

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 legal ownership of the installation: Incl. evidence of payment with an itemized list

2. DESIGN AND INSTALLATION SIGN-OFFS

- 2.1 Evidence of Designer Competence
- Level 8 Qualification
 - Evidence of Professional Indemnity Insurance
 - Evidence of Registration with a Reputable Engineering Body
- 2.2. Evidence the Completion Report covers the entire scope of works, including:
- New and old components if retained
 - Any scope changes to be described
 - Heat metering system design
 - Any control system (if separate, N/A if integrated)
- 2.3 Evidence of satisfactory sign off of Completion Report
- In accordance with Building Regulations, Planning Permissions (including change of use), H&S Legislation and Manufacturer's Instructions.
 - Including the review of required licenses such as EPA License or License for waste.
- 2.4 Evidence of Installer competence
- Fetac/QQI level 6 Advanced Craft in plumbing, at a minimum, a module on minor electrical works
- OR**
- Holds a certificate of competence from the specific manufacturer of the Eligible Installation installed, based on an adequate training programme.
- 2.5 Is BCAR Certification required? Yes No
- If yes, has validation /registration of CCC¹ by the BCAR been provided? Yes No
- If no (declaration), is this acceptable? Yes No

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

3. LICENSES & PERMITS

3.1 Has the applicant submitted a declaration stating that the project meets National/International Standards requirements laid out in the SSRH GSORG (Including Planning Permission)

Yes No

Is there evidence of ongoing obligations being properly discharged? Yes No

If no, what is missing?

Has the applicant submitted a declaration stating that the project meets all the licensing requirements laid out in the SSRH GSORG?

4. TESTING & COMMISSIONING

4.1 Type Test Certificate for:

- New, key equipment (E.g., Heat Pump)
Including evidence of Compliance with Ecodesign Directive 2009/125/EC (Declaration of Conformity, if applicable)
- Heat Meters (MID Class 2)

4.2 Manufacturers Calibration/test Certificates for Heat Meters

- Commissioning report form for each heat meter has been provided?

4.3. Commissioning Report for:

- Heat Pump
- 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)
- Life Safety Systems
- Controls (if separate, N/A if integrated)

4.4 Safe Electric Certificate for the new system

5. WARRANTIES

- 5.1 Design warranty (From Design Engineer)
- 5.2 Installation warranty
- 5.3 Product warranties

6. OPERATION & MAINTENANCE

- 6.1 Operation and Maintenance manuals for all key components
- 6.2 Evidence (signed sheet saying they have received training) of Staff having been trained in the operation of the new renewable heating system (including awareness of risks health and safety)
- 6.3 Maintenance plan / schedule to support equipment warranty
- 6.4 Service contract for the renewable heating system
- 6.5 Evidence that staff have been training in the operation of the renewable technology.
- 6.6 Cooling aspect metered separately plus cooling function deducted from overall cost.
- 6.7 Photos of installation, F Gas Installer certification if applicable.

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

Name : _____ Date: _____