# **energy security safeguard schemes**

Template: Site Assessment Report

## Purpose of this template

The purpose of the Site Assessment Report is to confirm that the eligibility requirements for an activity definition have been met. The original energy saver / capacity holder or installer should complete and sign the Site Assessment Report. The ACP must keep a copy of the completed Site Assessment Report for each implementation as evidence.

**Installation of High Efficiency Appliances for Businesses (ESS) – F4, F8-F16**

Accredited Certificate Providers (**ACPs**) must use a Site Assessment Report to evidence that the eligibility requirements of the applicable activity definition have been met. See the [IHEAB Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/IHEAB-Method-Guide/IHEAB-Method-Guide-V3.8) for more information.

**Reducing Demand Using Efficiency (PDRS) – HVAC2 and WH1**

ACPs may use a Site Assessment Report to evidence that the eligibility requirements of the applicable activity definition have been met. See the [Reducing Demand Using Efficiency – Peak Demand Savings Capacity Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide) for more information.

## Instructions for using this template

ACPs may use this template or develop their own Site Assessment Report based on the 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 Definitions F4 and/or HVAC2**

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.

**Note: Clauses 61 and 130 of Schedule 4A to the *Electricity Supply Act 1995* imposes a maximum penalty of $11,000 (and/or six (6) months imprisonment under cl 61) for knowingly providing false or misleading information to the Scheme Administrator.**

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

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert date] |

**Site Assessment Report – Activity Definitions F8 and/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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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.

**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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert date] |

**Site Assessment Report – Activity Definitions F16 and/or WH1**

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 (F16 only) or electric resistance hot water boiler(s) or water heater(s),
* for F16 only, 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 and 130 of Schedule 4A to the *Electricity Supply Act 1995* imposes a maximum penalty of $11,000 (and/or six (6) months imprisonment under cl 61) for knowingly providing false or misleading information to the Scheme Administrator.**

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

|  |  |
| --- | --- |
| Signature | [Sign here] |
| Name | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert 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 | [Insert name] |
| Position | [Insert details] |
| Company | [Insert details] |
| Date signed | [Insert date] |