

Air Conditioning Checklist

NSW | AC Replacement – Photo Evidence Collection



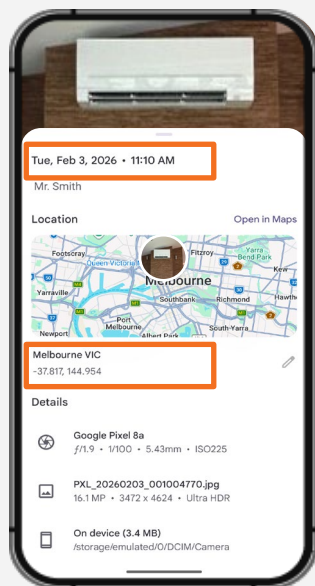
VERY IMPORTANT !

Please ensure that location services are turned on in your device settings to ensure geo-tagging is enabled. You will need internet access on your device to complete this step.

GEOTAGGING

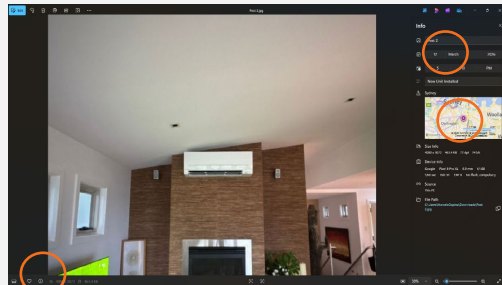
Step 01.

Enable location services on your device camera settings and ensure location details display in photos.



Step 02.

Review metadata of each photo file on your computer. This is how the scheme regulators and our QA team will verify your supporting evidence.



Geo-Tagged photos must:

Be clear, legible, and in focus

Geo-tag stamp must include:

Date

Time

Implementation address

GPS derived longitude and latitude coordinates

Metadata must be fixed to the photograph properties when viewed on desktop (PNG and JPG transferrable files)



For detailed instructions on how to capture metadata for photos please refer to our geotagging recommendations [here](#)

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VERY IMPORTANT !

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REPLACEMENT

Indoor Old Unit:

01.

Existing **INDOOR** units in the area BEFORE removal



02.

Brand, model and year of manufacturing of **INDOOR** unit



03.

**If there is no plate or year displayed:*
Photo of **INDOOR** unit form at least two angles



Outdoor Old Unit:

04.

Existing **OUTDOOR** units in the area BEFORE removal



05.

Refrigerant cylinder, recovery unit, and the old **OUTDOOR** unit being de-gassed



06.

Decommissioned **OUTDOOR and INDOOR** unit at the back of the van, or units grouped for recycling



**Please note that not all compliance plates on existing units will show the year of manufacture. In these cases, ensure you provide sufficient photographic evidence to identify the system, including clear images of the brand and model number.*

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Outdoor New Unit:

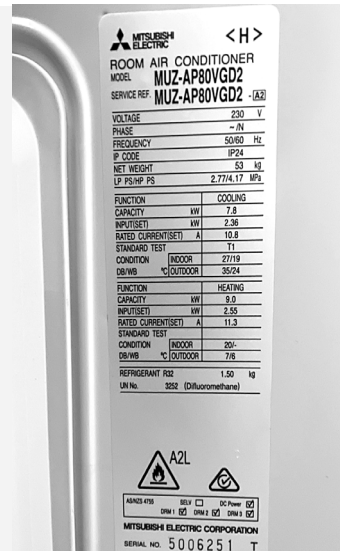
07.

Area photo showing the new **OUTDOOR** unit installed



08.

Photo of the new **OUTDOOR** unit nameplate showing brand, model and serial no.



Indoor New Unit:

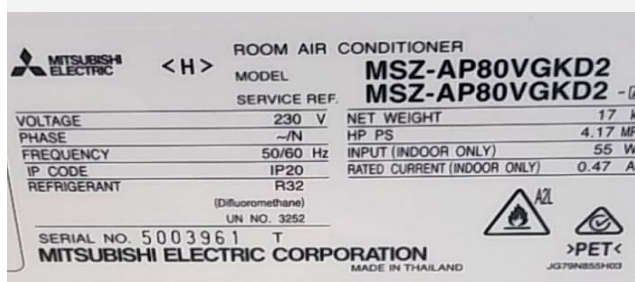
09.

Area photo showing the new **INDOOR** unit installed



10.

Photo of the new **INDOOR** unit nameplate showing brand, model and serial no.



For small business or commercial jobs

Photo of the grid access electricity meter showing clear NMI number OR attach the customer's electricity bill

