

Boiler Installation and Commissioning Record

A gas boiler installation and commissioning record: boiler and flue, gas pressure and rate, tightness, combustion at maximum and minimum rate, system cleaning and inhibitor, controls, CO alarm, Gas Safe notification and Benchmark.

1. Boiler

Project

Client

Site *

Site address

Date commissioned *

Time

Engineer name *

Gas Safe registration number (business) *

Engineer licence number

Boiler make and model *

Scan the data plate

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

Type (choose one)

☐ Combi ☐ System ☐ Regular (heat only)

Location

Gas work must be done by a Gas Safe registered engineer under the Gas Safety (Installation and Use) Regulations 1998; regulation 26 requires the installer to check the flue, the combustion air supply, the operating pressure or heat input and the safe operation of the appliance before leaving it. Domestic boilers are installed to BS 6798 and the manufacturer instructions, and combustion is measured with an analyser used to BS 7967.

This is a site record of the commissioning. It supports the Benchmark commissioning checklist and the building regulations notification made through Gas Safe Register; it is not the Benchmark checklist, the Building Regulations compliance certificate or a gas safety record.

2. Gas, flue and combustion

Flue type (choose one)

☐ Horizontal balanced ☐ Vertical balanced ☐ Plume management kit ☐ Other

Flue terminal position meets the manufacturer's clearances?

☐ Yes ☐ No

Smallest distance from the flue terminal to an opening window, door or air brick (m) (if applicable)

Measure from a photo taken square on to the wall, using a door or window of known size as the reference. It is an estimate; anywhere near the minimum, check with a tape.

Minimum for that opening in the manufacturer's instructions (m) (if applicable)

Terminal distance against the instructions (if applicable; worked out automatically in the app)

Gas tightness test * (choose one)

☐ Pass ☐ Fail

Working inlet pressure (mbar)

Minimum working inlet pressure in the manufacturer's instructions (mbar)

Inlet pressure against the instructions (if applicable; worked out automatically in the app)

Gas rate measured (m³/h or kW)

CO at maximum rate (ppm)

CO/CO₂ ratio at maximum rate

CO at minimum rate (ppm)

CO/CO₂ ratio at minimum rate

Highest CO allowed in the manufacturer's instructions (ppm)

Highest CO/CO₂ ratio allowed in the manufacturer's instructions

At maximum rate (if applicable; worked out automatically in the app)

At minimum rate (if applicable; worked out automatically in the app)

If applicable: A combustion reading is over the manufacturer's limit. Investigate as the manufacturer's instructions say before the boiler is handed over, and follow the gas industry unsafe situations procedure where it applies.

Combustion readings are compared with the limits in the manufacturer's instructions, and recorded on the Benchmark commissioning checklist.

Condensate pipe run and terminated correctly?

☐ Yes ☐ No

Results needing attention (worked out automatically in the app)

Counts a failed tightness test, inlet pressure below the minimum, combustion over a limit at either rate, a terminal too close to an opening or outside the clearances, and condensate not run correctly.

If applicable: A result needs attention. Record what was put right before handover in the photos and notes, or why the boiler was not left in use.

3. System and controls

System cleaned and flushed?

☐ Yes ☐ No

Inhibitor added?

☐ Yes ☐ No

System filter fitted?

☐ Yes ☐ No

Controls fitted (tick all that apply)

- ☐ Programmer or timer
- ☐ Room thermostat
- ☐ Thermostatic radiator valves
- ☐ Weather compensation
- ☐ Smart thermostat
- ☐ Other: _____

Hot water outlet temperature (°C)

Carbon monoxide alarm fitted in the room with the boiler?

☐ Yes ☐ No

If applicable: Approved Document J (England), paragraph 3.43: where a new or replacement fixed gas appliance, other than one used only for cooking, is installed in a home, a carbon monoxide alarm should be provided in the room where it is located.

4. Notification and handover

Gas Safe building regulations notification reference

Benchmark: every installation must be notified to building control, directly or through a competent person scheme such as Gas Safe Register, and a Building Regulations compliance certificate is then issued to the homeowner. GOV.UK says a scheme installer gives the certificate within 8 weeks of completion.

Benchmark commissioning checklist completed?

☐ Yes ☐ No

Customer shown how to use the boiler and controls, and asked to sign the Benchmark checklist?

☐ Yes ☐ No

Warranty registered with the manufacturer?

☐ Yes ☐ No

If applicable: Warranty terms are set by each manufacturer and can include a deadline for registration. Check the manufacturer's terms.

Photos of the boiler, flue and controls (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)

First service due

Usually 12 months after commissioning. Check the manufacturer instructions and warranty terms.

Days to first service (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.

Customer name

Customer signature

Installer name *

Installer signature