

Gas Boiler Service Record

A gas boiler service record with appliance identity, engineer scope, manufacturer checks, measured results, defects, remedial work and customer handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For appropriately registered gas engineers. This is not a landlord gas safety record, commissioning certificate, industrial steam-boiler examination or DIY servicing guide.

HSE states that work on the gas boiler itself must be done by a Gas Safe registered engineer. The engineer must be competent for the relevant work. Servicing must follow the appliance instructions and applicable safe procedures.

2. Equipment and scope

Gas boiler ID, model and location *

Scan the appliance data plate

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

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Appliance and engineer

Engineer Gas Safe registration and relevant work categories *

Gas type and appliance serial number *

Manufacturer service instruction revision *

Customer-reported symptoms and previous service

4. Service evidence

Record the instrument, units, operating condition and manufacturer criterion for each measurement. Identify readings or checks outside the visit's scope.

Appliance and visible connections checked to instructions * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Flue and combustion-air arrangements checked within scope * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Condensate arrangements checked where fitted * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Controls and safety functions checked by approved procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Measurement (copy this block for each one)

Measurement point and parameter *

Actual result and unit *

Acceptance criterion and source *

Instrument and calibration reference

Comparison * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Exception and response * (if applicable)

Cleaning, parts and adjustments performed

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.