

Benchmark Commissioning & Warranty Validation Service Record

It is a requirement that the heat pump is installed and commissioned to the manufacturers' instructions and the data fields on the commissioning checklist completed in full.

To instigate the warranty the heat pump needs to be registered with the manufacturer within one month of the installation. The warranty rests with the end-user (consumer), and they should be made aware it is ultimately their responsibility to register with the manufacturer, within the allotted time period.

It is essential that the heat pump is serviced in line with the manufacturers' recommendations, at least annually. This must be carried out by a competent, certified operative. The service details should be recorded on the Benchmark Service and Interim Heat Pump Work Record and left with the householder. Failure to comply with the manufacturers' servicing instructions and requirements will invalidate the warranty.



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This Commissioning Checklist is to be completed in full by the competent person who commissioned the heat pump and associated equipment as a means of demonstrating compliance with the appropriate Building Regulations and then handed to the customer to keep for future reference.

Failure to install and commission according to the manufacturers' instructions and complete this Benchmark Commissioning Checklist will invalidate the warranty. This does not affect the customer's statutory rights.

* All installations in England and Wales must be notified to Local Authority Building Control (LABC) either directly or through a Competent Persons Scheme. A Building Regulations Compliance Certificate will then be issued to the customer.

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Issue date: 20.08.2020

AIR TO WATER HEAT PUMP COMMISSIONING CHECKLIST

Address:													
Heat Pump make and model:													
Heat Pump serial number:													
Commissioned by (PRINT NAME):						Certified Operative Reg number (1):							
Company name:						Telephone number:							
Company email:						Company address:							
										Commissioning date:			
Heating and hot water system complies with the appropriate Building Regulations?											Yes		
DNO notification?											Yes		
Building Regulations Notification Number (if applicable) (2)													
MCS installer registration Number (if applicable)						MCS product certification number (if applicable)							
F-gas certification number (split heat pump only)													
G3 certification number (if applicable)													
Heat Pump Type (Tick)			Split			Monoblock			Peak heat loss of building kW				
Is Heat Pump Installed as part of a cascade?			Yes			Cascade Heat Pump Series			() of ()				
Heat Pump Refrigerant Type						Refrigerant weight (total)						kg	
Electrical and Hydronic Controls – SYSTEM AND HEAT PUMP (Tick the appropriate boxes)													
Time and temperature control to heating			Room thermostat and programmer/timer			Programmable Roomstat							
			Load/weather compensation			Optimum start control							
Time and temperature control to hot water			Cylinder thermostat and programmer/timer			Combined with Heat pump main controls							
Hybrid system – synchronised control of boiler and heat pump fitted									Yes				
If Yes – boiler model switching point – (Quote Tariff or Temperature Level)													
Heating zone valves (including underfloor loops)			pre-existing			Fitted			Not required				
Hot water zone valves			pre-existing			Fitted			Not required				
Thermostatic radiator valves			pre-existing			Fitted			Not required				
Outdoor Sensor			pre-existing			Fitted			Not required				
Heat Pump Safety Interlock (3)			pre-existing			Fitted			Not required				
Automatic bypass to system			pre-existing			Fitted			Not required				
Buffer Vessel Fitted			Yes			No			If yes volume: Litres				
Plate Heat Exchanger fitted to give hydronic separation of the heat pump circuit to the heating circuit						Yes			No				
Expansion vessel for heating is sized, fitted & charged in accordance with manufacturer's instructions									Yes				
Legionella protection for stored hot water provided by timed temperature control?									Yes				
Water Treatment – SYSTEM AND HEAT PUMP (Tick the appropriate boxes/Measure and Record)													
System has been cleaned and treated in accordance with BS 7593:2019 and heat pump manufacturers' instructions?											Yes		
What system cleaner was used?			Brand:			Product:							
What heating system inhibitor was used?			Brand:			Product:							
What heat pump system anti-freeze/inhibitor was used? (monoblock only)			Brand:			Product:			% concentration				
System filter fitted in accordance with BS7593 : 2019?											Yes		
Heat Pump outdoor unit (Tick the appropriate boxes/Measure and Record)													
Is the heating system adequately frost protected and pipes insulated to prevent heat loss?											Yes		
Split only: The refrigerant circuit has been evacuated and charged in accordance with manufacturer's instructions											Yes		
The heat pump is fitted on a solid/stable surface capable of taking its weight											Yes		
The necessary heat pump defrost provision been put in place											Yes		
The heat pump fan free from obstacles and operational											Yes		
Condensate drain installed to manufacturer's instructions											Yes		
CENTRAL HEATING MODE (Tick the appropriate boxes/Measure and Record)													
The heating system has been filled and pressure tested											Yes		
Heating Flow Temperature			°C			Heating Return Temperature			°C				
System correctly balance/rebalanced											Yes		
DOMESTIC HOT WATER MODE (Tick the appropriate boxes)													
Is the heat pump connected to a hot water cylinder?			Unvented			Vented			Thermal Store			Not connected	
Hot water cylinder size			Litres			Stored hot water temperature						°C	
Hot water has been checked at all outlets			Yes			Have Thermostatic Blending Valves been fitted?			Yes			Not required	

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ADDITIONAL SYSTEM INFORMATION (Tick the appropriate boxes/Measure and Record)

Water flow rate setting of the heat pump at commissioning (l/min):										
Additional heat sources connected:	<input type="checkbox"/>	Gas Boiler	<input type="checkbox"/>	Oil Boiler	<input type="checkbox"/>	Electric Heater	<input type="checkbox"/>	Solar Thermal	<input type="checkbox"/>	Other:

ALL INSTALLATIONS

All electrical work complies with the appropriate Regulations	Yes	<input type="checkbox"/>
The heat pump and associated products have been installed and commissioned in accordance with the manufacturer's instructions	Yes	<input type="checkbox"/>
The operation of the heat pump and system controls have been demonstrated to and understood by the customer	Yes	<input type="checkbox"/>
The manufacturer's literature, including Benchmark Checklist and Service Record, has been explained and left with the customer	Yes	<input type="checkbox"/>
Commissioning Engineer's signature:		
Customer's signature (To confirm satisfactory demonstration and receipt of manufacturers' literature)		

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SERVICE RECORD

It is recommended that your heating system is serviced regularly and that the appropriate Service Interval Record is completed.

Service provider

Before completing the appropriate Service Record below, please ensure you have carried out the service as described in the manufacturer's instructions. Always use the manufacturer's specified spare part when replacing controls.

*A System inhibitor efficacy test is required on every annual service in accordance with the manufacturers' instructions and BS 7593. It is only acceptable to not have undertaken this if the service engineers attendance visit was in between annual services to attend a non-water facing component.

SERVICE 01		Date:
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 01		Date:
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 01		Date:
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

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Company name:		
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Operative ID No:		
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Comments:		
Signature:		

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Signature:		

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Company name:		
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Comments:		
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