

Chimney Sweep and Inspection Record

A chimney sweep and inspection record: appliance, fuel and flue, sweeping method, smoke test, condition checks, CO alarm, debris found, the next sweep date and the customer's signature.

1. Appliance and flue

Project

Client

Site *

Site address

Property location

Mark it at the front door, as a record of the visit. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Date swept *

Time

Sweep name and HETAS or guild number *

Appliance * (choose one)

- ☐ Open fire
- ☐ Wood burning stove
- ☐ Multi-fuel stove
- ☐ Range cooker
- ☐ Oil appliance
- ☐ Gas fire
- ☐ Other

Fuel burnt (choose one)

- ☐ Wood ☐ Smokeless fuel ☐ House coal ☐ Oil ☐ Gas ☐ Mixed

Flue (choose one)

- ☐ Masonry, unlined ☐ Masonry with liner ☐ Twin wall system ☐ Not known

Room

HETAS recommends sweeping at least twice a year when burning wood and at least once a year for smokeless fuel. How often depends on how much the appliance is used.

2. Sweep and checks

Method * (tick all that apply)

☐ Brush rods ☐ Power sweep ☐ Vacuum

Debris removed (choose one)

☐ Light ☐ Moderate ☐ Heavy ☐ Tar or glazed deposits

If applicable: Tar or glazed deposits are signs of creosote, which HETAS says acts as a highly flammable fuel in a chimney fire. Advise the customer on fuel and burning habits, such as burning wood with a moisture content of 20% or less, and consider specialist removal.

Smoke draw test * (choose one)

☐ Pass ☐ Fail

If applicable: Smoke draw test failed. Do not use the appliance until the flue has been investigated and put right.

Pot, cowl or bird guard (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Chimney stack and flaunching (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Flue or liner condition (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Register plate or closure plate (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Appliance door seals and rope (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Hearth and clearances to combustibles (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Measured clearance to the nearest combustible (mm) (if applicable)

From the appliance or flue pipe to the nearest combustible material, such as a timber beam or mantel. Use a tape, or measure from a square-on photo against a known size in the same plane. Measuring from a photo gives an estimate. The tool rounds to 10 mm.

Clearance the manufacturer's instructions give (mm) (if applicable)

From the appliance's installation instructions or data plate. The form does not set a figure.

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

If applicable: The measured clearance is less than the figure in the appliance instructions. Record it as a defect and advise the customer. Check it with a tape before deciding the outcome.

Permanent air supply (ventilation) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)**Checks OK** (worked out automatically in the app)**Defects found** (worked out automatically in the app)**Not applicable** (worked out automatically in the app)**Is there a working carbon monoxide alarm in the room?**

☐ Yes ☐ No

If applicable: Advise the customer to fit a carbon monoxide alarm. Approved Document J says one should be fitted in the room when a new or replacement fixed solid fuel appliance is installed in a dwelling, and landlords must have one in any room used as living accommodation that has a fixed combustion appliance, other than a gas cooker.

Photos (pot, flue, appliance, debris) (photos: attach, or note the file names)

3. Certificate and sign-off

Outcome * (choose one)

☐ Safe to use ☐ Safe to use, work advised ☐ Do not use until put right

Sweeping certificate issued?

☐ Yes ☐ No

This is a site record of the sweep and checks. It supports the sweeping certificate issued under the sweep's scheme (HETAS, NACS, the Guild of Master Chimney Sweeps or APICS) and does not replace it.

Recommended next sweep**Months to the next sweep (about)** (if applicable; worked out automatically in the app)

If applicable: The next sweep is more than about 6 months away. HETAS encourages sweeping at least twice a year when burning wood.

Advice given

Defects and actions (copy this block for each one; if applicable)

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)

Customer name

Customer signature

Completed by *

Signature