if required:	
*5 Ventilation Calculations:	