

## INSTALLER ONSITE CHECKLIST FOR

# Heating and Cooling Installations



## INSTALLER CHECKLIST

**SIMPLY CHECK IT OFF AS YOU GO!**

### Required photos

#### PHOTOS OF THE ORIGINAL UNIT

- Old unit still in place and still connected.
- Old unit compliance label (even if unreadable).
- Old unit decommissioned (e.g. drill hole in the unit or cut the cord).
- The gas pipe of the existing product sealed and/or capped using appropriate materials (where the existing product is a gas heater).

#### PHOTOS OF THE NEW UNIT

- Unit completed and installed.
- New unit compliance label showing model & serial number.
- Indoor unit completed and installed.
- Outdoor units completed and installed.
- Indoor unit compliance plate clearly showing model and serial number.
- Outdoor compressor compliance plate clearly showing model and serial number.

### Photos during/after installation

- Evidence of removal of original unit (unless not safe or practicable to remove) eg photo of original unit in a trailer, at installer's premises for disposal, or at a metal recycler.
- If the decommissioned unit contains refrigerant, you must ensure that this has been recovered for safe disposal.

### Geo-Tagging

- Photos taken within the Bridge Select app are automatically geotagged. \*(Ensure location services are turned on for the app).
- When taking photos through the camera on your device, you must ensure location services are switched on.

*NOTE: For more information, please refer to the Geo-Tagging Document. Photos that are not geo-tagged or photos taken through geo-tagging apps and softwares are not sufficient and will not be accepted.*

### Consumer signatures required

#### SIGN OFF ON THE VEECS CLAIM

- Installer and Consumer to sign **ON** or **AFTER** the date of installation.

#### SIGN OFF ON DECOMMISSIONING DECLARATION

- Agreement between Installer and Consumer on scope of decommissioning work as part of installation.

*NOTE: If it isn't safe and practicable to remove the unit (ie: for in roof systems) this must be noted on the VBA Certificate and within the scope of decommissioning in the claim.*



# ADMIN CHECKLIST

## Consumer documents to be uploaded

- VBA Certificate of Compliance, outlining details of the original unit (system type, brand & model) as well as how the original unit was decommissioned.
- Electrical Certificate of Compliance (CES).
- Installation invoice showing the full system model purchased (exactly as listed on the VEU Registry).
- VBA certificate required from each VBA licence installer (decommissioning & installation).
- Proof of payment ensuring minimum co-payment amounts are met for the applicable activity - see Helpful hints & Information for details.
- Customer has been provided with VEET Scheme Customer Factsheet.
- Provide a minimum 5-year warranty**, document must include contact details for claims within Australia in case of product failure & cover against defects for a **min of 5 years** from the date of installation, purchase, or supply.

## Decommissioning & Disposal

- Decommissioning details must be included on either the Plumbing or Electrical Certificate of Compliance (must include the type, brand and model of the product as well as the method of decommissioning).
- Ensure ALL photos listed under the Original Unit section have been provided.

## Helpful hints & information

### THE ENERGY CONSUMER MUST PAY A MINIMUM CO-PAYMENT OF:

- \$1000 (inc GST) per unit for all multi-split air conditioners registered under 6A to 6G in the VEU Register of Products.
- \$1000 (inc GST) per unit for all ducted air conditioners registered under 6A to 6C in the VEU Register of Products.
- \$1000 (inc GST) per unit for all other non-ducted air cons with a total rated cooling capacity equal to or above 10kW products registered under 6F and 6G in the VEU Register of Products
- \$200 (inc GST) per unit for all other non-ducted air conditioners with a total rated cooling capacity below 10kW registered under 6D, 6E(i), 6E(ii) in the VEU Register of Products.
- Old unit must be rendered permanently inoperable (disconnection & removal is not sufficient).
- Recommended method of decommissioning is to drill a hole in the unit or cut the cord.
- Remove from site and deposit at recycling/scrap metal facility.
- Please ensure decommissioned unit has been disconnected from the existing gas/electrical supply and appropriate steps have been taken to ensure that the gas/electrical connection is left in a safe condition.

*The co-payment must be paid by consumer before VEECS can be created and cannot be reimbursed, in part or in full, to consumer in any form, including money, goods or services.*

## Eligibility Scenarios

TYPE	ACTIVITY	SCENARIO	INSTALLATION LIMITS
Residential	6A, 6B	Ducted	1 product per premises
Residential	6D, 6E, 6F	Non-Ducted	5 products per premises for installations involving decommissioning. 2 products per premises for installations not involving decommissioning. <b>Total cap of 5 products per premises.</b> Example: i) 5 products replacing 5 existing units which have been decommissioned. ii) 3 new units und 2 additional units replacing decommissioned units.
Business	6A, 6B, 6C	Ducted	5 products per premises for installations involving decommissioning. 2 products per premises for installations not involving decommissioning. <b>Total cap of 5 products per premises.</b> Example: i) 5 products replacing 5 existing units which have been decommissioned ii) 3 new units and 2 additional units replacing decommissioned units.
Business	6D, 6E, 6F, 6G	Non-Ducted	10 products per premises for installations involving decommissioning. 3 products per premises for installations not involving decommissioning. <b>Total cap of 10 products per premises.</b> Example: i) 10 products replacing 10 existing units which have been decommissioned. ii) Up to 3 new units and 7 additional units replacing decommissioned units

*NOTE: for activities involving decommissioning, existing product and building must be at least 2 years old.*