

**Pre-Commissioning Checklist** *(Please note that all fields marked with \* are mandatory fields)*

Your Details	
*Full Name	
*Phone Number	
*Email Address	
*Project Name	
*Project Site Address	
Pump Station Name (If applicable)	

To ensure the success of the commissioning visit, please complete form. The commissioning date will be confirmed once we receive the completed form **which must be complete 7-10 days prior to date of scheduled commissioning**. Prior to our engineers commissioning your Pump Station, please ensure the following:-

Checklist <i>(please tick)</i>	Yes
*The pumping station control panel is installed on a wall or in a kiosk and the required electrical supply is terminated at the control panel isolator.	<input type="checkbox"/>
*The guide rails are installed in the chamber, connected firmly to the couplings at the base and can be seen above the water line.	<input type="checkbox"/>
*The power supply will be made live no later than 1 working day prior to the commissioning date.	<input type="checkbox"/>
*There is a good and safe access to the pump chamber, the cable ducts and the control panel area	<input type="checkbox"/>
*The chamber is free of debris and sludge build-up	<input type="checkbox"/>
*The rising main is connected to the pumping station and terminated correctly at the outfall with no obstructions in it	<input type="checkbox"/>
*The chamber has a minimum of 1m of water in it.	<input type="checkbox"/>
*Any equipment already sent to site by Paradigm will be made available to the engineers upon arrival.	<input type="checkbox"/>
*Please advise depth of chamber in metres	<input type="checkbox"/>
*Please advise distance from the access cover level to the top of the guiderails in metres	m
*Please advise duct length from the control panel location to the pumping station in metres	m
*Please advise the distance between the duct end at the control location and the control panel itself in metres	m
*If the total length from the kiosk to the bottom of the pumping chamber is more than 8 metres, additional cable will be required which could incur extra cost. Please select from the statements below.  <input type="checkbox"/> No Additional cables is required <input type="checkbox"/> Additional Cables is required	
*Should it have been agreed that Paradigm are to install the extra cables then the ducts are 100mm diameter, are clearly marked, free of blockages and have suitable draw wires at each ends. All ducts are at ground level and no working at height is necessary for this work.	<input type="checkbox"/>
*All cable containment has been supplied and fitted by others.	<input type="checkbox"/>

**Disclaimer**

Ensuring all the details on this form are correct is critical to avoid unnecessary delays and additional costs.

If the engineer(s) have to abort the visit due to any of the above points not being as stated, the aborted visit charge will be £650.00 + VAT.

Please confirm that all of the above points have been completed.

\*I agree that all the information completed on this form is correct and meets the standards to start and complete commissioning within the agreed timeframe\*

*Pease Tick the box below*

**Yes**

**Work to be undertaken by Paradigm**

- 1) Install pumps by lowering into the tank, and set float switches at the required depth.
- 2) Pull extra cable (if agreed in writing with the client)
- 3) Pull pump & float switch cables through the cable duct, and connect to the control panel.
- 4) When power has been connected to the control panel, test and commission the installation.

If any additional items are required, please notify the undersigned as soon as possible, to reduce any delays or costs arising from the additional items.

No confined space works or working at height is required to commission this pumping station.

If any further information is required, in terms of technical data or drawings, please feel free to ask. We trust that the commissioning will proceed without any hindrance and we look forward to working with you to ensure the success of your project and your packaged pump chamber.

**Yes** \*I understand and agree with the above works statement\*

Signature:

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Print

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Date