InstaGen

R290
Natural
Refrigerant

Air Source Heat Pump

QUIET MARK



Benchmark Commissioning & Warranty Validation Service Record

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Benchmark Commissioning & Warranty Validation Service Record

It is a requirement that the heat pump is installed and commissioned to the manufacturers' instructions and the data fields on the commissioning checklist completed in full.

To instigate the warranty the heat pump needs to be registered with the manufacturer within one month of the installation.

It is essential that the heat pump is serviced in line with the manufacturers' recommendations, at least annually. This must be carried out by a competent, certified operative. The service details should be recorded on the Benchmark Service and Interim Heat Pump Work Record and left with the householder.

Failure to comply with the manufacturers' servicing instructions and requirements will invalidate the warranty.

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COLLECTIVE MARK
THE MARK OF QUALITY FOR THE INSTALLATION, COMMISSIONING AND SERVICING OF DOMESTIC HEATING AND HOT WATER SYSTEMS

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This **Commissioning Checklist** is to be completed **in full** by the competent person who commissioned the heat pump and associated equipment as a means of demonstrating compliance with the appropriate **Building Regulations** and then **handed to the customer to keep for future reference.**

Failure to install and commission according to the manufacturers' instructions and complete this Benchmark Commissioning Checklist will invalidate the warranty.

This does not affect the customer's statutory rights.

* All installations in England and Wales must be notified to Local Authority Building Control (LABC) either directly or through a Competent Persons Scheme.
A Building Regulations Compliance Certificate will then be issued to the customer. Issue date: 20.08.2020 © Heating and Hotwater Industry Council (HHIC) hhic.org.uk

Air to Water Heat Pump Commissioning Checklist

Address:	
Heat Pump make and model:	
Heat Pump serial number:	
Commissioned by (PRINT NAME):	Certified Operative Reg number (1):
Company name:	Telephone number:
Company email:	Company address:
	Commissioning date:

Heating and hot water system complies with the appropriate Building Regulations?	Yes	
DNO notification?	Yes	

Building Regulations Notification Number (if applicable) (2)	
MCS installer registration Number (if applicable)	MCS product certification number (if applicable)
F-gas certification number (split heat pump only)	
G3 certification number (if applicable)	

Heat Pump Type (Tick)	Split	Monoblock	Peak heat loss of building kW	
Is Heat Pump Installed as part of a cascade?	Yes		Cascade Heat Pump Series	( ) of ( )
Heat Pump Refrigerant Type			Refrigerant weight (total)	kg

Electrical and Hydronic Controls – SYSTEM AND HEAT PUMP (Tick the appropriate boxes)

Time and temperature control to heating	Room thermostat and programmer/timer		Programmable Roomstat	
	Load/weather compensation		Optimum start control	
Time and temperature control to hot water	Cylinder thermostat and programmer/timer		Combined with Heat pump main controls	
Hybrid system – synchronised control of boiler and heat pump fitted			Yes	
If Yes – boiler model switching point – (Quote Tariff or Temperature Level)				

Heating zone valves (including underfloor loops)	pre-existing		Fitted		Not required	
Hot water zone valves	pre-existing		Fitted		Not required	
Thermostatic radiator valves	pre-existing		Fitted		Not required	
Outdoor Sensor	pre-existing		Fitted		Not required	
Heat Pump Safety Interlock (3)	pre-existing		Fitted		Not required	
Automatic bypass to system	pre-existing		Fitted		Not required	

Buffer Vessel Fitted	Yes		No		If yes volume:		Litres

Plate Heat Exchanger fitted to give hydronic separation of the heat pump circuit to the heating circuit	Yes		No	
Expansion vessel for heating is sized, fitted & charged in accordance with manufacturer's instructions			Yes	
Legionella protection for stored hot water provided by timed temperature control?			Yes	

Water Treatment – SYSTEM AND HEAT PUMP (Tick the appropriate boxes/Measure and Record)

System has been cleaned and treated in accordance with BS 7593:2019 and heat pump manufacturers' instructions?			Yes	
What system cleaner was used?	Brand:		Product:	
What heating system inhibitor was used?	Brand:		Product:	

What heat pump system anti-freeze/inhibitor was used? (monoblock only)	Brand:		Product:		% concentration	

System filter fitted in accordance with BS7593 : 2019?	Yes	

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Air to Water Heat Pump Commissioning Checklist

Heat Pump outdoor unit (Tick the appropriate boxes/Measure and Record)												
Is the heating system adequately frost protected and pipes insulated to prevent heat loss?											Yes	
Split only: The refrigerant circuit has been evacuated and charged in accordance with manufacturer's instructions											Yes	
The heat pump is fitted on a solid/stable surface capable of taking its weight											Yes	
The necessary heat pump defrost provision been put in place											Yes	
The heat pump fan free from obstacles and operational											Yes	
Condensate drain installed to manufacturer's instructions											Yes	
CENTRAL HEATING MODE (Tick the appropriate boxes/Measure and Record)												
The heating system has been filled and pressure tested											Yes	
Heating Flow Temperature			^{0}C	Heating Return Temperature								^{0}C
System correctly balance/rebalanced											Yes	
DOMESTIC HOT WATER MODE (Tick the appropriate boxes)												
Is the heat pump connected to a hot water cylinder?		Unvented		Vented		Thermal Store		Not connected				
Hot water cylinder size		Litres	Stored hot water temperature									^{0}C
Hot water has been checked at all outlets		Yes	Have Thermostatic Blending Valves been fitted?				Yes		Not required			

ADDITIONAL SYSTEM INFORMATON (Tick the appropriate boxes/Measure and Record)												
Water flow rate setting of the heat pump at commissioning (l/min):												
Additional heat sources connected:		Gas Boiler		Oil Boiler		Electric Heater		Solar Thermal		Other:		
ALL INSTALLATIONS												
All electrical work complies with the appropriate Regulations											Yes	
The heat pump and associated products have been installed and commissioned in accordance with the manufacturer's instructions											Yes	
The operation of the heat pump and system controls have been demonstrated to and understood by the customer											Yes	
The manufacturer's literature, including Benchmark Checklist and Service Record, has been explained and left with the customer											Yes	
Commissioning Engineer's signature:												
Customer's signature (To confirm satisfactory demonstration and receipt of manufacturers' literature)												

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Service Record

It is recommended that your heating system is serviced regularly and that the appropriate Service Interval Record is completed.

Service provider

Before completing the appropriate Service Record below, please ensure you have carried out the service as described in the manufacturer's instructions. Always use the manufacturer's specified spare part when replacing controls.

* A System inhibitor efficacy test is required on every annual service in accordance with the manufacturers' instructions and BS 7593. It is only acceptable to not have undertaken this if the service engineers attendance visit was in between annual services to attend a non-water facing component.

SERVICE 01	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 02	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 03	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 04	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

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SERVICE 05	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 06	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 07	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 08	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

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SERVICE 09	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 10	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 11	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

SERVICE 12	Date:	
Engineer name:		
Company name:		
Telephone No:		
Operative ID No:		
System inhibitor concentration has been checked and appropriate action taken, in accordance with BS 7593 and heat pump manufacturers' instructions. *	Yes	N/a
Comments:		
Signature:		

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Let's **light up** an easier path to **renewables.**

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