

COMMISSIONING COMPLETION CERTIFICATE — MECHANICAL AND WATER SYSTEMS

CERTIFICATE

Every mechanical system commissioned, witnessed, recorded and handed over

KD-HO-CM-006 Rev A0

Mechanical systems are handed over commissioned, which means measured and adjusted to the design and recorded — not switched on and warm. The CIBSE Commissioning Codes and the BSRIA guides (BSRIA BG 49/2015 for air, BSRIA BG 2/2010 for water, BSRIA BG 29/2021 for pre-commission cleaning) set the method, BS EN 12599:2012 the measurements for handing over air systems, and the Building Regulations 2010 require notice to building control that the fixed building services have been commissioned. Water systems carry their own duties: flushing and disinfection to BS 8558:2015, and the legionella risk assessment and written scheme that ACOP L8 (4th edition, 2013) and HSG274 require the occupier to have from the day they take the building. Gas is certificated by a registered installer under the Gas Safety (Installation and Use) Regulations 1998. The gas test checklist is KD-QA-ME-010 (Gas Installation — Tightness, Purge and Commissioning); the witness sheets are KD-QA-ME-011 and KD-QA-CX-002; the integrated systems test is KD-QA-CX-003; this certificate closes the package.

1 THE SYSTEMS AND THE PARTIES

PROJECT REF	BUILDING / SITE	DATE	CERTIFICATE COMPLETED BY
MECHANICAL CONTRACTOR	COMMISSIONING SPECIALIST	SERVICES DESIGNER	CLIENT'S WITNESS

2 SYSTEMS — ONE LINE EACH; THE CODE, THE RESULT RECORD, WHO WITNESSED IT

SYSTEM	METHOD / CODE	RESULT RECORD REF	IN TOL.?	WITNESS / DATE	OPEN ITEMS

3 CHECKED IN AT HANDOVER — REFERENCE AND DATE AGAINST EACH

- Pre-commission cleaning certificate and water-sample results for every closed system (BSRIA BG 29/2021), before any balancing was accepted
- Air balancing results to BSRIA BG 49/2015 and water balancing to BSRIA BG 2/2010 — every terminal, every branch, within the tolerance the design states
- Ductwork leakage test certificates for the classes the specification required (DW/143)
- Controls: BMS points-to-graphics check complete; set points, time schedules and alarms as the design; the description of operation in the O&M and the graphics match
- Gas: tightness test and purge record (IGEM/UP/1) and the registered installer's certificate under the Gas Safety (Installation and Use) Regulations 1998; appliance commissioning records
- Water: flushing and disinfection certificate to BS 8558:2015 with sample results clear; temperatures at outlets recorded; legionella risk assessment and written scheme handed to the occupier (ACOP L8 (4th edition, 2013); HSG274)
- Refrigerant systems: leak test and the F-Gas record started, with the refrigerant type and charge on the plant label (Fluorinated Greenhouse Gases Regulations 2015)
- Pressure systems: the written scheme of examination in place before the system is used, and the examination record where one was due (Pressure Systems Safety Regulations 2000)
- Ventilation commissioned as Approved Document F describes; for dwellings, the air-flow test results given to building control within the time the Building Regulations 2010 set; filters clean and spares handed over
- Notice given to building control under the Building Regulations 2010 that the fixed building services have been commissioned in accordance with the approved procedure
- Pipework identified and valves tagged to the valve chart; plant labelled; insulation complete and vapour-sealed
- Spares, tools and special keys the specification requires handed over and listed on KD-HO-HC-002

4 SET POINTS AND SEASONAL COMMISSIONING

SET POINTS AT HANDOVER

SEASONAL COMMISSIONING

5 OUTSTANDING MECHANICAL ITEMS

ITEM	REASON	BY (DATE)	OW REF

6 CERTIFICATE

The systems in section 2 have been commissioned to the methods stated, the results recorded and witnessed, and the records in section 3 checked in and lodged in the O&M manual. Outstanding items are in section 5 and nowhere else. This certificate records the handover of the systems; the result sheets remain the evidence of their performance.

7 SIGNATURES

Mechanical contractor / commissioning engineer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Principal contractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Client witness:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.