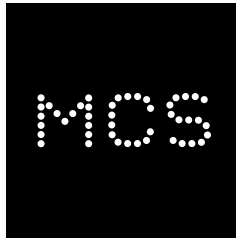


# SOLAR PV INSTALLATION

## INSTALLER HANDOVER CHECKLIST

Items required in the handover pack	
MCS Certificate	
Copy of Invoice – marked ‘paid in full’	
Insurance Backed Warranty details	
The maintenance requirements and maintenance services available	
<p>A certificate signed by the Installer containing the following as a minimum:</p> <ul style="list-style-type: none"> <li>• A statement confirming that the solar PV system meets the requirements of this Standard</li> <li>• Client name and address</li> <li>• Site address (if different)</li> <li>• Installer name, address etc.</li> <li>• List of key components installed</li> <li>• Estimation of system performance</li> </ul>	
<p>Operation &amp; maintenance manual should include the following:</p> <ul style="list-style-type: none"> <li>• System Data               <ul style="list-style-type: none"> <li>- A copy of the basic system information</li> <li>- A single line electrical schematic</li> <li>- A copy of the manuals and data sheets for the following system components:                   <ul style="list-style-type: none"> <li>• PV modules</li> <li>• Inverter</li> <li>• Other relevant product documentation</li> </ul> </li> </ul> </li> <li>• Test Results and Commissioning Data               <ul style="list-style-type: none"> <li>- A copy of the test and commissioning documentation</li> <li>- Table of inverter protection settings (under/over voltage, under/over frequency, etc.)</li> </ul> </li> <li>• Operation &amp; Maintenance Data               <ul style="list-style-type: none"> <li>- Procedures for verifying correct system operation</li> <li>- A checklist of what to do in case of a system failure</li> <li>- Shutdown/isolation and startup procedures</li> <li>- Maintenance &amp; cleaning recommendations (if any)</li> <li>- Considerations for any future building works adjacent to the PV array (e.g. roof works) to avoid potential damage or shading of the PV array</li> </ul> </li> </ul>	



<b>Installer Contact Details</b>	
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: [mcs-helpdesk@mcscertified.com](mailto:mcs-helpdesk@mcscertified.com) or visit [www.mcscertified.com](http://www.mcscertified.com)