SITE survey. APP

SITE SURVEY REPORT

# Heat Pump Commissioning Record

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| Prepared for | A. and M. Wilson |
| Date | 7 Oct 2026 |
| Site | Rose Cottage |
| Prepared by | T. Hughes |

FORM

# Heat Pump Commissioning Record

## 1. Heat pump

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| **Project** | Rose Cottage: air source heat pump commissioning (completed example) |
| **Client** | A. and M. Wilson |
| **Site** | Rose Cottage |
| **Site address** | Rose Cottage, Mill Lane, Ledbury |
| **Date commissioned** | 7 Oct 2026 |
| **Time commissioned** | 15:00 |
| **Installer and MCS certification number** | Greenway Heating, MCS NAP-61042 |
| **Heat pump make and model** | Calderwell AW7 7 kW monobloc |
| **Serial number** | CW7-24-100253 |
| **Where is the outdoor unit?** | Rear garden, on the pad by the kitchen wall · 52.036012, -2.423418 (SO 71051 37596, ±4 m) |
| **Smallest clearance around the outdoor unit (m)** | 0.34 |

**Smallest clearance around the outdoor unit (m): measuring photo**




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| **Minimum clearance in the installation manual (m)** | 0.30 |
| **Clearance against the manual** | At or above the minimum |

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| **Rated output (kW)** | 7.0 |
| **Design heat loss from the heat loss calculation (kW)** | 6.4 |
| **Rated output as a share of the heat loss (%)** | 109 |
| **Refrigerant type and charge (kg)** | R290, 0.9 kg |
| **Refrigerant circuit** | Factory sealed (monobloc) |

## 2. Heating system

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| **System flushed and cleaned before commissioning?** | Yes |
| **Inhibitor or antifreeze added at the right concentration?** | Yes |
| **System pressure, cold (bar)** | 1.5 |
| **Design flow temperature (°C)** | 45 |
| **Design flow to return difference (°C)** | 5.0 |
| **Measured flow temperature (°C)** | 44 |
| **Measured return temperature (°C)** | 39 |
| **Flow to return difference (°C)** | 5 |
| **Measured flow minus design flow (°C)** | -1 |
| **Measured difference minus design difference (°C)** | 0 |
| **Weather compensation set up?** | Yes |
| **Heat curve or compensation settings** | Curve 0.6, design outdoor -2°C |
| **Radiators or underfloor loops balanced?** | Yes |

## 3. Hot water

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| **Is there a hot water cylinder?** | Yes |
| **Cylinder set point (°C)** | 50 |
| **Is a regular pasteurisation (legionella) cycle set?** | Yes |

## 4. MCS, DNO and certificates

This is the installer's commissioning record. It supports the MCS certificate and the MIS 3005 handover documents given to the customer. It does not replace them.

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| **MCS certificate number** | MCS-0026-118402 |
| **Date the MCS certificate was created** | 14 Oct 2026 |

MCS sets a short deadline for the MCS certificate after commissioning. MCS certificate guidance says within 14 days (30 days for installers on the redeveloped installer scheme), and MIS 3005 asks for registration within 10 working days. Check the current scheme documents for your certification.

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| **Boiler Upgrade Scheme voucher reference, if any** | BUS-77812 |

Boiler Upgrade Scheme grants go through MCS certified installers, who apply to Ofgem on the customer's behalf.

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| **Maximum demand of the property after installation (A)** | 54 |
| **Network operator (DNO) route** | Connect and notify after installation |

MCS: every heat pump installation must be notified to the DNO. Where the property's new maximum demand is 60 A or less, connect and notify the DNO within 28 days of the installation. Between 60 A and 100 A, apply before installing.

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| **Date the DNO was notified or approved** | 8 Oct 2026 |
| **Days from commissioning to notification** | 1 |
| **DNO reference** | HP-55301 |
| **Installer name** | Greenway Heating, MCS NAP-61042 |

## 5. Handover and sign-off

**Photos of the outdoor unit, cylinder and controls**





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| **Handed over** | MCS certificate, Manuals and warranty, How to use the controls, Maintenance schedule, Heat loss calculation and system design |
| **Customer name** | M. Wilson |
| **Customer signature** | M. Wilson |
| **Installer signature** | T. Hughes |