



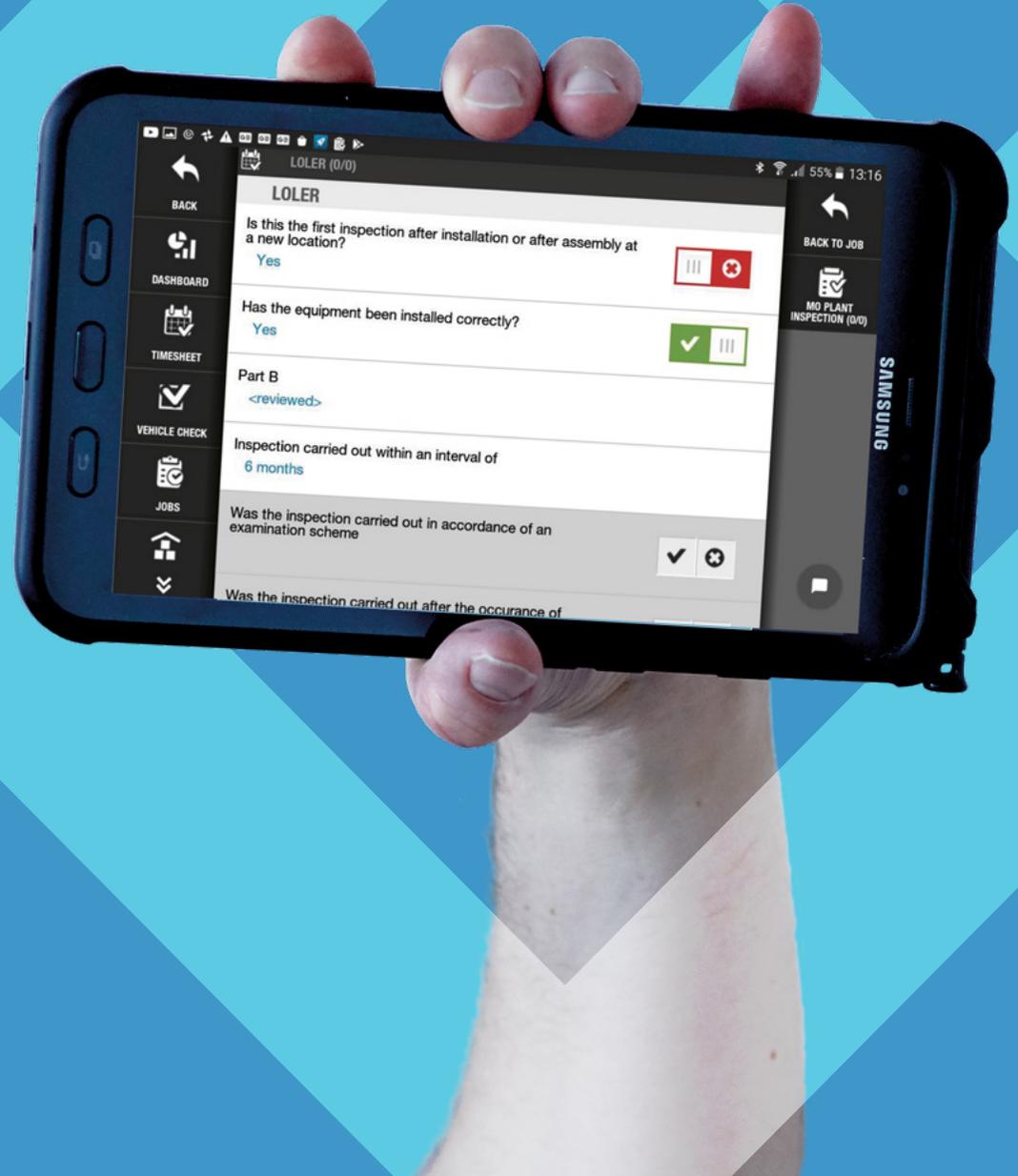
OIL INSTALLATION COMPLIANCE FORM PACK

JOBWATCH MAKES IT EASY TO TRANSFORM FROM PAPER TO PAPERLESS

We are now offering our customers a unique opportunity to turn the many forms previously filled in multi layers of paper into a seamless paperless on-demand reporting.

All workflows are customised to suit your own business processes while ensuring that all regulatory standards are followed to the letter.

Our worksheets are process driven and especially made intuitive for engineers who are the source of information generated into your forms.





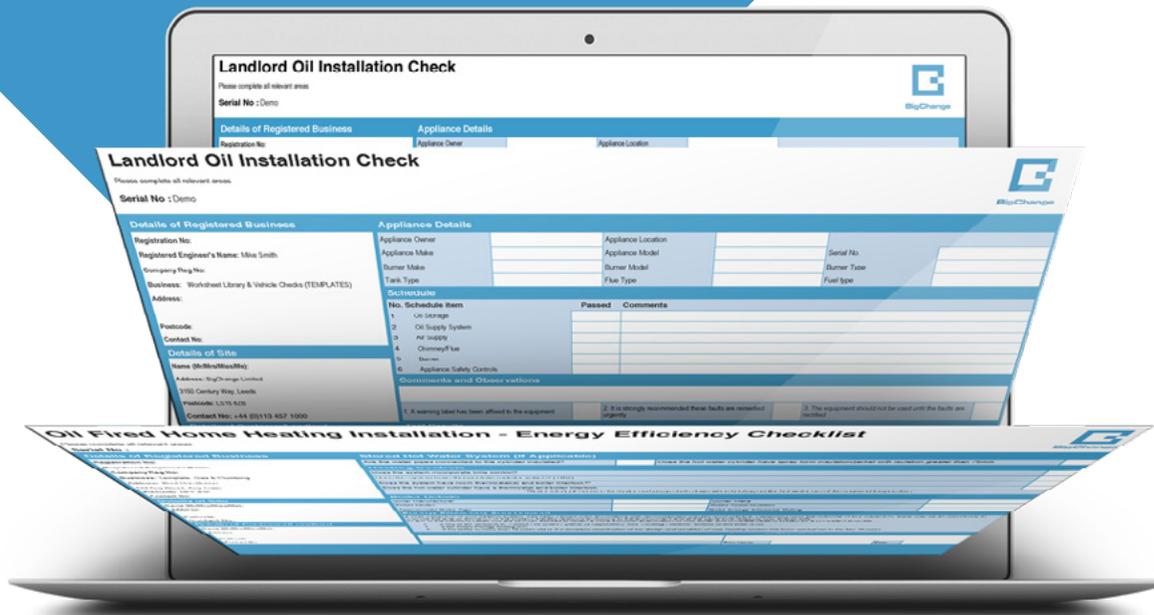
UPDATING PROCESSES AND FORMS CONTENT

Bigchange work with its partners to ensure that all certificates are kept up to date. Our Professional Services Department will be responsible for making any amendments on the worksheets to reflect any changes made to the certificates or add new certificates should the regulatory bodies require so.

REAP THE REWARD OF GOING PAPERLESS ON OIL INSTALLATION FORMS

- Compliant forms
- Ensure your business is compliant with legislation (HSE)
- Join the paperless revolution; you will never run out of paper because there is no paperwork
- Auto-Email certificates straight to your customers
- 24/7 support when you need it with BigChange RoadCrew
- Increased business profile through our business collaboration platform

1. Oil Fired Home Heating Installation - Energy Efficiency Checklist
2. Landlord Oil Installation Check
3. Oil Firing Installation Completion Report
4. Oil Firing Servicing and Commissioning Report
5. Warning and Notice
6. Oil Condensing Boiler Installation Assessment Form
7. Commercial Oil Firing Service Report
8. Domestic Oil Storage Tank Spillage & Fire Risk Assessment
9. Non Domestic Oil Storage Risk Assessment



Oil Fired Home Heating Installation - Energy Efficiency Checklist



Please complete all relevant areas

Serial No :

Details of Registered Business

Registration No:

Registered Engineer's Name:

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Stored Hot Water System (If Applicable)

Are the water pipes connected to the cylinder insulated?		Does the hot water cylinder have spray form insulation/jacket with insulation greater than 75mm	
----------------------------------------------------------	--	-------------------------------------------------------------------------------------------------	--

Heating Controls

Does the system incorporate time control?	
Does the system have thermostatic radiator valves? (TRV)	
Does the system have room thermostat(s) and boiler interlock?*	
Does the hot water cylinder have a thermostat and boiler interlock	

*Boiler interlock ensures the boiler and pump shuts down when heating and/or hot water are at the required temperature

Boiler Details

Boiler Manufacturer		Boiler Make	
Boiler Model		Boiler Serial Number	
Approximate Boiler Age		Boiler Energy Efficiency Rating	

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address:

Postcode:

Contact No:

Energy Efficiency Assessment

A brief inspection of your heating system has been carried out in accordance with recommended industry good practice. Depending upon the outcome of this inspection, there may be an opportunity to improve the energy efficiency of the system, thereby reducing emissions to the environment and at the same time reducing your energy bills.

In any of the following cases you are strongly advised to obtain a more thorough examination of your boiler and complete heating system by a competent engineer

- If any of the answers to "Stored Hot Water System (If Applicable)" and "Heating Controls" section of this form is No
- If the Boiler Energy Rating is D
- If the boiler is more than 15 years old or if a complete examination of the design and condition of your heating system has been carried out in the last 15 years

Details of Customer/Landlord

Name (Mr/Mrs/Miss/Ms):

Address:

Postcode:

Contact No:

Assessor's Notes

Assessor's Signature:

Print Name:		Date:	

Landlord Oil Installation Check



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Worksheet Library & Vehicle Checks (TEMPLATES)

Address:

Postcode:

Contact No:

Appliance Details

Appliance Owner		Appliance Location		Serial No.	
Appliance Make		Appliance Model		Burner Type	
Burner Make		Burner Model		Fuel type	
Tank Type		Flue Type			

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited

3150 Century Way, Leeds

Postcode: LS15 8ZB

Contact No: +44 (0)113 457 1000

Schedule

No.	Schedule item	Passed	Comments
1	Oil Storage		
2	Oil Supply System		
3	Air Supply		
4	Chimney/Flue		
5	Burner		
6	Appliance Safety Controls		

Comments and Observations

1. A warning label has been affixed to the equipment	2. It is strongly recommended these faults are remedied urgently	3. The equipment should not be used until the faults are rectified
------------------------------------------------------	------------------------------------------------------------------	--------------------------------------------------------------------

Details of Customer/Landlord

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited

Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +44 (0)113 457 1000

Test Results

It is important to keep a record of the combustion analysis results - If they have been carried out electronically a copy of the printout should be attached to all copies of the service schedule and report.

Smoke No.		Draught (lwG)		CO2	
CO (ppm)		Efficiency Net %		Efficiency Gross %	

The information contained in this form relates to the condition and performance of the equipment during the technician's visit. It does not negate the need for the equipment to undergo full annual service in line with manufacturer's recommendations and requirements of BS 5410.

Is there any evidence that the equipment has been serviced within the last 12 months (eg. CD/11 issued)?

Customer Signature:

Print Name:

Date: 11/09/2019

OFTEC Engineer Signature:

Print Name:

Date: 11/09/2019

Oil Firing Installation Completion Report



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited
3150 Century Way, Leeds

Postcode: LS15 8ZB

Contact No: +44 (0)113 457 1000

Declaration of Completion

I confirm that the works described above have been installed prior to commissioning, to comply with the manufacturers' instructions and the appropriate Building and Control of Pollution Regulations and that the operating requirements have been demonstrated to the owner/and user.

OFTECH Engineer Signature:

Print: _____ Date: 11/09/2019

Commissioning

The correct completion of this report confirms details regarding the installation of the equipment and does not negate the need for the appliance to be commissioned to achieve compliance with the Building Regulations and achieve peak efficiency and performance. Confirmation of commissioning should be declared on a separate certificate.

Storage Details

Capacity	Tank Type	Make	Serial Number	Remote Fill System Fitted & Pressure Tested
				Overkill Alarm Facility Provided
OFCERT License Number				TI/133 Assessment Completed

Oil Supply System

Supply Line OD(mm)	Supply Line Material	Remote Sensing Fire Valve Fitted	OFTEC Oil Installation Guidance Complied with
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Appliance Details

Appliance Type	Make	Model
Boiler Type	Serial No	SEDBUK Efficiency %
Burner Type	Burner Make	Burner Model

Flueing Arrangements

Flue Type	Termination to BS 5410-1 & Manufacturers Specification	Stainless Steel Liner Fitted	Diameter(mm)
Location & Type of Conventional Flue Installed		Location of Approved Notice Plate	
Flueing Arrangement Suitable for	Number Of Access Doors Fitted	Number of Bends at 45°	

Air Supply Details

Combustion (mm)	Ventilation (mm)
If extract fan is fitted, has OFTEC guidance been complied with?	

Electrical Safety Details

Electrical Minor Works Certificate Issued to BS 7671
Electrical Installation Certificate Issued to BS 7671

System(s) Details

Preparation: Was the existing system flushed and cleansed?	
Completion: Has the completed system been flushed and cleansed?	
Has a suitable inhibitor been added?	
For combi boilers, has a suitable cold water treatment system been fitted?	
Measurements Differential across appliances flow and return (°C)	
Sealed system pressure set to (mbar)	Cold water temp (°C)
DHW (°C)	Flow rate (Ltrs/min)

Control(s) Details

Independent Time & Temperature Control Set To	C/H	DHW
Controls Fitted:	Programmer	Room Thermostat
	Cylinder Thermostat	TRVs
Number of Zones:	Heating	DHW
Automatic Bypass	Boiler & system wired to prevent short cycling	

Commission Arranged By Installer _____ Or Commission To Be Arranged by _____

Oil Firing Servicing and Commissioning Report



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Template_Gas & Plumbing
 Address: Real Gas House
 123 Any Street, Any Town
 Postcode: NE1 3DE
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Limited
 3150 Century Way, Leeds
 Postcode: LS15 8ZB
 Contact No: +44 (0)113 457 1000

Customer Signature:

Signature area for customer

Name: _____ Date: 12/09/2019

OFTECH Engineer's Signature:

Signature area for OFTECH engineer

Name: _____ Date: 12/09/2019

Pre-Commissioning Checks/Legislation

Is there a completed CD10 for the Installation works If the Installer is not competent, Is there a building notice If Yes, Insert Ref No

Appliance Details

Make	Model	Serial No.	Burner Make	Model	Type	Tank Type	Flue Type	Fuel Type

Call Type

Service Commission Breakdown Manufacturer Warranty Return Visit

Oil Service and Commissioning Schedule

Schedule Item	Checked	Passed	Parts Fitted and Observation
Oil Storage			
Oil Supply System			
Air Supply			
Chimney/Flue			
Electrical Safety			
Heat Exchanger			
Combustion Chamber			
Pressure Jet Burner			
Vaporising and Wallframe Burner			
Wallframe Burner (additional)			
Appliance Safety Controls			

Heating System Service

Control Check			
System Check- Hot Water Type			
System Check - Warm Water Type			
Important Comments			

Test Results

Pump pressure psi/bar		Flue gas temp		Efficiency Gross %		Nozzle size		Flow rates Low/High (cc/min)	
Pump vacuum psi/bar		CO2 %		Efficiency Net %		Nozzle angle		Oil	/
Draught		CO ppm		Smoke No.		Nozzle pattern		DHW	/

Warning and Notice

Please complete all relevant areas



Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited
3150 Century Way, Leeds

Postcode: LS15 8ZB

Contact No: +44 (0)113 457 1000

Details of Customer/Landlord

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane
Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Risk Categories

PR	Potential Risk, which should be rectified urgently
IR	Immediate Risk, which should be rectified before the equipment is used

Risks **Risk Category**

The following aspects of the oil installation have been identified as potential or immediate risk and need further attention:

Risk 1

Risk 2

Risk 3

Risk 4

Risk 5

Customer Signature:

OFTECH Engineer Signature:

Print Name:		Date:	12/09/2019	Print Name:		Date:	12/09/2019
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Oil Condensing Boiler Installation Assessment Form



Please complete all relevant areas

Serial No : jb

Details of Registered Business

Registration No:

Registered Engineer's Name: Bob Marley

Company Reg No: 1232312

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Section 2

Dwelling Type	Flat
Existing Boiler Fuel	Solid Fuel
New Boiler Fuel	Natural Gas
Existing Boiler Type	Conventional
Existing Boiler Position	kitchen

For installations in England, Wales, Scotland, NI & Guernsey in the lowest cost option, is the new boiler positioned in a different room from the existing boiler position? For installations in the Republic of Ireland is the most practical option to install the boiler in another room? Yes

If Yes, State New Position new position

Details of Site

Name (Mr/Mrs/Miss/Ms):

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited
3150 Century Way, Leeds

Postcode: LS15 8ZB

Section 3 - Installation in England, Wales, Scotland, Northern Ireland or Guernsey

Determine points for property type and new boiler fuel	box A	12
New boiler position in a different room from the existing boiler? If yes, insert 350 in box B	box B	350
Extended flue (longer than 2m) necessary? If yes, insert 350 in box C	box C	0
Condensate pump or soak away necessary? If yes, insert 100 in box D	box D	100
Assessment score: Total of points in boxes A + B + C + D =	box T	462

If the total box T exceeds 1000 then the installation of a condensing boiler may be impractical or uneconomical

Details of Customer/Landlord

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Section 4 - Installation in Republic of Ireland

(Insert 1 in boxes A-D for Yes and 0 for No)

Is the dwelling a flat or mid-terraced building?	box A	
If a condensing boiler can be installed, but only in a different position from the existing boiler, is this position in another room?	box B	
For the chosen boiler position, is an extended flue required (greater than 2m)?	box C	
Will a condensate pump or soak away be necessary?	box D	
Assessment score: Total of points in boxes A + B + C + D =	box T	

If the total box T is 3 or greater then the installation of a condensing boiler may be deemed not practical

Section 5 - Declarations

I declare that the boiler is being replaced under the original manufacturer's or installer's guarantee, within 5 years (England, Wales & NI) and 3 years (Scotland, Guernsey & IR) of the original installation date.

I declare that there are no feasible condensing boiler installation options (as defined by the assessment procedure) because: cdfhych

I declare that i have considered all feasible boiler installation options in the property above and that the option defined in box T (sections 3 or 4) of this form produced the lowest total.

Customer Signature:		OFTECH Engineer Signature:	
Print Name:	customer name	Print Name:	technician name
Date:	01/01/0001	Date:	01/01/0001



Commercial Oil Firing Service Report



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Template_Gas & Plumbing
 Address: Real Gas House
 123 Any Street, Any Town
 Postcode: NE1 3DE
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Limited
 3150 Century Way, Leeds
 Postcode: LS15 8ZB
 Contact No: +44 (0)113 457 1000

Declaration:

I acknowledge receipt of this service report.

Customer Signature:

Print Name: _____ Date: 12/09/2019

OFTEC Engineer's Signature:

Print Name: _____ Date: 12/09/2019

Availability of Generic Documentation

Appliance make
 Burner make
 Tank type

Instruction manuals	Risk assessment	Method statement
Appliance model	Serial No.	
Burner model	Burner type	
Flue type	Fuel type	

Commercial Oil Firing Service Schedule

	Passed	Parts Fitted / Observations
1 Oil Storage		
2 Oil Supply System		
3 Air Supply		
4 Chimney/Flue		
5 Electrical Safety		
6 Heat Exchanger		
7 Combustion Chamber		
8 Pressure Jet Burner		
9 Vaporising and Wallframe Burner		
10 Wallframe Burner (additional)		

Important Comments

1. A warning label has been affixed to the equipment
2. It is strongly recommended these faults are remedied urgently
3. The equipment should not be used until the faults are rectified

Test Results

It is important to keep a record of the combustion analysis results - If they have been carried out electronically a copy of the printout should be attached to all copies of the service schedule and report.

	Stage 1	Stage 2	Stage 1	Stage 2
Pump pressure			Pump vacuum	
Net efficiency %			Gross efficiency %	
Smoke No.			Draught	
Flue gas temperature °C			CO (ppm)	
CO2 %			Excess air %	
SOx (ppm)			NOx (ppm)	
Head setting			Air setting	
Nozzle 1 (size/angle/pattern)			Nozzle 2 (size/angle/pattern)	



Domestic Oil Storage Tank Spillage & Fire Risk Assessment



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House

123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited

3150 Century Way, Leeds

Postcode: LS15 8ZB

Contact No: +44 (0)113 457 1000

Customer's Signature:

Print Name: _____ Date: 11/09/2019

OFTECH Engineer Signature:

Print Name: _____ Date: 11/09/2019

Environmental Hazard

Hazard	Secondary Containment Required	
	YES	NO
1. Tank capacity in excess of 2500 litres		
2. Tank within 10 metres of controlled water		
3. Tank located where spillage could run into an open drain or to a loose fitting manhole cover		
4. Tank within 50 metres of a borehole or spring		
5. Tank over hard ground or hard surfaced ground that could enable spillage run-off to reach controlled water		
6. Tank located in a position where the vent pipe outlet is not visible from the fill point		
7. Tank supplying heating oil to building other than a single family dwelling		
8. Tank located within an England and Wales Source Protection Zone 1		
9. Any other potential hazard individual to the site? (if yes fill in the details below)		

Environmental Hazard

Hazard	Tank Restraint Required	
	YES	NO
1. Tank located in a flood risk area or exposed to high winds		

Fire Hazard

Hazard	Fire Protection Required	
	YES	NO
1. Oil tank located within 1.8 metres of a non-fire rated fire building or structure (less than 30 minutes)		
2. Oil tank located less than 760mm of a non-fire rated boundary (less than 30 minutes)		
3. Oil tank located within 1.8 metres of non-fire rated eaves		
4. Oil tank located within 1.8 metres of a construction opening in building (window/door)		
5. Oil tank located within 1.8 metres of a flue termination		
6. Oil tank located on a base which does not extend a minimum of 200mm around all sides of the tank		

Non Domestic Oil Storage Risk Assessment



BigChange

Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Limited
3150 Century Way, Leeds

Postcode: LS15 8ZB

Contact No: +44 (0)113 457 1000

Customer Signature:

Name: _____ Date: 11/09/2019

OFTECH Engineer Signature:

Name: _____ Date: 11/09/2019

Tank Capacity

Is the oil storage capacity less than or equal to 3500 litres? **YES** **NO** If YES, please complete this section

Fire Hazard		Action Required
1. Is the tank located within 2m of a non-fire rated wall of a building (less than 60 minutes)?		
YES	<input type="checkbox"/>	Action 1 or 2
NO	<input type="checkbox"/>	No hazard identified
2. Is the tank located within 2m of a non-fire rated boundary (less than 60 minutes)?		
YES	<input type="checkbox"/>	Action 1
NO	<input type="checkbox"/>	No hazard identified

Action No.	Action
1	Provide a 60 minute fire rated screen wall between the oil storage tank and the building or boundary which extends 900mm beyond the ends of the tank and 900mm higher than the highest part of the tank.
2	Ensure the walls of any building or boundary on the same site within 1.8m in any direction from any part of the tank have a fire rating of 60 minutes and are imperforate.

Is the oil storage capacity in excess of 3500 litres? **YES** **NO** If YES, please complete this section

Fire Hazard		Action Required
1. Is the tank located within 6m of a non-fire rated wall of a building (less than 120 minutes)?		
YES	<input type="checkbox"/>	Action 3 or 4
NO	<input type="checkbox"/>	No hazard identified
2. Is the tank located within 6m of a non-fire rated boundary (less than 120 minutes)?		
YES	<input type="checkbox"/>	Action 3
NO	<input type="checkbox"/>	No hazard identified

Action No.	Action
3	Provide a 120 minute fire rated screen wall between the oil storage tank and the building or boundary which extends 900mm beyond the ends of the tank and 900mm higher than the highest part of the tank.
4	Ensure the walls of any building or boundary on the same site within 6m in any direction from any part of the tank have a fire rating of 120 minutes and are imperforate where they are within 1.8m in any direction of the tank. Ensure any openings in the walls between 1.8m and 6m away from the tank are fitted with 60 minute fire rated glazing or 60 minute fire rated self-closing doors.

Does the tank base conform to industry recommendations? **YES** **NO**

Does the tank have secondary containment in accordance with regional requirements? **YES** **NO**

Comments/Observations

