



National Solar Schools Program – solar power system installation report

Part A – to be completed by school authorised person

1 Project ID
School name

2 Installation details

Date the photovoltaic system installation was completed
Name of electrician who carried out 240V AC wiring
Licence number of electrician who carried out 240V AC wiring

3 Checklist – before signing and returning this form please ensure you have included all items on the following list:

Part B and C of this form have been completed and signed by **either** the system installer **or** the installing electrician and the system designer that supervised the installation.

A diagram from your installer of the electrical layout of the solar power system, including as a minimum:

- all new and all existing equipment items
- fuses and earths
- an indication of how the panels are wired

Photographs clearly showing:

- the position of the solar panel array including the building on which it is mounted
- mounting and external cabling
- the inverter and control system layout
- smart meter and display
- on the back of one of the photos a signed statement to certify that the system has been installed at the school address

A copy of a Certificate of Electrical Safety, Notice of Completion, or equivalent as required in your state

4 School's authorised person's certification

I hereby certify that:

- to best of my knowledge the information contained in this report is current, truthful and correct
- the photovoltaic system was installed, or the installation was supervised, by a person who has current accreditation with the Clean Energy Council

Signed Date
Name
Position at organisation

Part B – Installer’s certification (to be completed by the system installer)

I hereby certify that:

- I have installed the photovoltaic system at the following address:

Postcode

- I am **EITHER** an installer accredited by the Clean Energy Council **OR** a licensed electrician who has been supervised by a designer accredited by the Clean Energy Council
- I have installed the photovoltaic system to meet all relevant standards, building codes and local council requirements and in such a way that no manufacturer’s warranty on any piece of equipment is invalidated
- All information contained in this report is current, truthful, and correct
- I understand that the Department of the Environment, Water, Heritage and the Arts or their approved representative may, with reasonable notice, inspect this system at any time and that any faults found will be reported to the Clean Energy Council or any subsequent accreditation body
- The performance, maintenance and design of the photovoltaic system has been explained in full and I have provided a diagram of the system electrical layout to the school
- I have given the school a 12 month warranty on my workmanship
- I have arranged for the photovoltaic system to be connected to the grid

Supplier name

AND

Designer name Accreditation number

Signed Date / /

AND

Installer/supervisor name Accreditation number

Signed Date / /

AND

Electrician name Licence number

Signed Date / /

Part C – to be completed by the system installer

The installed solar power system is:

- New OR Extension to existing system

PV panels installed:

Manufacturer	<input style="width: 90%;" type="text"/>
Model number	<input style="width: 90%;" type="text"/>
Capacity (watts per panel)	<input style="width: 90%;" type="text"/>
Quantity	<input style="width: 90%;" type="text"/>
Total capacity installed (watts)	<input style="width: 90%;" type="text"/>

Existing PV panels (if applicable):

Capacity (watts)	<input style="width: 90%;" type="text"/>
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Inverter installed:

Manufacturer	<input style="width: 90%;" type="text"/>
Model number	<input style="width: 90%;" type="text"/>
Capacity (watts)	<input style="width: 90%;" type="text"/>

Existing inverter included in system (if applicable):

Capacity (watts)	<input style="width: 90%;" type="text"/>
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