

Documentation Checklist for SSRH 500_____

(Please, complete this Documentation Checklist and upload it together with the Documentation requested below, to the relevant SEAI Sharepoint folder as assigned to the application.)

1. APPLICATION DETAILS

- 1.1 Evidence of product (E.g. flock/herd) register being maintained
- 1.2 Evidence of legal ownership of the installation: Evidence of full payment incl.:
- Invoice for Boiler addressed to Grantee and dated after the Letter of Offer
 - Bank statement in the name of the Grantee showing full payment of invoice dated after the Letter of Offer

2. DESIGN AND INSTALLATION SIGN-OFFS

- 2.1 Evidence of Designer Competence
- Level 8 Chartered Qualification
 - Evidence of Professional Indemnity Insurance
- 2.2. Evidence the Design Report covers the entire scope of works, including:
- Operating conditions, heat use/ delivery profile
 - New and old components if retained
 - Heat metering system design (temperature and flow range for Heat Meters)
 - Any control system
 - Any scope changes
- 2.3 Evidence of satisfactory sign off of Design Report
- In accordance with Building Regulations
 - In accordance with Planning Permissions (including change of use),
 - In accordance with relevant Environmental Licensing (e.g EPA License or License for waste)
 - In accordance with H&S Legislation and
 - In accordance with Manufacturer's Instructions
 - Signed by the designer
- 2.4 Evidence of Installer competence
- Fetac/QQI level 6 Advanced Craft in plumbing, at a minimum, a module on minor electrical works
 - Fetac/QQI level 6 in Boiler/HE CHP using Biomass/Biogas fuel or equivalent qualification
- 2.5 Evidence satisfactory installer sign off includes scope in Design Report
- In accordance with Building and Fire Regulations
 - In accordance with Manufacturer's instructions
 - Covering the entire scope
- 2.6 Is BCAR Certification required? Yes No
- If yes, has validation /registration of CCC¹ by the BCAR been provided? Yes No
- If no, is this acceptable? Yes No

¹ Certificate of Compliance on Completion by Building Control (Amendment) Regulations 2014

3. LICENSES & PERMITS

3.1 Evidence the product is in compliance with National/ International Standards (E.g. ISPM 15 for Wood Packaging Materials/ Bord Bia Certification or equivalent where the heat is being used for food production).

3.2 Is Planning Permission required for the existing installation? Yes No
Is Planning Permission required for the new installation? Yes No

If not, has a confirmation from the Competent Local Authority been provided? Yes No
If yes, Planning Permission provided? Yes No N/A

Is there evidence of Planning Conditions being properly discharged? Yes No N/A
If no, what is missing?

Is there evidence of ongoing obligations being properly discharged? Yes No
If no, what is missing?

Is an EPA IED or IPC License required for the existing installation? Yes No
Is an EPA IED or IPC License required for the new installation? Yes No

If yes, has an updated EPA IED or IPC License granted? Yes No

If any of the above is a yes, provide the EPA IED or IPC License
Is there any particular conditions, which need to be observed?

If yes, is there evidence of such conditions being properly discharge? If no, what is missing?

If yes, is there evidence of ongoing obligations being properly discharge? If no, what is missing?

3.3 Evidence of notification to the Local Fire Officer of the existence of the installation
Fire Safety Certificate required and provided? Yes No

4. TESTING & COMMISSIONING

4.1 Type Test Certificate for:

- New, key equipment (E.g. Boiler , Buffer Tank...)
Including evidence of Compliance with Ecodesign Directive 2009/125/EC
- Existing, key equipment (E.g. Heat Emitters...)
- Heat Meters (MID Class 2)

4.2 Calibration Certificates for Heat Meters

4.3. Commissioning Report for:

- Boiler (s)
- New Distribution System (E.g. Buffer Tank, Header, Distribution pipework...)
- Existing Heat Distributions System, if applicable
- Heat Meters (Manufacturer's Declaration including the Temperature and the Flow range)
- Fuel Feeder System
- Controls
- Life Safety Systems

4.4 Safe Electric Certificate for the new system

5. WARRANTIES

- 5.1 Design warranty
- 5.2 Installation warranty
- 5.3 Product warranties

6. FUELS

- 6.1 Certification by WFAQ Scheme or ENplus or Is fuel compliance with RED II and GHG Certification requirements? Tick if yes:
- 6.2 Evidence of recording fuels used

7. OPERATION & MAINTENANCE

- 7.1 Operation and Maintenance manuals for all key components
- 7.2 Evidence of Staff having been trained in the operation of the new renewable heating system
E.g. wood pellets / wood chip fuel storage with respect to H&S.
- 7.3 Maintenance plan / schedule to support equipment warranty
- 7.4 Service contract for the renewable heating system

By ticking the above boxes, I confirm that the documentation referenced above has been uploaded to the SEAI Sharepoint folder.

Name : _____ Date: _____