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| HETASrgbApplication number | HET201 |

**Application Form for HETAS MCS**

**Solid Biomass & Solar Thermal Installer Registration**

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| Contact Details (Please Note this information will be used to describe the business on the MCS website) |
| Business or Trading Name: |       | Contact Name: |       |
| Address: |       | Contact Position: |       |
|  |       | Telephone |       |
|  |       | Website: |       |
| Postcode: |       | Email: |       |
|  |  |  |  |
| Is the company currently HETAS registered? | ☐Yes/☐No | If yes, give HETAS registration No. |       |

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| Types of Appliance / Panels / Systems to be Installed under MCS |  |

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| --- | --- | --- | --- | --- |
| **No.** | **Manufacturers name, models and Distributor (if applicable )** | **MCS Approved?** |  | Officeuse |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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| Registered Competent Installers |  | Officeuse |
| **No.** | **Name** | **HETAS No.** | **Category of work from above** |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**Please Note**

Applicants should familiarise themselves with the HETAS Terms and Conditions for registration, (Form1 MCSI), and the requirements given in the MCS Scheme documents MCS001, MIS3001 and MIS3004.

In order to fulfil the requirements for application, the installer company needs to satisfy HETAS that a quality management system is in operation and a suitable installation is available for inspection.

The following table summarises the requirements of MCS001, MIS3001 and MIS3004. The applicant is requested to verify that procedures or systems are in place, evidence to verify a process is in place may be requested prior to the office audit. A full and objective examination of compliance against the standards will be assessed during the office and site audit.

This application method is intended to self-assess whether the company is ready to receive an office assessment, and minimise the need for any follow up assessment to clear major non conformities.

The application and any supporting documentation will be reviewed by HETAS and any queries raised may need to be cleared prior to any office assessment or site installation inspection being carried out.

**This form should be completed and returned to HETAS, identifying relevant procedure or document reference, together with any supporting documentation offered together with the appropriate fees. All information received will be held in confidence.**

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| Quality System |
| **MCS001** | **MIS3004** | **MIS3001** | **Requirements** | **Document / reference****(please refer to your own procedure, section & page etc.)** | Officeuse |
| Clause 1 | Sect. 3.2 |  | ***Quality Management System***There must be a documented Quality management system that meets the requirements of MCS001 Appendix A clauses 1 to 18 Its status in terms of issue and or date must be clear. | *Record the date and issue status on the current quality system.*      |  |
| Sect 3.4  |  | ***Consumer code of practice.*** Provide your RECC membership number, or other OFT approved scheme you are using. Where appropriate, your system should address these requirements, this will be assessed during audit. |       |  |
| Clause 2 | Appendix A |  | ***Company Responsibilities.**** + - 1. Confirm the primary contact ‘Nominee’ between the installation company and HETAS

*Note. The Nominee is ultimately the person responsible for ensuring that the company meets the MCS and consumer protection scheme requirements. This role MUST be fulfilled by a full time senior employee of the company.** + - 1. A structure of responsibilities for the various activities within the business (See MIS3001/3004 Appendix A)
 | *Please submit evidence of part (b)* |  |
|  | Sect 3.1 |  | ***Capability.*** You must be able to demonstrate that you have the capability to undertake the supply, design, installation, set to work, commissioning and handover of biomass & Solar heating systems. |       |  |
| Clause 3 |  |  | ***Internal Review***Confirm there is a process for review of the quality system. *Note, we will expect a review to be carried out prior to audit.* | *Please submit your agenda.* |  |
| Clause 4 |  |  | ***Corrective / Preventative action***Confirm procedures are in place for Corrective & Preventative action.  |       |  |
| Clause 16 |  |  | ***Complaints***Confirm procedures are in place to manage complaints, handled in accordance with the Consumer Code. |  |  |
| Clause 5 |  |  | ***Document Control***Documents produced and used by the company, including procedures, forms, policies etc. must be listed and controlled. |       |  |
| Clause 6 |  |  | ***External Document***Documented procedures shall be in place, to ensure access or control of all relevant current documents associated with the installation are available.Including, MCS scheme requirements, installation standards, building & planning regulations, Health & Safety.  |       |  |
| Clause 7 |  |  | ***Software Control***Any calculation software used for performance calculation or verification must be controlled to ensure the current version is being used. |       |  |
| Clause 8 |  |  | ***Contracts and customer requirements***Are sales leads obtained from a third party? If yes, a process is required for control.Documented procedures are required for enquires, quotations and the acceptance of orders.The company needs to demonstrate orders are reviewed including requirements for:the installation, resources and capability, responsibilities, amendments. |       |  |
|  | Sect 4.2, 4.3 & 4.4 | Sect 4.1 & 4.3 | ***Regulations. Site Planning and Building Integration. Design***You must be able to demonstrate that you comply with all applicable regulations and directives. Procedures shall be in place to identify such regulations and manage any changes to them. |       |  |
|  |  | Sect 4.4 | ***Safety and Durability***Confirm there are systems in place to ensure the requirements in MIS3001 section 4.4 are designed for. |       |  |
|  | Sect 4.4 |  | ***System performance predictions***Confirm there is a method for calculating and providing system performance calculations to the client, covering all the elements of MIS3004 section 4.4.1 a) to k) to ensure correct and efficient performance of the system as a whole. | *Please provide an example of your contract agreement showing these requirements.* |  |
|  |  | Sect 4.5 | ***Solar Heating System performance*** Confirm there is a method to ensure the system is designed to meet the requirements in section 4.5, including the estimate of energy performance. | *Please provide an example of your contract agreement showing the requirements in 4.5.5.* |  |
|  |  | Sect 4.6 | ***Site specific issues***Confirm there is a method to ensure the system addresses the design to meet the requirements in section 4.6 |  |  |
|  | Sect 4.7 | Sect 4.8 | ***Equipment.*** There should be a method in place to ensure the appliances used in the installation under the MCS scheme is listed under the MCS product listing and or CEN Keymark scheme |       |  |
| Clause 9 |  |  | ***Purchasing*** Approved suppliers shall be recorded including their details. A method of assessment for adding or removing shall be established.Purchase orders, confirmation of orders, delivery notes or invoices shall clearly identify the product, service or materials.  |       |  |
| Clause 10 | Sect 3.3 |  | ***Sub-contracting*** Where sub-contractors are used to fulfil any part of the scope of MIS3001/3004, confirm there is a process in place and a method to agree a formal sub-contract agreement. | *Please submit a copy of your sub-contract agreement.* |  |
| Clause 11 |  |  | ***Inspection of goods received***A method of inspection for all products and materials to ensure correct product/materials have been supplied correctly shall be demonstrated.Any critical measurements identified should indicate acceptance and rejection criteria and records shall be maintained.A process should be in place to address actions with the supplier. |       |  |
| Clause 12 |  |  | ***Control of work in progress***Inspection of the installation process shall take place to ensure standards and regulations are met. How this is carried out should be demonstrated. |       |  |
| Clause 13 |  |  | ***Test and Measurement Equipment***Suitable equipment shall be available to ensure testing and measurement of the installation takes place.Equipment shall be identified and marked with its calibration status. Records of all equipment shall be kept. |       |  |
|  | Sect 4.6 | Sect 4.7 | ***Commissioning.*** Confirm a method is in place to ensure that the heating system is commissioned in accordance with manufacturers guidance is required for all installations |       |  |
|  | Sect 6 |  | ***Handover.*** Confirm there is a handover process that ensures all of the documentation and information is handed over to the client. |       |  |
| Clause 14 |  |  | ***Storage, handling, packaging and transportation.***The company will need to demonstrate their activities to prevent or minimise damage or deterioration. |       |  |
| Clause 15 | Sect 6.5 |  | ***Records***Records, as listed in MCS001 clause 15, shall be retained for a minimum of 6 years. |       |  |
| Clause 17 | Section 5 |  | ***Roles, Training & Competence***Staff employed, or sub-contractors, in the installation activities, set to work and or commissioning shall be adequately qualified or approved as competent through the Experienced Worker Route. Training records identifying qualifications, certificates, experience shall be maintained and verified.See <http://www.microgenerationcertification.org/competency-criteria/competency-criteria-project>  | *Please provide a copy of the MCS checker report.* |  |
| Clause 18 |  |  | ***Health & Safety***The company must have H&S policies and procedures in place, including risk assessment to ensure installations are conducted safely. |       |  |
|  | Sect 7 |  | ***Regional Offices***If your business is conducted through more than one office or business premises, you will need to provide evidence that the requirements of the scheme that you have demonstrated in this application also apply to those other offices.If this is applicable please list all office sites. |       |  |
| Section 10 |  |  | ***Change of Details***The company should have a method for informing the certification body (HETAS) within 30 days of any changes such as: change in legal constitution, trading name or title, address, changes to technical staff, or any other significant particulars and declarations. |       |  |

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| Declaration (if filling this form in on line please type your full name in both fields) |
| I,      ……………………………………………………………………… (Full name of Nominee)declare that the information provided is accurate and I agree to abide by the Terms and Conditions of Registration for certification (Form 1-MCSI), and the scheme requirements under MCS.Signed      …………………………………………..Date      ………………………………………….. |

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| For Office use |
| Notes |
| Acceptance date: Process Manager: |