

CSCA Statement of Compliance – Pre-commission and remedial cleaning of closed heating and cooling systems



Company Name:	Assessor:	Date:
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***Evidence:**

Please reference your Standard Operational Procedure that relates to this by title and/or number and specify clause/section. If you cannot provide this information then state **NO** in final column.

Survey and Preparation:	*EVIDENCE	YES/NO
The provision of system identification, condition assessment and review records related to the closed system.		
Is there evidence that the service provider has:		
1. Included a review of the current client management processes/structure		
2. Clarified in writing the scope of service (e.g. Which building/premises, which systems)		
3. Agreed key performance outcomes with the customer		
4. Completed an information gathering process including:		
4.1 Mechanical and operational aspects of the system e.g volume, recirc rate, makeup, critical heat exchanges, metallurgy, mfrs data, water usage, temperature, pressure, etc.)		
4.2 Analysis of fill water and system water		
4.3 Environmental restrictions (drain downs, chemical treatments, discharge, etc)		
4.4 If carrying out remedial cleaning, has a review been carried out of historical data in relation to risk management (current treatment efficacy, logbooks, test certificates, cleaning records, system operation, e.g. corrosion failures, scale deposition, process contamination and microbiological control)		
4.5 Safe handling of chemicals, delivery, storage, and application methods		
5. Programme Design Procedures:		
Evidence of a standard system for designing a cleaning programme		

Has the system been designed with the suitable facilities to permit cleaning to the required standard (see section 2.3 of BG29)		
Is there evidence that the service provider has:		
5.1. A standard design programme in place including:		
5.2. Design and selection of pre-treatment and dosing and control equipment (where applicable)		
5.3. Selection of products and control techniques		
5.4. Design of the monitoring and testing programme		
5.5. Chemical test selection, analytical methods, testing frequency, control limits		
5.6. Identification of suitable sampling points		
5.7. Interpretation of results and corrective action		
5.8. Reporting and record keeping		
6. Programme Initiation and Execution Procedures:		
Are standard programme initiation procedures in place?		
Is there evidence that the service provider has provided:		
6.1 Explanation of programme to the client (e.g. written METHOD STATEMENT)		
6.2. Volumes of chemicals included in the agreement (where applicable)		
6.3. Agreement over the lines of communication and reporting		
6.4. Identification of training needs and competence of all personnel involved		
6.5. Documentation of the programme initiation process		
7. Programme Verification and Quality Control:		
Are standard programme verification procedures in place?		
Is there evidence that the service provider has processes in place for checking:		
7.1. Tests are being carried out		
7.2. Control limits are being employed		
7.3. Results are being interpreted		
7.4. Corrective actions are advised		
7.5. Have your key results been witnessed by an independent party		
7.6. Joint reviews are taking place (where appropriate)		
8. Record Keeping audits:		

8.1 Have all results been properly recorded? (see BG29 section 4.1.3)		
9. Reporting and Communication:		
9.1 Are reports distributed by the agreed method to a designated representative of the customer and copy records kept by the service provider		
10. Service Provider Verification of Delivery of contract:		
Are regular audits carried out to verify service delivery?		
Is there evidence that the service provider includes:		
10.1. A schedule of works for a contract, showing tasks required and frequency that tasks will be performed		

