

## Accelerated Capital Allowances Eligibility Criteria

**Category: Building Energy Management Systems (BEMS)****Technology: Building Energy Management Systems (BEMS)**

*Building Energy Management System (BEMS) are computer-based systems, designed to monitor and control building energy use with the aim of optimising energy efficiency and meeting specified efficiency standards.*

All components necessary to perform the energy saving function are included in the BEMS.

**BEMS Eligibility Criteria:**

In order to be included on the ACA Specified List, a BEMS must meet *all* of the relevant conditions set out below.

**Note:** Supporting documentation that clearly demonstrates ACA compliance according to the conditions below will be required as part of the ACA checking process. Detailed information on the types of documents accepted can be found in the separate Supporting Documentation guidelines.

No.	Condition
1.	Be computer-based systems, designed to monitor and control building energy use, with the aim of optimising energy efficiency. This is taken to include systems that monitor energy and produce usage and trend data in sufficient detail to enable the user to fully control energy use.
2.	Primary inputs to the system must be energy use data and/or environmental conditions.
3.	The overall system must include a user interface.
4.	The system must allow the user to monitor and archive energy related data and have the capacity to generate standard interchange files that will allow other computer systems to use the data collected.
5.	All equipment must be CE Marked where appropriate.
6.	Appropriate training must be available to the end-user, such that the end user can run the system in an energy efficient manner.
7.	Appropriate operating & maintenance manuals must be available to the end-user in order to optimise the achievement of any potential energy efficiency gains.

----- End of ACA eligibility criteria -----

Please see next section for technical detail submission and supporting documentation guidance

***The following information is not part of the official criteria document published within the relevant statutory Instrument; it has been added here for guidance purposes only in order to provide assistance with the submission of product details and the provision of the required supporting documentation.***

**Note:** All information contained within this guidance document is subject to change without notice

### **Supporting documentation required**

Described below is the list of documents that are accepted as proof of compliance for each specific BEMS condition.

**Note:** This information will only be requested AFTER you submit your product's basic details online

#### **Important Notes to Product Providers**

Please ensure that you read the "Important Notes to Product Providers" section at the end of this document prior to submitting documentation.

No.	Condition	Supporting Documentation Requirement
1.	Be computer-based systems, designed to monitor and control building energy use, with the aim of optimising energy efficiency. This is taken to include systems that monitor energy and produce usage and trend data in sufficient detail to enable the user to fully control energy use.	Official and published manufacturer's technical data sheet or brochure that demonstrates the requirements of the condition.
2.	Primary inputs to the system must be energy use data and/or environmental conditions.	Official and published manufacturer's technical data sheet or brochure that demonstrates the requirements of the condition.
3.	The overall system must include a user interface.	Official and published manufacturer's technical data sheet or brochure that demonstrates the requirements of the condition.
4.	The system must allow the user to monitor and archive energy related data and have the capacity to generate standard interchange files that will allow other computer systems to use the data collected.	Official and published manufacturer's technical data sheet or brochure that demonstrates the requirements of the condition.
5.	All equipment must be CE Marked where appropriate.	<p>Official and published manufacturer's technical data sheet or brochure that demonstrates CE marking compliance.</p> <p><b><u>OR</u></b></p> <p>A copy of an official signed declaration on headed paper which confirms CE marking compliance.</p> <p>Official declarations should explicitly state the product for which CE marking is being confirmed (i.e. do not provide a letter simply stating general compliance with the relevant ACA Condition).</p> <p>Where a document is used to demonstrate conformance for a number of products or range of products it should clearly specify each individual product covered by that document.</p>

No.	Condition	Supporting Documentation Requirement
6.	Appropriate training must be available to the end-user, such that the end user can run the system in an energy efficient manner.	<p>A copy of a signed official statement on headed paper confirming that the appropriate end-user training is available is required in all cases.</p> <p>The signed declaration must explicitly state that training is available to the end-user, rather than simply stating that the system is compliant with the relevant ACA Condition.</p> <p><b>NB:</b> Submitting copies of training manuals is not sufficient and not required by this condition.</p>
7.	Appropriate operating & maintenance manuals must be available to the end-user in order to optimise the achievement of any potential energy efficiency gains.	<p>A copy on headed paper of a signed official statement confirming that the appropriate O&amp;M operating and maintenance manuals are provided. Where applicable, information on the availability of technical documentation to download online should be given.</p> <p><b>NB:</b> A signed declaration is required to comply with this condition in all cases. Submitting copies of user manuals is not sufficient and not required by this condition.</p>

### Component List

The component list contains details and part numbers of any ancillary equipment that may be supplied to a customer as an additional component to the overall submitted system. It must be formatted according to the ACA component list template.

When components are detailed in a component list, reference must be made to official and published brochures or data sheets where these components are described. These brochures/datasheets must then be supplied in addition to the component list.

## Important Notes to Product Providers

### **General**

There should be a clear link between all supporting documentation supplied and the product being submitted. This will typically take the form of a product code or product name that can be cross referenced between the submitted product and relevant supporting documentation. If product codes / names have been changed since publication of the supporting documentation, then official evidence of this must be provided with the supporting documentation supplied.

Any deviation from these requirements will result in the supporting documentation not being considered adequate for the purposes of demonstrating compliance with the criteria conditions. This will in turn delay the submission and/or result in the product not being considered eligible.

Where the ACA criteria or help documentation reference compliance to appropriate rather than specific standards, the onus is on the product provider to ensure that supporting documentation supplied references recognised standards that apply to the submitted product, i.e. the product must be covered under the scope of a recognised standard.

If any product submitted is later found not to meet the performance or specification criteria, then this product will cease to be considered eligible for the ACA.

**Note:** When supplying the supporting documentation through the online process you must ensure that the correct page number(s) of the document is referenced when compliance with the relevant condition is being demonstrated. An explanatory note should also be given where more than one page number is referenced.