

The evidence collection and paperwork component of a VEET lighting upgrade is not as complicated as many seem to think. If you spend the time to understand the process and follow these guidelines, it will add less than 20 minutes to the average Project.

The documentation is broken down into the following components

- **Assignment Form and Data Collection Sheet**
- **Customer Invoice and Certificate of Electrical Safety**
- **BCA Evidence**
- **Photographic Evidence**
- **Floor Plans**

This instructional document will go through each point. At the end of the document will be an example of a completed job for reference. For quick reference you may wish to print this document, or you can save this pdf document to your mobile device in iBook's or an equivalent Android document viewer.

Assignment Form and Data Collection Sheet

This document is to be completed by hand from site. Please print text and ensure it is clearly readable. This is a self-explanatory step and can be mostly completed by the customer themselves while you are working. The check list provided should be marked off progressively to not miss an evidence step. e.g. Forgetting the baseline photos before the fittings are removed can invalidate the VEET claim altogether.

Customer Invoice and Certificate of Electrical Safety

These two items are incidental with any electrical job and will generally occur off site. VEET requirements mandate very particular details to be included on both documents. If they are missed, the claim will be held up until the correct amendments are made and the documents are resubmitted.

Key details that are usually not required for average jobs are

- Customers ABN to be listed on the invoice under the recipient details.
- Make and model of the upgrade lighting to be detailed on the CES
- Details of any control device added on both invoice and CES
- Accurate completion date of the project on the CES
- VEET Discount provided to customer

The VEET discount is the agreed 'Installed Payback Price' multiplied by the number of fittings upgraded as a part of the project. If the revenue generated is enough to do the job as a zero out of pocket cost to the customer, the invoice should display a \$0.00 total

If the revenue provides a discount only and a co payment is required, the balance amount needs to be visible on the invoice and becomes a functional invoice that the customer will be required to settle.

The purpose of this is for the customer to understand the value of their discount.

For the first few projects ai will provide you the exact terminology and help you through this process.

BCA Evidence

The BCA evidence is incredibly important and unless it is correct, the whole claim can fall over or be devalued depending on the evaluated use of the building.

Firstly, not all high bay upgrades are valued equally. Different BCA classifications of the premises determine what the estimated annual operating hours are. There are three main categories that are relevant to high bay installations. 2000, 3000 and 5000 hours.

You are not expected to be an expert in this assessment, ai lighting will work with you to determine this. In the 'High bays and Pricing' page, there is an 'Application' column that will cover off most of the possible installations.

The BCA evidence collection can be challenging, and it is advised to have this completed before agreeing to or undertaking the installation.

The most comprehensive evidence that covers off all the annual operating hours categories is a rental lease. The rental lease will contain the permitted use which is accepted by the regulator.

For retail businesses we can accept a dedicated web page or photos of the shop front that clearly show the stores opening hours. This will only be accepted if it is reviewed and approved by ai lighting prior to the job.

Photographic Evidence

The single most important part of the photographic evidence is ensuring that your smartphone's settings are enabled to allow location data to be stored in the photos. This is called geotagging and the data in the photo is called meta data. Please check your settings and test to ensure that every photo contains date/ time stamp and GPS coordinates. This is a mandatory requirement and can cause a claim to fail if not available. Ai lighting will work with you to transfer the photos ensuring the data remains intact.

Before and after photos are required from each upgrade space, showing as many of the luminaires as possible.

Each Luminaire, Lamp, Ballast and control device must be **photographed from the installation site** clearly displaying all the text on each item.

A Photo of the removed lighting in a pile with all power leads cut off must be provided to prove decommissioning.

Floor Plans

Baseline and upgrade plans must be provided for every job. These can be hand drawn and photographed to be submitted with the rest of the evidence.

Graph paper has been included in the document pack for this Purpose.

We are flexible on how the plans are drawn if the data is accurate clearly understood. Once the hand drawn plans are submitted to us, we digitise the drawings using floor plan software and lighting design simulations are then conducted on the computer-generated plan. AS1680 lighting standards are assessed against the output.

The key details we need in the plan are:

- Shape and dimensions of the space
- Baseline lights in their existing locations
- Ceiling or luminaire mounting heights
- Distinguishing features of the building like roller doors and entries. This helps us orientate our selves in the space when referring to the evidence photos.
- Any changes to the layout/ new luminaire locations
- Location of air conditioning vents if any

Submission to ai Lighting.

Every section included in the document pack can be photographed individually and uploaded to a shared folder via the Google Photos application. Photos of the supporting documents like Customer Invoice, CES, and sign off form can be photographed off site at your home or office. The geo tagging of these photos are not important. Only lamp/ control gear and space photos require GPS data that match the installation address.

Google Photos is a universal application that provides a simple way to share your project documents reliably without damaging the meta-data contained within the mandatory site photos.

To share your photos with ai Lighting you must have a Google account. If you don't have a Google account, you can create one by clicking this link -> [Google](#).

The Google photos is self-explanatory and easy to use. Select the photos you wish to upload and share them with the ai.lighting.photos@gmail.com account. If you are having trouble with this step, get in touch and we will talk you through it.

You can download the google photos app for your mobile device by clicking either of the links below.



For mobile devices

Get the Google Photos app to back up and view photos on your Android and iOS devices



Once a project is approved by ai Lighting to commence there are a few steps that need to occur to have lighting dispatched to the project.

Ai Lighting reserves the right to reject any project if the order does not pass an internal risk assessment.

Ai Lighting is effectively granting credit to projects. To minimise the financial risk the Installing Electrician and the Customer must co-sign a Purchase order / Project authorisation document that accepts:

- The job is authorised to proceed
- The customer/ energy consumer understands the scope of works that is occurring.
- Financial liability of the stock if the project is not completed and VEECS are not created. Or,
- Grants ai Lighting permission take control of completing a project on behalf of the energy consumer if the installing electrician fails to meet timeframe and installation performance.
- Grants ai Lighting permission to collect stock that isn't installed

It is in the best interest of all parties that any problem is resolved before any action is taken. The document protects against criminal activity and ultimately protects the energy consumer.

Depending on the size and location of the job dispatch method of materials will be determined case by case.

Drop off/ Collection of the removed lighting.

Every single lamp and ballast must be retained for recycling. Ai Lighting will work with you to take possession of the old lighting. Depending on the size of the job, location and how busy we are, we may be able to collect the old lighting. We will work with you to get the lighting to our Narre Warren Location where it will be processed at the Hampton Park Transfer Station.

If the number of returned lights does not match the claim, the claim will be reduced to match the recycling evidence. Ai Lighting takes care of this step and ensure the spent lighting is disposed off responsibly and the correct documentation is collected in the form of an itemised recycling receipt. A claim cannot be processed without this evidence.

Processing Time and Payments.

Processing times vary. There is lots of work in the background that occurs to create the VEECS that eventually turn into revenue that pays for your work. Claims are processed in the order that they are received. You will be advised prior to commencement of the job if there is any extended lead time on processing. Generally, the claim is processed within a few days of receiving it. If there is information missing you will be sent a RFI to complete. The sooner we get the information the sooner we get the claim in. If documentation is not received within a timely manner it can increase the risk of VEEC rise and fall and the estimated amount of money you earn may change. Once a claim has been approved, a Purchase order will be issued to you with the final amount. Once invoiced, it will be paid between 5-10 business days.

CL VEEC

Assignment Form

CL VEEC Form v8.3



About the Victorian Energy Efficiency Target

Energy consumers in respect of whom a prescribed activity is undertaken can create Victorian Energy Efficiency Certificates (VEECs) under the Victorian Energy Efficiency Target Act 2007 (the Act). One VEEC represents one tonne of carbon dioxide equivalent (CO₂-e) to be reduced by the prescribed activity undertaken by the consumer. Energy consumers or their authorised signatories are able to assign their right to create VEECs to an Accredited Person. In assigning their right to an Accredited Person, the Accredited Person will be entitled to create and own the certificates in respect of the prescribed activity undertaken by the consumer. In return, the Accredited Person should provide consumers with an identifiable benefit for the assignment, such as a price reduction on a product, free installation or a cash-back arrangement. Energy consumers should be aware that it is their responsibility to negotiate satisfactory terms with the Accredited Person in return for assigning their right to create VEECs.

Energy Consumer details (i.e. where the installation was performed)

Company name

John Smith Automotive PTY LTD

Installation street address

15 Industrial Avenue, Melbourne , 3000

Postal address (if different)

Signatory first name

John

Signatory surname

Smith

Authorised signatory phone number

Email

johnsmith@email.com.au

Site contact name (if different)

Phone

0400 000 000

Position in company

Business Owner

ABN of Energy Consumer

95 123 456 789

Tenant/Landlord/Owner?

Tenant

Upgrade eligibility & BCA classification requirements

The site is not a scheduled activity premises (SAP).



The site is a scheduled activity premises (SAP). I declare that the appropriate notification of intention to undertake prescribed activity has been made to the ESC and the activity was undertaken after the date of notification pursuant to Regulations 10(1)(ab) and 10AA of the Victorian Energy Efficiency Target Regulations 2008 (the Principal Regulations)



The site is a Class 3, 4, 5, 6, 7, 8, 9 or 10(b) building, or the common area of a Class 2 building, as defined by the Building Code of Australia (BCA) 2008.



To determine the space types/BCA classifications, I have consulted Table 3 and 4 of Schedule 34 of the Regulations and the Explanatory Note – Compliance Requirements by Prescribed Activities.



Where a premise(s) has more than one space type/BCA classification within a floor area of a single storey, I have taken the option of applying the major classification to the upgrade under the condition that it incorporates at least 90% of the floor area of a single storey. I am also aware that this provision does not apply for a laboratory within class 2, 3 or 4.



Where I have applied the major classification to the upgrade (as above), I have included the percentage of floor area within the professionally drafted site plan or professional drafted RCP as evidence of the use of the major classification.



Is the lighting upgrade at this

Electrician's details

First name

Tom

Surname

Sparky

Electrician's company name

Tom Sparky Electrics

Electrician's licence number

L40000

CoES number

1234 4321 0

CL VEEC

Assignment Form

CL VEEC Form v8.3



Onsite Evidence Check List

Check if complete

Baseline Photos

- Each type of lamp including make and model text
- Each type of ballast including make and model text
- Each upgrade space with baseline lights in the picture



Upgrade Photos

- Each type of lamp including make and model text
- Each type of Lighting Controller including make and model text
- Each upgrade space with upgrade lights in the picture
- Removed lighting laid out with leads cut off to be able to count



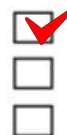
Documents

- Lighting upgrade Survey
- Floor Plan of existing lighting
- Floor Plan of upgraded lighting (only if quantities or locations have changed)
- Completed Customer details form
- Signed customer declaration form



BCA Evidence

- Copy of lease
- Photo of the shop front of the building (retail businesses only)
- Other: _____



Offsite Evidence Check List

Documents

- Customer Invoice
- Certificate of Electrical Safety



CL VEEC

Assignment Form

Data Collection Form



Existing lighting				Upgrade lighting			
Lamp type & ballast	No. Lamps	Nom. Watts	Existing Sensor	Air-Con?	Brand & model number	Upgrade Sensor Installed	No. Lamps
Space 1							
Metal Halide	<input checked="" type="checkbox"/>	6	400	No <input checked="" type="checkbox"/>	Y	<input type="checkbox"/> Onsemi BA-S-100	<input type="checkbox"/> No
Mercury Vapour	<input checked="" type="checkbox"/>			Yes: _____	N	<input checked="" type="checkbox"/> Onsemi BA-S-120	<input checked="" type="checkbox"/> Sensor
Other: _____						Primsal 102w Troffer	<input type="checkbox"/>
						Primsal 150w Troffer	<input checked="" type="checkbox"/>
Space 2							
Metal Halide	<input type="checkbox"/>			No	Y	<input type="checkbox"/> Onsemi BA-S-100	<input type="checkbox"/> No
Mercury Vapour	<input type="checkbox"/>			Yes: _____	N	<input type="checkbox"/> Onsemi BA-S-120	<input type="checkbox"/> Sensor
Other: _____						Primsal 102w Troffer	<input type="checkbox"/>
						Primsal 150w Troffer	<input type="checkbox"/>
Space 3							
Metal Halide	<input type="checkbox"/>			No	Y	<input type="checkbox"/> Onsemi BA-S-100	<input type="checkbox"/> No
Mercury Vapour	<input type="checkbox"/>			Yes: _____	N	<input type="checkbox"/> Onsemi BA-S-120	<input type="checkbox"/> Sensor
Other: _____						Primsal 102w Troffer	<input type="checkbox"/>
						Primsal 150w Troffer	<input type="checkbox"/>

CL VEEC

Assignment Form

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Energy Consumer declaration

Company name: John Smith Automotive PTY LTD

ABN: 95 123 456 789

Installation address: 15 Industrial Avenue, Melbourne , 3000

I, John Smith, hereby declare that
(Authorised Signatory for the Energy Consumer)

- I am the Energy Consumer or I have been authorised to assign the right to create Victorian energy efficiency certificates (VEECs) on behalf of the owner of the right to create certificates. I have provided proof of this authority.
- The above entity is the [tenant/landlord/owner] of the premises at the above installation address.
- I confirm that the above activity was not undertaken at a scheduled activity premises listed on the ESC's Register of Scheduled Activity Premises on the VEET website. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the ESC;
- I have signed this assignment form and confirm that the information provided by the installer on this form and in any associated appendices is correct and complete.
- I understand that by signing this form I am assigning the right to create VEECs for the above lighting upgrade to Green Energy Trading Pty Ltd.
- The above entity has received an identifiable benefit from the Upgrade Manager/Lighting Supplier and/or Green Energy Trading Pty Ltd in exchange for assigning its right to create the VEECs for the above lighting upgrade.
- The Essential Services Commission has the right to inspect the installation with reasonable notice.
- The Essential Services Commission has the right to inspect any documentation which relates to the undertaking of a lighting upgrade at the above listed premises, according to the Victorian Energy Efficiency Target Act 2007 (the Act) and the Victorian Energy Efficiency Target Regulations 2008 (the Regulations).
- All of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the Act and the Regulations.
- I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating VEECs under the Act and for related verification, audit and scheme monitoring purposes.
- I am aware that penalties can be applied for providing misleading information in this form under the Act.
- If the commercial lighting upgrade involved modification of linear fluorescent luminaires to accept linear LED lamps, I understand that this work may have voided all or part of the original

AS/NZS 1680 Compliance Declaration Attachments (Please tick. All parts in the appropriate column are required)

Output report of lighting design software



or

N/A (≤100 VEECs)



Further, with regards to the minimum required illuminance of AS/NZS 1680.0 and maintained illuminance of Table 3.1 of AS/NZS 1680.1, I hereby declare that:

- I have sighted all attachments listed above and the information contained therein is true and accurate,
- The Upgrade Manager has explained the requirements of AS/NZS 1680 including but not limited to the required maintained illuminance and recommended replacement point, and
- The lighting outcome of the upgrade project meets the expectations of the energy consumer and is fit for purpose.**

Signature

John Smith

Authorised signatory name

John Smith

Date

01/07/2018

Position

Business Owner

CERTIFICATE OF ELECTRICAL SAFETY for Non-Prescribed Electrical Installation Work

ELECTRICITY SAFETY ACT 1998, ELECTRICITY SAFETY (INSTALLATIONS) REGULATIONS 2009

CERTIFICATE OF COMPLIANCE

1 Responsible Person (eg. electrical contractor, supervising electrician, electrician)

REC reg./licence no.	0	0	0	0	0		Telephone no.	03 9000 0000
Name	Tom Sparky Electrics							
Address	123 Voltage way, Melbourne, 3000							

2 Licensed Electrical Installation Worker (eg. electrician)

Licence no.	L	4	0	0	0		Name	Tom Sparky
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3 Details of Electrical Installation

Name of customer	John Smith Automotive								
Address of installation (include lot no. if required)	15 Industrial Avenue								
Suburb or town	Melbourne				Postcode	3	0	0	0
Telephone	0	4	0	0	0	0			
NMI (if available)									

4 Electrical Work Undertaken

No. light points	No. single	Socket outlets	No. doubles	Have you installed Air Conditioning?
na	na	na		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Maximum demand in amps per phase on completion

As Before

Consumers mains capacity in amps

As Before

Description of work undertaken (if insufficient space, please attach list)

- Remove 6 x 400w Mercury Vapour Highbay lights
- Replace with: 4 x (6 x 25w LED Tube Troffer) LED Highbay lights with motion and daylight control

Tube / Fitting make : *[insert Make]*Tube / Fitting model: *[insert Model]*

5 Has this *electrical installation work* failed a previous audit?

Yes ☐ No ☒

If yes, quote previous certificate number

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6 Type of property where the electrical installation work is carried out: (refer back of certificate for types)

☐ 1 Domestic
 ☒ 2 Non Domestic
 ☐ 3 Construction

I, the licensed electrical installation worker named above, who carried out the electrical installation work described above, certify that the electrical work has passed all the required tests and complies in all respects with the Electricity Safety Act 1998 and the Electricity Safety (Installations) Regulations 2009.

Signature
(Licensed Electrical Installation Worker)

Tom Sparky

7 Date of completion of work

0 1 / 0 7 / 1 8

8 Date Certified

0 1 / 0 7 / 1 8

Certificate no.



Certificate of Electrical Safety





Tom Sparky Electrics

123 Voltage way, Melbourne, 3000
03 9000 0000

Tax Invoice

Invoice No: 16090
Date: 01/07/2018
Terms: NET 7
Due Date: 01/07/2018

Purchase Order No.
Billing Summary No.
Work Order No.

Bill To: John Smith Automotive
15 Industrial Avenue
Melbourne 3000
ABN: 95 123 456 789

Ship To:

Description	Quantity	Rate	Amount
- Remove 6 x 400w Mercury Vapour Highbay lights - Replace with: 4 x (6 x 25w LED Tube Troffer) LED Highbay lights with motion and daylight control Tube / Fitting make : <i>[insert Make]</i> Tube / Fitting model: <i>[insert Model]</i>	1	\$0.00	\$0.00
Including a VEEC discount of <i>\$x.xx ex GST</i>			

It is important to not miss these details.

* Indicates non-taxable item

You will be advised what this amount is prior to submission. Generally it is the Payback amount multiplied by the quantity of fittings replaced.

Subtotal	\$0.00
GST (10.00%)	\$0.00
Shipping	\$0.00
Total	\$0.00
Paid	\$0.00
Balance Due	\$0.00

Baseline Photos

All Photos must contain location geo-data and date/ time stamps to be accepted.
Please ensure your location settings are enabled within your smart phone camera settings

Clear photo of the space with as many lights in the shot as possible. Multiple shots of the space are accepted.



Clear photo of the lamp and control gear. The text on the lamp and control gear must be readable.



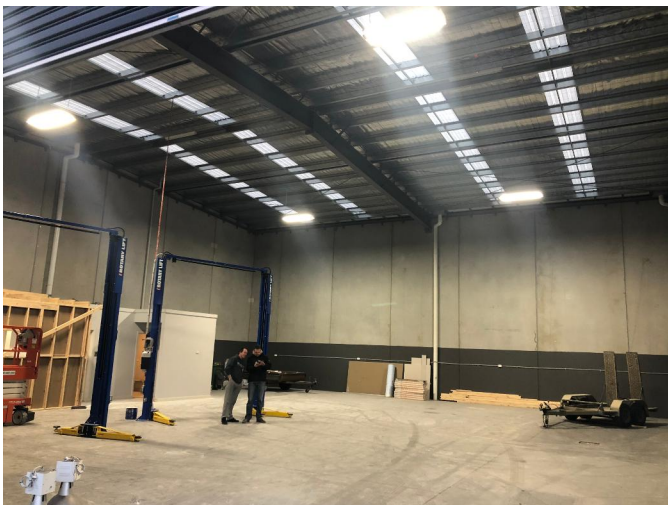
Upgrade Photos

All Photos must contain location geo-data and date/ time stamps to be accepted.
Please ensure your location settings are enabled within your smart phone camera settings

Clear photo of the upgrade luminaire including the fitting, any tubes contained within it and any control device being installed.

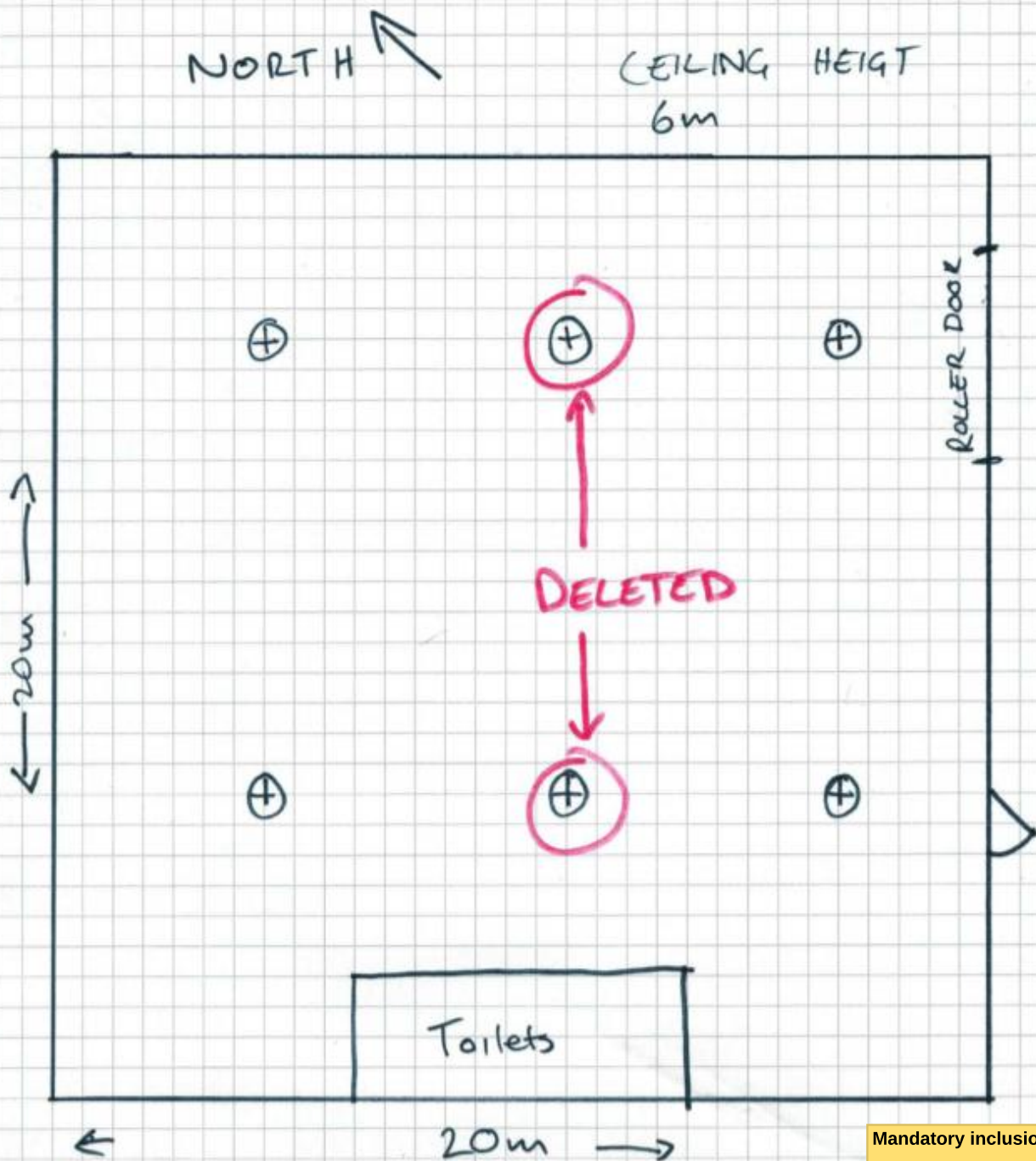


Clear photo of the upgrade space with the new lights in situation. A photo of the removed fittings together in a group with the power leads cut off is also required.



BASELINE PLAN & UPGRADE CHANGES

JOHN SMITH AUTOMOTIVE



LEGEND ⊕ - 400W MV HIGHBAY

Mandatory inclusions:

- Building shape and wall dimensions
- Luminaire locations and changes
- Orientation to North
- Ceiling/ luminaire mounting height
- Doors, openings or room structures in relation to the building
- Baseline fitting/s type distinguished by different symbols

SCHEDULE

Important Notice to the Person Completing This Schedule

This lease is in a standard form. You may need to make changes to record the agreement of the landlord, tenant and any guarantor. You should carefully check the whole document and make appropriate deletions, alterations, and/or additions so it agrees with the instructions you have received. You should note the warranty in clause 21 and record any deletions, alterations and / or additions to the standard lease conditions as additional provisions in item 22 and not in the lease conditions.

Item 1 [1.1]	Landlord
Item 2 [1.1]	Tenant
Item 3 [1.1]	Guarantors
Item 4 [1.1]	Premises Address: Land:
Item 5 [1.1]	Landlord's Installations Light fittings hot water services, 3 phase power outlets and fire equipment
Item 6 [1.1]	Rent
Item 7 [1.1]	Tenant's Installations nil
Item 8 [1.1]	Term of the lease Two [2] years starting on 1 June, 2018 and concluding 31 May 2020

For Privacy reasons, it is OK to cross out any financial details relating to the premises. These details are not relevant to the VEET Claim

Item 9 [2.1.1]	How rent is to be paid Monthly in advance on the first day of the month									
Item 10 [1.1,2.1.2, 2.1.5 & 5.4]	Building outgoings which the tenant must pay or reimburse Premises consist of the entire lettable area of the building 100% of all buildings outgoings.									
Item 11 [1.1 & 6.2]	Risks which the insurance policies must cover : <ul style="list-style-type: none">. Fire. Flood. Lightning. Storm and Tempest. Explosion. Riots and Civil Commotion. Strikes. Malicious Damage. Earthquake. Impact by Vehicles. Impact by Aircraft and articles dropped from them. Internal Flood Water and such other risks as the landlord reasonably specifies from time to time.									
Item 12 [1.1 & 2.3.1]	Amount of public risk insurance cover \$10,000,000.00 [Ten Million Dollars] or other amount reasonably specified from time to time by the landlord.									
Item 13 [1.1]	Period of loss of rent and outgoings insurance twelve months									
Item 14 [2.1.7]	Interest rate on overdue money 2% per annum more than the rate from time to time fixed by the Penalty Interest Rates Act 1983 (Vic)									
Item 15 [2.2.1]	Permitted use Motor vehicle service and roadworthy centre.									
[1.13]	Application of Act: The Act does not apply									
Item 16 [2.1.1,11,18]	Review date(s) <table><tr><td>(a)</td><td>Market review date(s):</td><td>1 June 2020</td></tr><tr><td>(b)</td><td>CPI review date(s):</td><td>1 June 2019</td></tr><tr><td>(c)</td><td>Fixed review date(s):</td><td>Not applicable</td></tr></table>	(a)	Market review date(s):	1 June 2020	(b)	CPI review date(s):	1 June 2019	(c)	Fixed review date(s):	Not applicable
(a)	Market review date(s):	1 June 2020								
(b)	CPI review date(s):	1 June 2019								
(c)	Fixed review date(s):	Not applicable								
Item 17 [2.1.1,11,18]	Who may initiate reviews: <table><tr><td>Market review:</td><td>Review is automatic</td></tr><tr><td>CPI review:</td><td>Review is automatic</td></tr><tr><td>Fixed review:</td><td>Not applicable</td></tr></table>	Market review:	Review is automatic	CPI review:	Review is automatic	Fixed review:	Not applicable			
Market review:	Review is automatic									
CPI review:	Review is automatic									
Fixed review:	Not applicable									

The key piece of information required from the lease is Permitted or Intended use ensure these details are in the supplied document.

The key piece of information required from the lease is the Permitted or Intended use. Please ensure these details are included in the supplied document.