

IHEAB / HEER evidence checklist				
When?	Evidence	HEER - Residential	IHEAB - Commercial	Must Include/ show
ON OR BEFORE INSTALLATION DATE	<input type="checkbox"/> Fact Sheet	√	x	Included in HEER Forms pack Must be given to the customer before the install
	<input type="checkbox"/> Nomination Form	√	√	Please use the template provided - Signed by the customer - Must be dated on or before the installation date
	<input type="checkbox"/> Site Assessor Declaration	√	√	Please use the template provided - Signed by the site assessor, usually the installer - Must be dated on or before the installation date
	<input type="checkbox"/> BEFORE Space Photos	√	√	All photos must be geo-tagged and date stamped (on the photo or in the metadata) - Replacement - show the old equipment insitu (before removal) - New install - show that there was nothing previously installed
ON INSTALLATION DATE	<input type="checkbox"/> CCEW (Certificate of Compliance - Electrical Work)	√	√	- The date of the installation - The address that the installation took place - The installers name, contact details, licence number and expiry - Signed and dated by the installer - Make and model number of equipment - Quantity of installed equipment/ units
	<input type="checkbox"/> Installed Tech Photos	√	√	All photos must be geo-tagged and date stamped (on the photo or in the metadata) - Must show the make and model number of all installed equipment, including all indoor and outdoor units.
ON OR AFTER INSTALLATION DATE	<input type="checkbox"/> AFTER Space Photos	√	√	All photos must be geo-tagged and date stamped (on the photo or in the metadata) - Must show the all equipment installed, including indoor and outdoor units.
	<input type="checkbox"/> Post Implementation Declaration	√	x	Please use the template provided - Signed by the customer - Signed by the installer (qualified licence holder) - Must be dated on or after the installation date
	<input type="checkbox"/> Installer Declaration	x	√	Please use the template provided - Signed by the installer (qualified licence holder) - Must be dated on or after the installation date
	<input type="checkbox"/> Disposal of Refrigerants (tax invoice, certificate of disposal)	√	√	- Date of disposal - If multiple jobs are disposed of at the same time, please include the list of addresses.
Anytime	<input type="checkbox"/> Tax Invoice	√	√	- Purchase cost (before and after gst) - Purchase date - Purchaser name - Installation address - ABN of installer or installer's company - Details of purchase (what was paid for eg. Quantity of units, new install or replacement)
	<input type="checkbox"/> Sales Ledger / Proof of Payment	√	√	- Amount paid - Payment date - Who made the payment - Who received the payment - Please also make sure to include something that links the payment to the tax invoice (eg. Invoice number) if it's not already clear from the above information.
	<input type="checkbox"/> Electricity Bill (HEER small business only)	√	x	- Site address - Date or duration the bill covers - Something that clearly shows the annual electricity consumption/ usage is under 100MWh per year, or an equivalent figure (eg. average daily usage). <i>note: if the annual electricity consumption is close to the 100MWh per year threshold we must contact IPART to confirm whether or not the site can be claimed as a small business under the HEER scheme.</i>