

Pre-Commissioning Checklist

ICOM Energy Association Approved Document©

ICOM Member Company	Engineer	Contact
Site Customer Address	Plant Room Ref:	Burner Type
	Number of Boilers	Burner Model
	Boiler Manufacturer	Fuel Type
	Boiler Type	
	Boiler Output	

Availability of Generic Documentation	Yes	No
Instruction manuals: Appliance / Burner / Other Equipment		
Test / purge certification (Gas)		
Is site Induction required - details required		
Are there any specific document requirements - details required		

The following should be completed by the site representative prior to requesting a service engineer	Yes	No	Comments
Is safe site access available and risk assessment completed			
Has a visual inspection been carried out to assess physical damage of components and cases			
Are all items packed in transit removed from combustion chamber			
Has boiler been assembled as per manufacturers instructions, including casing and baffles where appropriate			
Has boiler been pressure tested and certificated			
Confirm boiler filled with water and isolation valves are open			
Burner to boiler fixings correct as per manufacturers instructions			
Water pumps are working to provide sufficient circulation / heating load			
Burner flame tube insulation sealing correct at appliance body as per manufacturers instructions			
Adequate clearance around Boiler and Burner for servicing			
Boiler door aligned and sealed correctly			
Flue installation is safe, fitted correctly and sealed to the appliance			
Permanent ventilation, check to ensure compliance with current installation standards and regulations			
Check appliance electrical wiring for safety			
Wiring of burner to appliance correct and to manufacturers instructions			
External controls and interlocks connected and fully operational (BMS, fan flue, flow switches, dampers, diverter valves etc.)			
Boiler thermostats fitted correctly to manufacturers instruction (on/off, high/low, high limit)			
Modulating burners probes fitted and wired to manufacturers instructions			
All safety systems fitted and fully operational e.g. Pressure relief / safety valves etc.			
Gas pipework safely fitted and supported with correct means of isolation			
Gas pipework tested for tightness and purged (Certificates and fuel available)			
Gas booster or non-appliance specific gas valve safety interlocks are connected			
Access to gas meter			
Oil supply pipe(s) correctly fitted, purged and supported, check in line filter has been fitted			
Oil pump set for single or two pipe system as applicable (fuel available)			
Check rotation of 3 phase motors relative to burner / booster			
Where appropriate other manufacturers equipment commissioned and certificated e.g. pressurisation / water treatment units			
Is a safe working environment available for commissioning engineer			

Customer signature:	Date:
Customer Name (Please print):	

Note: A Commissioning Engineer will not be able to complete the commissioning unless this form has been completed in full and verified on site by a responsible site representative.

Note: Return visits due to any of the above items not being completed will be made on a chargeable, additional to contract basis.

Contravention of Regulations - Should any items be installed on a temporary basis or contrary to regulations the commissioning engineer will have no choice other than to leave the plant in an inoperable condition with warning notices attached.

On-Site Commissioning Checklist



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ICOM Member Company		Commissioning Engineer		Contact	
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Site Customer Address	Gas Safe/OFTEC No:		Burner Type	
	Plant Room Ref.		Burner Model	
	Plant Ref.		Fuel Type	
	Boiler Manufacturer			
	Boiler Type			
	Boiler Output			

Availability of Generic Documentation	Yes	No
Instruction manuals: Appliance / Burner / Other Equipment		
Risk Assessment		
Method statement		
Test / purge certification (Gas)		

The following should be completed by the Commissioning Engineer at the time of commissioning	Completed	
	Yes	No
Has pre-commissioning checklist been completed and verified with site representative		
Burner match correct for appliance and duty		
Burner to boiler fixings correct as per manufacturers instructions		
Boiler access doors aligned and sealed		
Flue installation (safe) fitted correctly and sealed to the appliance		
Flue installation (safe) visual and draught		
Ventilation check to ensure compliance with current regulations		
Check appliance wiring safety		
Wiring of burner to appliance safe, correct and to manufacturers instructions		
External Controls and interlocks operating correctly and calling for heat (BMS, fan flue, flow switches, dampers, diverter valves etc.)		
Boiler thermostats fitted correctly, set and operational		
Modulating burners probes fitted and wired to manufacturers instructions		
Pressure relief / safety valves fitted correctly where required		
Gas pipework safely fitted, supported and identified with correct means of isolation		
Gas pipework tested for tightness and purged (Certificates and available)		
Gas booster or non-appliance specific gas valve safety interlocks are working if applicable		
Oil supply pipe(s) correctly fitted and supported, check in line filter has been fitted		
Oil pump set for single or two pipe system as applicable		
Check rotation of 3 phase motors relative to burner / booster		
Boiler filled with water and isolation valves are open		
Water pumps are working to provide sufficient circulation / heating load		
Carry out dry run for gas burners		
Commission burner		
Complete combustion tests		
Carry out flame failure tests		
Check the modulation/correct direction of modulation of the burner is under control		
Set air pressure switches and maximum/minimum gas pressure switches		
Complete commissioning documents		
Instruct user or representative on appliance operation		
Other manufacturers equipment commissioned e.g. pressurisation / water treatment units		

Engineers Comments:	Date:
Engineers Signature:	Print Name:
Customer Signature:	Print Name: