

SSRH - Support Scheme Renewable Heat Printable Commissioning Form and Declarations VERSION 1

1. Print this document and give it to your installer when they come to commission your renewable heat generating equipment.
2. Ensure the installer has completed the applicable sections for your project.
3. Ensure that the installer has listed ALL relevant meters including their serial numbers, etc.
4. Ensure that the installer has fill in his accreditations/qualifications and signed the declaration.
5. After the commissioning has been completed to your satisfaction, open and save to your computer the EXCEL Commissioning From and Installation Standards document that can be found on the SEAI SSRH page.
6. Transfer all the technical data to the EXCEL form and then save as with the applicant's name and reference number in the title.
7. Email the EXCEL form and a scan of both pages of the signed commissioning form to ssrh@seai.ie

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Project Commissioning Form

Note: This form should be populated by the installer during installation then emailed to SEAI and retained by the applicant.

Enter the date of the most recent calibration and the date of next scheduled calibration for all of your meters, the meter manufacturer, model, and serial number. If not a packaged unit, enter the manufacturer and model of both the integrator and the flow meter.

Meter Data	Example	Meter 1	Meter 2	Meter 3	Meter 4	Meter 5
Meter label	HM1					
most recent calibration	dd/mm/yyyy					
next scheduled calibration	dd/mm/yyyy					
Meter Type	Vol flow/ Electric Power					
Make	Tobisi					
Model	X1000TA					
Serial number	11111111					
Opening reading	00000010					
Date of reading	dd/mm/yyyy					

Provide a brief description allowing the meter/s to be identified on the schematic diagram. For more meters, please add on another sheet.

Please insert the model number of your heat pump found on the device. _____

Provide the following information about the company that carried out the installation.

Company name	
Address: Line 1	
Line 2	
Line 3	
Line 4	
Phone number	
Installer used	
A competent installer must carry out installations. Enter your installer accreditations/qualifications.	

Project commissioning form guidelines

All volumetric flow meters are calibrated and given a date of recalibration.

All volumetric flow meters have a meter manufacturer model and serial number. This will help us identify these meters in the future.

All applications must come with a schematic diagram showing the placement of meters so their ability to measure eligible heat can be evaluated. These labels should match that diagram.

Example: Certificate Number MCS HP00XX Heat Pumps.

Installation standards

This information is vital to verify the expertise of the installation company.

The applicant must engage a competent contractor to carry out the supported measure. The contractor must be certified by an accredited training programme or training provider at the time of works or be a recognised installer for the equipment provider. All works must be carried out in accordance with supplier specifications and relevant regulations.

Plant constituting the installation must be purchased and installed as new after the date of application for scheme support.

Please upload a commissioning cert (if applicable).

Please upload the completed installer declaration form.

Declaration

I declare that:

- All meters have been labelled appropriately (i.e. HM1, 2, etc.)
- All heat meters installed are MID Class 2 compliant or better.
- All electricity meters are MID Class A compliant or better .
- All meters are properly calibrated. All meters are properly installed in accordance with manufacturer's instructions.
- The meters arrangements, to the best of my knowledge, has been installed in line with SSRH Technical Guidelines.
- I have advised the customer on the correct procedure to read the meters.
- I have advised the customer of their obligation for providing ongoing quarterly meter readings and the implications if they fail to do so.

Installer name: (in printing) _____

Installer signature: _____ Date: (DD/MM/YYYY): _____