
Version 1.0 2020
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Introduction

With the unexpected arrival of COVID-19 this year, many SEAI operations were temporarily suspended, not least our field-based services such as surveys, Building energy rating assessments (BER) and site inspections.

As a result, SEAI adapted its’ approach to oversight on quality assurance and in some cases, the requirement for a completed BER assessment to progress grant payments.

Where site inspections could no longer proceed, desktop audits were introduced, using key certificates, documents and photos as evidence of the completed energy upgrade works.

The desktop audit process was successful in verifying installation of works on completed homes and allowing the release of many but not all payments. In some cases, follow-up site inspections were required.

SEAI has used the learnings from earlier desktop audits to better define a list of documentary evidence to refine the desktop audit process.

The intent is that this list will support a higher degree of verification of installation works and in turn, a higher level of payments being released, without requiring an on-site inspection.

SEAI strongly recommends that all Contractors completing works from here on, ensure that the attached list of certificates and documents / photographs are captured for each home/measure as this will greatly enhance SEAI’s potential to pay the homes should they be selected for audit or inspection.

Where desktop audits are introduced, if photographs cannot be taken or lack the necessary detail, then payments may be withheld. Details on how to upload documents will be provided if your home/measure is selected for a desktop audit.

The checklist and details of the evidence required (certificate, document or photograph) to support a desktop audit are outlined in this document on a measure by measure basis. The checklist is aligned with SEAI’s Quality Assurance and Disciplinary Procedures (QADP) for BEH and SPV.

There are a number of photos which are common to several measures. These common photos confirm the location of the home and that the works have taken place. The common photos are as follows;

1. Front of the home
2. Both Sides/Gables of the home (if applicable)
3. Back/Rear of the home
4. The ESB meter, this is to confirm the MPRN number and year of build
5. Gas Meter (if applicable).

We are grateful for all your efforts and cooperation throughout this time, if you have any queries, please keep in touch with our Call Centre at 01-808 2100.
Photo Requirements

Please follow the **four steps** below before commencing with the audit questions.

**STEP 1**

**Geo-Tagging photos**

The photos in the desktop audit must be geo-tagged as this is will aid everyone to confirm the location of the installation and will create a time stamp on the photo too. A guide to geo-tagging on both Android and iOS systems is below.

**iPhone/iOS**

Tap “Privacy” and then tap "Location Services" to open the Location Services screen. Toggle the virtual "Location Services" switch to the **on** position and then scroll down and toggle the “Camera” switch to the **on** position as well. You'll know the switches are turned on when they turn green. Alternatively click the link to the apple website which will give you additional guidance. [https://support.apple.com/en-gb/HT207092](https://support.apple.com/en-gb/HT207092)

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**How to turn Location Services on or off for specific apps**

1. Go to Settings > Privacy > Location Services.
2. Make sure that Location Services is on.
3. Scroll down to find the app.
4. Tap the app and select an option:
   - Never: Prevents access to Location Services information.
   - Ask Next Time: This allows you to choose Always While Using App, Allow Once or Don’t Allow.
   - While Using the App: Allows access to Location Services only when the app or one of its features is visible on screen. If an app is set to While Using the App, you might see your status bar turn blue with a message that an app is actively using your location.
   - Always: Allows access to your location even when the app is in the background.

From here, apps should provide an explanation of how the app will use your location information. Some apps might offer only two options. Learn more about privacy and Location Services.
Android devices

1. Go to your Android device's home screen, then press the "Menu" button. Tap "Settings" to access the settings menu.

2. Drag your finger up the screen to scroll down the phone's menu until you find the "Location" option. Tap the "Location" option to continue. Note that on some Android devices this may be labeled "Location and Security."

3. Tap the option labeled "Use GPS Satellites" to place a green check mark next to it. This option must be turned on for the geotagging option to work.

4. Press the "Home" button to go back to the main screen, then tap the camera icon to launch your Android smartphone's camera.

5. Tap the "Menu" button once the camera application loads, then tap the "Settings" option. On some Android cameras, this option will simply be a small cog icon.

6. Scroll down to “Store Location in Pictures," or "Geo-tag Photos," depending on your OS version, and tap that option to put a green check mark next to it. Tap "OK" when you see a message telling you that the GPS function needs to be turned on. Your photos will now be geotagged with your location if your phone can get your position from the GPS satellites.

Alternatively search online for your specific mobile handset on information on geotagging this should give you the necessary additional guidance required.
STEP 2

Common Photos are required to confirm the location of the home and the works have taken place. The common photos shall be taken in three stages:

A. Pre-install
B. Post works
C. During works - Please Note this applies only to the following measures;
   I. External wall insulation
   II. Internal wall insulation
   III. Floor Insulation

Photos Required in all installations,
1. Front of the home
2. Both Sides elevations/Gables of the home (if applicable)
3. Rear/Back of the home
4. The ESB meter, this is to confirm the MPRN number and year of build
5. Gas Meter (if applicable).

Examples of common wide angled photos which are required for all installations.

Front

Side Elevations/Gables

Rear/Back

ESB Meter

Gas Meter (If Applicable)
STEP 3
Photo Quality

The photo quality is very important for your selected desktop audit to be successful. If poor quality, scanned images or non-geotagged photos are attached this will delay your desktop audit result. In these cases, you will be asked to provide additional information, and this will have a direct influence on timescales of the grant payment. To avoid such measures being imposed above, high quality photo and accuracy are key to speed up this process, the following steps below should always be adhered to;

➢ In focus
➢ Well lit
➢ In color
➢ No filters
➢ High resolution i.e. least 50KB and no more than 10MB
➢ File formats accepted, Jpeg and Exif
➢ The photo name must reference the checklist code of the measure installed
➢ Clear wide angled and close-up photos are required
➢ Photos must be uploaded as part of the completion documentation

STEP 4

GDPR
Data Protection Note on collecting Supporting Evidence

Documentary evidence has the potential to contain personal data. Under the General Data protection Regulation (GDPR), personal data is data that relates to or can identify an individual, either by itself or together with other available information. Examples of personal data include a person's name, contact details, bank details, and/or other personally identifying information (such as personal or family photographs, certificates, etc.) that may be used to identify an individual.

Special category personal data (sensitive personal data) is defined in the GDPR and can include any symbols or items that can identify the racial or ethnic origin, political opinions, religious or philosophical beliefs (e.g. religious symbols or statues) and any items that can identify a person’s health or sexual orientation.

When collecting documentary evidence and/or uploading supporting evidence to the SEAI database, all parties must endeavour to only collect information necessary for the completion of the photo request and avoid the collection of any un-necessary personal data or sensitive information. Eliminating the collection of any un-necessary personal or sensitive materials and should ensure that they comply with their obligations under data protection regulations and ensure any information obtained for this process is processed, maintained, used, shared and stored in a secure manner, at all times.

Collecting Photographic Evidence

All parties should avoid the collection of personal or sensitive data when collecting photographic evidence of a dwelling. Take note before taking any internal or external photographs you must ensure there is no personal data within the frame, and if so, omit it from the photograph. If this is not possible, you should redact any personal data from images before uploading to SEAI database.
GDPR continued

The Storage and Use of Supporting Evidence

You are responsible for ensuring that supporting evidence is collected, processed, stored and used in a safe and secure manner, and is only used for the purposes for which it was collected, namely, for the completion of this desktop audit. SEAI SharePoint supports the storage of photography data in accordance with data protection. The responsible person must adopt additional secure storage systems for any assessment information which may be processed or stored outside of SEAI SharePoint as these provisions will reduce the risk of a data breach occurring.

![Figure 1: Best practice when collecting photographic evidence](image1.png)

![Figure 2: Redacting personal data from an image](image2.png)
## External Insulation

The following is a guide to the suggested photos/documents that contractors should provide for a desktop audit where External Insulation has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z2, L5</td>
<td>INSULATION AS PER SPECIFICATION</td>
<td>Not as per Scheme Standard and Evidence whole house solution has not been achieved.</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All common photos are required for pre and post works.</td>
</tr>
<tr>
<td>P1, P2</td>
<td>GAS SUPPLY SERVICES (if applicable)</td>
<td>Evidence of gas meter box and Gas pipe covered by insulation, not in accordance with Bord Gais Job Aid Note.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Pre and post works photo of meter taken from the front of the meter and the side of the meter with the pipes visible from the ground to the meter.</td>
</tr>
<tr>
<td>ZA2, ZA3, ZA4,</td>
<td>GAS COMPLIANCE CERTIFICATE (if applicable)</td>
<td>No Gas Compliance certificate provided (if applicable).</td>
<td>SEV 1</td>
<td>Document</td>
<td>Document, of the relevant RGI cert for the gas boiler flue extension. Pre and Post work photos of all external elevations.</td>
</tr>
<tr>
<td>R1</td>
<td>FLUE INSTALLATION (if applicable)</td>
<td>Boiler flue compromised by works.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>The Contractor must provide a photo of the boiler flue showing that it has not been compromised by the EWI. The Contractor will need to use a measuring tape to demonstrate that it complies with the relevant regulations.</td>
</tr>
<tr>
<td>HA2, HA3, HA4,</td>
<td>ESB SUPPLY CABLES</td>
<td>Evidence ESB cable buried under insulation, or not clipped, and meter box not extended which are all not in accordance with ESB Job Aid Note.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of ESB cables, pre and post works and meter box close up and wide angled and external of meter pre and post works.</td>
</tr>
<tr>
<td>HD3</td>
<td>VENTILATION</td>
<td>No permanent vent visible or evidence chimney is not connected to an open flued appliance.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of fireplace/appliance and/or corresponding vent.</td>
</tr>
<tr>
<td>HD1, HD2</td>
<td>VENTILATION</td>
<td>No evidence that any wall ventilation has been fitted.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>M1</td>
<td>ELECTRICAL WORK</td>
<td>Evidence not to standard.</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
Z2 & L5
- INSULATION AS PER SPECIFICATION

Please provide evidence to demonstrate the following.

1. Pre works front elevation/front of the home.
   See Fig 1

2. Pre works side elevations/gables of the home if applicable.
   See Fig 2 & 3

3. Pre works rear/back of the home. See Fig 4
Z2 & L5 - INSULATION AS PER SPECIFICATION

Please provide evidence to demonstrate the following.

1. Post works Front elevation/front of the home.
   See Fig 5

2. Post works side elevation/gables of the home if applicable.
   See Fig 6

3. Post works rear/back of the home. See Fig 7
P1 & P2 - GAS SUPPLY SERVICES

Please provide evidence to demonstrate the following.

1. Gas Electrical meter pre works. See Fig 8

2. Gas Electrical meter post works where pipework has been extended. See Fig 9

Fig 8

Fig 9
Please provide evidence to demonstrate the following.

1. RGII Cert 3. See Fig 10
   a) Property details
   b) Relevant installer comments
   c) Flue gas analysis
   d) RGI name
   e) RGI number
   f) RGI signature

2. Wide angle photo of Flue terminal. See Fig 11 & 12

3. Flue terminal with measuring tape. See Fig 13
HA2, HA3 & HA4 - ESB SUPPLY CABLES

Please provide evidence to demonstrate the following.

1. Photos of ESB cables, meter box close up, external of meter pre and post works. See Fig 14 & 15

2. The ESB Meter Box cable pre works and post works. See Fig 16 & 17

3. Photo of the ESB Meter box (close up) post works. See Fig 18
HD3 - VENTILATION

Please provide evidence to demonstrate the following.

1. Chimney is visible from the external which suggest that there is an open flued appliance present in the property. See Fig 19

Fig 19

2. Photo of the flued appliance installed and ensure photo captures the vent installed or alternatively please provide evidence of the blocked off /decommissioned chimney. See Fig 20 vent installed.

Fig 20
### Cavity Wall Insulation

The following is a guide of the photos that contractors should provide where cavity wall insulation has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD1, HD2</td>
<td>VENTILATION</td>
<td>Evidence a whole house solution has not been achieved. Evidence that there is an issue with the wall ventilation on site</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of all elevations pre and post works.</td>
</tr>
<tr>
<td>HD3</td>
<td>VENTILATION</td>
<td>No permeant vent visible or evidence chimney is not connected to an open flued appliance</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of fireplace/appliance and/or corresponding vent.</td>
</tr>
<tr>
<td>N1, N2</td>
<td>BEAD SPILLAGE</td>
<td>ESB meter box</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of ESB and Gas and meter boxes with door open or photo of internal meter.</td>
</tr>
<tr>
<td>N3</td>
<td>BEAD SPILLAGE</td>
<td>Boiler flue compromised by works</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of flue terminal or boiler.</td>
</tr>
<tr>
<td>O1</td>
<td>ELECTRICAL</td>
<td>Works not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>Z2</td>
<td>INSULATION AS PER SPECIFICATION</td>
<td>Not as per scheme standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>WALL AREA TO BE FILLED</td>
<td>Evidence a whole house solution has not been achieved</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
HD1, HD2 & HD3 - VENTILATION

Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See Fig 1

2. Photo of the flued appliance installed and ensure photo captures the vent installed or alternatively please provide evidence of the blocked off /decommissioned chimney. See Fig 2

Fig 1

Fig 2
HD1, HD2 & HD3 - VENTILATION

Please provide evidence to demonstrate the following.

1. Front elevation during works, with the drill holes visible. See Fig 3

2. Side elevation during works. When there is a room in the roof the drill holes are seen following the pitch of the roof. See Fig 4

3. Unfilled drill holes during works on rear elevation. See Fig 5

Fig 3

Fig 4

Fig 5
HD1, HD2 & HD3 - VENTILATION

Please provide evidence to demonstrate the following.

1. Front elevation post works, holes filled in and matching wall finish. See Fig 6

2. Side elevation during works, holes filled in and matching wall finish. See Fig 7

3. Rear elevation post works, holes filled in and matching wall finish. See Fig 8
N1 - BEAD SPILLAGE

Key points to demonstrate in these photos:

1. Photo of the external ESB meter box with the door open (where applicable) demonstrating that the meter box has not been filled with bead. See Fig 9

2. Photo of the ESB meter internally (where applicable) with the year of the meter clearly visible. See Fig 10
N2 - BEAD SPILLAGE

Key points to demonstrate in these photos:

1. Photo of the gas meter box with door open where applicable. See Fig 11

2. Photo of internal gas meter where applicable. See Fig 12
N3 - BEAD SPILLAGE

Key points to demonstrate in these photos:

1. Photo of oil or gas boiler flue where applicable. See Fig 13

2. Photo of boiler flue terminal where applicable. See Fig 14
## Internal Wall Insulation/Drylining

The following is a guide of the photos that contractors should provide where Internal wall insulation/drylining has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Subheading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E5</td>
<td>ELECTRICAL FIXTURES</td>
<td>Evidence electrical cabling not in conduit or trunking, or electrical items installed not to standard.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Pre, during and post work photos of each section of internal wall insulation/dry lined walls.</td>
</tr>
<tr>
<td>HD1, HD2, HD3</td>
<td>VENTILATION</td>
<td>No evidence that any wall ventilation has been installed or evidence the chimney is not connected to an open flued appliance.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of fireplace/appliance and/or corresponding vent and ensure photos of all elevations pre and post works.</td>
</tr>
<tr>
<td>L5</td>
<td>INSULATION AREA INSTALLED</td>
<td>Evidence whole house solution not installed.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of all rooms that have had insulation installed.</td>
</tr>
<tr>
<td>Z2, F1</td>
<td>INSULATION NOT AS PER SPECIFICATION AND VAPOUR BARRIER</td>
<td>Not as per Scheme Standard no vapour barrier observed.</td>
<td>SEV 1</td>
<td>Documents</td>
<td>Copy of the Supplier Guarantee and invoices. Photo of insulation with a measuring tape to demonstrate the thickness of the insulation. Ensure Confirmation that the product has a vapour barrier this will be evident on the supplier guarantee and invoice.</td>
</tr>
<tr>
<td>M1</td>
<td>GAS SUPPLY SERVICES (If applicable)</td>
<td>If applicable evidence Gas pipe covered by insulation.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of gas meter taken from the front to establish what type of gas meter is in the house if applicable.</td>
</tr>
<tr>
<td>EW1</td>
<td>ELECTRICAL WORK</td>
<td>Evidence not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
</tbody>
</table>
E5 – ELECTRICAL FIXTURES

Please provide evidence to demonstrate the following.

1. Photo of electrical works in conduit. See Fig 1, 2 & 3

Fig 1

Fig 2

Fig 3
HD1 & HD2 - VENTILATION

Please provide evidence to demonstrate the following.

1. Photos of front elevation pre works. See Fig 4

2. Photos of front elevation post works with the new vent installed. See Fig 5

Fig 4

Fig 5
HD3 - VENTILATION

Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See fig 6

2. Photo of the flued appliance installed and ensure photo captures the vent installed or alternatively please provide evidence of the blocked off /decommissioned chimney. See Fig 2
L5 - INSULATION AREA INSTALLED

Please provide evidence to demonstrate the following.

1. During work photos of dry lining insulation. See Fig 8

2. Post work photos of dry lining insulation. See Fig 9
Please provide evidence to demonstrate the following.

1. PDF of the Supplier Guarantee and invoices. See Fig 10 & 11

2. Photo of insulation with a measuring tape to demonstrate the thickness of the insulation. See Fig 12
M1 - GAS SUPPLY SERVICES

Please provide evidence to demonstrate the following.

1. Photo of gas meter taken from the front to establish what type of gas meter is in the house (if applicable). See Fig 13

2. Photo of the gas meter internally (if applicable). See Fig 14
## Attic insulation

The following is a guide of the photos that contractors should provide where roof insulation has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B5</td>
<td>INSULATION AREA INSTALLED</td>
<td>Evidence a whole house solution has not been achieved</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos taken internally of the roof spaces, 4 well-lit photos per attic, taken from centre in each direction (these photos must show a consistency of depth across all the attic space). Photo of the external elevations of the home with front, side(s) and rear where applicable.</td>
</tr>
<tr>
<td>C3, C4</td>
<td>INSULATION DEPTH INSTALLED PER SPECIFICATION</td>
<td>Less than 100mm and 101mm to 299mm</td>
<td>SEV 1</td>
<td>Document, Photo</td>
<td>Photo taken from hatch showing depth of attic insulation against measuring tape (1 photo per attic if there is more than 1 roof space) Overall photo of attic(s). Ensure Photo or PDF of insulation guarantee with depth and area details is clearly visible.</td>
</tr>
<tr>
<td>HA2, L1</td>
<td>WATER TANK AND PIPE INSULATION</td>
<td>No insulation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo capturing all pipework and water tanks above the insulation. In this ensure any storage tank(s), any appliances e.g. gas boiler/ Hot water cylinder located in the attic are also captured if applicable.</td>
</tr>
<tr>
<td>J1</td>
<td>WALKBOARDS</td>
<td>Not fitted (but required)</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo showing a walk board run from the hatch to the serviceable items e.g. tanks, boiler in the attic space.</td>
</tr>
<tr>
<td>Z1</td>
<td>INSULATION AS PER SPECIFICATION</td>
<td>No NSAI Certificate or equivalent for spray foam insulation</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>The NSAI certificate for the materials used.</td>
</tr>
<tr>
<td>N8</td>
<td>VENTILATION</td>
<td>Evidence if an issue with the roof ventilation on site</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>O5</td>
<td>ELECTRICAL</td>
<td>Evidence Work not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>Z2</td>
<td>INSULATION AS PER SPECIFICATION</td>
<td>Not as per scheme standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
B5 - INSULATION AREA INSTALLED

Please provide evidence to demonstrate the following.

1. Common Photos are required of the external elevations of the home. Ensure front, side(s) and rear where applicable to determine the number of attics at the property.

2. Photos taken internally of the roof spaces, 4 well-lit photos per attic, taken from centre in each direction (these photos must show a consistency of depth across all the attic space). See Fig 1, 2, 3 & 4
C3 -C4 INSULATION DEPTH AND INSTALLED AS SPEC

Please provide evidence to demonstrate the following.

1. Photo taken from hatch clearly showing the depth of attic insulation against a measuring tape. Please note 1 photo per attic if there is more than 1 attic space. See fig 5

2. Photo or PDF document of insulation guarantee with depth and area details. The details on this document must be clearly visible in the photo or pdf. See fig 6

3. Overall photo of attic(s). See fig 7
HA2 - LA1 PIPE AND WATER STORAGE TANK INSULATION

Please provide evidence to demonstrate the following.

1. Photo capturing all pipework above the insulation in the area of the storage tank(s). See fig 8

2. Any appliances located in the attic if applicable e.g. gas boiler/ Hot water cylinder. See fig 9

3. The tank lid, the insulation and the tape can be seen in these images. See fig 10

4. The insulation on the underside of tank can be seen on the elevated tank and is visible in the photo. See fig 11

5. The insulation quilt “skirted” up around underside of tank can be seen in the photo. See fig 12
J1 - WALKBOARDS

Please provide evidence to demonstrate the following.

1. Photo of walkboard running to serviceable item e.g. water tank. See Fig 13

2. Photo of the walkboard taken from the point of entry to the attic. See fig 14
Please provide evidence to demonstrate the following.

1. The NSAI certificate for the materials used. See Fig 15.

2. Photographic evidence of spray foam insulation installation. See Fig 16.
### Heating Controls

The following is a guide of the photos that contractors should provide where heating controls has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>V11, V7</td>
<td>ELECTRICAL WORK</td>
<td>Evidence Earth Bonding isn’t present on gas and water pipework. ETCI rules must be present at boiler, gas meter and hot press.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of the following, boiler, cylinder, all surrounding pipework and heating controls fittings. Where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. If applicable photo of the gas meter and gas pipe underneath the gas boiler.</td>
</tr>
<tr>
<td>A3</td>
<td>HEATING STANDARD</td>
<td>Evidence no pressure relief valve, no facility for expansion on a heating system (proposed change)</td>
<td>SEV1</td>
<td>Document, photo</td>
<td>A photo of the expansion vessel, F and E tank &amp; safety valve OR a photo of the system boiler label and data sheet proving that these items are included in the boiler package.</td>
</tr>
<tr>
<td>V6</td>
<td>ELECTRICAL WORK</td>
<td>No fused spur switch visible/ Evidence poorly located (addition of evidence, proposed change)</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the fused spur switch.</td>
</tr>
<tr>
<td>N2, L1</td>
<td>CYLINDER STAT/ AUTO BYPASS</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the hot water cylinder with stat visible. Photo of auto by-pass valve or boiler data sheet where applicable.</td>
</tr>
<tr>
<td>R4</td>
<td>7 DAY (2/3 CHANNEL) PROGRAMMER</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the programmer that was fitted.</td>
</tr>
<tr>
<td>T5</td>
<td>ROOM STAT</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of room thermostat(s).</td>
</tr>
<tr>
<td>U1</td>
<td>IMMERSION HEATER TIMER</td>
<td>Not fitted but required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the immersion timer, cylinder and immersion switch.</td>
</tr>
<tr>
<td>ZB3, V13</td>
<td>CONTROLS NOT AS PER SPECIFICATION</td>
<td>Evidence electrical works not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>M1</td>
<td>ELECTRICAL WORK</td>
<td>Evidence not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>V12</td>
<td>ELECTRICAL WORK</td>
<td>Homeowner not issued with ‘Electrical Safety notice to homeowner’ if required</td>
<td>SEV 1</td>
<td>Document</td>
<td></td>
</tr>
</tbody>
</table>
V11 & V7 - V6
ELECTRICAL WORK

Key points to demonstrate in these photos:

1. Photo of boiler and surrounding pipework. See fig 1 & 2

2. Photo of the gas meter and gas pipe underneath the gas meter. See fig 3 & 4

3. Photo of the spur switch. See fig 5

4. Photo of the SEAI electrical safety notice where applicable. See fig 6
A3 - HEATING STANDARD

Please provide evidence to demonstrate the following.

1. Photo of the expansion vessel used for the heating system. See Fig 7

2. Photo of the feed and expansion tank used for the heating system. See Fig 8

3. Photo of the pressure relief valve used for the heating system, i.e. the safety valve. See Fig 9

4. Photo of the system boiler data label, demonstrating that the expansion and pressure relief are integral to the boiler. See Fig 10
L1 - AUTO BYPASS

Please provide evidence to demonstrate the following.

1. Photo of auto by-pass valve fitted to the system. See Fig 11

2. Photo of boiler data label where applicable. See Fig 12

3. Boiler manufacturers manual, highlighting an internal auto by-pass valve. See Fig 13

Fig 11

Fig 12

Fig 13
N2 - CYLINDER STAT

Please provide evidence to demonstrate the following.

1. A photo showing the cylinder stat in the correct location. See fig 14 & 15
R4 - 7 DAY (2/3 CHANNEL) PROGRAMMER

Please provide evidence to demonstrate the following.

1. Photo of 7-day 2 channel programmer with remote access. See Fig 16

2. Photo of 7-day 3 channel programmer. See Fig 17

3. Photo of 7-day 2 channel programmer. See Fig 18
T5 - ROOM STAT

Please provide evidence to demonstrate the following.

1. Photo of room thermostat(s) and radiator with a clear view of the lock shield valves. See Fig 19 & 20

Fig 19

Fig 20
U1 - IMMERSION HEATER TIMER

Please provide evidence to demonstrate the following.

1. Photo of the cylinder, immersion timer and immersion switch. See Fig 21

2. Photo of the immersion timer and immersion switch. See Fig 22

3. Typical immersion timer types. See Fig 23

Fig 21

Fig 22

Fig 23
## Gas Boiler

The following is a guide of the photos that contractors should provide where a gas boiler and heating controls have been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Subheading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3, G9</td>
<td>HEATING STANDARD</td>
<td>Evidence no pressure relief valve, or facility for expansion on a heating system</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>A photo of the expansion vessel, Feed and Expansion tank &amp; safety valve or a photo of the system boiler label and data sheet proving that these items are included in the boiler package. Photo of the safety valve and pipework terminal.</td>
</tr>
<tr>
<td>C1, D1</td>
<td>BOILER CONDITION/ LOCATION</td>
<td>Evidence of Boiler damaged and boiler installed in an area where it’s not to regulation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>A wide-angle photo of the boiler fitted.</td>
</tr>
<tr>
<td>T5</td>
<td>ROOM STAT</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angel photo of room thermostat(s) capturing their location(s).</td>
</tr>
<tr>
<td>U1</td>
<td>IMMERSION HEATER TIMER</td>
<td>Not fitted but required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the immersion timer, cylinder and immersion switch</td>
</tr>
<tr>
<td>ZA2, ZA1</td>
<td>GAS COMPLIANCE CERTIFICATE</td>
<td>No Gas Compliance certificate provided or its incomplete</td>
<td>SEV 1</td>
<td>Document</td>
<td>PDF/Photo of the relevant RGII certificate.</td>
</tr>
<tr>
<td>V7, V11</td>
<td>ELECTRICAL WORK</td>
<td>Evidence earth Bonding present on gas or water pipework. Not to ETCI rules.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of the following, boiler, cylinder, all surrounding pipework and heating controls fittings. Where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. If applicable photo of the gas meter and gas pipe underneath the gas boiler.</td>
</tr>
<tr>
<td>V6</td>
<td>ELECTRICAL WORK</td>
<td>No fused spur switch visible/ Evidence poorly located.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the spur switch.</td>
</tr>
<tr>
<td>HA1</td>
<td>FLUE INSTALLATION</td>
<td>Evidence Not to regulation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Flue in its entirety including Flue terminal close up and distant Boiler.</td>
</tr>
<tr>
<td>HB1</td>
<td>CARBON MONOXIDE ALARM</td>
<td>Not installed when required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the CO alarm including location.</td>
</tr>
<tr>
<td>N2, L1</td>
<td>CYLINDER STAT AND AUTO BYPASS VALVE</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the hot water cylinder with stat visible. Photo of auto by-pass valve or boiler data sheet where applicable.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Requirement</td>
<td>Evidence Type</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
<td>------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>R4</td>
<td>7 DAY (2/3 CHANNEL) PROGRAMME R</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo of the programmer that was fitted.</td>
<td></td>
</tr>
<tr>
<td>HC6</td>
<td>VENTILATION</td>
<td>Evidence of inadequate ventilation to boiler</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>WHL5</td>
<td>DECOMMISSIONED HEATING SYSTEM</td>
<td>Evidence existing system has not been decommissioned to scheme standard.</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>ZB3</td>
<td>GAS BOILER &amp; CONTROLS AS PER SPECIFICATION</td>
<td>Evidence not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>V13</td>
<td>ELECTRICAL WORK</td>
<td>Evidence Not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>V12</td>
<td>ELECTRICAL WORK</td>
<td>Homeowner not issued with ‘Electrical Safety notice to homeowner’ if required</td>
<td>SEV 1</td>
<td>Document</td>
<td></td>
</tr>
<tr>
<td>H1, H2</td>
<td>GAS SUPPLY</td>
<td>Evidence in poor condition and evidence not adequately supported</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
A3 & G9- HEATING STANDARD

Please provide evidence to demonstrate the following.

1. Photo of the expansion vessel used for the heating system. See Fig 1

2. Photo of the feed and expansion tank used for the heating system. See Fig 2

3. Photo of the pressure relief valve used for the heating system, i.e. the safety valve. See Fig 3

4. Photo of the system boiler data label, demonstrating that the expansion and pressure relief are integral to the boiler. See Fig 4
C1, D1 - BOILER CONDITION

Please provide evidence to demonstrate the following.

1. A wide-angle photo of the boiler to demonstrate the location of the boiler fitted. See Fig 5 & 6
T5 - ROOM STAT

Please provide evidence to demonstrate the following.

1. Photo of room thermostat(s) and radiator with a clear view of the lock shield valves. See Fig 7 & 8.
U1 - IMMERSION HEATER TIMER

Please provide evidence to demonstrate the following.

4. Photo of the cylinder, immersion timer and immersion switch. See Fig 9

5. Photo of the immersion timer and immersion switch. See Fig 10

6. Typical immersion timer types. See Fig 11
Please provide evidence to demonstrate the following.

1. **PDF/Photo of the relevant RGII Cert No. 1. See Fig 12**

2. **PDF/Photo of the relevant RGII Cert No. 2. See Fig 13**
V6- V7-V11 & V12 - ELECTRICAL WORK

Please provide evidence to demonstrate the following.

1. Photo of the fused spur switch. See Fig 14

2. Photo of boiler and surrounding pipework. See Fig 15

3. Photo of cylinder, surrounding pipework and where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. See Fig 16

4. Photo of the gas meter and gas pipe underneath the gas boiler. See Fig 17

5. Safety notice if applicable. See Fig 18
HA1 - FLUE INSTALLATION

Please provide evidence to demonstrate the following.

1. Photo of the Flue terminal close up. See Fig 19

2. Photo of the Flue sections internally. See Fig 20

3. Wide angle Photo of the Flue terminal externally. See Fig 21
HB1 - CARBON MONOXIDE ALARM

Please provide evidence to demonstrate the following.

1. Photo of the carbon monoxide alarm including location. See fig 22

2. Photo of the carbon monoxide alarm including location. See fig 23
L1 - AUTO BYPASS & N2 - CYLINDER STAT

Please provide evidence to demonstrate the following.

1. Photo of auto by-pass valve fitted to the system. See Fig 24 & 25

2. Photo of boiler data label where applicable. See Fig 26

3. This shows a cylinder stat in the correct location. See fig 27 & 28
Please provide evidence to demonstrate the following.

1. Photo of 7-day 2 channel programmer with remote access. See Fig 29

2. Photo of 7-day 3 channel programmer. See Fig 30

3. Photo of 7-day 2 channel programmer. See Fig 31
H1 & H2 - GAS
SUPPLY & PIPEWORK

Please provide evidence to demonstrate the following.

1. Photo of the Gas meter. See Fig 31

2. Photo of the Boiler and surrounding pipework. See Fig 32
### Oil Boiler

The following is a guide of the photos that contractors should provide where an oil boiler and heating controls have been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3, G9</td>
<td>HEATING STANDARD</td>
<td>Evidence no pressure relief valve, or facility for expansion on a heating system</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>A photo of the expansion vessel, Feed and Expansion tank &amp; safety valve or a photo of the system boiler label and data sheet proving that these items are included in the boiler package. Photo of the safety valve and pipework terminal.</td>
</tr>
<tr>
<td>C1, D1</td>
<td>BOILER CONDITION/LOCATION</td>
<td>Evidence of Boiler damaged and boiler installed in an area where it’s not to regulation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>A wide-angle photo of the boiler installed.</td>
</tr>
<tr>
<td>HB1</td>
<td>CARBON MONOXIDE ALARM</td>
<td>Not installed when required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the CO alarm including location.</td>
</tr>
<tr>
<td>T5</td>
<td>ROOM STAT</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of room thermostat(s) capturing their location(s)</td>
</tr>
<tr>
<td>V7, V13</td>
<td>ELECTRICAL WORK</td>
<td>Earth Bonding isn’t present on pipework to ETCI rules (at boiler and hot press). Evidence all electrical works not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of the following, boiler, cylinder, all surrounding pipework and heating controls fittings. Where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. If applicable photo of the gas meter and gas pipe underneath the gas boiler.</td>
</tr>
<tr>
<td>V6</td>
<td>ELECTRICAL WORK</td>
<td>No fused spur switch visible/ Evidence poorly located.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the spur switch.</td>
</tr>
<tr>
<td>Z1, Z4</td>
<td>OIL TANK LOCATION/INSTALLATION</td>
<td>Location Evidence oil tank is not satisfactory and Evidence Fire barriers required. Evidence not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of oil tank capturing location Base Evidence of bund Oil line and components Oil tank risk assessment</td>
</tr>
<tr>
<td>HC6</td>
<td>VENTILATION</td>
<td>Evidence of inadequate ventilation to boiler</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of boiler Boiler manual, Boiler in Situ</td>
</tr>
<tr>
<td>H5</td>
<td>OIL SUPPLY</td>
<td>Remote fire valve not fitted / not to standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the boiler capturing, front rear and side, Oil line and components, Flue terminal Door open with burner and control box visible, Rear access panel removed, Safety valve, Condense pipe.</td>
</tr>
<tr>
<td>HA1</td>
<td>FLUE INSTALLATION</td>
<td>Evidence Not to regulation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Flue in its entirety including Flue terminal close up and distant Boiler.</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>-------</td>
<td>-------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>N2, L1</td>
<td>CYLINDER STAT AND AUTO BYPASS VALVE</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the hot water cylinder with stat visible. Photo of auto by-pass valve or boiler data sheet where applicable.</td>
</tr>
<tr>
<td>R4</td>
<td>7 DAY (2/3 CHANNEL) PROGRAMMER</td>
<td>Not fitted</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the programmer that was fitted.</td>
</tr>
<tr>
<td>U1</td>
<td>IMMERSION HEATER TIMER</td>
<td>Not fitted but required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the immersion timer, cylinder and immersion switch.</td>
</tr>
<tr>
<td>V12</td>
<td>ELECTRICAL WORK</td>
<td>Homeowner not issued with ‘Electrical Safety notice to homeowner’ if required</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>ZB3</td>
<td>OIL BOILER &amp; CONTROLS AS PER SPECIFICATION</td>
<td>Evidence not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>WHL5/WHL5</td>
<td>DECOMMISIONED HEATING SYSTEM</td>
<td>Evidence existing system has not been decommissioned to scheme standard.</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
A3 & G9 - HEATING STANDARD

Please provide evidence to demonstrate the following.

1. Photo of the expansion vessel used for the heating system. See Fig 1

2. Photo of the feed and expansion tank used for the heating system. See Fig 2

3. Photo of the pressure relief valve used for the heating system, i.e. the safety valve. See Fig 3

4. Photo of the system boiler data label, demonstrating that the expansion and pressure relief are integral to the boiler. See Fig 4
C1, D1 – BOILER CONDITION & SAFETY DISCHARGE

Please provide evidence to demonstrate the following.

1. A wide-angle photo of the boiler fitted. See Fig 5 & 6

2. Photo of the safety valve pipework and terminal. See fig 7

Fig 5

Fig 6

Fig 7
Please provide evidence to demonstrate the following.

1. Photo of the spur switch. See fig 8

2. Photo of cylinder, surrounding pipework and where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. See fig 9

3. Photo of boiler and surrounding pipework. See fig 10

4. Photo of the SEAI electrical safety notice where applicable. See fig 11
Please provide evidence to demonstrate the following.

1. Photo of 7-day 2 channel programmer with remote access. See Fig 16

2. Photo of 7-day 3 channel programmer. See Fig 17

3. Photo of 7-day 2 channel programmer. See Fig 18
Please provide evidence to demonstrate the following.

2. Photo of room thermostat(s) and radiator with a clear view of the lock shield valves. See Fig 19 & 20
U1 - IMMERSION HEATER TIMER

Please provide evidence to demonstrate the following.

7. Photo of the cylinder, immersion timer and immersion switch. See Fig 21

8. Photo of the immersion timer and immersion switch. See Fig 22

9. Typical immersion timer types. See Fig 23

Fig 21

Fig 22

Fig 23
HB 1 – CARBON MONOXIDE ALARM

Please provide evidence to demonstrate the following.

1. Photo of the carbon monoxide alarm including location. See fig 24

2. Photo of the carbon monoxide alarm. See fig 25
Z1 & Z4 – OIL TANK LOCATION/INSTALLATION & H5 – OIL SUPPLY

Please provide evidence to demonstrate the following.

1. Photo of the oil tank and surrounding area. See fig 26 & 27

2. Photo of the remote activated fire valve. See fig 28

3. Photo of the remote acting fire valve temperature probe. See fig 29
HA1 – FLUE INSTALLATION

Please provide evidence to demonstrate the following.

1. Photo of the Flue terminal close up. See Fig 30

2. Photo of the Flue sections internally. See Fig 31

3. Photo of the Flue terminal distant. See Fig 32
# Solar Thermal Heating

The following is a guide of the photos that contractors should provide where solar heating has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>J1</td>
<td>SOLAR LOOP ANCILLARY VALVES</td>
<td>Expansion and pressure release valve not installed.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of safety valve, expansion vessel control unit and pipework.</td>
</tr>
<tr>
<td>A4</td>
<td>SYSTEM DETAILS</td>
<td>Aperture Area of panels/tubes not correctly sized by house area.</td>
<td>SEV 1</td>
<td>Photo, Documents, Declaration of works</td>
<td>Photo of tubes/panels installed Photos of all elevations Declaration of works with system details and calcs Datasheet for tubes/panels</td>
</tr>
<tr>
<td>B1, B5</td>
<td>INSTALLATION OF COLLECTORS</td>
<td>Evidence Panel/tubes are visibly damaged/ evidence Collectors not adequately fastened to the roof.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of array installed. All photos will be used to review works.</td>
</tr>
<tr>
<td>P3, P4, P5</td>
<td>ELECTRICAL</td>
<td>Evidence probes/sensors not securely fixed. Evidence bonding not present on pipework to ETCI rules (on solar loop and hot press) Non switchable spur not visible/ evidence poorly located.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of cylinder, pumping station, surrounding pipework, solar loop pipework, control panels and where pipework exits the area e.g. pipework leaving the hot press through the timber floor in copper. Photo of the non-switchable spur with location reference to the pumping station or programmer.</td>
</tr>
<tr>
<td>H1, H2</td>
<td>COMMISSIONING</td>
<td>Commissioning report not available for inspection or not completed</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Homeowner pack.</td>
</tr>
<tr>
<td>N1</td>
<td>SOLAR WATER HEATING SYSTEM AS PER SPECIFICATION</td>
<td>Not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>P9</td>
<td>ELECTRICAL</td>
<td>Evidence work not to standard.</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
J1 - SOLAR LOOP
ANCILLARY/VALVES

Please provide evidence to demonstrate the following.

1. Photo of the safety valve and expansion vessel. See Fig 1 & 2

Fig 1

Fig 2
A4 - SYSTEM DETAILS
B1 & B5 - INSTALLATION OF COLLECTORS

Please provide evidence to demonstrate the following.

1. Wide angled photos of panels or tubes installed this is in addition to the common photos. See fig 3 & 4

2. Photo/PDF of Datasheet for tubes/panels. See Fig 5

---

Fig 3

Fig 4

Fig 5

---

SEAI is funded by the Government of Ireland. Tá an SEAI maoinithe ag Rialtas na hÉireann.
P3 & P4 - ELECTRICAL

Please provide evidence to demonstrate the following.

1. Photo of the cylinder with secure probe cable. See fig 6

2. Photo of the non-switchable spur. See fig 7

Fig 6

Fig 7
P5 & P9 - ELECTRICAL

Please provide evidence to demonstrate the following.

1. Photo of the cylinder and surrounding pipework. Pipework exiting the area. Ensure to include cross bonding at cylinder. See Fig 8, 9 & 10

2. Photo of the electrical safety notice where applicable. See Fig 11
E7 - DOMESTIC HOT WATER INSTALLATION

Please provide evidence to demonstrate the following.

1. Photo of the thermal mixing valve installed. 
   See Fig 12 & 13

2. Photo/PDF of the domestic hot water safety notice (where applicable) See Fig 14.
Please provide evidence to demonstrate the following.

1. Photo/PDF of page 1 of the commissioning report for the system. See Fig 16

2. Photo/PDF of page 2 of the commissioning report for the system. See Fig 17

3. Photo/PDF of page 3 of the commissioning report for the system. See Fig 18

4. Photo/PDF of page 4 of the commissioning report for the system. See Fig 19
### External Doors

The following is a guide of the photos that contractors should provide where external doors have been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS1A1, DS1A2, DS1A4, DS1A3, DS1A8</td>
<td>EXTERNAL DOOR SYSTEM DETAILS</td>
<td>U value not as per scheme standards. Doors not installed as per agreement. Evidence Not in compliance with regulations, Quantity not installed as agreed. No kite mark/CE stamp on glass</td>
<td>SEV 1</td>
<td>Document,</td>
<td>Photo each door fitted PDF BER data for each door if different. Close up photo of CE Marking.</td>
</tr>
</tbody>
</table>
Please provide evidence to demonstrate the following.

1. BER data for the door(s), and PDF of the product data sheet. See Fig 1 & 2

2. Photo of the door CE mark. See Fig 3
DS1A2 - EXTERNAL DOOR SYSTEM DETAILS

Please provide evidence to demonstrate the following.

1. External photo of the door fitted. See Fig 4

2. Internal photo of the door fitted. See Fig 5
Windows

The following is a guide of the photos that contractors should provide where windows have been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS1A1, WS1A2, WS1A3, WS1A7</td>
<td>WINDOW SYSTEM DETAILS</td>
<td>U value not as per scheme standards, Windows quantity not installed as per agreement. Evidence Not in compliance with regulations, No kite mark/CE stamp on glass</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo each window fitted. PDF/Photo of BER data for each window if different. Ensure to capture close-up photo of CE Marking.</td>
</tr>
<tr>
<td>WS1A6</td>
<td>WINDOW SYSTEM DETAILS</td>
<td>Evidence no safety catches where required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>A Photo of each elevation and photos of each safety latch.</td>
</tr>
<tr>
<td>WS1A13</td>
<td>WINDOW SYSTEM DETAILS</td>
<td>Trickle vents not to standards</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>A data sheet for the trickle vent would be required. A photo of each window would give confidence that the trickle vent is installed.</td>
</tr>
<tr>
<td>WS1A14</td>
<td>VENTILATION</td>
<td>Evidence that there is an issue with the ventilation on site</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
</tbody>
</table>
WS1A1, WS1A2, WS1A3, - WINDOW SYSTEM DETAILS

Please provide evidence to demonstrate the following.

1. Photos of data sheets and window energy performance certificate. See Fig 1 & 2

Fig 1

Fig 2
WS1A1, WS1A2, WS1A3, - WINDOW SYSTEM DETAILS

Please provide evidence to demonstrate the following.

1. Photos of all elevations pre works, see front elevation example. See Fig 3

2. Photos of all elevations post works, see front elevation example. See Fig 4
WS1A6 - WINDOW SYSTEM DETAILS

Please provide evidence to demonstrate the following.

1. Photos of the safety latches installed (where applicable). See Fig 6 & 7
WS1A7 - WINDOW SYSTEM DETAILS

Please provide evidence to demonstrate the following.

1. Photo of the window CE mark. See Fig 7

2. PDF of the product certificate/data sheet. See Fig 8
WS1A13 - VENTILATION

Please provide evidence to demonstrate the following.

1. Photo of the window trickle ventilation, See Fig 9

2. PDF of the product certificate/data sheet, See Fig 10
Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See fig 9

2. Photo of the,
   a. Appliance
   b. Permanent ventilation
      See fig 10
## Floor Insulation

The following is a guide of the photos that contractors should provide where floor insulation has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL1</td>
<td>INSULATION AS PER SPECIFICATION</td>
<td>Insulation does not meet the specified u-value</td>
<td>SEV 1</td>
<td>Document/Photo</td>
<td>Photo of measuring tape each room before insulation.</td>
</tr>
<tr>
<td>FL2</td>
<td>ELECTRICAL</td>
<td>Evidence Cables not enclosed in suitable conduit</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of each room before and after insulation is covered.</td>
</tr>
<tr>
<td>FL3</td>
<td>VENTILATION</td>
<td>Evidence that there is an issue with the floor ventilation or no floor ventilation where applicable</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of all elevations pre and post works.</td>
</tr>
</tbody>
</table>
Please provide evidence to demonstrate the following.

1. PDF/Photo of floor section and plan. See Fig 1 & 2
FL2 - ELECTRICAL

Please provide evidence to demonstrate the following.

1. Floor insulation before screed. See Fig 3 & 4

2. Floor insulation and screed finished. See Fig 5
FL3 - VENTILATION

Please provide evidence to demonstrate the following.

1. Photo of elevations if applicable pre-works. See fig 6

2. Photo of elevations if applicable post-works. See Fig 7
Airtightness

The following is a guide to the suggested photos that contractors should provide for a desktop audit where an airtightness test has been completed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS3A1</td>
<td>AIRTIGHTNESS TEST RESULT</td>
<td>Either DCV/MVHR not installed where test results are below 5 m³/hm² or no agreement to install ventilation as per Table 32-SR54</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Copy of ATT report uploaded.</td>
</tr>
</tbody>
</table>

AS3A1 - AIRTIGHTNESS TEST

Please provide evidence to demonstrate the following.

1. Cover of the report with property address and Eircode. See Fig 1

![Fig 1](image)

Final Report

4 Cork Road
Waterford
Co. Waterford
X91 PH47

Results
Air Permeability Reading: 3.599 m³.hr.m² @50 Pascals
Air Changes: 4.40 air changes per hour
Please provide evidence to demonstrate the following.

1. See Fig 2, 3 & 4. Where the report summary should confirm:
   a. Date of test.
   b. Customers name.
   c. Testers name
   d. Property’s address and Eircode
   e. Testing company name
   f. Overall test result.
AS3A1 - AIRTIGHTNESS TEST RESULT

Please provide evidence to demonstrate the following.

1. All pages of the air tightness test report. See figures 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12. A pdf of the test report is also acceptable.

Fig 11

Fig 12

Fig 13

Fig 14

Fig 15

Fig 16

Fig 17

Fig 18
**Demand-Controlled Ventilation**

The following is a guide of the photos that contractors should provide where roof Demand-controlled ventilation has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCV1</td>
<td>System</td>
<td>Insufficient ventilation</td>
<td>SEV 1</td>
<td>Documentation</td>
<td>Ventilation Validation Certificate (NSAI Registered Ventilation Validator) for works allocated after the 1st November 2019.</td>
</tr>
<tr>
<td>DCV2</td>
<td>System</td>
<td>Evidence Not installed as per manufacturer’s instructions</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Fan unit(s) Distant photo of the Fan unit for centralised unit Wet room outlet Inlets.</td>
</tr>
<tr>
<td>DCV4, DCV5</td>
<td>Inlets/Outlets</td>
<td>Evidence Inlets not fitted but required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of all inlets and outlets.</td>
</tr>
<tr>
<td>DCV6</td>
<td>VENTILATION</td>
<td>No permeant vent visible or evidence chimney is not connected to an open flued appliance</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of fireplace/appliance and/or corresponding vent. Photos of all elevations, front, side(s) and rear where applicable pre installation Photo of all elevations.</td>
</tr>
<tr>
<td>DCV7</td>
<td>Fan</td>
<td>Evidence Spur not fitted/ Incorrect fuse fitted</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the fan unit capturing, Close up with data label. Surrounding area including ducting and spur</td>
</tr>
<tr>
<td>DCV8</td>
<td>Fan</td>
<td>Evidence Incorrectly fitted/ not safely fitted</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>DCV9</td>
<td>Fan</td>
<td>Evidence No suitable access for maintenance</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>DCV3</td>
<td>System</td>
<td>Evidence Not as per Scheme standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
</tbody>
</table>
DCV1 - SYSTEM

Please provide evidence to demonstrate the following.

1. Ventilation Validation Certificate (NSAI Registered Ventilation Validator) for works allocated after the 1st November 2019. See Fig 1

Fig 1
DCV2 & DCV3 - SYSTEM

Please provide evidence to demonstrate the following.

1. Wide angle photo of the Fan unit/centralised unit. See Fig 2 & 3

Fig 2

Fig 3
DCV4 - INLETS/OUTLETS

Please provide evidence to demonstrate the following.

1. Photo of wall inlets. See Fig 4 & 5

2. Photo of bathroom outlet with a PIR sensor. See Fig 6

3. Photo of standard outlet. See Fig 7
DCV6 - VENTILATION

Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See Fig 10

2. Photo of the,
   a. Appliance
   b. Permanent Ventilation
      See Fig 11
DCV7, DCV8 & DCV9 – FAN

Please provide evidence to demonstrate the following.

1. Photo capturing the following. See Fig 12 & 13
   a. Fan unit.
   b. Ventilation pipework/ducting insulation.
   c. Photo capturing the fused spur.

2. Photo of Fan unit data label. See Fig 14 & 15
# Mechanical Heat Recovery Ventilation (MVHR)

The following is a guide of the photos that contractors should provide where MVHR has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVHR1</td>
<td>System</td>
<td>Insufficient ventilation</td>
<td>SEV 1</td>
<td>Documentation</td>
<td>Ventilation Validation Certificate (NSAI Registered Ventilation Validator) for works allocated after the 1st November 2019.</td>
</tr>
<tr>
<td>MVHR2</td>
<td>System</td>
<td>Evidence Not installed as per manufacturer’s instructions</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Fan unit(s) Distant photo of the Fan unit for centralised unit, Wet room outlet, Inlets.</td>
</tr>
<tr>
<td>MVHR4/ MVHR5</td>
<td>Inlets/Outlets</td>
<td>Evidence Inlets and outlets not fitted but required</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of all inlets and outlets.</td>
</tr>
<tr>
<td>MVHR6</td>
<td>VENTILATION</td>
<td>No permeant vent visible or evidence chimney is not connected to an open flued appliance</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of fireplace/appliance and/or corresponding vent. Photo of all external elevations.</td>
</tr>
<tr>
<td>MVHR7</td>
<td>Heat recovery unit</td>
<td>Evidence Spur not fitted/ Incorrect fuse fitted</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the fan unit capturing; Close-up with data label, Surrounding area including ducting and spur.</td>
</tr>
<tr>
<td>MVHR8, MVHR10</td>
<td>Heat recovery unit</td>
<td>Evidence Incorrectly fitted/ not safely fitted No suitable access for maintenance</td>
<td>SEV 1</td>
<td>All Photos</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>MVHR9</td>
<td>Heat recovery unit</td>
<td>Evidence Poorly sited (for safe electrical insolation, allow adequate cooling of air, minimise duct length)</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>MVHR11</td>
<td>Ducting</td>
<td>Evidence Metallic duct does not earth bonded/ not to ETCI standards</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>MVHR3</td>
<td>System</td>
<td>Evidence Not as per Scheme standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>MVHR12</td>
<td>Condensate drain</td>
<td>Evidence Not adequately supported</td>
<td>SEV 1</td>
<td>Photo</td>
<td></td>
</tr>
</tbody>
</table>
MVHR1 - SYSTEM

Please provide evidence to demonstrate the following.

1. Ventilation Validation Certificate (NSAI Registered Ventilation Validator) for works allocated after the 1st November 2019. See Fig 1

Fig 1
MVHR2 & MVHR3 - SYSTEM

Please provide evidence to demonstrate the following.

1. Wide angle photo of the fan/centralised unit. See fig 2, 3 & 4

Fig 2

Fig 3

Fig 4
MVHR4 & MVHR5 - INLETS/OUTLETS

Please provide evidence to demonstrate the following.

1. Photos of all inlets/Air supply defuser. See Fig 5

2. Photos of all outlets/extract air defuser. See Fig 6

Fig 5

Fig 19
MVHR 6 - VENTILATION

Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See Fig 7

2. Photo of the,
   a. Appliance
   b. Permanent ventilation
   See Fig 8
MVHR7, MVHR8, MVHR9 & MVHR10 - HEAT RECOVERY UNIT

Please provide evidence to demonstrate the following.

1. Photo capturing the following. See Fig 9
   a. fan unit
   b. Ventilation pipework/ducting insulation
   c. Photo capturing the fused spur

2. Photo of Fan unit data label. See Fig 10

Fig 20

Fig 21
MVHR11 - DUCTING

Please provide evidence to demonstrate the following.

1. Wide angled photo of the following. See Fig 11
   a. main ducts run to manifold boxes.
   b. Insulated fresh air and extract ducts.

2. Photo of individual air supply and extract semi ridged ducts. See Fig 12

3. Photo of metallic ductwork with earth connection. See Fig 13
MVHR12 - CONDENSATE DRAIN

Please provide evidence to demonstrate the following.

1. Condensate connection at the unit run to an in-line waste trap. See Fig 14 & 15

2. Condensate drain terminal. See Fig 16
# Solid Fuel Stove

The following is a guide of the photos that contractors should provide where solid fuel stove has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>HEARTH</td>
<td>Not to scheme standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of stove capturing: Surrounding area, Data badge/plate, Hearth, Fire surround</td>
</tr>
<tr>
<td>D1</td>
<td>CARBON MONOXIDE DETECTOR</td>
<td>Not to scheme standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of alarm in room with appliance and alarm with in 0.5m of entrance to bedrooms.</td>
</tr>
<tr>
<td>E2</td>
<td>FLUE</td>
<td>Evidence Not fitted as per manufacturer's instructions/regulations</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Data plate and terminal.</td>
</tr>
<tr>
<td>G1, G2</td>
<td>VENTILATION</td>
<td>Permanent ventilation not as per Building Regulations Part J and Evidence Permanent vent blocked</td>
<td>SEV 1</td>
<td>Document, Photo</td>
<td>Photo of vent and datasheet.</td>
</tr>
<tr>
<td>Z2</td>
<td>INSTALATION AS PER SPECIFICATION</td>
<td>Evidence not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
</tbody>
</table>
C1 - HEARTH

Please provide evidence to demonstrate the following.

1. Photo of stove, surrounding area and hearth. See Fig 1 & 2

2. Photo of data plate/badge. See Fig 3
Please provide evidence to demonstrate the following.

1. Photo of Carbon monoxide alarm in the room with the appliance. See Fig 4

2. Carbon monoxide alarm must be installed within 0.5m of bedrooms. See Fig 5&6. Please Note, this is a 3-storey home,
E2 - FLUE

Please provide evidence to demonstrate the following.

1. External Flue terminal. See Fig 7

2. Flue data plate installed. See Fig 8
G1 & G2 - VENTILATION

Please provide evidence to demonstrate the following.

1. Photo of the appliance and the permanent vent. See Fig 9

2. External Vent terminal. See Fig 10

3. PDF copy of the certified proprietary ventilation kit installed. See Fig 11
## Lighting

The following is a guide of the photos that contractors should provide where Lighting has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1</td>
<td>INSTALLATION OF LAMPS / LUMINAIRES</td>
<td>No new units appear to have been installed</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Pre and post work photos.</td>
</tr>
<tr>
<td>LG2</td>
<td>INSTALLATION OF LIGHTING CONTROLS</td>
<td>No new controls appear to have been installed (where applicable)</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of smart meter/ occupancy controls /sensor / datasheet.</td>
</tr>
<tr>
<td>LG3</td>
<td>CE MARK</td>
<td>No evidence of CE mark</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of CE mark/product datasheet.</td>
</tr>
<tr>
<td>LG4</td>
<td>DECLARATION OF CONFORMITY</td>
<td>No evidence of Declaration of Conformity</td>
<td>SEV 1</td>
<td>Document</td>
<td>Copy of Declaration of conformity.</td>
</tr>
<tr>
<td>LG5</td>
<td>RECI/ETCI CERTIFICATE</td>
<td>No evidence of RECI/ETCI Certificate</td>
<td>SEV 1</td>
<td>Document</td>
<td>Copy of RECI/ETCI Certificate.</td>
</tr>
</tbody>
</table>
LG1 & LG2 - INSTALLATION OF LAMPS / LUMINAIRES

Please provide evidence to demonstrate the following.

1. Pre works photo. See Fig 1

2. Post works photo. See Fig 2

3. Product data sheet on the fittings installed this can be a PDF. See Fig 3

4. CE Marking on lighting fixtures. See Fig 4
LG4 - DECLARATION OF CONFORMITY / LG5 - RECI/ETCI CERTIFICATE

Please provide evidence to demonstrate the following.

1. PDF of the Applicable RECI form. See Fig 5

2. ETCI Certificate/ declaration of conformity. See Fig 6
Draught Proofing & CFL’s

The following is a guide of the photos that contractors should provide where draught proofing and CFL’s have been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Subheading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD3</td>
<td>VENTILATION</td>
<td>No permeant vent visible or evidence chimney is not connected to an open flued appliance</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of fireplace/appliance and/or corresponding vent.</td>
</tr>
<tr>
<td>Z2</td>
<td>INSTALLATION AS PER SPECIFICATION</td>
<td>Not as per Scheme Standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos will be used to review this question.</td>
</tr>
</tbody>
</table>

Please provide evidence to demonstrate the following.

1. Internal doors both draught strip or tape is acceptable. See Fig 1

2. External doors, both draught strip or tape is acceptable. See Fig 2

3. Windows draught tap or strip. See Fig 3 & 4
DRAUGHT PROOFING
HD3-VENTILATION

Please provide evidence to demonstrate the following.

1. A chimney is visible from the elevation photos which suggest that there is an open flued appliance present in the property. See Fig 7.

2. Photo of the following. See Fig 6
   a. Appliance
   b. Permanent ventilation
CFL’S/ENERGY SAVING BULBS

Please provide evidence to demonstrate the following.

1. Evidence pre-install. See Fig 1 & 2

2. CE marking on bulbs. See Fig 3

3. Evidence post-install. See Fig 4 & 5

Fig 1

Fig 2

Fig 3

Fig 4

Fig 5
Solar PV
The following is a guide of the photos that contractors should provide where Solar PV has been installed.

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2</td>
<td>DOW Details</td>
<td>House built Pre 2011</td>
<td>SEV 1</td>
<td>Document</td>
<td>BER Cert.</td>
</tr>
<tr>
<td>N3</td>
<td>DOW Details</td>
<td>System components do not match documents provided</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos will be used to review this question and documents.</td>
</tr>
<tr>
<td>A2</td>
<td>Inspection, test and commissioning report</td>
<td>PV Module does not match manufacturer, model type or data on document</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of panel data label DOW.</td>
</tr>
<tr>
<td>A3</td>
<td>Inspection, test and commissioning report</td>
<td>PV Module does not meet minimum efficiency</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of panel data label, DOW.</td>
</tr>
<tr>
<td>A5, A6</td>
<td>Inspection, test and commissioning report</td>
<td>Inverter does not match manufacturer, model type or data on document. Inverter does not meet minimum efficiency</td>
<td>SEV 1/</td>
<td>Document, photo</td>
<td>Photo of inverter data label, DOW.</td>
</tr>
<tr>
<td>A7</td>
<td>Inspection, test and commissioning report</td>
<td>Inverter does not meet system requirements</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of inverter data label, DOW.</td>
</tr>
<tr>
<td>A9</td>
<td>Inspection, test and commissioning report</td>
<td>Certificate numbers not matching with document</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos will be used to review this question and documents.</td>
</tr>
<tr>
<td>A10</td>
<td>Inspection, test and commissioning report</td>
<td>Section incomplete</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>DOW.</td>
</tr>
<tr>
<td>A11</td>
<td>Inspection, test and commissioning report</td>
<td>System size or quantiles is incorrect</td>
<td>SEV</td>
<td>Document, photo</td>
<td>All photos will be used to review this question and documents.</td>
</tr>
<tr>
<td>E2</td>
<td>RECI Cert</td>
<td>Serial number doesn’t match commissioning report</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>RECI cert and DOW.</td>
</tr>
<tr>
<td>E3</td>
<td>RECI Cert</td>
<td>Hazards Highlighted or no evidence of Hazard certificate issued where applicable</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>RECI cert and test cert.</td>
</tr>
<tr>
<td></td>
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<tr>
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</tr>
<tr>
<td>F2</td>
<td>NC6 Form</td>
<td>Does not match information provided outputs etc.</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Inverter data label and NC6 form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G1A, G1B</td>
<td>Labelling</td>
<td>In/on consumer unit and all distribution boards. At breakers in consumer unit and sub-boards</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of consumer unit and distribution board(s).</td>
</tr>
<tr>
<td>G1C</td>
<td>Labelling</td>
<td>At/on inverter AC Isolator</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of inverter and AC isolator.</td>
</tr>
<tr>
<td>G1D</td>
<td>Labelling</td>
<td>At/on PV System DC Isolator</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of label at/on PV System DC Isolator.</td>
</tr>
<tr>
<td>G1E</td>
<td>Labelling</td>
<td>At/on battery AC or DC Isolator</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of label at/on battery AC or DC Isolator.</td>
</tr>
<tr>
<td>G1F</td>
<td>Labelling</td>
<td>On string inverters</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of label at/on string inverters.</td>
</tr>
<tr>
<td>G1G</td>
<td>Labelling</td>
<td>On automatic Isolator</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of label at/on automatic Isolator.</td>
</tr>
<tr>
<td>G1H</td>
<td>Labelling</td>
<td>At check meter</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of label at/on check meter.</td>
</tr>
<tr>
<td>H2, H4, H6</td>
<td>Mounting system as installed</td>
<td>Evidence array is not minimum 500mm from roof edge Evidence of no rail overhang to module and clamp Evidence of no end caps on mounting bar</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of array.</td>
</tr>
<tr>
<td>H5</td>
<td>Mounting system as installed</td>
<td>Evidence mounting frame not installed as per manufacturer’s instructions / design</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of all mounting system pre-panel installation.</td>
</tr>
<tr>
<td>I2, I4</td>
<td>Array</td>
<td>Evidence of significant shading Evidence array not installed in optimum orientation</td>
<td>SEV 1</td>
<td>Photo/Eircode</td>
<td>All photos will be used to review this question and google maps.</td>
</tr>
<tr>
<td>I3</td>
<td>Array</td>
<td>Number of panels does not match the number declared on DOW</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of array.</td>
</tr>
<tr>
<td>I5, I6</td>
<td>Array</td>
<td>Modules do not meet the minimum peak output Evidence modules are not CE marked</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of panel data label.</td>
</tr>
<tr>
<td>J2</td>
<td>Inverter</td>
<td>Evidence inverter does not meet EN 62109</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of inverter data label</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>J3</td>
<td>Inverter</td>
<td>Evidence micro inverter not mounted right way up</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of micro inverter pre-panel installation.</td>
</tr>
<tr>
<td>J4</td>
<td>Inverter</td>
<td>String Inverter not mounted on fire resistant surface which extends minimum 150mm beyond edge of inverter</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of inverter.</td>
</tr>
<tr>
<td>J5</td>
<td>Inverter</td>
<td>AC power rating of Inverter is less than 75% of the Array kWp</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of inverter data label.</td>
</tr>
<tr>
<td>K1</td>
<td>Diverter</td>
<td>Evidence diverter is not commissioned</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of diverter with screen display on</td>
</tr>
<tr>
<td>K2</td>
<td>Diverter</td>
<td>Evidence diverter does not meet EN61000 standard</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of diverter</td>
</tr>
<tr>
<td>L2</td>
<td>AC &amp; DC Electrical installation</td>
<td>No photographic evidence of AC or DC isolation</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos will be used to review this question.</td>
</tr>
<tr>
<td>L3</td>
<td>AC &amp; DC Electrical installation</td>
<td>Evidence installation not connected to dedicated circuit</td>
<td>SEV 1</td>
<td>Photo</td>
<td>All photos will be used to review this question.</td>
</tr>
<tr>
<td>M2</td>
<td>Battery Energy Storage System</td>
<td>Poor location</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of batteries installed.</td>
</tr>
<tr>
<td>M3, M4</td>
<td>Battery Energy Storage System</td>
<td>Evidence battery not in separate fire compartment. Evidence battery not securely fixed / not in suitable enclosure</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of batteries installed.</td>
</tr>
<tr>
<td>M5</td>
<td>Battery Energy Storage System</td>
<td>AC Battery storage system does not comply with EN 50438 Irish settings</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Battery data label.</td>
</tr>
<tr>
<td>M6</td>
<td>Battery Energy Storage System</td>
<td>System not mounted on a fireproof surface extending 150mm beyond the edge of the battery storage system.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Wide angle photo of batteries installed.</td>
</tr>
</tbody>
</table>
Please provide evidence to demonstrate the following.

1. Completed declaration of works details. See Fig 1 & 2

**Part 1 – Declaration of Works**

**Installation Details:**

- Applicant Name*
- Installation Address
- Installation Telephone
- Installation Eircode
- Installation EIRRN

* This will be the person claiming the SEAI grant

**System Details:**

- Solar PV System Size (kWp)
- Solar PV System Power (kW)
- Solar PV System Annual Estimated Yield (kWh)**
- Net Water Divertor Installed Y/N?

** Solar PV Registered Company (MUST BE ON THE SEAI SOLAR PV COMPANY REGISTER)**

- Company name
- Company Identification Number

**Register Electro-Chromic Contractor Details (REC WHO COMPLETED THE SAME ELECTRIC FORM)**

- REC Safe Electric Identification Number
- REC Name
- Safe Electric Certificate Serial Number
- Safe Electric Certificate Date

**SEAI Network RCS Form Submission Date**

- Property year of Construction (see BER Cert)
- Total cost of installation (including VAT)

**Fig 1**

**System Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Make</th>
<th>Model</th>
<th>Rating</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar PV Modules</td>
<td></td>
<td></td>
<td>Wp at STC</td>
<td></td>
</tr>
<tr>
<td>Mounting System</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inverter</td>
<td></td>
<td></td>
<td>kW</td>
<td></td>
</tr>
<tr>
<td>Energy Meter</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battery Energy</td>
<td></td>
<td></td>
<td>kW</td>
<td></td>
</tr>
<tr>
<td>Storage System</td>
<td></td>
<td></td>
<td>kW</td>
<td></td>
</tr>
<tr>
<td>AC Connected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DC Connected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Installer Details (MUST BE ON THE SEAI SOLAR PV INSTALLER REGISTER)**

- Installer Identification Number
- By signing the Declaration of Works, the undersigned declares that:
  - The Solar PV system (and, if applicable, battery system) has been installed and commissioning at the above Installation Address on the Date of Works Completion.
  - All works indicated are fairly competent with SEAI Domestic Solar Photovoltaic – Code of Practice for Installers, SEAI Renewable Inverter Register Terms and Conditions and SEAI Solar PV Installer Register Terms and Conditions.
  - The electrical installer has been installed in accordance with ETIE-2008 and a Safe Electric certificate (REC cert) has been issued by a Registered Electrical Contractor for the electrical installation.
  - I have been paid in full or an agreed payment schedule contract is in place by the homeowner for the works described.
  - I have completed an Inspection, Test and Commissioning Report for this solar installation and will provide it to the homeowner.
  - I have provided the homeowner with the required documentation to complete their claim application.

**Registered Installer Signed**

**Fig 2**
Part 2 – Inspection, Test and Commissioning Report

Test Report for grid-connected photovoltaic systems according to EN 62446, Annex A

Customer:
Customer Name:
Customer Address:
Customer Encode:

Installation Contractor:
Company Name:
Company Representative:
Company Address:

PV System Description:
PV Module:
Manufacturer: ___________________________ Number of Modules: ___________________________
PV Module Performance: ___________________________ Module Type: ___________________________
Short Circuit Current Isc (A): ___________________________ MPP Current (A): ___________________________
Open Circuit Voltage Voc (V): ___________________________ MPP Voltage (V): ___________________________

PV Inverters:
Manufacturer: ___________________________ Inverter Type: ___________________________
AC Nominal Power (W): ___________________________ Inverter Gainth: ___________________________
AC Maximum Power (W): ___________________________ DC Maximum Power (W): ___________________________
Test Date: ___________________________ Test Reason: ___________________________
Next Test Date: ___________________________ Initial inspection

Electrical Certs:
Safe Electric Cert Number: ___________________________ Test Record Sheet Cert Number: ___________________________

DC Test Results:
RE: ___________________________ Loop: ___________________________ RCDx: ___________________________ RCDy: ___________________________

Design, construction, inspection and testing

The responsible person(s) for the design, construction, inspection and testing of the electrical system (as specified by the signature(s)), details of which are described above, have inspected and tested the design and structure with suitable skill and care and confirm that the said words, for which they are responsible, were carried out to the best of our knowledge and expertise.

Test Result:

☐ No defects were found  ☐ Defects were found

☐ The Photovoltaic system complies with the standards of electrical engineering

Signature/Tester: ___________________________ Date: ___________________________

Fig 1
E2, E3, F2 - RECI CERT & NC6 FORM

Please provide evidence to demonstrate the following.

1. Completed Reci form. See fig 3

2. Completed N6 form. See fig 4
SOLAR PANEL INSTALLATION AND SOLAR PANEL DETAILS

Please provide evidence to demonstrate the following.

1. Ensure system size matches the DOW, please provide the following. See Fig 1
   a) Panel type.
   b) Panel size.
   c) CE Mark.

2. Photo of the full panel array. See Fig 2
   a. A clear wide-angle photo of all the panels.
   b. The photo must show if the system has end caps (b), is in an appropriate location (Shading not avoided, rail overhang and distance from the roof edge) and its positioning in relation to the house (will be used to verify optimal orientation on google maps).
SOLAR PANEL INSTALLATION AND SOLAR PANEL DETAILS

Please provide evidence to demonstrate the following.

1. A clear photo of the rails and brackets preinstall. See Fig 3

2. A clear photo of the data label. See Fig 4
   a. Manufacturer, Mode,
   b. Inverter size
   c. CE Mark.

Fig 3

Fig 4
Please provide evidence to demonstrate the following.

1. A clear wide-angle photo of the inverter showing the location and the surrounding area. See Fig 5
   a. Warning labels.
   b. The display.
   c. The DC/AC isolators
   d. In the case of micro – inverters this would be separate photo) all with appropriate labelling.

2. A clear photo showing the Shunt and surrounding area. See Fig 6
   a. Where it is mounted, its position in relation to entry to the building for roof mounts and in relation to the panels for ground mounts
   b. Appropriate labelling.
Please provide evidence to demonstrate the following.

1. In cases where batteries are being claimed a clear photo of the following. See Fig 7
   a. Manufacturer
   b. Battery model and capacity
   c. CE Mark

2. A clear wide-angle photo of the battery installed showing the location and the surrounding area. See Fig 8
   a. Appropriate warning labels.
   b. Batteries are earthed and isolation is present
G1A, G1B- DIVERTER, CHECK METER AND CONSUMER UNIT

Please provide evidence to demonstrate the following.

1. In cases where a diverter is installed. See Fig 9
   a. Diverter manufacturer and model.
   b. The display.

2. A clear photo of the consumer unit and if applicable photo of the separate metering device on the AC side of the inverter/Check meter. See Fig 10 & 11
   a. Appropriate labelling in all cases
Heat Pump
The following is a guide of the photos that contractors should provide for the following heat pump types:

- AW - Air to Water
- GW - Ground to Water (horizontal and Vertical)
- WW - Water to Water
- AA - Air to Air
- EAW - Exhaust Air to Water

<table>
<thead>
<tr>
<th>Checklist Code</th>
<th>Measure Sub-heading</th>
<th>Description</th>
<th>Severity</th>
<th>Evidence Source</th>
<th>What certificate, document / photo is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP1, SD1, HP2, SD2</td>
<td>System Details</td>
<td>Does not have ability to provide 100% space heating</td>
<td>SEV 1</td>
<td>Document</td>
<td>Radiator schedule from the room by room calculations.</td>
</tr>
<tr>
<td>HP5, SD5, HP7, SD7</td>
<td>System Details</td>
<td>Unit less than required unit efficiencies and or No data plate/CE mark (outdoor and indoor unit)</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of data plate for outdoor unit and indoor unit where applicable.</td>
</tr>
<tr>
<td>OU1, OU3, OU5, OU6</td>
<td>Outdoor unit</td>
<td>Site incorrectly - Evidence that it is not as per manufacturer’s instructions. The Unit mounted on an unstable structure and Evidence unit, unstable, poorly fixed to ground. Fixing - Evidence that unit poorly fixed to wall. Electrical supply not isolated by Rotary switch.</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the outdoor unit capturing: Data label surrounding area Condense outlet Pipework Pipe insulation Electrical Isolator Bracketing system Safety valve where applicable No obstructions to airflow</td>
</tr>
<tr>
<td>RP4</td>
<td>Refrigerant Pipework</td>
<td>No pipe Insulation present</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Broad photo of refrigerant pipes capturing; Insulation, Bracketing</td>
</tr>
<tr>
<td>CH1, CO1, CH2, CO2, CH3, CO3, CH4, CO4</td>
<td>Commissioning and Handover</td>
<td>Commissioning documents, RECI, F-Gas Certificates not available / correct.</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>PDF documents to be uploaded, Commissioning RECI certificate, F-Gas Certificate.</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>Description</td>
<td>SEV</td>
<td>Evidence</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CH8, CH9, CO9</td>
<td>Commissioning and Handover</td>
<td>No facility to support legionella prevention</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Manufacturers datasheets, manual and photo of indoor unit</td>
</tr>
<tr>
<td>WP2</td>
<td>Water Pipework</td>
<td>No pipe Insulation in unheated space or outdoors</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of indoor unit, outdoor unit and surrounding pipework</td>
</tr>
<tr>
<td>WP5</td>
<td>Water Pipework</td>
<td>Evidence Pressure relief valve not pipped to safe and visible area</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the safety valve and pipework terminal</td>
</tr>
<tr>
<td>E1, EL1, E6, EL6</td>
<td>Electrical</td>
<td>Earthing / bonding not to required standards Mains not isolated by Rotary switch</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of indoor unit, outdoor unit/hot water cylinder and associated pipework. Photo of the rotary switch</td>
</tr>
<tr>
<td>CP1</td>
<td>Condensate Pipework</td>
<td>Condensate discharge potential safety issue</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of the outdoor unit capturing: surrounding area Condense outlet Condense termination</td>
</tr>
<tr>
<td>RS5</td>
<td>Room Stat / Sensors</td>
<td>No room stat fitted where applicable</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of room thermostat(s)</td>
</tr>
<tr>
<td>HW1, TI1</td>
<td>Hot Water Tank Insulation</td>
<td>Cylinder insulation not in place</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Document, photo of the hot water cylinder/indoor unit datasheet.</td>
</tr>
<tr>
<td>SP2, SH2</td>
<td>Space Heating</td>
<td>Evidence Installed heat emitters not as designed</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photo of radiators per zone and rad schedule.</td>
</tr>
<tr>
<td>PC1, P1, IC1</td>
<td>Programmer/Inbuilt Controller</td>
<td>Non fitted</td>
<td>SEV 1</td>
<td>photo</td>
<td>Photo Programmer/Inbuilt controller.</td>
</tr>
<tr>
<td>SH1, WZ1, SH2, WZ2</td>
<td>Space and Hot Zones</td>
<td>No separate Hot Water. No separate Space Heating</td>
<td>SEV 1</td>
<td>Photo</td>
<td>Photos of programmer, zone valves and hot water cylinder with associated pipework.</td>
</tr>
<tr>
<td>AA IU1, AA IU3</td>
<td>Air to Air systems Indoor Unit</td>
<td>Evidence not as per manufacturer’s instruction. Evidence Indoor unit insecurely fixed</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the indoor unit, surrounding pipework and datasheet.</td>
</tr>
<tr>
<td>SM1, SIM1</td>
<td>Split Indoor Model</td>
<td>Evidence Model inaccessible</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Wide angle photo of the indoor unit</td>
</tr>
<tr>
<td>WW CS3</td>
<td>Cylinder Stat/Sensor</td>
<td>Poor location</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the indoor unit &amp; data sheet/ hot water cylinder with stat</td>
</tr>
<tr>
<td>EAW PD1, EAW PD2</td>
<td>Exhaust Air Heat Pump Ductwork</td>
<td>Evidence not fitted but required. Evidence No duct lagging present in unheated space</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>Photo of the fan unit capturing Close up with data label Surrounding area including ducting and spur</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HP2</td>
<td>System Details</td>
<td>Not to scheme requirements (High Risk)</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td>All photos and documents above will be used to review these questions.</td>
</tr>
<tr>
<td>CH3</td>
<td>Commissioning and Handover</td>
<td>Technician not F-gas registered where required</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
<tr>
<td>CH4</td>
<td>Commissioning and Handover</td>
<td>No F-gas Cert present where required</td>
<td>SEV 1</td>
<td>Document, photo</td>
<td></td>
</tr>
</tbody>
</table>
Please provide evidence to demonstrate the following.

1. Photo/PDF Radiator schedule from the room by room calculations. See Fig 1

2. Photo of data plate for indoor unit/cylinder. See Fig 2

3. Photo of data plate for outdoor unit (where applicable). See Fig 3
OU1, OU3, OU5 & OU6 - OUTDOOR UNIT

Please provide evidence to demonstrate the following.

1. Wall Mounted unit. See Fig 4
   a. Photo of the outdoor unit and surrounding area.
   b. Photo of the condense outlet.
   c. Photo of the bracketing system.
   d. Photo of the electrical isolator.
   e. Photo of pipework and pipework insulation.

2. Floor Mounted unit. See Fig 5
   a. Photo of the outdoor unit and surrounding area.
   b. Photo of the condense outlet.
   c. Photo of the bracketing system.
   d. Photo of the electrical isolator.
   e. Photo of pipework and pipework insulation.
RP4 - REFRIGERANT PIPEWORK

Please provide evidence to demonstrate the following.

1. Photo capturing the insulated refrigerant pipework from the outdoor unit to where the pipes enter the building. See Fig 6

2. Photo capturing the horizontal insulated refrigerant pipework with brackets from where they enter the building towards the indoor unit. See Fig 7

3. Photo capturing the insulated refrigerant pipework as they connect to the indoor unit. See Fig 8
WP2 - WATER PIPEWORK

Please provide evidence to demonstrate the following.

1. Photo of the back of the outdoor unit, clearly showing pipework insulation and brackets. See Fig 9

2. Photo of the indoor unit/cylinder. See Fig 10

3. Safety valve. See Fig 11

4. Safety valve discharge point. See Fig 12
E1 & EL1 - ELECTRICAL

Please provide evidence to demonstrate the following.

1. Earth bonding at indoor unit, cross bonded to all metal pipework services including refrigerant pipework. (split system). See Fig 13 & 14

2. Electrical Isolator. See Fig 15 & 16
CP1 - CONDENSATE PIPEWORK

Please provide evidence to demonstrate the following.

1. Condensate pipework run to gully. See Fig 17

2. Condensate pipework run to rainwater downpipe. See Fig 18
Please provide evidence to demonstrate the following.

1. Wide angled photo to include. See Fig 19
   a. Thermostat location.
   b. Heat emitter and valves.

2. PDF of the product installation manual to demonstrate insulation value of the cylinder and the facility for legionella prevention. See Fig 20
IH4, HT4 & IT4 - IMMERSION HEATER TIMER  
HW1 & T11 – HOT WATER TANK INSULATION

Please provide evidence to demonstrate the following.

1. Photo of the indoor unit/cylinder. See Fig 20
   a. Immersion and timer installed.

Fig 21
PC1, PI1 & IC1 - PROGRAMMER/INBUILT CONTROLLER

Please provide evidence to demonstrate the following.

1. Specific heating controllers as per the specified heat pump. See Fig 22 & 23.

Fig 22

Fig 23
AAIU1 & AAIU3 - AIR TO AIR SYSTEMS INDOOR UNIT

Please provide evidence to demonstrate the following.

1. Wide angle photo to show there are no air flow obstructions to the indoor unit. See Fig 24

2. PDF copy of the product installation manual. See Fig 25
Please provide evidence to demonstrate the following.

1. Photo of the fan unit capturing, wide angled view. See Fig 26

2. Photo of the data label. See Fig 27

3. Surrounding area including ventilation pipework. Ducting and the fused spur. See Fig 28
1. All Documents below **must** be provided,

1. Invoices ✓
2. User and installation manuals ✓
3. Commissioning certificate ✓
4. Safe Electric Completion certificate ✓
5. DEAP Heat Pump Designer/Installer forms,
   I. Heating Design tab ✓
   II. Eco-design datasheet ✓
   III. Ground and Water collector plans (as built) ✓

Fig 29

Please provide evidence to demonstrate the following.

1. PDF documents to be uploaded. See Fig 29