

# Draft - Job Evidence Checklist

## Batteries - BESSI

(BESS2 - more to come)

Client:

Address:

Job Start Date:

Installer on the day:

### STAGE 1:

#### PRE-INSTALL

- 1.1 Confirm product eligibility (via Fraztec)
- 1.2 Obtain energy bill (NMI)
- 1.3 Energy Saver/capacity Holder Nomination
- 1.4 Evidence energy saver has received a copy of nomination form within 5 working days

### STAGE 2:

#### INSTALL

- 2.1 Complete and sign Risk Assessment
- 2.2 Photo evidence of install - geotagged and date-stamped

### STAGE 3:

#### POST-INSTALL

- 3.1 Tax invoice
- 3.2 Evidence of payment
- 3.3 Site plan with the location of battery
- 3.4 Battery Declaration
- 3.5 DER extract
- 3.6 CCEW

**Any issues or further questions please call Debbie at Fraztec  
on 0423 333 058**



# Stage I: Pre-Install

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1.1

## Approved scheme participant and product eligibility

Before commencing an install, you must be registered as an approved installer. Please contact Fraztec, and they will guide you through the easy-to-register process. Information will also be collected on the batteries that you intend to install. Fraztec will confirm eligibility before the installation occurs. The details of the batteries you are installing will be kept on file and added to the Project file.

1.2

## Obtaining an energy bill

**An energy bill is required to confirm contention to the GRID and NMI.**

If there is no bill at this stage, please contact Fraztec for further advice on a possible workaround.

1.3

## Completing the energy saver/capacity holder nomination

This document kicks off the creation process. The Energy Bill address details **must** match the address on the Energy Saver/Capacity Holder Nomination form.

In the Particulars section, please ensure you detail the battery (including product code) or write “see attached quote,” which can then be added to the nomination form.

1.4

## Evidence that the Energy Saver has received a copy of the nomination form within 5 working days

Evidence that the client has received a copy of their signed nomination form and Fact Sheet within 5 working days. You will need to provide a copy within your evidence pack to us, usually a copy of an email.



# Stage 2: Install

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2.1

## Complete and sign Risk Assessment

You must fill out, date and sign a risk assessment before beginning the installation. Fraztec will provide example copy and the completed form should be included in Project pack.

2.2

## 2.2 Photo evidence of install- geotagged and date-stamped

Photographic evidence is an essential part of verification for every installation. When collecting photographic evidence, there are a few essential things you must include:

- All photos must be 'date stamped' and 'geotagged'.
- They must be clear, and model id's need to be readable in the photographs
- The dates of the Post-Installation photos must be ON the same date or AFTER the date of the Energy Saver/Capacity Holder Nomination form.

### Minimum photographic evidence of install:

- 2.2(a) A photo of the front of the building or letter box.
- 2.2(b) Solar Photovoltaic System at the site (panels on roof).
- 2.2(c) Switchboard before installation (to confirm no other battery is connected to the switchboard (must be able to see face clearly)).
- 2.2(d) The switchboard showing the PV system installed.
- 2.2(e) Just prior to install, a photo of the installer at the install site (to confirm the installer was there before installation). Their face should be clear and easily identifiable.
- 2.2(f) A photo of the installer conducting the work (to confirm that they were there during install).
- 2.2(g) Installer in front of completed battery install (to confirm installer was there). Ensure a safety sign is up prior to taking this photo.
- 2.2(h) Long shots showing an overview of the installation. Ensure it shows the surroundings of where the battery is installed. Take as many photos as needed to clearly demonstrate and show:
  - The battery has not been installed in a restricted location
  - The distance of the battery from any habitable room or point of egress
  - Battery signage (near switchboard)
  - that the battery was installed outdoors or indoors.
  - If indoors photo of the smoke alarm is also needed

**Failure to provide the required clear, readable and geotagged photos will result in the job being rejected for certificate generation incentives.**



# Stage 3: Post-Install

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3.1

## Tax invoice

The Tax invoice must clearly show:

- date the work was conducted (after nomination date) Address where work took place (same address as the nomination form and energy bill)
- Amount paid for the installation (must be more than minimum co-payment of \$200+GST per job)
- Name of purchaser (must match nomination form) ABN of purchaser (if applicable)
- The goods or services purchased (product codes must match Product eligibility details)
- Date of purchase (must be after nomination date)

3.2

## Evidence of payment

Must clearly show the amount paid for the installation, when the payment was made and who made the payment. Must match all previous forms and declarations.

3.3

## Site plan with the location of battery

More to come on this

3.4

## Battery Declaration - to be signed by both installer and energy saver

This mandatory declaration must be signed by an authorized/trained representative demonstrating the eligibility requirements for the site(s) have been met. Complete Installer and site details and arrange for the energy saver to sign the Purchaser Declaration. The purchaser Declaration can be signed simultaneously with the Nomination form.

3.5

## DER Register

Extract from DER or ... More to come on this process

3.6

## CCEW

A CCEW must be completed and signed by the installer. Ensure the details include the exact product code that was installed. Other key evidence includes:

- The date the install occurred (must match post photos)
- Installation address (must match the energy bill).
- Screen Shot of CCEW sent to client.
- A copy must be sent to the client and a screenshot must be provided.





## **Got everything you need?**

Submit all the above evidence to  
admin@fraztec.com.au to progress your job.

## **Have questions or looking for help?**

Any issues or further questions please call Debbie at  
Fraztec on 0423 333 058 or go to [www.fraztec.com.au](http://www.fraztec.com.au)