

Boiler Service Record

Annual heating appliance service — gas / oil / heat pump

Company: _____ Date: ____/____/_____
Address: _____ Ref: _____

Property & Customer

Property address: _____ Customer name: _____ Contact telephone: _____

Email: _____ Tenant / occupier (if let): _____

Appliance Details

Make: _____ Model: _____ Appliance type (combi / system / regular / oil / heat pump): _____

GC / serial number: _____ Location: _____ Fuel type: _____

Date installed (if known): _____

Engineer & Service Date

Engineer name: _____ Gas Safe / OFTEC registration no.: _____ Service date: _____

Time on site: _____

Visual Inspection

- Appliance casing & seals sound
- Heat exchanger / burner inspected & cleaned
- No signs of corrosion, overheating or distress
- Boiler clearances to manufacturer requirements
- Electrical connections secure & undamaged

Controls & Safety Devices

- Room thermostat operating correctly
- Time clock / programmer operating correctly
- Flame supervision device working
- Overheat / thermal cut-out operating
- Pressure-relief valve checked & free
- Expansion vessel charge correct

Flue & Ventilation

- Flue condition & support satisfactory
- Flue termination position satisfactory
- Flue integrity / seals satisfactory
- Air vents (where required) clear & adequate
- Flue flow & spillage test carried out & passed

Test Readings

Test	Reading	Manufacturer range	Pass / Fail
CO (ppm)			
CO2 (%)			
CO/CO2 ratio			
Operating / system pressure (bar)			
Gas rate / burner pressure			
Flow temperature (°C)			

Condensate

- Condensate trap clear
- Condensate pipe correctly routed & insulated where external
- Condensate discharge satisfactory

Defects & Remedial Action

Defect / observation	Action taken / recommended	Parts replaced

Outcome

Outcome (safe to use / warning notice issued):

Warning notice ref (if any):

Next service due date:

Signatures

Engineer signature:

Date:

Customer signature:

Date:
