**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)** |
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| **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** |
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| 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 |