OXYL8

Project Handover Acceptance Checklist

LEV Installation & Commissioning

A practical checklist for Duty Holders reviewing completed LEV installations and commissioning evidence before accepting the system into service

DHC-002

Practical Checklist | For Duty Holders | Review with Confidence | Evidence for Assurance

OXYL8 Professional Publications

Purpose & How to Use the Checklist

This checklist is intended to help Duty Holders review a completed or significantly modified Local Exhaust Ventilation (LEV) system at project handover.

It focuses on whether the installation corresponds with the agreed design, whether commissioning evidence is sufficiently complete and whether the information needed to operate, maintain and examine the system has been provided.

It is a practical workplace aid.

It is intended to complement, not replace, competent technical review, professional judgement, formal LEV training or recognised qualifications.

A "Yes" response means that the relevant evidence is present and appears adequate for a Duty Holder review. It does not, by itself, prove that the installation is compliant, effective or safe.

A "No" or "Not clear" response should normally prompt clarification, further evidence, corrective action or competent professional review before the system is accepted into service.

Use the checklist when:

- the physical installation is substantially complete;
- commissioning has been completed and the report has been issued;
- handover documents, operating information and training records are available; and
- the Duty Holder is deciding whether the system can be accepted into normal use.

Response	Meaning
Yes	Evidence is present and appears adequate
No	Required evidence is absent or inadequate
Not clear	Clarification or competent review is needed
N/A	Not applicable to this system

A completed checklist does not certify an LEV system will be compliant or effective.

Where evidence is incomplete, contradictory or technically unclear, the Duty Holder should obtain competent professional advice before acceptance.

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Part A: Installation conformity and completion

Question	Yes	No	Not clear	N/A
Does the completed installation correspond with the approved design specification and drawings?	☐	☐	☐	☐
Are all hoods installed in the intended positions, orientations and working relationships to the process?	☐	☐	☐	☐
Are duct sizes, routes, branches, dampers and flexible connections consistent with the approved design?	☐	☐	☐	☐
Are the fan, motor and drive arrangements correctly installed, guarded and accessible?	☐	☐	☐	☐
Are filters and air-cleaning devices correctly installed, sealed and accessible for inspection and maintenance?	☐	☐	☐	☐
Are discharge arrangements complete and directed to the agreed safe location?	☐	☐	☐	☐
Are suitable test points, access doors and inspection points installed and clearly identified?	☐	☐	☐	☐
Are gauges, indicators, alarms, interlocks and other control devices installed and labelled?	☐	☐	☐	☐
Are electrical, mechanical and structural completion records available where relevant?	☐	☐	☐	☐
Are access arrangements adequate for cleaning, maintenance and future TExT?	☐	☐	☐	☐
Have substitutions, variations or departures from the approved design been recorded and authorised?	☐	☐	☐	☐
Have obvious defects, damage, incomplete work and temporary arrangements been identified?	☐	☐	☐	☐
Has the installation been left safe, complete and capable of being operated under representative conditions?	☐	☐	☐	☐

Part B: Commissioning performance and evidence

Question	Yes	No	Not clear	N/A
Does the Commissioning Report clearly identify the LEV system, process, location and commissioning date?	☐	☐	☐	☐
Does it identify the commissioning provider and the person responsible for the work?	☐	☐	☐	☐
Does the Report state the commissioning scope, methodology and any limitations?	☐	☐	☐	☐
Does it state the approved design intent and performance criteria used for assessment?	☐	☐	☐	☐
Was the process operating normally, or was a suitable representative simulation used and explained?	☐	☐	☐	☐
Were visual and qualitative control assessments completed at each hood or source?	☐	☐	☐	☐
Are measured values compared directly with the approved design values and acceptance criteria?	☐	☐	☐	☐
Are hood, duct, fan, filter and air-cleaning performance results recorded where applicable?	☐	☐	☐	☐
Are system balancing results and final damper positions recorded where relevant?	☐	☐	☐	☐
Does the evidence address whether contaminants are adequately captured or contained?	☐	☐	☐	☐
Are measurement locations, instruments and calibration details recorded?	☐	☐	☐	☐
Are assumptions, limitations, abnormal conditions and departures from design clearly explained?	☐	☐	☐	☐
Are defects, shortfalls and outstanding actions clearly identified, prioritised, allocated and dated?	☐	☐	☐	☐
Are commissioning benchmarks and acceptable operating ranges clearly stated for future TExT?	☐	☐	☐	☐
Is there a clear conclusion supported by the recorded evidence?	☐	☐	☐	☐
Has the Report been formally issued, signed or otherwise authenticated and dated?	☐	☐	☐	☐

Part C: Handover information, training and records

Question	Yes	No	Not clear	N/A
Has an approved design specification been provided?	☐	☐	☐	☐
Have design calculations and final design drawings been provided?	☐	☐	☐	☐
Have accurate as-installed drawings been provided?	☐	☐	☐	☐
Has the final Commissioning Report been provided?	☐	☐	☐	☐
Have commissioning benchmarks and acceptable operating ranges been clearly recorded?	☐	☐	☐	☐
Has an Operation and Maintenance Manual been provided?	☐	☐	☐	☐
Has an LEV Logbook or equivalent system record been established?	☐	☐	☐	☐
Have user instructions and system operating information been provided?	☐	☐	☐	☐
Have operators received appropriate instruction or training?	☐	☐	☐	☐
Have maintenance personnel received appropriate instruction or training?	☐	☐	☐	☐
Have inspection, cleaning, filter-change and maintenance requirements been defined?	☐	☐	☐	☐
Have calibration certificates and relevant supporting records been provided?	☐	☐	☐	☐
Has an outstanding-action schedule been supplied where work remains incomplete?	☐	☐	☐	☐
Have warranties, guarantees and supplier contact details been provided?	☐	☐	☐	☐
Has relevant CoSHH, DSEAR and other hazard information been included where applicable?	☐	☐	☐	☐
Has the date or basis for the first statutory TExT been confirmed?	☐	☐	☐	☐

Duty Holder acceptance review

System reference:

Site / location:

Supplier / contractor:

Commissioning provider:

Date reviewed:

Reviewed by: ____

Section review summary

☐ Installation evidence appears complete

☐ Commissioning evidence appears complete

☐ Handover information and training records appear complete

Overall acceptance decision

☐ Accepted for normal use

☐ Accepted subject to documented conditions and completion of stated actions

☐ Not accepted pending corrective action or further evidence

☐ Referred for competent independent review

Basis of decision / conditions of acceptance:

Signature: ____________________________________ Date: __________________

Key actions and responsible persons

Record any action, clarification, missing evidence or condition that must be completed before or after acceptance.

Where the system is accepted subject to conditions, the Duty Holder should retain evidence that each action has been completed and closed.

Action schedule

Action / clarification	Responsible person	Target date	Completed
			☐
			☐
			☐
			☐
			☐
			☐

Final action review completed by: ____

Date: ______________________________ Signature: ______________________________

Important limitation

This checklist supports a structured Duty Holder review.

It does not transfer responsibility to OXYL8, certify the system or replace the need for competent design, installation, commissioning, examination, maintenance or professional advice.

Further OXYL8 Professional Publications are available at

www.oxyl8.com