

Installation checklist template

An installation checklist for solar PV, battery, EV charger and building services installers: confirm the area is ready, check workmanship as you go, and prove it's complete before commissioning.

Project	Site	Completed by	Date
---------	------	--------------	------

1. Job and area

1.1 Project and site Required

TEXT

1.2 Area, roof, bays or rooms covered Required

TEXT

1.3 Installation type Required

☐ Solar PV

☐ Battery storage

☐ EV charging

☐ Electrical

☐ BMS and controls

☐ Fire and security

☐ IoT and sensors

☐ Structured cabling and network

☐ Other

CHOOSE ANY

1.4 Lead installer Required

TEXT

1.5 Start date Required

DATE

2. Before you start

Stop and raise it now, not after the work is covered up.

2.1 Pre-install checks Required

CHECKLIST GRID

Check	Yes	No	N/A
Latest drawings and specification on site	☐	☐	☐
RAMS briefed and signed	☐	☐	☐
Permits in place (roof access, hot works, isolation)	☐	☐	☐
Area clear, accessible and access equipment in place	☐	☐	☐
Containment and back boxes in place	☐	☐	☐
Supply, distribution board and isolation points as designed	☐	☐	☐
All equipment and materials delivered	☐	☐	☐

2.2 Ready to start? **Required**

☐ Yes ☐ No

YES / NO

2.3 What's blocking the start

Who needs to clear it, and by when.

↳ Shown when "Ready to start?" is No

NOTES

2.4 Photo of the area before work

Record existing damage before you're blamed for it.

PHOTO

3. During installation

Check workmanship while it's still visible.

3.1 Workmanship checks **Required**

CHECKLIST GRID

Check	Pass	Fail	N/A
Equipment positioned to drawings	☐	☐	☐
Fixings rated for the substrate they go into	☐	☐	☐
Mounting system and roof fixings to the manufacturer's instructions	☐	☐	☐
Cables supported and protected, bend radius respected	☐	☐	☐
DC, AC and data cabling segregated as specified	☐	☐	☐
Isolators and protective devices fitted where designed	☐	☐	☐
Fire-stopping reinstated where penetrated	☐	☐	☐
Terminations tidy and to standard	☐	☐	☐
Cables, isolators and equipment labelled to the schedule	☐	☐	☐

3.2 Photos of work before it's covered **Required**

Roof fixings, cable routes, ceiling voids, ducts and ground works for charger bays.

PHOTO

3.3 Workmanship issues found

↳ Shown when any workmanship check is Fail

NOTES

4. Deviations from design

4.1 Any changes from the drawings? **Required**

YES / NO

☐ Yes ☐ No

4.2 What changed and why

↳ Shown when "Any changes from the drawings?" is Yes

NOTES

4.3 Approved by

Name of the designer or client who agreed it.

↳ Shown when "Any changes from the drawings?" is Yes

TEXT

5. Completion

5.1 Test results uploaded

Export from the tester, e.g. electrical or cable test results.

FILE UPLOAD

5.2 Completion checks **Required**

CHECKLIST GRID

Check	Yes	No	N/A
Serials recorded for every panel, inverter, battery and charger	☐	☐	☐
Roof, ceiling tiles and access panels made good	☐	☐	☐
Area clean, packaging removed	☐	☐	☐
Spares and offcuts returned or removed	☐	☐	☐
As-installed changes marked on drawings	☐	☐	☐

5.3 Snags raised (snags)

Raise each one on the snag list; record the count here.

READING

5.4 Ready for commissioning? **Required**

YES / NO

☐ Yes ☐ No

5.5 Photo of the finished area **Required**

PHOTO

5.6 Completed by **Required**

TEXT

5.7 Supervisor signature Required

SIGNATURE