

Heat Pump Commissioning Record

A heat pump commissioning record: unit and refrigerant, system pressure and flushing, flow and return temperatures, weather compensation, hot water and pasteurisation, MCS certificate, DNO and handover.

1. Heat pump

Project

Client

Site *

Site address

Date commissioned *

Time

Installer and MCS certification number *

Heat pump make and model *

Serial number

Scan the data plate

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

Where is the outdoor unit?

Air source units. Mark it standing beside the unit. 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 unit width from the 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)

Rated output (kW)

Design heat loss from the heat loss calculation (kW)

Rated output as a share of the heat loss (%) (if applicable; worked out automatically in the app)

If applicable: The rated output is below the design heat loss. Check the output at the design outdoor and flow temperatures in the manufacturer's data against the system design.

Refrigerant type and charge (kg)

Refrigerant circuit (choose one)

☐ Factory sealed (monobloc) ☐ Split system: refrigerant work on site

If applicable: GOV.UK: anyone installing a refrigeration, air conditioning or heat pump system that contains F gas must hold an F gas qualification, and the company needs F gas certification.

F-gas certificate number (if applicable)

2. Heating system

System flushed and cleaned before commissioning?

☐ Yes ☐ No

Inhibitor or antifreeze added at the right concentration?

☐ Yes ☐ No

System pressure, cold (bar)

Design flow temperature (°C)

Design flow to return difference (°C)

From the system design.

Measured flow temperature (°C)

Measured return temperature (°C)

Flow to return difference (°C) (if applicable; worked out automatically in the app)

Measured flow minus design flow (°C) (if applicable; worked out automatically in the app)

Measured difference minus design difference (°C) (if applicable; worked out automatically in the app)

Weather compensation set up?

☐ Yes ☐ No

Heat curve or compensation settings**Radiators or underfloor loops balanced?**

☐ Yes ☐ No

3. Hot water

Is there a hot water cylinder?

☐ Yes ☐ No

Cylinder set point (°C) (if applicable)**Is a regular pasteurisation (legionella) cycle set?** (if applicable)

☐ Yes ☐ No

If applicable: HSE says hot water cylinders should store water at 60°C or higher to control legionella. The cylinder is set lower and no pasteurisation cycle is set.

4. MCS, DNO and handover

This is the installer's commissioning record. It supports the MCS certificate and the MIS 3005 handover documents given to the customer. It does not replace them.

MCS certificate number**Date the MCS certificate was created**

MCS sets a short deadline for the MCS certificate after commissioning. MCS certificate guidance says within 14 days (30 days for installers on the redeveloped installer scheme), and MIS 3005 asks for registration within 10 working days. Check the current scheme documents for your certification.

If applicable: More than 14 days after commissioning.

Boiler Upgrade Scheme voucher reference, if any

Boiler Upgrade Scheme grants go through MCS certified installers, who apply to Ofgem on the customer's behalf.

Maximum demand of the property after installation (A)

Including the new equipment and the effect of any load management.

Network operator (DNO) route (choose one)

- ☐ Connect and notify after installation
☐ Applied and approved before installation
☐ Not known

MCS: every heat pump installation must be notified to the DNO. Where the property's new maximum demand is 60 A or less, connect and notify the DNO within 28 days of the installation. Between 60 A and 100 A, apply before installing.

If applicable: Maximum demand is over 60 A. MCS says to apply to the DNO before installing, not connect and notify.

Date the DNO was notified or approved (if applicable)

Days from commissioning to notification (if applicable; worked out automatically in the app)

If applicable: More than 28 days after commissioning.

If applicable: The approval date is after the commissioning date. Approval is needed before installation.

DNO reference (if applicable)

Electrical Installation Certificate (BS 7671) reference for the new circuit

Issued by

Photos of the outdoor unit, cylinder and controls (photos: attach, or note the file names)

Handed over (tick all that apply)

- ☐ MCS certificate
- ☐ Manuals and warranty
- ☐ How to use the controls
- ☐ Maintenance schedule
- ☐ Heat loss calculation and system design

Next service due

Set by the heat pump maker's instructions and warranty terms.

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

If applicable: The next service due date is before the inspection date. Check the date.

Actions (copy this block for each one)

Action needed *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Customer name

Customer signature

Installer name *

Installer signature