MICRO WIND INSTALLATION

INSTALLER HANDOVER CHECKLIST

Items required in the handover pack	
MCS Certificate	
Copy of Invoice – marked 'paid in full'	
Insurance Backed Warranty details	
Turbine support structure specifications - including, where appropriate, an assessment of local ground conditions as well as the installation requirements, specification of materials, drawings, specifications and instructions for assembly, installation and erection	
Operation, inspection and maintenance documentation: (i) Installation • Details of all loads, weights, lifting points, special tools and procedures necessary for the handling, installation and operation of the system • Requirements for cranes, hoists and lifting equipment (including all slings, hooks and other apparatus) necessary for safe lifting • Checklist to confirm proper lubrication and pre-service conditioning of all components • Details of the manufacturer's recommended erection procedures • Identification of critical fasteners as well as details of procedures for confirming torque and other requirements • A set of field assembly and installation drawings • Minimum design requirements for the foundation and anchor system • A complete wiring and interconnection diagram (ii) Operation • Details of safe operating limits • A description of start and shutdown procedures • Procedures for functional checks on the protection subsystems • A description of the subsystems and their operation (iii) Inspection and maintenance • Maintenance and inspection cycles and procedures • A schedule prescribing frequency of lubrication and type of lubricant or any other special fluid • Procedures for unscheduled maintenance and emergencies • Schedules for guy inspection and re-tensioning, bolt inspection and torquing (including tension and torque loading details) • Diagnostic procedures and a trouble-shooting guide	
Documentation referring specifically to the wind turbine will usually be produced by the wind turbine manufacturer. The installer will make some additions - for example, the wiring and interconnection diagram	

Additional, system-dependent documentation requirements include: • V (max) and i (max) calculations (see section 3.1 Electrical requirements) • Battery maintenance schedules (watering, equalisation, etc.) • Warranty information • Noise levels (see section 2) • Design life of system parts • A maintenance record sheet	
A certificate signed by the contractor containing at least the following: • A statement confirming that the installed wind turbine system meets the requirements of this Standard (being mis 3003) • Client name and address • Site address (if different) • Installer name, address etc. • List of key components installed • Estimation of system performance	
The structural engineer's report for a building-mounted wind turbine or for the generic fixing system for the wind turbine and type of construction of the building	
Advice to the customer that the customer should advise their insurer(s) of the installation of a wind turbine	

Installer Contact Details	
Installer Name:	
Contact Number:	
Certification Body:	
Consumer Code:	

MCS HELPDESK TEAM

If you need advice or have unanswered questions regarding the certification of your installation, the dedicated MCS Helpdesk team would be happy to assist.

Call the Helpdesk on 0333 103 8130, email: mcshelpdesk@mcscertified.com or visit www.mcscertified.com