Has to be completed by installer or approved commissioner

Job Reference name/ Number	
Installer / Company	
Commissioned by	
Date of Visit/Checks	
Heating system based on CTC HP	

Major Equipment	**Model**	**Serial number(s)**
Heat pump 1		
Heat pump 2		
Heat pump 3		
Heat pump 4		
Heat pump 5		
Heat pump 6		
Heat pump 7		
Heat pump 8		
Heat pump 9		
Heat pump 10		
Heat Pump Controller/ indoor module		
DHW cylinder(s)/ thermal store	Model	Volume, L Coil surface, m2
Buffer tank(s) volume	Model	Volume, L
DHW Immersion heater, kW, Controlled by:	Yes / No	kW CTC control / External control
Heat system Immersion heater, kW, Controlled by:	Yes / No	kW CTC control / External control
External heat source type/model	Yes / No	
Solar thermal panels	For DHW / Heating / Both	
Other – What Add. List.		

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General Checks		Notes
Hydraulic install. checked according project	Yes / No	
Red/Blue valve handles show Flow/Return	Yes / No	
Outside Air Temp. Sensor correctly positioned. North wall	Yes / No	
Indoor sensor fitted? Reading?	Yes / No	
Magnetic Dirt Separator installed on the return pipe of the HP (ASHP only)	Yes / No	
Tightness checked.	Yes / No	
System air released, air bleed valves installed	Yes / No	
Functional test of heat Ecologic system:		
Brine pump (s) / Fan (s)	Yes / No	
Charge pump (s)	Yes / No	
Diverting valve (s)	Yes / No	
Mixing valve (s) if applicable	Yes / No	
Immersion heater E1 DHW	Yes / No	
DHW circulation pump (Secondary return pump)	Yes / No	
DHW circulation programmed and controlled by	CTC / Ext. time switch	

Ground Loops/Brine Circuit	Reading			
Brine Details (depth, length, diameter, loop number)				
All Compressors running Yes / NO	°C		°C	
Glycol concentration	%		°C	

Heating system

Heating System type	Rads / UFH / Mix
Heating circuits controlled	By CTC / External control system
Distance between heat pump (s) and indoor unit (buffer tank), Meters / pipe size, mm	

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The coolant flow is set in accordance with the manufacturer's requirements	Yes / No
Mixing valve of heating circuit installed / tested /	Yes / No Yes/No
Heating buffer tank temperature settings if applicable:	Tank Max. °C Tank min. °C Dif. Tank vs primary flow. °C Start./stop diff. tank °C
Heating circuit pressure: Bar	
Heating circuit filter installed? Manufacturer	Yes / No
Filter clear on inspection? Cleaned?	Clean / Dirty / Cleaned

Heating circuit (s) Parameters

(Not applicable if controlled with external control system)

Heating parameters						
CIRCUIT 1:	Radiators/ UFHS		Inclination		Adjustment	
	Mixing valve installed		Yes/No	Other:		
Notes:						
CIRCUIT 2:	Radiators/ UFHS		Inclination		Adjustment	
	Mixing valve installed		Yes/ No	Other:		
Notes:						
CIRCUIT 3:	Radiators/ UFHS		Inclination		Adjustment	
	Mixing valve installed		Yes/ No	Other:		
Notes:						
CIRCUIT 4:	Radiators/ UFHS		Inclination		Adjustment	
	Mixing valve installed		Yes/ No	Other:		
Notes:						

Cooling Parameters

Active / passive Colling / not applicable			
Common or separated			
Cooling system (fan coils / UFH / other)			
Cooling buffer		Yes / No	
Cooling mode set temperature:	°C	Cooling mode minimum temperature	°C

Domestic Hot Water

DHW cylinder settings:	
Expansion vessel pressure check?	Yes / No

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Program DHW set.	Economy / Normal / Comfort
Start / Stop diff, °C	
Max time DHW, min	Extra DHW temperature, °C
Max time heating, min	
Delay heating calc.	
Add. Heat. DHW	AUTO / YES / NO
Add. Heat DHW E1	Yes / No
Minimum DHW temperature, °C	
Periodic extra DHW, days	
Max. temp. diff end DHW, °C	
Stop DHW diff max, °C	
Mains water pressure, Bar	
One or Two compressor (s) assigned for DHW	1 / 2

Internet connected	Yes / No
My Uplink application installed	Yes / No
WEB application installed	Yes / No

All settings saved at the bank 1	Yes / No

Installer / Commissioner	
Date of Engineer Signature	

Once complete please pass this forms to Go Geothermal technical team technical@gogeothermal.co.uk and register your system online at www.ctc-uk.co.uk for warranty activation.
To keep a manufacturer's warranty active, systems must be serviced in accordance with the requirements outlined on this page: https://www.ctc-uk.com/warranty-details/.
System must be serviced annually at least two weeks prior and no later than two weeks after the original commissioning date in order to keep the warranty active.