

**ofgem e-serve**

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Stephen Brimstone

Personal information redacted by the RHI Inquiry

[Redacted]

S Brimstone's RHI appl no redacted by  
the RHI Inquiry

Ref: [Redacted]  
NDRHI Enquiries line: 0300 003 2289  
Email: RHI.Audit@ofgem.gov.uk  
Date: 21/03/2017

Dear Mr Stephen Brimstone

**Site Audit of NI RHI Installations against the requirements of Renewable Heat Incentive Scheme Regulations (Northern Ireland) 2012**

We inform you that your **RHI Installation [Stephen Brimstone]** has been selected for an unannounced site audit under the terms of the Renewable Heat Incentive (RHI), Part 9; Regulation 49.

We have authorised Ricardo- E&E (independent energy and climate change consultants) to carry out this site audit on our behalf. The site visit will take place the week commencing 27<sup>th</sup> March 2017. Your auditors will be Benjamin Sang and Mike Doble.

**Power to inspect accredited RHI installations**

**49.**—(1) The Department or its authorised agent may request entry at any reasonable hour to inspect an accredited RHI installation and its associated infrastructure to undertake any one or more of the following—

- (a) verify that the participant is complying with all applicable ongoing obligations;
- (b) verify meter readings;
- (c) take samples and remove them from the premises for analysis;
- (d) take photographs, measurements or video or audio recordings;
- (e) ensure that there is no other contravention of these Regulations.

(2) Within 21 days of a request made under paragraph (1) being (in its opinion) unreasonably refused the Department must send a notice to the participant specifying—

- (a) the reason why the Authority considers the refusal to be unreasonable;
- (b) the consequences of the refusal, including potential sanctions for failing to comply with the ongoing obligation imposed by regulation 33(i); and
- (c) details of the participant's right of review including any relevant time-limits.

The main purpose of the site audit is to verify the accuracy of information provided during accreditation, and to assure us of compliance with ongoing obligations. As a result, you are required to make available to Ricardo- E&E all information relevant to your RHI installation. This shall include:

- metering schematic diagrams;
- metering reports written by an independent and competent person (where applicable);
- any maintenance records for the installation and meters including calibration certificates; and
- record of the amount of fuel purchased or harvested and used such as a boiler log of fuel receipts (biomass only).

You must inform Ricardo-E&E of any site specific health and safety issues that the auditor needs to be aware of prior to the audit commencing. This should include details of requirements for Personal Protection Equipment (PPE) and/or any onsite health and safety briefing before the site audit can begin.

During the visit, Ricardo-E&E will want to verify that the metering will provide accurate periodic data which Ofgem can rely on in the calculation of payments. This may involve you demonstrating systems and processes as appropriate and providing access to relevant personnel within your company. Please note it is not part of Ricardo-E&E's remit to provide advice or give assurances to participants.

**The Office of Gas and Electricity Markets**

9 Millbank London SW1P 3GE Tel 020 7901 7000 Fax 020 7901 7066 [www.ofgem.gov.uk](http://www.ofgem.gov.uk)

Once the audit has taken place, Ricardo-E&E will report to us on the findings of the audit. We will review these findings before contacting you with a summary of the findings. This will include details of any remedial action you are required to take.

We would like to inform you that some of the photographs taken during the audit may be used by Ofgem for awareness raising and/or educational purposes. However, photographs will be completely anonymous and no mention will be made of the owner's name or installation. Should you not consent to the use of the photographs please contact us via email on [RHI.Audit@ofgem.gov.uk](mailto:RHI.Audit@ofgem.gov.uk)

We appreciate your cooperation with this process that is likely to take between 8 – 12 weeks. If you require any further clarification or information regarding the site audit process, please contact me on the contact details above.

Yours sincerely,



Shaneigh Turner  
**Non-Domestic RHI Audit Manager**  
**Renewable Heat Incentive**