

Solar PV Grants: Quality Alert

Grant Management Tips for Contractors

Series 2023-10-001



Introduction

An essential part of all Solar PV Installation works is proper management of grant documentation. Even where works have been completed to a high standard, contractors are still accumulating reworks and penalty points due to inefficient grant management practices.

Absent, incorrect or incomplete documentation remains a significant issue in relation to both processing of applications and inspections. This can result in unnecessary delays to grant payments.

We also note an increase in the number of contractors who are not keeping their company information (e.g. insurance information) up to date. Changes or updates to your registration information must be communicated to SEAI at the earliest opportunity.

We hope the following tips will support you in your administration of grant works, expedite payments and improve your compliance rate.



Before works commence

Taking some time before works commence to discuss the grant requirements with your customers can lead to a smoother journey, higher rates of customer satisfaction and faster payments.

Below are some items which you may need to discuss with homeowners before any grant works commence:

- ✓ Confirm with the homeowner that they have applied for and been approved for a grant
- ✓ Confirm the year the home was constructed and occupied to ensure grant eligibility
- ✓ Ensure the homeowner understands the requirement to grant access to their home for inspection
- ✓ Confirm that the homeowner has contacted a registered BER assessor to arrange for a post-works BER.

Declaration of insurance (DOI) forms

Contractors are required to submit a new Declaration of Insurance (DOI) form prior to the expiration of their current policy. SEAI will issue a reminder by email **2 months** in advance of your current policy's expiration date.

Failure to furnish SEAI with current insurance information will result in your company being removed from the Solar PV programme and you may have to re-register and attend onboarding training prior to reactivation on the programme.

Please ensure you are monitoring your email traffic and providing up-to-date insurance details when prompted to avoid de-registration. The DOI form can be downloaded from the SEAI website [here](#).

The image shows a screenshot of the SEAI 'Company Declaration of Insurance' form. The form includes a header with the SEAI logo and the title 'Company Declaration of Insurance'. Below the header, there are several sections of text and a table. The text sections include:

- A statement that the form must be completed by a Registered Insurance Broker, Agent, or an Insurance Company.
- A declaration that the contractor is authorized to issue insurance in the Republic of Ireland.
- A section for the contractor to declare if they are insured by an insurance undertaking established and authorized to conduct business in the Republic of Ireland.
- A section for the contractor to declare if they are insured by an insurance undertaking established and authorized to conduct business in the Republic of Ireland on a basis of establishment or freedom of service.
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 At the bottom of the form, there is a table with the following columns:

Company / Insured Details	
Name of Company / Insurer	
Address of Company / Insurer	
Full Business description (EU PV 2018)	
Is the company / insured covered by the following policies?	
Installation of Solar Photovoltaics	<input type="checkbox"/>
Installation of Battery Energy Storage Systems	<input type="checkbox"/>
Number of Policies Issued	

Declaration of works (DOW) forms

A significant number of Declaration of Works forms are being returned to homeowners due to missing signatures and other essential information, resulting in delays to processing of payments. Please review the below example and ensure all DOW forms are properly completed before returning to the homeowner. Reminder: only nominated personnel are permitted to sign DOWs.

System Details

Solar PV System Size	kWp*	Battery Storage (if applicable)	kW kWh
Solar PV System Annual Estimated Yield	kWh**	Method of Yield Calculation (e.g., PVsyst)	
Hot Water Diverter Installed?	Y/N?		

* Total DC Installed Capacity at STC – (Nameplate Capacity, NOT Flash Test)
 ** AC kWh based on estimated calculation

Enter accurate Solar PV System details.

Solar PV Registered Company (MUST BE ON THE SEAI SOLAR PV COMPANY REGISTER)

Company name	
Company Identification Number	
Property year of Construction (see BER Cert)	
Total cost of installation (including parts, labour and VAT)	€

Enter ID Number & Company Name.

System Components

Component	Make	Model	Rating	Quantity
Solar PV Modules			Wp at STC	
Mounting System			N/A	
Inverter				kW
Energy Meter			N/A	
Battery Energy Storage System (if applicable)		DC Connected <input type="checkbox"/> AC Connected <input type="checkbox"/>		kW kWh

Enter accurate Solar PV System Components.

Installer Declaration (MUST BE ON THE SEAI SOLAR PV INSTALLER REGISTER)

By signing this Declaration of Works, the undersigned declares that:

- The Solar PV system (and, if applicable, battery system) has been installed and commissioned at the above Installation Address on the Date of Works Completion.
- All works indicated are fully compliant with SEAI Domestic Solar Photovoltaic - Code of Practice for Installers, SEAI Renewable Installer Register Terms and Conditions and SEAI Solar PV Installer Register Terms and Conditions.
- The electrical installation has been installed in accordance with I.S. 10101 and a Safe Electric certificate ('RECI cert') has been issued by a Registered Electrical Contractor for the electrical installation.
- I have completed an Inspection, Test and Commissioning Report for this solar installation and have given it to the homeowner.
- I have provided the homeowner with the required documentation to complete their claim application.

Signed:		Date:		/		/	
Name (CAPITALS)							
DATE THE GRANT WORK WAS COMPLETED							

Nominated person must sign and date & enter date of works.

Important Note: in signing a Declaration of Works form, the nominated person is declaring that the works have been completed in full compliance with the requirements of the Solar PV programme. Nominated personnel must not sign off on incomplete or non-compliant works.

Completion of reworks

Please ensure you are monitoring your emails and completing reworks as soon as possible. Failure to return reworks within the required timeframe may lead to de-registration and homeowners may have grants rescinded.

Reworks declarations

- You have **4 weeks** to return a signed reworks declaration to SEAI
- Only nominated personnel are permitted to sign reworks declarations
- We can only accept reworks declarations sent from your registered email address
- Reworks declarations must be accurately completed, see below:

Category Description	Failure Description	Inspector Notes	Complete
String Inverter	<ul style="list-style-type: none"> Not within 1.5m of entry to the building or 1.5m from ground mounted array (Sev1) 	<ul style="list-style-type: none"> Safety shut not 1.5 from the arrays. 	Yes/No
Diverter	<ul style="list-style-type: none"> Diverter not commissioned (Sev1) 	<ul style="list-style-type: none"> Data not reading right 	Yes/No
Documentation And Labelling	<ul style="list-style-type: none"> All safety and information labels not in place (Sev1) 	<ul style="list-style-type: none"> Safety labels missing on cable containment + on meter box outside 	Yes/No

Ensure *each* rework has been circled 'yes' once complete

Comments:

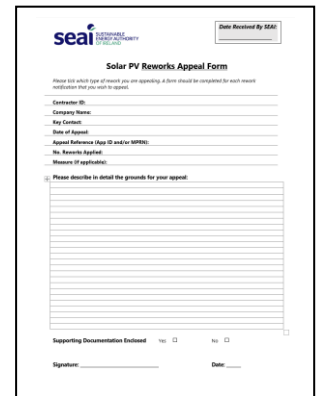
As Company, we confirm that the re-works identified above have been explained to the Home Owner.

_____	_____	_____
Company signature	Print Name	Date
_____	_____	_____
Homeowner signature	Print Name	Date

Declaration must be signed & dated by you and the homeowner.

Reworks Appeals

- Appeals must be submitted to solarpv@seai auditing.ie within **2 weeks** of receipt of the reworks notification.
- Appeals must be submitted using the Solar PV appeal form: https://www.seai.ie/resources/forms/Reworks_Appeal_Form.rtf
- Appeals submitted *after* 2 weeks or not using the correct appeals form **will not be accepted**



Re-inspection reworks declarations

- Must be accompanied by photographs of completed reworks

Handover packs for homeowners

Once works are complete and all relevant documentation has been compiled, we strongly recommend that you provide your customers with a handover pack (hard and/or soft copy) containing all relevant grant information. It must be clearly explained to homeowners that this information must be stored safely as it may be required in the event of an SEAI inspection.

Listed below are some of the documents that should be included in your **handover pack**:

Safety File	
<input checked="" type="checkbox"/>	Basic start up, shut down, safety, operation and maintenance instructions (HARD COPY)
<input checked="" type="checkbox"/>	O&M Manual for Homeowner (HARD COPY)

<input checked="" type="checkbox"/>	Datasheets for Solar PV Modules, Inverters, Mounting System and Battery Energy Storage (IF APPLICABLE)
<input checked="" type="checkbox"/>	Warranties for Solar PV Modules, Inverters and Battery Energy Storage System (IF APPLICABLE)
<input checked="" type="checkbox"/>	Estimation of system performance calculated using common estimator tools and databases such as PVsyst, PVSol, PVGIS or other equivalent, considering the actual location, orientation, pitch, location and over shading conditions of the PV modules

Quality management

An effective Quality Management System (QMS) can address all of the above issues and ensure a better quality of service for your customers. For further information on managing quality, please visit our Support for Contractors webpage at: <https://www.seai.ie/grants/supports-for-contractors/>.

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