



The Certification Mark for Onsite
Sustainable Energy Technologies

Microgeneration Installation Standard: MIS 3002

REQUIREMENTS FOR CONTRACTORS UNDERTAKING THE SUPPLY, DESIGN, INSTALLATION, SET TO WORK COMMISSIONING AND HANDOVER OF SOLAR PHOTOVOLTAIC (PV) MICROGENERATION SYSTEMS

Issue 3.2

This standard has been approved by the Steering Group of the MCS.

This standard was prepared by the MCS Working Group 2 'Solar Photovoltaic Systems'.

REVISION OF MICROGENERATION INSTALLATION STANDARDS

Microgeneration Installation Standards will be revised by issue of revised editions or amendments. Details will be posted on the website at www.microgenerationcertification.org

Technical or other changes which affect the requirements for the approval or certification of the product or service will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments.

The issue number will be given in decimal format with the integer part giving the issue number and the fractional part giving the number of amendments (e.g. Issue 3.2 indicates that the document is at Issue 3 with 2 amendments).

Users of this Standard should ensure that they possess the latest issue and all amendments.

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FOREWORD

The following document [MIS 3002 issue 3.2] is a minor update to [MIS 3002 issue 3.1]. It is available for reference from the date of publication [16/12/2013]. Installers of microgeneration systems who are certificated in accordance with [MIS 3002] may commence working in accordance with this update from [16/12/2013]. Installers of microgeneration systems who are certificated in accordance with [MIS 3002] shall commence working in accordance with this update from the date of implementation [16/03/2014].

This standard identifies the evaluation and assessment practices to be undertaken by the certification bodies of the MCS for the purposes of approval and listing of contractors undertaking the supply, design installation, set to work, commissioning and handover of solar photovoltaic (PV) microgeneration systems. The listing and approval is based on evidence acceptable to the certification body:

- that the system or service meets the standard
- that the contractor has staff, processes and systems in place to ensure that the system or service delivered meets the standard

And on:-

- periodic audits of the contractor including testing as appropriate
- compliance with the contract for the MCS listing and approval including agreement to rectify faults as appropriate

This standard shall be used in conjunction with MCS 001 scheme document.

Government defines Microgeneration as the production of heat and/or electricity on a small-scale from a low carbon source. The various technologies have the potential to help us achieve our objectives of tackling climate change, ensuring reliable energy and tackling fuel poverty.

The objective of Government's Microgeneration strategy is to create conditions under which Microgeneration becomes a realistic alternative or supplementary energy generation source for the householder, for the community and for small businesses.

NOTES:-

Compliance with this Microgeneration Installation Standard does not of itself confer immunity from legal obligations.

Users of Microgeneration Installation Standards should ensure that they possess the latest issue and all amendments.

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The Steering Group welcomes comments of a technical or editorial nature and these should be addressed to “The Secretary” at mcs@gemserv.com

Listed products and services may be viewed on our website: www.microgenerationcertification.org

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1. SCOPE

This standard specifies the requirements of the MCS for contractors undertaking the supply, design, installation, set to work, commissioning and handover of solar photovoltaic (PV) microgeneration systems for permanent buildings.

2. DEFINITIONS

Contractor	An individual, body corporate or body incorporate, applying for or holding certification for the services detailed in the Scope, Clause 1, above.
Contract	A written undertaking for the design, supply, installation, set to work and commissioning of Microgeneration systems and technologies
Design	The formulation of a written plan including a specific list of products and fixings to form a completed system for a defined Microgeneration technology. Including extensions and alterations to existing Microgeneration systems.
Installation	The activities associated with placement and fixing of a Microgeneration system.
Set to work	The activities necessary to make the Microgeneration system function as a completed system.
Commissioning	The activities to ensure that the installed system operates within the boundaries and conditions of the design and the product manufacturers' claims.
Subcontract	A written contract between a certificated contractor and another Firm for supply of products and services in connection with the fulfilment of a contract.
Handover	The point in a contract where commissioning and certification of the system have been satisfactorily completed to the contract specification so enabling the installation to be formally handed over to the client.

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3. REQUIREMENTS FOR THE CERTIFICATED CONTRACTOR

3.1 Capability

Certificated contractors shall have the capability and capacity to undertake the supply, design, installation, set to work, commissioning and handover of solar PV Microgeneration systems.

Where contractors do not engage in the design or supply of solar PV systems, but work solely as an installer for a client who has already commissioned a system design; then the contractor must be competent to review and verify that the design would meet the design requirements set out in this standard and this should be recorded.

3.2 Quality management system

Contractors shall operate a satisfactory quality management system which meets the additional requirements set out in the scheme document MCS 001.

3.3 Subcontracting

In installations for private customers, any work within the scope of the scheme not undertaken by employees of the Contractor shall be managed through a formal subcontract agreement between the two parties in accordance with the policies and procedures employed by the certificated Contractor. These procedures shall ensure that the subcontractor undertakes the work in accordance with the requirements of this standard.

In other situations (for example new build, or for commercial customers), it is permissible for the physical installation, setting to work and commissioning to be undertaken by others (i.e. not subcontracted to the Contractor) provided that:

3.3.1 A contract between the Contractor and the commercial client details obligations on the client to include that evidence of skills and training of those employed by the client to do elements of work not undertaken by the Contractor are to be made available to the Contractor to ensure that the competence requirements of this standard are met and that access to the site for training and supervision in accordance with the following sections is agreed in advance.

3.3.2 The certificated Contractor provides additional product-specific training for those undertaking the work not undertaken by the certificated Contractor.

3.3.3 The certificated Contractor assesses a sample number of installations under the contract which is not less than the square root of the number of installations rounded up to the nearest whole number (e.g. a new build site of 50 installations then a minimum of 8 are assessed).

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3.3.4 The certificated Contractor assumes responsibility at handover that the installation is in full compliance with the standard.

3.4 Consumer code of practice

The Contractor shall be a member of and, when dealing with domestic consumers, comply with a code of practice (consumer code), which is relevant to the scope of their business in the Microgeneration sector and which is approved by the Trading Standards Institute (or formally approved under the Office of Fair Trading (OFT) prior to April 1st 2013).

4. DESIGN AND INSTALLATION REQUIREMENTS

4.1 Regulations

All applicable regulations and directives must be met in full. It should be noted that regulations that must be applied may be different in England and Wales, Scotland and Northern Ireland. Certificated contractors must ensure they have a system to identify all applicable regulations and changes to them.

All work, and working practices, shall be in compliance with all relevant Health and Safety regulations and a risk assessment shall be conducted before any work on site is commenced.

4.2 Design and installation

Solar PV Microgeneration systems shall be designed and installed in accordance with the MCS/ECA publication: Guide to the Installation of Photovoltaic Systems (ISBN 978-0-9574827-0-8– Hard Copy / ISBN 978-0-9574827-1-5– Electronic PDF) – hereafter referred to as The Guide, and paragraph 4.4 below.

In particular, attention is drawn to the unique combination of hazards associated with installation of PV systems highlighted in section 1.4 of the above document.

4.3 System Performance

An estimate of annual energy performance shall be made using the methodology detailed in section 3.7 of The Guide taking account of the actual orientation, pitch, location and over shading conditions.

This estimate shall be communicated with the client at or before the point that the contract is awarded and shall be accompanied by the relevant disclaimers detailed in clause 3.7 of The Guide.

Additional estimates may be provided using an alternative methodology, including proprietary software packages, but any such estimates must clearly describe and justify the approach taken and factors used and must not be given greater prominence than the standard MCS estimate. In addition,

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it must be accompanied by warning stating that it should be treated with caution if it is significantly greater than the result given by the standard method.

4.4 Commissioning

The solar PV system shall be commissioned according to a documented procedure to ensure that the system is safe, has been installed in accordance with the requirements of this standard and the manufacturers' requirements, and is operating correctly in accordance with the system design. See also Section 6 of The Guide.

4.5 Documentation

Certificated contractors shall provide customers with a comprehensive document pack which, as a minimum, includes the information given in Section 7 of The Guide.

4.6 Equipment

When making installations in accordance with this standard the solar PV modules shall be listed under the MCS (<http://www.microgenerationcertification.org>).

Equipment should be suitable for its application and have a manufacturer's declaration of conformity for the appropriate standard.

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5. ROLES AND COMPETENCY REQUIREMENTS

All personnel employed by, or subcontracted to the contractor must be able to demonstrate that they are competent in the disciplines and skills, appropriate to the activities required for their role, in accordance with this standard.

Complete records of training (where appropriate) and competence skills of personnel must be maintained by the certificated contractor, in particular:

- Design staff, carrying out full conceptual design, must be able to demonstrate a thorough knowledge of the technologies involved and the interaction of associated technologies.
- All personnel engaged in the actual installation are expected to have technical knowledge and installation skills, to install components and equipment within the designed system, in accordance with all appropriate codes of practice, manufacturer's specifications and regulations. As a minimum installers should have proven current training / experience with relevant solar photovoltaic systems as shown in Appendix A.
- All personnel engaged in the final inspection, commissioning, maintenance or repair, must have a comprehensive technical knowledge of the products, interfacing services and structures to complete the specified processes.

Please see Appendix A below which contains the required roles which will need to be fulfilled by the installation company for this MIS 3002 standard.

The competence criteria to be demonstrated by the installation company can be found via the MCS website (www.microgenerationcertification.org). In addition to this, the installation company guidance on how to achieve compliance and the descriptions of the required roles which will need to be fulfilled can also be found on the MCS website (www.microgenerationcertification.org).

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6. HANDOVER REQUIREMENTS

At the point at which the solar PV system is handed over to the client, the documentation as detailed in 4.5 shall be provided and explained along with:

- The maintenance requirements and maintenance services available;
- A certificate signed by the contractor containing at least the following:
 - a statement confirming that the solar PV system meets the requirements of this standard
 - Client name and address
 - Site address (if different)
 - Contractors name, address etc.
 - List key components installed
 - Estimation of system performance calculated according to 4.3

All MCS Installations shall be registered to the MCS Licensee through the MCS Installation Database. A certificate shall be obtained from the MCS Installation Database for each installation showing that the installation has been registered with the scheme and shall be provided to the customer no later than 10 working days after the date of commissioning the system; on provision of the certificate the customer shall be instructed to include it within the handover pack.

The generation of the certificate shall be undertaken in full compliance with the terms and conditions of use of the MCS Installation Database¹ and the registration of the system on the MCS installation database shall only be undertaken after the system has been fully installed and commissioned.

A “per installation” fee is levied on installers for each registration added to the database. Details of any such fee will be advised from time to time through MCS Certification Bodies.

7. REGIONAL OFFICES

Where the firm wishes to design and commission under the Certification Scheme in regional offices, then these offices shall meet the requirements of this standard to be eligible for Certification.

¹ The terms and conditions of use can be found on the MCS Installation Database website.

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8. PUBLICATIONS REFERRED TO

The following list implies the latest edition and amendments:

- BRE Digest 489 Wind loads on roof-based photovoltaic systems. Available from:
www.brebookshop.com
- BRE Digest 495 Mechanical installation of roof-mounted photovoltaic systems.
Available from:
www.brebookshop.com
- BS 7671:2001 Requirements for Electrical Installations (IEE Wiring Regulations Sixteenth Edition). Available from British Standards Institution (BSI):
www.bsi-global.com or [The Institution of Engineering and Technology \(IET\):
www.theiet.org/publications/](http://The Institution of Engineering and Technology (IET): www.theiet.org/publications/)
- EN 10088-1:2005 Stainless steels. List of stainless steels. Available from British Standards Institution (BSI):
www.bsi-global.com
- EN 12975-2:2006 Thermal solar systems and components – Solar collectors – Part 2 Test methods. Available from British Standards Institution (BSI):
www.bsi-global.com
- EN ISO 14713:1999 Protection against corrosion of iron and steel structures – Zinc and aluminium coatings – Guidelines. Available from British Standards Institution (BSI):
www.bsi-global.com
- G59/1 1991 ' Recommendations for the Connection of Embedded Generating Plant to the Public Electricity Suppliers' Distribution Systems'. Available from The Energy Networks Association, <http://www.energynetworks.org> .
- G83/1 2003 ' Recommendations for the Connection of Small-scale Embedded Generators (up to 16 A per phase) in parallel with Public Low-voltage Distribution Networks'. Available from The Energy Networks Association,
<http://www.energynetworks.org>
- Guide to the Installation of Photovoltaic Systems (MCS/ECA publication: ISBN 978-0-9574827-0-8– Hard Copy / ISBN 978-0-9574827-1-5– Electronic PDF)
- MCS 001 - MCS - Installer certification scheme document. Available from
www.microgenerationcertification.org

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APPENDIX A – Roles and Competency Requirements

	3001	3002	3003	3004	3005	3007	3007-2	300x
Roles	ST	PV	Wind	Biomass	Heat Pumps	CHP (Heat)	CHP (Elec)	Innovative Technology
Nominee	✓	✓	✓	✓	✓	✓	✓	**
Nominated Technical Person(s)	✓	✓	✓	✓	✓	✓	✓	**
Health and Safety co-ordinator	✓	✓	✓	✓	✓	✓	✓	**
Designer(s) Full scope	✓	✓	✓	✓	✓	✓	✓	**
Designer(s) Limited scope	✓	✓	✓	✓	✓	✓	✓	**
Electrical competencies	*	✓	✓	*	*	✓	✓	**
Plumbing competencies	✓	✗	✗	✓	✓	✓	✓	**
Heating competencies	*	✗	✗	✓	✓	✓	✓	**
Refrigeration competencies	✗	✗	✗	✗	*	✗	✗	**
Specialist competencies	*	*	*	*	*	*	*	**

✓ Required for the technology

✗ Not required for the technology

* If applicable to the technology

** For further details please see the MCS Change Process and the Competence Criteria on the MCS website:

(www.microgenerationcertification.org).

A change of staff fulfilling this role would require notification to the Certification Body.

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AMENDMENTS ISSUED SINCE PUBLICATION

Document Number:	Amendment Details:	Date:
1.2	Amended 3.4 Consumer Code of Practice wording Updated e-mail and website addresses	25/02/2008
1.3	Gemserv details added as Licensee. Document reformatted to reflect brand update. References to BERR updated to DECC, MCS logo updated accordingly. Website and email addresses updated to reflect new name.	01/12/2008
1.4	Quality review	10/01/2009
1.5	MCS Mark Updated	25/02/2009
1.6	Additional contacting options were added to clause 3.3. As agreed in the MCS Steering on 27/10/2009. References to Clear Skies have been removed from clause 4.7 and a link to the MCS website added.	28/01/2010
2.0	Addition of text under section 4.4 – site specific issues, (see 4.4.6) surrounding metering	26/08/2010

	requirements and also under section 6 – handover with regards to MCS Certificates and the MID, as agreed at SG Meeting of May 27 th 2010.	
2.1	Update Section 6 Handover requirements.	03/02/2012
3.0	Significant update to all areas of the standard	07/02/2013
3.1	Minor update to foreword to indicate an implementation of this standard from 07/05/2013	21/02/2013
3.2	Update to Section 5 and Appendix A	16/12/2013