

17 October 2019

Clarification about the use of CCEWs as evidence in the Energy Savings Scheme

The purpose of this notice is to clarify the requirements for a Certificate of Compliance for Electrical Work (**CCEW**) when used as evidence for the Energy Savings Scheme (**ESS**).

We require a signed and dated CCEW to be used as evidence in the ESS

The relevant Evidence Manuals require CCEWs as evidence that a lighting upgrade is compliant with electrical safety and performance requirements. A CCEW may also be used as evidence of the implementation date or implementation address. For the purposes of the ESS, the CCEW must be completed, signed and dated by the electrician who performed or supervised the electrical work and must include details of the work performed.

A CCEW submitted electronically may be regarded as signed if certain conditions are met

The *Gas and Electricity (Consumer Safety) Act 2017* and the *Gas and Electricity (Consumer Safety) Regulation 2018* (**Safety Legislation**) require electricians to submit a CCEW to the customer within seven days of the completion of any electrical work. The CCEW must also be provided to other parties in certain circumstances.

NSW Fair Trading (**Fair Trading**) administers the Safety Legislation and accepts unsigned CCEWs that have been submitted electronically. Fair Trading provides a template CCEW which only requires a signature if the CCEW is provided as a printed copy.

The ESS will treat an unsigned completed CCEW that has been submitted electronically as “signed” for the purposes of the ESS, provided the ACP can demonstrate that the CCEW was completed and submitted in accordance with the requirements of the Safety Legislation and Fair Trading. This includes that:

- ▼ The CCEW was emailed to the customer within **seven days** of completing any electrical work, and
- ▼ A copy of the CCEW was provided to other parties within the required timeframe as required by the Safety Legislation. This could include Fair Trading and the relevant electricity distributor.

Evidence requirements

Where an unsigned electronically submitted CCEW is used as evidence, a copy of the email to all of the required parties with the CCEW attached must be retained to demonstrate at audit that the CCEW was submitted in accordance with the Safety Legislation and Fair Trading’s requirements. A CCEW that is not submitted within the required timeframe will not be accepted as meeting ESS requirements.

ACPs are encouraged to review Fair Trading’s Electrical Compliance requirements to ensure that they understand the requirements for completing and submitting CCEWs.

<https://www.fairtrading.nsw.gov.au/trades-and-businesses/construction-and-trade-essentials/electricians/electrical-compliance-requirements>