

# Explanatory note – compliance requirements for accredited persons by prescribed activity

15 January 2018



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The Department of Environment, Land, Water and Planning develops policy for the [Victorian Energy Upgrades](#) program. The program provides incentives for Victorian households and organisations to make energy efficiency improvements that save money on their energy bills and reduce Victoria's greenhouse gas emissions.

The Essential Services Commission (the commission) administers the program as the 'Victorian Energy Efficiency Target scheme' under the *Victorian Energy Efficiency Target Act 2007*.

For more information, visit [veet.vic.gov.au](http://veet.vic.gov.au).

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# Purpose

Checklists in this explanatory note provide direction on what accredited persons (APs) need to do to carry-out prescribed activities compliantly in the Victorian Energy Efficiency Target (VEET) scheme. This includes the evidence they must collect to show compliance.

APs should make sure they read, understand and abide by the compliance checklists below when undertaking prescribed activities to create Victorian energy efficiency certificates (VEECs). It is important that APs pay close attention to the document collection requirements listed in the checklists. The checklists have been developed with reference to the following documents:

- *Victorian Energy Efficiency Target Act 2007* (the Act)
- *Victorian Energy Efficiency Target Regulations 2008* (the Principal Regulations)
- *Victorian Energy Efficiency Target Guidelines* (the Guidelines)
- VEEC assignment forms specific to each prescribed activity
- [Explanatory note – creating VEECs from prescribed activities](#)
- [Explanatory note – installation of in-home displays \(IHDs\)](#)
- [Explanatory note – field and phone audits minimum requirements for prescribed activities 15, 17, 21 and 29.](#)

APs must also abide by scheme requirements as outlined in the Act, the Principal Regulations and the Guidelines. APs should read and be familiar with these documents before performing prescribed activities and should not rely solely on this document.

Compliance requirements for some prescribed activities are not included in this explanatory note. If intending to undertake these activities, APs should refer to the relevant specific explanatory notes, available on the VEET website. Relevant notes may include:

- [Explanatory note – building based lighting upgrade – part 2: compliance requirements](#) (for Schedule 34 – building based lighting upgrades)
- [Explanatory note – non-building based lighting upgrade – part 2: compliance requirements](#) (for Schedule 34 – non-building based lighting upgrades)
- [Explanatory note – large energy users’ scheduled activity premises](#) (for Schedule 37 – scheduled activity premises)
- [Explanatory note – project-based activities – measurement and verification – part 2: compliance requirements.](#)

Please note that all compliance requirements, including these checklists, are subject to periodic review and updates. APs are responsible for updating their processes to make sure they align with any updates.

# Compliance checklist for gas water heating

## **Schedules 1A and 1B – decommissioning electric resistance water heater and installing gas/LPG storage or instantaneous water heater**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- APs must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be plumbers licensed by the Victorian Building Authority (VBA) in gas-fitting and water supply work, and electricians licensed by Energy Safe Victoria (ESV)
  - provide a VBA plumbing compliance certificate
  - provide a non-prescribed certificate of electrical safety, clearly detailing the method of decommissioning used and type of unit decommissioned
  - ensure that the existing electric resistance water heater is decommissioned by a person licensed by ESV.
- For residential premises a maximum of two gas water heating products can be installed per household.
- For non-residential premises the number of gas water heating products installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>1</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

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<sup>1</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

# Compliance checklists for solar water heating

## **Schedules 1E and 1F – decommissioning electric resistance water heater and installing electric boosted solar or heat pump water heater or gas/LPG boosted solar water heater**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - for Schedule 1E, be electricians licensed by ESV, and licensed by the VBA in water supply and mechanical services work
  - for Schedule 1F, be electricians licensed by ESV, and licensed by the VBA in gas-fitting, mechanical services and water supply work
  - install products according to the *Plumbing Regulations 2008*
  - install a system of the correct size (i.e. small or large) into the property
  - provide a VBA plumbing compliance certificate
  - provide a non-prescribed certificate of electrical safety, clearly detailing the method of decommissioning used and type of unit decommissioned
  - provide a prescribed certificate of electrical safety if mains or a switchboard is modified (specific to Schedule 1E)
  - ensure the existing electric resistance water heater is decommissioned by a person licensed by ESV.
- For residential premises, a maximum of two water heating units can be installed per household.
- For non-residential premises, the number of water heating units installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>2</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and

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<sup>2</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.



the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

- Recycling receipts should also be kept where applicable.

## **Schedule 2B – installing solar retrofit kit on an electric resistance water heater**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be plumbers licensed by the VBA in water supply and mechanical services work
  - be electricians licensed by ESV if any electrical work is required
  - install products according to the *Plumbing Regulations 2008*
  - install a system of the correct size (i.e. small or large) into the property
  - provide a VBA plumbing compliance certificate
  - provide a non-prescribed certificate of electrical safety, if required.
- For residential premises, a maximum of two solar retrofit kit products can be installed per household.
- For non-residential premises, the number of solar retrofit kit products installed must be correctly recorded.

## **Schedule 3B – decommissioning gas/LPG water heater and installing gas/LP boosted solar water heater**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be plumbers licensed by the VBA in gas fitting, water supply and mechanical services work
  - be electricians licensed by ESV if any electrical work is required
  - install products according to the *Plumbing Regulations 2008*
  - install a system of the correct size (i.e. small or large) into the property
  - provide a VBA plumbing compliance certificate, clearly detailing the method of decommissioning used and type of unit decommissioned
  - provide a non-prescribed certificate of electrical safety, if required.

- For residential premises, a maximum of two boosted solar water heating products can be installed per household.
- For non-residential premises, the number of boosted solar water heating products installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>3</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

## **Schedule 4B – installing solar pre-heater on a gas water heater**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be plumbers licensed by the VBA in gas fitting, water supply and mechanical services work
  - install products according to the *Plumbing Regulations 2008*
  - install a system of the correct size (i.e. small ( $\leq 120L$ ) or large ( $> 120L$ )) into the property
  - provide a VBA plumbing compliance certificate.
- For residential premises, a maximum of two solar pre-heater products can be installed per household.
- For non-residential premises, the number of solar pre-heater products installed must be correctly recorded.

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<sup>3</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

# Compliance checklists for space heating and cooling

## **Schedule 5 – decommissioning ducted gas heater and installing high efficiency ducted gas heater**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be gas-fitters licensed by the VBA in gas fitting and mechanical services work
  - provide a VBA plumbing compliance certificate, clearly detailing the method of decommissioning used and type of unit decommissioned.
- For residential premises, a maximum of two high efficiency ducted gas heaters can be installed per household.
- For non-residential premises, the number of high efficiency ducted gas heaters installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>4</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

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<sup>4</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

## **Schedule 6 – decommissioning central electric resistance heater and installing high efficiency ducted gas heater**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- The existing central electric resistance heater must:
  - provide heating to a space with a floor area of at least 100m<sup>2</sup>
  - be an underfloor slab heater unless otherwise authorised by the commission<sup>5</sup>
  - be decommissioned by a person licensed by ESV.
- Installers must:
  - be gas-fitters licensed by the VBA in gas fitting and mechanical services work
  - be electricians licensed by ESV
  - provide a VBA plumbing compliance certificate that clearly details the type of unit decommissioned, the floor area heated by the unit, and the method of decommissioning used
  - provide a non-prescribed certificate of electrical safety
  - provide a prescribed certificate of electrical safety where mains or a switchboard is modified.
- For residential premises, a maximum of two high efficiency ducted gas heaters can be installed per household.
- For non-residential premises, the number of high efficiency ducted gas heaters installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>6</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

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<sup>5</sup> APs should contact the commission for guidance if any other type of central electric resistance heater is identified.

<sup>6</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

## **Schedule 7 – decommissioning ducted air to air heat pump and installing high efficiency ducted air to air heat pump**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be gas-fitters licensed by the VBA in mechanical services work
  - be electricians licensed by ESV
  - provide a VBA plumbing compliance certificate, clearly detailing the method of decommissioning used and type of unit decommissioned
  - provide a non-prescribed certificate of electrical safety.
- For residential premises, a maximum of two high efficiency ducted air to air heat pumps can be installed per household.
- For non-residential premises, the number of high efficiency ducted air to air heat pumps installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>7</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

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<sup>7</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

## **Schedule 8 – decommissioning central electric resistance heater and installing high efficiency ducted air to air heat pump**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- The existing central electric resistance heater must:
  - provide heating to a space with a floor area of at least 100m<sup>2</sup>
  - be an underfloor slab heater unless otherwise authorised by the commission<sup>8</sup>
  - be decommissioned by a person licensed by ESV.
- Installers must:
  - be gas-fitters licensed by the VBA in mechanical services work
  - be electricians licensed by ESV
  - provide a VBA plumbing compliance certificate that clearly details the type of unit decommissioned, the floor area heated by the unit, and the method of decommissioning
  - provide a non-prescribed certificate of electrical safety that details the method of decommissioning used
  - provide a prescribed certificate of electrical safety where mains or a switchboard is modified.
- For residential premises, a maximum of two high efficiency ducted air to air heat pumps can be installed per household.
- For non-residential premises, the number of high efficiency ducted air to air heat pumps installed must be correctly recorded.
- Geo-tagged photos of the decommissioned unit must be taken to prove the existing unit was eligible and has been permanently rendered inoperable<sup>9</sup>. The photos must include:
  - one showing the unit has been permanently rendered inoperable, and one clearly showing the brand, model and serial number of the decommissioned product. Photos should be clear and in focus and include a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Recycling receipts should also be kept where applicable.

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<sup>8</sup> APs should contact the commission for guidance if any other type of central electric resistance heater is identified.

<sup>9</sup> The commission expects APs to meet the geo-tagging requirements. In some instances where geo-tagged photos cannot be obtained, the commission may accept alternative evidence (e.g. a statutory declaration) that the existing unit was eligible and has been permanently rendered inoperable. APs should also state the reason why geo-tagged photos were not obtained.

## **Schedule 9 – installing gas/LPG space heater**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be licensed by the VBA in gas fitting work
  - provide a VBA plumbing compliance certificate.
- For residential premises, a maximum of two gas/LPG space heater products can be installed per household.
- For non-residential premises, the number of gas/LPG space heater products installed must be correctly recorded.

## **Schedule 10 – installing space air to air heat pump**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be gas-fitters licensed by the VBA in mechanical services work
  - be electricians licensed by ESV
  - provide a VBA plumbing compliance certificate
  - provide a non-prescribed certificate of electrical safety, if required.
- For residential premises, a maximum of two space air to air heat pump products can be installed per household.
- For non-residential premises, the number of space air to air heat pump products installed must be correctly recorded.

## **Schedule 20 – installing high efficiency ducted gas heater**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be registered gas-fitters, licensed by the VBA in gas-fitting and mechanical services work
  - provide a VBA plumbing compliance certificate
  - check the eligibility of the premises by making sure none of the below are installed:
    - gas ducted heating
    - a gas or liquefied petroleum gas space heater
    - a ducted evaporative cooler
    - a space air to air heat pump
    - a ducted air to air heat pump
    - any other central heating or cooling product.
- For residential premises, a maximum of two high efficiency ducted gas heaters can be installed per household.
- For non-residential premises, the number of high efficiency ducted gas heaters installed must be correctly recorded.

## **Schedules 23A and 23B – decommissioning ducted or non-ducted refrigerative air conditioner and installing ducted evaporative cooler**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be licensed by the VBA in water supply and mechanical services work
  - be electricians licensed by ESV to conduct electrical work
  - provide a VBA plumbing compliance certificate
  - provide a non-prescribed certificate of electrical safety.
- For residential premises:
  - a maximum of one ducted evaporative cooler product can be installed per household
  - the existing ducted or non-ducted refrigerative air conditioner must not have been installed in a bedroom.



- For non-residential premises:
  - the number of ducted evaporative cooler products installed must be correctly recorded
  - any existing ducted or non-ducted refrigerative air conditioner must not have been installed in a room with an area less than 20m<sup>2</sup>.

## **Schedule 28 – decommissioning existing gas heating ductwork and installing ductwork that meets the conditions of Part A of Schedule 28**

- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - comply with the criteria specified in Part A of Schedule 28 of the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - be plumbers licensed by the VBA in mechanical services work
  - ask the householder/authorised signatory if he/she/the business has had a gas heating duct replacement done before
  - physically install the gas heating ductwork into the premises
  - install the gas heating ductwork according to requirements set out in AS 4254-2002
  - take geo-tagged photos as evidence of the existing product and of decommissioning
    - Photos should be clear and in focus and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
  - provide a VBA plumbing compliance certificate.

# Compliance checklists for insulation

## **Schedule 11 – installing ceiling insulation**

A review is currently underway relating to administrative and installation requirements for Schedule 11. Until this review is complete, VEECs cannot be created by undertaking Schedule 11 activities.

## **Schedule 12 – installing under floor insulation**

A review is currently underway relating to administrative and installation requirements for Schedule 12. Until this review is complete, VEECs cannot be created by undertaking Schedule 12 activities.

# Compliance checklists for external windows

## **Schedule 13 – replacing external window with eligible product**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Eligible products must be installed in place of window(s) in an external wall and in a minimum glazing area of 5m<sup>2</sup>.
- Installers must have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#).

## **Schedule 14 – installing eligible product on an external single glazed window**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Eligible products must be installed on single glazed window(s) in an external wall and in a minimum glazing area of 5m<sup>2</sup>.
- Installers must have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#).

# Compliance checklists for weather sealing

## Schedule 15A – installing external door seal

- All products or combination of products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - ensure the installed product or combination of products restricts airflow into/out of the premises around the entire perimeter of an external door
  - ensure the installed product does not impair the normal operation of the door(s)
  - install the product(s) according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - take a geo-tagged photo of each of the installed door seals.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## Schedule 15B – installing external window seal

- All products or combination of products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - ensure the installed product/combination of products restricts airflow into/out of the premises through an openable external window and window frame when the window is closed

- ensure the installed product or combination of products do not impair the normal operation of the window(s)
- install the product(s) according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
- take a geo-tagged photo of each of the installed external window seals.
  - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## **Schedule 15C – decommissioning exhaust fan and installing sealed exhaust fan**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - be licensed electricians registered with ESV to conduct electrical work, where wiring work is required to complete the installation
  - provide a certificate of electrical safety, where wiring work is undertaken
  - ensure the installed product allows airflow through the exhaust fan when in use, but restricts airflow when the fan is not in use
  - remove and decommission existing ceiling or wall exhaust fan(s), recording the decommissioning method used
  - install the sealed exhaust fan(s) according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - take a geo-tagged photo of each removed exhaust fan and each installed self-sealing ceiling or wall exhaust fan.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## Schedule 15D – installing exhaust fan seal

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - be licensed electricians registered with ESV to conduct electrical work and have submitted evidence of their licence to the commission
  - show evidence of their licence to the consumer prior to starting the installation, in addition to photo identification showing which AP they represent in the VEET scheme
  - provide a certificate of electrical safety, where wiring work is undertaken
  - conduct a compatibility check to ensure the installed exhaust fan seal is compatible with the existing exhaust fan
  - ensure the installed product allows airflow through the exhaust fan when in use, but restricts airflow when the fan is not in use
  - install the product(s) according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - take a geo-tagged photo of each installed exhaust fan seal.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## Schedule 15E – installing external wall vent seal

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - install the sealing product on an unsealed wall vent opening (on the interior-facing side of an external wall) to permanently close off the opening

- install the product(s) according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
- take a geo-tagged photo of each installed wall seal.
  - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## **Schedule 15F – installing permanent chimney or flue seal**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - assess the chimney or flue to make sure it has not been previously permanently sealed and to select the appropriate size seal to install
  - install a sealing product designed to be permanently fitted to the chimney or flue of an open fireplace that when open allows the fireplace to operated safely and effectively, but that when closed restricts the airflow into/out of the chimney or flue
  - install the products according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - explain to the customer how the product should be used, including the required maintenance of the chimney or flue seals
  - take a geo-tagged photo of each installed permanent chimney or flue seal.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

## Schedule 15G – installing temporary chimney or flue seal

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - assess the chimney or flue to make sure it has not been previously sealed and to select the appropriate size seal to install
  - check with the consumer to make sure a temporary sealing product has not previously been installed
  - install a sealing product designed to be installed on a temporary or seasonal basis and that when fitted to the chimney or flue of an open fireplace used to burn solid fuel restricts the airflow into/out of the chimney or flue
  - install the products according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - ensure the installed product includes signage and instruction to the consumer on how to remove and re-install the product
  - explain to the customer how the product should be used, including the required maintenance of the chimney or flue seals
  - take a geo-tagged photo of each installed chimney balloon.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.



## Schedule 15H – installing ducted evaporative cooling outlet cover

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installers must:
  - undertake the activity in residential premises only
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - install products designed to be installed on a temporary or seasonal basis to cover the ceiling outlets of a ducted evaporative cooling system to restrict the airflow from the inside of the premises to the evaporative cooling duct
  - check with the consumer that covers have not previously been installed on ducted evaporative cooling outlets at the premises
  - install the products according to the manufacturer’s instructions and provide a copy of the manufacturer’s instructions to the consumer
  - explain how and when to install and remove the product to the consumer
  - take a geo-tagged photo of each evaporative cooling cover.
    - Photos must be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.

# Compliance checklist for shower roses

## **Schedule 17 – decommissioning non-low flow shower rose and installing low flow shower rose**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- Installed shower roses must achieve a minimum WELS star rating of 3.
- Replaced shower roses must be non-low flow shower roses with a star rating of less than 3.
- You must have decommissioning evidence for all shower roses removed. This includes reconciliations, recycling receipts, count forms and stocktakes.
- Installers must:
  - ask the householder/authorised signatory if he/she/business has had a low flow shower rose installation done before
  - have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - physically install the low flow shower roses
  - physically remove (and take away for decommissioning) the replaced shower roses.
- For residential premises, a maximum of two low flow shower roses can be installed per household.
- For non-residential premises, the number of low flow shower roses installed must be correctly recorded.

# Compliance checklists for lighting

## **Schedule 21A – installing low energy GLS lamps in place of mains voltage incandescent GLS lamps**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products.
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- Existing lamps (to be replaced) must be mains voltage incandescent GLS (general lighting service) lamps, as specified in the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all low energy lamp products installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning for all existing inefficient lamps removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.
- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.
- Installers must:
  - ask the householder/authorised signatory if he/she/the business has had a low energy lamp installation done before
  - if no wiring work is needed, have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - if wiring work is needed, be licensed electricians registered with ESV and provide a non-prescribed certificate of electrical safety
  - physically install the low energy GLS lamps into the premises
  - take away the removed inefficient GLS lamps for decommissioning.
  - take geo-tagged photos of the existing inefficient lamps before the upgrade and a geo-tagged photo showing all removed inefficient lamps

- Photos should be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- Installers must not:
  - install low energy lamp products into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare low energy lamp products
  - replace lamps that are already low energy lamps.

## **Schedule 21B – installing low energy reflector lamps in place of mains voltage incandescent reflector lamps**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products.
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- Low energy reflector lamps installed externally must have a minimum tested total luminous flux of 950 lumens, have a minimum IP rating of IP44, and be fit for purpose.
- Existing lamps (to be replaced) must be mains voltage incandescent reflector lamps, as specified in the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all low energy lamp products installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning for all existing inefficient lamps removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.
- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.

- Installers must:
  - ask the householder/authorised signatory if he/she/the business has had a low energy lamp installation done before
  - if no wiring work is needed, have completed mandatory safety training as outlined in the [Explanatory note – safety, risks and training obligations](#)
  - if wiring work is needed, be licensed electricians registered with ESV and provide a non-prescribed certificate of electrical safety
  - take geo-tagged photos of the existing inefficient lamps before the upgrade and a geo-tagged photo showing all removed inefficient lamps
    - Photos should be clear and in focus, and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
  - physically install the low energy reflector lamps into the premises
  - take away the removed incandescent reflector lamps for decommissioning.
- Installers must not:
  - install low energy lamp products into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare low energy lamp products
  - replace lamps that are already low energy lamps.

## **Schedule 21C – installing low energy lamp in place of existing 12 volt halogen lamp**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products.
  - be compatible with the type of transformer or converter used with the replaced halogen lamp. The type of transformer (magnetic or electronic driver) a product can be used with is listed on the Register of products.
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- In residential premises, the combined lamp circuit power factor of the existing transformer and installed low energy lamp must be  $\geq 0.7$ .

- In non-residential premises, the combined lamp circuit power factor of the existing transformer and installed low energy lamp must be  $\geq 0.9$ .
- Existing lamps (to be replaced) must be 12 volt halogen lamps of at least 35 watts, as specified in the Principal Regulations; 240 volt lamps cannot be replaced under 21C.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all low energy lamp products installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning of all existing lamps removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.
- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.
- Installers must:
  - be licensed electricians registered with ESV to conduct electrical work and have submitted evidence of their licence to the commission
  - show evidence of their licence to the consumer prior to starting the installation, in addition to photo identification showing which AP they represent in the VEET scheme
  - conduct a pre-installation safety and compatibility inspection of existing lamps and transformers to confirm the compatibility of the new low energy lamps with the transformers
    - The brand and model number of all existing electronic or magnetic transformers must be recorded.
  - take geo-tagged photos of the existing inefficient lamps before the upgrade and a geo-tagged photo showing all removed inefficient lamps
    - Photos should be clear and in focus and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
  - ask the householder/authorised signatory if he/she/the business has had a low energy lamp installation done before
  - explain the installation process to consumers, specifically the purpose and outcomes of the pre-installation check (including incompatible lamp/transformer combinations)
  - physically install the low energy lamps into the premises
  - provide consumers with information relating to their lamp's compatibility with standard Australian transformers

- provide a non-prescribed certificate of electrical safety
- outline what the consumer should do if there are any post-installation issues
- take away the removed lamps for decommissioning.
- Installers must not:
  - install low energy lamp products into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare low energy lamp products
  - replace lamps that are already low energy lamps.

**Table 1: Guidance on lamp replacement in Schedule 21C**

Original product	New product
12 volt halogen lamp and associated remote transformer/converter	Low energy lamp compatible with the type of transformer or converter used with the replaced halogen lamp. For example: <ul style="list-style-type: none"> <li>• a 12 volt LED lamp such as an MR 16 lamp</li> <li>• another VEET-approved 12 volt low energy lamp (non LED).</li> </ul>

### **Schedule 21D – installing mains voltage low energy downlight fitting in place of existing 12 volt halogen downlight fitting**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- Existing fittings (to be replaced) must be 12 volt halogen downlight fittings that use lamps of at least 35 watts, as specified in the Principal Regulations; 240 volt fittings cannot be replaced under 21D.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all mains voltage low energy lamps installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning of all existing lamps and transformers removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.

- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.
- Installers must:
  - be licensed electricians registered with ESV to conduct electrical work and have submitted evidence of their licence to the commission
  - show evidence of their licence to the consumer prior to starting the installation, in addition to photo identification showing which AP they represent in the VEET scheme
  - take geo-tagged photos of the existing inefficient lamps before the upgrade and a geo-tagged photo of all removed inefficient lamps and transformers
    - Photos should be clear and in focus and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos
  - ask the householder/authorised signatory if he/she/the business has had a low energy lamp installation done before
  - explain the installation process to consumers
  - physically install the low energy lamps into the premises
  - provide a non-prescribed certificate of electrical safety
  - outline what the consumer should do if there are any post-installation issues
  - take away the removed lamps for decommissioning.
- Installers must not:
  - install low energy lamp products into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare low energy lamp products
  - replace existing low energy lamps and/or low energy downlight fittings.

**Table 2: Guidance on fitting replacement in Schedule 21D**

Original product	New product
"12 volt fitting" that includes a 12 volt halogen lamp, a remote transformer and a lamp holder	Mains voltage low energy downlight fitting. For example: <ul style="list-style-type: none"> <li>• a 12 volt LED lamp with a new remote electronic driver</li> <li>• a 240 volt LED lamp with an integral driver</li> <li>• other VEET-approved 240 volt low energy downlight fitting (non LED).</li> </ul>



## **Schedule 21E – installing low energy lamp with a GU10 base in place of mains voltage halogen lamp with a GU10 base**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- Existing lamps (to be replaced) must be mains voltage halogen lamps of at least 35 watts that have a GU10 base, as specified in the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all low energy G10 lamp products installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning of all existing G10 lamps removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.
- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.
- Installers must:
  - be licensed electricians registered with ESV to conduct electrical work and have submitted evidence of their licence to the commission
  - show evidence of their licence to the consumer prior to starting the installation, in addition to photo identification showing which AP they represent in the VEET scheme
  - take geo-tagged photos of the existing G10 lamps before the upgrade and a geo-tagged photo of all removed G10 lamps
    - Photos should be clear and in focus and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
  - ask the householder/authorised signatory if he/she/the business has had a G10 low energy lamp installation done before
  - physically install the G10 low energy lamps into the premises
  - provide a non-prescribed certificate of electrical safety

- outline what the consumer should do if there are any post-installation issues
- take away the removed G10 lamps for decommissioning.
- Installers must not:
  - install G10 low energy lamp products into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare G10 low energy lamp products
  - replace existing G10 low energy lamps.

**Schedule 21F – installing a mains voltage low energy downlight fitting in place of an existing mains voltage halogen downlight fitting that uses a halogen lamp with a GU10 base**

- All products installed must:
  - be listed as ‘approved’ on the Register of products. The brand and model of the products, and of any remote control gear supplied with products, must match the details on the Register of products
  - meet all product performance requirements as stipulated in the Principal Regulations and commission guidance materials.
- Existing fittings (to be removed) must be mains voltage halogen downlight fittings that use halogen lamps of at least 35 watts with a GU10 base, as specified in the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all mains voltage low energy lamp products installed including details such as product brand and model, and purchaser name and address, for all installations.
- You must have proof of decommissioning of all existing G10 lamps and fittings removed, including recycling receipts and reconciliations.
  - Reconciliations must include detail such as lamps purchased and installed, lamps decommissioned, faulty lamps, lamps distributed to and returned by installers etc. All records are to be maintained and reconciliations should be conducted weekly or fortnightly.
- Stocktakes should be conducted fortnightly or monthly to help trace any gaps in stock movements. Any variances require explanation.
- Installers must:
  - be licensed electricians registered with ESV to conduct electrical work and have submitted evidence of their licence to the commission
  - show evidence of their licence to the consumer prior to starting the installation, in addition to photo identification showing which AP they represent in the VEET scheme

- take geo-tagged photos of the existing inefficient lamps before the upgrade and a geo-tagged photo of all removed inefficient lamps and transformers
  - Photos should be clear and in focus and include any relevant markings, a date stamp showing the date the photographs were taken, and the GPS-derived latitude and longitude coordinates. The GPS-derived coordinates should be stored in the metadata and generated automatically by the device used to take the photos.
- ask the householder/authorised signatory if he/she/the business has had low energy lamps or fittings installed before
- physically install the mains voltage low energy downlight fittings into the premises
- provide a non-prescribed certificate of electrical safety
- outline what the consumer should do if there are any post-installation issues
- take away the removed lamps for decommissioning.
- Installers must not:
  - install mains voltage low energy downlight fittings into dimmable circuits, unless approved by the manufacturer as suitable for such circuits
  - give the resident/business spare mains voltage low energy downlight fittings
  - replace existing mains voltage low energy lamps and/or low energy downlight fittings.

# Compliance checklists for refrigerators and freezers

## Schedule 19 – removing and destroying pre-1996 refrigerator or freezer

- Refrigerators/freezers must:
  - have been manufactured before 1996
  - have been in working order<sup>10</sup> immediately before being removed and destroyed for this activity
  - be removed from the premises and decommissioned (meaning the unit and its parts are made unusable).
- The method of decommissioning for each unit must be recorded and evidence of de-gassing must be kept.
- Scheduled substances in the existing refrigerator or freezer must be:
  - destroyed in line with the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*
  - destroyed by persons holding a Refrigerant Handling Licence granted by the Australian Refrigeration Council Ltd (ARC).
- All fields in the VEEC assignment form must be correctly filled in, including:
  - the serial number, make, model and year of manufacture of the refrigerator/freezer
  - the methods used to determine whether the fridge/freezer was manufactured pre-1996 and in working order
  - details of the ARC-licensed professional.
- Where oral assignment occurs (residential premises only and only when written assignment cannot be reasonably obtained) you must ensure:
  - accurate consumer details are recorded and kept
  - mandatory information as set out in the VEEC assignment form is explained to the consumer
  - verbal consent to the assignment of the right to create certificates is given freely.

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<sup>10</sup> For the purpose of this prescribed activity, 'in working order' means that all key components of a refrigerator/freezer are present and functioning properly, such as the compressor, heat exchanging pipes, expansion valve, and refrigerant. If a refrigerator or freezer has had its doors removed to participate in a residential roadside collection program it may still be considered in working order provided key components such as those above are present and functioning properly.

## **Schedule 22A – installing a high efficiency single door refrigerator**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For residential premises, a maximum of two high efficiency single door refrigerators can be installed per household.
- For non-residential premises, the number of high efficiency single door refrigerators installed must be correctly recorded.

## **Schedule 22B – installing a high efficiency two door refrigerator**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For residential premises, a maximum of two high efficiency two door refrigerators can be installed per household.
- For non-residential premises, the number of high efficiency two door refrigerators installed must be correctly recorded.

## **Schedule 22C – installing a high efficiency chest freezer**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For residential premises, a maximum of two high efficiency chest freezers can be installed per household.
- For non-residential premises, the number of high efficiency chest freezers installed must be correctly recorded.

## **Schedule 22D – installing a high efficiency upright freezer**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For residential premises, a maximum of two high efficiency upright freezers can be installed per household.
- For non-residential premises, the number of high efficiency upright freezers installed must be correctly recorded.

# Compliance checklists for high efficiency appliances

## **Schedule 24 – installing high efficiency television**

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For residential premises, a maximum of two high efficiency televisions can be installed per household.
- For non-residential premises, the number of high efficiency televisions installed must be correctly recorded.

## **Schedules 25A and 25B – installing high efficiency electric or gas clothes dryer**

- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - meet all product performance requirements as stipulated in the Principal Regulations.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- For gas clothes dryer installations, installers must:
  - be licensed by the VBA
  - provide a VBA plumbing compliance certificate.
- For residential premises, a maximum of two high efficiency clothes dryers can be installed per household.
- For non-residential premises, the number of high efficiency clothes dryers installed must be correctly recorded.

# Compliance checklist for high efficiency pool pumps

## Schedule 26 – installing a high efficiency pool pump

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, and the name and address of the purchaser, for all installations.
- Installers must physically install the high efficiency pool pump.
- If no wiring work is needed, installers must have completed mandatory safety training as outlined in the *Explanatory note – safety, risks and training obligations*.
- If the installation requires wiring work, installers must:
  - be licensed electricians registered with ESV
  - provide a non-prescribed certificate of electrical safety.
- For residential premises, a maximum of one high efficiency pool pump can be installed per household.
- For non-residential premises, the number of high efficiency pool pumps installed must be correctly recorded.



# Compliance checklists for standby power controllers

## Schedule 29A – installing IT standby power controller (SPC)

- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - be suitable for use with appliances and capable of controlling the power of at least four appliances.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- You must record and reconcile information (for example, products purchased against products allocated to installers against products installed) on a weekly or fortnightly basis. Products allocated to installers should be tracked by serial number and any variances must be explained.
- Full stocktakes must be completed on a fortnightly or monthly basis and any variances explained.
- Installers must:
  - ask the householder/authorised signatory if SPCs have previously been installed at the premises
  - physically install the SPCs into the premises
  - provide the householder/authorised signatory with product information about how master and controlled appliances work while plugged into an SPC, and about product warranty and surge protection
  - provide the householder/authorised signatory with a manual and warranty for the installed SPCs
  - show the householder/authorised signatory how to use the installed SPCs.
- For residential premises:
  - a maximum of four SPCs can be installed per household
  - each installed SPC must be connected to one master appliance (desktop computer or laptop) and at least two controlled appliances (speakers, printer, etc.) at the time of installation.
- For non-residential premises:
  - the number of SPCs installed must be correctly recorded
  - each installed SPC must be connected to one master appliance (desktop computer or laptop) and at least three controlled appliances (speakers, printer, etc.) at the time of installation.

## **Schedule 29B – installing AV standby power controller (SPC)**

- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - be suitable for use with appliances and capable of controlling the power of at least four appliances.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase, clearly detailing the product and model installed, for all installations.
- You must record and reconcile information (for example, products purchased against products allocated to installers against products installed) on a weekly or fortnightly basis. Products allocated to installers should be tracked by serial number and any variances must be explained.
- Full stocktakes must be completed on a fortnightly or monthly basis and any variances explained.
- The master appliance connected to an AV SPC must be a TV or projector. If the SPC can control the TV (as is sometimes the case), no master appliance is required and the TV is considered one of the two controlled appliances.
- Installers must:
  - ask the householder/authorised signatory if SPCs have previously been installed at the premises
  - physically install the SPCs into the premises
  - provide the householder/authorised signatory with product information about how master and controlled appliances work while plugged into an SPC, and about product warranty and surge protection
  - provide the householder/authorised signatory with a manual and warranty for the installed SPCs
  - show the householder/authorised signatory how to use the installed SPCs.
- For residential premises:
  - a maximum of four SPCs can be installed per household
  - each installed SPC must be connected to at least two controlled appliances (DVD player, speakers, etc.) at the time of installation.
- For non-residential premises:
  - the number of SPCs installed must be correctly recorded
  - each installed SPC must be connected to at least two controlled appliances (DVD player, speakers, etc.) at the time of installation.

# Compliance checklist for in-home display units

## Schedule 30A and 30B – installing in-home display units (IHDs)

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- Only one IHD unit can be issued per residential premises to create VEECs<sup>11</sup>.
- You must:
  - keep proof of purchase, clearly detailing the product and model installed, for all installations
  - record and reconcile information (for example, products purchased against products allocated to installers against products installed) on a weekly or fortnightly basis. Products allocated to installers should be tracked by serial number and any variances must be explained.
  - complete full stocktakes on a fortnightly or monthly basis and explain any variances
  - be able to verify the IHD has been installed and enabled at the address and that it provides information on the total electricity consumption of the premises to the consumer
  - maintain binding reports from the DNSP to confirm a specific smart meter has been successfully bound to a specific IHD
  - ensure installers are appropriately trained on the functionality and limitations of the IHD that they are installing, particularly regarding transmitting difficulties of ZigBee enabled devices through double brick walls or walls constructed with metal
  - set up a suitable method of ongoing IHD customer support including providing a helpline number and information about how to troubleshoot the device.
- Installers must:
  - issue a maximum of one IHD per residential premises
  - ask the householder/authorised signatory if he/she has had an IHD installation before
  - complete a site assessment to assess whether:
    - the premises is suitable for an IHD installation
    - the meter installed at the premises is compatible with the type of IHD to be installed
    - the proposed environment of the display is appropriate to ensure satisfactory transmission and no signal interference.

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<sup>11</sup> Under regulation 8 of the Principal Regulations, a certificate may not be created more than once for the same product or activity in a residential premise unless explicitly included in section 8(2). As the prescribed activities involving IHD installations are not included in section 8(2), only one IHD unit is eligible to be created at any single residential address.

- for ZigBee enabled devices:
  - install the IHD in a DNSP area approved by the commission
  - successfully bind the installed IHD to the consumer's smart meter.
- for non-Zigbee devices:
  - physically install the IHD and connect it to the sensing apparatus.
  - ensure that the consumer's specific tariff is entered into the IHD and is accurate
  - explain to the consumer which charges will be represented on the IHD and that these will not necessarily match the consumer's bill
  - for clamp on devices, provide a certificate of electrical safety
  - provide consumers with a manual, troubleshooting guide and warranty for the installed IHD
  - explain the privacy issues associated with IHDs to consumers. APs installing IHDs under VEET are responsible for purging or resetting IHDs at the point of installation to make sure the meter data of previous occupants is not disclosed.
  - show consumers how to use the installed IHD, or in the case of a mail-out provide sufficient information on the installation process and how to use the IHD (for example provide product manual/installation guide).

# Compliance checklist for high efficiency motors

## Schedule 31 – installing three-phase induction motor

- All products installed must be listed as ‘approved’ on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must ensure the person assigning the right to create VEECs is appropriately authorised to do so by providing:
  - an official letter printed on a company letterhead that shows that the financial delegation of the signatory is equal to or greater than the amount paid for the refrigeration fan motors. The letter should be signed and dated by a director, CEO, manager or other equivalent person.
  - other supporting documentation such as an ASIC printout showing the directors and office holders of a company. This is then used to verify the claimed signatory.
- You must keep proof of purchase, sale and installation of the high efficiency motor(s). This may include tax invoices relating to the purchase and sale of the high efficiency motor(s) and work orders relating to the products installed and work undertaken.
- You must keep appropriate records to verify all details of the installation relating to the calculation of greenhouse gas abatement and the creation of certificates.
- Installers must:
  - undertake the activity in non-residential premises only
  - provide a certificate of electrical safety detailing the nature and type of work done
  - complete a ‘fit-for-purpose’ declaration that the work conducted meets the requirements of the Act, the Principal Regulations, the Guidelines and these compliance requirements, and is fit-for-purpose. The declaration should also be acknowledged and signed-off by the consumer.

# Compliance checklists for refrigerated display cabinets, freezers and cool rooms

## **Schedule 32 – installing high efficiency refrigerated display cabinet**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must ensure the person assigning the right to create VEECs is appropriately authorised to do so by providing:
  - an official letter printed on a company letterhead that shows that the financial delegation of the signatory is equal to or greater than the amount paid for the refrigeration fan motors. The letter should be signed and dated by a director, CEO, manager or other equivalent person.
  - other supporting documentation such as an ASIC printout showing the directors and office holders of a company. This is then used to verify the claimed signatory.
- You must keep proof of purchase, sale and installation of the refrigerated display cabinet(s), even in the instance no financial transaction has occurred.
  - This may include tax invoices relating to the purchase and sale of the refrigerated display cabinets, proof of receipt of goods or signed delivery notices clearly detailing delivery and product information, and work orders relating to the products installed and work undertaken.
- You must keep appropriate records to verify all details of the installation relating to the calculation of greenhouse gas abatement and the creation of certificates.
- Installers must:
  - undertake the activity in non-residential premises only
  - provide a certificate of electrical safety detailing the nature and type of work done
  - complete a 'fit-for-purpose' declaration that the work conducted meets the requirements of the Act, the Principal Regulations, the Guidelines and these compliance requirements, and is fit-for-purpose. The declaration should also be acknowledged and signed-off by the consumer.

## **Schedule 33 – installing a fan motor in a refrigerated display cabinet, commercial freezer or cool room**

- All products installed must be listed as 'approved' on the Register of products.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must ensure the person assigning the right to create VEECs is appropriately authorised to do so by providing:
  - an official letter printed on a company letterhead that shows that the financial delegation of the signatory is equal to or greater than the amount paid for the refrigeration fan motors. The letter should be signed and dated by a director, CEO, manager or other equivalent person.
  - other supporting documentation such as an ASIC printout showing the directors and office holders of a company. This is then used to verify the claimed signatory.
- You must keep proof of purchase, sale and installation of the fan motors(s). This may include tax invoices relating to the purchase and sale of the fan motors (s) and work orders relating to the products installed and work undertaken.
- You must keep appropriate records to verify all details of the installation relating to the calculation of greenhouse gas abatement and the creation of certificates.
- You must maintain a register of installers' qualifications (electrical licence, and plumbing licence and/or refrigerant handling licence, if required) to confirm installers have the relevant qualifications needed to install refrigeration fan motors.
- Installers must:
  - undertake the activity in non-residential premises only
  - be electricians registered with ESV to conduct electrical work
  - if appropriate, hold other licences which may include a plumbing licence and/or a refrigerant handling licence with the VBA
  - provide a certificate of electrical safety detailing the nature and type of work done
  - provide a VBA plumbing compliance certificate, if required
  - complete a 'fit-for-purpose' declaration that the work conducted meets the requirements of the Act, the Principal Regulations, the Guidelines and these compliance requirements, and is fit-for-purpose. The declaration should also be acknowledged and signed-off by the consumer.

# Compliance checklists for trigger nozzles and spray valves

## **Schedule 35 – decommissioning non-low flow trigger nozzle and installing low flow trigger nozzle**

- To be eligible for replacement, the existing trigger nozzle must have a maximum water flow requirement of at least 12 litres per minute and must not be labelled with a Smart Approved Watermark.
- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - be labelled with a Smart Approved Watermark and only use water with a temperature of above 45°C.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of low flow trigger nozzle products, for all installations.
- You must maintain decommissioning evidence for all existing non-low flow trigger nozzles removed. This includes reconciliations, recycling receipts, count forms and stocktakes.
- Installers must:
  - have undergone adequate training
  - undertake the activity in non-residential premises only
  - physically install the low flow trigger nozzles into the premises
  - physically remove the existing trigger nozzles and take away for decommissioning
  - correctly record the number of low flow trigger nozzles installed
  - discuss the need for a backflow device or vacuum breaker with the authorised signatory and make him/her aware of the consequences of not having such a device installed
  - provide a VBA plumbing compliance certificate, if required.



## Schedule 36 – installing a water efficient prerinse spray valve

- Schedule 36 includes:
  - installing a water efficient prerinse spray valve on an existing fitting for a prerinse spray valve on which no prerinse spray valve was previously installed
  - decommissioning an inefficient prerinse spray valve and installing a water efficient prerinse spray valve
    - to be eligible for replacement, any existing prerinse spray valve must have a water efficiency rating of less than 4 stars.
- All products installed must:
  - be listed as ‘approved’ on the Register of products
  - have a minimum six star water efficiency rating under AS/NZS 6400:2005
  - have a cleanability score of 26 seconds or less when tested according to ASTM F2324-03.
- All fields in the VEEC assignment form must be correctly filled in by the installer and consumer.
- You must keep proof of purchase of all water efficient prerinse spray valve products, for all installations.
- You must maintain decommissioning evidence for all existing inefficient prerinse spray valves removed. This includes reconciliations, recycling receipts, count forms and stocktakes.
- Installers must:
  - have undergone adequate training
  - undertake the activity in non-residential premises only
  - only replace pre-rinse spray valves with a water efficiency rating of less than four stars
    - where no star rating is available, a bucket test must be done to make sure the existing spray valve has a flow rate not less than 7.5 litres per minute
  - physically install the pre-rinse spray valves into the premises
  - physically remove the existing pre-rinse spray valves (if present) and take away for decommissioning
  - correctly record the number of efficient pre-rinse spray valves installed
  - discuss the need for a backflow device or vacuum breaker with the authorised signatory and make him/her aware of the consequences of not having such a device installed
  - provide a VBA plumbing compliance certificate, if required.

## Legal context for this document

The commission has prepared this explanatory note as a general summary of relevant parts of the:

- *Victorian Energy Efficiency Target Act 2007*
- *Victorian Energy Efficiency Target Regulations 2008*
- *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017*
- *Victorian Energy Efficiency Target Guidelines*.

This document should not be relied upon as substitute for legal advice, and should be read along with the source documents above. If there is an inconsistency between this explanatory note and the above documents, the content in the source documents takes precedence.

## Document version control

The RM reference for this document is: C/12/16424

Version	Amendments	Effective date
V 5.0	Schedule 34 – Removal of building based commercial lighting upgrades compliance requirements to exist as standalone explanatory note – to be published on the VEET website Schedule 21B – Update to product and installer requirements	1 August 2016
V 5.1	Schedules 31,32,33 – Update to fit for purpose declaration requirements Schedule 1A/1B, 1E/1F, 3B, 5, 6, 7, 8 – Clarification of installer qualifications, inclusion of decommissioning requirements and clarification of certificates required to be provided Schedule 21A – Inclusion of requirement for geo-tagged photographs to be maintained and provided to the commission on request	24 January 2017
V 5.2	Schedule 21 – Updated product installation requirements (See Section ‘Product requirements’)	1 April 2017
V 5.3	Schedule 21B – Clarification of installation requirements for lamps installed into external environments	13 April 2017
V 5.4	Schedules 1A and 1B – Removal of your installers ask the householder if the installation is a new gas connection. Schedule 21 A, B, C, D, E, F – Removal of asking AP to submit lead generation methods on a fortnightly basis to the commission.	04 May 2017
V 5.5	Schedules 1, 3B, 5, 6, 7 and 8- Inclusion of option to provide alternative evidence where geo-tagged photos are not able to be obtained	19 June 2017
V 5.6	Schedule 15 – Update to reflect regulatory amendments, including introduction of two new sub-schedules	1 July 2017
V 6.0	Updated to new Victorian Energy Upgrades template. Updated Schedules 11 and 12 to reflect current status. Clarification of water and space heating decommissioning. Clarification of geotagged photo requirements for Schedules 15C, D, E, 21A, B, C, D, E and 28. Simplified the decommissioning requirements in Schedules 23A, B, 15C, 17, 21A, B, C, D, E, F to remove installer/AP duplication. Clarification that Schedule 26 can include non-residential.	15 January 2018