



# Scottish Health Technical Memorandum 2005

(Part 3 of 4)

Validation and verification

## Building management systems

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- 3.4 The commissioning of a BMS should only begin once the plant to be controlled has been fully tested and approved for work.
- 3.5 Commissioning should be undertaken by a BMS specialist.

### Specification

- 3.6 The specification should require that the BMS is commissioned systematically by the application of a commissioning procedure and the relevant code of practice. The completion of commissioning record sheets should be specified as a part of verification.

### Management of commissioning procedures

- 3.7 Success of the project requires that commissioning is given a high priority by the project/construction teams. This ensures targets are met.
- 3.8 A detailed commissioning programme should be agreed formally with the main contractor. Possible commissioning actions are shown in a flow chart (Figure 1).
- 3.9 The project team should be informed of any actual or potential delays (due to the BMS installation or other parties). The project programme should be regularly reviewed in the light of this information.
- 3.10 There should be regular reporting on tasks completed to monitor and control the commissioning process. Commissioning stages should be formally approved and signed off by the project team. A commissioning record sheet could be used to record completed commissioning tasks. It is essential that checklists are collected together, incorporated into the commissioning manual and handed over to the client on completion of the contract together with the “as fitted” drawings.

**NOTE:** Commissioning checklists are invaluable as they can be used to indicate tasks completed and form a future source of reference concerning the plant.

- 3.11 A successful commissioning process should begin before practical completion, as many of the parts of the system under control will become progressively less accessible.
- 3.12 At the design stage, the advice of potential BMS suppliers and commissioning specialists should be sought to ensure effective commissioning is provided for in the specification.

**NOTE:** Field devices should be positioned to facilitate commissioning and allow easy maintenance and replacement.

























































































