

Kingspan Oil /Water Separator

PRE-COMMISSIONING CHECK LIST

Having agreed to Kingspan commissioning it is important that the unit is ready for our engineer and to prevent any additional charges, please complete the following pre-commissioning check list.

Please note commissioning visit can take up to 10 working days on receipt of your completed commissioning checklist

Date: _____ Product code: _____ Delivery date or order number: _____
 Contact name: _____ Contact number: _____
 Email: _____
 Address: _____
 Postcode: _____ Eircode: _____ What3Words: _____

Please provide us with the end user / site details to enable the warranty.

Customers Name *(if known)*
 Customer Contact number:
(if known)
 Customers Email: *(if known)*

Special Site Requirements	How long is site induction? (if applicable)	Yes	No
	<i>Answer in minutes and add NOTE Standard commission including up to 15 minutes induction. Anything over 15 minutes you will need to advise our office and additional costs will be charged.</i>		
	If so what is the average time?		minutes
	Do you require a risk assessment or method statement for the commissioning visit?	Yes	No
	<i>If Yes please provide details of all documents required prior to the engineers visits including contact email and number for these to be forwarded if different from the contact number and email provided at top of checklist. - Office holds all engineers training records and certificates. If you require these for visit please detail what certificates you require i.e. Confine Space Pass etc.</i>		
	Is there access restriction to your separator that will prevent normal access for engineers? i.e. located below decking or traffic area etc	Yes	No
	Any other site specific requirements please state here:		

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General		Yes	No
1. Has this unit been installed as per our installation and operational guidelines		Yes	No
2. Has the separator access chambers been extended onsite?		Yes	No
3. If Yes by how many metres			metres
4. Has the inlet/outlet connections been made and sealed?		Yes	No
5. Is the water level up to the outlet?		Yes	No
6. Is the tank free from rubble/building material?		Yes	No
7. Is there an oil/separator alarm to be commissioned?			
If yes, please confirm that you have both a panel & a probe on site.	Yes	No	N/A
8. All Kingspan Separators have a pre-installed oil alarm tube. Has this been extended to ground level or accessible for install of your oil alarm?		Yes	No
<i>If answer is NO please contact our office as alarms can not be installed outside the pre-installed Oil Probe tube and additional work maybe required</i>			
9. Has an alarm system been installed and fitted as per installation guidelines, connected to mains power supply and made live?		Yes	No
10. If you have extended the cable, can you confirm an instridguley safe junction box is on site. <i>If no, your unit will not be commissioned.</i>		Yes	No
11. Has a 110mm duct been installed with a draw string between oil probe chamber in separator and the Panel? <i>NOTE- If the distance from position of the oil probe in position to panel exceeds 4 metres then please refer to Enhanced Commissioning order form to request additional cable and parts to allow this.</i>		Yes	No
12. What is the full distance of the duct run between the Separator and the alarm panel?			metres
13. Has vents been installed as per local building regulations? <i>(If you unsure please speak to your local council about building regulation around venting of your system and please be aware regulation in England/Scotland/Wales/N. Ireland and Ireland may offer)</i>		Yes	No
14. Pre-Commissioning photos are required prior to commissioning booking of unit installation and panels. Please confirm if this has been completed. <i>If answer is No please be advised this may delay you checklist being reviewed and passed to our scheduling department.</i>		Yes	No
15. Do you require Kingspan to complete the enhanced commissioning?		Yes	No
<i>If answer is Yes then please refer to enhanced commissioning checklist page . Cables must not be installed in the vent ducts</i>			

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COMMISSIONING DETAILS

It is important and part of planning/building regulation that you have your Separator installed correctly and accompanied by a commissioning certificate.

Full Commissioning

This requires that the unit has been installed by the main contractor in line with the provided installation guidelines.

This includes the following:

- Tank installed flat and level with safe working area around the perimeter.
- All incoming and outgoing pipework has been connected.
- Alarm (if specified) has been fixed in a secure position with a live mains supply connected.
- Alarm cables have been ducted and laid between the alarm and separator.

The following will then be carried out by a Kingspan Service Engineer:

- Remove covers and allow the system to vent (only covers removable by one man can be lifted if the cover is deemed to be too heavy for one man then this should be noted on the check sheet.)
- Check the coalescer is fitted correctly.
- Connect the probe to the incoming cables.
- Place the probe in the correct aperture.
- Confirm location of vent points:
 - Vent should terminate 2.4m above ground & 1m away from opening windows.
 - Covered to prevent debris access.

On completion we will provide a site specific commissioning certificate.

If any of the above is not in place at the time our engineer is on site, or should any additional works outside the listed commissioning details be required (as per the scope of works), this may be subject to further charges.

Signed:

Position:

Date

On completion a report will be issued highlighting any faults/recommendations. A commissioning certificate will be issued if all is in order.

Having completed the above please sign and return to commissioning@kingspan.com

For further information please contact: UK Tel: **0333 240 6868** | NI Tel: **028 3836 4600** | ROI Tel: **0818 543 500**

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ENHANCED COMMISSIONING CHECKLIST

Enhanced Commissioning is outside the standard commissioning sale which includes additional labour and parts.

Please answer the below questions if you have selected an enhanced commission. Kingspan Water and Energy Ltd. do not accept any responsibility if your visit is aborted due to incorrect information provided and you will be charged for any additional time onsite as a result or a return visit.

General	1.5mm Screened Cable <i>If Yes How Many Metres Required (Please taken into consideration the duct runs onsite from separator to panel and distance down to Oil Alarm Probe Position) Has this unit been installed as per our installation and operational guidelines</i>	Yes	No
	Quantity of instrigduley safe junction box cable joint or Junction Box required per probe installed		
	Sealing Foam for seal each cable /airline duct	Yes	No

I confirm all the information I have provided is correct

Signed:

Position:

Date