

INSTALLER ONSITE CHECKLIST FOR

Heating and Cooling Installations

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).

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.

Recycling evidence

- A waste receipt/invoice from a place authorised by EPA.
- A waste receipt/invoice from a place authorised by EP, including details of claim (Consumer's full name, address & serial number of decommissioned product where available).
- Note: if a recycling receipt relates to more than one unit being disposed of, please ensure you are providing a reconciliation report detailing all of the claims the receipt is relevant to.

NOTE: For more information, please refer to the Disposal Requirements Document

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).
- 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.
- If the decommissioned unit contains refrigerant, you must ensure that this has been recovered for safe disposal.

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.

Required signatures

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.

Documents to upload

- 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).

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.

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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. Total cap of 5 products per premises. Example: i) 5 products replacing 5 existing units which have been decommissioned. ii) 3 new units and 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. Total cap of 5 products per premises. 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. Total cap of 10 products per premises. 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.