

Air Conditioning Evidence Checklist	Check Box
<p>1. <u>Nomination Document</u></p> <ul style="list-style-type: none"> The Energy Saver must nominate an ACP to create Energy Savings Certificates by completing and signing the Nomination form before <u>implementation</u> of the lighting upgrade. HEER projects only - Ensure a copy of the Energy savings <u>Home Energy Efficiency Retrofits fact sheet</u> is provided to energy saver In the Description Section of the nomination form you MUST include the Activity and the details of the new Air Conditioner (s) being installed (product description and product code). 	
<p>2. <u>Consent to Share Information – Selected Country regions only</u></p> <ul style="list-style-type: none"> The requirement to complete this document allows Fraztec in partnership with Demand Manager offer a higher return to selected Country Regards. This is part of the NSW Climate and Energy Action – Country Region Focus 	
<p>3. <u>Site Assessor Declaration</u> – These mandatory declarations must be signed by an authorized/trained representative demonstrating the eligibility requirements for the site have been met. They can be signed by another trained representative other than licensed installer.</p> <p>HEER – Site Assessor Declaration IHEAB – Site Assessment Report – Activity Definitions F4 and/or HVCA2</p> <p>Both Documents are to be signed prior to and no later than the day of installation</p>	
<p>4. <u>Energy bill</u></p> <ul style="list-style-type: none"> An energy bill is needed as part of the HEER - Small Business Evidence requirements – The Energy Bill(s) must demonstrate that the <u>Annual Energy Consumption sits below 100MwH per annum</u> (equivalent to less than 274kWh per day) for the whole site (there may be multiple accounts for the one site). An energy bill <i>is not required for HEER Residential Implementations</i> if only claiming ESC. An energy bill is not mandatory for IHEAB projects when claiming just the ESC To claim the bonus PDRS \$\$\$ an Energy Bill must be provided to support connection to the Grid. The Energy Bill address details must match the address on the Nomination document. 	
<p>5. <u>Photographs</u> – Photographic evidence is an essential part of verification for every installation.</p> <ul style="list-style-type: none"> All photos must be ‘date stamped’ and ‘geo tagged’. Clear and readable photographs must be supplied for: <p><u>Pre-Installation:</u></p> <p>Replacement installations</p> <ul style="list-style-type: none"> The existing equipment at the site <u>nameplate or energy label</u> of old equipment <p>New Installations</p> <ul style="list-style-type: none"> area photo demonstrating no existing equipment at the site <p>Other important info</p> <ul style="list-style-type: none"> The dates of these Pre photos must be on or AFTER the completion of the Nomination document. The dates of these Pre photos must be on or BEFORE the completion of the Post Declarations. <p><u>Post-Installation:</u></p> <p>New equipment installed at the site</p> <ul style="list-style-type: none"> New AC in place – including photos of internal external components. Make and model of new Air conditioning unit – e.g. nameplate or energy label. Multiple photos for ducted AC units including the internal and external components. 	

Replacement installations

- Decommissioned old unit with power supply terminated.
- Photo of the old unit and power board removed from the unit.

Location

- A photo of the front of the building

Installer Photo

- Photo of installer on site on the day

Other important info

- The dates of these Post photos must be on or AFTER the completion of the Nomination document and PRE photos.

Failure to provide the required clear and readable Geo tagged photos will result in the project being voided.

6. Post-Implementation Declaration

HEER – Post-Implementation Declaration – to be signed by both Assessor and Energy Saver

IHEAB – Site Assessment Report – Activity Definitions F4 and/or HVCA2. The installer only needs to sign this document.

7. Customer Post Implementation Survey – Selected Country Region ONLY

- A series of yes or no questions asked of the customer, by the Fraztec to ensure that the customer is satisfied with the service provided – only for selected Country Regions.

8. Certificate of Compliance for Electrical Works – IHEAB projects only

- IHEAB only – A signed CCEW is required and be completed by the supervisory on site licensed installer and the completion date must match the installation photos date.
- A copy is to be sent to the Energy Saver signed. This is in alignment with the Australia wiring rules and the NSW Service and Installation Rules.

In the Particulars area please detail the AC type including product code. This must match the GEMS registry details

9. Product Eligibility

- In order to be an eligible energy saving activity the new air conditioner must be on listed in the GEMS Registry.
- Not all GEMS registered Air conditioners are eligible to create ESC. Prior review of product and estimated ESC returns must occur prior to commencing the creation process.
- During the first few installations - Fraztec will check and take the required screen shot of the Registry in support of the claim

The link to this registry is:

https://reg.energyrating.gov.au/comparator/product_types/64/search/?expired_products=on

10. Tax Invoice – The Tax Invoice must clearly show;

- The date the work was conducted
- Address where work took place
- Amount paid for the installation.
- Name of purchaser
- ABN of purchaser (if applicable)
- **The goods or services purchased (product codes must match Product eligibility details), and Date of purchase**

11. Payment evidence/Sales Ledger – Must clearly show the amount paid for the installation, when the payment was made and who made the payment

<p>12. Refrigerant Disposal – Replacement only</p> <ul style="list-style-type: none">● <u>If replacing unit.</u> Confirm if there is any gas left within the old unit. If NO, the installer will have to sign a no gas statement.● If YES, there is gas left the installer needs to acknowledge that they will dispose of the bottle and provide the bottle serial number and receipt of disposal with that bottle serial number matching on the receipt.	
<p>13. Comments</p>	