

Commissioning checklist template for installers

A per-product commissioning checklist for solar PV, battery, EV charger and building services installers: identify the product, run the pre-checks, record each test and reading, and sign it off.

Project	Site	Completed by	Date
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1. Product and location

Enough to find the product again and know exactly what was tested.

1.1 Project and site **Required**

1.2 Building, floor and room **Required**

1.3 Position

e.g. roof array B string 3, car park bay 12, plant room panel 3.

1.4 System **Required**

☐ Solar PV
 ☐ Battery storage
 ☐ EV charging
 ☐ Electrical
 ☐ BMS and controls
 ☐ Fire and security
 ☐ IoT and sensors
 ☐ IT and networking
 ☐ Other

1.5 Product type **Required**

e.g. inverter, battery module, charge point, controller, sensor.

1.6 Make and model **Required**

1.7 Serial number **Required**

1.8 Rating

e.g. 50 kW inverter, 100 kWh battery, 22 kW charger.

1.9 Asset tag or label reference

2. Network and configuration

Skip for products with no network connection. Inverters, batteries, charge points and controllers often have one.

2.1 Is the product networked? Required

YES / NO

☐ Yes ☐ No

2.2 IP address

↳ Shown when “Is the product networked?” is Yes

TEXT

2.3 MAC address

↳ Shown when “Is the product networked?” is Yes

TEXT

2.4 VLAN and switch port

e.g. VLAN 30, SW-02 port 17, or 4G router.

↳ Shown when “Is the product networked?” is Yes

TEXT

2.5 Firmware version

TEXT

3. Pre-commissioning checks

Done before powering up or testing function.

3.1 Pre-commissioning checks Required

CHECKLIST GRID

Check	Pass	Fail	N/A
Installed to drawings and specification	☐	☐	☐
Mounted securely, fixings correct	☐	☐	☐
Cabling terminated and labelled both ends	☐	☐	☐
Power supply correct and protected	☐	☐	☐
Product and isolators labelled to the schedule	☐	☐	☐
No visible damage	☐	☐	☐
Manufacturer's installation checks done	☐	☐	☐

3.2 Pre-check notes

Anything failed above, and what was done about it.

NOTES

4. Functional tests and readings

Use the tests your standard, commissioning plan or the manufacturer specifies for this product.

4.1 Test procedure or plan reference

e.g. commissioning plan section, BS EN 62446-1 test report, or manufacturer's procedure.

TEXT

4.2 Tests carried out **Required**

One line per test: what was done and what was expected.

NOTES

4.3 Key reading

Record the unit alongside, e.g. string voltage, insulation resistance or setpoint.

READING

4.4 Reading unit

e.g. V, A, MΩ, kW, °C.

TEXT

4.5 Photo of the installed product and its label **Required**

PHOTO

4.6 Result **Required**

PASS / FAIL

☐ Pass ☐ Fail

5. Failures and retest

5.1 What failed

↳ Shown when Result is Fail

NOTES

5.2 Remedial action

CHOOSE ONE

↳ Shown when Result is Fail

☐ Fixed and retested

☐ Part ordered

☐ Another trade to fix

☐ Design query raised

5.3 Retest result

PASS / FAIL

↳ Shown when Remedial action is Fixed and retested

☐ Pass ☐ Fail

5.4 Retest date

↳ Shown when Remedial action is Fixed and retested

DATE

6. Sign-off

The product isn't commissioned until someone has put their name to it.

6.1 Commissioning engineer **Required**

TEXT

6.2 Date commissioned **Required**

DATE

6.3 Engineer signature **Required**

SIGNATURE

6.4 Witnessed?

☐ Yes ☐ No

YES / NO

6.5 Witness name and company

↳ **Shown when Witnessed? is Yes**

TEXT

6.6 Witness signature

↳ **Shown when Witnessed? is Yes**

SIGNATURE