

## **7.3 CD/11(Service and Commissioning Report)**

### **7.3.1 General**

OFTEC Service and Commissioning Reports, (CD/11) when completed correctly enables OFTEC Registered Service and Commissioning Technicians to show compliance with the building, health, safety and efficiency regulatory requirements and the manufacturers service and commissioning instructions. This also enables the technician to record any discrepancies or concerns they have with the installation as found.

### **7.3.2 Filling in the Report (See Drawing 7.3 and 7.3a)**

Complete the report with the following information:

1. Complete the customer/site address.
2. Your company name and address details.
3. Name of the servicing/commissioning technician undertaking the report and 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)
4. Your Competent Person Scheme provider (e.g. OFTEC).
5. Identify whether the installation has been completed by a Competent Person (e.g. OFTEC Registered Technician) or under a Building Control Notice. Insert accordingly.
6. Details of the make, model and any serial number of the appliance.
  - Detail the burner type, make and model number.
  - Fill in the details of the type of tank installed.
  - Fill in details of the flue type installed.
  - Fill in the type of fuel used (C2 kerosene or D gas oil)
7. Identify the call type.
8. Following the Commissioning and Servicing Procedure applicable to the job of works being carried out, tick the aspect of work completed, identify where any parts have been fitted or replaced and note any observations. i.e. parts showing signs of wear (see diagram 7.3a).
9. 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 appliance, on tank etc).


# BOOK FIVE SECTION SEVEN OFTEC PROCEDURES

10. It is important to keep a record of the combustion analysis results. If tested electronically, a print-out should be attached to all copies of the service schedule and report. Commissioning details are to be filled in as per manufacturer's instructions. Where applicable, oil flow rate information etc.

11. Identify the status of the person receiving the report and insert details accordingly.

## CD/11 Form (Servicing and Commissioning Report)

(Drawing 7.3)


OFTEC FORM CD/11
Issue 6: May 2008

### OFTEC oil firing servicing & commissioning report

PLEASE COMPLETE ALL THE UNSHADED AREAS.

**1.** → Customer (site) address

**4.** → Competent Person Scheme

**5.** → **Pre-commissioning checks / Legislation** (Tick as appropriate)

**6.** → Appliance make, Model, Serial No.  
Burner make, Model, Type PJ / Vap(S) / Vap(P) / Wallflame  
Tank Type Metal / Plastic / Bundled, Flue Type CF / BF / LLD, Fuel type C2 / D / Biofuel (e.g. B10)

**7.** → **Call type** (Tick as appropriate) Service, Commission, Breakdown, Manufacturer's Warranty, Return Visit

**8.** → **Oil firing service and commissioning schedule**

Oil firing service and commissioning schedule	Tick if passed	Parts fitted/Observations
1 Oil storage		
2 Oil supply system		
3 Air supply		
4 Chimney/flue		
5 Electrical safety		
6 Heat exchanger		
7 Combustion chamber		
8 Pressure jet burner		
9 Vaporising and wallflame burner		
10 Wallflame burner (additional)		
11 Appliance safety controls		
<b>Heating system service</b>		
12 Controls check		
13 System check – Hot water type		
14 System check – Warm air type		

**9.** → **Important comments**

**10.** → **Test results**


Pump pressure		Efficiency		Print out attached?	
psi/bar	%	Nett	Gross	YES	NO
Pump vacuum	psi/bar	Smoke No.	CO	ppm	Excess Air
Draught	inWG / mmWG	Nozzle (size)	(angle)	(pattern)	
CO <sub>2</sub>	%	Flow Rate (oil) Low	cc/min.	High	cc/min
Flue gas temp.	°C	Flow rate (DHW) Cold	l/min.	Hot	l/min.

**11.** → **I acknowledge receipt of this service and commissioning report**

Recipient's name (print)	Recipient's status (e.g. homeowner)
Recipient's signature	Date

**2.** ← Company details

**3.** ← Technician  
Competent Person ID/Reg No.





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

Oil Firing Technical Association,  
Foxwood House, Dobbs Lane, Kesgrave, Ipswich, IP5 2DQ  
Tel: 0845 65 85 080 Fax: 0845 65 85 181 www.oftec.org



# BOOK FIVE SECTION SEVEN OFTEC PROCEDURES

## CD/11 Form (Servicing and Commissioning Report)

(Drawing 7.3a)

A copy should be retained by yourself and the customer.

### PRE-COMMISSIONING CHECKS

- |    |  |
|----|--|
| A1 | Check that Installer has completed all relevant statutory documentation with regard to the installation. |
| A2 | If the Installer is not a Competent Person, check for Building Notice Submissions.                       |

### OIL FIRING SERVICE

- |          |   |
|----------|---|
| <b>1</b> | <b>Oil Storage</b>  |
| 1.1      | Tank and tank support condition examination.                    |
| 1.2      | Tank location to BS 5410 Part 1 or Part 2.                      |
| 1.3      | Check tank for water contamination.                             |
| 1.4      | Check gauge and battery if fitted, for operation and condition. |
| 1.5      | Check security of fill point.                                   |
| 1.6      | Check tank venting system.                                      |
| 1.7      | Check overflow alarm if fitted.                                 |

- |          |  |
|----------|--|
| <b>2</b> | <b>Oil Supply System</b>                             |
| 2.1      | Check oil supply system.                             |
| 2.2      | Clean filter bowl and change element.                |
| 2.3      | Test and reset remote action fire valve.             |
| 2.4      | Change wheel type fire valve for remote acting type. |

- |          |   |
|----------|---|
| <b>3</b> | <b>Air Supply</b>   |
| 3.1      | Check combustion air supply.                                  |
| 3.2      | Check ventilation air supply.                                 |
| 3.3      | Check make up air supply for extract fan if fitted and prove. |

- |          |  |
|----------|--|
| <b>4</b> | <b>Chimney/Flue</b>  |
| 4.1      | Check for Approval Notice Plate where applicable.                              |
| 4.2      | Inspect flue and chimney and advise customer if further cleaning is necessary. |
| 4.3      | Check stabiliser operation if fitted.  |
| 4.4      | Check that flue route is safe and correctly installed.                         |
| 4.5      | Check for correct termination and position.                                    |

- |          |   |
|----------|---|
| <b>5</b> | <b>Electrical Safety</b>  |
| 5.1      | Visually inspect electrical connections, earth bonding and check fuse rating. |

- |          |   |
|----------|---|
| <b>6</b> | <b>Heat Exchanger – Boilers, Cookers &amp; Warm Air Units</b>                                   |
| 6.1      | Clean and inspect all heat exchangers, flueways and baffle arrangements.                        |
| 6.2      | Condensing boilers – clean and inspect secondary heat exchanger and condensate disposal system. |
| 6.3      | Reseal access plates.   |

- |          |  |
|----------|--|
| <b>7</b> | <b>Combustion Chamber</b>                      |
| 7.1      | Clean surfaces.                                |
| 7.2      | Examine for flame impingement.                 |
| 7.3      | Repair or replace refractory lining if fitted. |

- |          |  |
|----------|--|
| <b>8</b> | <b>Pressure Jet Type Burner</b>  |
| 8.1      | Check and clean all electrical components and exposed wiring                                   |
| 8.2      | Clean and examine fan blades, lubricate motor if required.                                     |
| 8.3      | Replace nozzle every twelve months, sooner if worn.  |
| 8.4      | Inspect flexible oil line. Check date stamp and replace if necessary.                          |
| 8.5      | Check oil pump filter, operational pressure and vacuum.  |
| 8.6      | Check burner controls and fail safe operation.   |
| 8.7      | Carry out smoke test and adjust combustion to achieve correct smoke number and record result.  |
| 8.8      | Carry out combustion analysis test. Note result on this form and leave printout with customer. |

- |          |  |
|----------|--|
| <b>9</b> | <b>Vaporising and Wallflame Type Burner</b>  |
| 9.1      | Clean and check flame failure device.  |
| 9.2      | Clean pot, sleeves, base and decorative coals.   |
| 9.3      | Check cold oil depth and oil flow rating.  |
| 9.4      | Replace wicks if fitted.   |
| 9.5      | Check solenoid valves on line.   |
| 9.6      | Check, clean and lubricate fan if fitted.  |
| 9.7      | Check burner controls and fail safe operation including oil control valve.                     |
| 9.8      | Carry out smoke test and adjust combustion to achieve correct smoke number and record result.  |
| 9.9      | Carry out combustion analysis test. Note result on this form and leave printout with customer. |

- |           |   |
|-----------|---|
| <b>10</b> | <b>Wallflame Type Burner – additional</b> |
| 10.1      | Clean and check rim and flame grilles.    |
| 10.2      | Check rotor and thrust pad for wear.      |
| 10.3      | Check igniter and fan heater.             |

- |           |  |
|-----------|--|
| <b>11</b> | <b>Appliance Safety Controls</b>                           |
| 11.1      | Check safety pressure relief valve operation.              |
| 11.2      | Check operation of high temp. limit thermostat, if fitted. |
| 11.3      | Check operation of frost thermostat, if fitted.            |

### HEATING SYSTEM SERVICE

- |           |   |
|-----------|---|
| <b>12</b> | <b>Controls Check</b>   |
| 12.1      | Check operation of room thermostat and DHW cylinder thermostat. |
| 12.2      | Check operation of frost thermostat.                            |
| 12.3      | Check motorised zone valves.                                    |
| 12.4      | Check programmer/time switch.                                   |
| 12.5      | Check that boiler will not short cycle.                         |
| 12.6      | Check thermostatic radiator valves.                             |
| 12.7      | Check non electric DHW cylinder thermostat if fitted.           |

- |           |   |
|-----------|---|
| <b>13</b> | <b>System Check – hot water type</b>                                    |
| 13.1      | Check F and E cistern and vent for compliance with BS 5449.             |
| 13.2      | Check circulation for air entrainment or pumping over.                  |
| 13.3      | Examine system for electrolytic corrosion.                              |
| 13.4      | Check insulation of pipes and DHW cylinder.                             |
| 13.5      | Test circulating pump.  |
| 13.6      | Check sealed system pressure.   |
| 13.7      | Check safety pressure relief valve operation.                           |
| 13.8      | Check radiator and valves for leaks.                                    |
| 13.9      | For combination boilers check and record hot and cold water flow rates. |

- |           |  |
|-----------|--|
| <b>14</b> | <b>System Check – warm air type</b>  |
| 14.1      | Check and clean supply air grilles & ductwork where accessible.              |
| 14.2      | Check return air path and grilles.   |
| 14.3      | Examine and clean air filter and replace if necessary.                       |
| 14.4      | Check and clean filters other than in heating unit and replace if necessary. |
| 14.5      | Check motorised dampers if fitted.   |
| 14.6      | Check humidification unit if fitted.   |
| 14.7      | Check operation of low temperature thermostat.                               |
| 14.8      | Check components for vibration noise.  |
| 14.9      | Rebalance air flow if necessary.   |