



Commissioning Specialists Association

The HVAC and Building Services Commissioning Engineers Association

Proficient

Professional

Commissioning

CSA Development Path

August 2009

What is the CSA?

An association for the commissioning industry in the construction world

Formed in 1990 by some of the leading commissioning companies

Companies and individuals with an interest in ensuring commissioning is carried out to a high standard

A guarantee of professional, trained and qualified personnel

Dedicated to quality of service underpinned by our aims, objectives and Code of Practice

The voice of UK commissioning



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Why the CSA?

Commissioning function has become discredited

Building services have become increasingly complex

Assurance of professional, trained and qualified commissioning personnel

Provide building users, consultants, contractors and installers with professional, quality service carried out by trained and experienced personnel

The only body in the UK specifically developing and improving the commissioning function



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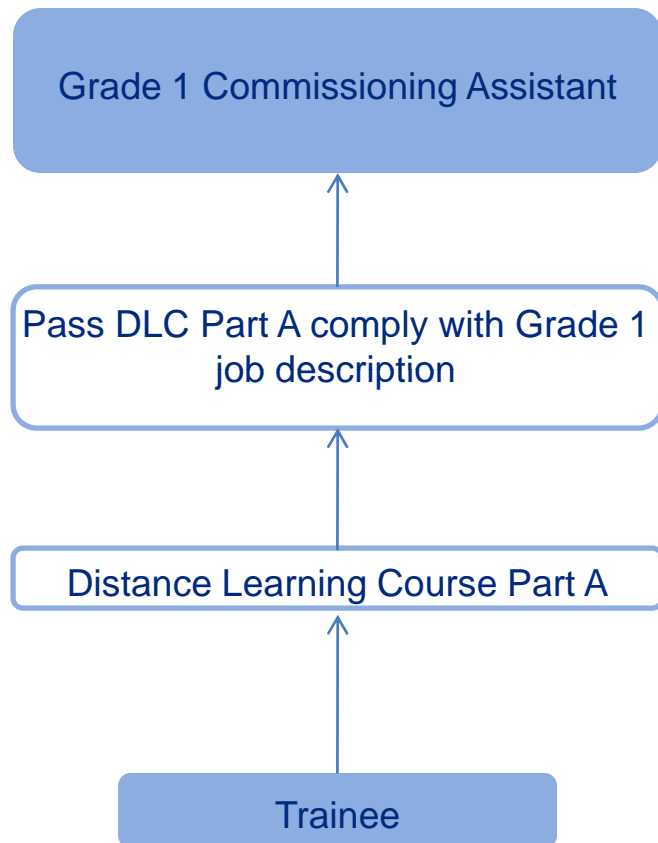
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Accreditation and progression

Grade 6	Commissioning manager
Grade 5	Senior commissioning engineer
Grade 4	Commissioning engineer
Grade 3	Balancing/testing technician
Grade 2	Intermediate balancing technician
Grade 1	Commissioning assistant
Trainee	New entrant



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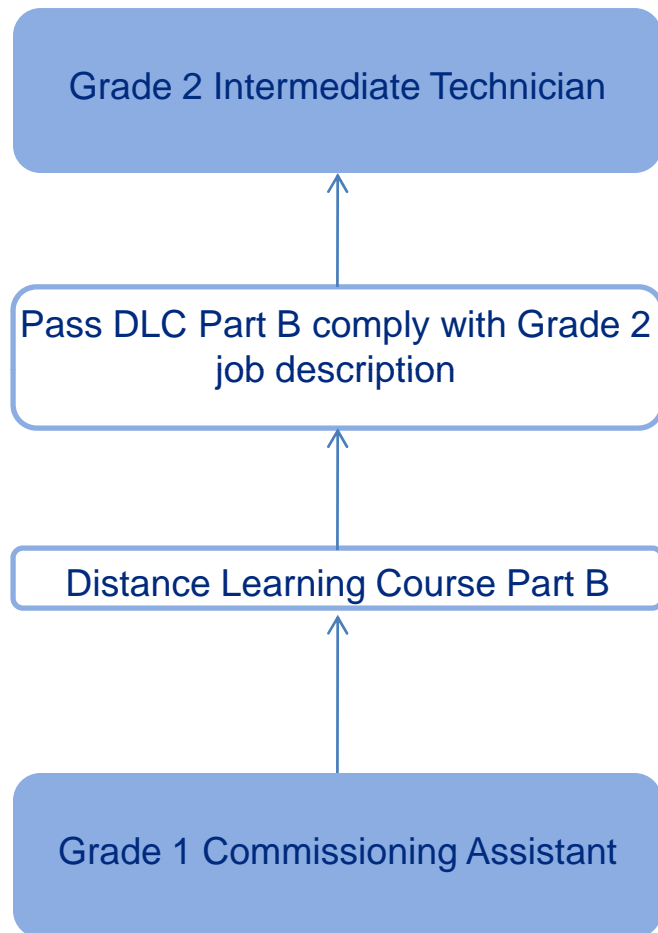


Grade 1 Duties and responsibilities

- To be familiar with company Health & Safety policy and be aware of the requirements of safety for yourself and others.
- To assist senior personnel in carrying out commissioning activities on site and generally to observe instructions given by an authorised person.
- To take part in the pre-commissioning activities and to become familiar with working drawings and job technical specifications.
- To learn about instruments used on site, how to look after them, which instruments are appropriate to various tasks and how to use and read them.
- To learn how to balance water and air flows whilst assisting more senior staff.



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Grade 2 Duties and responsibilities

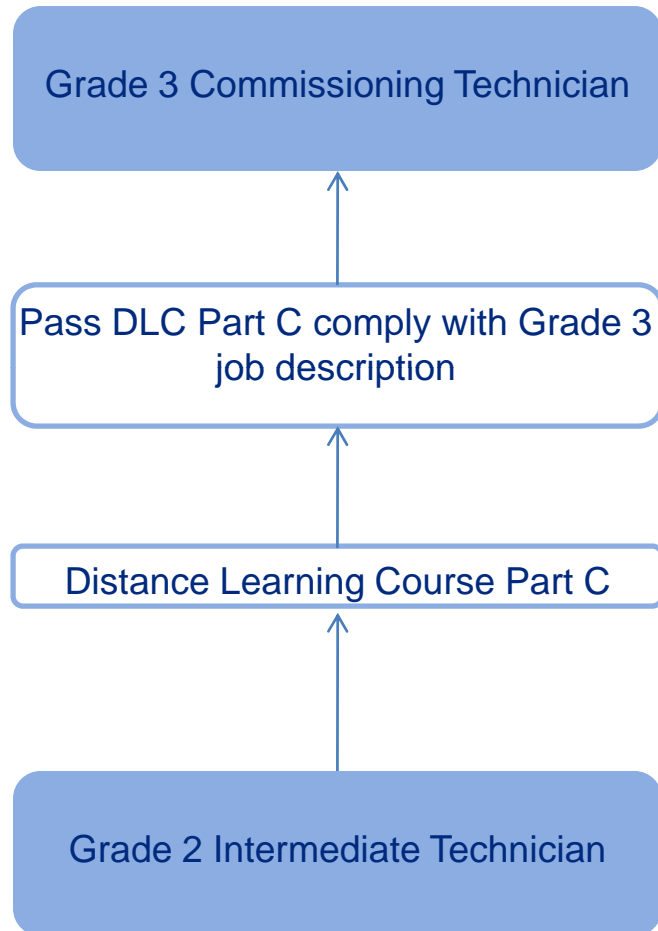
- To be familiar with company Health & Safety policy and be aware of the requirements of safety for yourself and others.
- To be familiar with the scope of works, installed equipment and Client's technical schedules
- To understand and comply with your employer's Method Statements and any other specific instructions given by your employer
- To obtain design information, tolerances and agreed methods of working
- To be aware of the programme of work you are required to achieve
- To carry out balancing of air and water systems under supervision
- To liaise on any problems with your immediate senior or supervisor and to record and convey them using approved reporting procedures
- To complete air and water balance test sheets legibly and presentably for checking by the lead engineer or supervisor
- To become competent to demonstrate completed and balanced work to relevant authorities
- To learn to identify additional work that is requested, implied or expected over and above your employer's agreed contractual
- To follow your employer's procedures for carrying out additional work
- To ensure that all instruments used for definitive readings are covered by a current calibration certificate and instruments used in proportional balancing have a current record of checks made against a 'master' instrument
- To be responsible for the safety and careful handling of, and account for all instruments issued to you by your employer.



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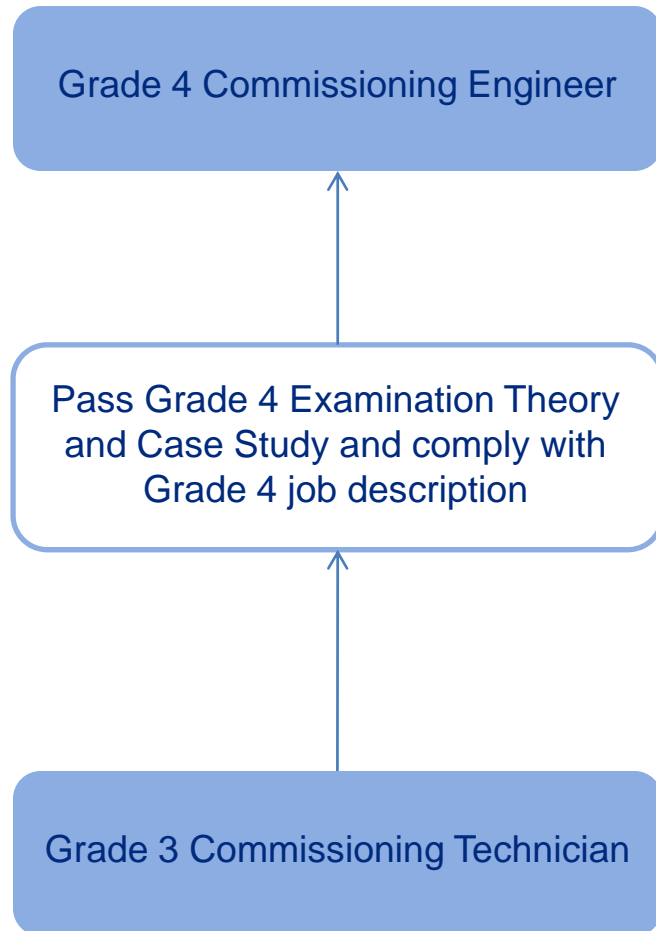


Grade 3 Duties and responsibilities

- To be familiar with the company Health & Safety policy and be aware of the requirements of safety for yourself and others, and carry out and understand risk assessment.
- To assist senior personnel in commissioning activities
- To liaise with the Client's representative if so directed.
- To obtain design information, tolerances and agreed methods of working.
- To ensure all relevant instruments, documentation and information are available prior to going on site.
- To make contact with your office daily if you are the senior representative of your company on site.
- To establish the commissionability of each system. To be competent in all air and water balancing activities, site testing of installed equipment and fault diagnosis and to develop management skills.
- To be competent to work on site without supervision and to take charge of others on appropriate contracts.
- To be cognisant of current electrical regulations.
- To assist in starting up major plant
- To carry out environmental checks
- To keep a daily diary of events and activities under your control, including a list of specialist contractors on site, trainees working under your direction and any decisions made by authorities on site which may affect progress. Any delays must be recorded, giving reasons.



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Grade 4 Duties and responsibilities

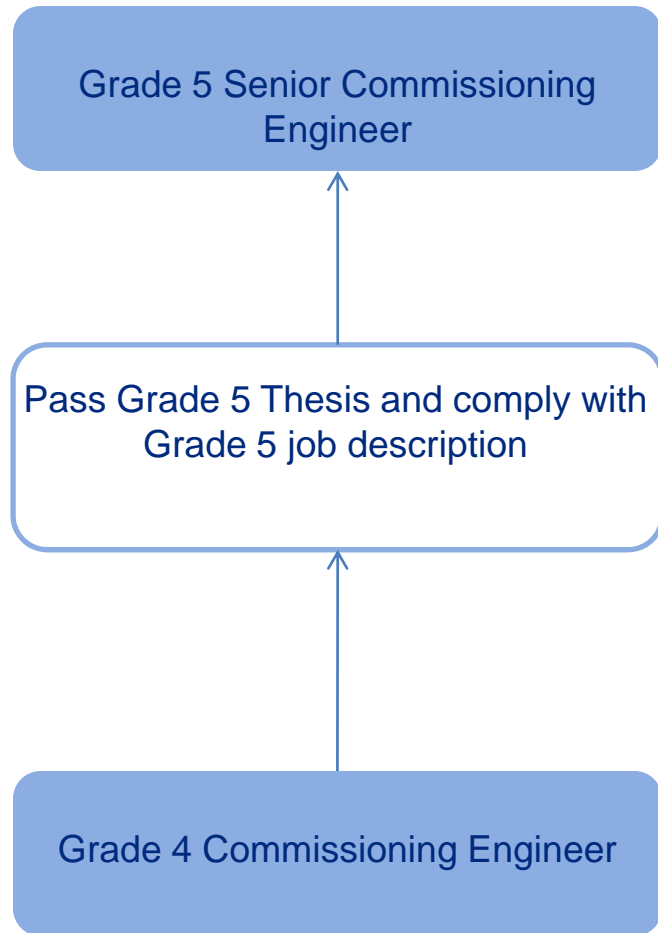
- To be responsible for all aspects of site safety for yourself and Responsibilities: others including risk assessment, method statements and toolbox talks.
- To assist your company's manager to achieve successful completion of the project.
- To carry out any tasks for Grade 1 to 3 as may be necessary or mandatory.
- To be fully conversant with the structure of the project management.
- To liaise with the Client's representative and accept his instructions in accordance with your company's procedures when acting as senior representative on site.
- To delegate to technicians such sections of work as they should be able to undertake in accordance with their job descriptions.
- To carry out commissionability review of all systems under your control.
- To delegate to technicians such sections of work as they should be able to undertake in accordance with their job descriptions.
- To ensure that you have adequate resources to meet the programme for commissioning.
- To ensure that your manager or supervisor is aware of any changes in programme in sufficient time for adequate resources to be supplied to site or surplus technicians to be relocated.
- To carry out witness testing of systems and operate your employer's company policy for completion certification.
- To be conversant with electrical diagrams and become proficient at inspecting controls
- To liaise with other trades on site to ensure access is available as required for your works and for any specialist under your control.
- To be familiar with refrigeration, electrical and controls disciplines in order to discuss, control, inspect and accept the work of these specialists on behalf of your employer when required.
- To write concise reports to accompany test documentation for record purposes.
- To actively encourage, motivate and assist the development and training of Grade 1, Grade 2 and Grade 3 personnel under your supervision.



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Grade 5 Duties and responsibilities

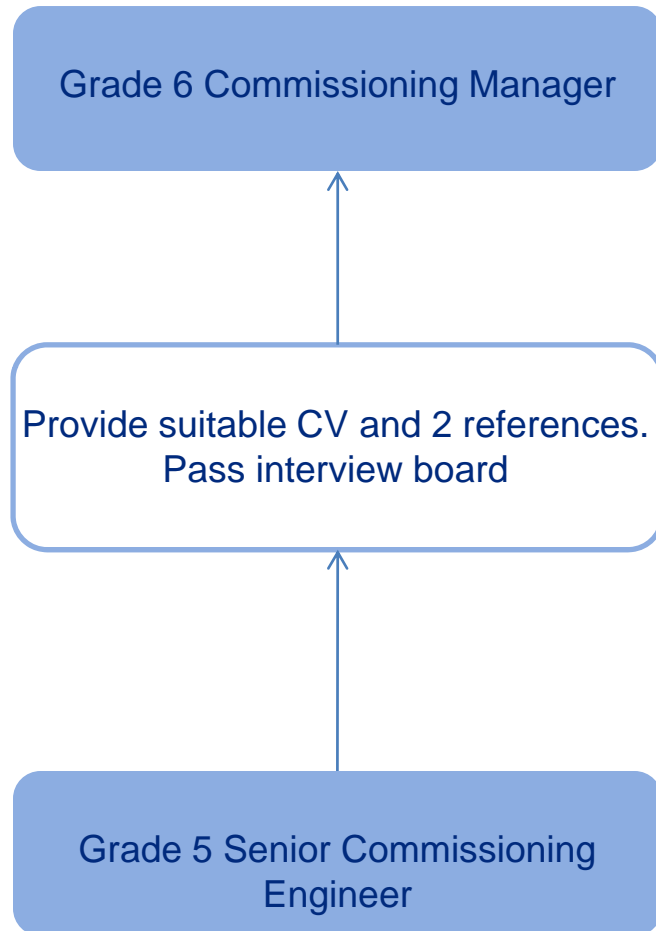
- To be responsible for all aspects of site safety for yourself and others including risk assessment, method statements and toolbox talks.
- To be skilled in communication and man-management.
- To fully understand drawings, specifications and contractual commitments for the project.
- To produce method statements for work which you control directly and to obtain, coordinate and submit, as necessary, method statements from specialists.
- To obtain approval for method statements submitted.
- To be fully aware of your company's policies in respect of their contractual commitments.
- To liaise with the Client's representative on all matters concerning the project.
- To set up site accommodation for technicians, be responsible for arranging facilities, security, general tidiness and preparation of all site reports.
- To co-ordinate all tasks and site activities under your control.
- To produce programmes as required to aid timely completion of the contract.
- To ensure the correct procedures are followed for pre-commissioning and essential actions are taken.
- To monitor and record progress of commissioning and all other trades which directly or indirectly affect commissioning.
- To be skilled in detailed report writing, planning and site meetings.
- To have a working knowledge of all specialised activities associated with your discipline.
- To have a knowledge of IEE regulations (BS7671) and electrical installations.
- To have a knowledge of all piped services used in buildings.
- To undertake reviews of building services designs with respect to commissionability, and obtain approval of the same.
- To produce technical reports and hold discussions with designs to improve commissionability.
- To evaluate the technical aspects of method statements for specialists under your control.
- To understand and apply the requirements for correct instrumentation in checking and witnessing specialists work.
- To actively encourage, motivate and assist with the development and training of personnel under your supervision.
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Grade 6 Duties and responsibilities

- To be responsible for all aspects of site safety for yourself and others including risk assessment, method statements toolbox talks.
- To take full control of one or more projects and be responsible to your employer.
- To be responsible, on behalf of your employer, to his Client for all site events within the scope of the contract.
- To agree documentation requirements and standards.
- To evaluate labour requirements against the programme and tender submissions.
- To be skilled in communication and man-management.
- To recognise strengths and weaknesses in those to whom you delegate and work to form an effective team.
- To respond to changes in requirements objectively.
- To identify all design data and ensure adherence to specific standards.
- To recognise your own abilities and know when to call for assistance in dealing with matters which fall beyond your experience.
- To produce commissioning reports to the satisfaction of your employers and their Clients.
- To review and evaluate commissionability of designs to minimise time taken on site, ensure Client satisfaction with the end product and maximise your employer's company efficiency.
- To report regularly and as required to your employer on the specialism for which you are employed.



Alternative paths to CSA accreditation

Grade 1 Commissioning Assistant



External Qualification

Relevant City & Guilds Level 1

1st year ONC or OND

NVQ Level 1 in Building Services

Commissioning Experience

18 month proven commissioning experience with a recognised company or organisation

Compliance with Grade 1 job description



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Alternative paths to CSA accreditation

Grade 2 Commissioning Assistant



External Qualification

Relevant City & Guilds Level 2

2nd year ONC or OND

NVQ Level 2 in Building Services

Commissioning Experience

3 years proven commissioning experience with a recognised company or organisation

Compliance with Grade 2 job description



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Alternative paths to CSA accreditation

Grade 3 Commissioning Assistant



External Qualification

Relevant City & Guilds Level 3

ONC or OND

1st year HNC/HND

NVQ Level 3 in Building Services

Commissioning Experience

5 years proven commissioning experience with a recognised company or organisation

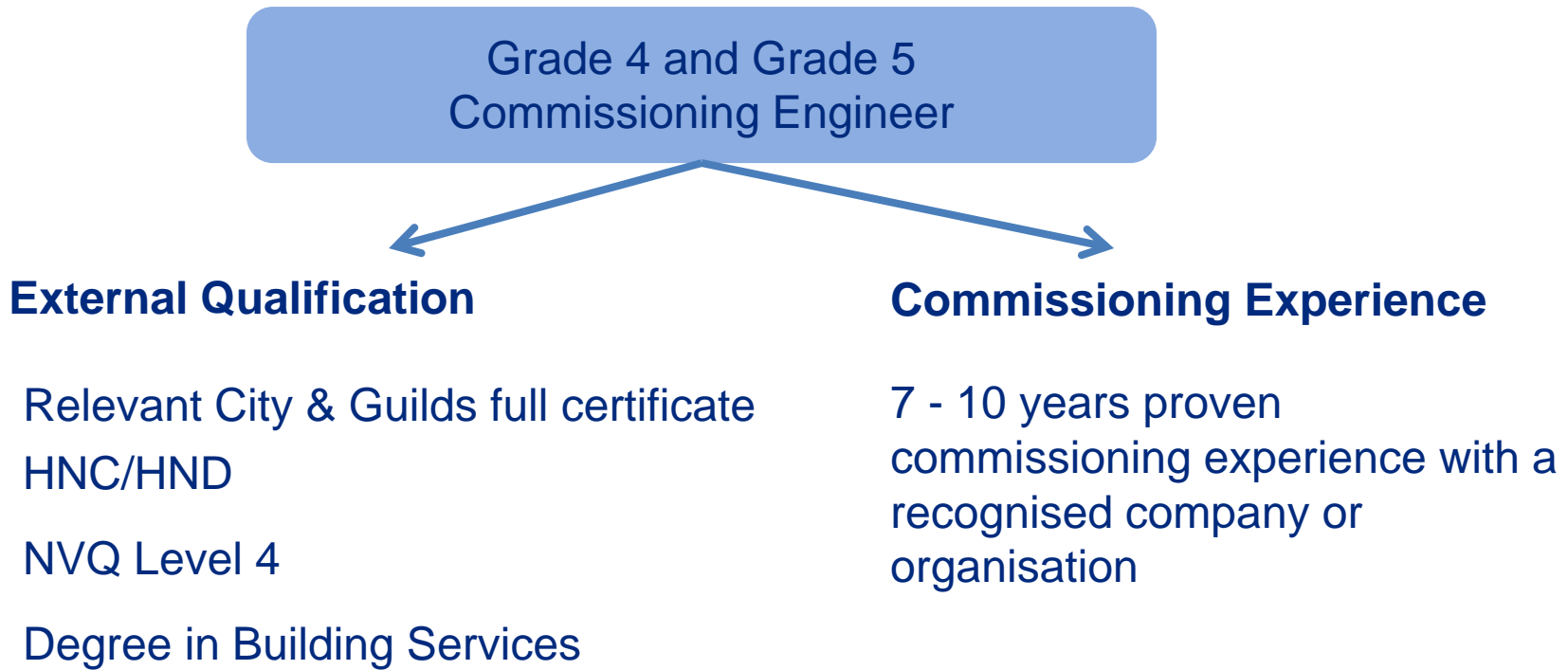
Compliance with Grade 3 job description



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Alternative paths to CSA accreditation



The Committee issues a provisional grade which will last for **12 months** during which time the candidate must complete either the **Grade 4** Exam (7 years) or **Grade 5** (7 years) Thesis and prove he complies with the associated Job Description.



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Membership

The CSA has four categories of membership:

Corporate

Organisations whose main or only business is commissioning building services systems

Associate

Organisations connected with, but whose main business is outside commissioning

Individual

Field engineer actively involved in the commissioning process

Individual Associate

Affiliated to commissioning through other trades.



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The CSA quarterly newsletter which keeps members in touch with one another and current activity in the commissioning industry.



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www.csa.org.uk



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