

Kingspan Domestic Plant

PRE-COMMISSIONING CHECK LIST

Having agreed to a 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	Is a site safety induction required?	Yes	No
	How long is site induction? (if applicable) 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 may be charged.		minutes
	Is access to the plant restricted? i.e. under decking cover slabs etc.	Yes	No
	Do you require a risk assessment or method statement for the commissioning visit? 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.	Yes	No
	Any other site specific requirements please state here:		

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Domestic Plant

PRE-COMMISSIONING CHECK LIST

General		Yes	No
	1. Has this unit been installed as per our installation and operational guidelines?	Yes	No
	2. Has vents been installed as per local building regulations? (If you are 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 differ.)	Yes	No
	3. Has cables been installed from panel kiosk to unit for motor/pump and alarms? If No then please refer to enhanced commissioning checklist .	Yes	No
	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 the panel /isolator located next to the tank?	Yes	No
	8. Has 110mm ducting along with draw strings been installed between tank and alarm panel?*	Yes	No
	<small>* If cables are not being installed for commissioning visit then please refer to Enhanced Commissioning order form to request additional cable and parts to allow this.</small>		
	9. Has the panel/isolator been mounted securely and connected to mains power supply and made live? If No, the visit will be aborted, and a revisit will be fully chargeable.	Yes	No
	10. Has the control panel been installed in safe a safe and accessible location for servicing? If No please provide details and supporting photos prior to engineers visit.	Yes	No
	11. How far is the panel kiosk located from the unit?*		metres
	<small>*Please include the duct routes</small>		
	12. For aeration systems has the 110mm ducting and draw string for the airline been installed?	Yes	No
	13. Has a pump discharge been fitted?	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. Is enhanced commissioning required? If Yes please complete enhanced commissioning checklist.	Yes	No

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Small Plant

COMMISSIONING DETAILS

It is important and part of planning/building regulation that you have your wastewater treatment equipment installed correctly and accompanied by an commissioning certificate.

Within the attached quote we offer two levels of commissioning, a '**Full Commissioning**' or '**Visual**'. Below we include details of each.

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.
- Control panel has been fixed in a secure position with a live mains supply connected.
- All cables have been ducted and laid between the panel and treatment plant.
- All air lines provided have been ducted and laid to the treatment plant.

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

- Check plant is level, 5mm tolerance.
- Confirm the ground around the plant is level, flat and that the lid securely fastens.
- BioDisc
 - Confirm the panel has been mounted correctly.
 - Make the required connections to the panel using correct glands.
 - Within the tank make all electrical connections.
 - Ensure all safety guards are fitted.
 - Set all greasomatics within the plant (if applicable)
 - Check belt/chain tension and alignment
 - Check pump float activates freely, (Pumped discharge only.)
 - Check operation of sludge return pump (Nitrification plants only)
 - Check direction of disc pack.
 - Check levels within the unit.
 - Test and set any alarms supplied with the unit.
- Bioficient/BioSafe/BioTec/HEQ As above plus:
 - Check the air blower is secure.
 - Set forward feed airlift (larger plants).
 - Make sure there is adequate air supply.
 - Connect all airlines and set valves.
 - Make sure BioZones have adequate air supply.
 - Wire and set timer solenoid for Sludge return (if applicable).

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.

Kingspan can quote to supply parts required for enhanced commissioning and please complete the below checklist to receive a quote otherwise the installer will be required to supply these to attending engineer/s on the day.

Cables Please note Kingspan Water and Energy LTD can only supply Armoured Cable if requested for install and this will need installed prior to commissioning visit and comply with current electrical installation regulations and leaving enough spare cable for Kingspan to make the final connections in the Panel and Tank.

Checklist	Size of cable required*		mm
	<small>*All cables need be specified by a qualified electrical installer and consideration to be taken when specifying cable size i.e. load/distance /voltage drop and resistance.</small>		
	Cable type required (Flexi cable must be installed in a duct)	Flexible	Armoured
	Distance from bottom of chamber to panel including all duct routes?		metres
	Glands required for pump cable - SWA glands PVC/Flex cable		
	Armoured glands for armoured cable		
	Junction boxes required	Yes	No
	Magic gel required?* Qty 2 per junction box <small>*Magic gel is strongly advised to make junction box inside tanks IP68 rated to protect against moisture and short period flooding</small>	Yes	No
	Sealing foam for sealing each cable /airline duct	Yes	No

I confirm all the information I have provided is correct

Signed:

Position:

Date