

Heat Pump Commissioning & Service Pack



Installer Commissioning Checklist



To be completed by the installer conducting the commissioning and provided to the customer.

Customer Information

Name

Telephone

Email

Address

Installer Information

Company

Name

Address

Telephone

Email

MCS Installer reg no

F-Gas certification no

Heat Pump Information

Heat Pump make and model:

Heat Pump serial number:

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

Yes

No

DNO notification?

Yes

No

Building Regulations Notification Number:
(if applicable)

Heat Pump Type:

Peak heat loss of building kW:

Is Heat Pump installed as part of a cascade:

Yes

No

Cascade Heat Pump Series:

Heat Pump Refrigerant Type:

Refrigerant Weight (total):

Has a hybrid system been installed?

Yes

No

Comments



The heat pump must be correctly installed and commissioned by a competent and officially certified installer (e.g. MCS, FGAS) in accordance with the manufacturer's instructions, applicable legal requirements and industry standards. This checklist does NOT conform to MCS standards, please refer to MCS documentation for further information.

Electrical and Hydronic Controls

Time and temperature control to heating:

Time and temperature control to hot water:

Hybrid system - synchronised control of boiler and heat pump fitted: Yes No

If yes - boiler mode switching point (Quote Tariff or Temperature Level):

Has a heat loss calculation been used? Yes No

Heating zone valves (including underfloor loops) fitted: Yes No

Hot water zone valves fitted: Yes No

Thermostatic radiator valves fitted: Yes No

Outdoor sensor fitted: Yes No

Heat Pump Safety Interlock fitted: Yes No

Automatic bypass to system fitted: Yes No

Buffer Vessel Fitted: Yes No If yes, volume Litres

Is the 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 No

Legionella protection for stored hot water provided by timed temperature control? Yes No

Comments

Water Treatment

System has been cleaned and treated in accordance with BS 7593:2019 and heat pump manufacturers instructions? Yes No

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 BS7594 : 2019: Yes No

Comments

Heat Pump Outdoor Unit

Is the heating system adequately frost protected and pipes insulated to prevent heat loss? Yes No

Split only: The refrigerant circuit has been evacuated and charged in accordance with manufacturer's instructions: Yes No

The heat pump is fitted on a solid/stable surface capable of taking its weight: Yes No

The necessary heat pump defrost provision has been put in place: Yes No

The heat pump fan is free from obstacles and is operational: Yes No

Condensate drain is installed to the manufacturers instructions: Yes No

Comments

Central Heating Mode

The heating system has been filled and pressure tested: Yes No

Heating Flow Temperature:

Heating Return Temperature:

System correctly balanced/rebalanced: Yes No

Comments

Domestic Hot Water Mode

Is the heat pump connected to a hot water cylinder? Yes No

Hot water cylinder size:

Has the hot water been checked at all outlets? Yes No

Have Thermostatic Blending Valves been fitted? Yes No

Comments

Additional System Information

Water flow rate setting of the heat pump at commissioning (l/min):

Additional heat sources connected:

Comments

All Installations

All electrical work complies with the appropriate regulations: Yes No

The heat pump and associated products have been installed and commissioned in accordance with the manufacturers instructions: Yes No

The operation of the heat pump and system controls have been demonstrated to and understood by the customer: Yes No

The manufacturers literature, including Benchmark Checklist and Service Record, has been explained and left with the customer: Yes No

Comments

Commissioning engineer's signature:

Commissioning date:

Service Record



It is recommended that your heat pump is serviced every 12 months and that the appropriate service record is completed in order to maintain the manufacturers guarantee.

Service 1

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 2

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 3

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 4

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 5

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 6

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 7

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 8

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 9

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 10

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 11

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 12

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Service 13

Engineer name	Date
Company name	Qualification ID
Telephone number	
Comments	

Annual Service Tasks

Maintenance Tasks

Inspect and clean evaporator fins. Repair damaged fins using a fin comb if required

Check visually for signs of oil leaks which may indicate a refrigerant leak (check for leaks if necessary)

Check system operation

Check the antifreeze and if necessary top up the concentration as per manufacturer's recommendations

Check and clean the magnetic particle filter

Check system pressure

Release any air from the primary/heating systems

Controller Tasks

Check for the correct operation and temperature setting of the thermostats

Check the operation of the zone valves

Check the operation and the timing of the immersion heater

On Completion

Check that the whole system is working satisfactorily

Worcester Bosch recommends that the frequency of maintenance visits to be a maximum of 12 months between inspections

General Information

Frequency of maintenance may increase dependent upon the equipment and local water conditions e.g. hard water, scale forming, water containing a high proportion of solids

Failure to maintain the system to the above minimum recommendations could result in the guarantee becoming null and void

Please fill in the Service Record sheet to confirm the above tasks have been carried out on the unit

Get in touch

Customer Care

Tel: 0330 123 9339

Email: renewable.worcester@uk.bosch.com

Customer Technical Helpline (Pre & Post Sales)

Tel: 0330 123 3366

Guarantee Registration

Your installer should register your appliance on your behalf.

If you want to check, visit MyBosch.



MyBosch

Create your MyBosch account
to access home heating advice,
check your guarantees, FAQs and more.



worcester-bosch.co.uk/support/customer-support

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Worcester Bosch

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