Minimum Evidence Requirements – Air Conditioning Inspections

All data should be collected as applicable to the system being assessed. An auditor must be able to replicate the ACR using a combination of the evidence requirements below. Evidencing may not always be photographic; documentary evidence may also be applicable to meet the required evidencing. This is a minimum evidence list only; additional evidence may be required depending on the system being inspected and its specific characteristics.

Category	Required Evidence	Comments
Documentary Evidence		
Essential basic inspection information	Simple Packaged Systems Table 2.1 TM44 • Asset list of installed packaged cooling systems including at least name of manufacturer, model, age, refrigerant, cooling capacity and location of equipment. • Description of method of compressor capacity control. • Description of method of control of periods of operation. Complex Systems; Table 2.5 TM44 • Asset list of installed air conditioning and refrigeration plant including product makes, models and identification numbers, together with cooling capacities, with locations of the indoor and outdoor components of each plant. Include refrigerant and age. • Description of system control zones, with schematic drawings or sketches. • Description of method of condenser capacity control of temperature. • Description of method of control of periods of operation. • Floor plans and schematics of air conditioning systems or sketches.	Where these essential documents are not available as part of the inspection process, assessors are required to compile these documents.
Site Notes	Site notes must be signed and include the dates and times of the air conditioning inspection. Any calculations undertaken during the inspection must be included in the site notes or drawings.	Site notes must be of a templated format and include any decisions about sampling and notes on building and system age and condition.
Drawings	Evidence of zoning shall be by way of a dimensioned annotated drawing	
Risk Assessment	A risk assessment detailing risks specific to the system	

Photographic Requirements *Photographs must be clear and date stamped, and geo-tagged where possible. Photos are only required where applicable to the system and building being inspected.*		
Aerial Image	Aerial view of building from Google maps or similar that clearly identifies the building and site layout to confirm orientation, or a hyperlink to the satellite view of the building.	
Photographs of all external elevations:	Front, rear and side(s) where practicable and necessary	
Photographic Evidence of systems and zones	As part of the inspection process, assessors must take sufficient photos to support zone activities, identification of the system and its components. • Photos of glazing, multiples could be taken if required • Photos of lighting in conditioned zones • Wide angle view of conditioned zones, showing terminal units in environment, and obstructions to air flow and cooling capability • Close up of terminal units • Photos of name plates • Photos of terminal units, showing filters and any issues with the system • Photos of any damage or leaks on terminal unit • Wide angle view of cooling plant in environment, additional photos of rubbish/debris that could cause recirculation of cooling plant • Close up of cooling plant • Photo of any refrigerant leaks or damage to colling plant • Photo of cooling plant name plate, clearly identifying refrigerant • Photos of refrigerant pipe insulation to show condition and any degradation • Photos of pre and post compressor temperatures, photo of thermometer showing reading • Photos of ambient temperature as shown on thermometer • Photo of system controllers, clearly showing settings.	As a general rule of thumb, for level 3 inspections assessors should be collating a minimum of 25 photos. Level 4 inspections would require considerably more. Photos must be supplied in their original format ensuring that metadata has been preserved. Where photographic evidence is not permitted, this must be supported by a restricted access document that has been signed and dated by the client. A declaration of restricted access must also be included in the executive summary.