

SEAI Inspections Process



Overview

Inspections Unit



Purpose of Inspections



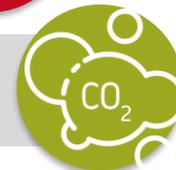
Inspection Process



Inspection Report - Checklist



Inspection Results



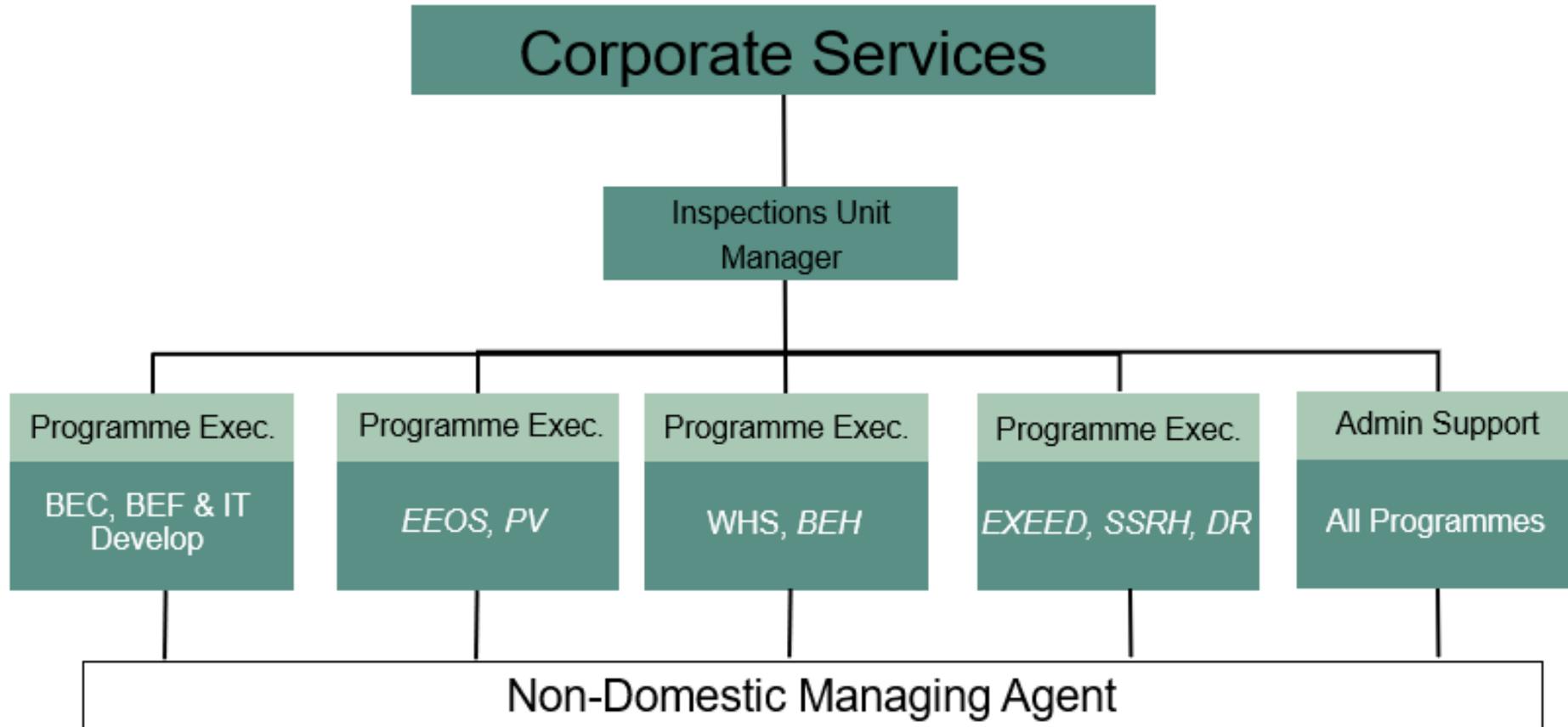
Inspection Results - Appeals



Inspections Unit



Inspections Unit



Purpose of Inspections



Purpose of Inspections

1. Provide conclusive evidence work is done so grants are validly payable

2. Compliance:

- Agreed Scope
- Safety
- Quality
- Regulations and Standards
- Terms and Conditions



Inspections Process

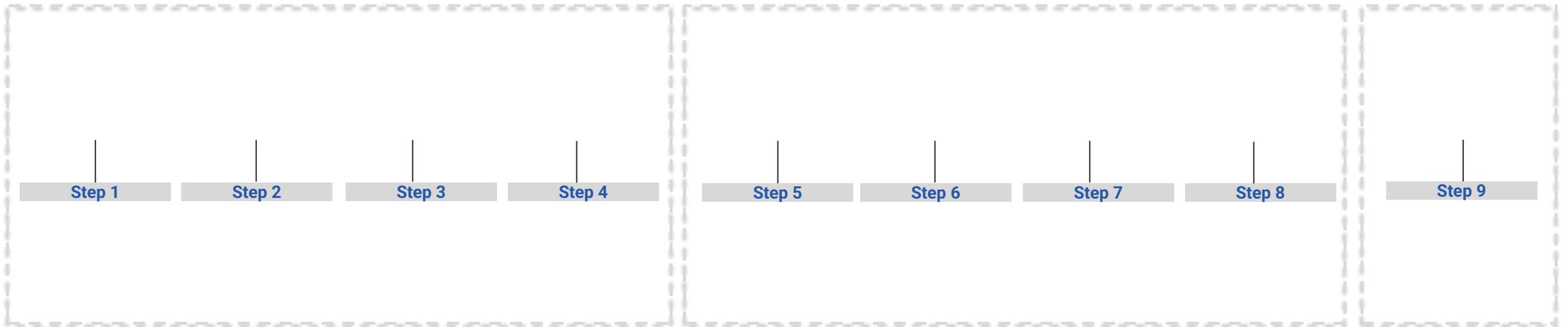


Inspection Process

Before Inspection

Inspection

After Inspection

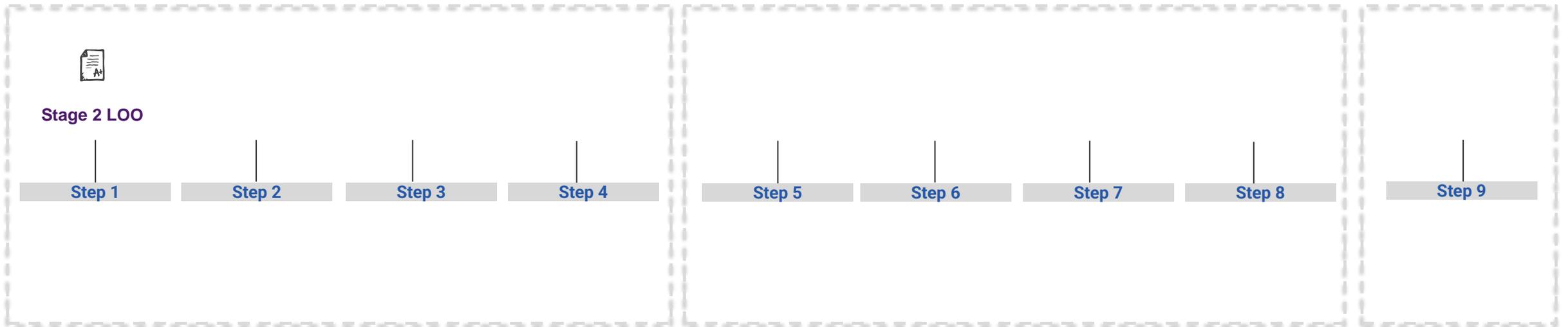


Inspection Process

Before Inspection

Inspection

After Inspection

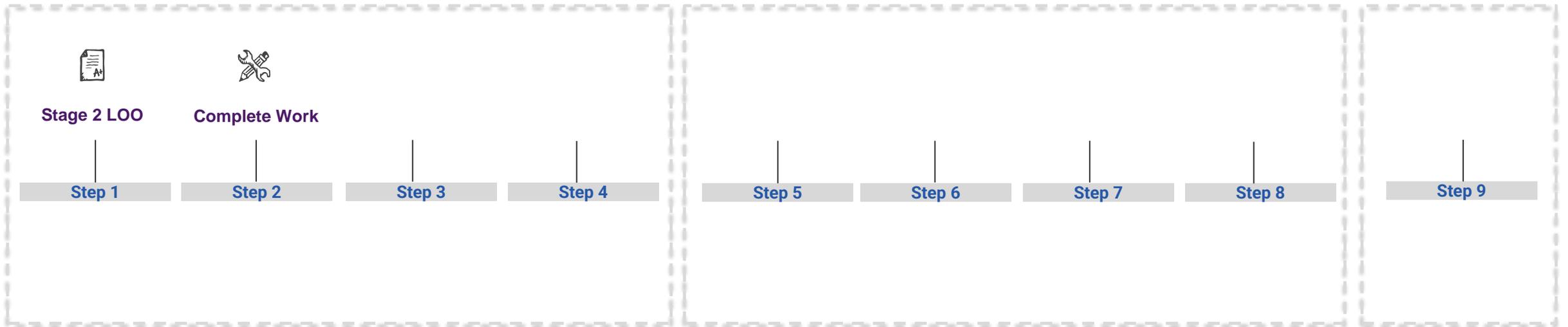


Inspection Process

Before Inspection

Inspection

After Inspection

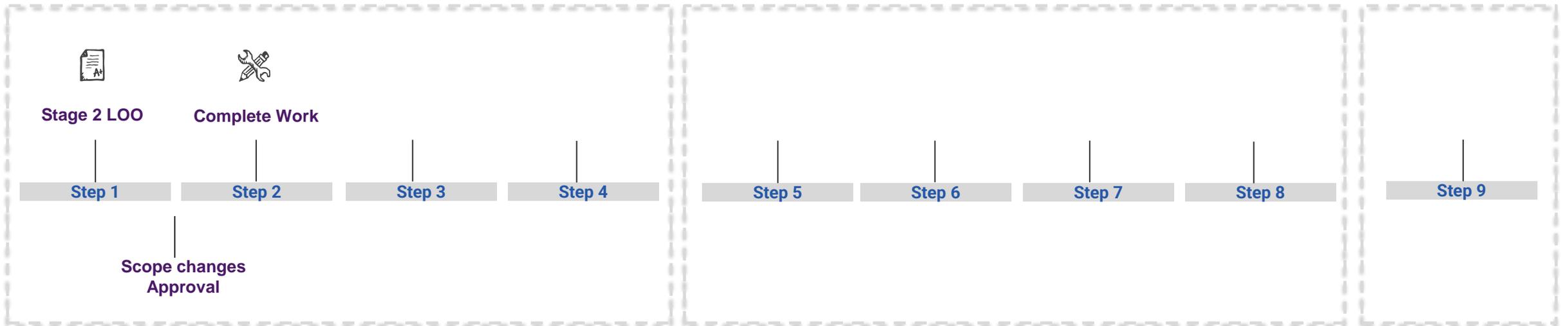


Inspection Process

Before Inspection

Inspection

After Inspection

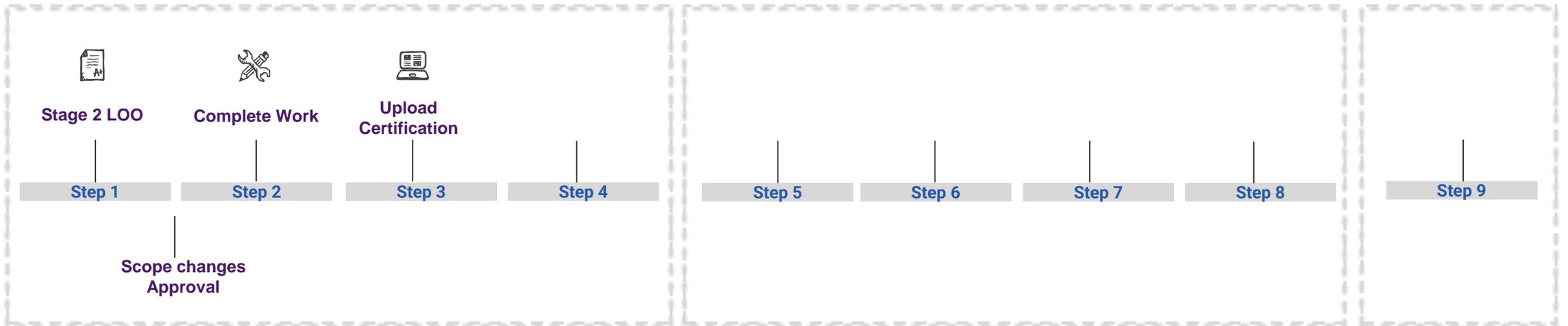


Inspection Process

Before Inspection

Inspection

After Inspection

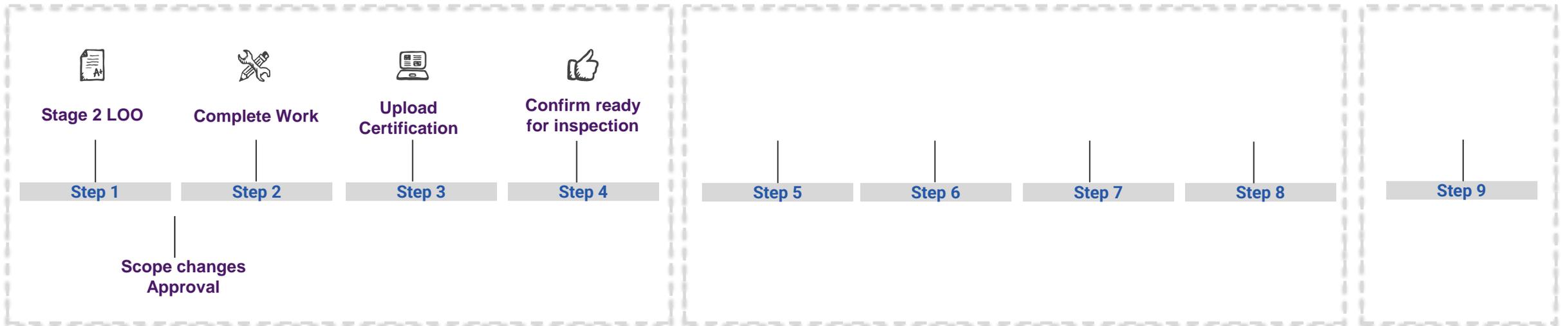


Inspection Process

Before Inspection

Inspection

After Inspection

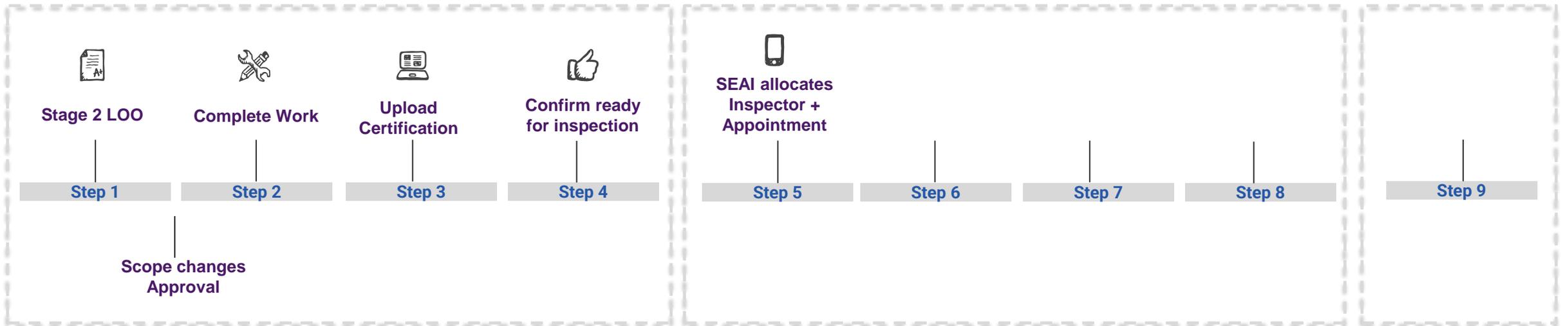


Inspection Process

Before Inspection

Inspection

After Inspection

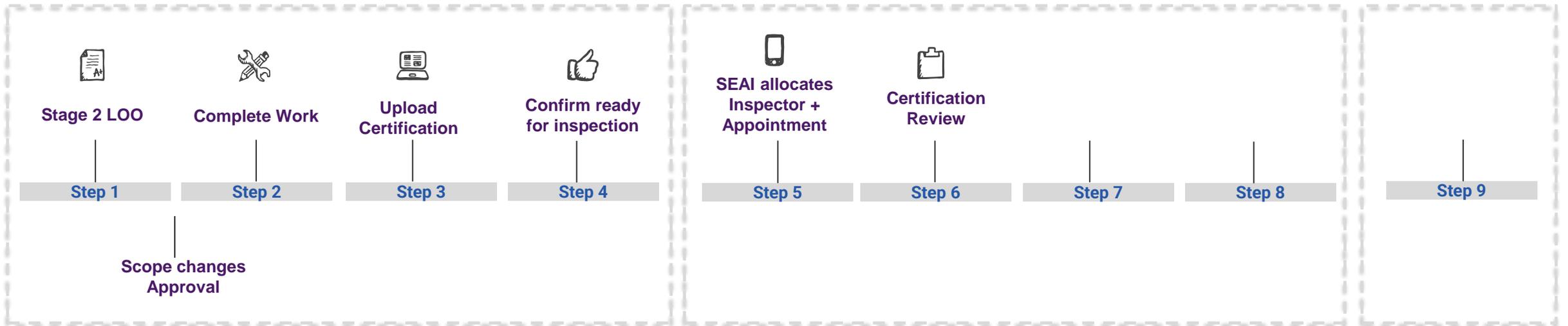


Inspection Process

Before Inspection

Inspection

After Inspection

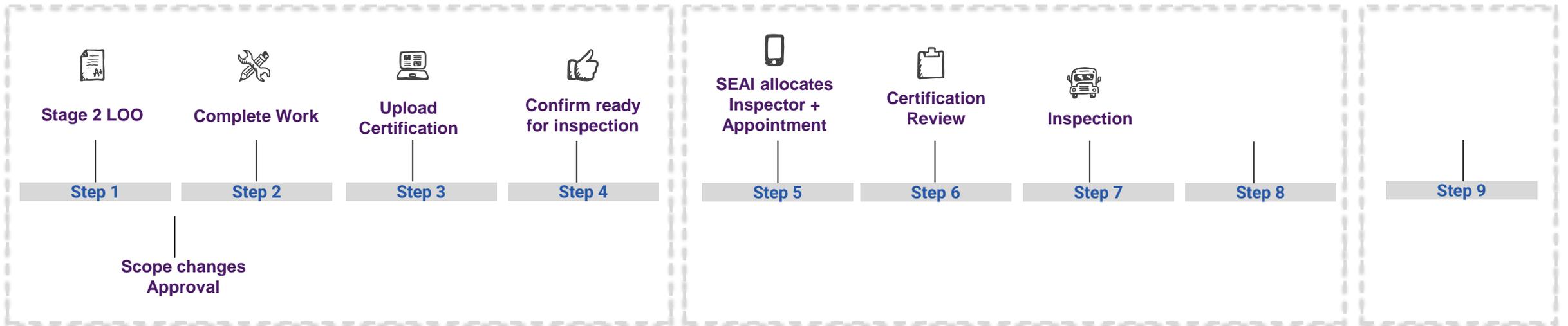


Inspection Process

Before Inspection

Inspection

After Inspection

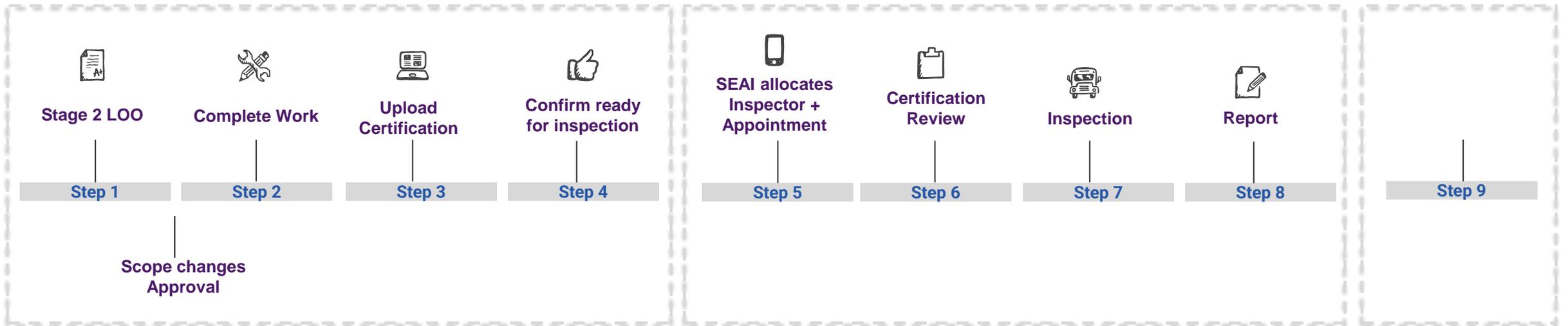


Inspection Process

Before Inspection

Inspection

After Inspection

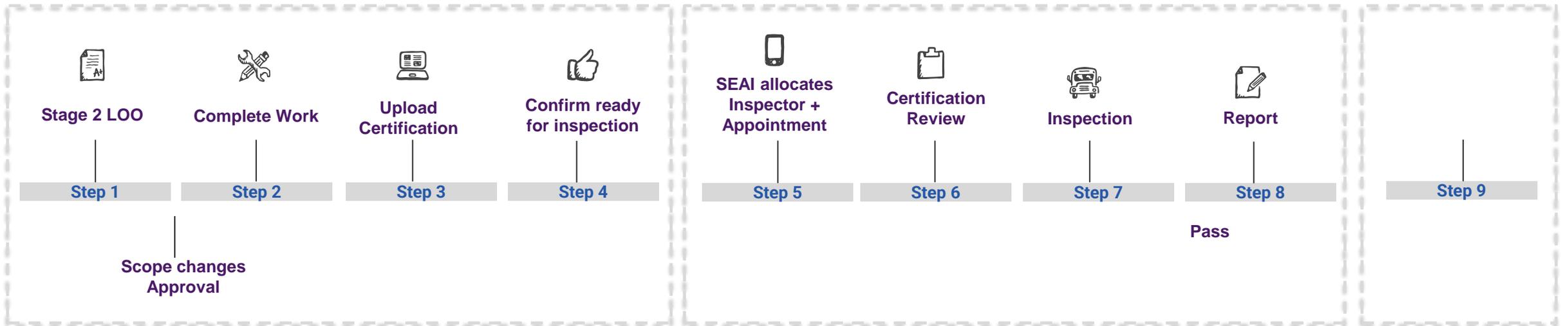


Inspection Process

Before Inspection

Inspection

After Inspection

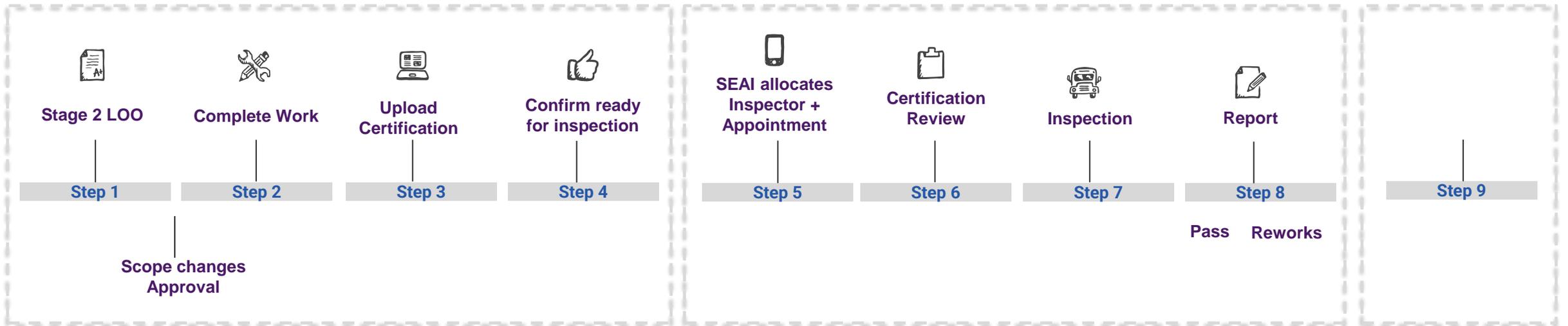


Inspection Process

Before Inspection

Inspection

After Inspection

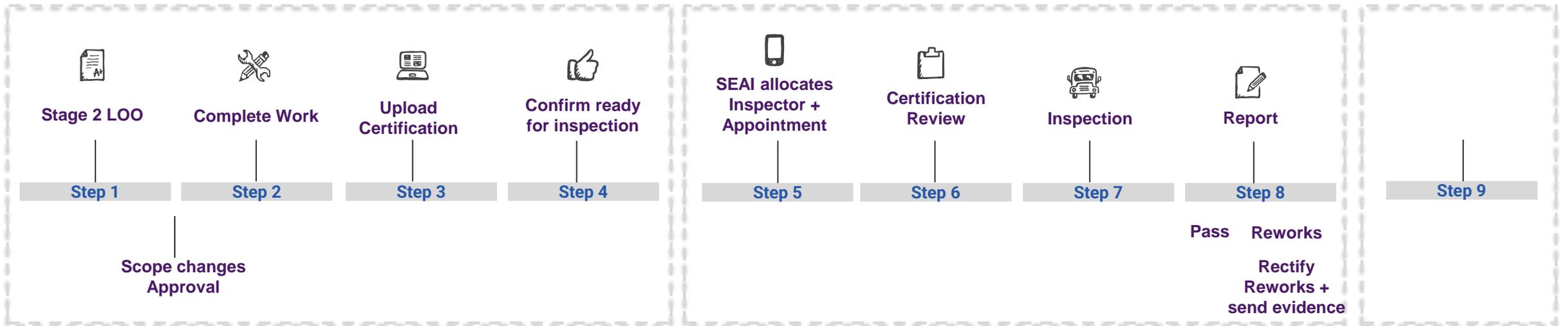


Inspection Process

Before Inspection

Inspection

After Inspection

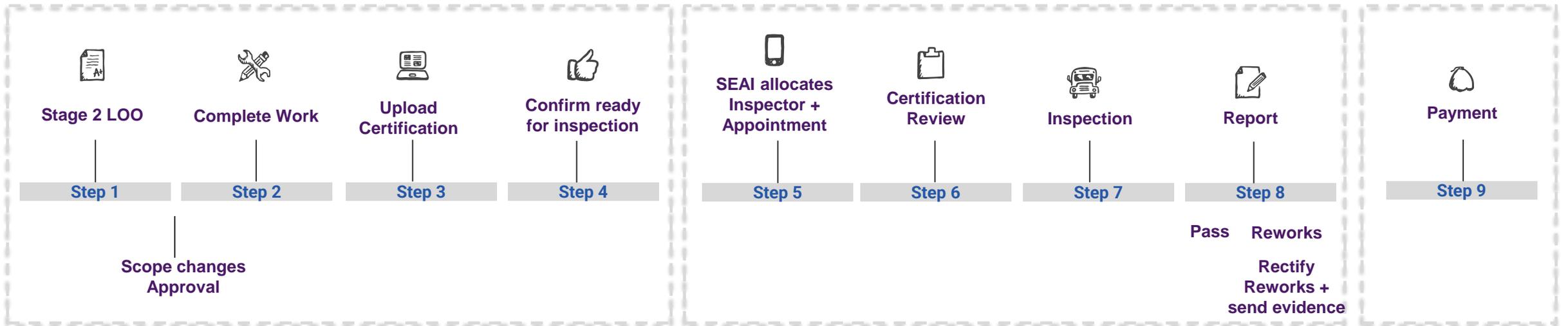


Inspection Process

Before Inspection

Inspection

After Inspection



Inspections Process Details

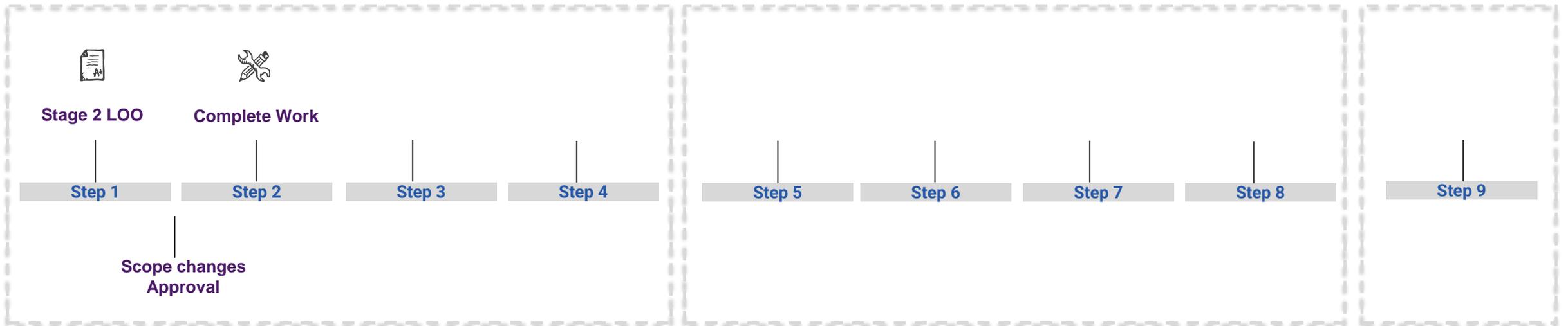


Inspection Process

Before Inspection

Inspection

After Inspection



Step 1: Stage 2 LoO _ Scope of Works

	Measure 1 Category: PV Panel
Existing Measure Description	No solar PV
Final Measure Description	Seerp panels x 826 modules Kw rating = 300kw Modules: 826 x QCells 355w Module (300.33kw/p) Inverters: 2No. Voprox 2000 100KTL + 1No. Voprox 2000 60KTL
Incremental Cost Ex VAT	103,000
Final Projected Energy Savings (Kwh)	234,000

Step 1: Stage 2 LoO _ Scope of Works

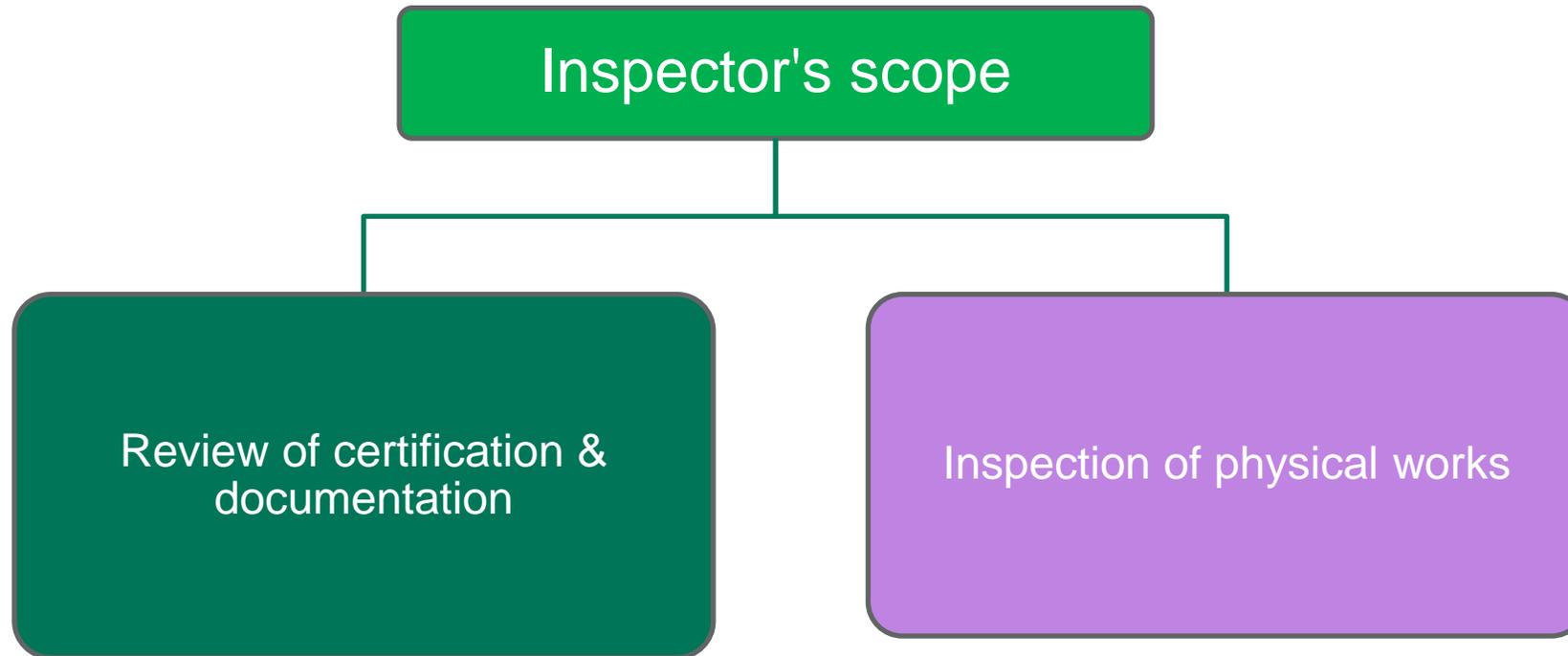
Opportunities supported	Eligible costs (Ex. VAT)	Measure Sub Category	Baseline specification	Proposed Specification	Total annual Final Energy savings (kWh)	Total annual tCO ₂ savings
Air Handling Unit	€ 450,000.00	AHU - Air Handling Unit	Make: Indet Model: TPX45 Flow rate: 14.5 m3/s Motor size: 45 kW Variable speed drive: Yes Heat recovery system: No Efficiency of heat recovery: 0% (no heat recovery) No controls Age: 10 years	Make: Nordend Model: A-52R Flow rate: 16.25 m3/s Motor size: 52 kW Variable speed drive: Yes Heat recovery system: Yes Efficiency of heat recovery: 85% New BMS system (details of it in the BMS measure below)	750,000.00	243.38
TOTAL	€ 450,000.00				750,000.00	243.38

Step 1: Stage 2 LoO _ Scope Changes

SUBMISSION FOR INSPECTION	
Status of opportunity?	Grantee comment

Completed as per application
Completed as per approved scope change
Completed with changes (scope change request required)
Partially completed (Scope change request required)
Not completed (Scope change request required)

Inspection Parts

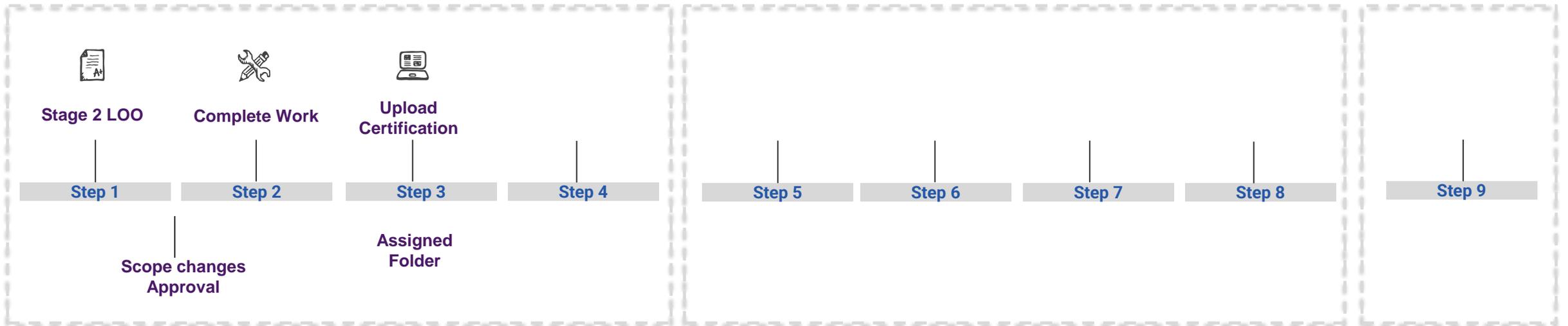


Inspection Process

Before Inspection

Inspection

After Inspection



Step 3: Upload Certification

EXEED Site

+ New Upload Edit in grid view Share Copy link Sync Download

Grants 2021 > EXEED00600_

Name	Modified	Modified By
1. Letter of Offer	11 May	Curto Jano Marina
2. Payments Documents	11 May	Curto Jano Marina
3. EXEED Documents	6 days ago	Curto Jano Marina
4. Inspection Documents	6 days ago	Curto Jano Marina

EXEED Site

+ New Upload Edit in grid view Share Copy link Sync Download

Grants 2021 > EXEED00600_

> 4. Inspection Documents

Name	Modified	Modified By
Energy saving Opportunity 1...	11 May	Curto Jano Marina
Energy saving Opportunity 2...	11 May	Curto Jano Marina
Energy saving Opportunity 3...	11 May	Curto Jano Marina
Energy saving Opportunity 4...	11 May	Curto Jano Marina
Energy saving Opportunity 5...	11 May	Curto Jano Marina

Step 3: Required Certification

Inspector

Review of certification & documentation

Product Specification Sheet

Product Declaration of Conformity

Commissioning Certificate

RECI Certificate

O&M Manual

Photographic Evidence

Drawings / Schematics



Step 3: Required Certification

DESIGN STANDARDS & CERTIFICATION FOR NON-DOMESTIC MEASURES

Revision: Rev 1
Date: 06.05.2022

A “Yes” denotes what documentation is required. Cell also highlighted in green colour.

Notes

1. Regulations, Standards and associated certification for standard measures includes but is not necessarily limited to the information below.
2. Primary responsibility remains on the Applicant / Applicants Representative / Project Co-ordinator to ensure all relevant certification / documentation is complete and available for inspection
3. Under heating & electricity upgrades RECI certification is not required if the new installation replaces existing and is taken from an existing electrical circuit with no new wiring. Controlled works Number 3, states that, “The installation or Replacement of one or more extra circuits in an existing installation, including the installation of one or more additional protective devices for such circuits on a distribution board”. The replacement of a protective device in a distribution board is Controlled Electrical Works and must be completed by a REC in Domestic Property.
4. The design report and evidence of design competencies are a requirement for all measures and may be requested, however, on SSRH they must be provided as part of the project documentation.

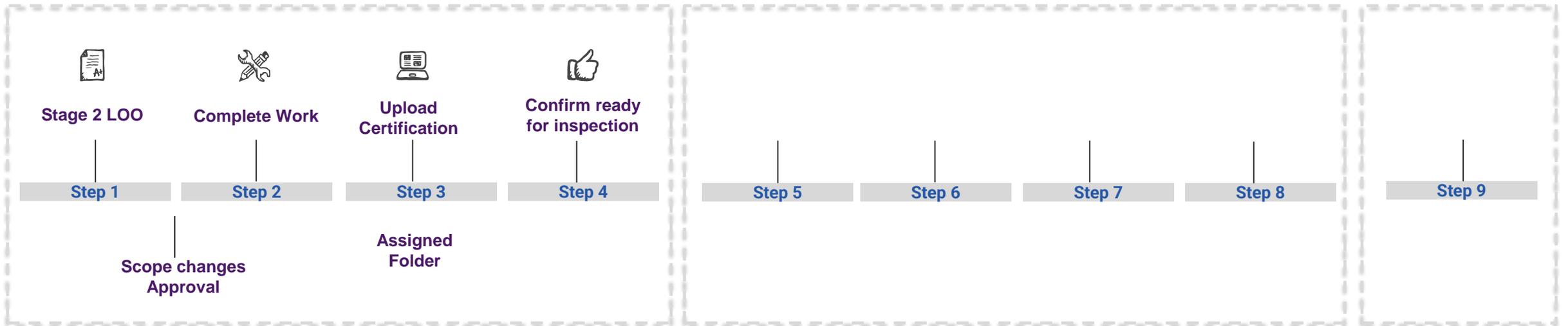
Type of Upgrade	Measure	Regulation & Legislative Requirements	Standards/ Codes of Practice ⁱⁱⁱ	Product Datasheet	CE Mark ⁱ	Declaration of Conformity ⁱⁱ	Certification	Commissioning Report by professional installer/ technician	SEAI
Heating & Electricity Upgrades	Microgeneration ≤ 11kW eg PV, wind, hydro etc.	S.I. No. 383 of 2008 and S.I. No. 384 of 2008	I.S. 10101:2020+AC1:2020; National Rules for Electrical Installations; Part T12 Photovoltaic systems EN 50549 using the specific Irish protection settings. SR HD 60364-T-712:2016; SR 55 - where relevant IEC 62548 : 1.0 [Published 28-09-2016] EN 62446 Grid Connected photovoltaic systems ESB Networks requirements	Yes	Yes	Yes	1) Test Type Cert from Manufacturer confirming meets EN50549 and Irish settings 2) Copy email of connection request to ESB 3) NC6 form 4) Design Report confirming inverter sizing and its rating for installed PV cells. Also East/West orientation of array & associated two peaks of energy output. 5) Planning Permission where applicable	Yes PV must have a commissioning cert for inverter (electrical) and for the PV array (mechanical)	
	Embedded generation > 11kW eg PV, wind, hydro etc.	S.I. No. 383 of 2008 and S.I. No. 384 of 2009	See above re PV	Yes	Yes	Yes	1) NC5 2) Evidence of ESB Connection offer 3) Test Type Cert from Manufacturer confirming meets EN50549 and Irish settings 4) Design Report confirming inverter sizing and its rating for installed PV cells. Also East/West orientation of array & associated two peaks of energy output. 5) Planning Permission where applicable 6) EGIP witness tests confirmation from ESB	Yes see above re PV commissioning	
	CHP > 11kW	S.I. No. 383 of 2008 and S.I. No. 298 of 2009 Building Regulations TGD Part L	-	Yes	Yes	Yes	1) NC5 2) Evidence of ESB Connection offer 3) Anaerobic Digestion CHP see Cré Guidelines for Anaerobic Digestion in Ireland 4) EGIP witness tests confirmation from ESB	Yes	
	Direct fired radiant panels	-	-	Yes	Yes	Yes	-	Yes	
	Solar PV Thermal Hybrid Panels	ETCI	-	Yes	Yes	Yes	-	Yes	
Plate heat exchanger	Building Regulations TGD Part L	-	Yes	Yes	Yes	-	Yes		
Heat pumps	ETCI	-	-	-	-	-	-	-	

Inspection Process

Before Inspection

Inspection

After Inspection

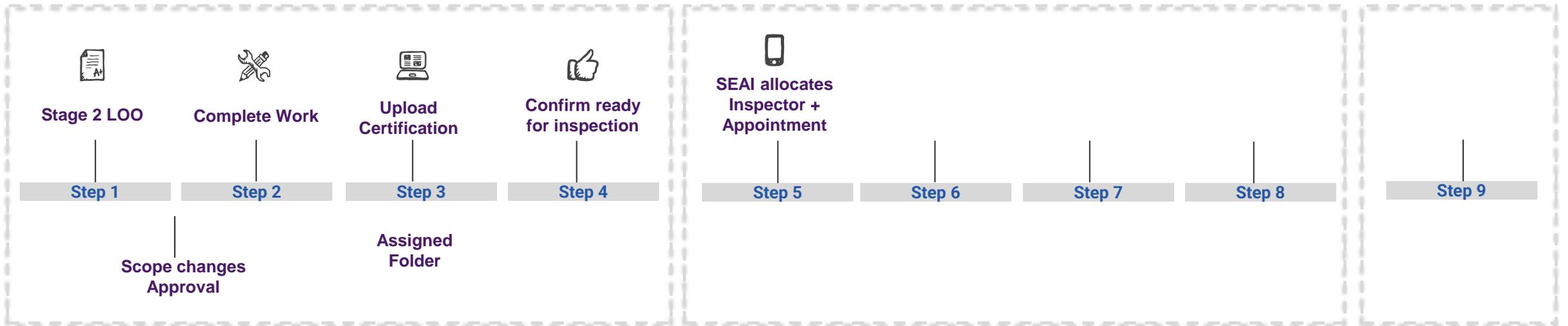


Inspection Process

Before Inspection

Inspection

After Inspection



Step 5: Appointment

- Notification of Inspection
- Scheduled (Access for inspection within 5 calendar days)
- H&S Risk Assessment (Specific Hazards, Covid19)

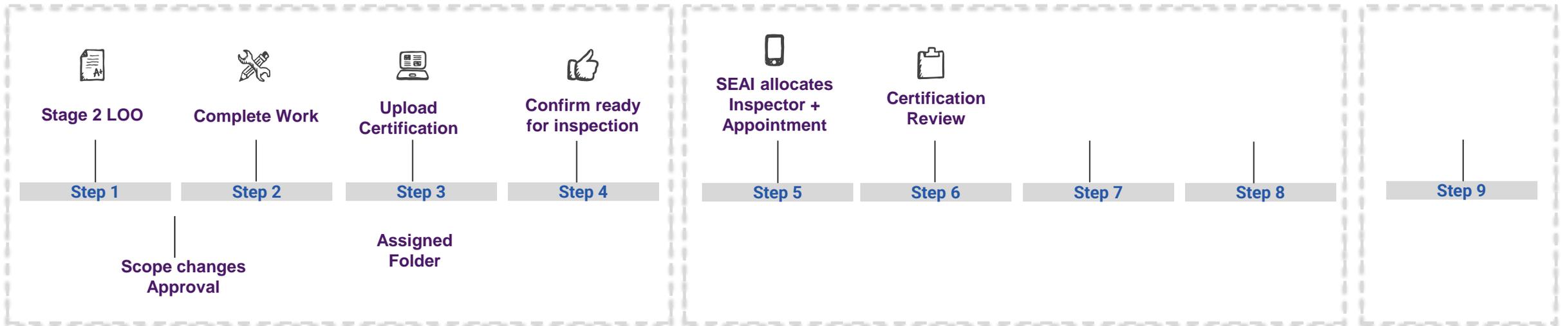


Inspection Process

Before Inspection

Inspection

After Inspection

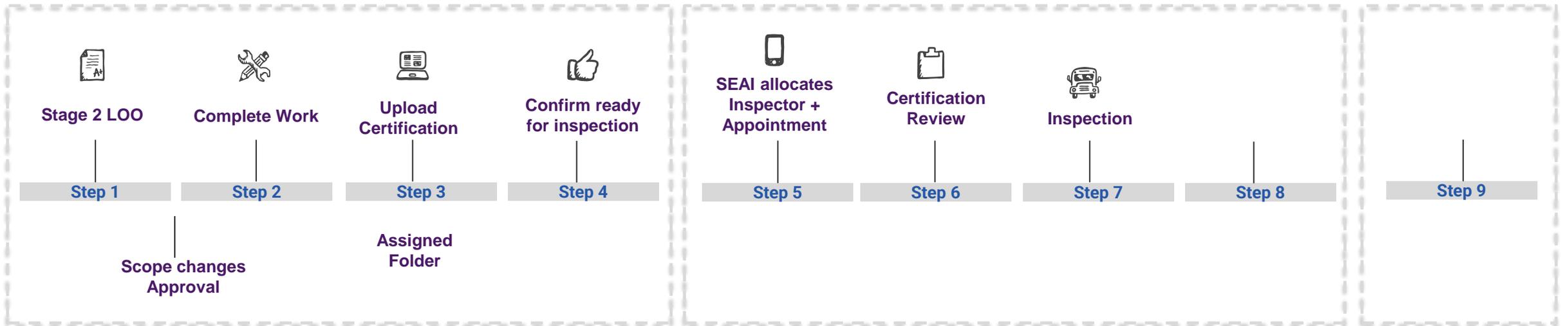


Inspection Process

Before Inspection

Inspection

After Inspection



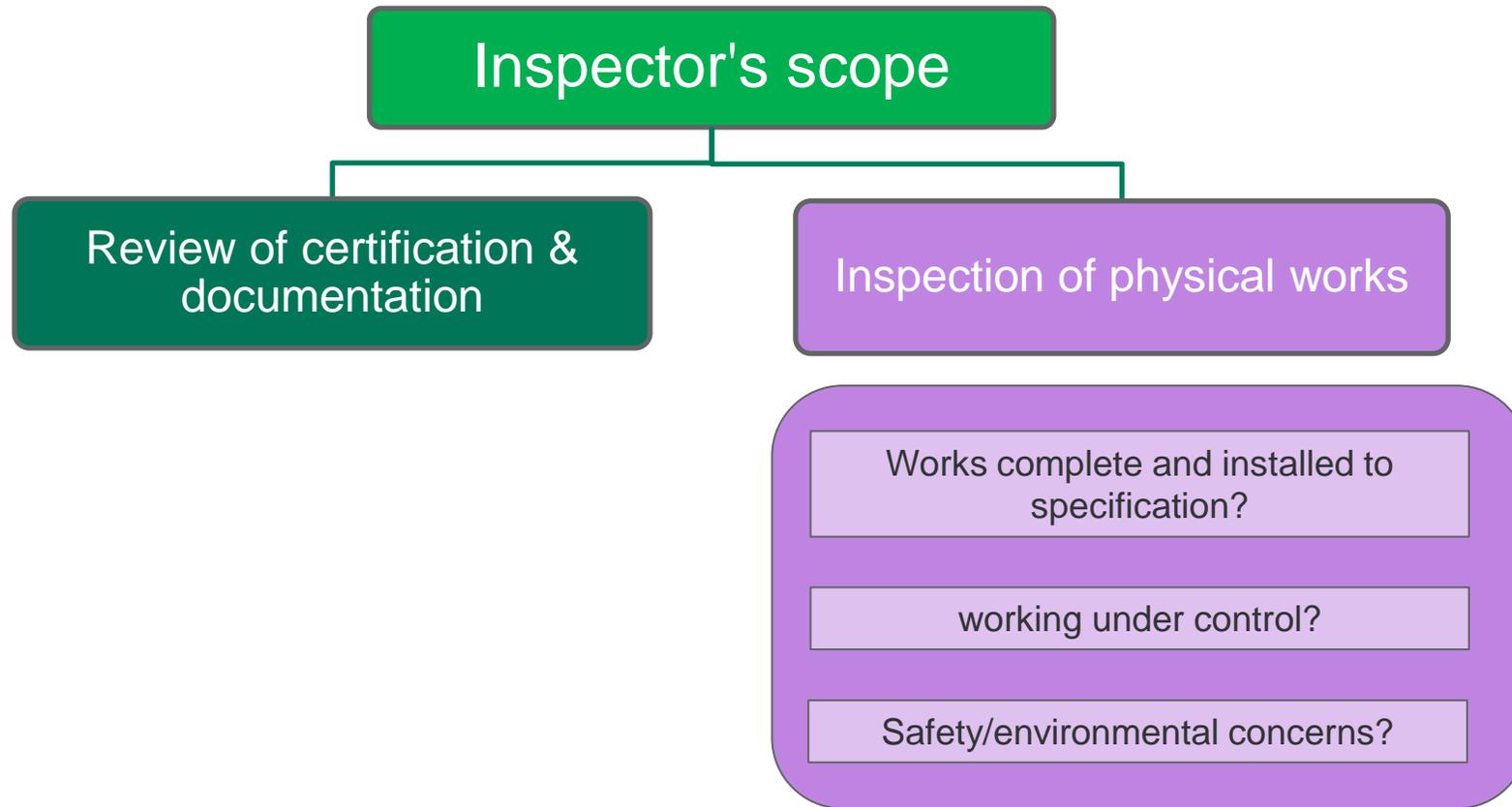
Step 7: Site Inspection

The person accompanying the inspector must;

- Escorted by Applicant / Representative
- Bio-hazard & PPE requirements
- Be familiar with the layout of the site
- Be familiar with the details of the upgraded works
- Have all necessary original documentation



Step 7: Site Inspection

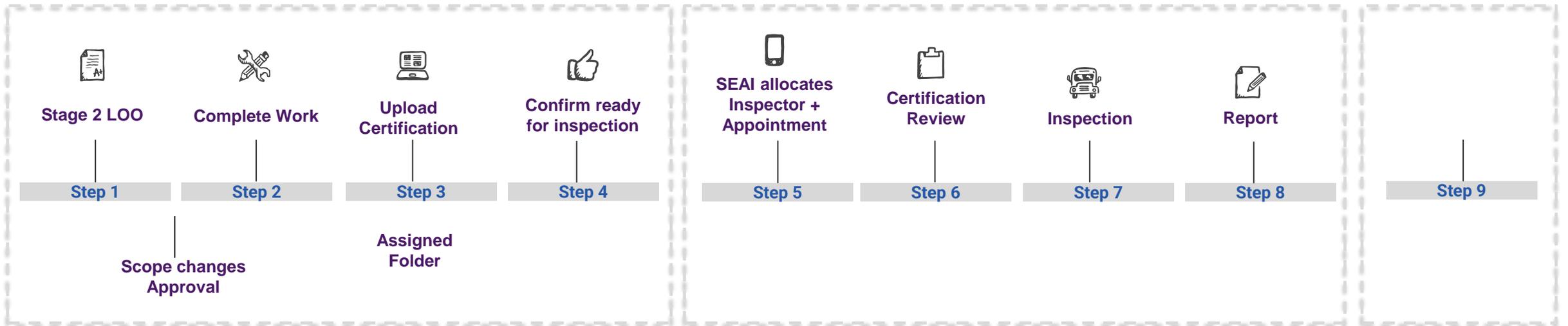


Inspection Process

Before Inspection

Inspection

After Inspection



Step 8: Inspection Report - Questions

	Measure 1; Category:		
PHYSICAL WORKS	Answer	Sev	Comments/ Clarifications / Reworks Description
Is Final specification clear? iii			
Do works match final specification?			
% Physical works complete?		%	
Date completed?			
SNC / No Works?			
Operational Controls? iv (include photo on measure tab)			
Any Safety / Environmental Concerns ? (include photo on measure tab)			
Are Final projected Energy Savings broadly consistent with final specification? If not provide summary details.			
Physical reworks required? (Review measure specific checklist)			

Step 8: Inspection Report - Questions

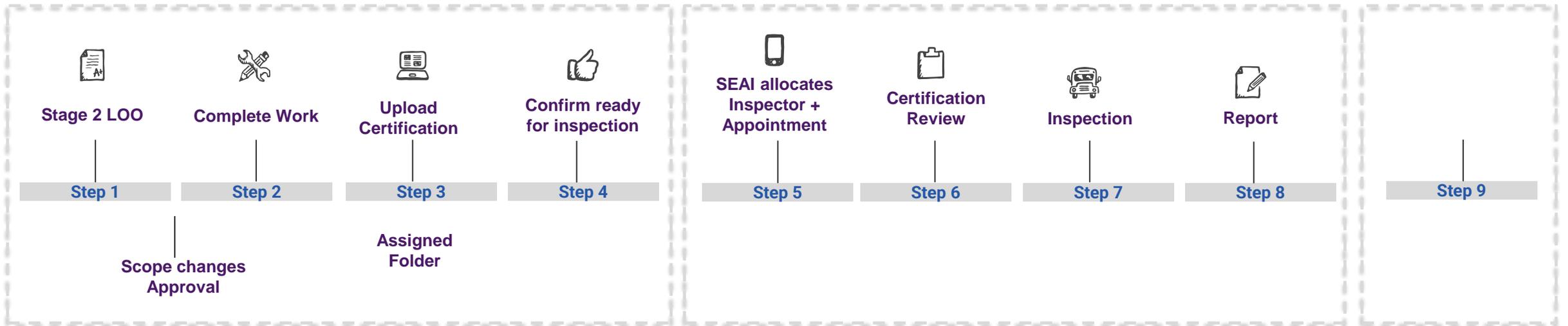
CERTIFICATION WORKS	Answer	Sev	Comments/ Clarifications / Reworks Description
Has the correct Product Datasheet been provided?		NA	
Has Commissioning Cert been provided? v		NA	
Is the commissioning certification fully complete, dated / signed by a competent professional? <i>If yes, provide Commissioning professional details and date:</i>		NA	
Does commissioning certification accurately reflect the energy upgrade works?		NA	
Does commissioning certification provide unqualified assurance commissioning is complete?		NA	
Ancillary Certificates: Has appropriate * certification been provided by a competent professional? <i>(see measure specific checklist) *eg Safe Electric, RGI, NSAI, NCS / NC6, G.10, Emergency Lighting CA/CS, EGIP</i>		NA	
Ancillary Certificates: Is certification fully complete, dated / signed by a competent professional?		NA	
Ancillary Certificates: Does certification provide unqualified substantiation works are certified?		NA	
Is there evidence energy upgrade works started after date on LoO? (E.g. photo evidence taken after the LoO and before the installation)		NA	
Is there evidence energy upgrade works started before the date on LoO?		NA	
Installation operating as intended?			
Is there evidence energy upgrade works are CE marked / CE compliant vi		NA	

Inspection Process

Before Inspection

Inspection

After Inspection

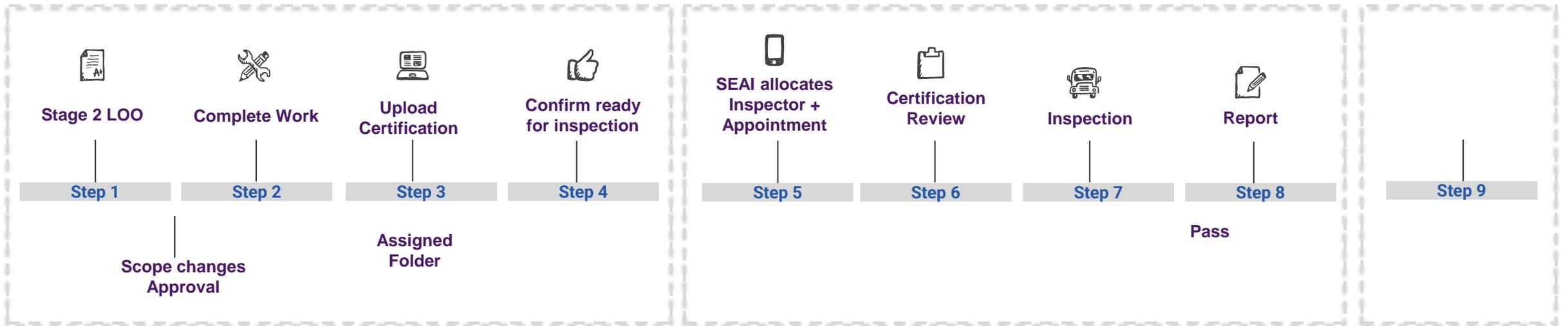


Inspection Process

Before Inspection

Inspection

After Inspection

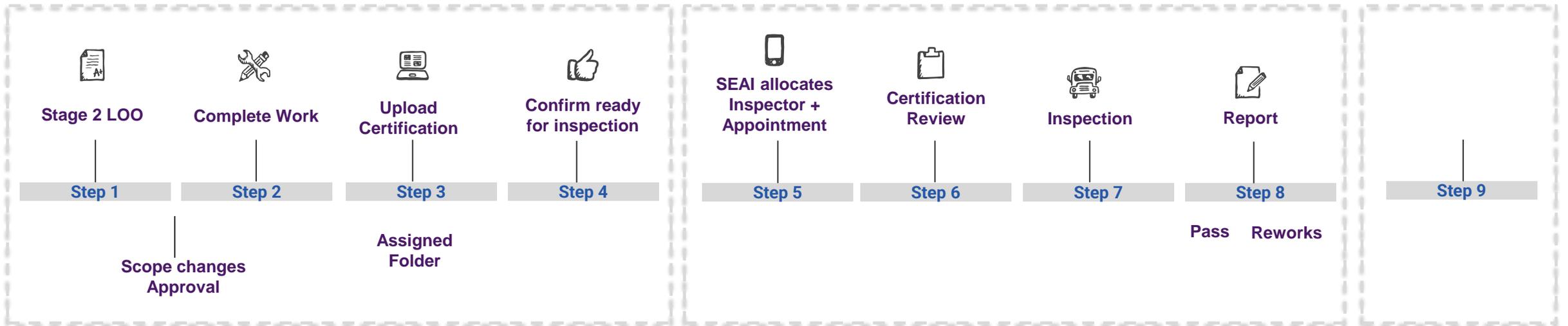


Inspection Process

Before Inspection

Inspection

After Inspection

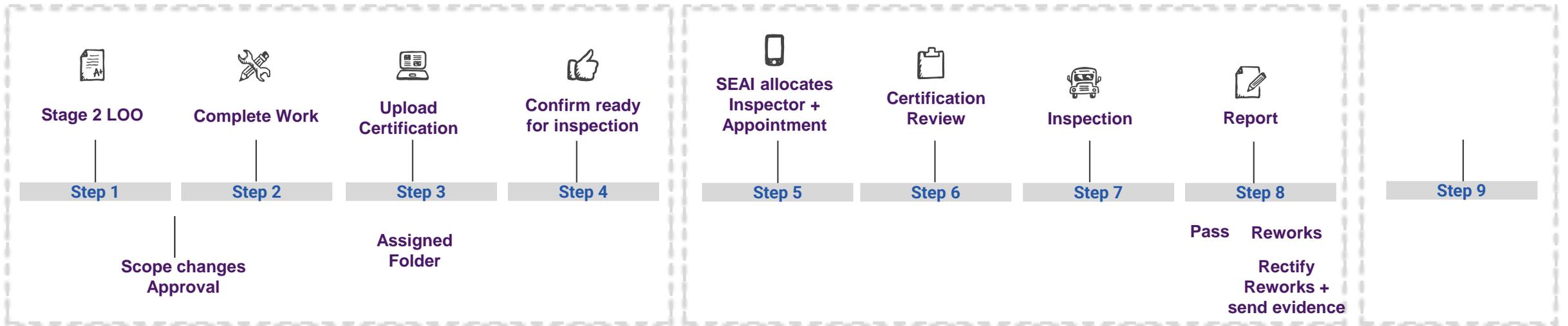


Inspection Process

Before Inspection

Inspection

After Inspection



Step 8: Inspection Report - Results

Inspection Results						
Category	Result	Sev 1	Sev 2	Sev 3	Total Sev	
Physical Works	Pass	0	0	0	0	
Certification Works	Pass	0	0	0	0	
SNC / No Works?	NA	Comments:				
Overall Results:	Pass	Comments:				
Re-Calculation required?	No	Comments:				
Re inspection recommended?	No	Comments:				

Inspection Results						
Category	Result	Sev 1	Sev 2	Sev 3	Total Sev	
Physical Works	Pass	0	0	0	0	
Certification Works	Reworks	2	1	0	3	
SNC / No Works?	NA	Comments:				
Overall Results:	Reworks	Comments:				
Re-Calculation required?		Comments:				
Re inspection recommended?		Comments:				

Step 8: Inspection Report - Results

	Inspection Results - Measure 3					
	Result	Sev 1	Sev 2	Sev 3	Total Sev	SNC/ No Works
Physical Works	Pass	0	0	0	0	NA
Required Physical reworks						
	Result	Sev 1	Sev 2	Sev 3	Total Sev	
Certification Works	Re-Works	1	0	0	1	N/A
Required documentation reworks	Provide evidence of ESB G10 Witness test is completed					

Severity Rating	Severity 1	Severity 2	Severity 3
Classification	Possible health and safety risk or highly non-compliant	Potential to compromise the effectiveness of the installation	Minor issue, not best practice
Rework Requirement	Re-work required	Re-work required	Re-work required

Inspection Results (Reworks)

REWORKS DECLARATION

Re-works declaration (signed by EXEED Applicant / Representative)

We confirm the re-works identified during this Quality Inspection have been rectified and all comply with Statutory Design Regulations and EXEED Scheme Standards

Name:

Signature:

Date:

Q.1: What do I have to do?

- Complete Re-works
- Provide Evidence + Sign Re-works Declaration Form

Re-works sign-off (signed by Inspector):

We confirm we have reviewed re-works evidence / re-inspected the property and are satisfied the re-works identified above are complete

Name:

Signature:

Date:

Q.2: Where do I have to send it?

- Upload to Reworks Folder
- Inform the inspector and CC:
EXEED.Inspections@seai.ie and EXEED@seai.ie

Q.3: How much time do I have? 14 calendar days

Inspection Results (Appeals)

Q: What do I have to do? Complete the Form

Q: Where do I send it? appeals@seai.ie

Q: What time do I have? 14 calendar days

Include any mitigating factors not previously disclosed at inspection that might assist SEAI in adjudicating on your appeal



Re-works Appeal Form

- Use this form for all schemes except Better Energy Homes and Better Energy Warmer Homes
- Please complete Sections A, B and C.
- Any relevant documents you wish to have considered in your appeal should be enclosed with this form.

Section A – Project Details

Please use BLOCK CAPITALS

Programme Name _____

Project Reference Number _____

Name _____

Installer Name _____

Facility Name (Building Reference) _____

Facility Address _____

Email address _____

Date of Appeal _____

Section B – Declaration

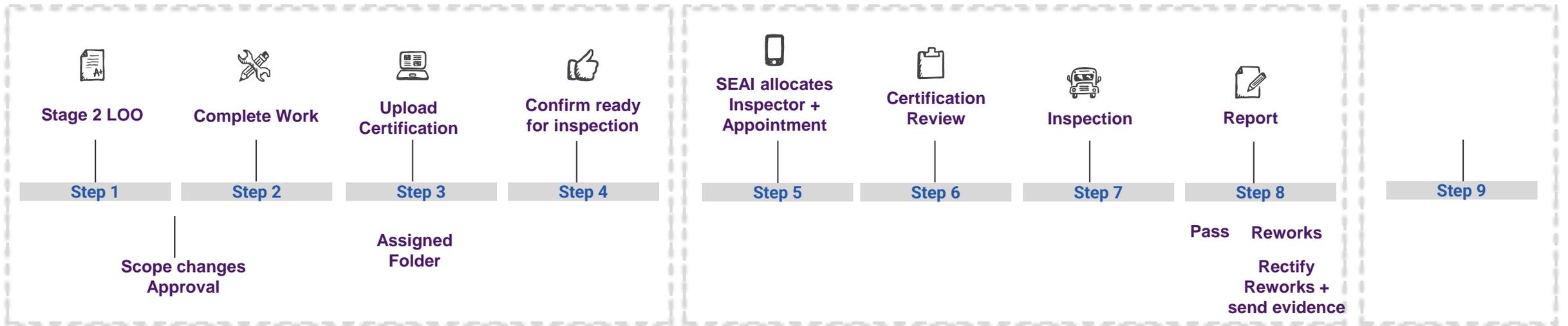
I wish to appeal against the decision of:

Inspection Process

Before Inspection

Inspection

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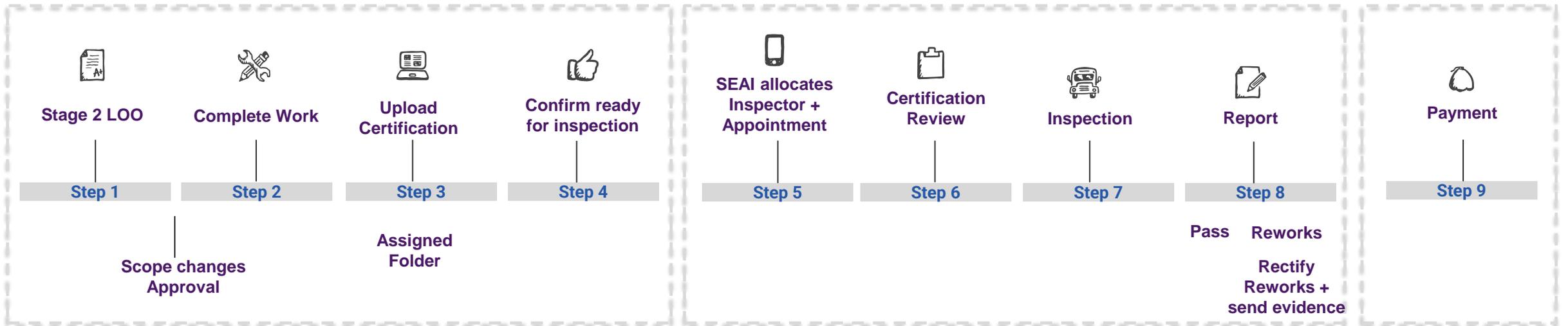


Inspection Process

Before Inspection

Inspection

After Inspection



Q&A

EXEED.Inspections@seai.ie

End of the Inspection Process

Inspections Unit