

Home Energy Grants: Technical Bulletin – Heat Pump Systems

Documentation Handling Guidance

Series 2023-07-001

Guidance for Correct Documentation Handling for Heat Pump System Grant Installations

This technical bulletin outlines the most frequent non-compliance noted by SEAI inspectors of heat pump system installations. The documentation handling topics detailed below are guidance with the aim of reducing the number of reworks for Contractors and subsequently lead to a more efficient Programme with faster turnaround time for payment.

It is important to note that all aspects of the installation of heat pump systems must be as per the Domestic Technical Standards and Specifications (DTSS) document and in accordance with the Contractors Code of Practice.

Please see the Contractors Support page for further information which may aid Contractors in achieving high compliance on the Better Energy Homes Programme: https://www.seai.ie/grants/supports-for-contractors/.

In this bulletin on documentation guidance for the installation of heat pump systems, the noncompliances are listed below along with suggested corrective action.

Non-Compliances and Notes covered in Technical Bulletin:

Commissioning and Handover:

- 1. Submitting Designer/Installer form and EcoDesign datasheets at DOW stage.
- 2. Commissioning documents not available/correct & RECI cert not present/correct upon Inspection.

Commissioning and Handover

Details of Non-Compliance

The absence of heat pump documentation is responsible for the highest number of inspection reworks. This is a frequently reoccurring item which can result in unnecessary long delays to grant payments and contractor works.

Contractors must provide homeowners with the following design documents, completed in their entirety and signed by the Contractor, for submission with the Declaration of Works (DOW) form:

- Designer/Installer Form
- Ecodesign datasheets

These forms can be found at the following link - <u>https://www.seai.ie/grants/supports-for-contractors/</u>

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perature etc as well as group and multiple heat pump scena	wies)		
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Tick applicable boxee	•	•	0
Tick applicable boxes	•	•	=
Tick applicable boxed	•	•	0
	Heat pump #1	Heat pump #2	Heat pump #3
Forum this is exact product manufactures name			
Use exact product model, including model name, number, qualifier where present.			
Air to Water			<u> </u>
Brine to Water			0
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Exhaust Air to Water			•
Air to Air	•	•	•
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4. Heat Emitter Design				
4. Heat Emilier Design				
ts there one or more radiators present				Select Yes or No
is there one or more fan coil units present				Select Yes or No
is there underfloor heating present				
is there warm air supply from the heat pump				Select Yes or No
Has a load / weather compensation been installed?				Select Yes or No
Provide details of zone, temperature and time control				Delect Yes or No Input number of heating
installed? Temperature (*C) of the water leaving the heat pump				zones, thermostalits, etc
system when supplying space heating based on full heating				
system design conditions and at the design external temperature? (Note this can not be greater than Max.				
temperature for individual heat pumps)				Input temperature in degrees celcius
5. Hot Water System		Heat pump #1	Heat pump #2	Heat pump #5
Maximum flow temperature ("C) of the heat pump system	For up to three heat pumps: input temperature in			
while providing hot water (by heat pump only) based on certified data	degrees celclus, please provide supporting documentation.			
Type of DHW Store				
	For up to three neat pumps: Input the type of store			Separate Hot Water
If "Separate Hot water Storage", or "Separate & Integral	present, no store, integral store or separate store Primery powers refers to the powers between the			Storage
Not Water Storage" is installed, has the Primary pipework	heat pump(s) and the hot water storage vessel.			
been insulated?	And a second sec	No	Yes	Yes
Manufacturer(s) of the installed DHW Store (s)	Ensure this is exact product manufacturer name.			
Model(s) of the installed DHW Store(s)	Ltse exact product model; including model name, tumber, qualifier where preserc.			
Is there an integral immersion or electric element present	in the part of the			
capable of providing hot water?	For up to three heat pumps: Select Yes or No			
6. Confirmation				
Note: If the heat pump installation is being grant aided, th	is section needs to be completed by the SEAU regis	tered contractor who in	stalled the heat pump sy	stem
I confirm that I am authorised to complete this certificate				
on behalf of the client and i confirm that:				
(i) For New Final and Existing BERs, the heating installation at the premises whose address is shown above has been				
at the premises whose address is shown above has been designed and installed in accordance with the information				1
provided;				1
(ii) For Provisional BERs, the heating design at the premises				
whose address is shown above is in accordance with the information provided.				1
(iii) the design included a heat loss calculation for every				
room of the building that is heated by the installation;				
(iv) For New Final or Existing BERs, the installation conform to the design:				
(v) controls have been installed and set correctly.				Select Yes or No
Full name:				Enter name of person
(For SEA) grant works must be the <u>Contractor's Nominated</u> , Person)				responsible for evalges/notellation.
				Enter company name of
Company name: (For SEAI grant works must be the Contractor)				person completing signal? form.
Email Address				Enter email of person completing signoff form.
Job title:				Enter job title of person completing signoit form.
Signature:				Signature of person
(For SEA) grant works must be the <u>Contractor's Nominated</u> Person)				responsible for design/installation.
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Figure 1: Sections of the Designer/Installer Sign-off Form. To be submitted at DOW Stage

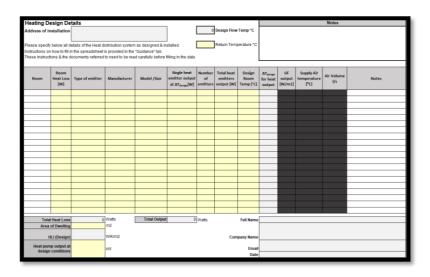


Figure 2: Heating Design Ecodesign Datasheets to be submitted at DOW Stage

The homeowner must also be provided with the following documentation upon installation of the heat pump system for the purposes of a possible pre-pay or post-pay inspection, where required:

- Register of Electrical Contractors (RECI) Certificate
- Heat Pump Commissioning Certificate
- User Manual
- F-Gas Certificate (if applicable)
- Ground and water collector design (if applicable)

The most frequent documents which are absent upon an inspection, and subsequently cause inspection fails and reworks, are the **Commissioning Documents and Register of Electrical Contractors Ireland (RECI) Cert.**

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Figure 3: Commission Cert

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Figure 4: RECI Cert

Tips to Reduce Occurrence of Non-Compliance

In order to reduce the occurrence of these non-compliances in relation to documentation on heat pump installations, the following mitigation measures are suggested to ensure documentation is handled correctly and the Homeowner is well informed of the same.

Documentation for Submitting along with DOWs

It is recommended as part of a Contractors Quality Management System (QMS) for documentation handling, that the registered Contractor provides a **Handover Pack** to the Homeowner.

This **Handover Pack** should contain the signed and completed DOW, Designer/Installer form and EcoDesign datasheets. The Homeowner should be informed these additional documents must be submitted to SEAI when submitting the completed DOW.

Important Reminder Note: Designer/Installer forms and DOWs must only be signed by nominated personnel.

Documentation Handover to Homeowner for Inspection Purposes

It is recommended that the steps detailed below are taken with homeowners following the installation of a heat pump system.

- 1. Leave Physical Copy of Necessary Documentation: Firstly, the Contractor should leave all necessary documents (as mentioned above) with the homeowner and inform the homeowner that they may be subject to a pre-pay or post-pay inspection from SEAI. Should that particular homeowner be randomly selected for inspection, they will have to produce this documentation upon request from the Inspector. Please note, failure to produce this documentation may result in delay in payment of the grant or loss of the grant money entirely should the Contractor fail to complete necessary reworks.
- 2. Email a copy of Documentation to Homeowner with the subject line <u>"HEAT PUMP</u> DOCUMENTS FOR SEAI INSPECTION": An email with the necessary documentation attached with the above subject line ensures that even if the homeowner misplaces the physical copy of the documents, there is a backup copy of the documents on an email which is easily searchable with the above subject line.

Grant Administration and Quality Management

An effective QMS can address all of the above issues and ensure:

- Faster processing of payments
- Reduced costs
- Fewer reworks
- Better quality of service for your customers

All of which will help you grow your business. Please visit <u>https://www.seai.ie/grants/supports-for-contractors/</u> for more information on how to manage quality.

w: www.seai.iee: info@seai.iet: 01 8082100







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