



**ceda**Guides<sup>®</sup>

Standard Contract  
& Advice Documents



Project Management

# Installation and commissioning sheet for electrical equipment

**Using this document**

The highlighted areas indicate where you need to add your company details and then simply insert your logo in place of the ceda logo.



To be branded with name, address and contact details of the ceda member.

Customer		Installation site if different	
Name			
Address 1			
Address 2			
Address 3	Post code		

Date of installation	Installation Technician(s) Name(s)	Job Reference number	Appliance to be installed

Electrical installation to point of connection (fixed wiring)				
Distribution board correctly labelled	Yes/No	Test certificate available	Yes/No	Dated .....
If no, can the customer confirm the date of the last fixed wiring inspection			Yes/No	Date .....
Is an RCD in place in the electrical supply	Yes/No	If Yes, has this been tested and working?		Yes/No
Is the electrical supply adequate for the appliance to be installed?				Yes/No
Is the local isolator accessible and remain accessible after installation				Yes/No

Other services		
Are other services required?		
Water/Drainage	Yes/No	If Yes, confirm below with readings that these are OK – Pressure, Flow Rate, Tank/Mains, Hardness
Gas	Yes/No	If Yes, confirm below with readings that these are OK – Pipe size, Local Isolation valve, Pressure
Ventilation	Yes/No	If Yes, confirm below that this has been checked by a ventilation engineer as being adequate.

<b>Installation of the appliance</b>					
Has the installation been carried out in accordance with the manufacturer's instructions?					Yes/No
If No, explain why.					
Record the following					
Supply voltage	Current rating	Current drawn	Earth Continuity	Insulation	Main equipotential bonding?
Single phase					
volts	amps	amps	ohm	M.ohm	Yes/No
Three phase					
volts					
P1	amps	amps	ohm	M.ohm	Yes/No
P2	amps	amps	ohm	M.ohm	Yes/No
P3	amps	amps	ohm	M.ohm	Yes/No

<b>Certification</b>		
Gas	Has the gas equipment been installed in accordance with BS 6173:2020 ?	Yes/No
Water	Has the water connection(s) been made in accordance with the Water Supply (Water Fittings) Regulations 1999 or equivalent regulations for Scotland or Northern Ireland	Yes/No

<b>Testing and commissioning of the appliance</b>	
Has the appliance been tested and commissioned in accordance with the manufacturer's instructions	Yes/No
Comments	