

MCS handover pack checklist for solar PV and battery storage

A checklist for assembling an MCS handover pack for solar PV and battery storage: every document the pack needs, the signed handover document, registration and the customer's sign-off.

Project	Site	Completed by	Date
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1. Installation

1.1 Client name and address **Required**

TEXT

1.2 Site address (if different)

TEXT

1.3 Technology **Required**

☐ Solar PV (MIS 3002)

☐ Battery storage (MIS 3012)

CHOOSE ANY

1.4 Within MCS scope **Required**

MIS 3002 covers PV up to 50 kWp DC; MIS 3012 covers batteries up to 50 kW.

☐ Yes ☐ No

YES / NO

1.5 Commissioning date **Required**

DATE

2. Signed handover document

One document, signed by your on-site representative, handed over with the pack.

2.1 Handover document contents **Required**

CHECKLIST GRID

Check	Included	Missing	N/A
Declaration that the installation meets the MCS standard	☐	☐	☐
Client name and address, and site address	☐	☐	☐
Installer name, address and contact details	☐	☐	☐
List of key components installed	☐	☐	☐
Estimated system performance	☐	☐	☐
Recommended interval for the first periodic inspection	☐	☐	☐
MCS contact details (helpline and email)	☐	☐	☐

2.2 First periodic inspection recommended within **Required** (years)

READING

2.3 Battery class, island mode, maximum power and usable capacity recorded

↳ **Shown when Technology includes Battery storage**

YES / NO

☐ Yes ☐ No

3. Document pack

3.1 Pack contents **Required**

CHECKLIST GRID

Check	Included	Missing	N/A
Copies of every commissioning form and checklist	☐	☐	☐
Maintenance requirements and the maintenance services you offer	☐	☐	☐
Manufacturer user manuals	☐	☐	☐
Warranty details for panels, inverters and batteries	☐	☐	☐
Paperwork for any incentive scheme	☐	☐	☐
Customer checks, how often, and what to do if there's a problem	☐	☐	☐
Additional information required by the IET Code of Practice	☐	☐	☐

3.2 Commissioning records **Required**

FILE UPLOAD

3.3 Manuals and warranties **Required**

FILE UPLOAD

3.4 What's missing and when it will follow

↳ Shown when any Pack contents item is Missing

NOTES

4. Notifications and registration

4.1 DNO notification route **Required**

☐ G98

☐ G99

CHOOSE ONE

4.2 DNO reference **Required**

TEXT

4.3 BS 7671 certificate reference **Required**

TEXT

4.4 Building Regulations notification **Required**

☐ By us, through our Competent Person Scheme

☐ By others (e.g. the developer)

☐ Not notifiable

CHOOSE ONE

4.5 Notified before handover

↳ Shown when Building Regulations notification is By us

☐ Yes ☐ No

YES / NO

4.6 MCS Installation Database registration date **Required**

After commissioning, and no later than 10 working days after it.

DATE

4.7 MCS certificate number **Required**

TEXT

4.8 Certificate sent, with instruction to keep it in the pack **Required**

☐ Yes ☐ No

YES / NO

5. Handover sign-off

5.1 Pack and customer checks explained to the client **Required**

☐ Yes ☐ No

YES / NO

5.2 Installer's on-site representative **Required**

SIGNATURE

5.3 Client Required

SIGNATURE

5.4 Date handed over Required

DATE