Independent Inspection Report Form

About this form

This form is for an independent Solar Accreditation Australia (SAA) accredited person to record technical defects identified during a physical inspection of a homeowner's solar or battery installation. The homeowner submits the completed report to SAA as supporting evidence for a technical non-compliance complaint through SAA's My Solar or Battery Installation online complaint form.

SAA cannot undertake audits or inspections on behalf of homeowners. It relies on the findings and supporting evidence provided in this report to assess the technical issues raised in the homeowner's complaint.

SAA can only assess this type of complaint when an independent inspection report is provided using this form. It gives SAA the inspector's findings and supporting evidence in a consistent format, with each defect linked to the relevant CER Inspection Checklist item.

Who can complete this report

This form must be completed by an SAA accredited person who physically inspects the installation and holds current accreditation relevant to the type of solar or battery system being inspected.

The person conducting the inspection is responsible for recording the technical defects identified, referencing the relevant CER Inspection Checklist items and providing supporting evidence based on their physical inspection.

The homeowner cannot complete this form unless they meet the same accreditation requirements and can conduct an independent physical inspection. Homeowner-provided descriptions or photographs do not replace the required inspection.

Report requirements

The inspection report must be completed using this SAA form. A report prepared in another format may be submitted as supporting evidence, but it does not replace the requirement for the SAA accredited person conducting the inspection to complete this form.

A homeowner-prepared or AI-generated report does not replace the requirement for a physical inspection conducted by an appropriately SAA accredited person. The findings and supporting evidence must be based on that person's inspection.

For questions about completing this form, contact SAA's Technical Compliance and Inspections team at technicalcomplianceandinspections@saaustralia.com.au

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Instructions for completing this report

1. **Record the inspection details (page 5)**
   Complete the homeowner's name and contact details, the installation address, the date of inspection and the system type inspected.

2. **Record each defect separately (pages 6-24)**

   Complete a separate defect page for each defect identified. Up to 10 defects can be recorded in this form. If more than 10 defects are identified, complete an additional copy of this form.

   Refer to the relevant Clean Energy Regulator (CER) inspection checklist when completing each defect record. The checklists are available as free downloadable PDFs:

   Solar PV Inspection Checklist:

   https://cer.gov.au/document_page/solar-pv-inspection-checklist

   Solar Battery Inspection Checklist:

   https://cer.gov.au/document_page/solar-battery-inspection-checklist

   For each defect, complete:
   - **Clause:** Enter the Question ID from the relevant CER Inspection Checklist.
   - **Description:** Enter the full question or description from that checklist.
   - **Standards reference:** Enter the applicable standard or requirement, including the specific clause.
   - **Inspector Recommendation:** Describe the defect identified during the physical inspection and the recommended rectification.

3. **Provide supporting evidence**
   Provide photographic or document-based evidence supporting each defect, such as clear photographs, recorded measurements or test results. Label each evidence item with the relevant defect number. Record its file name, photograph number or page reference under Supporting Evidence References, and tick the checkbox confirming evidence has been provided for that defect.

4. **Complete the declaration (page 26)**

   Provide your name, contact details and SAA accreditation number. In the accreditation table, tick the relevant accreditation class and whether you hold Design Only, Install Only or Design and Install accreditation.

   Check that the report is complete and supporting evidence is provided for each defect.

   Read the declaration, then sign and date the report.

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5. Give the completed report to the homeowner

The completed report and supporting evidence must be provided to the homeowner so they can include both when submitting the online complaint form.

The person conducting the inspection is not required to submit the complaint form on the homeowner's behalf. Completing this report does not mean the person conducting the inspection is making the complaint.

The report supports the homeowner's complaint by providing an independent assessment from an appropriately SAA accredited person with the technical knowledge needed to identify non-compliance with the relevant standards and requirements.

An example of a completed defect record is provided on the following page.

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Example of a completed defect record

This example shows how to record a defect and reference its supporting evidence. It is for guidance only and must not be submitted as an inspection finding.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

SB & Labelling 5

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Is there a Safety Data Sheet (hard copy, not digital) installed within a document holder at the main switchboard or meter box?

Standards reference
Enter the applicable standard or requirement, including the specific clause.

AS/NZS5139:2019 Clause 7.7

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

A physical copy of the battery Safety Data Sheet (SDS) has not been installed within a document holder at the main switchboard or meter box as required.

☑ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

Defect 1 – Photo 01.jpg *Defect 1 – Photo 02.jpg* *Defect 1 – Inspection notes.pdf*

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Homeowner details

Full name

Email address

Phone number

System details

Street address

Unit or apartment number

Suburb

State or territory

Postcode

Inspection details

Date of inspection

System type inspected

- ☐ Solar PV system
- ☐ Battery system
- ☐ Solar PV and battery system

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Defect #1

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #1 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #2

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #2 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #3

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #3 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #4

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #4 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #5

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #5 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #6

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #6 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #7

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #7 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #8

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #8 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #9

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #9 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Defect #10

Complete this page for one defect only. Use an additional defect page for each further defect identified.

Clause
Enter the Question ID from the relevant CER Inspection Checklist.

Description
Enter the full question or description from the relevant CER Inspection Checklist.

Standards reference
Enter the applicable standard or requirement, including the specific clause.

Inspector Recommendation
Describe the defect identified during the physical inspection and the recommended rectification.

☐ Photographic or document-based evidence has been provided for this defect.

Supporting Evidence References
List the relevant file names, photograph numbers or page references. Label each item with the defect number.

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Defect #10 – SAA Technical Assessment

SAA internal use only. Leave this page blank when completing the inspection report.

SAA Technical Assessment

SAA's assessment of the reported defect, supporting evidence and referenced standards or requirements.

SAA Technical Assessment Outcome

- ☐ Technical non-compliance confirmed — rectification required
- ☐ Insufficient detail or supporting evidence to complete a technical assessment
- ☐ Evidence reviewed does not support the reported non-compliance
- ☐ Duplicate of an existing issue record

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Inspector Details and Declaration

Complete the details below and review the declaration before signing and dating the report.

Full name

Email address

Phone number

SAA accreditation number

Relevant accreditation held

Accreditation class	Design Only	Install Only	Design and Install
Grid Connected Photovoltaic Systems (GCPV)	☐	☐	☐
Grid Connected Battery Systems (GCBS)	☐	☐	☐
Stand-alone Power Systems (SPS)	☐	☐	☐

I declare that:

- I personally conducted the physical inspection described in this report.
- I hold current SAA accreditation relevant to the type of system inspected and held that accreditation when conducting the inspection.
- The findings recorded in this report are based on my physical inspection, with supporting evidence provided for each defect.
- The information provided is true, accurate and complete to the best of my knowledge.

Signature

Date signed

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