BOILER LOG

LOG START DATE   **LOG END DATE**

BOILER LOG

BOILER MAKE: ....
BOILER MODEL: ....
Kw RATING: ....
ATTENDANCE CATEGORY: ....
FUEL TYPE(S): ....
PUMP OPERATION: ....
BURNER OPERATION: ....
MISCELLANEOUS: ....
....
....

SITE: ....
SITE ADDRESS: ....
....
FIRST-AID LOCATION: ....

SITE CONTACTS:

POSITION	NAME	PHONE/EXTENSION
SECURITY		
MANAGER		
MAINTENANCE		
BOILER OPERATOR 1		
BOILER OPERATOR 2		
BOILER OPERATOR 2		
BOILER OPERATOR 3		
BOILER OPERATOR 4		
FIRST-AID 1		
FIRST-AID 2		
FIRST-AID 3		
FIRST-AID 4		

EMERGENCY CONTACTS:

POSITION	NAME	PHONE/EXTENSION
FIRE		
AMBULANCE		
POLICE		
BOILER INSPECTOR		
BOILER SERVICE	CONCEPT BOILER SYSTEMS	**(03) 9729 9122**
		admin@conceptboilersystems.com.au

PROCEDURE NOTES FOR FILLING OUT LOG

1/ NEW LOG SHEET TO BE FILLED OUT AT START OF EVERY SHIFT.
   (IE: AT HANDOVER).

2/ ALL DETAILS MUST BE FILLED IN FULLY.

3/ ANY FAULTS TO BE RECORDED.
   (APPROPRIATE PERSON(S)/SERVICE COMPANY TO BE ADVISED).

4/ ONLY AUTHORISED PERSONS TO FILL OUT LOG AND OPERATE BOILER.

5/ **DAY** MEANS DAY OF THE WEEK.
   (MONDAY, TUESDAY ETC.).

6/ **BOILER HOUSE** INFORMATION RELATES TO OVERALL CONDITIONS.

7/ **SUPPLIES** MEANS PRESENT AND FIT STATE TO USE.
   (IE: NO BARE CABLES, KINKED LINES ETC.).

8/ **VISUAL INSPECTION** MUST BE PERFORMED PRIOR TO STARTING BOILER.
   (SAFETY VALVES TO HAVE HANDLES, LOCKS ETC.);
   (BOILER LAGGING, MOUNTING BRACKETS ETC. TO BE IN REASONABLE CONDITION).

9/ **PRE-START** CHECKS MUST BE PERFORMED.
   (THIS ENSURES CORRECT AND SAFE START-UP FOR PERSONNEL AND EQUIPMENT).

10/ **START-UP** MUST BE MONITORED FULLY AND ALL CHECKS PERFORMED.

11/ **WEEKLY TESTS** MUST BE PERFORMED IN ADDITION TO THE DAILY TESTS -
      INTERVALS NOT TO EXCEED ONE CALENDER WEEK, (EX: EVERY MONDAY);
      STRAINER MUST BE CLEANED;
      ALL PUMP OPERATIONS MUST BE TESTED AND RECORDED;
      ALL ALARM OPERATIONS MUST BE TESTED AND RECORDED;
      PUMPS TO CHANGE OVER ON FAULT/RESET OR TIMER;
      ALL FLAME SENSORS TO BE TESTED;
      BOILER WATER CONDITION TO BE TESTED AND RECORDED;
      SELF-CHECK DUNK OPERATION TO BE CONFIRMED CORRECT.

12/ LOG ON REVERSE SIDE TO BE FILLED OUT DURING SHIFT.
      (AT ALL ROUTINE CHECKS AND FAULTS).
      FOR GAUGE GLASS TESTS, MARK INDEPENDENT OR QUICK TEST AND RESULT;
      FOR BLOWDOWN, LIST LENGTH OF TIME VALVE OPEN;
      CONDITION OF CHEMICALS, VALVES AND LEAKS TO BE RECORDED;
      RECORD ANY ACTION TAKEN ETC.;
      COMMENT ON ANY RELEVANT ITEMS.

CONCEPT BOILER DAILY/WEEKLY BOILER LOG

(NOTE: USE NEW SHEET WITH EVERY SHIFT)

TESTER _____   **SIGNATURE** _____

DAY TIME DATE		COMMENTS
BOILER HOUSE	Safe access	
	Area secure	
	Floors clear	
	Lighting functional	
	First aid present	
	Communications present	
	Extinguisher	*TYPE* *CURRENT*
	Operating instructions	
SUPPLIES	Feedwater supply	
	Electricity	
	Fuel(s)	
	Water treatment/chemicals	
VISUAL INSPECTION	Water leaks	
	Fuel leaks	
	Oil leaks	
	Water level - left	
	Water level - right	
	Safety valves - secure	
	Sight port(s) - clear	
	Overall boiler condition	
PRE-START	All valves in start position	
	All switches in start position	
	Ancillary equipment ready	
START-UP	Pump(s) running	
	Damper movement	
	Burner purge	
	Correct burner start	
	Pressure gauge	
	Left gauge glass test	
	Right gauge glass test	
	Left sequencing valve	
	Right sequencing valve	
	Front/left blowdown	
	Rear/right blowdown	
	Common blowdown	
	Auto blowdown	
	All indicators operating	
	Water leaks	
	Fuel leaks	
	Oil leaks	
WEEKLY TESTS	Check strainer	
	Pump oil/grease levels	
	Pump operation - record	
	Pump on - record	
	Pump off - record	
	High water alarm - record	
	Low water alarm - record	
	Extra low water - record	
	Pumps change on fault/reset	
	Flame sensor(s)	*#1* *#2*
	Boiler water - record	*pH* *TDS* *SS*
	Self check dunk operation	

/ - O.K.   X - Fault   N = Not Applicable

TIME	SIGN	L. GAUGE		R. GAUGE		B.DOWN		CHEM.	VALVES	LEAKS	ACTIONS PERFORMED/RESULTS	COMMENTS
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					
		I	Q	I	Q	R	L					
		Q	I	Q	I	L	R					

NOTE: ALL FAULTS TO BE RECORDED HERE ALSO

TEST CODE: I = INDEPENDENT TEST   Q = QUICK TEST   F = FRONT/LEFT   R = REAR/RIGHT

RESULT CODE: / = O.K   X = FAULT   N = NOT APPLICABLE