

# Kingspan Pump Chamber

## 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)*

<b>Special Site Requirements</b>	<b>Is a site safety induction required?</b>	Yes	No
	<b>How long is site induction*?(if applicable)</b> <small>*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.</small>		minutes
	<b>Is access to the plant restricted? i.e. under decking cover slabs etc.</b>	Yes	No
	<b>Do you require a risk assessment or method statement for the commissioning visit?</b> <small>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.</small>	Yes	No
<b>Any other site specific requirements please state here:</b>			



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## PRE-COMMISSIONING CHECK LIST

General		Full	Visual
	1. Type of commissioning required and paid for:	Full	Visual
	2. Has this unit been installed as per our installation and operational guidelines?	Yes	No
	3. Has the pump chamber been extended higher than supplied?	Yes	No
	4. If Yes how many metres* <i>*If chamber has been extended then the visit may require confined space entry resulting in additional charges</i>		metres
	5. Have vents been installed as per local building regulations? <i>(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.)</i>	Yes	No
	6. Has the inlet/outlet connections been made and sealed?	Yes	No
	7. Is the tank half filled with water to assist commissioning?	Yes	No
	8. Has the control panel been installed in a safe and accessible location for servicing? <i>If no please provide details and supporting photos prior to engineers visit..</i>	Yes	No
	9. Is the control panel located within 2 metres of the pump chamber? <i>If answered No please indicate in below question as an enhanced commissioning may be required</i>	Yes	No
	10. Is an enhanced commissioning required? <i>If Yes please complete enhanced commissioning checklist NOTE All pumps and Floats are supplied with 10 metres of cable.</i>	Yes	No
	11. Has 110mm ducting along with draw strings been installed between tank and control panel?	Yes	No
	12. Has the panel/isolator been mounted securely and connected to mains power supply and made live? <i>If No, the visit will be aborted, and a revisit will be fully chargeable.</i>	Yes	No
	13. Is commissioning single phase or three phase electrics?	Single	Three Phase
	14. Is pumps and fixing brackets (where applicable) onsite located beside unit/ installed ready for commissioning?	Yes	No
	15. Is all pump floats onsite beside unit/installed ready for commissioning? <i>Twin pump chambers should have 4 floats, single pump chambers should have 3 floats.</i>	Yes	No
	16. Pre-commissioning photos is required prior to commissioning booking of unit installation and panels. Please confirm this has been completed <i>If answer is No please be advised this may delay you checklist being reviewed and pass to our scheduling department.</i>	Yes	No
	17. What is the full distance from bottom of the pump chamber to the panel location taking into account the routes of ducts from the chamber to the building <i>(Answer in metres)</i>		metres

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## COMMISSIONING DETAILS

It is important and part of planning/building regulation that you have your Pump Chamber installed correctly and accompanied by a commissioning certificate. Within the attached quote we offer three levels of commissioning, a 'Visual', 'Standard Commissioning' or 'Enhanced Commissioning'. Below we include details of each.

<b>All Levels of Commissioning</b>	<p>This requires that the unit has been installed by the main contractor in line with the provided installation guidelines.</p> <p>This includes the following.</p> <ul style="list-style-type: none"> <li>→ Tank installed flat and level with safe working area around the perimeter.</li> <li>→ All incoming and outgoing pipework has been connected.</li> <li>→ The control panel has been mounted.</li> <li>→ Permanent electrical supply has been fitted to the panel (extension leads or generator supplies will not be acceptable).</li> </ul> <p>The following will then be carried out by a Kingspan Service Engineer:</p>
<b>Standard Commissioning</b>	<ul style="list-style-type: none"> <li>→ Check the system is installed to manufacturers instruction</li> <li>→ Fit floats in tank and set the levels</li> <li>→ Pull float and pump cables through the ducts using drawstring provided</li> <li>→ Connect pump and float cables to the control panel using appropriate glands (the panel must be within 2m of the chamber or select "enhanced commissioning")</li> <li>→ Check float cable operation and terminate (stop,start,standby,alarm)</li> <li>→ Connect lifting chains to pumps</li> <li>→ Check pump rotation</li> <li>→ Run the pumps via the float switches to ensure correct operation and discharge</li> <li>→ Test high level alarm and beacon (if applicable)</li> <li>→ Test pumps on hand for functionality</li> <li>→ Leave on Auto for future use</li> </ul>
<b>Enhanced Commissioning</b> (inc. all of above)	<ul style="list-style-type: none"> <li>→ 2 engineers</li> <li>→ Cable and junction boxes can be supplied on request and if required (extra charge). Please complete enhanced commissioning checklist for a quote</li> <li>→ Pumps will be fitted and chains attached</li> </ul>

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](mailto: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 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 of 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. This will need installed prior to the commissioning visit, complying with current electrical installation regulations and leaving enough spare cable for Kingspan to make the final connections in the panel and tank.

<b>Checklist</b>	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 - 1 for pumps & 1 for floats	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