# **NSW Energy Savings Scheme**

Template: Site Assessment Report

**Installation of High Efficiency Appliances for Businesses**

## Purpose of this template

Under the Installation of High Efficiency Appliances for Businesses sub-method (**Business Appliances**), Accredited Certificate Providers (**ACPs**) undertaking specific activities (activity definitions F4, F8-F17) must arrange for the original energy saver or installer to complete and sign a Site Assessment Report. This template may be used by ACPs to develop their own Site Assessment Report.

The purpose of the Site Assessment Report is to confirm that the Eligibility Requirements for activity definitions F4, F8-F17 have been met.

The ACP must keep a copy of the completed Site Assessment Report for each implementation as evidence to be checked at audit.

## Instructions for ACPs using this template

To use this template, you will need to:

* Select the relevant declaration from the following pages
* Copy the wording from the declaration into your own document
* Format as appropriate
* Request that the original energy saver or installer completes the relevant sections of the form, including by:
  + completing the sections of the form(s) in square brackets, and
  + signing and dating the form(s).

**Site Assessment Report – Activity Definition F4**

I, [insert name], hereby declare that:

* the equipment being installed is a high efficiency air conditioner,
* the building where the activity takes place is not a residential building unless the activity is replacing an existing air conditioner in a centralised system or in the common areas of a BCA Class 2 building, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| --- |
| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definitions F8 or F9**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the existing boiler is more than 10 years old
* the existing boiler is/was in working order at the time of decommissioning, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F10**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* there is no oxygen trim system installed on the existing boiler (at the time of installation), and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F11**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the existing burner is in working order at the time of replacement, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F12**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* there is no economiser installed on the existing boiler/heater (at the time of installation)
* if boiler feedwater is not used as the heat rejection line, another line is available for heat rejection at least 80% of the time, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F13**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the steam boiler does not have an existing sensor based automatic blowdown control, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F14**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the steam boiler has, or will have, an existing sensor based blowdown control, in working order, installed at the time of commissioning of the blowdown flash steam heat recovery system
* the steam boiler does not have an existing blowdown flash steam heat recovery system, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| --- |
| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F15**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the steam boiler has, or will have, an existing sensor based blowdown control, in working order, installed at the time of commissioning of the blowdown flash steam heat recovery system
* the steam boiler does not have an existing residual blowdown heat exchanger
* a fluid stream below 40°C will be available at all times to transfer heat from the boiler blowdown, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

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| --- |
| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F16**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building
* the existing equipment (at the time of installation) is a gas or electric resistance hot water boiler(s) or water heater(s),
* the existing equipment must be a gas hot water boiler(s) or water heater(s) if the new equipment (at the time of installation) is a gas boosted air source heat pump water heater and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

|  |
| --- |
| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |

**Site Assessment Report – Activity Definition F17**

I, [insert name], hereby declare that:

* the building where the activity takes place is not a BCA Class 1 or 4 building, and
* the information I have provided is complete and accurate and I am aware that there are penalties for providing false and misleading information in this form.

|  |
| --- |
| **Note:**  *Clause 61 of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.* |

**Signed by the [insert name of original energy savers or installer]**

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Click here to enter text] |
| Position | [Insert details here] |
| Company | [Insert details here] |
| Date | [Click here to enter a date] |