



Commissioning Report

Date: _____

Project Name: _____

Commissioning Report: _____

1. Project Overview

Project Name:

Project Location:

Start Date:

End Date:

Client/Project Owner:

Project Team Members (with Roles and Responsibilities):



2. Documentation Requirements

Applicable Standards and Regulations (e.g. ISO, NFPA, Local Laws):

Required Documents (Project Initiation, Approvals, Requirements):

Project Compliance Checklist (Regulatory Requirements, Legal Norms):

3. Pre-Functional Checklists

System Name (HVAC, Electrical, etc.):

Installation Complete: ☐ Yes ☐ No

Initial Startup Procedure Verified: ☐ Yes ☐ No

System Components Verified: ☐ Yes ☐ No

Manufacturer Specifications Met: ☐ Yes ☐ No

4. Functional Performance Testing

Test Report (Data for Conducted Tests and Results):

Testing Methods Used:

Test Results and Recommendations:

5. Issue Resolution

Detailed Issue Description:

Steps Taken for Resolution:

Responsible Person:

Date Resolved:



6. Training and Handover Documentation

Training Sessions (Dates, Participants, Materials Provided):

Handover Notes:

7. Equipment and System Manuals

Included Manuals (check applicable):

☐ HVAC System Manual

☐ Electrical System Manual

☐ Other Equipment: _____

8. Final Project Report

Summary of Commissioning Process:

Final Adjustments and Recommendations:

9. Appendices

Appendix 1: _____

Appendix 2: _____

Signature: _____

Date: _____