

Air Conditioning Commissioning Record

An air conditioning installation and commissioning record: F-gas certification, units with label scan, refrigerant type and charge, CO2 equivalent and leak check frequency, strength test, vacuum, leak test, temperatures, drains and controls, and handover.

1. System

Project

Client

Site *

Site address

Date commissioned *

Time

Engineer and F-gas certificate number *

Company F-gas certificate number

System (choose one)

☐ Split ☐ Multi-split ☐ VRF or VRV ☐ Packaged unit ☐ Air to air heat pump

Outdoor unit make and model

Scan the outdoor unit label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number.

Where is the outdoor unit?

Mark it standing beside the unit. It helps the service engineer find it on a roof or behind a building. Tap Mark current location at the unit. It saves the coordinates, a grid reference and the accuracy.

Smallest clearance around the outdoor unit (m)

Measure from a photo taken square on, using the width of the unit (on its label or data sheet) as the reference. It is an estimate; close to the minimum, use a tape.

Minimum clearance in the installation manual (m)

Clearance against the manual (if applicable; worked out automatically in the app)

Lowest expected air temperature difference in cooling (°C)

From the maker's commissioning data. Each indoor unit below is compared with it.

Indoor units by room (copy this block for each one)

Room *

Indoor units in this room (copy this block for each one)

Make and model

Scan the label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number.

Return air (°C)

Supply air (°C)

Difference (°C) (if applicable; worked out automatically in the app)

Against the expected difference (if applicable; worked out automatically in the app)

This room: indoor units (worked out automatically in the app)

This room: below the expected difference (worked out automatically in the app)

Indoor units (worked out automatically in the app)

Below the expected difference (worked out automatically in the app)

2. Refrigerant

Refrigerant * (choose one)

☐ R32 ☐ R410A ☐ R290 ☐ R454B ☐ Other

Global warming potential (GWP)

From the refrigerant data sheet or Annex I of the F gas Regulation, for example R32 is 675.

Factory charge (kg)

Additional charge (kg)

Liquid line length installed (m)

For one liquid line size. With mixed sizes, use the maker's charge calculation and compare it with the charge added.

Length covered by the factory charge (m)

Additional charge per metre from the manual (g/m)

Additional charge by the manual (kg) (if applicable; worked out automatically in the app)

Charge added minus the manual figure (kg) (if applicable; worked out automatically in the app)

Total charge (kg) (if applicable; worked out automatically in the app)

Tonnes CO2 equivalent (if applicable; worked out automatically in the app)

Great Britain F gas rules (retained Regulation (EU) No 517/2014, article 4): leak checks depend on the charge in tonnes of CO2 equivalent, which is the charge in kg times the GWP, divided by 1,000.

If applicable: Under 5 tonnes CO2 equivalent: the F gas rules do not require leak checks.

If applicable: 5 to under 50 tonnes CO2 equivalent: leak check at least every 12 months, or every 24 months with a leak detection system. Equipment labelled as hermetically sealed and under 10 tonnes is exempt. Keep F gas records for 5 years.

If applicable: 50 to under 500 tonnes CO2 equivalent: leak check at least every 6 months, or every 12 months with a leak detection system. Keep F gas records for 5 years.

If applicable: 500 tonnes CO2 equivalent or more: a leak detection system must be fitted, and leak checks are needed at least every 6 months with it (every 3 months without). Keep F gas records for 5 years.

The operator must keep F gas records under article 6 of the retained Regulation (EU) No 517/2014 (refrigerant type and quantity, quantities added and recovered, installer details, leak check dates and results). This commissioning record supports those records. It is not an F gas certificate and it is not the building regulations notification.

Next leak check due

Set from the tonnes CO2 equivalent band above: every 12 months for 5 to under 50 tonnes, every 6 months for 50 to under 500, every 3 months for 500 or more. The interval doubles where a working leak detection system is fitted. Leave blank under 5 tonnes.

Days to next leak check (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this record. Check the date entered.

3. Tests

Nitrogen strength test (bar)

Test pressure required by the manual (bar)

Held for (minutes)

Pressure held?

☐ Yes ☐ No

Strength test (if applicable; worked out automatically in the app)

Vacuum achieved (microns)

Target vacuum from the manual or your procedure (microns)

Vacuum (if applicable; worked out automatically in the app)

Leak test passed?

☐ Yes ☐ No

Return air temperature (°C)

Supply air temperature (°C)

Air temperature difference (°C) (if applicable; worked out automatically in the app)

Results needing attention (worked out automatically in the app)

If applicable: A result is outside the manual or the target. Record what was done about it before handover, or why the system is left as it is, in the photos and notes.

Condensate drains tested?

☐ Yes ☐ No

Controls set up and shown to the customer?

☐ Yes ☐ No

Unit labelled with refrigerant type and charge?

☐ Yes ☐ No

Photos of the units, pipework and labels (photos: attach, or note the file names)

Defects and actions (copy this block for each one)

Action needed *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Photos (photos: attach, or note the file names)

4. Handover

Customer name

Customer signature

Completed by *

Signature