

## CHECKLIST FOR

# Water Heating ESC/STC installations

All participating installers (including **plumbers AND electricians**) must be inducted into the program **BEFORE** completing installations.

All companies must supply current **public liability insurance** (CoC).

If you have not completed the induction, please contact us.

All photos must be taken with the app. Location services must be enabled on your mobile device and app to ensure all photos are geo-tagged and time stamped.

## Photos via phone app

### ORIGINAL UNIT

- Old installed still in place before removal
- Old Unit compliance label (even if unreadable)
- Old existing system unit decommissioned (e.g. drill hole in tank, wires cut)
- Evidence of removal of original unit (geotagged photo showing unit in the back of van/at recycler or a recycling receipt)

### NEW UNIT

- Photo of the unit completed and installed (according to AS/NZS 3500.4 section 8.2.1?)
- New unit compliance label showing model & serial number (for split heat pumps a photo of the label on both the tank & condenser) to be supplied.
- Photographic evidence of the new compressor unit

## Signatures via phone app or Admin Portal

### FROM THE INSTALLER

- ESC Site Assessor signed **BEFORE** or **ON** the date of installation
- ESC Installer - Post Implementation signed **ON** or **AFTER** the date of installation
- ESC Electrician Post Implementation signed **ON** or **AFTER** the date of installation

### FROM THE CUSTOMER

- ESC Original Energy Saver Nomination Form signed **ON** or **BEFORE** the date of installation
- ESC Purchaser - Post Implementation signed **ON** or **AFTER** the date of installation
- STC Owner signed **ON** or **AFTER** the date of installation

## Documents required

- Plumbing Certificate of Compliance  
Written with how the old system was decommissioned & details of old unit removed
- Electrical Certificate of Compliance (CCEW)  
Must clearly show the date the work was completed and the install address
- Sales ledger showing proof of customer copayment  
– Must match total invoice amount (invoice must be minimum \$200 plus GST) e.g. receipt, bank statement  
The sales ledger must clearly show the amount paid, date of payment and who made the payment\*
- Installation invoice showing the owner's name, address, system model and the benefit received\*

\*If owner is a business the Sales Ledger and Installation invoice must include owner's ABN

- User Manual that includes manufacturer's installation recommendations
- Warranty must cover heat pump unit and tank., include protection against defects, be valid for 5 years and have information of who to contact in Australia

