

Home Energy Grants: Heat Pump Systems Quality Alert

Documentation Handling Guidance

Series 2024-08-001



Guidance for Correct Documentation Handling for Heat Pump System Grant Installations

This quality alert outlines the most frequent non-compliance noted by SEAI inspectors of heat pump system installations. The guidance on documentation handling tips detailed below aim to reduce the number of reworks for Contractors and subsequently lead to a more efficient Programme with faster turnaround time for payment.

It is important to note that all aspects of the installation of heat pump systems must be as per the Domestic Technical Standards and Specifications (DTSS) document and in accordance with the Contractors Code of Practice.

Please see the Contractors Support page for further information which may aid Contractors in achieving high compliance on the Better Energy Homes Programme: <https://www.seai.ie/grants/supports-for-contractors/>.

In this quality alert on documentation, the non-compliances are listed below along with suggested corrective action.

Guidance covered in Technical Bulletin:

Declaration of Works (DOW) forms:

1. Providing Homeowner with Designer/Installer form and EcoDesign datasheets at DOW stage.

Commissioning and Handover:

1. Commissioning documents not available/correct & RECI cert not present/correct upon Inspection.

Declaration of Works (DOW) forms

Details of Non-Compliance

Contractors must provide Homeowners with the following design documents, completed in their entirety, and signed by the Contractor, for submission with the Declaration of Works (DOW) form:

- Designer/Installer Form
- Ecodesign datasheets for installed heat pump unit

Frequently, the Designer/Installer form is absent from the Homeowners DOW submission, or it is not completed fully, such as a **missing signature from Section 6 on the form.**

Guidance

The flowchart on the next page illustrates a simple procedure to follow in order to ensure the Homeowner has all the required documentation they need to submit with completed and signed DOW forms. This form can be found here - [Heat Pump Designer/Installer Sign Off Sheet](#)

1. Complete Designer/Installer Sign Off Form

The image shows a detailed SEAI Heat Pump Designer/Installer Sign Off Form. It includes sections for 'Address of installation', 'SEAI Number', 'SEAI Certificate', and 'SEAI Certificate Number'. There are several tables for recording data, such as 'SEAI grant aid', 'SEAI grant aid (SEAI grant aid)', and 'SEAI grant aid (SEAI grant aid)'. The form also contains checkboxes for 'SEAI grant aid (SEAI grant aid)', 'SEAI grant aid (SEAI grant aid)', and 'SEAI grant aid (SEAI grant aid)'. The SEAI logo is visible in the top right corner.

2. N.B. Remember to fill out Section 6 and have a Nominated Personnel from the Heat Pump Contractor sign off

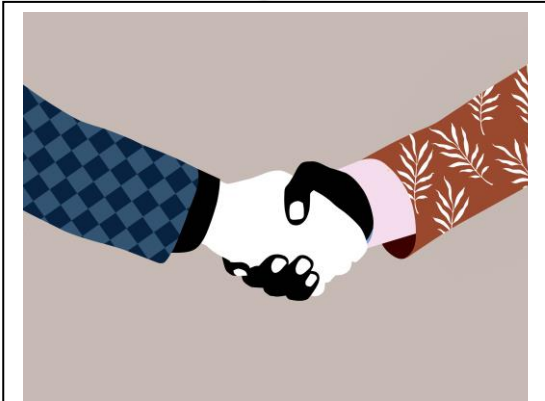
6. Confirmation
Note: If the heat pump installation is being grant aided, this section needs to be completed by the SEAI registered contractor who installed the heat pump system

I confirm that I am authorised to complete this certificate on behalf of the client and I confirm that:

- (i) For New Final and Existing BERs, the heating installation at the premises whose address is shown above has been designed and installed in accordance with the information provided;
- (ii) For Provisional BERs, the heating design at the premises whose address is shown above is in accordance with the information provided.
- (iii) the design included a heat loss calculation for every room of the building that is heated by the installation;
- (iv) For New Final or Existing BERs, the installation conforms to the design;
- (v) controls have been installed and set correctly.

Select Yes or No

Full name: (For SEAI grant works must be the Contractor's Nominated Person)		Enter name of person responsible for design/installation.
Company name: (For SEAI grant works must be the Contractor)		Enter company name of person completing signoff form.
Email Address:		Enter email of person completing signoff form.
Job title:		Enter job title of person completing signoff form.
Signature: (For SEAI grant works must be the Contractor's Nominated Person)		Signature of person responsible for design/installation.
Date:		DD/MM/YYYY



3. Handover to Homeowner for DOW Submission

Commissioning and Handover

Details of Non-Compliance

The homeowner must also be provided with the following documentation upon installation of the heat pump system for the purposes of a possible pre-pay or post-pay inspection, where required:

- Register of Electrical Contractors (RECI) Certificate
- Heat Pump Commissioning Certificate
- User Manual
- F-Gas Certificate (if applicable)
- Ground and water collector design (if applicable)

The most frequent documents which are absent upon an inspection, and subsequently cause reworks, are the **Commissioning Documents and Register of Electrical Contractors Ireland (RECI) Cert.**

Please note it is the responsibility of the appointed Heat Pump Contractor to ensure all necessary pieces of documentation have been provided to the Homeowner before DOW’s have been submitted for purposes of inspection.


The Commissioning Checklist is a comprehensive form for heat pump installations. It includes sections for: **CONTROLS - SYSTEM AND HEAT PUMP** (covering thermostat, fan speed, and safety features), **ALL SYSTEMS** (checking electrical safety, insulation, and system components), **OUTDOOR UNIT** (verifying installation and clearances), **HEATING MODE** (checking temperature settings and fan operation), and **DOMESTIC HOT WATER MADE** (ensuring correct temperature and safety). It also has a section for **ADDITIONAL SYSTEM INFORMATION** and a signature line for the Commissioning Engineer.

Figure 1: Commission Cert

The National Rules for Electrical Installations Completion Certificate is a standardized form for existing installations. It includes: **CUSTOMER NAME** (Block Capital), **ADDRESS OF INSTALLATION**, **INSTALLATION TYPE** (Controlled Works, Minor Works, or Test only), and **PREMISES DESCRIPTION**. It features a **TEST RESULTS** section with checkboxes for polarity and earthing, and fields for maximum resistance and insulation resistance. It also includes a **CERTIFICATION** section where the contractor certifies the work and a **REGISTERED ELECTRICAL CONTRACTOR** section with fields for name, address, and registration number.

Figure 2: RECI Cert

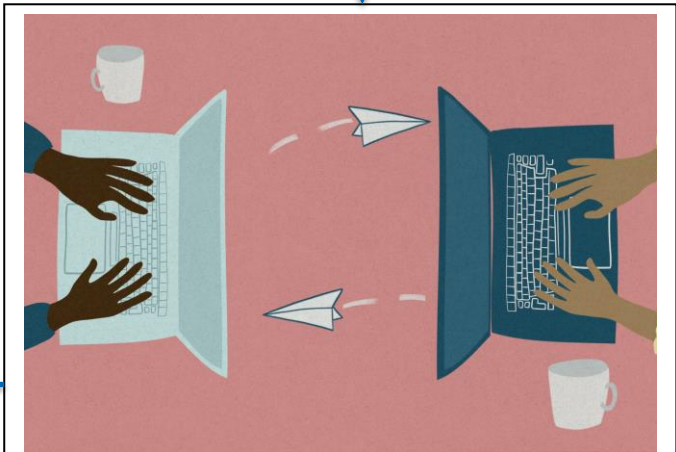
Guidance



Complete Heat Pump Installation



Handover all necessary documents to Homeowner and advise to retain for possible Inspection



Email copy of documents to Homeowner with following subject line:
HEAT PUMP DOCUMENTS FOR SEA I
INSPECTION



Sign off on DOWs

w: www.seai.ie
e: info@seai.ie
t: 01 8082100



Rialtas na hÉireann
Government of Ireland