

PV Module Application Checklist - ver 27/04/2017

License Holder / Manufacturer	
Date submitted	

	Items to check	OK
	Certificates of Compliance	
1	<p>Certificate(s) are included to all of the following standards: IEC 61730-1:2004 + A1 + A2 (A1+A2 required from 1 July 2016) IEC 61730-2:2004 + A1 (A1 required from 1 July 2016) IEC 61215:2005 (for crystalline modules) IEC 61646:2008 (for thin film modules)</p> <p>or</p> <p>IEC 61215-1:2016 IEC 61215-1-1:2016 (crystalline modules) IEC 61215-2:2016 IEC 61730-1:2016 IEC 61730-2:2016</p>	
2	<p>Certificates are issued by a National Certifying Body in the IECEE scheme - Refer to PV Module Listing Procedure and http://www.iecee.org/dyn/www/f?p=106:41:0 for details of NCBs. NB: Accept 2016 certs subject to meeting this requirement within 6 months of cert.</p>	
3	Module model numbers listed on the Certificate(s) include all the model numbers in the application	
4	Each module type has a unique model number, which includes the power rating	
5	Certificates are a type that requires periodic factory inspections, and identifies all factories which are covered by the certification	
6	IEC 61730 certificate shows that the modules meet Application Class A	
7	IEC 61730 certificate shows that modules meet the requirements of Fire Class C or better. Modules without Fire Class C may be listed for ground-mount installation	
8	<p>Testing has been carried out by a Test Lab appearing in the IECEE scheme list for that NCB - Refer to PV Module Listing Procedure and http://www.iecee.org/dyn/www/f?p=106:41:0 for details of CBTLs. Refer to http://www.iecee.org/documents/refdocs/OD-2019.xls for CTFs</p>	
9	Check certificate validity on certifier website. If no website, email certifier for validity	
	Construction Data Form	
10	The CDF is signed and complete	
11	The CDF is an annex to the Certificate or the Test Report and the number is referred to on the Certificate	
12	Module model numbers listed on the CDF include all the model numbers in the application	
	Serial Numbers	
13	Document supplied showing serial number format	
14	Document specifies the place(s) of manufacture and how this is coded in S/No	
15	Documents specifies how the date of manufacture is coded in the S/No	
	Installation Manual	
16	Manual includes instructions on safety, handling, mechanical mounting, earthing and maintenance, and is suitable for use by the installer, and for the end user	

17	Includes details for mounting modules with clamp systems including number of clamps and acceptable placement options. If clamps are not recommended, this is noted on datasheet.	
18	Includes details for mounting in high wind or snow conditions if these are claimed on the datasheet	
	Sales Data Sheet	
19	Is in a form suitable for the installer to provide to the end-user, as manufacturer's documentation	
20	Shows the certificate holder name, full model number, electrical data and tolerances matching the information on the Certificate and/or CDF	
21	Shows country(s) of manufacture (or shown on label)	
22	Shows mechanical data - Frame thickness conforms to CDF	
23	Shows the model of electrical plug/socket connector. Connector conforms to CDF. Does not show "MC4" or "MC4 compatible" (May show "Genuine MC4")	
24	If the datasheet claims that modules have extra features such as PID Free, salt mist or ammonia certification, higher wind load ratings etc, the applicant must provide an appropriate test report or certification	
25	Extra features shown as "Optional or "On Request" where not all materials on CDF have been tested for this feature	
26	Shows country(s) of manufacture (assembly)	
27	Does not show CEC logo. (The "CEC Member" logo may be used on a datasheet ONLY if the licence holder is a financial member of the CEC.)	
	Sample Label	
28	Label shows the Certifier Mark for the agency that issued the certificates. One certifier mark only showing	
29	Label shows the full certificate holder name and correct model number	
30	Label shows electrical data including tolerance of P_{MAX} , V_{OC} , I_{SC} , V_{MP} , I_{MP} , maximum system voltage, maximum series fuse rating	
31	Label does not show any CEC logo. NOT under any circumstances	
32	Shows country of manufacture	
	Importers and Warranty Requirements	
33	Importer of the modules to Australia identified on the application, with ABN and contact details. (Verify ABN)	
34	Importer must be Australian company with an ACN, or an individual, not a business name or a trust. (ACN is the ABN without first two numbers. Verify CAN on ASIC website)	
35	Importers have been sent the Importer Declaration and returned signed copy with warranty policy. (If the importer is the applicant, they will have signed as part of the application)	
36	Product guarantee and performance warranty is not misleading and agrees with the warranty conditions on the datasheet	
37	Warranty document includes a statement of consumer rights under Australian Consumer Law - *see below	
38	Warranty document has contact details for <u>both</u> certificate holder and importer for claiming warranty – incl name, address, email address, phone number, web address	
39	Warranty document has a process for handling batch defects including advising affected customers and working with consumer authorities	
40	Warranty document has a process for handling complaints if the customer is not satisfied with outcome of the warranty claim	

* Recommended wording:

“If you have purchased this product in Australia, you should be aware that this warranty is provided in addition to other rights and remedies held by a consumer at law. Our goods come with guarantees that cannot be excluded under Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.”