**Gas Efficiency Funding   
Monitoring Systems Commissioning Template**

This template can be used as a commissioning report for Stage 1 projects for Gas Efficiency Funding. If you are using your own template, this document can act as a guide for the information we require.

| **Site details** | | | |
| --- | --- | --- | --- |
| **Organisation name** | Organisation name | **Site address** | Location where the Stage 1 project was implemented |
| **Report author (this could be a site representative, product or service provider, etc.)** | | | |
| **Name** | Name | **Position** | Position |
| **Contact number** | Contact number | **Contact email** | Contact email |

| **Meter 1 details (please copy and paste this table if you have additional meters)** | | |
| --- | --- | --- |
| **Exact location of the meter** |  | |
| **Date meter installed** |  | |
| **What fluid is the meter measuring?** | Gas, steam or water | |
| **What parameters is the meter measuring?** | Temperature, pressure or flow | |
| **What range of values is the meter specified to measure?** | Meters must be appropriately sized for your application. | |
| **Meter type** |  | |
| **Meter make** |  | |
| **Serial number** |  | |
| **Meter identifier in logging or control system** |  | |
| **Meter signal interval** | Example: 15 second intervals | |
| **Meter read at time of testing** |  | |
| **Commissioning** | | |
| **Has the meter been installed as per the manufacturer’s instructions?** | | Yes/no |
| **Have you provided sufficient pipe length upstream and downstream of the meter? (note – required pipe lengths will be explained in the meter manual)** | | Yes/no |
| **Are the meter signals being received by a data management system?** | | Yes/no |

| **Required attachments** | |
| --- | --- |
| 1. **Photo of meter showing pipe length upstream and downstream of the meter** | Yes/no |
| 1. **Meter data sheet (provide link if available online)** | Yes/no/link |