

## **P4. CD/11 (Service and Commissioning Report)**

### **P4.1 General (See Diagram P4.1a and P4.1b)**


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.

Detailed guidance on how to complete an OFTEC CD/11 Service and Commissioning Report can be found in OFTEC Technical Books 2 and 5.

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

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

(Diagram P4.1a)



OFTEC FORM CD/11

### OFTEC oil firing servicing & commissioning report

PLEASE COMPLETE ALL THE UNSHADED AREAS.

Issue 6: May 2008

Customer (site) address <i>A.N. OTHER OIL SERVICES</i>	Company details <i>48 THE AVENUE CHURCHFORD</i>
Competent Person Scheme <i>OFTEC</i>	Technician <i>A.N. OTHER</i>
Competent Person ID/Reg No. <i>N/01643/105E/101</i>	

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

1 If completing commissioning works, is there a completed CD/10 (or equivalent) for the installation works?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
2 If the installation has been completed by a Non-Competent Person, is there a building control notice? If YES to question 2, insert Building Control Ref. No. _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Appliance make <i>STAYWARM</i>	Model <i>COMBI 70</i>	Serial No. <i>123456789</i>	
Burner make <i>JETFIRE</i>	Model <i>MK 2</i>	Type <i>PJ</i> Vap(S) / Vap(P) / Wallflame	
Tank Type Metal <i>Plastic</i> Bunded	Flue Type <i>CF</i> <i>BF</i> LLD	Fuel type <i>C2</i> D / Biofuel (e.g. B10)	

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

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

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


DETAILS OF ANY OUTSTANDING WORK REQUIRED/NON-CONFORMITIES

**Test results** It is important to keep a record of the combustion analysis results – if they have been carried out electronically a copy of the printout should be attached to all copies of the service schedule and report.


Print out attached? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
Pump pressure <i>110</i> psi/bar	Efficiency Nett <i>93.4</i> %	Gross %
Pump vacuum psi/bar	Smoke No. <i>0-1</i>	CO <i>8</i> ppm
Draught inWG / mmWG	Nozzle (size) <i>0.65</i> usg/h	(angle) <i>60</i> (pattern) <i>ES</i>
CO <sub>2</sub> <i>11.5</i> %	Flow Rate (oil) Low cc/min.	High cc/min
Flue gas temp. <i>73</i> °C	Flow rate (DHW) Cold <i>20</i> l/min.	Hot <i>20</i> l/min.

**I acknowledge receipt of this service and commissioning report**


Recipient's name (print) <i>Recipients Name</i>	Recipient's status (e.g. homeowner) <i>Homeowner</i>
Recipient's signature <i>Recipients Signature</i>	Date <i>09/05/2008</i>



ENVIRONMENT AGENCY



SEPA



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

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

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

### (Diagram P4.1b)

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

<b>6 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 Combustion Chamber</b>	
7.1 Clean surfaces.	✓
7.2 Examine for flame impingement.	✓
7.3 Repair or replace refractory lining if fitted.	✓

<b>8 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 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 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 rim heater.	✓

<b>11 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 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 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 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.	✓

