


# OFTEC TECHNICAL BOOK THREE PART 1 (DOMESTIC) OFTEC PROCEDURES

## CD/10 Form (Installation Completion Report)

### (Diagram P3.1a)



OFTEC FORM CD/10




## OFTEC oil firing installation completion report

PLEASE COMPLETE ALL THE UNSHADED AREAS

Issue 4: June 2008

1.	Customer (site) address		Company details	3.
2.	Competent Person Scheme		Technician	4.
6.	Competent Person Scheme		Competent Person ID/Reg No. or Building Control Ref No.	5.
8.	Oil storage details Risk Assessment completed (e.g.) TI/133		Tank Type: Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Bunded <input type="checkbox"/>	7.
9.	Capacity litres OFCERT Licence No.		Make	10.
12.	Remote Fill System fitted and pressure tested		Overfill alarm facility provided	11.
14.	Oil supply system Oil supply line OD		Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Pressure tested <input type="checkbox"/>	13.
15.	OFTEC Oil Pipe Installation Guidance complied with		Remote sensing fire valve fitted	16.
17.	Appliance details		Boiler: Regular <input type="checkbox"/> Combi <input type="checkbox"/> Cond. <input type="checkbox"/> Cooker <input type="checkbox"/> Room heater <input type="checkbox"/>	21.
18.	Appliance make		Model	22.
19.	Burner make		Model	23.
20.	Flueing arrangements		Type PJ <input type="checkbox"/> VAP(S) <input type="checkbox"/> VAP(P) <input type="checkbox"/>	24.
26.	Flue type: Room sealed balanced flued <input type="checkbox"/> Low level discharge <input type="checkbox"/> Conventionally open flued <input type="checkbox"/>		Stainless steel liner fitted <input type="checkbox"/> Dia. mm	25.
27.	Location and type of conventional flue installed		Location of Approved Notice Plate	29.
28.	Number of bends at 45°		Number of access doors fitted	30.
31.	Flueing arrangement suitable for Oil <input type="checkbox"/> Gas <input type="checkbox"/> Solid fuel <input type="checkbox"/> All <input type="checkbox"/>		Air supply details	33.
32.	Combustion mm <sup>2</sup>		Ventilation mm <sup>2</sup>	34.
35.	Electrical safety details		Electrical minor works certificate issued (e.g. CD/20) to BS 7671	37.
36.	Electrical safety details		Electrical installation certificate issued (e.g. CD/21) to BS 7671	38.
39.	Control(s) details		Independent time and temperature control to C/H <input type="checkbox"/> DHW <input type="checkbox"/>	40.
41.	Controls fitted: Programmer <input type="checkbox"/> Room thermostat (programmable) <input type="checkbox"/> Cylinder thermostat <input type="checkbox"/> TRVs <input type="checkbox"/>		No. of motorised zone valve(s) <input type="checkbox"/> Automatic bypass <input type="checkbox"/> Boiler and system wired to prevent short cycling <input type="checkbox"/>	42.
43.	System details		Preparation – was the existing system flushed and cleansed? <input type="checkbox"/>	45.
44.	Completion – has the completed system been flushed and cleansed? <input type="checkbox"/>		Has a suitable inhibitor been added? <input type="checkbox"/>	47.
46.	For combi boilers, has a suitable cold water treatment system been fitted? <input type="checkbox"/>		Measurements: Differential across appliances flow and return °C	50.
48.	Sealed system pressure set to bar		Cold water temp °C DHW temp °C Flow rate ltrs/min	51.
49.	Commissioning technician's details		Competent Person's Name	53.
52.	Competent Person ID/Reg No.		or Building Control Reference No.	
54.	<p><b>Declaration of Completion</b> I confirm that the works described above have been installed prior to commissioning, to comply with the manufacturers' instructions and the appropriate Building and Control of Pollution Regulations and that the operating requirements have been demonstrated to the owner/end user.</p> <p>Signed _____ Print name _____ Date _____</p>			

The content of this schedule has been produced in consultation with the DTLR

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### **CD/10 Completion Instructions**

1. Record full postal address where the works have been carried out. Ensure to include the postcode and a contact name and telephone number of the person responsible for the property (i.e. homeowner).
2. Record your competent person scheme provider (e.g. OFTEC)
3. Record your full business name and address.
4. Record technicians name (the person completing the work/self certifying).
5. Record your competent person ID/Registration number (e.g. your OFTEC Registration number – this is a five digit number followed by OFTEC qualifications i.e. N/01643/101/102).
6. Tick box if a risk assessment (e.g. TI/133D) has been completed.  
  
**NOTE:** If you have not installed an oil storage tank, instructions 7-13 do not need to be completed.
- 7.\* Tick what type of oil storage tank you have installed (if bunded then TI/133D may not have been completed for environmental risks).
- 8.\* Record the installed tank capacity in litres.
- 9.\* If the tank is manufactured by an OFTEC member they may have an OFCERT® License Number (this means the oil storage tank has been tested and approved to OFTEC Standards OFS T100 for plastic tanks and OFS T200 for steel tanks), refer to the OFTEC Equipment Directory on the OFTEC website for a list of OFCERT® Licenses.
- 10.\* Record the installed oil storage tank manufacturer's name.
- 11.\* Record the installed oil storage tank serial number (this can be found on the oil storage tank).
- 12.\* Tick if you have installed a remote fill system and pressure tested same.
- 13.\* Tick if overfill alarm/prevention has been provided (e.g. if you can't see the fill point from the vent pipe). Oil storage tanks manufactured to OFS T100 and OFS T200 are available with overfill prevention alarm systems.
14. Record the outside diameter of the oil supply line installed to the appliance in millimetres and tick what type of material the oil supply line is (plastic or metal) and as to whether the oil supply line has been pressure tested.
15. Tick if the OFTEC oil pipe installation guidance has been complied with. Refer to section 3.1 of this book.

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16. Tick that a remote sensing fire valve has been fitted as part of the installation works.
  - 17.\*\* Record the appliance type (wall mounted, floor standing, external) you have installed.
  - 18.\*\* Record the manufacturer's name of the appliance you have installed.
  - 19.\*\* Record the installed appliance's serial number (this can be found on the appliance).
  - 20.\*\* Record the name of burner manufacturer.
  - 21.\*\* Tick boiler type (regular, combination, condensing, cooker or roomheater) of the appliance you have installed.
  - 22.\*\* Record the installed appliance model.
  - 23.\*\* Record the installed appliance's SEDBUK or manufacturers stated efficiency (this should be in the appliance manual).
  - 24.\*\* If the appliance is manufactured by an OFTEC member they may have an OFCERT License Number. This means the appliance has been tested and approved to OFTEC Standards:
    - OFS A100 Heating boilers with atomising burners, outputs up to 70kW and max operating pressure of 3 bar.
    - OFS A101 Oil fired cookers with atomising or vaporising burners with or without boilers, outputs <45kW
    - OFS A102 Roomheaters with atomising or vaporising burners, with or without boilers, output < 25kW.
- Refer to the OFTEC Equipment Directory on the OFTEC website for a list of OFCERT Licenses.
- 25.\*\* Tick type of burner (Pressure Jet, Vapourising Sleeve or Vapourising Pot).
  - 26.\*\* Record the model of burner.
  - 27.\*\* Tick what type of flue you have installed (room sealed balanced flued, low level discharge or conventionally open flued).
  - 28.\*\* Tick that the installed flue terminal location complies with the diagrams in BS 5410 (see section 1.6) and the manufacturers installation instructions.
  - 29.\*\* Tick if you have installed a stainless steel flue liner.
  - 30.\*\* Record the internal diameter of the flue you have installed, in millimetres.

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- 31.\*\* Record the location of the conventional flue/hearth notice plate, for the flue you have installed. Appliance manufacturers roomsealed balanced flue kits are an integral part of the appliance and as such it is not necessary to utilise a notice plate for such as flue system. However, if the appliance requires a non combustible hearth to be constructed a notice plate should be affixed to record this fact (see section 1.4 of this book).
- 32.\*\* Record the number of bends at 45° in the flue system installed.
- 33.\*\* Record the locations of the conventional flue and the type of flue installed (ie. kitchen, T250 N2 D 1 O).
- 34.\*\* Record the number of access doors fitted in the flue system installed.
- 35.\*\* Tick that the flueing arrangements are suitable for the type of fuel being used.
- 36.\*\* Record the combustion air supply installed in mm<sup>2</sup> for open flued appliances.
- 37.\*\* Record the ventilation air supply installed in mm<sup>2</sup> where applicable.
- 38.\*\* If an extract fan has been fitted, tick to show that OFTEC guidance has been complied with (see section 1.8 of this book)..
- 39.\*\* Where electrical works have been carried out in conjunction with installation works a certificate showing compliance with BS 7671 is required. This electrical work should only be carried and certificates issued by a suitable qualified (e.g. OFT 103 or equivalent) technician or electrician. OFT 103 Registered Technicians can utilise OFTEC Documents CD/20 and CD/21 or equivalent for this purpose.
- 40.\*\* Tick where Independent time and temperature controls have been fitted.
- 41.\*\* Tick what controls have been fitted (programmer, programmable room thermostat, cylinder thermostat, thermostatic radiator valves, automatic bypass and the number of motorised valves) as part of the works, to achieve compliance with Regional requirements. For further information refer to OFTEC Technical Book 4 and the Regional requirements section in this book.
- 42.\*\* Tick to confirm that the appliance and system installed have been set up to prevent appliance short cycling.
- 43.\*\* Tick to confirm that any existing systems have been flushed and cleaned.
- 44.\*\* Tick to confirm that the completed system installed has been flushed and cleaned.
- 45.\*\* Tick to confirm that the correct dosage of a suitable inhibitor has been added to the system.
- 46.\*\* Tick to confirm that a suitable cold water treatment system has been fitted if a combination boiler has been installed.

- 47.\*\* Record the differential temperature between the appliances primary system flow and return in °C in accordance with the appliance manufacturer's instructions and OFTEC Technical Book 4..
- 48.\*\* Record what the sealed system pressure is in bars (see OFTEC Technical Book 4).
- 49.\*\* Record the cold water flow temperature to the appliance in °C (combination appliances only).
- 50.\*\* Record the domestic hot water flow temperature from the appliance in °C in accordance with the appliance manufacturer's instructions (combination appliances only).
- 51.\*\* Record the domestic hot water (DHW) flow rate in litres/min in accordance with the appliance manufacturer's instructions (combination appliances only).
- 52.\*\* Either record the Service and Commissioning Technicians competent person ID/Registration number (e.g. OFTEC Registration number) or if the technician is not part of a competent person scheme the Building Control reference number.
- 53.\*\* Record the Service and Commissioning technicians name.
54. Sign declaration to confirm that the installation and system commissioning works have been completed prior to the commissioning of the appliance/oil installation to the appropriate Regional Building and Environmental requirements and the manufacturers instructions.

**NOTE:**

- Items marked with a single \* are designated as to be carried out and completed by those holding the OFT 600(a) OFTEC Registration.
- Items marked with a double \*\* are designated as to be carried out and completed by those holding the OFT 105e OFTEC Registration.

### **P3.2 CD/10T (See Diagram P3.1b)**

OFTEC Installation Completion Report CD/10T is specifically designed for oil storage and supply system installations. When completed correctly it enables OFTEC Registered Technicians to show compliance with the building, health and safety regulatory requirements and the manufacturers' installation instructions.

CD/10T forms are usually supplied with the oil tank by oil tank manufacturing members and should be completed by OFTEC Registered Technicians holding the OFT 600(a) (or the OFT 105e qualification, if the assessment was taken before 01 July 2005).

The example shown on P12 gives detailed guidance on how to complete OFTEC form CD/10T.

# OFTEC TECHNICAL BOOK THREE PART 1 (DOMESTIC) OFTEC PROCEDURES

## CD/10T Form (Installation Completion Report)

(Diagram P3.1b)

CD/10T PLEASE COMPLETE ALL THE UNSHADED AREAS Issue 4: June 2008

### OFTEC oil firing installation completion report

1. Customer (site) address

2. Competent Person Scheme

3. Company details

4. Technician

5. Competent Person Reg No. or Building Control Ref No.

6. Risk Assessment completed (e.g.) TI/133

7. Tank Type: Metal  Plastic  Bunded

8. Capacity  litres

9. Remote Fill System fitted and pressure tested

10. OFCERT Licence No.

11. Overfill alarm facility provided

12. Oil supply system

13. Oil supply line OD

14. OFTEC Oil Pipe Installation Guidance complied with

15. Important comments The comments below may include advice on remedial work necessary to enable the installation to comply with the requirements of the Building and Control of Pollution Regulations and British Standards

16. Remote sensing fire valve fitted

17. Declaration of Completion I confirm that the works described above have been installed prior to commissioning, to comply with the manufacturers' instructions and the appropriate Building and Control of Pollution Regulations and that the operating requirements have been demonstrated to the owner/end user.

18. Signed  Print name  Date

**ENVIRONMENT AGENCY** **SEPA** **DTLR** The content of this schedule has been produced in consultation with the DTLR

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1. Record full postal address where the works have been carried out. Ensure to include the postcode and a contact name and telephone number of the person responsible for the property (i.e. homeowner) where available.
2. Record your competent person scheme provider (e.g. OFTEC)
3. Record your full business name and address.
4. Record technicians name (the person completing the work/self certifying).
5. Record your competent person ID/Registration number (e.g. your OFTEC Registration number – this is a five digit number followed by OFTEC qualifications i.e. N/01643/101/102).
6. Tick box if a risk assessment (e.g. TI/133D) has been completed.



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7. Tick what type of oil storage tank you have installed (if bunded then TI/133D may not have been completed for environmental risks).
8. Record the installed tank capacity in litres.
9. If the tank is manufactured by an OFTEC member they may have an OFCERT® License Number (this means the oil storage tank has been tested and approved to OFTEC Standards OFS T100 for plastic tanks and OFS T200 for steel tanks), refer to the OFTEC Equipment Directory on the OFTEC website for a list of OFCERT® Licenses.
10. Record the installed oil storage tank manufacturer's name.
11. Record the installed oil storage tank serial number (this can be found on the oil storage tank).
12. Tick if you have installed a remote fill system and pressure tested same.
13. Tick if overfill alarm/prevention has been provided (e.g. where you can't see the fill point from the vent pipe). Oil storage tanks manufactured to OFS T100 and OFS T200 are available with overfill prevention alarm systems.
14. Record the outside diameter of the oil supply line you have installed to the appliance in millimetres and tick what type of material the oil supply line is (plastic or metal) and as to whether the oil supply line has been pressure tested.
15. Tick if the OFTEC oil pipe installation guidance has been complied with. Refer to section 3.1 of this book.
16. Tick whether a remote sensing fire valve has been fitted as part of your installation works.
17. Detailed comments of any non-compliances or remedial work to be completed. To enable the installation to comply with the requirements of Building Regulations, Control of Pollution and British Standards. Also record if a warning sticker was issued and location where affixed (i.e on tank etc).
18. Sign declaration to confirm that the installation and system have been installed to the appropriate Regional Building and Environmental requirements and the manufacturer's instructions.