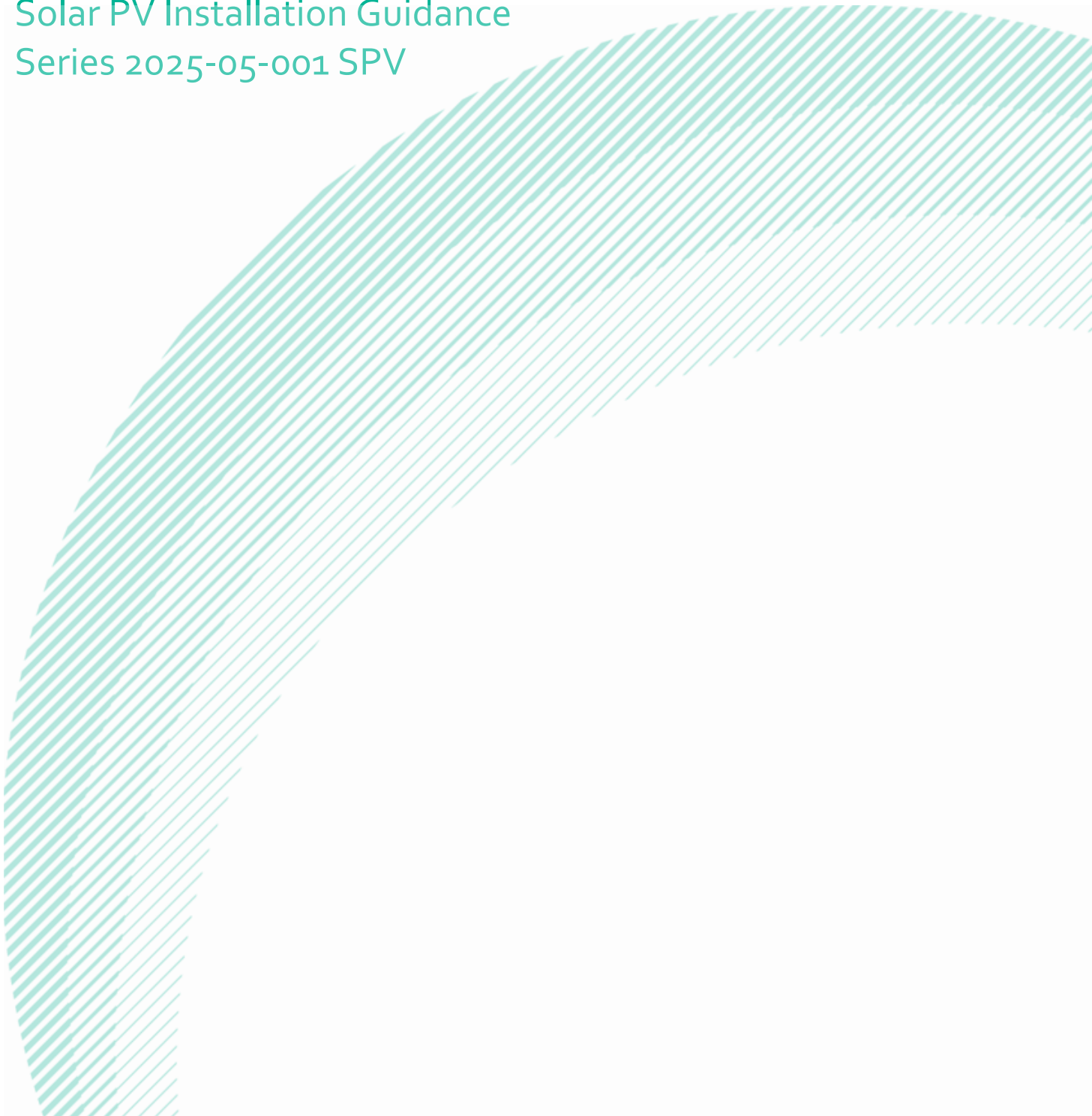


Solar PV Grants: Technical Bulletin

Solar PV Installation Guidance

Series 2025-05-001 SPV



Introduction

Microgeneration is undergoing increasing popularity with homeowners. This is a big opportunity for your business. However, if we are going to scale up together, we need to bring about improvements in the efficient management of installs.

This document describes the issues and related clarifications that commonly arise on the programme.

SEAI requires that registered companies and their installers pay close attention to the contents of this document and use it for training purposes.

Installation must be carried out in accordance with the relevant:

- SEAI Domestic Technical Specifications and Standards (DTSS) and
- SPV Contractor's Code of Practice (COP)

In Appendix 2 of the Quality Assurance and Development Programme (QADP) there is a full list of checks, used by SEAI Inspectors. Use these checks as part of your own Quality Management System before signing and submitting a Declaration of Works Form (DOW) to SEAI.

<https://www.seai.ie/publications/Solar-PV-QADP.pdf>

Contents

- 1. Reworks**
- 2. Additional details required on applications**
- 3. Model Number on DOW**
- 4. BER Assessment**

1. Reworks

If a Quality Inspection of the Solar PV installation returns a finding of Sev 1, Sev 2 or Sev 3 reworks, then the Company will receive a Reworks Notification from SEAI by email. There is a deadline of four weeks to complete reworks and return the attached Reworks Form to the stated SEAI address – solarpv@seaiauditing.ie

Please note the following:

- Completion of re-works is an essential component in ensuring a quality service to Homeowners under the Solar PV Scheme.
- You are required to return the Re-work Declaration Form with photographs, signed by you and the Homeowner, confirming that the non-compliance(s) have been rectified.
- The Home owner only needs to sign the Reworks Declaration Form if a site visit is required.
- You must also ensure that the non-compliance(s) identified during this Quality Inspection are rectified at any other homes you have completed under the Solar PV Scheme.
- Failure to implement the required re-works and to promptly notify SEAI of their completion, may lead to sanctions up to and including deregistration in accordance with the terms of your registration.

2. Additional Information Required

The following are the top 6 reasons why applications are being held when reviewed by our admin teams.

1. **Post Work BER Requirement:** 15.38%

BER not published after works. We would encourage companies that don't have associated BER assessor to advise the homeowners to book a BER assessor as soon as they have an installation date agreed. This advice will also be posted on the homeowner supports section of our website.

2. **Payment Details:** 14.29%

The account name on the portal should refer to the payee e.g. John Smith. A significant number of applications can't proceed because the homeowner has named the bank - AIB, PTSB etc.

3. **System Size Mismatch:** 12.82%

Please ensure that the system size applied for, the entry you input on the portal and the Declaration of Work (DOW) are consistent across the application. Any differences may lead to the application being held until system size is verified.

4. **Documentation Issues:** 11.54%

Various documentation issues were identified, such as the need for signatures, correct dates, and matching addresses

5. **Outstanding Information/Documentation:** 10.26%

Please ensure you have a checklist of all documents required for submission of an application. In over 10% of cases one of the following documents was missing which held up the application.

- **Declaration of Works:** Must include the company's name matching the portal, the MPRN, and the installer's full name, signature, and date.
- **Inspection, Test and Commissioning Report:** Dates must match the completion of works, and the registered installer must sign off.
- **BER (Building Energy Rating):** A post-work BER is required and must be published by the BER Assessor.
- **RECI Certificate:** A copy of the Safe Electric (RECI) Certificate is required.
- **ESB Networks NC6 Form:** A copy of the submitted form is required.
- **Invoice:** A detailed invoice describing the works is required.
- **Photographs:** Various installation photos, including the mounting system, Solar PV array, inverter, and more, are required.
- **Shared Homeowner Document:** A completed document is required.

6. **Inspection, Test, and Commissioning Report:** 9.62%

Issues related to the Inspection, Test, and Commissioning Report were identified, including the need for signatures and correct dates.

3. Model number required on DOW

We would like to remind SPV Installers that it is important to fill in the Model number on the Declaration of Works form. This is required for the BER Assessor so that he has the supporting information to carry out the BER assessment on the property after the Solar PV installation. Please see the two examples below where the Model number is either missing or filled in incorrectly.

System Components

Component	Make	Model	Rating	Quantity
Solar PV Modules	Tongwei		435 Wp at STC	10
Mounting System	Sunfixings Roof Hook		N/A	24
Inverter	SOLIS (HYB)	S5-EH1P5K-L	5.0 kW	1
Energy Meter	N/A	N/A	N/A	N/A
Battery Energy Storage System		DC Connected <input checked="" type="checkbox"/> AC Connected <input type="checkbox"/>	kW kWh	

System Components

Component	Make	Model	Rating	Quantity
Solar PV Modules	jinko	jinko	435 at STC	14
Mounting System	Van der vaulk	roof	N/A	1
Inverter	SOLIS	S5-EH1P5K-L	5 kW	1
Energy Meter	emlite	ECA2	N/A	1

4. BER Assessment

If your Company is not arranging a BER assessment to be carried out after a Solar PV Installation we would ask if you would advise the Homeowner to arrange for a BER assessment as soon as an Installation date is confirmed. It is very important that a BER Assessment is completed as this will ensure there is no delay to the grant payment.

The National Register of BER Assessors website can be found at the following link
<https://ndber.seai.ie/Pass/assessors/search.aspx>

w: www.seai.ie

e: info@seai.ie

t: 01 808 2004

